

# DOCUMENT

## SCANNING SERVICE

T r a n s f o r m i n g   P a p e r   i n t o   P o w e r

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# ABOUT ESSJAY INFOSYSTEM

Essay is a document digitization and secure scanning specialist helping organizations move from paper-heavy processes to fast, modern, digital workflows.

With over three decades of experience, we convert physical records into clean, searchable, easily accessible digital information so your teams can work smarter and faster.



# WHAT WE DO

We turn your paper records into organized, searchable digital assets. From everyday office files to large engineering drawings, archive boxes, medical records, books, photographs and heritage documents – Essjay delivers fast, secure, high-quality scanning tailored to your needs.



Our Document Scanning Service includes:

- **High-speed scanning** of files, records and archives
- **OCR-based** searchable PDFs / PDF-A
- Structured folder **naming** and **indexing** with metadata
- **Secure** digital storage and delivery
- **Onsite** and **Offsite** scanning options across India





# THE CHALLENGES & OUR ANSWER

## OVERVIEW:

Most organisations still depend on paper for critical information—slow searches, rising storage costs and frequent missing files. Essay helps turn this scattered, fragile paperwork into a secure, searchable digital library that teams can rely on every day.

## CHALLENGES :

- [ **01** ] SLOW RETRIEVAL
- [ **02** ] HIGH STORAGE COSTS
- [ **03** ] DOCUMENT LOSS RISK
- [ **04** ] LIMITED ACCESS

## SOLUTION :

- [ **01** ] END-TO-END HANDLING
- [ **02** ] INSTANT SEARCHABILITY
- [ **03** ] STRUCTURED ORGANIZATION
- [ **04** ] SEAMLESS INTEGRATION





# OUR EXPERTISE

When accuracy, confidentiality and reliability matter, Essjay is the partner enterprises trust.

- 01. 33+ years of execution experience**
- 02. ISO 27001 & CMMI Level 3-driven processes**
- 03. Trained technicians and vetted staff**
- 04. Enterprise-grade quality checks on every project**



# WHO WE WORK WITH

HEALTHCARE  
AND  
HOSPITALS

GOVERNMENT  
AND PUBLIC  
SECTOR BODIES

EDUCATIONAL  
AND  
RESEARCH  
INSTITUTIONS

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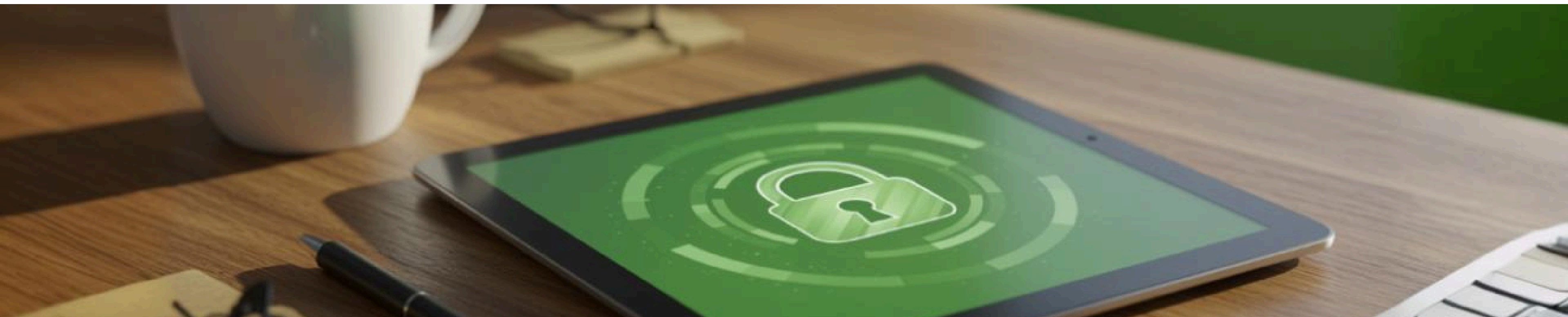
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CORPORATES  
AND  
ENTERPRISES

BANKS AND  
FINANCIAL  
INSTITUTIONS

REAL ESTATE  
AND  
ENGINEERING  
FIRMS





# SECURITY & COMPLIANCE

Every project is executed with data protection and compliance at the core.

Your records are handled under strict security controls:

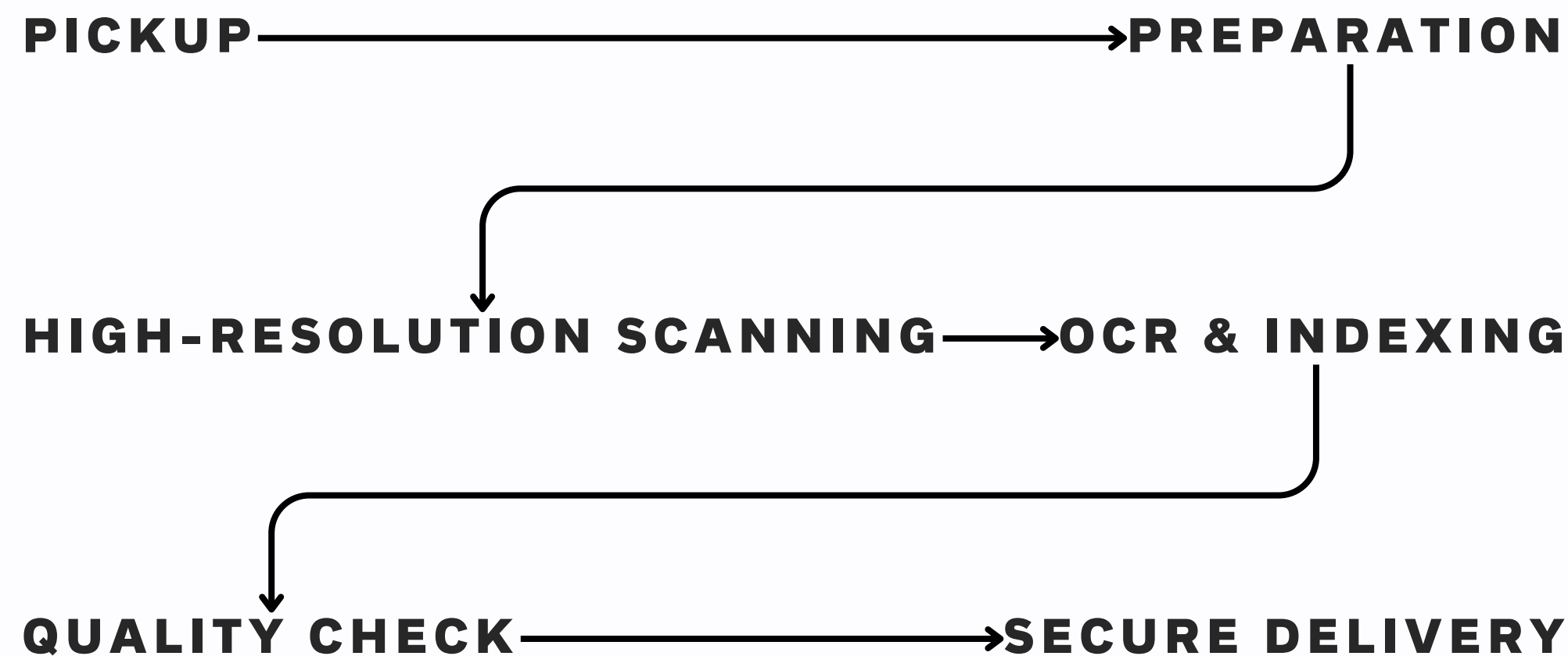
- 01.** NDA-backed confidentiality
- 02.** Restricted processing zones
- 03.** Role-based access and controlled handling
- 04.** Encrypted delivery and defined chain-of-custody





# OUR PROCESS

You get a transparent, predictable  
and hassle-free experience from  
start to finish.







# PROVEN RESULTS

## JINDAL STEEL

- Total work order 70 lakh pages.
- 56 lakh pages digitized.
- Duration : 4 months & ongoing.
- 40% reduction in storage costs.
- Fully audit-ready digital archive.

## BALKRISHNA TIERS

- Total work order 1 crore Pages.
- Page digitization completed.
- Duration : 2 year & 6 months.
- Scope of work Document classification, indexing 16 fields.



# LET'S GO PAPERLESS TOGETHER

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