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# Nizamabad NSTEP

(National Service and Tracking of Electronic Process)

# USER MANUAL

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High Court for the State of Telangana.







# (National Service and Tracking of Electronic Processes)

### **User Manual**

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Notice: This material is for internal training purpose only.

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**ANNEXURE-I**: Amendment to Civil Rules of Practice and Circular Orders, 1980 -Insertion of new Rule in Chapter VII-A, after Rule 82 of Civil Rules of Practice and Circular Orders, 1980 as Rule 82-A regarding Electronic Process Service Rules





## **CHAPTER - I**

### **Introduction and Generation of Process through CIS**



#### **Introduction to NSTEP:**



The service of summons and processes by traditional methods are often a cause for inevitable delay in speedy disposal of cases. NSTEP is a centralised process service tracking application comprising of a web application and a complementary mobile app designed to streamline the process. NSTEP Mobile App provided to bailiffs and process servers enable transparent tracking of service of notices and summons in real-time. Once the process is adopted through CIS software by the respective courts, it will become available on the NSTEP web application in the electronic format. NSTEP web application enables allocation of published processes to bailiffs if service is to be effected within their jurisdiction. It also facilitates allocation of published processes to respective court establishments inter-district or inter-state.

The bailiffs can view the allocated processes on the NSTEP Mobile App. The Android smartphones will be provided to bailiffs which are integrated with the court's service modules. The Bailiffs can capture GPS location, photo of the receiver or premises (where none is available to be served), the signature of the receiver and on the spot recordal of reasons for service not being effected. The data captured is instantly communicated to the central NSTEP application. From NSTEP web application data is then sent forward to CIS, enabling courts to track the status of service. NSTEP thus accomplishes the following significant goals:

- Enables serving of Notice/Summons in electronic form
- Posting and recordal of real time updates from remote locations reducing inordinate delays in process service
- Time required for serving Inter-district or Inter-state process by Post is drastically reduced by serving it in electronic form
- Transparent tracking of service of process and summons by all stakeholders
- GPS connectivity with Bhuvan Maps (India's geo-platform developed by ISRO)

NSTEP along with ICJS (Interoperable Criminal Justice System) was inaugurated in all the Districts of the State of Telangana through Video Conference on 4th December, 2019 by the then Hon'ble Chief Justice Sri Raghvendra S. Chauhan. Telangana is the pioneer state to have ICJS and NSTEP projects in India. The ICJS and NSTEP project launch is first in the country.





CIS (Case Information System) software is deployed across all courts in a. CIS provides facility to generate electronic processes in PDF format. Once the electronic processes are generated, process admin (Nazir) of the respective court will assign the delivery of processes to Bailiffs.

To view list of processes allocated to him, Bailiff must have Smartphone with NSTEP Application installed.

For NSTEP Application, we need to download **NSTEP.apk** file from the given link http://nstep.ecourts.gov.in/nstep/ and get it installed.

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#### **Advantages:**



1) By using this NSTEP Application, Process Admin's (Nazir) can easily consume the data published by respective Court's and will flexibly allocate the Process to concerned Process Servers/Bailiffs and the burden of maintaining several registers can be avoided in future.

2) e-Courts Project was mainly designed to give more access, to the information relating their cases, to the Public. Along with that NSTEP application is designed for speedy and uninterruptable service of Process either through Online or Offline Modes and, the concerned parties can also access the information pertaining to the date of issuance of Process on the concerned party on the e-Court website.

3) Earlier, few difficulties have been faced by the Judicial Officers in getting the Status of the Summons/Warrants issued and in some instances the Bench Proceedings were halted until the Process Server/Bailiff's Report was filed, in order to proceed further with the cases. With the introduction of NSTEP Application, the Judicial Officers and Staff can easily access the information pertaining to date of issuance of Process, Date of Service of Process, Reasons for not serving the said Process etc., by one click i.e., by opening the particular case in the C.I.S.

4) By using NSTEP application, the Process Servers/Bailiffs will directly Serve the Process on the concerned person and capture the digital signature and photograph of the recipient, so that in future the person on whom the said Process was served cannot deny the same in order to deviate the case and take advantage of such doubtful Service of Process.

5) This NSTEP Application, guards the Process Servers/Bailiff's as an Protective shield, even in the event of denial of Service of Summons/Warrants by the concerned parties, since the data regarding the Service of such Process which were served, will already be stored in the Server such as Signature, Photo and location of the person on whom the Summons/Warrants were served.

6) By using this Application, Summons can be sent to any of the Court Complexes either within the State or Outside the State by clicking on the respective Court name of particular District in that State. This will save the inordinate delay in sending the Summons to other District and States in transit.



#### **Process Life Cycle:**

5



There are three stages in the process life cycle, they are: Process Generation (through CIS 3.2), Process Allotment (by Nazir) and Process Service (through NSTEP Mobile Application). Let's explore these one by one.

#### **Process/Summons Generation:**

The feature of Auto Generation of Process/Summons is a path breaking option available in NC CIS 3.2 and the Online Process Generation have four different components i.e.,

- 1. Process Generation (Draft Generation)
- 2. Publish Process

- 3. Process/Summons Print and Acknowledgement
- 4. Process Status Monitoring.

#### **PROCESS GENERATION TEMPLATES IN CIS 3.2 (STEP BY STEP)**

Generating Process/Summons options are available under **Case Proceedings** - **Process Generation** Option in **Show Menu**.

After a successful login into CIS 3.2, below screen will appear.

Select the Civil-Criminal Process option from Show Menu Case Proceedings option.



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After Successfully Publishing the Process it will be pushed into **NSTEP** portal which is operated by Nazir Section.

To print the Generated Process/Summons go to the **Process Acknowledgement/Print** option from Show Menu and click on the shown link to print the Process/Summons.

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Screen 11





#### **Process Status Monitoring**

The status of the process can be monitored using the Process Status option.

This option will be enabled once a Process, which is generated in CIS package, is consumed by the Nazarath Section in the NSTEP portal, and the section has updated the status of the Process in the portal.

Select **Process Status** option from Show Menu it will show all the details of Process Status i.e., All, Pending, Served and Un-Served.

We can also find the Signature, Photograph and Navigation Map uploaded by the Bailliff/Process Server while Serving the Process/Summons belonging to a particular case.

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#### **Upload Process:**

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While generating the Process, in some cases, for some **Process Types** the draft will not be generated in PDF format, it will be generated in ODT format. In this scenario we have to download the ODT file and convert it into PDF and then upload the Process using **Upload Process** option from Show Menu.

For example in case type EP for Process Type: **'Order to attach salary of pubic officer',** the procedure is explained in the following screenshots to Upload Process.



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After downloading the ODT file of Process/Summon, convert the file to PDF format and upload the Process through the **Upload Process** option from Show Menu.

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Screen 6

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After successfully uploading the process, we need to **Publish** the Process to push the Process/Summons in to the NSTEP Portal.





## **CHAPTER – II**

### PROCESS CONSUMPTION AND ALLOCATION THROUGH NSTEP PORTAL



#### **Process Allocation through NSTEP:**



Before using the NSTEP portal and app, and going through the procedure for consumption of a process, let's take a look at hierarchical levels of users and the steps taken to to create User ID, Password Credentials in step-by-step manner as mentioned below:

- 1. State Level User
- 2. District Level User
- 3. Process Admin (Nazir) User

#### **State Level Activity:**

The High Court Administrator is authorized to take care of this activity. The High Court for the State of Telangana has created the **User IDs** and **Passwords** for the District Level Admin Users (District Admin), and the District Level Admin Users will in turn create IDs for Process Administrators and Bailiffs within their respective Districts.

**User ID creation:** To create a User ID, a unique structure is appended to the Username which is as follows:

#### Two Character State Code + Two Character of District Code

#### Example:

#### For Karimnagar Unit **tska** is the user ID

In the above example "ts" is the State Code and "ka" is the Karimnagar District Code/Unit code.

#### **District Level Activity:**

This activity is taken care of by the District Administrator. The District Administrator will create the Process Administrator (Nazir) through User creation form and will add **Bailiffs** through *Bailiff Master Link*.

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#### User ID creation for Process Administrator (Nazir):

User Names shall be prefixed with Establishment Code.

(i.e. 2 Characters State Code + 2 Characters of District + 2 Character Establishment Code (Hexa Decimal))

So that it remains unique throughout the Country.

#### Example:

TSKA01 -- Process Administrator (Nazir-1)

TSKA02 -- Process Administrator (Nazir-2)

These Process Administrators (Nazir) are tagged to particular Establishments for which they are connected.

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			'Role:	Process Admin	4		

District Administrator will also create the Bailiff Master i.e. Bailiffs of the District.

#### **User ID creation for Bailiff:**

Bailiff code or Bailiff User id will start with State Code and District Code (i.e. 2 Characters State Code + 2 Characters of District followed by three digit number which is identical) so that it remains unique throughout the Country.

> <u>Example:</u> TSKA001 - Bailiff (1) TSKA002 - Bailiff (2)

OTP will be the Password, we need to inform this to the Bailiff (No SMS will be sent).

	Bailiff/Proc	ess Server		
*Bailiff/Process Server Code:	TSKA 008	*Bailiff/Process Server:	Akkanapally Babu	
Gender:	Male	Address of Residence:	Vemulawada	
Date of Birth:				
Office Address:	JCJ Court Vemulawada	Area Assigned:	Vemulawada	
State:	TELANGANA-36	District:	KARIMNAGAR-534	·
Taluka:	Karimnagar-04428	Village:	Select	•
Email:	e.g: abc[at]gmail[dot]com	*Mobile No:	*****	
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	*Bailiff/Process Server Code: Gender: Date of Birth: Office Address: State: Taluka: Email: Phone No:	Bailiff/Proc *Bailiff/Process Server Code: TSKA 008 Gender: Male Date of Birth: Office Address: JCJ Court Vernulawada Office Address: JCJ Court Vernulawada State: TELANGANA-36 Taluka: Karimnagar-04428 Email: e.g: abc[at]gmail[dot]com Phone No:	Bailiff/Process Server *Bailiff/Process Server *Bailiff/Process Server Gender: Male Date of Birth: JCJ Court Vemulawada Area Assigned: JCJ Court Vemulawada Area Assigned: State: TELANGANA-36 District: Taluka: Karimnagar-04428 Village: Email: e.g: abc[at]gmail[dot]com Mobile No:	Bailiff/Process Server         *Bailiff/Process Server Code:       TSKA       008       *Bailiff/Process Server:       Akkanapally Babu         Gender:       Male

#### **Process Establishment Allocation:**

Allocate the Establishments for Nazir to consume the Process

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#### Tag Bailiff/Process Server to Process Admin:

Here we allocate the Bailiff/Process Servers to respective Process Admins (Nazir).

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			Submit	



#### **Process Admin Login:**



As of now District Admin Creates the Process Admin user and adds the Bailiff/Process Servers to Nazir. Now we have to login with Process Admin credential to allocate process to bailiffs.

#### **NSTEP DASH BOARD:**



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Process Deallocation	Jr. Civil Courts, Karimnagar	
Bailiff Process Transfer	Sr. Civil Courts, Karimnagar	
Process Delivery	Spl Sessions Judge for attrocities against women, Karimnagar	
Process Status	ACB Court Karimnagar	
Consume Data Previous Year	Pull	
	13	

Under Process Management Menu Select the Consume data to consume the Process published by the concern courts.

Select the Court Establishments and click on **Pull** button then all the selected establishments Process have consumed.

**Process Allocation:** Under Process Management Menu Select the Process Allocation to allocate the Process to Bailiffs.

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Select the Bailiff Name from drop down list and Allocate a case details by tagging that particular case and click the **Submit** button at the end of the page.



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Bailiff Process Transfer		Sr No 🔺	Process Title	Case No. 🜲	Addressee Name 🌲	Addressee Address \$	Email \$	Mobile ≑	Process \$	Edit \$	Tag \$
Process Delivery			Attachment in execution, prohibitory			H.No. Gopalpur					
Process Status		1	order, where the property consists of	EP/400012/2018	Anumula Narayana	village , karimangar			View		۵
Consume Data Previous Year			immovable property. [O. 21, R. 54]			mandal and dist.					
					Submit						
		Showing 1 to 1 of	1 entries						Previo	ous 1	Next

In case of any de-allocation required under any circumstances, the process which is already been allocated, the Nazir will select the Bailiff name from the drop down list and select the Bailiff to whom it was allocated earlier and tag the case and click submit button, then it's completely de-allocated to the Bailiff to whom it was earlier allocated.

#### **Bailiff Process Transfer:**

National Service and Trac	cking of Elec	tronic Pro	DCesses	Vilasagaram Kondaiah [	Process Admin] Telangana Karimi	nagar	Search here	۹ 🖻	<b>ث</b> (ث
User Management <	🕷 / Proc	ess Ma	nagement / Bailiff Process 1	Fransfer					
Change Password	L			В	ailiff Process Transfer				
Process Management <				<ul> <li>Civi</li> <li>*Bailiff Na</li> </ul>	l Process O Criminal Process ame: Bashabathini Srinivas (TSKA00	•			
Consume Data	Show	10	<ul> <li>entries</li> </ul>	Search:			Hide Columns	🖾 PDF   Excel	CSV
Process Allocation	Sr					E	Mahila		
Process Deallocation	No ▲	¢	Process Title  🌲	Addressee Name	♦ Addressee Address ♦	Emaii ¢	MODIIe \$	Transfer To Bailiff	÷
Bailiff Process Transfer			Notice to show cause why		O/o. Govt polytechnic college				
Process Delivery	1		[O. 21, R. 16] [O. 21w Process	Konutumulla Kasaiah	girl college, near Ujwala park, Karimnagar district			Konda Surender -	
Process Status			Notice to person who, the						
Consume Data Previous Year	2		added as co-plaintiff [O.1, R.10] View Process	D. Sudheer Kumar	Rekurthy, Karimnagar			Select -	
	3		Summons for settlement of issues [O. 5, R. 1, 5.] View Process	Waheeda begum	H.No.5.3.112 Mangalwada steet Karimnagar			Select	
			Summons for settlement of		Vallampahad village of			1	

By using this Option, Process Admin (Nazir) can transfer the Process allocated to one Bailiff to another Bailiff by selecting the Bailiff name and cases which are required to be transferred and click submit button.

#### **Process Delivery:**

National Service and Tra	cking of Electr	onic Pro	ocesses (	Vilasagaram Kondaial	h [Process Admin] Telanga	ana Karimn	agar	Search here Q	20
User Management <	# / Proce	55 IVIAI	agement / Process De	livery					
Change Password	Sr No	¢	Process Title 🛛 🌲	Addressee Name 🌲	Addressee Address 🌲	Email \$	Mobile \$	Deliverd Process  🖨	Remark \$
Process Management <			Notice to show equipe					Served	
Consume Data	1		why execution should not issue [O. 21, R.	Konutumulla Kasaiah	O/o. Govt polytechnic college girl college, near			Served Reason:	abc
Process Allocation			16] View Process		ojwala park, Karimnagar district			O Unserved	li.
Process Deallocation			Notice to person who, the court considers					Served	Remark
Bailiff Process Transfer	2		should be added as co-plaintiff [O.1, R.10]	D. Sudheer Kumar	Rekurthy, Karimnagar				4
Process Delivery			View Process						
Process Status	3		Summons for settlement of issues	Waheeda begum	H.No.5.3.112 Mangalwada			Served	Remark
Consume Data Previous Year			View Process		steet Karimnagar			<ul> <li>Unserved</li> </ul>	11.
	4		Summons for settlement of issues	Vodanala Jamuna	Vallampahad village of			Served	Remark
			[O. 5, R. 1, 5.] View Process		Karimnagar dist.			Unserved	11.
			Summons to annear in		H No 2-17 Kamannur village			Sanvari	Remark

This Option is used to update the stage of Service of Process by the concerned Process Servers/Bailiffs. If the Bailiff has served such particular summons/warrants etc., then he will click on Served button and will choose the Served Reason from the drop down list and in case of no Non- Service of any summons/warrants, he will click on the Option Un-served with the reason for non-service and click submit button.

#### **Process Status:**

National Service and Track	ing of Electr	onic Processes	Vi	lasagaram Kondai	ah [Process	Admin] Telar	igana Karim	inagar	Search here	Q	🛛 🗘 🕻
User Management <	Show	10 •entries	ocess Status								
Change Password	Sr No	Court Establishment	Process	Addressee	Mobile	Signature	Photo	GPS	Served/Not	Reason	View Process
Process Management <	•	\$	inte ≑	name <del>≡</del>	Ŧ		₹	₹	Served =	₹	\$
Consume Data			Notice to show cause								
Process Allocation	1	Jr. Civil Courts,	(general form)	Chinthala				View	Sowod	కుటుంబ	Minu
Process Deallocation	Ť	Karimnagar	Form (No Provision of	Rajamma				Мар	Serveu	అందజేసిన	view
Bailiff Process Transfer			Law as such)]								
Process Delivery			Summons								
Process Status	2	Sr. Civil Courts, Karimnagar	settlement of issues [O. 5,	Kadulula Anjaiah			2	View Map	Not Served	్యె <b>టి</b> అందుబాటులో లేదు	View
Consume Data Previous Year			R. 1, 5.]								
	3	District Courts, Karimnagar	Summons for settlement of issues [O. 5, R. 1, 5.]	Jakku Prasad				View Map	Served	పార్టీ కి అందజేసిన	View
			Summons for							నిరాకరించారు	





is Option will enable us to know the status of the Process, i.e., whether it r not served. ved or not served.

By using View option, we can view the process in PDF format which can be downloaded.

	Appendix H, No. 4
	Junior Civil Judges Courts, Karimnagar IN THE COURT OF Smt. Sampathirao Chandana Addl Junior Civil Judge, KARIMNAGAR , KARIMNAGAR .
	NOTICE TO SHOW CAUSE.
	(GENERAL FORM)
	OS/336/2019 Chinthala Sampath Vs Chinthala Raiamma
	NEXT DATE : 24-10-2019
To,	
Chinth	ala Rajamma
H.No.1-	-1-202/1, OPP Venkata sai Theatre,Meariwada, old bazar, Karimnagar town,
TELANGANA	Α.
Wherea	s in the above-named has made application to this Court that
You are	hereby warned to appear in this Court in person or by a pleader duly instructed on
the 24-10-2019	at 11:00 O'clock in the forenoon, to show cause against the application, failing
wherein, the sa	id application will be heard and determined <i>ex parte</i> .
Given u	inder my hand and the seal of the Court, this 24-09-2019
	Addl Junior Civil Judge
notice	
Visit ecourts.go	v.in for updates or download mobile app "eCourts Services" from Android or iOS
The process is physical signate	system generated and transmitted in secured manner by authorised user as such ure not applied.

#### **Consume Data Previous Year:**

National Service and T	racking of Electronic Processes 🔕 Vilasagaram Kondaiah (Process Admin) Telangana Karimnagar Search here Q 🗷 👌 🔿
User Management <	# / Process Management / Consume Data Previous Year
Change Password	
Process Management <	
Consume Data	Consume Data Previous Year
Brocoss Allocation	Select 💈 Court Establishment
Process Allocation	District Courts, Karimnagar
Process Deallocation	S Jr. Civil Courts, Karimnagar
Bailiff Process Transfer	Sr. Civil Courts, Karimnagar
Process Delivery	Spl Sessions Judge for attrocities against women, Karimnagar
Process Status	ACB Court Karimnagar
Consume Data Previous Year	Pull

We will be able to consume the previous year data.





## **CHAPTER – III**

### SERVICE OF ELECTRONIC PROCESSES THROUGH NSTEP MOBILE APPLICATION



**Service of Electronic Process through NSTEP Application:** 

The Bailiffs/Process Servers will be provided with a smart phone and the Procedure to operate the NSTEP Application with the smart phones is as follows:

1. Bailiff needs to select State from dropdown list and enter Registered Mobile number and OTP password already provided to them to login into the system.

2:30	0.00 VALTEI - 🎾 🖌 78%
National	Service and Tracking of Electronic Processes
	Telangana 👻
	Mobile Number
	OTP Password
	LOGIN

2. Once logged into the system, Main screen of the App will welcome the users.

The Main screen will show following elements

- a) On the Top, App will display count of processes for which status needs to be uploaded on the server.
- b) 'Scan QR Code' button is used to Scan QR Code of the case and displays list of processes belonging to that case.
- c) Once QR Code is scanned, button 'Show Previous' will be enabled. After clicking, it will show all processes allocated to the Bailiff.
- d) List of processes to be served is displayed.





e) 'Refresh Processes' button is used to receive newly allocated process to the Bailiff.

	🕩 😭 🗗 94% 🎟 7:00
≡ NSTEP	
Sandeep Patil , 976	6939971
Process serve	ed, yet to be uploaded : 1
Scan QR Co	de 🗘 Refresh Processes
List of Processes t	to be Served
1 Notice to response for the hearing R. 14]	ondent of the day fixed of the appeal. [O. 41,
the second	
Name : Firozkhar Address : Quadri Mohan No.5, N	n Ahmedkhan ya Colony, Near nmadiya Masjid, Lane Misarwadi,
Name : Firozkhar Address : Quadri Mohan No.5, N Mobile :	n Ahmedkhan ya Colony, Near nmadiya Masjid, Lane Nisarwadi,
Name : Firozkhar Address : Quadri Mohan No.5, M Mobile : 2 Summons to a 61]	n Ahmedkhan ya Colony, Near nmadiya Masjid, Lane Aisarwadi, n accused person [Sec.
Name : Firozkhar Address : Quadri Mohan No.5, M Mobile : 2 Summons to a 61] Name : Javed Sh	n Ahmedkhan ya Colony, Near nmadiya Masjid, Lane Misarwadi, n accused person [Sec. arif Khan
Name : Firozkhar Address : Quadri Mohan No.5, M Mobile : 2 Summons to a 61] Name : Javed Sh Address : Palod	n Ahmedkhan ya Colony, Near nmadiya Masjid, Lane Aisarwadi, n accused person [Sec. arif Khan Tq. Sillod Dist. Jabad.

#### **Process Service:**

After the Bailiff reaches the address of the party to whom process is to be served, he needs to tap on the process from the list which will display the process in PDF format.
 Hand over the physical copy of the process to the concerned party.

3. Click on 'Capture Photo' to capture photo of the person to whom process is served and

tap on 🤷

4. Click on 'Signature' to capture the Signature of the person to whom process is served

and tap on



5. Once signature is captured, App displays the map for capturing mobile device location. Bailiff needs to tap on 'Save' button to store Latitude and Longitude of the location.


**teload/Refresh**" floating button is provided to refresh the map.



7. After capturing Location details, Bailiff needs to mark the status of process as "Served" or "Not Served" with respective remarks or reason for serving or non serving.







8. Bailiff needs to tick on 'Confirm and Upload' button to upload status of process to the server.

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9. While uploading the status of processes to the server if any communication problem arises or device has network issues, then status gets uploaded locally on the mobile device of the Bailiff.

10. Bailiff can upload status of processes using 'UPLOAD' menu available in Side Menu.

#### **Side Menu:**

The Side Menu of App is used for various options like Upload, Delete and Logout.





# Cours Inda

#### **Upload:**

1. This option displays list of all served processes.

2. Bailiff can upload status of served processes to

the server.

3. Re-uploading of process status can also be done



#### Delete:

1. This option displays list of processes whose

status is already uploaded by Bailiff to the server.

2. Delete option is provided to the Bailiff to

delete the processes from this list.





This option is used to logout from the App.

🜵 💽 🕑 🏺 🛛 👟 🕕 😭 💭 76% 🖅 1:10 pm	
≡ NSTEP	
Sandeep Patil , 9766939971	
Processes To be uploaded : 0	
List of Processes to be Uploaded	
1 Not 3] Do you want to Exit Name	
Addre Chelipura, Aurangabad. Mobile :	
2 Notice to minor defendant. [O. 32, R. 3]	
Name : Rushikesh Kailas Pakhare U/G Def No.2	
Address : Warud Kazi, Tq. Dist. Aurangabad.	
Mobile :	
3 Notice to respondent of the day fixed for the hearing of the appeal. [0. 41,	





Electronic Drocesses

R.N.I. No. TELMUL/2016/73158. HSE.No.1051/2020-2022. [Price : ₹. 6-00.





#### తెలంగాణ రాజ పత్రము

RULES SUPPLEMENT TO PART-I EXTRAORDINARY

OF

#### THE TELANGANA GAZETTE

#### **PUBLISHED BY AUTHORITY**

No. 07 ] HYDERABAD, TUESDAY, APRIL 20, 2021. NOTIFICATIONS BY GOVERNMENT

#### LAW DEPARTMENT (<u>LA,LA&J-Home-Courts.A2</u>)

-----X----

AMENDMENT TO RULES TO REGULATE THE TRIAL OF ELECTION PETITIONS UNDER REPRESENTATION OF THE PEOPLE ACT, 1951 - INSERTION OF NEW RULE 11-A AFTER RULE 11 OF RULES TO REGULATE THE TRIAL OF ELECTION PETITIONS UNDER REPRESENTATION OF THE PEOPLE ACT, 1951.

[GO. Rt.No.210, Law (LA,LA&J-Home-Courts.A2), 20th April, 2021.]

Under the provisions of Section 122 of Civil Procedure Code, 1908 and with the previous approval of the State Government, the High Court has made the following Amendment to Rules to Regulate the trial of Election Petitions under Representation of the People Act, 1951. Insertion of new Rule 11-A, after Rule 11 of Rules to Regulate the trial of Election Petitions under Representation of the People Act, 1951:

2

"11-A: Evidence on Commission at Court's discretion:

#### Commissions to examine parties & witnesses :-

Notwithstanding anything contained in Order XXVI of the Code of Civil Procedure, 1908, the Court may, at its discretion, in any Election Petition, at any stage, direct that the parties and witnesses be examined on Commission. The evidence recorded on Commission shall be read as evidence in the Election Petition.

AMENDMENT TO CIVIL RULES OF PRACTICE AND CIRCULAR ORDERS, 1980 - INSERTION OF NEW RULE IN CHAPTER VIIA, AFTER RULE 82 OF CIVIL RULES OF PRACTICE AND CIRCULAR ORDERS, 1980 AS RULE 82-A REGARDING ELECTRONIC PROCESS SERVICE RULES.

#### [GO. Rt.No.211, Law (LA,LA&J-Home-Courts.A2), 20th April, 2021.]

Under the provisions of Section 122 of Civil Procedure Code, 1908 and with the previous approval of the State Government, the High Court has made the following Amendment to Civil Rules of Practice and Circular Orders, 1980.

#### AMENDMENT

Insertion of new Rule in Chapter VIIA, after Rule 82 of Civil Rules of Practice and Circular Orders, 1980 as Rule 82-A regarding Electronic Process Service Rules:

#### Rule 82-A : Civil Rules of Practice of Circular Orders, 1990 :

#### The method of service under Electronic/Digital Application.

- (i) Once the service of process has been ordered by the Court, the parties or their Advocates on whose behalf such summons or notices are issued, shall deposit the prescribed process fee and forms.
- (ii) on such deposit of fee and forms, the office of the Court shall generate and issue the process
- (iii) on such generation or issuance of process, the process service Nazarath establishment shall transmit the manual (in hard copy form)

#### April 20, 2021]

#### RULES SUPPLEMENT

or electronic process to the Court within whose limits the proposed recipient of such process actually resides or works for gain.

in the event the proposed recipient of process resides or works for (iv) gain within the limits of the court which has issued the process, the process service establishment shall allocate the process to the process serving staff electronically as well as manually (in hard copy form) within 48 hours from the time of receiving such process into that establishment.

(v)

On receipt of such processes manually (in hard copy form) and electronically, the process server physically shall affect the service of such processes in any or all of the following modes:

> a) by tendering the original copy of process to the person to whom it is addressed and shall obtain the acknowledgment from the recipient and with the permission of such recipient, shall take the photograph showing the handing over of process.

Provided that if the recipient is a 'Pardanashin' woman, the service of process may be affected to any male member of her family and subject to the above, photograph may be taken to that affect.

b) After service of such process, the process serving officer shall obtain the signature or thumb impression of the recipient on the physical copy and also obtain the signature or thumb impression digitally on the device entrusted to such process serving officer in electronic mode and shall save such photograph and signature or thumb impression taken.

c) The process serving officer shall also draw the location as to the service of process on the addressee by using Geographical Positioning System tool in the device entrusted to him and shall save the location of service of such process.

#### TELANGANA GAZETTE EXTRAORDINARY [Part -I

(vi) After completion of service of such process, the process serving officer shall save and upload the photograph as to the proof of service, electronic signature and Geographical Positioning System location together and shall make an endorsement in the device while submitting the service report to the establishment.

4

- (vii) In the event the house premises of the person to whom the process is proposed to be served is closed or locked, the process serving officer shall take the photograph showing such locked premises and shall make an endeavour to obtain the signature of a respectable inhabitant of that locality, as proof. The process serving officer shall also draw the Geographical Positioning System location of that closed premises in the aforesaid manner and shall submit a consolidated report to the process service establishment.
- (viii) In case of refusal of such process by the person on whom it is to be served, the process serving officer shall draw the Geographical Positioning System location of that place where he attempted the service and shall also make an endeavour to get attested his report by a respectable person of that locality.
- (ix) In case of affixture of such process at the outer door of the house premises of the person on whom the process is proposed to be served, the process serving officer shall take the photograph evidencing such affixture and shall make an endeavour to obtain the signature of at least one inhabitant of that locality and shall also draw the Geographical Positioning System location, as token of proof.
- (x) After submission of report by such process serving officer, the process service establishment shall make necessary endorsement manually and electronically and then shall forward the same to the court from which such process has been sent for service.
- (xi) The processes may also be served by other electronic mode by way of sending the same through e-mail service. WhatsApp/Telegram and other similar application as approved by the High Court from time to time. However, in such cases, it is for the sender of such process to prove the service.

#### April 20, 2021]

(xii) These Electronic Process Services Rules shall be construed as enabling provisions and shall operate not in derogation but in addition to the other process service rules provided in Civil Procedure Code, 1908 and the rules contained in this chapter and all other extant rules or circulars regulating the service of processes in Courts.

#### A. SANTHOSH REDDY,

5

Secretary to Government, Legal Affairs, Legislative Affairs & Justice.