



Contributions Made by Court Managers in Karnataka



Presentation by:
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Introduction

- 23 Court Managers are appointed in Karnataka State Judiciary, 4 Court @ High Court and 19 in District Courts working for continuous improvement in efficiency and effectiveness of Justice Delivery System by adopting best practices/procedures and upgrading the technological advances.

Court Managers are working to enhance productivity of Justice Delivery System, both Qualitatively and Quantitatively, by making optimum utilization of resources and to make the justice delivery system speedy, accessible, affordable, cost- effective, transparent and accountable.

- Some of the notable initiatives which has proved to be fruitful in achieving *Speedy Justice to all* are discussed in this presentation.

WORK AREA ASSIGNED TO COURT MANAGERS

- Court Managers are assigned developing and suggesting Process-Improvement strategies in Administrative and Operational areas.
 - Conducting system study, analysis and assessment of pending works.
 - suggest measures to improve the efficiency in coordination with the Deputy Registrar/Assistant Registrar/Section Officer of concerned branches.
 - Preparation and submission of Analysis Report and Implementation strategies to the Committee.
 - Perform any tasks assigned Hon'ble Committees, Registrars and Prl.District Judges and submission of development report on same



Practices & Procedures adopted and Implemented by High Court of Karnataka and Sub-ordinate Courts

Notable Contributions by the Court Managers

- **Streamlining and Standardization of Policies, Procedures** : For File Movement, Record Keeping, Process Template for Decree Drafting, Obviating duplicate works (Multiple register to Single Register), Practice FIFO method, Work-flow wise seating arrangement, Conveyer belt system arrangement of branches (as per case flow management from filing to record room).
- **Implementation of Online Recruitment** (CJRC, Establishment and District Court official recruitment process): Online Recruitment Software Application was developed and implemented.
- **Case Management**: Suggested and implemented changes to the case flow management system to speed up the process in copying, decree, indexing branches submitted following projects to modify the CIS NC3.0 software:
 - **Generation of Release Order for Under Trail Prisoners by linking NC 3.0 with E-Prison Software.**
 - **Linking Summons/ Notices issuing process through Police IT.**
 - **Digitalisation of Court Records and online MVC/NI Act. Case filing.**

Matrix showing repetition of records fields maintained in various registers of Decree II

SI No	Case Type	Case Number	Classification	Disposal Date	Receiving Date	Case year	Bundle No	Register No. (DB No)	Decree draft status	Decree Done Date	Address	NDA Status	Type of mailing	Amount	Requisition Number	Received from section	File sent date	File received back date	
Receiving Register					→														
Bundle Register							→												
Dispatch Register								→											
Postal Register										→									
Requisition Register				Requisition Register												→			

Notable contributions by the Court Managers

- **Training and Development:** Improvement staff training institute, Suggested annual Training plan, Implementation of EDP, MDP and Psychometric Test.
- **Solar Energy System** : Improved Energy supply and reduced cost through Roof Top Solar system on Court Complexes in High Court and District Courts
- Suggested for **Attendance Tracking System** connected with an ERP system.
- **e-Newsletters** : for Computer Branch, covering Technological Developments, Project Undertakings, major changes brought in the High Court and Sub-ordinate Courts.
- Conducted **MFA drive, Indexing Drive, Copying Drive to Reduce Pendency of Files.**
- Assisting Registry in preparation of Annual Plans, Analysis of reports, Budget Inputs, Defining the Vision and Mission Statement, preparation of Presentations

Notable contributions by the Court Managers

The Honorable High Court of Karnataka has formulated a Reengineering report under the able chairmanship of **Honorable Shri. Justice Ram Mahan Reddy**, to carry out the Process Re-engineering activity in the state judiciary.

- Court Manager is nominated as member of the committee@ High Court and DJPRC @ District Courts for assisting in conducted survey and brainstorming sessions, one on one discussion with all the stake holders.
- To provide the process improvement ideas and suggestions in Case flow management, Process branch, HR, Finance, Administrative, other Branches.
- Assisted committee in identifying the Judicial processes and Non-judicial processes (HR, Finance, Administrative Operations etc)
- The reengineering committee has prepared and submitted its First Report on the Judicial Process Re-engineering to be carried out in the Judicial process and Practices followed in the state in 2014.
- Submitted Supplementary and Second Supplementary JPR report on Reengineering of The Karnataka Civil Rules of Practice 1967 and Karnataka Criminal Rules of Practice 1968 respectively

Notable contributions by the Court Managers

- **State Court Management System Committee.**
- Defined the National Vision and Mission Justice for all 2015-2020 for Karnataka State Judiciary
- Restructuring & Revamp of Performance Appraisal System (ACR and KCSR):
- SCMSC Branch is established and is functioning in High Court of Karnataka to implement the Action Plans of NCMS and a Court Manager is nominated as State Nodal Officers for SCMSC.
- As part of implementing the NCMS action plan point on Developing the Human Resource Strategy, a Pilot Project on following is in process
 - Preparation of Quality, Responsiveness and Timeliness (QRT) Report.
 - Defining of Job Description and Job Specification for each position across the State Judiciary so as to conduct the Competency mapping and skill gap analysis program so as to identify the training needs.
 - Periodical review of 5+, 7+ and 10+ year old cases, preparation of MIS on Judge Case Ratio, Institution Disposal Ratio,
 - Implementation of Supreme Court Guidelines in the case of Imtiaz Ahmed v/s state of U. P

Notable contributions by the Court Managers

▪ Policy, Procedures, Process, Practice and Work flow:

- Policy Standardization, streamlining of processes & work flow. With the aid of time & motion study, flow charts and revision/ simplification of formats.
- Suggested implementation of continuous improvement methodology with contributions from all the stake holders.
- Suggested & implemented biometric attendance with software for leave management.

Notable contributions by the Court Managers

- **Human Resource Management, Recruitment and General Administration**
 - Suggested for implementing an **integrated comprehensive ERP for maintaining all the Administrative and operational branches data** of the state judiciary in one single system
 - ERP for data sharing, data structuring, data approval, multiple access, data control, in a secured and stand alone system without any security risk.
 - Data accuracy, data Accountability, ease of accessibility, fast processing, seamless flow, cost effective and seamless flow of information,
 - Suggested training need analysis program, preparation of annual training plan, competency mapping, skill matrix and skill gap analysis to ensure **Right Skill for Right Position**.
 - Defining of Job description and Job Specification. Development of HR manual.

Example II**Job Specification-Job Description Template for
SECTION OFFICER/ SHIRASTEDAR -ACCOUNTS**

Job Specification:

1. Branch : Accounts
2. Position: Section Officer
3. Qualification: Commerce Graduate/ certificate in Karnataka Accounting rules, + Basic computer certificate
4. Experience: 10-15 years
5. Job : Managing Branch Activities,
6. Skills required:
 - a. Specialized knowledge work
 - i. Knowledge of Law, Knowledge of KCSR
 - ii. Knowledge of Accounting principle, fund management
 - iii. Knowledge of Karnataka Accounting Rules
 - iv. Budget Finance
 - b. Research, and analysis
 - i. Analysis of Financial file Statements, Government / High court orders,
 - c. Designing and Drafting
 - i. Taking the note from judges,
 - ii. Drafting of decree
 - iii. Preparation of Balance, BRC, Budget estimates
 - iv. MIS reports
 - d. Management and Administrative skill:
 - i. Team management
 - ii. Communication, Presentation skills
 - iii. Cooperation and coordination

JOB DESCRIPTION AND JOB SPECIFICATION TEMPLATE

SCMSC JD-TMP
08/2017

- e. Technical skill: Requires in performing job
 - i. Basic Computer knowledge,
 - ii. Khazane II,
 - iii. E-tender processing,
 - iv. HRMS, Email and browsing

Job Description:

a. General roles

- Team management, cooperation, inter-department coordination
- Review of office note, inter department communication, circulars, memos, office notes, time and attendance, leave management
- Preparation of analysis reports, MIS reports, Presentation if any,
- Managing the day to day operations of the branch,
- Managing the timely communication to High court and other offices.
- Review of files, Office note, statements, letters prepared by the coworkers
- Data Management and file management.
- Daily, weekly and monthly reporting of branch progress to the PDJ's and in charge Officials

b. Account Branch Specific Roles

- Managing the entire account branch activity
- Managing the maintenance of various forms registers as per KAR
- Estimation, preparation submission of Annual Budget
- Coordination and communication with High court and government officials for timely sanction and release of budget amount

JOB DESCRIPTION AND JOB SPECIFICATION TEMPLATE

High Court of Karnataka

SCMSC JD-TMP
08/2017

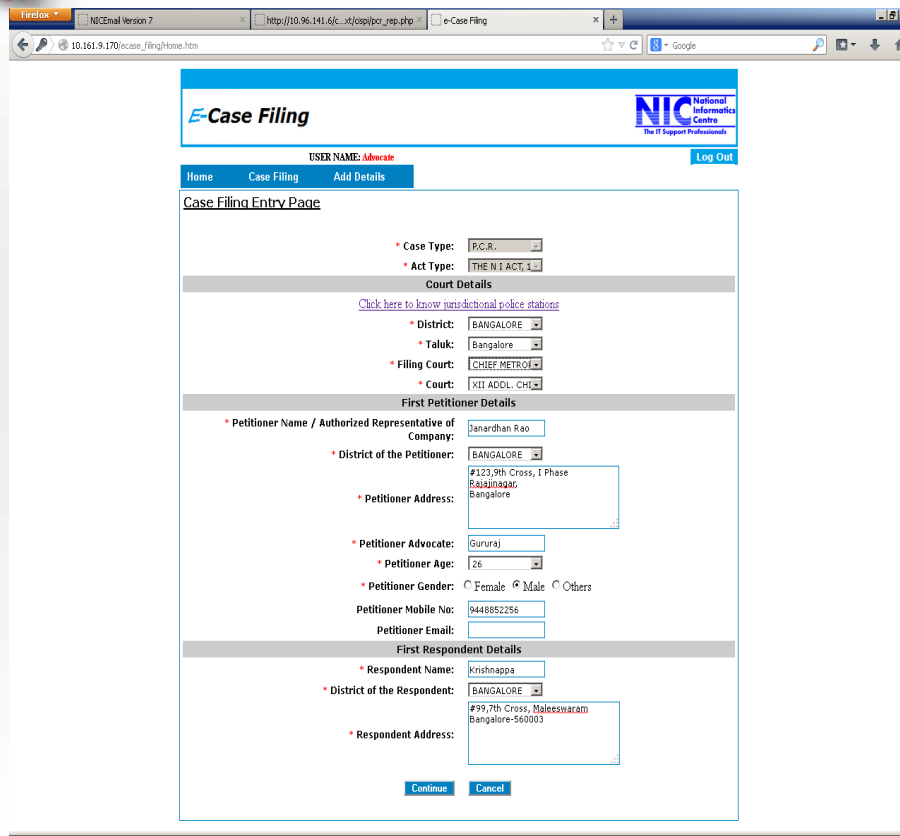
- Ensuring timely payment of all forms of bills, receipts, reimbursements, payable to the parties on timely basis,
- Ensuring the maintenance of truncation data in the Khazane II daily basis and review of same
- Preparation of BRC and Finalization of accounts
- Allocation and distribution of funds to various accounts and subordinate courts.
- Managing the local purchase and e-tendering from preparation of tender document to analysis, allotment of tenders
- Managing the Fund collected through Court fees, fines and ensuring deposit of same in bank on daily basis
- Managing the Timely compliance with Income Tax Department, KGID, Banks and other institutions
- Managing the timely payment and distribution of salary and reimbursement for Judicial officers and staff
- .

Notable contributions by the Court Managers

▪ Computerization

- Submitted Requirement Docs with Process flow for software application development for Stationary, Vehicle, Establishment, GOBI, II, Computer branch, Copying, Decree, Index branches.
- Suggested use of SDLC Software Development Life cycle for all in-house software tools development.
- Suggested strict adherence to documentation in software development cycle – from requirement gathering to deployment & maintenance.
- Suggested use of email and LAN based communication system to speed up the inter-office & intra-office communications.

Online case filing system:



The screenshot shows a web browser window displaying the 'E-Case Filing' application. The page title is 'Case Filing Entry Page'. The user is logged in as 'Advocate'. The interface includes a navigation menu with 'Home', 'Case Filing', and 'Add Details'. The main form is divided into several sections:

- Case Type:** R.C.R.
- Act Type:** THE NI ACT, 1
- Court Details:**
 - District: BANGALORE
 - Taluk: Bangalore
 - Filing Court: CHIEF METRO
 - Court: XII ADDL. CHJ
- First Petitioner Details:**
 - Petitioner Name / Authorized Representative of Company: Danardhan Rao
 - District of the Petitioner: BANGALORE
 - Petitioner Address: #123, 9th Cross, 1 Phase Rajajinagar, Bangalore
 - Petitioner Advocate: Gururaj
 - Petitioner Age: 26
 - Petitioner Gender: Female Male Others
 - Petitioner Mobile No: 9448852256
 - Petitioner Email: [Empty]
- First Respondent Details:**
 - Respondent Name: Krishnappa
 - District of the Respondent: BANGALORE
 - Respondent Address: #99, 7th Cross, Maleswaram Bangalore-560003

Buttons for 'Continue' and 'Cancel' are located at the bottom of the form.

- NIC, Bengaluru has developed an application for online E-filing of NI Act Cases.
- *On pilot basis* it is implemented and tested at the Courts of Chief Metropolitan Magistrate (CMM), Bengaluru.



On-Line Recruitment Application System

- Paper less Online Recruitment Application is developed and implemented for recruitment of Judicial Officers, Staff for High Court and District Judiciary.
- Mass data management, Sorting, scrutiny, filtering, short listing of application is made easy.
- Process lead time is reduced, enhanced transparency and data accuracy, manpower usage is reduced.
- Application tracking system enables to generate SMS and email alerts to the applicants on short listing of candidates, interview call letter and viva-voce along with web hosting of data on court websites.
- Generation of Online Nominal roll, interview call letters, viva-voce/test intimations.
- Recruitment application is integrated with Bank for online fee payments results in tracking the applicant fee payments.
- Developed for conducting On-line Examination for recruitment and selection of Judicial Officers, Staff of High Court and District Judiciary

The screenshot shows the 'KARNATAKA JUDICIARY RECRUITMENT MANAGEMENT SYSTEM' interface. It includes a navigation bar with 'Home' and a date '30/07/2014'. The main content area is titled 'RECRUITMENT TO THE POST' and contains a notification number 'HCE 11/2012' and a last date of '31/07/2014'. Below this, there are several sections for personal information and reservation details. The 'Personal Information' section includes fields for Name of Applicant (with a 50-character limit), Name of Father/Husband, Gender (Male/Female), Date of Birth (with Day, Month, Year, and Age dropdowns), and Birth Place (with State, District, and Taluk dropdowns). The 'Reservation Claimed' section has checkboxes for Rural Quota (RURAL, Women, 371 J-Hyderabad, Physically Handicapped, Kannada Medium, Displacement, EX-Servicemen) and Others Quota. The 'Marital Status' section has radio buttons for Married and UN-Married, and a dropdown for UN-Married. There are also fields for Citizen and Present Address (Door No, Landmark, District, State, City, PinCode) and Permanent Address.

Thank You!



High Court of Karnataka