



**POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS)
DIGITIZATION OF CRITICAL RECORDS & DOCUMENTS
(2022-23)**

(For Internal Circulation Only)



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POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS) DIGITIZATION OF CRITICAL RECORDS & DOCUMENTS 2022-23

1. OVERVIEW

As per the observation in Annual Review Meeting of CVC(Central Vigilance Commission) with Banks on 14-12-2020, CVC has given direction to all Banks to formulate Board approved Policy for Digitization of Critical Record & Document in which Banks will decide the documents to be digitalized and preserved, retrieval of these records in case of need, preservation and weeding out/discarding of old records. Accordingly, Bank has framed policy on Digitization of critical records and document covering critical records/documents at Head Offices, Zonal Offices and Branch offices.

Bank's Information and Technology Department has already undertaken this task of Centralized Document Management System (DMS) since 2016 for digitization and archival of documents in phased manner i.e. Head Office, Zonal Offices and Branch offices, based on In Principle Approval of Board on 16.06.2016.

Document Management System is designed to organize and manage documents in electronic format which are scanned digitally and stored in central server. It provides users with the ability to access & download the documents from the central server and handles archiving, distribution and creation of documents. A Document Management System (DMS) is the process of storing, locating updating and sharing data for the purpose of workflow progression and business outcome.

Record management is the systematic control of the creation, maintenance, use and disposition of records. Records management addresses the life cycle of records, i.e. the period of time that records are in the custody of the organization. The life cycle usually consists of three stages given below.

A-Creation

B-Retrieval and Maintenance

C-Disposition



Digitization of records is basically undertaken with the aim of achieving faster retrieval of information, easier transmission of information, greater sharing of information and a reduction in storage space required for paper records.

Driving factors for digitization project include-

- I. Provide easier and improved access and distribution of records
- II. Improve the internal transfer or dissemination of the records
- III. Create a backup copy of paper records for disaster recovery purposes.
- IV. Reduce management and access costs.

Keeping in view the above facts, Bank started the process of implementing Digitization of Critical Records & Documents through DMS. It is therefore required to frame an approach document for digitization of documents covering various guidelines on digitization.

2. OBJECTIVES

The objective of this policy is to create formal written guideline on day to day workflow about digitally preservation of records/ documents, its retrieval, transmission, sharing, updating and ultimately its disposal.

Digitization is the process to convert physical documents/records/copies (like notes, letters, memos, correspondences, office orders, minutes of meetings, memorandums, etc.) into electronic/ digital format, to preserve records/documents in digitized form in a very efficient, secured and cost-effective manner so that identification and retrieval of records/documents by Head Office/Zonal Offices/Branches/LDM/RSETI, etc. of the Bank are facilitated, to store & retrieve in a secured and authorized manner.

3. SCOPE OF THE POLICY

The scope of this policy is to learn and implement standard procedure for digitization of documents and preserve all important documents as per statutory/regulatory requirements as amended from time to time which are applicable for all the documents kept including in electronic/scanned form.

Digitization is the process to convert physical records/documents into digital/electronic format by way of scanning. This Policy covers digitization of records/documents related to domestic offices/branch offices only. **Policy does not cover records related to our foreign offices/branches.** Digitization of documents at various level i.e., Head Offices, Zonal Offices, Branch offices, etc. will be covered by standard operating procedures as approved by their respective Departmental Heads.



DMS is a "Centralized approach" process where documents will be scanned at respective locations and will be stored in a Central DMS Server by uploading the scanned documents. It includes-

- User creation and role assignment to the users.
- Identification of the documents to be preserved.
- Installation of the scanner in respective offices will have features like Monochrome speed 60IPM in duplex, Optical Resolution, Optical Character Recognition (OCR), Power Consumption, Duty Cycle etc.
- Creation of Departments, metadata, indexing and other features in DMS.
- Scanning and uploading of legacy documents to be done by the approved vendor, once at the initial stage.
- Day to day scanning & uploading of documents into the DMS to be done by the respective Departments/Zonal Offices/Branches/LDM/RSETI etc.
- Retrieving of digital documents from DMS portal

There are three phases for digitization and archiving of documents in to central server. The following documents be scanned & uploaded into DMS portal.

A Head Office

- Documents pertaining to Notes, Approvals, Minutes of Meetings, Office Memorandums, Correspondences etc.
- PSD&HRM departments should scan & upload new Service Record.
- Any correspondences/sanctions pertaining to the existing service records, PPO's, any revised papers for existing Staff PPO's etc.

B Zonal Offices

- Documents pertaining to Notes, Approvals, Minutes of Meeting, Office Memorandum, Correspondences, and Documents related to Advances etc.

C Branches and other Offices:

- Branch should scan and upload all deposit account opening forms, all documents related to loans, important correspondences with Zonal/Head Office, minutes of meeting etc.

Key features: -

- ✓ Role of ADMIN user – ADMIN user can perform activities like-
 - ❖ user creation and attaching user to any department/folder in DMS,
 - ❖ Detaching/removing users if they are retired or transferred,



- ❖ Admin user to be able to create user, modify user rights, resetting of ID & password etc.
- ✓ Security feature of DMS application - Documents uploaded into DMS are stored into the database in an encrypted manner which make the data highly secured and non-decipherable by any means.

Reporting Mechanism:

- ✓ Types of reports –Progress report of DMS for all the departments/offices will be circulated on fortnightly basis by H.O. DIT, DMS Cell.
- ✓ Employee wise documents uploaded report will be available on fortnightly basis.

User Creation:

The DMS is completely secured and each staff should have login credentials to enter into the Document Management System (DMS). The login credentials, user profile and access rights shall be created for all the Head Offices/Zonal Offices/Branch Offices staff. Each Staff will get the access to their respective department documents and also can perform various activities based on the permissions set for every user according to his/her Cadre and job profile.

- ✓ For creation of users at Head office, respective departments should send the DMS User Creation form duly filled and recommended by concerned departmental in-charge to DMS Cell, HO-DIT on the Email IDdms.helpdesk@ucobank.co.in.
- ✓ Zonal office should send their DMS user creation form dully authorized by Deputy Zonal Head/Zonal Head to DMS Cell, HO-DIT.
- ✓ Branches and other offices should send their DMS user creation forms to their respective Zonal Offices. Further Zonal office should send the forms received from branch and other offices to the DMS Cell, HO-DIT with their recommendations.
- ✓ User privilege must be mentioned in the DMS user creation form for creation of any user id.
- ✓ User creation is to be done by the ADMIN.
- ✓ At the time of logging into DMS, there is a web service which authenticates SOL ID assigned to the user in DMS with the SOL ID of the user in HRMS. If both the SOL ID matches, DMS allows access to the site/department of the particular SOL ID to the user. Else, in case of transfer, when there will be a different SOL ID in HRMS, SOL ID of the user in DMS will be updated with the

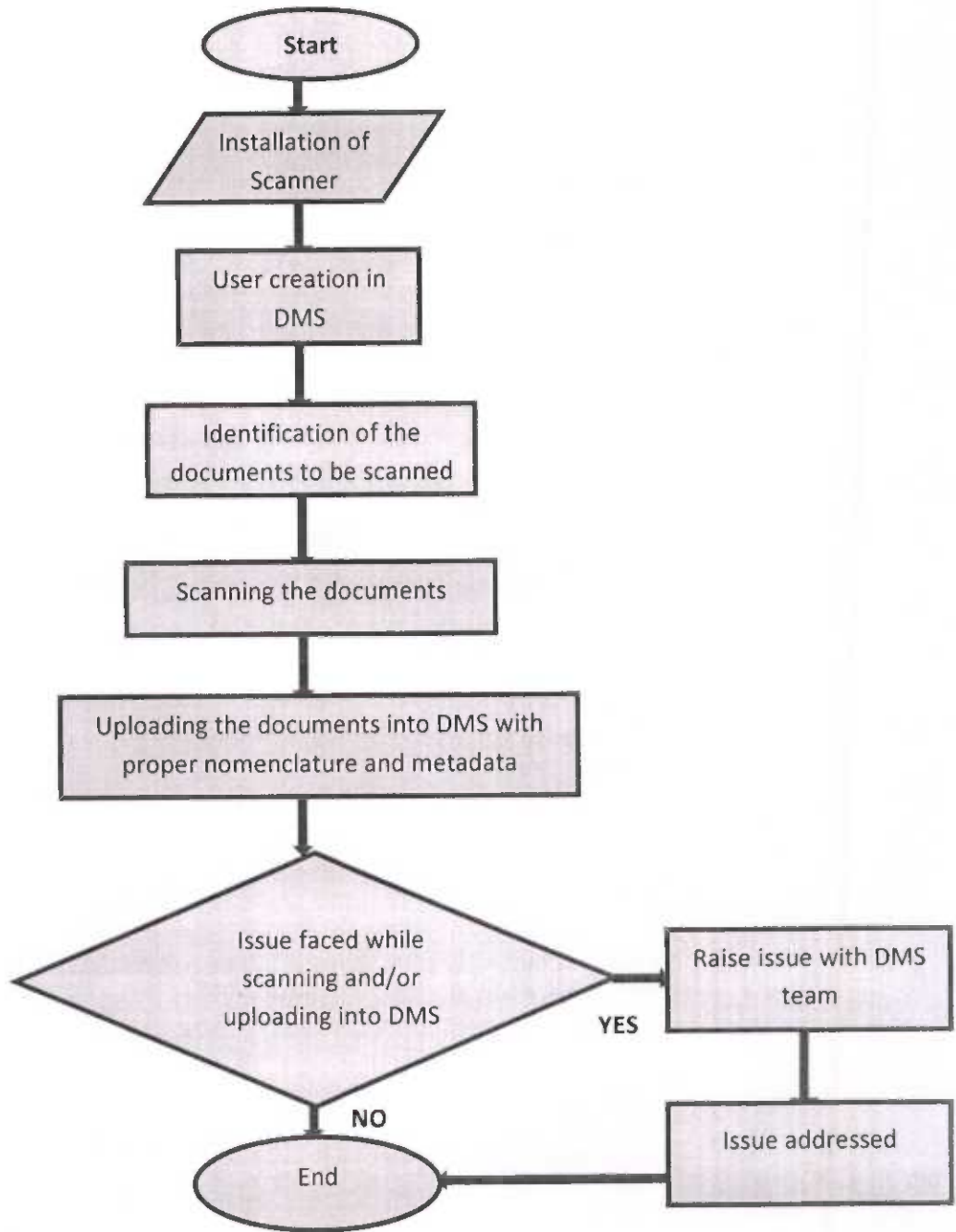


new SOL ID as per HRMS and accordingly access will be given. In case of retiree, as no SOL ID will be found in HRMS, so user will not be given access to any SOL ID. Users should be deleted on periodic basis in DMS, as and when any user retires.

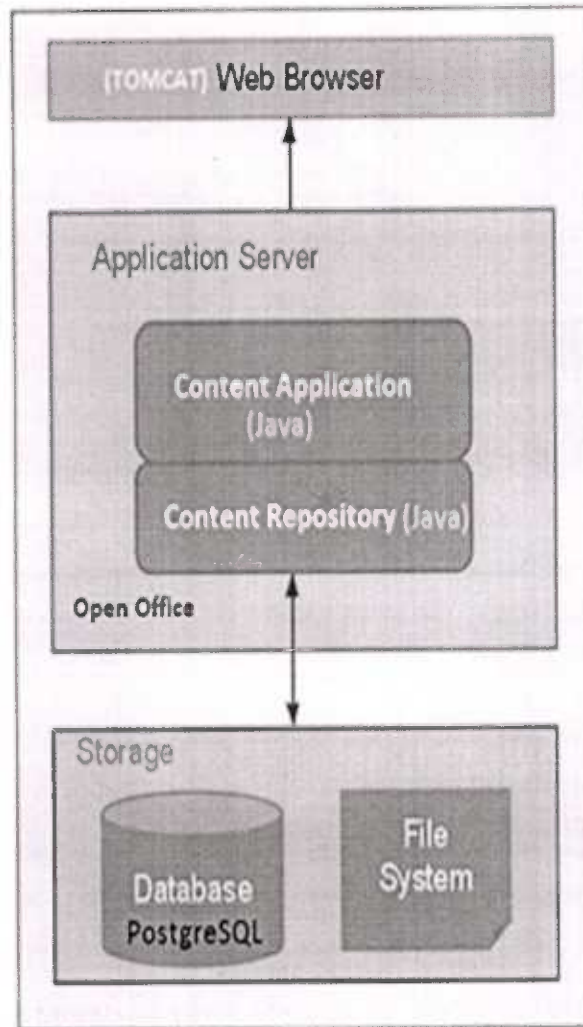
- ✓ User ID is same as Employee Number of the user and password should be created using combination of letters – uppercase & lowercase, numbers and special characters. (i.e. Ucob1234#). Minimum password length should be 8 characters.
- ✓ User creation form is available under Form/Documents section on UCO Online and enclosed as Annexure -I(HOs), Annexure-II(ZOs) & Annexure-III(BOs).
- ✓ Enforcement of two-factor / multi-factor authentication depending on risk assessment and following the principle of least privileges and separation of duties shall be implemented in DMS.



Process Flow:



Architecture of DMS Application:



DMS Policy will be in line with various IT Policies of our Bank

- **Backup and Recovery Policy:** - This policy addresses Policies and Procedures related to the backup and recovery of Bank's documents, information and computing resources.
- **Business Continuity Policy:** - To recover from the adverse effects of a disaster, the bank should plan for an orderly recovery route by having Disaster Recovery Plan (DRP) and Business Continuity Plan(BCP) in place.



- **Disaster Recovery Policy:** - This Policy addresses Policies and procedures related to Disaster Recovery Planning for the Bank's information resources. DR Drill ensures the objective of the policy.
- **Outsourcing Guidelines Policy:** - Facility Management Service has been taken for DMS. Any future requirement/customizations/major changes are being done on Change request (CR) basis by the OSD(Operation & Services Department).
- **Data Retention and Archival Policy:** - To implement standards for storage, retrieval and disposal of electronic documents and data backup.

4. IMPORTANT PARAMETERS

Critical records in digitized form would be retained for the periods as laid down in the latest Bank's policy of record retention as contained in the manual of instructions and Data Retention and Archival Policy.

As the process is envisaged for digitization of existing records/documents also only current documents as mentioned in the Record Retention Policy, needs to be digitized.

Records kept in the form of "digitized images" would be admissible as secondary evidence in a court of law in terms of the 1984 amendment to the Bankers Books of Evidence Act whereby definition of "certified copy" has been modified so as to include its meaning, a copy made by any mechanical process which by itself ensures the correctness of the copy.

It is necessary that the conversion of records from paper form to digitized images will be done under the supervision of an authorized Official of the bank and proper record thereof will be kept.

Handheld scanners/devices with scanning and storage capacity/mobile devices are not allowed for scanning of the documents/records.

In the light of statutory/legislative changes and introduction of newer technologies, if any, policy must be dynamic to accommodate changes in the record retention area. Hence there will be provision to review from time to time.

Records/documents, scanned and uploaded in DMS portal may be indexed in the pattern as under: Department or Name of the HO/ZO/Branch/Office>Name of Document>Reference No. of Document >Financial Year (YY-YY)>Date (DDMMYYYY).



Report of audit trails/logs of DMS application must be submitted every quarter to the Departmental head for scrutiny.

5. HEAD LINE OF THE POLICY

This policy description covering the digitization of various critical documents/records of the Bank and its storage/retrieval in a secured and authorized way will be known as POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS) DIGITISATION OF CRITICAL RECORDS&DOCUMENTS.

6. COMPETENT AUTHORITY TO APPROVE THE POLICY

Competent Authority to approve the policy rests with the Board of Directors.

7. APPLICABILITY OF THE STATUTORY GUIDELINES

All the statutory and present prevailing guidelines are applicable to this policy. In any circumstance where the terms of this policy differ from any existing or newly enacted law, rule, regulation, or standard governing the Bank, the rule, regulation, law and globally best IT Security practices or standard will take precedence over this policy. Any alteration/modification in the prescribed period of archiving in applicable law shall mutatis mutandis apply to this policy.

8. WAY OF PRESERVATION/RETENTION

The storing of documents in DMS must be such that ensures there is no tampering, destruction, alteration or anything which endangers the authenticity, content, utility and accessibility of the documents/records.

The stored digitized documents must be accessible at all reasonable times. There must be control by authorized officer to ensure authenticity, integrity, confidentiality and non-repudiation of the records/documents and also to prohibit unauthorized access.

Hard copy of records/documents must be preserved as per its retention periods in accordance with the extant guidelines of the Bank even after the digitization of hard copy of documents/records into scanned copy.

HO GAD to ensure to preserve and dispose off old physical records/documents systematically and must issue necessary guidelines to all Departments/Offices of HOs/Zones/Branches/LDM Offices/RSETI etc.



9. REVIEW OF THE POLICY

Review of the policy will be undertaken every year.

10 (A) DELETION OF DIGITISED RECORDS FROM DMS –The provisions as contained in the Manual of instructions as well as in the Bank's Data Retention & Archival Policy, 2021-22 specifying the periods for preservation/retention of records/data will be adhered to.

10 (B) Process of Disposal of Original Records: -Reference be made to Manual of Instructions Volume-II Chapter No. 13 Page No.281 to page No.294 and guidelines issued by GAD Department vide Circular No. CHO/GAD/03/2021-22 dated 14.12.2021 regarding disposal of old records/register etc.

(i) Wrong uploading of document in DMS portal.

In case a document is being uploaded wrongly by the user department, request for deletion of document to be given in the enclosed format Annexure -IV from the concerned department. The deletion power to be vested with ADMIN user only.

(ii) Document deletion as per requirement.

In case user department may feel that a particular document may be deleted, request as per format enclosed Annexure-IV to be provided. Deletion of document to be done only through ADMIN users.

11. ROLES AND RESPONSIBLE AUTHORITY FOR COMPLIANCE OF THE POLICY & KEY RESPONSIBILITIES

The Departmental Heads of HO/ZOs/Branches/LDMO/RSETI or the authorized Officials delegated by them shall be responsible for the compliance of this policy.

Responsibilities of various users in DMS are given as under-

- Identification of important documents to be uploaded by Maker/Checker/Free Users.
- Filling of proper metadata while uploading the documents by Maker/Checker/Free Users.
- Primary maintenance of the scanners provided for scanning by the end users. In case of any malfunctioning of the scanner, support to be provided by the vendor providing AMC (Annual Maintenance Contract).
- Co-ordination with the vendor for bringing out changes in DMS by ADMIN.
- Resolution of issues of various departments/offices by ADMIN.



- Quarterly Disaster Recovery Drill Activity tape restoration, data backup, ID reviews etc. by the ADMIN.
- The Module/Application will operate on Maker – Checker basis.
- H.O. Departmental Heads will forward to the Admin (H.O.DIT, DMS Cell) the names of Officers to be designated as Maker-Checker of their respective departments, Similarly, Zonal Heads will forward to the Admin (H.O. DIT, DMS Cell) the names of Maker-Checker of their respective Zonal Offices as well as those of Branches under their jurisdiction to Admin H.O. DIT (DMS Cell) - 033-44559796 and email ID of DMS Cell is- dms.helpdesk@ucobank.co.in.
- The role assignment of Maker- Checker will be as under. -

Maker: - Upload/view only access to documents.

Checker: -Upload/Download/view only access to documents.

Free Users: -Branch Heads/Dy. ZHs/ZHs/AGM/DGM/GM/Departmental Heads

VIEW Only: -Users are able to view the uploaded documents only.

(i) PROCEDURES

Daily procedures of DMS:

1. Identification and selection of the documents.
2. Uploading of the documents into DMS with proper metadata.
3. Initiating "My task" feature for sharing data between different users/Offices in a highly confidential manner.
4. Retrieval of documents for daily usage.

(ii) EFFECTIVENESS CRITERIA

The Criteria for effectiveness of DMS are as follows–

- Filling up proper metadata while uploading documents into DMS.
- Maintaining proper scanner setting with OCR (Optical character recognition) set on.
- Data Backup – Regularly taking database and application back up as per extant guidelines.
- Disaster Recovery–To know the disaster preparedness. DR-drill to be conducted every quarter of DMS functioning in the Bank and report to be submitted to the Higher Competent Authority.



- Documents uploaded into DMS are stored into the database in an encrypted manner which make the Data highly secured and non-decipherable by any means.
- User of a department can access/view the documents of only that department/cell to which the user is assigned. Documents of no other department/cell are accessible to users beyond their assigned department/cell.
- DMS can be accessed by the users only on intranet.
- Restricted Access- Restricted access only to a specified group of users identified by their Employee Number on any folder/cell can be given in DMS. The above folder/cell with restricted access will not be accessible to any user other than the specified group of users.

12. NODAL OFFICERS FOR MONITORING THE PROGRESS OF DIGITIZATION

| S. No. | Office | Nodal Office |
|--------|--------------------------------------|---|
| 1 | Head Office | DGM/AGM will submit the monthly progress of digitization to respective GMs. |
| 2 | Zonal Offices/Administrative Offices | Chief Manager Authorized by Zonal Head. |
| 3 | RLHs | In charge of RLH- for RLH related Documents. |
| 4 | SME HUBs | In charge of Operation of SME Hub for SME Hub related Documents. |
| 5. | Trade Finance | DGM/AGM |
| 6. | Any other Office/ Branches | Official In-charge of operations. |

13. INFRASTRUCTURE

Infrastructure to be ensured by Department of Information & Technology and necessary instruction to be issued to all Departments/Offices of HOs/ZOs/Branches/LDMO/RSETI etc.

14. AGREEMENT WITH VENDORS AT SERVICE LEVEL

Data confidentiality must be clearly stated while agreement with Vendors at service level. Agreement must incorporate that Vendor will not retain any of the copies of the documents to be handled by them. The I.T. Department is to



ensure that service level agreement entered into between Vendor and Department is duly vetted and approved by the Law Department.

15. SELECTION OF VENDORS

The Selection of Vendors will be governed by the guidelines of Bank's outsourcing policy issued by DIT i.e. Vendor Management Policy strictly as per the provision of outsourcing Policy of the Bank. Any outsourcing work should be vetted by the outsourcing Vetting Committee.

16. LIST OF CRITICAL DOCUMENTS/RECORDS FOR DIGITISATION

The detailed list of critical records/documents which are required to be digitized is as under-

- Board Memorandum (MCB/ACB/Board of Directors etc.)
- Copy of Approved Notes /Control Reports
- Licenses, Insurance Policies.
- Agreement with various Vendors, AMCs
- Letters of Indemnity, Succession Certificate etc.
- Lease Deeds/Title Deeds of Bank/Office Premises, residential buildings, Approved Plans etc.
- Documents pertaining to Agreement/Security Documents and Appointment of Intermediaries- Service Level Agreement (SLA)
- Court Cases Files, Attachment Orders.
- Minutes of important meetings
- Individual file of the Staff disciplinary proceedings including Vigilance Department, files/Complaints like Investigation Reports, Charge Sheet etc.
- Approved minutes of all Annual General Meeting (AGM)
- Service Records of Employees.
- Loan Documents.
- All correspondences related to RTI Act, 2005.
- Correspondences with RBI/SEBI/GOI/DFS and other outside agencies.
- Any other important documents/records as decided by the Concerned Department.
- Income Tax, GST, Court orders
- Office Orders
- All applications related to courts in connection with recovery measures like Form C of NCLT IBC Proceedings, Form D Liquidation etc.
- Minutes of Consortium, JLF Meetings.



- Other necessary records/ document as per the instruction of Competent Authority from time to time.

17. Amendments/Modification of Policy:

This Policy will remain in force till fresh policy is approved by the Board. Bank reserves the right to amend/modify this policy as and when deemed fit and proper, at its sole discretion.

Note: MD & CEO/Executive Director is authorized to issue clarifications on all operational matters relating to this Policy.

18. ANNEXURES

Annexure-I-User Creation Request Form for Document Management System (DMS)-Head Offices Page No.-17

Annexure-II-User Creation Request Form for Document Management System (DMS) - Zonal Offices Page No.-18

Annexure-III - User Creation Request Form for Document Management System (DMS)-Branch Offices Page No.-19

Annexure-IV-Document(s) Deletion request Form for document Management System (DMS) Page No.-20

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UCO BANK

Honours your trust

User Creation Request Form for Document Management System (DMS) – Head Office

I hereby request you to provide me the user id for the purpose of accessing Document Management System (DMS) portal for which I submit my personal details as below

| EMPLOYEE PERSONAL DETAILS | | | | | |
|--|----------------|----|------|---------------------|-----------------------|
| Name | | | | | |
| PFM Number | | | | | Designation |
| Date of Superannuation | DD | MM | YYYY | Mobile Number | |
| Circle/ Zone | Branch Name | | | Department | Cell Name with Sol_id |
| Role: (View Only / Maker / Checker / Free User) | | | | User Id (Read Note) | |
| e mail id: | @ucobank.co.in | | | | |

Note: User id is the PFM Number of the User

The Scheme is standardized across the organization and employees cannot choose own user ids.

Role Definition:

| Role Name | Role Definition |
|-----------|---|
| VIEW ONLY | Users are able to view the uploaded documents only. |
| MAKER | Upload/ view only access to documents |
| CHECKER | Upload/download/view only access to documents |
| FREE USER | AGM/DGM/GM/Departmental Heads |

I hereby declare that I am responsible for all activities carried out using the user id provided to me. I solely responsible for the use of DMS portal.

Date:

Employee Name:

Place:

Signature:

Approval of the Departmental Head / Zonal Head

I hereby approved this request and declare that the above signatory requires access to Document Management System (DMS) portal.

Date:

(Signature)
Departmental Head

For use of DMS Cell

| Created By - Name | Creation Date |
|-------------------|---------------|
| | |

UCO BANK DMS

(Signature)

Document Management System

दूरभाष प्रौद्योगिकी विभाग प्रमुख, कार्यालय 2 & 4 डी ब्लॉक, सेक्टर-1, सोल्टीक, कोलकाता-700 064
Department of Information Technology, Head Office-2, 3 & 4, DO Block, Sector-1, Salt Lake, Kolkata-700 064 Phone:
033-44559768, email: hodi@calcutta@ucobank.co.in



POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS)
DIGITIZATION OF CRITICAL RECORDS & DOCUMENTS 2022-23

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Honours your trust

User Creation Request Form for Document Management System (DMS) - ZO

I hereby request you to provide me the user id for the purpose of accessing Document Management System (DMS) portal for which I submit my personal details as below

| Name | PFM No./USER ID | Dept. with SOUD | Role (Read Note) | Email : @ucobank.co.in |
|------|-----------------|-----------------|---------------------|------------------------|
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Note:

User id is the PFM Number of the User

The scheme is standardized across the organization and employees cannot choose own user ids.

| Role Name | Role Definition |
|-----------|---|
| VIEW ONLY | Users are able to view the uploaded documents only. |
| MAKER | Upload/ view only access to documents |
| CHECKER | Upload/download/view only-access to documents |
| FREE USER | Dy. ZHs/ZHs |

I hereby declare that I am responsible for all activities carried out using the user id provided to me. I solely responsible for the use of DMS portal.

Date:

Employee Name:

Place:

Signature:

Approval of the Departmental Head / Zonal Head

I hereby approved this request and declare that the above signatory requires access to Document Management System (DMS) portal.

Date:

(Signature)

Zonal Head/ Dy. Zonal Head

| For use of DMS Cell | |
|---------------------|---------------|
| Created By - Name | Creation Date |
| | |

UCO BANK DMS

Signature

Document Management System

ग्रन्थालाग्न प्रौद्योगिकी विभाग प्रश्नान कार्यालय 3 & 4 ही पी ब्लॉक, सेक्टर-1, सॉल्टलेक, कोलकाता-700 064
 Department of Information Technology, Head Office-2, 3 & 4 DO Block, Sector-1, Salt Lake, Kolkata-700 064 Phone:
 033-44559768. email: hodit.colcutta@ucobank.co.in



POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS)
 DIGITIZATION OF CRITICAL RECORDS & DOCUMENTS 2022-23

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ग्रन्थाल क्षणके विद्यमान का



UCO BANK

Honours your trust

User Creation Request Form for Document Management System (DMS) - Branches

I hereby request you to provide me the user id for the purpose of accessing Document Management System (DMS) portal for which I submit my personal details as below

| Name | PFM No./USER ID | Dept. with SOLID | Role (Read Note) | Email : @ucobank.co.in |
|------|-----------------|------------------|------------------|------------------------|
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Note:

User id is the PFM Number of the User

The scheme is standardized across the organization and employees cannot choose own user ids.

| Role Name | Role Definition |
|-----------|---|
| VIEW ONLY | Users are able to view the uploaded documents only. |
| MAKER | Upload/ view only access to documents |
| CHECKER | Upload/download/view only-access to documents |
| FREE USER | Branch Head/Asst. Branch Head |

I hereby declare that I am responsible for all activities carried out using the user id provided to me. I solely responsible for the use of DMS portal.

Date:

Employee Name:

Place:

Signature:

Approval of the Assistant Branch Head / Branch Head

I hereby approved this request and declare that the above signatory requires access to Document Management System (DMS) portal.

Date:

Place:

(Signature)

Branch Head/Asst. Branch Head

(Signature)

Zonal Head/Dy. Zonal Head

For use of DMS Cell

| Created By -- Name | Creation Date |
|--------------------|---------------|
| | |

UCO BANK DMS

(Signature)

Document Management System

सूचना प्रौद्योगिकी विभाग प्रधान कार्यालय, 3 & 4 वीं मंजूर, सेक्टर-1, बान्द्रा, कोलकाता-700 044
Department of Information Technology, Head Office-2, 3 & 4 DD Block, Sector-1, Salt Lake, Kolkata-700 044 Phone: 033-44559768, email: dms.helpdesk@ucobank.co.in



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सम्मान आपके विश्वास का



UCO BANK

Honours your trust

Document(s) Deletion Request Form for Document Management System (DMS)

I hereby request you to delete mention document(s) which wrongly uploaded in Document Management System (DMS) portal, for which I submit my personal details along with document details as below:

| EMPLOYEE PERSONAL DETAILS | | | |
|--------------------------------------|------------------------|--------------------------|-------------|
| Name | | | |
| PFM Number | | | Designation |
| Department/Zone/Branch Name & Sol ID | | | |
| Details Of document to be deleted | | | |
| Document Name as per DMS | Document uploaded date | Document Path (Location) | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |

Note: Deleted document(s) cannot be restored after 1 day

I hereby declare that I am responsible for deletion of above mentioned DMS document(s).

Date:

Employee Name:

Place:

Signature:

Approval of the Departmental Head

I hereby approve above request of signatory for deletion of document(s) from Document Management System (DMS) portal.

Date:

(Signature)
Departmental Head

For use of DMS Cell

| Deleted By - Name of Person | Deletion Date |
|-----------------------------|---------------|
| | |

UCO BANK DMS

(Signature)

Document Management System

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POLICY ON DOCUMENT MANAGEMENT SYSTEM (DMS)
DIGITIZATION OF CRITICAL RECORDS & DOCUMENTS 2022-23