

RESPONSE BY DELHI HIGH COURT TO QUESTIONNAIRE RECEIVED FROM NATIONAL JUDICIAL ACADEMY

Establishment of e-Courts

Q.1 Number of e-Courts established under High Court. Elaborate the process and functions of e-Courts.

Ans. In High Court, presently, 10 Courts are functioning as e-Courts.

The first-ever e-Court of the country was inaugurated on 15th December, 2009 in the High Court of Delhi.

The modalities of e-Court in this Court have been crafted by the Hon'ble Members of Computer Committee with the objectives to ensure easy, smooth, speedy and efficient proceedings of the Courts in a completely digital environment by using the tools and means of latest Information and Communication Technology.

In e-Court, the case files are digitized as searchable PDF format and PDF files are bookmarked according to the index-sheets and thereafter converted into portfolios containing different folders as per the records of the case file i.e. pleadings, orders, office noting, etc. The portfolios of case files are linked with the e-Cause List of the Court.

The Hon'ble Judge(s) presiding over the e-Courts have been provided with a 'Wacom' 24" or 'Wacom' 27" high resolution monitor with inter-active 'Stylus' connected with high end CPU, which responds to the slightest nuance of the touch and with ability to work directly on the screen enabling the Hon'ble Judge(s) to navigate conveniently through the portfolios of cases as well as write down personal notes. In case of Division Bench, two complete set of systems have been provided for both the Hon'ble Judges.

Besides, an additional 46" LCD monitor has also been installed inside the Court Room for the Hon'ble Judge(s) to project any screen for viewing by the lawyers/litigants.

The lawyers can argue their cases through the portable digital devices, i.e. laptops, tablets, etc. and if need be the lawyers can also plug into the system to display the screens of their laptops/tablets on the LCD monitor for viewing by the Hon'ble Judge(s), lawyers and other parties.

A decision has been taken to provide digitized data (except the order sheets & noting part) of the case files free of charge to the concerned lawyers and litigants appearing in person in e-Courts to enable them to argue their cases through laptops/tablets without bringing the bulky paper files.

Encouraged by the successful functioning of e-Court, the e-Filing software was inaugurated in this Court on 25th October 2013 by the then Hon'ble the Chief Justice of India. The e-Filing software provides facility of filing of Main cases, Applications, Misc. Filings, Caveats, etc. in digital format. The software also provides facility of e-scrutiny, e-defects marking and e-listing to the Registry. At present, e-Filing is mandatory in Company, Taxation and Arbitration Jurisdictions in Delhi High Court.

In this Court, e-Courts integrated with e-Filing have completely dispensed with the use of papers, thereby making the entire system easy, efficient and eco-friendly.

Presently, in e-Courts, Orders and Judgments are printed on papers and signed by the Hon'ble Judge(s) and thereafter the Private Secretary attached with Hon'ble Judge transfer the files to server after signing the soft copy of Orders and Judgments with digital signature.

In District Courts, presently, 13 e-Courts are functioning and creation of additional 11 e-Courts is underway.

The objective of e-Courts is to establish paperless courts with web-based case management, evidence, recording and video-conferencing system. Such e-Courts have two modes, i.e., digital recording and retrieval system (E-DRRS) and e-Court Room – Document-cum-Management System (E-DEMS).

Installation of requisite hardware, setting up video-recording system, installation of document and evidence management system, establishing connectivity, setting up web-enabled video-conferencing system for data archiving, providing of scanners in the court for scanning of documents filed in the case, in existing e-Courts, is complete.

The digitized record of the case listed for hearing before the courts is accessible through touch-screen installed at the dais of the court to facilitate the Judicial Officer for viewing the proceedings conducted in the case, charge-sheet/plaint, documents of the case duly bookmarked filed at the time of filing of the case or during trial, video recording of the proceedings through web-cam provided in each e-court. The files received in virtual mode are being kept by the e-Courts on record.

The entire judicial record of e-Courts is being scanned/digitized. The Presiding Officer(s) can fetch any file and see the contents of each of the document/proceedings/evidence on screen installed on the dais of the Presiding Officer.

In District Courts, the following hardware has been installed in the e-Courts:-

- 21.5" Wacom Touch Screen;
- Wireless Keyboard and Mouse;
- VGA Splitters, VGA Switcher with cables;
- Scanjet Scanner; and
- Storage Device.

Updation on National Judicial Data Grid

Q.2 Mention the data and categories that are uploaded in the NJDG. Specify the problems encountered during updation on National Judicial Data Grid for High Court and subordinate courts. The solutions/remedial action, if any, taken by your court.

Ans. The CIS software developed for High Courts is at the developmental stage and not being provided so far to this Court. Hence, at present, no data is being uploaded on National Judicial Data Grid (NJDG) Portal from this Court.

In District Courts, the following data of cases are being uploaded in the NJDG:-

- Details of the parties – name, address, contact details, etc;
- Details of the Advocate – name, address, contact details, enrolment no., etc.
- Details of the Court – name of the Judge, location, etc.;
- Details of the case – registration, date, time and its nomenclature, etc.;
- Details of objections raised, if any;
- Details of Caveat filed, if any;
- Details of Court fee; and
- Daily orders and judgments.

Mainly, there has been no problem during updation of data on NJDG. Although, on certain occasions, either NJDG server was not functional or the problem of connectivity hindered the process of updation of data, yet the same were sorted out.

Uniform Nomenclature

Q.3 Specify the process for adopting, if any, for uniform nomenclature of case type used in your State.

Ans. Already, uniform nomenclature of case type is used in all the District Courts of Delhi.

Cadre of Technical Manpower

Q.4 Enumerate the strength of Technical Manpower in the High Court and Subordinate Courts. Specify the procedure for recruitment and training programme, if any, to the new recruits.

Ans. In High Court, the sanctioned strength of technical manpower is as under:-

S.No.	Cadre of Technical Manpower	Sanctioned Strength	Working Strength
1.	Assistant Registrar (Technical)	1	1
2.	System Analyst	1	1
3.	Programmer	2	2
4.	Assistant Programmer	4	3
5.	Junior Judicial Assistant (Technical)	60	0

The selection process for filling up 60 posts of Junior Judicial Assistant (Technical) is under process.

The rules governing procedure for recruitment of technical manpower are available on the official website delhihighcourt.nic.in under the link RTI → RTI Disclosure → S.No. 12 → pages 16 to 18.

Presently, Data Entry Operators (48 in nos.) and Scanning Consultant/Supervisor (01 in no.) are working in the High Court on contract basis till recruitment of JJA (Tech) on regular basis.

In District Courts, the sanctioned strength of technical manpower is as under:-

S.No.	Cadre of Technical Manpower	Sanctioned Strength	Working Strength
1.	System Analyst Group I Executive Group-A (Gaz.)	1	0
2.	Programmer Group II Executive Group-B (Gaz.)	7	0
3.	Technical Officer Group-B (Gaz.)	8	0
4.	Data Entry Operator Grade – B Group-C	5	0
5.	Data Entry Operator Grade – A Group - C	5	3

Since the recruitment of technical manpower is under process, District Courts are availing the services of technical manpower through M/s. ICSII (a Govt. Venture) purely on yearly-contractual basis duly funded by the Govt. of NCT of Delhi. Thus, training programme is not required at this stage.

e-Filing and Video Conferencing

Q.5 Mention the procedure for e-filing and the rules governing it. Enumerate the type of activities/process done through video-conferencing.

Ans. In High Court, presently, e-filing is mandatory in Company, Taxation and Arbitration jurisdictions. A copy of practice directions for e-filing in the High Court of Delhi is available on the website, i.e., www.delhihighcourt.nic.in under the link: Notifications & Practice Directions → S.No.25. Similarly, video-conferencing guidelines issued by the High Court of Delhi are also available on the website under the link Public Notices → Notices → 27/05/2016. Facility of e-filing has been provided in High Court premises as online filing has not yet been started and steps are being taken to start the online filing, in consultation with NIC. A copy of the said Practice Directions for Electronic Filing (e-filing) and Video Conferencing Guidelines issued by the High Court of Delhi are attached herewith as **Annexure – A** and **Annexure – B** respectively.

In District Courts, the concept of e-filing is yet to be initiated. There are 6 video-conferencing rooms, where the hardware has been installed by the Jail Authorities, the same is being used for production of under-trial prisoners (UTPs) for Rahnumai (Remand). In addition, this facility is used not only for meetings / conferences, but also for recording of evidence, whenever required.

Scanning and Digitization

Q.6 Specify the procedure for scanning and digitization at different levels. Also provide the digitization rules and process of verification, if any. The different levels may also include: Scanning for fresh filing, scanning for pending files, scanning for daily disposal of cases and scanning of old cases.

Ans. In High Court, the case files scanned and digitized by the scanning agency hired by this Court and the data is stored by way of images in searchable PDF format in case of pending cases and PDF/A format in case of decided cases with 300 dpi resolution and with free text search facility ensuring readability and ease in retrieval including cleaning and spot reduction. The images so stored in the database are properly indexed as per the requirements of this Court and have capability of addition of more images at later stage, if need be, in an old stored

file. The data is verified by this Court on technical parameters. The scanning methodology, in brief, is as under:-

Branch creates index for file and put some indication mark on file to show that what part of the file is to be scanned.



On receipt of file, the scanning agency checks index of file and if found in order, makes entry in the database in respect of the said file regarding (i) Case No.; (ii) Receiving date; (iii) No. of Page; and (iv) Received from (branch details). However, if any discrepancy is found, then the said file is returned to the concerned branch.



Thereafter, the file is untagged and sent to the concerned person for the purpose of scanning. The concerned person scans the file in PDF/A format if case is decided; otherwise in searchable PDF format at 300 dpi resolution. Once the file is scanned, the same is sent to Quality branch of scanning agency for quality checking and necessary rectification.



Once the file is approved by Quality checking branch, the file is archived in Archidoc DMS if it is decided; otherwise it is sent to Portfolio branch for the purpose of preparation of portfolio as per template created by the Hon'ble Court. Created portfolio is archived in Archidoc DMS by Portfolio branch.

Once the file is scanned and archived, the same is returned to the concerned branch after restoring it back in the same format.

In District Courts, the scanning and digitization work is being carried out by the outsourced agency/vendor on per page basis for scanning of the judicial record pertaining to CBI and Sessions Courts as also for scanning of record to be forwarded to the High Court through Digitization Cell Establishment in all the Districts/Court Complexes.

First of all, the detailed entry of the cases received for scanning is made in the data base. Then, the file is scanned in TIF format; after cropping of the said file in the same format, it is converted into PDF format. Finally, book-marks are given according to the index prepared by the custodian of record/file. The data is kept on record after digitally signed through DSC (in order to authentication of scanned data) and forwarded to the concerned courts in the form of CD and the digitized record is also forwarded to the High Court on weekly basis in portable hard-disk.

Presently, the digitization cell is conducting scanning of record pertaining to fresh files of e-Courts, Sessions Courts, NDPS Courts, CBI Courts, Mediation Centre and designated courts under Re-Engineering concept as also the record of decided cases and the case-files requisitioned by the High Court including files already

consigned to Record Room (Sessions/Criminal) apart from any other record/file required to be digitized.

Q.7 Whether the digital signature is in use by your court? If yes, then specify the process and its utility.

Ans. In High Court, digital signatures have been issued to the Hon'ble Judges of e-Courts. Besides, all the Private Secretaries to the Hon'ble Judges have also been provided with digital signatures to sign the orders and judgments before uploading the same on the website of this Court. In addition, some officers/officials have also been provided with digital signatures to sign the digitized data of decided cases before archiving the same.

In District Courts, presently, the digital signatures are being used by ACMM-01 of each District as such courts are nominated/assigned with the matters pertaining to e-FIR under Motor Vehicle Theft Cases developed by Delhi Police by accepting and digitally signed untraced report accepted by the court. One court in each district of District Courts has been earmarked to deal with the matters registered under Motor Vehicle Theft Cases through on-line e-FIR module developed by Delhi Police are functioning. The concept of such e-FIR courts is to have paperless courts and to provide hassle free relief to the litigants through virtual mode within a stipulated time-frame. The digital signatures are also used for e-procurement purpose in each District Courts such as uploading and opening of e-tenders floated on behalf of the Department. The DSC is also used for digitized record in order to have authentication of such record.

Q.8 Whether there is any security for preservation of data scanned and uploaded? If yes, then specify the procedure through which it gets affected.

Ans. In High Court, the data is preserved in highly safe and secured environment at multiple locations with limited accessibility of concerned persons only having credentials in this regard.

The data of decided cases are preserved at three locations – (i) NAS in Delhi High Court, (ii) NIC Data Centre (Having Mirror Images at DR Locations), & (iii) External Hard Drives in Delhi High Court.

The data of weeded out decided cases are preserved at four locations – (i) NAS (Location 1) in Delhi High Court, (ii) NAS (Location 2) in Delhi High Court, (iii) NIC Data Centre (Having Mirror Images at DR Locations), & (iv) External Hard Drives in Delhi High Court.

The data of e-Court/e-Filing (pending cases) is preserved at three locations – (i) NAS (Location 1), (ii) NAS (Location 2) in Delhi High Court & (iii) NIC Data Centre (Having Mirror Images at DR Locations).

The data of lower court record (LCR) received in Delhi High Court is preserved at two locations – (i) NAS (Location 1) & (ii) NAS (Location 2) in Delhi High Court.

In District Courts, the entire digitization work is being carried out on contractual basis through outsourced firm. The office is maintaining digitized record in portable hard disk duly authenticated through DSCs.

Q.9 Which Citizen Centric Services have been started by your High Court?

Ans. Many Citizen Centric Services by using the tools and means of Information and Communication Technology have been launched by Delhi High Court. The SMS-based services are available for lawyers, litigants and public at large. SMS messages regarding filing of cases, listing of cases, marking of defects, etc. are sent to the registered mobile numbers. Besides, in July 2015, pull SMS service has also been launched to facilitate the lawyers/litigants to enquire about the status of cases filed in Delhi High Court.

e-Filing software was launched in this Court on 25th October 2014. As of now, e-Filing is mandatory in Company, Taxation and Arbitration Jurisdictions. The facility of e-Filing is available at two e-Filing Centres at Lawyers' Chambers Block-I, Delhi High Court.

On-line Gate Pass Registration facility is available for visitors. On-line Court Fee purchase system has been launched in coordination with M/s Stock Holding Corporation of India Ltd. On-line recruitment facility has also been launched in Delhi High Court.

The facility of delivery of Summons/Notices/Documents etc. of this Court through e-Post was inaugurated by the then Hon'ble Law Minister on 3rd February, 2014. A counter has been opened in the Despatch Branch of this Court by the Postal Department.

e-Kiosks have been installed at different places in the Court's building in the public area for the use of lawyers, litigants and general public, who can access to the website of the this Court from there and can collect the information about their cases instead of visiting different Branches and Court Rooms.

This Court is connected by Video Linkage Facility with the District Court Complexes at Patiala House, Tis Hazari, Karkardooma, Saket, Dwarka and Rohini and also with the Central Jail. This facilitates connectivity of the High Court with three places at any one point of time. This Court has also introduced the recording of evidence through Video Conferencing and for the first time in June 2011 evidence of a witness residing at Kuala Lumpur, Malaysia was recorded through video conferencing which is also the first of its kind initiative. Thereafter, the evidence had been recorded through VC mode in several cases on international and domestic locations. Presently, video-conferencing facility is being used in many cases as per the orders of the Courts. A copy of the Video Conferencing Guidelines issued by Delhi High Court is attached herewith.

In addition to above, the website of Delhi High Court www.delhihighcourt.nic.in hosts a variety of information for the benefits of lawyers, litigants and general public which includes:

1. Display Board Information
2. Daily Cause Lists
3. Advance Cause Lists
4. Case Categorization information
5. Case Status (including fresh filing at pre-registration stage along with objections raised by the Registry, if any, by giving Diary No.)
7. Daily Orders
8. Judgments (with free text search facility)

9. Case History (all the details of a particular case right from the date of institution can be searched by entering Case Number, Party Name, Advocate Name, FIR Number & Impugned Order Date)
10. Certified Copies status
11. Court Rules
12. Forms
13. Nominated Counsel List
14. Tender Information
15. Recruitment
16. Sitting Hon'ble Judges Information
17. Former Hon'ble Judges Information
18. History of Delhi High Court
19. Right to Information Rules
20. Multimedia Resources
21. Delhi High Court's Calendar
22. Frequently Asked Questions (FAQs)
23. Public Notices in searchable PDF Format
24. Feedback form
25. Latest Announcements

Q.10 Has the SMS Delivery Service been launched? If yes, since when?

Ans. In High Court, push SMS services are available for lawyers/litigants since July, 2012. SMS messages regarding filing, marking of defects, process filing, etc. are sent to the registered mobile numbers. Besides, SMS messages regarding listing of cases are also sent to the registered mobile numbers of lawyers/litigants one day before the date of hearing.

In July 2015, Pull SMS service has also been launched by this Court for the benefits of lawyers/litigants/general public to enquire about the status of cases by sending SMS message to 7738299899. A notice containing detailed procedures in this regard is available on the website under 'Public Notices– General' link under the heading–'Procedure to get case information through SMS'.

In District Courts, the concept of SMS delivery service is yet to be launched.

Q.11 What are the data presently being uploaded on NJDG Portal? What is the time-frame for uploading the material?

Ans. The CIS software developed for High Courts is at the developmental stage and not being provided so far to this Court. Hence, at present, no data is being uploaded on National Judicial Data Grid (NJDG) Portal from this Court.

In District Courts, data of all the criminal as well as civil courts including case type, filing no., registration no. of the case, CNR no., parties details, witness details, address of parties, acts, alleged offences, history of case and all other relevant information pertaining to the case till disposal as also daily orders, judgments, cause list and proceedings as per CIS-Business Module, are being uploaded in the NJDG by respective Court Complexes. The effort is to complete the process of uploading all the data as early as possible on real-time basis.

Q.12 Is the District Court Website functional? Specify its utility to the stakeholders.

Ans. Yes. All the relevant information such as its history, daily cause list, case status information, next date of hearing, daily orders, judgments, judges' on leave, calendar, details of training programme and other relevant notices, circulars, practice directions, etc. are being uploaded on the website.

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