

REFER TO THE WORK ORDER GEM/2023/B/3181589 DATED 17/05/2023 "SECURE DIGITISATION OF SENSITIVE DOCUMENTS WITH ROLE BASED ACCESS CONTROL" IN MILITARY SECRETARY'S BRANCH, INTEGRATED HQ OF MOD (ARMY).

July 1, 2023

AMS 4E

Room Number 90, South Block
Military Secretary's Branch
Integrated Headquarters of
Ministry of Defence [Army]
New Delhi-11 0011

Sir

This is the formal intimation to the concerned department that we have finalized the SOP of Digitization/Scanning as per RFP, and from Monday (03/07/2023) on-wards the full scale execution of Digitization/Scanning will be initiated.

The execution work will comply SOP and the entire operations/Execution will be performed in the presence/guidance/instructions of AMS/Col MS/Brig MS of Automation only.

Any changes in the SOP by either party will require mutual written consent.

**Thanking You,
For NetCreativeMind Solution Private Limited**

**Mohammad Sajid
(Project Manager)**