

Annexure 34A

Code of Processes for Developing Document Management System

Functions-All

Process Codes: SH01, SH06

(Refer Chapter: 12

Processes of Developing Document Management System for:	Proposed Code
Hard copies of documents	SH01
Soft copies of documents	SH06
Subtotal	2
2 Processes can be expanded to 10 i.e. five each & coded as SH01to SH05 & SH06-SH10, respectively	
The code numbers proposed above primarily incorporate these processes into software/ERP from digitisation perspectives only. These are independent of the number of functions & usually relevant for all functions.	