# National Judicial Academy

Information Required for Implementation of Information and Communication Technology under Resolution 6 (iii) of the Chief Justice Conference 2016

## I. Establishment of E courts

Q1. Number of E courts established under your High Court. Elaborate the process and functions of e courts.

**Report:**

Number of E courts established under Uttarakhand High Court is Zero (0).

## II. Updation on National Judicial Data Grid

Q2. 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.

**Reports:**

The data and categories that are uploaded in the NJDG

The data of CIS 2.0 software is being uploaded on NJDG portal for subordinate courts only. The data is being uploaded establishment wise which includes the Judicial Officers Codes.

The problems encountered during updation on National Judicial Data Grid

The main issue encountered during updation on NJDG portal is entry of correct, accurate and complete data in the CIS software.

The solutions/ remedial action if any taken by your Court

With respect to Data entry, following directions have been issued by Hon'ble High Court of Uttarakhand to the Subordinate Courts for correct, complete and upto-date data entries in CIS software and daily uploading on NJDG:

1. All District Judges have been requested to formulate a plan of action for ensuring that the data entry is complete/authenticate and is cross checked. The data entry verification committee constituted in each district has been entrusted with the work of ensuring complete/authenticate data entry and also cross checked the data entry.

2. Daily and correct data entry be made in the software and up to-date data on the NJDG on daily basis. District Judges have been requested to ensure that no case is left undated and upto-date entries on each and every case pending in the judgeship have been entered and uploaded in any cases within one week. (as per directions dated 15-05-2014)

3. Strict directions have been issued to subordinate courts that correct and upto-date data entries will be entered in the CIS software and that it will be the personal responsibility of the concerned presiding officers and the court staff to make regular/ daily and correct data entries. [vide approval dated 18-09-2014]

4. The Nodal Officer-Computers at each district have been directed to ensure the data is being entered on regular basis and correctly. [vide approval dated 18-09-2014]

5. District Judges have been directed to call for the reports from all the Judicial Officers as to why entries are not being carried out. [as per direction by Hon'ble Chairman Computer Committee 14-11-2014].

6. All District Judges have been directed to strictly ensure from all courts in their districts that correct, upto-date and regular data entry are made in the CIS software and upto-date data is uploaded on NJDG on daily basis. [vide approval dated 24-11-2014]

7. User name and password of NJDG portal have been provided to each District Judge in the State so that they may access NJDG and monitor the status of the undated cases and also other data data and also statistics pertaining to their districts. The District Judges have been requested to monitor the status of undated cases, other data and statistics pertaining to their districts from NJDG on weekly basis and to take necessary steps to ensure that there are 0% undated cases and the data entered in the software and as shown in NJDG is correct and complete and up to-date. [vide approval dated 24-11-2014]

8. District Judges have been requested to ensure that upto-date and regular data is uploaded on daily basis and effort must be made to have 0% undated cases on or before 31-12-2014, failing which concern presiding officer as well as district judge will be held responsible. [vide approval dated 04-12-2014]

9. Status report of undated cases district wise and also the summary report be placed before Hon'ble Chairman, Computer Committee and Hon'ble the Chief Justice every fortnight till the percentage of undated cases reaches 0%. [vide approval dated 04-12-2014]

10.  District Judges have been requested to strictly ensure that the percentage of undated cases in their districts is reduced to 0% till 30-01-2015.  [vide approval dated 20-01-2015].

11.  Requested to District Judges, to check the status of his/her District and ensure that there shall be 0% undated cases shown as undated cases on or before 10-02-2015. and the data entered in the software and as shown in NJDG is correct complete and upto-date.  [as per letter dated 06-02-2015]

12.  Requested to District Judges to strictly ensure that the percentage of undated cases in their respective districts is 0% and also remains 0% by strictly ensuring the data entry in CIS software is complete, correct and upto-date. And the District Judges to monitor the status of their respective district on NJDG by using the user-name and password of NJDG. [vide approval dated 10-02-2015]

13. Requested to District Judges to strictly monitor and ensure that the data entry is complete, correct and up-to-date and to issue specific orders after obtaining complete report from NJDG and office. District Judges to get the figures checked every fortnight and issue necessary directions to the Nodal Officers and other courts. District Judges to ensure that maximum services are made available to the Advocates/litigants.

[vide approval dated 27-06-2015].

14. Requested to District Judges to take necessary and immediate steps that there are 0% undated cases and also remains 0% and the data entered in the software and as shown in NJDG is correct, complete and upto-date.

[vide approval dated 08-01-2016].

15. Requested to District Judges to strictly monitor and ensure that the data entry is complete, correct and up-to-date and Nodal Officers are directed to quick redress any grievance regarding the non-availability of correct and complete online case data available at NJDG portal.

[vide approval dated 03-02-2016].

## III. Uniform nomenclature

Q3. Specify the process for adopting, if any, for uniform nomenclature of case type used in your State.

**Reports:** The Information about Case Type nomenclature and their nature for High Court Cases has already been shared with Hon'ble eCommittee, Supreme Court of India. Still waiting for the Directions from Hon'ble eCommittee, Supreme Court of India.

## IV. Cadre of Technical Manpower

Q4. 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.

**Reports:**

IT Cadre:

State government has approved 18 post in IT Cadre as of now. The approved IT Cadre structure as of now is given below:

| SNO | Designation/Pay Scale | Mode of Recruitment | No. of Posts |
|---|---|---|---|
| 1 | Assistant Programmer (Pay Scale 9300-34800 GP 4200) | On merit, by direct recruitment. | 8 |
| 2 | Programmer (Grade-II) (Pay Scale 9300-34800 GP 4800) | **(i)** 50% posts will be filled by promotion, on the basis of Seniority cum Merit from amongst the Assistant Programmer(s) who have completed 5 years of satisfactory and continuous service as Assistant Programmer **(ii)** 50% posts will be filled on merit. by direct recruitment. | 4 |
| 3 | Programmer (Grade- I) (Pay Scale 15600-39100 GP 5400) | By promotion, on the basis of Merit cum Seniority from amongst the Programmer(s) (Grade-II), who have completed 5 years of satisfactory and continuous service as Programmer(s) (Grade-II). | 3 |
| 4 | Assistant Registrar( I.T. )/System Analyst (Pay Scale 15600-39100 GP 6600) | By promotion, on the basis of Merit cum Seniority from amongst such Programmer(s) (Grade-I), who have completed 5 years of satisfactory service as Programmer(s) (Grade-I). | 1 |
| 5 | Deputy Registrar(1.T. )/Senior System Analyst (Pay Scale 15600-39100 GP 7600) | By promotion, on the basis of Merit cum Seniority from amongst the Assistant Registrar(I.T.)/ System Analyst(s), who have completed 7 years of (Pay Scale 15600-39100 satisfactory and continuous service as Assistant GP 7600) Registrar(I.T.)/ System Analyst. | 1 |
| **All the above posts have been approved by the State Government.** | | | |
| 6 | Joint Registrar(I.T.)/ System Manager (Pay Scale 15600-39100 GP 8700) | Request has been sent to State Government regarding recruitment mode in the post of Joint Registrar(I.T.) and pending at the end of Government. | 1 |

The strength of Technical Manpower in the High Court and subordinate courts

As on date, 04 technical manpower ( 01 Senior System Officer, 01 System Officer and 02 System Assistant) are working at High Court and 24 technical manpower ( 11 System Officer and 13 System Assistant) are working at 13 District Courts.

## V. E-Filing and Video Conferencing

Q5. Mention the procedure for e- filing and the rules governing it. Enumerate the type of activities/process done through video conferencing.

**Reports:**

<u>The procedure for e- filing and the rules governing it</u>

There is no procedure or rules available for e-filing.

<u>The type of activities/process done through video conferencing</u>

Remand work of accused is being done through video conferencing between courts and jails.

## VI. Scanning and Digitization

Q6. 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.

**Reports:**

<u>The procedure for scanning and digitization at different levels</u>

**Step-1:** File Preparation: In this step, files to be digitized are prepared for scanning/digitization. Initially every tags, pins, threads etc are removed from files. Then the process of unbinding files started to separate each page so that ADF (Automatic Document Feeder) of scanner may accept it.

**Step-2:** Page Preparation: In this step, pages to be scanned/digitized are prepared for scanning/digitization. The treatment depends upon condition of page. For the fragile paper, lamination (using adhesive tape) need to be done to protect it. If the paper is in vary bad condition then a photocopy is required on flatbed to protect it from wear and tear during scanning process.

**Step-3:** Scanning of pages: In this process actual scanning is done. The hard pages like cover etc are scanned on Flatbed Scanners and soft pages are scanned on ADF. Digital Camera or book scanner id used for scanning big maps or 3D objects.

**Step-4:** Cleaning of Scanned pages: In this process scanned pages are rectified using software to enhance readability, visibility and quality of page. All kind of dots, marks, wrong orientation etc is treated to enhance quality of scanned page.

**Step-5:** Indexing of files: In this process indexing parameters are embedded with each files so that files may be retrieved on the basis of said parameters easily. Indexing parameters are keywords which are used to identify the case file uniquely i.e. Case Type, Case Number, Case Year, Petitioner Name, Respondent Name, Judge Name, Date of Judgment, Advocate Name, District Name etc.

**Step-6:** Verification of scanned files: In this process the final output (digitized file) is checked for any kind flaws related with every factor effecting the quality of data. It is the process of quality control. Any file rejected at the time of quality control has been rescanned as a new submission.

**Step-7:** Uploading into IDMS: In this process digitized files are uploaded into IDMS so that same may be retrieved on the basis of embedded parameters/ Free text by the user as per requirements.

The digitization rules and process of verification if any

There are no rules for digitization process. However, for the purpose of verification we use to take undertaking from vendor for quality and accuracy of data.

The different levels

At High Court of Uttarakhand, we are digitizing only disposed case files lying at Record Room.

Q7. Whether the digital signature is in use by your court? If yes, then specify the process and its utility.

**Reports:** Digital Signatures have been provided to Judicial Officers but not in use and had expired.

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

**Reports:** At High Court of Uttarakhand, we are communicating C-DAC, Noida for preservation and archival of said data. The proposal given by C-DAC is under consideration.

Q9. Which Citizen Centric Services have been started by your High Court?

**Reports:**

**(A)- Following Services are functioning at Subordinate Courts:**

No.-1-Filing at Judicial Service Center and generation of Receipt containing filing number.

No.-2- Scrutiny objections on the District Court website.

No.-3 - Push SMS and E-mail facility on filing, registration, listing and disposal of case.

No.-7 - Judgments are to be stored in the Server, which can be accessed by authorised persons from Court or Copying Agency etc.

No.-8- Judgment on Internet Website with search facility.

No.-9- Forms for generation of statements, reports and the registers in the prescribed format (abiding by the statutory requirement) to be made available on Intranet (LAN).

No.-10 - Automatic Caveat Checking.

No.-11 - Cause List on Internet (with Searchable Fields).

No.-12 - Court Diaries and Court Calendars to be generated automatically.

No.-13 - Performance Assessment Reports to be generated on set parameters accessible to the Judge himself and his inspecting judges.

No.-15 - Case Status on Internet:

      1. Case number

      2. Case Title

      3. Advocate name

      4. Court

      5. Location of Court

      6. Next date of hearing

      7. Purpose of listing

      8. How many times listed for same purpose?

      9. Lower Court details, if matter is pending in higher court.

      10. If matter is pending in lower court then information as to whether any appeal/revision has been filed against an order/judgment.

No.-16 - Orders are to be stored in the Server, which can be accessed by authorised persons from Court or Copying Agency etc.

No.-17 - Daily Orders on Internet Website.

No.-18 - Website for each District Court:

 1. Websites for each district court. Templates to be designed by NIC.

 2. Updation and customization should be user friendly.

 3. Court Forms, requirements and sample pleadings for litigants and lawyers on Website.

 4. Judges on Leave information on District Court Website with details about Courts handling his/her cases.

 5. List of Police stations with concerned Courts to which those police stations are attached.

 6. Information regarding pecuniary and territorial jurisdiction of courts.

 7. Information on Section/Act wise punishment and bailable/non-bailabe.

No.-21 - Complete Court Fee structure on the district court website.

No.-25 - Written Statement Filing Date/Status on the Internet.


**(B)- Following Services are functioning at High Court:**


No.-1-Filing at Judicial Service Center and generation of Receipt containing filing number.

No.-7 - Judgments are to be stored in the Server, which can be accessed by authorised persons from Court or Copying Agency etc.

No.-8- Judgment on Internet Website with search facility.

No.-9- Forms for generation of statements, reports and the registers in the prescribed format (abiding by the statutory requirement) to be made available on Intranet (LAN).

No.-10 - Automatic Caveat Checking.

No.-11 - Cause List on Internet (with Searchable Fields).

No.-15 - Case Status on Internet:

 1. Case number

 2. Case Title

 3. Advocate name

No.-16 - Orders are to be stored in the Server, which can be accessed by authorised persons from Court or Copying Agency etc.

No.-17 - Daily Orders on Internet Website.

No.-18 - Website for High Court:

 1. Websites for High court. Templates to be designed by NIC.

2. Updation and customization should be user friendly.

3. List of Police stations with concerned Courts to which those police stations are attached.

4. Information regarding pecuniary and territorial jurisdiction of courts.

- Online Displayboard

- Android App for Displayboard, Case Status and Causelist.


Q8. Has the SMS Delivery Service been launched? If Yes, since when?

**Reports:** SMS Delivery has been launched at 25 court complexes since June, 2014.


Q9. What are the data presently being uploaded on NJDG Portal? What is the time frame for uploading the material?

**Reports:** Data of CIS 2.0 software having the case status, Business on Date, purpose of hearing, next date filing, Court Orders and Judgments is being uploaded establishment wise on NJDG portal regularly on daily basis.


Q. 10. Is the District Court Website functional? Specify its utility to the stakeholders.

**Reports:** Websites for all the District Courts are available. Stakeholders can easily access the case status , orders and judgments of cases. Stake holders can check the latest pronouncements of courts.