

## Guidelines for Transition Strategy and Transition Time Table

### What is the Transition Strategy?

This encompasses the decisions taken by the department under the PI&MC with regard to the transition to the electronic mode of working, particularly with respect to the electronic files.

In this step the department has to decide on the approach to be adopted for the transition. It has two broad options in this regard:

- Complete transformational (big-bang) approach by going for a completely electronic mode of working from the start of eOffice implementation.
- Custom approach by phasing the transition. Department will have to decide the number of divisions that will be covered and the number of phases for doing so. The department could either go for all divisions or selected sections in each division and the sequencing of implementation.

The Strategy decisions are to be based on several factors: Readiness of the department in terms of infrastructure, availability of resources, employee readiness, etc. The department will also have to identify files for conversion from physical mode to electronic mode in each division. It will also have to prepare a timeline for the phased conversion and coverage of files in each phase.

### Why is it required?

A sound strategy plan makes the induction and transition to eOffice smoother and more seamless. The experience gathered from the implementations indicates that some amount of phasing is inevitable even in case of a complete transformational model.

### How to draw up a Transition Strategy and Time Table?

The first step is the decision on the Transition Strategy that the department will adopt:

**Transformational approach-** All divisions and all subjects to be covered under eFile implementation

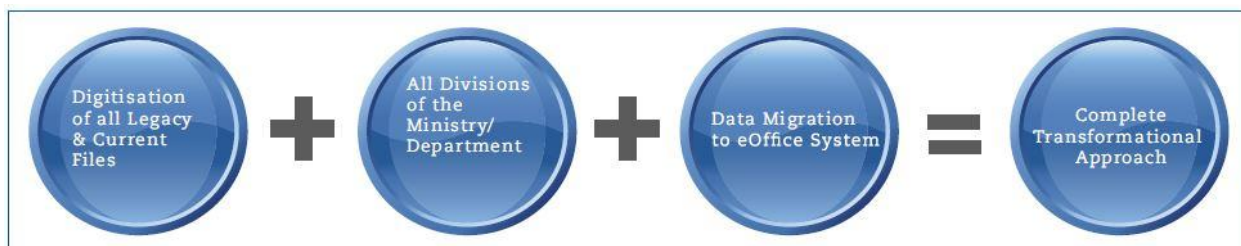
- All inward receipts will be scanned. There will be no movement after the first point of receipt entry and diarisation.
- All files in all the sections to move as e-Files end-to- end.
- No manual file will be created nor move internally.
- File movement should be to up to the level of Minister.

**Custom approach-** Selected divisions /subjects to be moved as eFiles.

To arrive at the strategy and time table for the transition, some questions that need to be considered are as follows:

- Which files need to be converted from physical mode to electronic?
  - (Select subjects/categories in each section; prepare a time plan for the phased conversion).
- What will be the timeline for coverage of files in each phase? Time table for conversion?
- Does the transition have to happen at one go or can it be done in phased manner?
- When is a file termed as completely electronic (Complete migration)?
- Is there a separate process of conversion for active/closed/legacy files?
- Should all the papers in the active/closed and legacy files to be scanned?
- How is the phased approach to be planned?
- What are the parameters to be considered while making the decision on the strategy and approach?
- What sort of hardware and software will be required?
- Who will coordinate the transition implementation?
- Who will do the conversion of the physical files to Electronic mode (Department / Outsource to agency)?
- What happens to the papers/files after the conversion?

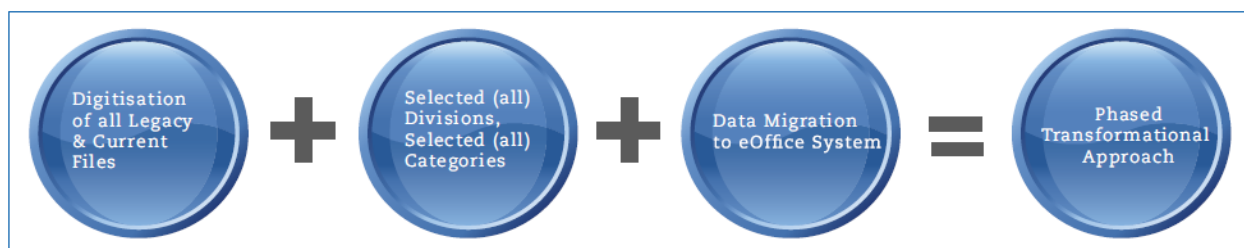
### Complete Transformational Approach



This model represents the transition approach in which the department decides to make a complete transition to an electronic mode of working of files and documents from the start. This approach involves the digitization of all categories of the files (active, closed and legacy) of all divisions of the department and migration of the digitized files into eOffice. There is no physical file movement in case of adoption of this model by the department.

Complete Transformational approach	Divisions	File Categories
1	All Divisions	All Categories

## Phased Transformational Approach



This model is one in which the transition of files is done in a phased manner. The department may choose selected divisions only to begin with, or may further choose to have only selected categories of files within a division to be taken up for transition to electronic mode.

Phased Transformational approach	Divisions	File Categories
1	All Divisions	Selected
2	Selected Divisions	All Categories
3	Selected Divisions	Selected Categories

### Transition Models and Approach for Digitization

A Comparative Analysis of the different Transition Approaches

Implementation Model	Resource Requirement	Turnaround time for Transition	Management Commitment
Transformational Approach	High	Low	High
Hybrid Approach	Moderate	Moderate	High
Custom Approach 1(Selected division and transformational approach)	Moderate	Moderate	High
Custom Approach 2(Selected division and hybrid approach)	Moderate	High	High

## Transition Strategy and Time table for the Transition to eFile

<b>(A) Decide on the overall approach and strategy to be adopted for the transition:</b>					
a) Complete Transformational approach b) Custom approach					
If the Department decides to adopt the Custom Approach, then decision will need to be taken by the Department on the coverage and time plan for the overall transition to electronic mode of working on files. In Custom Approach we can select the files on priority basis but we cannot wait for too long for digitization. Whatever the schedule finalized for digitization we should adhere to that.					
<b>(B) Time Table for Phased Approach – To be provided by the Nodal Coordinator of the Department</b>					
<b>Phase 1 (First 2 months)</b>					
Sl. No.	Name of Division/Bureau	Name of Sections under the Divisions/Bureaus With name of the nodal officer of each section	File No.	Subject/Category	All active and current files or only new files
1					
		1		1	
				2	
	Total No	Total No			
<b>Phase 2 (2 months)</b>					
Sl. No.	Name of Division/Bureau	Name of Sections under the Divisions/Bureaus	File No.	Subject Category	All active and current files or only new files
1					
		1		1	
				2	

<b>Phase 3 (2 months)</b>					
<b>Sl. No.</b>	<b>Name of Division/Bureau</b>	<b>Name of Sections under the Divisions/Bureaus</b>	<b>File No.</b>	<b>Subject Category</b>	<b>All active and current files or only new files</b>
	1				
		1		1	
				2	

Guidelines to be issued by department to include the following:

- 1) Overall approach and strategy to be adopted for the transition. A
- 2) Time plan for the phased approach with roles and responsibilities B
- 3) Storage of physical papers after the conversion (Receipts and Files)
- 4). Plan for legacy files