Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat (IT Division)
Akashvani Bhawan, Sansad Marg, New Delhi - 110001
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Subject  :  **Guidelines for scanning a document for uploading in KMS of eOffice**

As is known that eOffice is operational in several offices of Prasar Bharati.  As on date, 452 Prasar Bharati Offices (including CCW offices) are On-Board in eOffice. Some more Stations are under pipeline and shall be configured soon.

(2)  **Knowledge Management System (KMS)** module of eOffice is an integral part of eOffice, under which various Circulars / Guidelines / Orders are being uploaded on the 'Notice Board' of Main Page (after login) of eOffice by Prasar Bharati Offices.

(3)  At present, facility for uploading a document on KMS of eOffice has been granted to some offices, but the facility for uploading shall be granted to many more Prasar Bharati offices, in due course of time. KMS gradually shall become an inventory of important Orders / Circulars / Guidelines with time, which may become very beneficial for all the eOffice users.

(4)  With the number of uploaded documents in KMS increasing day by day, a necessity has been felt that the documents uploaded should have optimum size and ready for searching of words inside the contents of the document. The **OCR (Optical Character Recognition)** based scanning not only reduces the size but also make the document ready to search inside contents.  Although the current version of KMS does not support  Search inside the document but it is learnt that the future version will have this facility provided the documents repository are OCR enabled.

(i)  OCR setting may be enabled for the Scanner before scanning a document and only OCR enabled documents are to be uploaded in KMS.

(ii)  Appropriate Keywords may be submitted in the '**Keywords**' field covering the main topics / subject / words of the document, while uploading a document in KMS.

( J.B. Roy )
Assistant. Director (IT)

All Prasar Bharati Offices
*(Through Prasar Net / Prasar Bharati Website / eOffice KMS)*

Copy for kind information to :
(1) Staff Officer to CEO, Prasar Bharati.
(2) PS to Member (F), Prasar Bharati.
(3) ADG (Admn.) / ADG (HR) / ADG (IT) : PB Sectt.