

**NSTEP**

*(National Service and Tracking of Electronic Process)*

# USER MANUAL



High Court for the State of Telangana.



# **NSTEP**

(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)

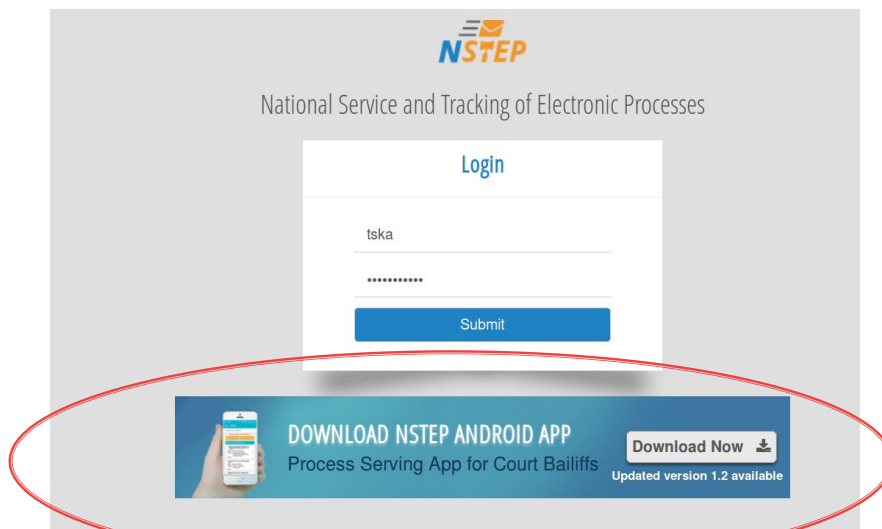
NSTEP along with ICJS (Interoperable Criminal Justice System) was inaugurated in all the Districts of the State of Telangana through Video Conference on 4th December, 2019 by the then Hon'ble Chief Justice Sri Raghvendra S. Chauhan. Telangana is the pioneer state to have ICJS and NSTEP projects in India.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



**CIS** (Case Information System) software is deployed across all Courts in India. 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.





### 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 uninterrupted 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:

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.

The screenshot displays the eCourtIS dashboard for a user logged in as Dr. Sunnam Srinivas Reddy. The dashboard provides a comprehensive overview of case management, including a summary table, a mediation corner, and detailed charts.

	Today's Cases	Undated Cases	My Disposal in this Month	My Pending Cases	Mediation Corner	Mediation	Lok Adalat
Civil	0	258	0	261	Pending	0	0
Criminal	0	189	0	190	Referred in this Month	0	0
Total	0	447	0	451	Completed in this Month	0	0

**Mediation Corner**

Mediation Corner	Mediation	Lok Adalat
Pending	0	0
Referred in this Month	0	0
Completed in this Month	0	0

**Case Type wise Bar Chart**

Case Type	Count
Civil	19
Criminal	4
Both	18
Both	8
Both	105
Both	31
Both	102
Both	63
Both	41
Both	10

**Pendency Pie Chart**

Pendency Period	Count	Percentage
Upto 1 Year	9	2%
1 To 3 Years	348	77%
3 To 5 Years	78	17%
5 To 10 Years	13	3%
10 To 20 Years	2	0%

The dashboard also includes a search bar, a menu icon, and a footer with the text "Designed & Developed by National Informatics Centre" and "Version: NC3.2". A red box highlights a navigation arrow in the bottom left corner of the dashboard area.

Screen 1

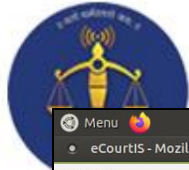


The screenshot shows the eCourtIS web application interface. The browser address bar displays '172.17.72.134/swecourtis/main.php'. The page header includes the user name 'Pr. District and Sessions Court' and 'Dr. Simran Srinivas Reddy(Incharge) (TS600370)'. The left sidebar contains a menu with 'Case Proceedings' highlighted by a red rectangle. Below it, a sub-menu is visible with options like 'Daily Proceedings', 'Order and Judgment', and 'IA Filing For Court User'. The main content area is currently blank.

Screen 2

This screenshot shows the eCourtIS interface after navigating from the 'Case Proceedings' menu. The browser address bar now shows '172.17.72.134/swecourtis/main.php?linkid=265&mode=0'. The left sidebar menu has 'Civil-Criminal Process' highlighted with a red rectangle. A sub-menu is open below it, listing options such as 'Process Generation', 'Copy Previous Process', 'Upload Process', and 'Publish Process'. The main content area remains empty.

Screen 3



Pr. District and Sessions Court  
Dr. Sunnam Srinivas Reddy(Incharge) (TS00820)

Service Center Logout NC3.2  
24-03-2020

Case Proceedings / Process Generation / Add

Civil - Criminal Process

Civil  Criminal  Plead Guilty \*Case No.: OS/122/2016

\* Process: Summons in a summary suit [0.37, 1]

Next Date:30-09-2020 Purpose:STAY

Select Addressee

Fees Type:  Paid  Free/On Court Motion Process Fees: [ ]

Addressee Type: Defendant \* Addressee Name: 1 - Sama Vijaykumar (R) ...

Footnote: [ ] Nature: 1 - Sama Vijaykumar (R) 2-MONEY 3-DECLARATION 4-INJUNCTION 5-PARTITION 6-SPECIFIC PERFORMANCE 7-DAMAGES

Save

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Screen 4

Pr. District and Sessions Court  
Dr. Sunnam Srinivas Reddy(Incharge) (TS00370)

Service Center Logout NC3.2  
10-03-2021

Case Proceedings / Process Generation / Add

Civil - Criminal Process

Civil  Criminal  Plead Guilty \*Case No.: Select

\* Process: Select

Select Addressee

Fees Type:  Paid  Free/On Court Motion Process Fees: [ ]

Addressee Type: Defendant \* Addressee Name: [ ]

Footnote: [ ] Nature: [ ]

Save

localhost/swecourtis/proceedings/notice\_generation.php?linkid=266&mode=0 Version:- NC3.2

Screen 5





Select the case number for which, **Process/Summons** is to be generated, and fill all the required details.

Menu eCourtIS - Mozilla Firefox  
eCourtIS ANR Super Hit Songs - V... x New Tab x Kiosk x New Tab x +  
172.17.72.134/swecourtis/main.php  
Most Visited CIS kiosk SMS TSHCgov KNR eCourt NJDG NJDG Email Knrdlsa | Jitsi Meet Typ Test TMPworkAsses Taluka IP NSTEP  
eCourtIS Prl. Dis v Prl. District and Sessions Court Dr. Sunnam Srinivas Reddy(Incharees) (TS00970) Service Center Logout NC3.2 24-03-2020  
Home Case Proceedings / Process Generation / Add  
Civil Criminal Plead Guilty \*Case No.: OS/122/2016 \*Process: Summons to appear in person [O.5, ?] Next Date:30-09-2020 Purpose:STAY  
Process generated as on Date (1) Process Draft (1)  
Select Addressee Addressee Details  
Addressee Name: Sama Vijaykumar 0 Out of 1 Update  
Relation: Fath R/O : Shankaraiah \* Address: Ro. H.No. 8-5-339, Raghavendernagar, Karimnagar.  
Address: Main Address Alternate Address District: KARIMNAGAR  
State: TELANGANA Ward: Select  
Town: Select Village: Select  
Taluka: Karimnagar Police Station: Select  
Pin code: 505001 Mobile No.: Remarks:  
Email: Save

Screen 6

After filling all the details click the **Generate Draft** option.

Menu eCourtIS - Mozilla Firefox  
eCourtIS ANR Super Hit Songs - V... x New Tab x Kiosk x New Tab x +  
172.17.72.134/swecourtis/main.php  
Most Visited CIS kiosk SMS TSHCgov KNR eCourt NJDG NJDG Email Knrdlsa | Jitsi Meet Typ Test TMPworkAsses Taluka IP NSTEP  
eCourtIS Prl. Dis v Prl. District and Sessions Court Dr. Sunnam Srinivas Reddy(Incharees) (TS00970) Service Center Logout NC3.2 24-03-2020  
Home Case Proceedings / Process Generation / Add  
Civil Criminal Plead Guilty \*Case No.: OS/122/2016 \*Process: Summons in a summary suit [O.37, ?] Next Date:30-09-2020 Purpose:STAY  
Select Addressee Addressee Details Extra Label Generate Draft  
Process ID :Summons in a summary suit [O.37, R. 2] -100004  
Footnote : Nature 1-TITTLE  
Fees Type: Paid Process Fees:  
Address Type: Main. Address: Ro. H.No. 8-5-339, Raghavendernagar, Karimnagar.  
State: TELANGANA District: KARIMNAGAR  
Town: Taluka: Karimnagar Ward: Select  
Police Station: Village: Select  
Pin code: Remarks :  
Email: Mobile No.:  
R/O: Shankaraiah  
SUIT FILED FOR RECOVERY OF RS. : Amount of Cost. :  
Generate Draft

Screen 7

The screenshot shows the eCourtIS web application interface. The browser address bar displays the URL `172.17.72.134/swecourtis/main.php`. The page title is "Civil - Criminal Process". The main content area shows a draft notice for a summons in a summary suit. The notice includes a QR code, the case number "TSKA00-001077-2016", and the court name "Pr. District and Sessions Court IN THE COURT OF Dr. Sunnam Srinivas Reddy Pr. District and Sessions Judge, KARIMNAGAR, KARIMNAGAR.". The notice is for a summons in a summary suit (OS/122/2016) against Paida Gangadhar Vs Sama Vijaykumar, with a next date of 30-09-2020 and a purpose of STAY. The notice is marked as a draft.

Screen 8

After Successful Draft generation, go to the **Publish Process** option from the **Show Menu** and click on the **Publish** option like shown in the below screen.

The screenshot shows the eCourtIS web application interface. The browser address bar displays the URL `172.17.72.134/swecourtis/main.php`. The page title is "Publish Process". The main content area shows a table of draft notices. The table has columns for Sr. No., Date, Case No., Main Party, Notice, Party Name, Draft, and Publish. The 'Publish' button for the first entry is highlighted with a red box.

Sr. No.	Date	Case No.	Main Party	Notice	Party Name	Draft	Publish
1	24-03-2020	OS/122/2016	Paida Gangadhar V.S Sama Vijaykumar	Summons for disposal of suit [O. 5, R. 1, 5.]	Sama Vijaykumar	Show/Delete	Publish
2	17-03-2020	OS/159/2016	Koduri Shakunthala @ Suguna V.S Guntuka Gopalaiah @ Gopal	Summons to appear in person [O.5, R. 3]	Guntuka Gopalaiah @ Gopal	Show/Delete	Publish
3	24-03-2020	OS/122/2016	Paida Gangadhar V.S Sama Vijaykumar	Summons in a summary suit [O.37, R. 2]	Sama Vijaykumar	Show/Delete	Publish
4	16-03-2020	EP/74/2017	K. Arun Kumar V.S R19 Bolgam Suresh Kumar	Notice to show cause why a payment or adjustment should not be recorded as certified [O. 21, R. 2]	R19 Bolgam Suresh Kumar	Show/Delete	Publish

Screen 9



Pr. District and Sessions Court  
Dr. Singam Srinivas Reddy(Incharge) (TS00370)

Service Center Logout NC3.2  
24-03-2020

Case Proceedings / Publish Process /

Notices Published successfully

\*From Date 01-03-2020 \*To Date 24-03-2020 Go

Show 10 entries Previous 1 Next

Sr. No.	Date	Case No	Main Party	Notice	Party Name	Draft	Publish
1	24-03-2020	OS/122/2016	Paida Gangadhar V.S Sama Vijaykumar	Summons for disposal of suit [O. 5, R. 1, 5.]	Sama Vijaykumar	Show/Delete	Publish
2	17-03-2020	OS/159/2016	Koduri Shakunthala @ Suguna V.S Guntuka Gopalah @ Gopal	Summons to appear in person [O.5, R. 3]	Guntuka Gopalah @ Gopal	Show/Delete	Publish
3	16-03-2020	EP/74/2017	K. Arun Kumar V.S R19 Bolgam Suresh Kumar	Notice to show cause why a payment or adjustment should not be recorded as certified [O. 21, R. 2]	R19 Bolgam Suresh Kumar	Show/Delete	Publish

Showing 1 to 3 of 3 entries Previous 1 Next

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Screen 10

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.

Pr. District and Sessions Court  
Dr. Singam Srinivas Reddy(Incharge) (TS00370)

Service Center Logout NC3.2  
24-03-2020

Case Proceedings / Process Acknowledgement/Print /

Print/Acknowledgement

\*From Date 24-03-2020 \*To Date 24-03-2020 Go

Process Date	Process ID	Notice	Party Name	Print	Check For Acknowledgement
Case No.: OS/122/2016 Main Party: Paيدا Gangadhar Vs Sama Vijaykumar					
24-03-2020	PTSKA000010772016_1_1	Summons in a summary suit [O.37, R. 2]	Sama Vijaykumar, Ro. H.No. 8-5-339, Raghavendernagar, Karimnagar.	Print	<input checked="" type="checkbox"/> Acknowledgement

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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 Bailiff/Process Server while Serving the Process/Summons belonging to a particular case.

The screenshot shows the eCourtIS NSTEP Process Status page. The status filter 'Served' is selected and highlighted with a red box. The table below lists two process entries:

Sr. No.	Case No.	Process Id/Process title	Receiver Name	Receiver Address	Publish Date	Nstep Status	View Details
1	MVOP/263/2020	PTSKA000011932020_2_1 Notice / Summons under Motor Accident Claim Petition []	Abdul Azeemuddin	R/o.H.No.3-1 /18/179, Owasati Nagar, Bahinsa, Nirmal District Pin Code No.504103 (Old District Adilabad) (Telangana State)	02-03-2021	Baliff Name: Bathini Sai Bhushan. Delivery Date: 05-03-2021. Reason: పంపిణీ జరిగింది. Remark: .	<a href="#">View Photo</a> <a href="#">View Signature</a> <a href="#">View Map</a>
2	MVOP/263/2020	PTSKA000011932020_2_2 Notice / Summons under Motor Accident Claim Petition []	Mujeebuddin	R/o.H.No.1-1-894, Bodhan Road, Nizamabad town and District.Pin Code.503001	02-03-2021	Baliff Name: Bathini Sai Bhushan. Delivery Date: 05-03-2021. Reason: పంపిణీ జరిగింది. Remark: tested.	<a href="#">View Photo</a> <a href="#">View Signature</a> <a href="#">View Map</a>

Screen 12

This screenshot is similar to Screen 12 but includes a photo of a bailiff overlaid on the table. The photo shows a man in a blue uniform holding a document. The table data is the same as in Screen 12.

Screen 13



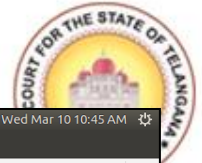
## Upload Process:

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 public officer**', the procedure is explained in the following screenshots to Upload Process.

The screenshot displays the eCourtIS web application interface. The main content area shows the 'Civil - Criminal Process' form. The 'Case No.' field is populated with 'EP/278/2018'. The 'Process' field is set to 'Select'. The 'Fees Type' is set to 'Paid'. The 'Addresssee Type' is set to 'Select'. A dropdown menu is open, listing various process types. The interface also shows a sidebar menu with options like 'Process Generation', 'Upload Process', and 'Publish Process'. The footer of the application indicates it is 'Designed & Developed by National Informatics Centre' and 'Version: NC3.2'.

Screen 1



eCourtIS - Mozilla Firefox

Welcome to NJDG - Nation: x Nagios: 10.160.8.3 x eCourtIS x +

localhost/swecourtis/main.php

CIS Kiosk NJDG DC HC eDC Email Local LKiosk Gmail XLS to JPG WA NSTEP WMS SMSV3 TCIS TKiosk TsmsV3 Nagios

eCourtIS Prl. Dis v Prl. District and Sessions Court Dr. Sunnam Srinivas Reddy(Incharge) (TS00370) Service Center: Logout NC3.2 10-03-2020

Home / Case Proceedings / Process Generation / Add

### Civil - Criminal Process

Civil  Criminal  Plead Guilty \* Case No.: EP/278/2018  
\* Process: Order to attach salary of public off- ?  
Next Date:15-10-2020 Purpose:AWAIT REPORTS

Select Addressee Addressee Details

Address Name: Enagandula Odelu 0 Out of 1 Update

Relation: Sele R/O :  
Address:  Main Address  Alternate Address \* Address: R/o.H.No.2-4, Kunaram Road, Mandal and District.Peddapalli  
State: TELANGANA District: KARIMNAGAR  
Town: Select Ward: Select  
Taluka: Select Village: Select  
Police Station: Select  
Pin code: Mobile No.:  
Email: Remarks:

Save

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Screen 2

eCourtIS - Mozilla Firefox

Welcome to NJDG - Nation: x Nagios: 10.160.8.3 x eCourtIS x +

localhost/swecourtis/main.php

CIS Kiosk NJDG DC HC eDC Email Local LKiosk Gmail XLS to JPG WA NSTEP WMS SMSV3 TCIS TKiosk TsmsV3 Nagios

eCourtIS Prl. Dis v Prl. District and Sessions Court Dr. Sunnam Srinivas Reddy(Incharge) (TS00370) Service Center: Logout NC3.2 10-03-2020

Home / Case Proceedings / Process Generation / Add

### Civil - Criminal Process

Civil  Criminal  Plead Guilty \* Case No.: EP/278/2018  
\* Process: Order to attach salary of public off- ?  
Next Date:15-10-2020 Purpose:AWAIT REPORTS

Select Addressee

Fees Type:  Paid  Free/On Court Motion Process Fees:  
Addressee Type: Defendant \* Addressee Name: 1-Enagandula Odelu (R)  
Footnote: Nature:

Save

Designed & Developed by National Informatics Centre Version: NC3.2

Screen 3





The screenshot shows the eCourtIS web application interface. The browser address bar displays 'localhost/swecourtis/main.php'. The page title is 'Civil - Criminal Process'. A message at the top indicates 'Addition successful'. The form includes fields for 'Case No.' (EP/278/2018) and 'Process' (Order to attach salary of public officer). It also shows 'Next Date: 15-10-2020' and 'Purpose: AWAIT REPORTS'. Below the form, there are tabs for 'Select Addressee', 'Addressee Details', 'Extra Label', and 'Generate Draft'. The 'Addressee Details' tab is active, showing information for 'Enagandula Odelu', including address, state (TELANGANA), district (KARIMNAGAR), and other details. A 'Generate Draft' button is visible at the bottom of the form.

Screen 4

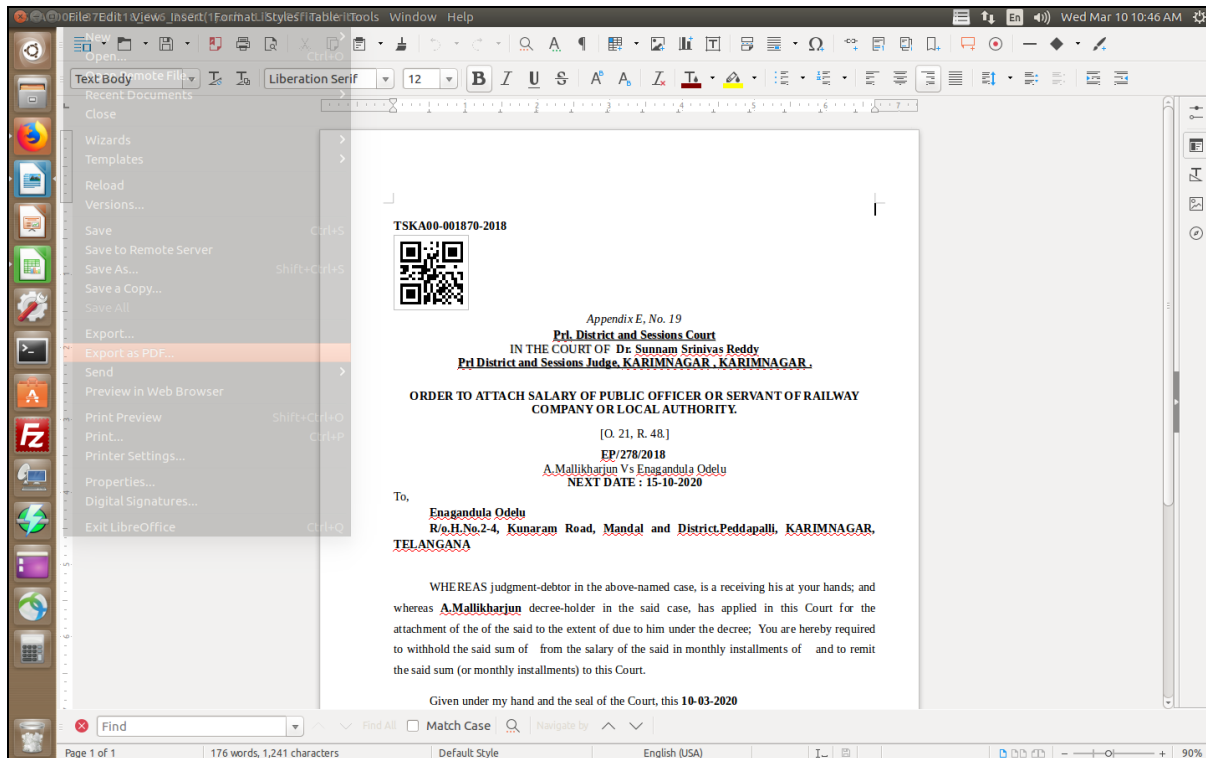
This screenshot shows the same eCourtIS interface as Screen 4, but with a file dialog box open. The dialog box is titled 'Opening TSKA000018702018\_646\_2020.odt' and contains the following text: 'You have chosen to open: TSKA000018702018\_646\_2020.odt which is: OpenDocument Text (44.6 KB) from: http://localhost'. It asks 'What should Firefox do with this file?' and provides three options: 'Open with LibreOffice Writer (default)', 'Save File' (which is selected), and 'Do this automatically for files like this from now on.'. 'Cancel' and 'OK' buttons are at the bottom of the dialog. The background shows the 'Civil - Criminal Process' form with a message '1 Notice generated successfully' and a 'Download ODT for Enagandula Odelu' link.

Screen 5

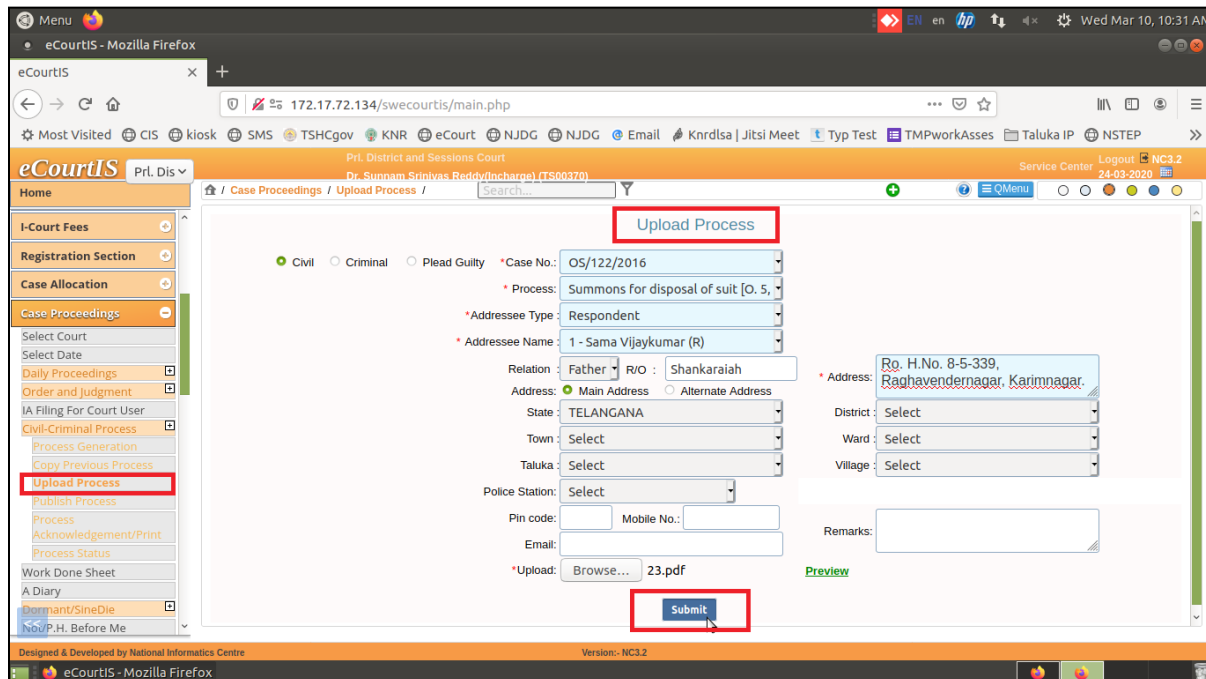




After downloading the ODT file of Process/Summon, convert the file to PDF format and upload the Process through the **Upload Process** option from Show Menu.



Screen 6



Screen 7

The screenshot displays the eCourtIS web application interface in a Mozilla Firefox browser. The browser's address bar shows the URL `172.17.72.134/swecourtis/main.php`. The page title is "eCourtIS" and the current page is "Upload Process". A red box highlights a message that says "Process Uploaded Successfully". Below this message, the "Upload Process" section is visible, featuring radio buttons for "Civil", "Criminal", and "Plead Guilty", and a "Case No." dropdown menu set to "Select". The left sidebar contains various navigation options such as "I-Court Fees", "Registration Section", "Case Allocation", "Case Proceedings", "Select Court", "Select Date", "Daily Proceedings", "Order and Judgment", "IA Filing For Court User", "Civil-Criminal Process", "Process Generation", "Copy Previous Process", "Upload Process", "Publish Process", "Process", "Acknowledgement/Print", "Process Status", "Work Done Sheet", "A Diary", "Dormant/SineDie", and "Nov P.H. Before Me". The footer of the page indicates it is "Designed & Developed by National Informatics Centre" and "Version:- NC3.2".

Screen 8

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 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**.



National Service and Tracking of Electronic Processes

Karimnagar District [District Admin] Telangana Karimnagar

Process Masters <

User Management <

Search here [Q] [Envelope] [Gear] [Power]

### 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.

National Service and Tracking of Electronic Processes

Karimnagar District [District Admin] Telangana Karimnagar

Search here [Q] [Envelope] [Gear] [Power]

Process Masters <

User Management >

User Creation

Year Initialization

/ User Management / User Creation / Add / Modify / Report

#### End User

\*Username:  \*Full Name:

\*Password:  \*Confirm Password:

E-mail: e.g: abc[at]gmail[dot]com \*Mobile No.:

Address:

\*Role:

Submit





## Bailiff Master Creation:

The screenshot shows the 'End User' creation interface in the NSTEP application. The form is titled 'End User' and is located within the 'User Management' section. The fields are as follows:

- \*Username: TSKA13
- \*Full Name: M Varaprasad Rao
- \*Password: [Redacted]
- \*Confirm Password: [Redacted]
- E-mail: ecourts-tska13@indiancourts.nic
- \*Mobile No.: 9910200004
- Address: JcJ Vemulawada
- \*Role: Process Admin

A 'Submit' button is located at the bottom right of the form.

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.

#### Example:

TSKA001 - Bailiff (1)

TSKA002 - Bailiff (2)

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



National Service and Tracking of Electronic Processes

Karimnagar District [District Admin] Telangana Karimnagar

Search here

Process Masters

Bailiff/Process Server Master

Process Establishment

Tag Bailiff/Process Server to Process Admin

Area Master

User Management

Bailiff/Process Server

\*Bailiff/Process Server Code: TSKA 008

\*Bailiff/Process Server: Akkanapally Babu

Gender: Male

Date of Birth:

Office Address: JCJ Court Vemulawada

State: TELANGANA-36

Taluka: Karimnagar-04428

Email: e.g: abc[at]gmail[dot]com

Phone No:

Qualification: Graduate

OTP: 1234

Address of Residence: Vemulawada

Area Assigned: Vemulawada

District: KARIMNAGAR-534

Village: Select

\*Mobile No: XXXXXXXXXX

Mother Tongue: Telugu

Submit

### Process Establishment Allocation:

Allocate the Establishments for Nazir to consume the Process

National Service and Tracking of Electronic Processes

Karimnagar District [District Admin] Telangana Karimnagar

Search here

Process Masters

Bailiff/Process Server Master

Process Establishment

Tag Bailiff/Process Server to Process Admin

Area Master

User Management

Process Establishment

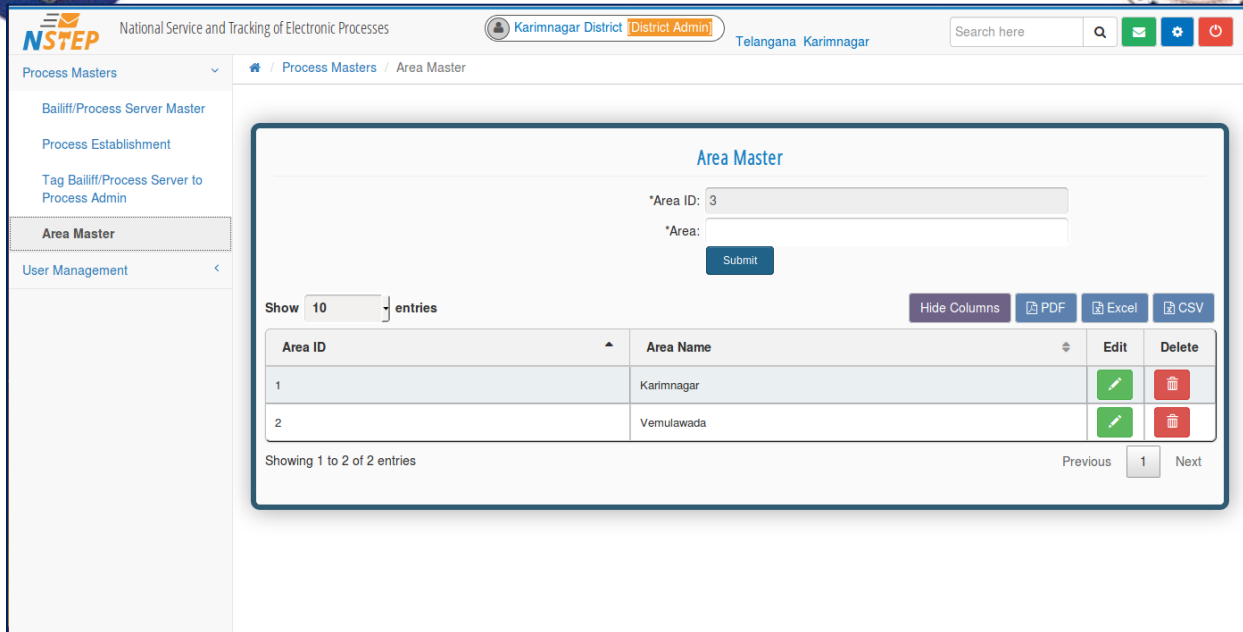
\*Process Admin User: M Varaprasad Rao

Establishments

- Jr. Civil Courts, Sulthanabad
- Jr. Civil Court, Godavrikhiani
- Jr.Civil Courts, Husnabad
- Sr. Civil Courts, Siricilla
- Jr. Civil Courts, Siricilla
- Jr. Civil Courts, Manthani
- Sr. Civil Courts, Manthani
- Jr. Civil Courts, Peddapalli
- Sr. Civil Courts, Peddapalli
- Jr.Civil Courts,Vemulawada
- Jr.Civil Courts, Jagityal
- Sr. Civil Courts, Jagityal
- ADJ Courts, Jagityal
- Jr.Civil Courts, Metpalli
- Senior Civil Judges Court Huzurabad
- Junior Civil Judges Courts, Huzurabad
- Labour Court Cum VI Adj Godavarikhani
- Junior Civil Judges Court, Korutla
- IX Addl District and Sessions Court, Siricilla

Submit

## Area Master: Here we add the Areas in Area Master.



The screenshot displays the NSTEP web application interface for the 'Area Master' section. The breadcrumb trail is 'Process Masters / Area Master'. The main form contains the following fields:

- \*Area ID: 3
- \*Area: [Empty text box]
- Submit button

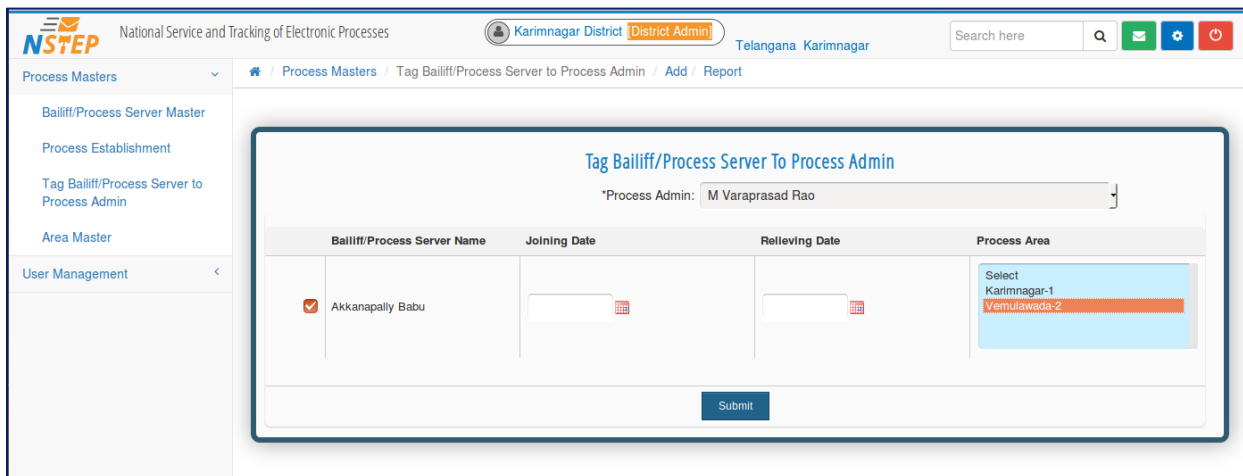
Below the form, there is a table with the following data:

Area ID	Area Name	Edit	Delete
1	Karimnagar		
2	Vemulawada		

Additional interface elements include a 'Show 10 entries' dropdown, 'Hide Columns', 'PDF', 'Excel', and 'CSV' buttons, and pagination controls showing 'Showing 1 to 2 of 2 entries' with 'Previous', '1', and 'Next' buttons.

## Tag Bailiff/Process Server to Process Admin:

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



The screenshot displays the NSTEP web application interface for the 'Tag Bailiff/Process Server to Process Admin' section. The breadcrumb trail is 'Process Masters / Tag Bailiff/Process Server to Process Admin / Add / Report'. The main form contains the following fields:

- \*Process Admin: M Varaprasad Rao

Below the form, there is a table with the following data:

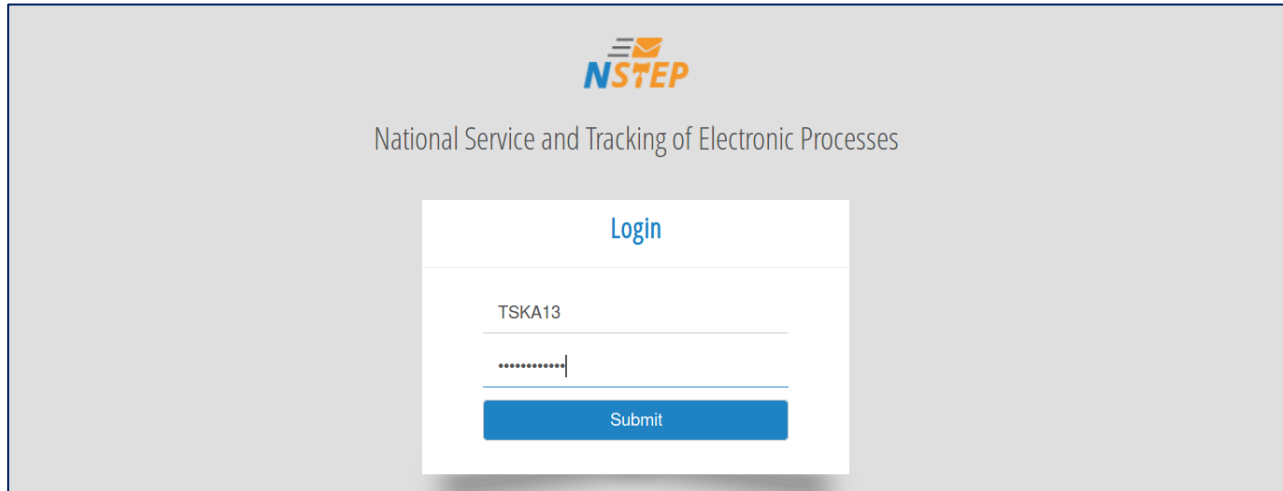
Bailiff/Process Server Name	Joining Date	Relieving Date	Process Area
<input checked="" type="checkbox"/> Akkanapally Babu	<input type="text"/>	<input type="text"/>	Select Karimnagar-1 Vemulawada-2

A 'Submit' button is located at the bottom of the form.



### 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:

NSTEP National Service and Tracking of Electronic Processes

Vijsagam Kondiah Process Admin | Telangana Karimnagar

Search here

**DASHBOARD**

Pending Service  Served  Service Failed

Sr. No.	Establishments	Allocated Process To				Total
		Bailiff	Other Process Messenger	Within State	Outside State	
1	Spl Sessions Judge for atrocities against women, Karimnagar	0	0	0	0	0
2	ACB Court Karimnagar	0	0	0	0	0
3	Jr. Civil Courts, Karimnagar	54	0	1	5	60
4	District Courts, Karimnagar	29	0	24	2	55
5	Sr Civil Courts, Karimnagar	42	0	73	0	115
<b>Total</b>		<b>125</b>	<b>0</b>	<b>98</b>	<b>7</b>	<b>230</b>

Allocated to Users Pie chart

Bailiff	125	54%
Other Process messenger	0	0%
Within State	98	43%
Outside State	7	3%

Establishment Bar chart

Allocated to Bailiff Bar chart

Allocated to Other Process Messenger Bar chart

Allocated to Other Establishment Within State Bar chart

Allocated to Other Establishment Outside State Bar chart



## Consume Data:

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.

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.





**Process De-allocation:** Under Process Management Menu, Select the Process De-allocation Option to De-allocate the Processes which were already allocated to the Bailiffs concerned.

The screenshot shows the NSTEP web application interface for Process De-allocation. The breadcrumb navigation is: Home / Process Management / Process De-allocation. The user is logged in as Vilasagaram Kondaiah (Process Admin) in Telangana, Karimnagar. The interface includes a sidebar menu with options like User Management, Change Password, Process Management, Consume Data, Process Allocation, Process De-allocation, Bailiff Process Transfer, Process Delivery, Process Status, and Consume Data Previous Year. The main content area is titled 'Process De-allocation' and features radio buttons for 'Civil Process' (selected) and 'Criminal Process'. There are dropdown menus for 'Allocate to:' (set to 'Bailiff') and '\*Bailiff Name:' (set to 'Jyothindranath Reddy (TSKA001)'). A table displays one process entry with columns: Sr No, Process Title, Case No., Addressee Name, Addressee Address, Email, Mobile, View Process, Edit, and Tag. The entry has Sr No 1, Process Title 'Attachment in execution, prohibitory order, where the property consists of immovable property. [O. 21, R. 54]', Case No. EP/400012/2018, Addressee Name Anumula Narayana, and Addressee Address 'H.No. Gopalpur village, Karimnagar mandal and dist.'. A 'Submit' button is located below the table. The footer of the table area shows 'Showing 1 to 1 of 1 entries' and navigation links for 'Previous', '1', and '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:

The screenshot shows the NSTEP web application interface for Bailiff Process Transfer. The breadcrumb navigation is: Home / Process Management / Bailiff Process Transfer. The user is logged in as Vilasagaram Kondaiah (Process Admin) in Telangana, Karimnagar. The interface includes a sidebar menu with options like User Management, Change Password, Process Management, Consume Data, Process Allocation, Process De-allocation, Bailiff Process Transfer, Process Delivery, Process Status, and Consume Data Previous Year. The main content area is titled 'Bailiff Process Transfer' and features radio buttons for 'Civil Process' (selected) and 'Criminal Process'. There is a dropdown menu for '\*Bailiff Name:' (set to 'Bashabathini Srinivas (TSKA00)'). A table displays three process entries with columns: Sr No, Process Title, Addressee Name, Addressee Address, Email, Mobile, and Transfer To Bailiff. The entries are: 1. Sr No 1, Process Title 'Notice to show cause why execution should not issue [O. 21, R. 16]', Addressee Name Konutumulla Kasaiah, Addressee Address 'O/o. Govt polytechnic college girl college, near Ujwala park, Karimnagar district', and Transfer To Bailiff 'Konda Surender'. 2. Sr No 2, Process Title 'Notice to person who, the court considers, should be added as co-plaintiff [O.1, R.10]', Addressee Name D. Sudheer Kumar, Addressee Address 'Rekurthy, Karimnagar', and Transfer To Bailiff 'Select'. 3. Sr No 3, Process Title 'Summons for settlement of issues [O. 5, R. 1, 5.]', Addressee Name Waheeda begum, Addressee Address 'H.No.5.3.112 Mangalwada steet Karimnagar', and Transfer To Bailiff 'Select'. A fourth entry is partially visible with Sr No 4, Process Title 'Summons for settlement of', Addressee Name, Addressee Address 'Vallampahad village of', and Transfer To Bailiff. The footer of the table area shows 'Showing 1 to 1 of 1 entries' and navigation links for 'Previous', '1', and 'Next'.



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:

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	Delivered Process	Remark
1	Notice to show cause why execution should not issue [O. 21, R. 16]	Konutumulla Kasaiah	O/o. Govt polytechnic college girl college, near Ujwala park, Karimnagar district			Served Served Reason: [dropdown]	Remark abc
2	Notice to person who, the court considers, should be added as co-plaintiff [O.1, R.10]	D. Sudheer Kumar	Rekurthy, Karimnagar			Served Un-served	Remark
3	Summons for settlement of issues [O. 5, R. 1, 5.]	Waheeda begum	H.No.5.3.112 Mangalwada steet Karimnagar			Served Un-served	Remark
4	Summons for settlement of issues [O. 5, R. 1, 5.]	Vodanala Jamuna	Vallampahad village of Karimnagar dist.			Served Un-served	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:


Sr No	Court Establishment	Process Title	Addressee Name	Mobile	Signature	Photo	GPS	Served/Not Served	Reason	View Process
1	Jr. Civil Courts, Karimnagar	Notice to show cause (general form) [General Form (No Provision of Law as such)]	Chinthala Rajamma				View Map	Served	కమలంబ నకర్కురి కి అందజేసి	View
2	Sr. Civil Courts, Karimnagar	Summons for settlement of issues [O. 5, R. 1, 5.]	Kadulula Anjaiah				View Map	Not Served	పాపి అందుబాటులో లేదు	View
3	District Courts, Karimnagar	Summons for settlement of issues [O. 5, R. 1, 5.]	Jakku Prasad				View Map	Served	పాపి కి అందజేసి	View
		Summons for							నిరాకరించారు	



This Option will enable us to know the status of the Process, i.e., whether it is served 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 Rajamma  
**NEXT DATE : 24-10-2019**

To,  
**Chinthala Rajamma**  
**H.No.1-1-202/1, OPP Venkata sai Theatre,Meariwada, old bazar, Karimnagar town,**  
**TELANGANA.**


Whereas 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 said application will be heard and determined *ex parte*.  
 Given under my hand and the seal of the Court, this **24-09-2019**

**Addl Junior Civil Judge**


**notice**  
 Visit [ecourts.gov.in](http://ecourts.gov.in) for updates or download mobile app "eCourts Services" from Android or iOS

The process is system generated and transmitted in secured manner by authorised user as such  
 physical signature not applied.

### Consume Data Previous Year:






National Service and Tracking of Electronic Processes



Vilasagaram Kondiah [Process Admin]

Telangana Karimnagar

Search here

User Management < / Process Management / Consume Data Previous Year

Change Password

Process Management <

Consume Data

Process Allocation

Process Deallocation

Bailiff Process Transfer

Process Delivery

Process Status

Consume Data Previous Year

#### Consume Data Previous Year

Select <input checked="" type="checkbox"/>	Court Establishment
<input checked="" type="checkbox"/>	District Courts, Karimnagar
<input checked="" type="checkbox"/>	Jr. Civil Courts, Karimnagar
<input checked="" type="checkbox"/>	Sr. Civil Courts, Karimnagar
<input checked="" type="checkbox"/>	Spl Sessions Judge for atrocities against women, Karimnagar
<input checked="" type="checkbox"/>	ACB Court Karimnagar

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.

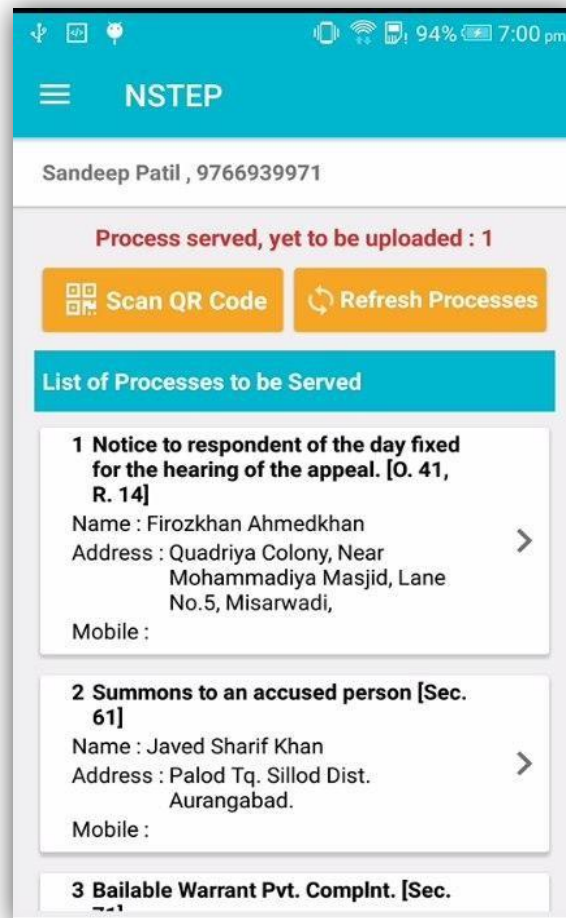
2. Once logged into the system, Main screen of the App will welcome the users.

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.



### Process Service:

1. 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.
2. Hand over the physical copy of the process to the concerned party.

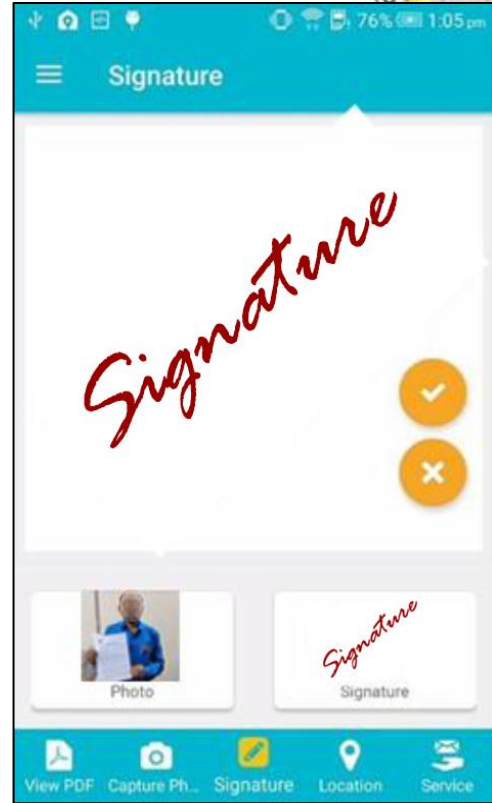
3. Click on 'Capture Photo' to capture photo of the person to whom process is served and

tap on 

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

and tap on 

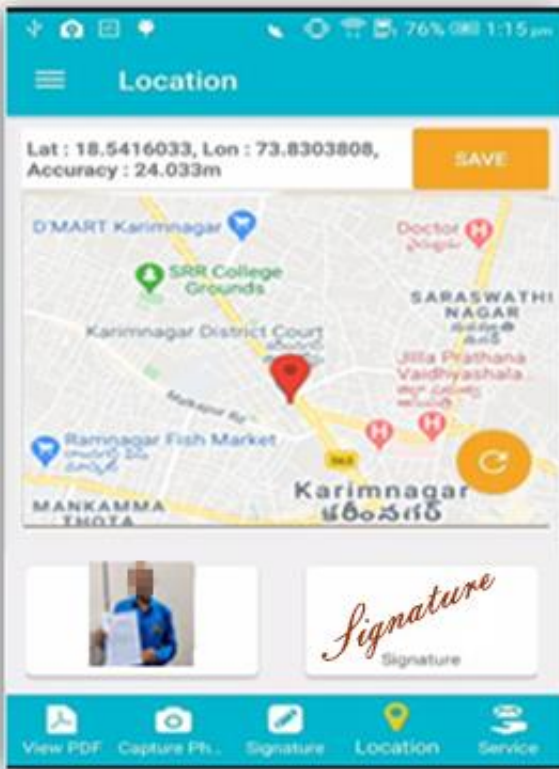




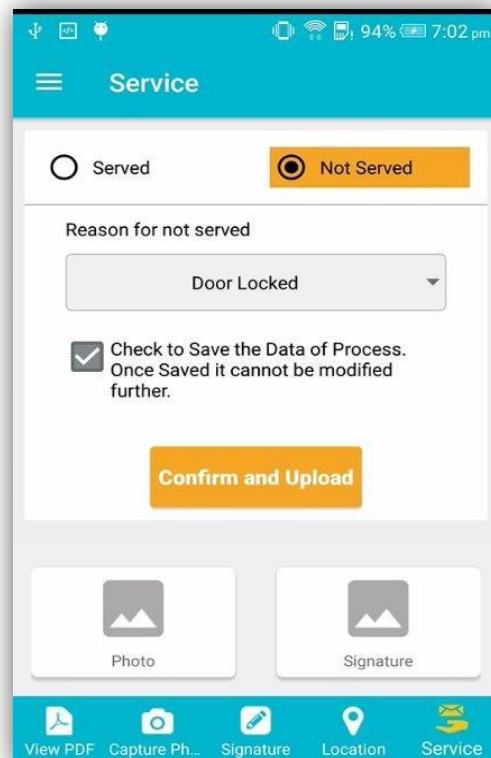
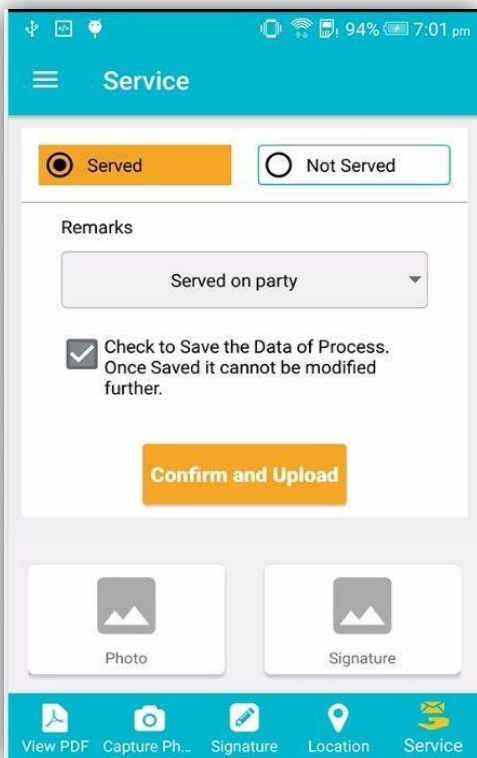
5. Once signature is captured, App displays the map for capturing mobile device location. Bailiff needs to tap on 'Save' button to store Latitude and Longitude of the location.



6. "Reload/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.





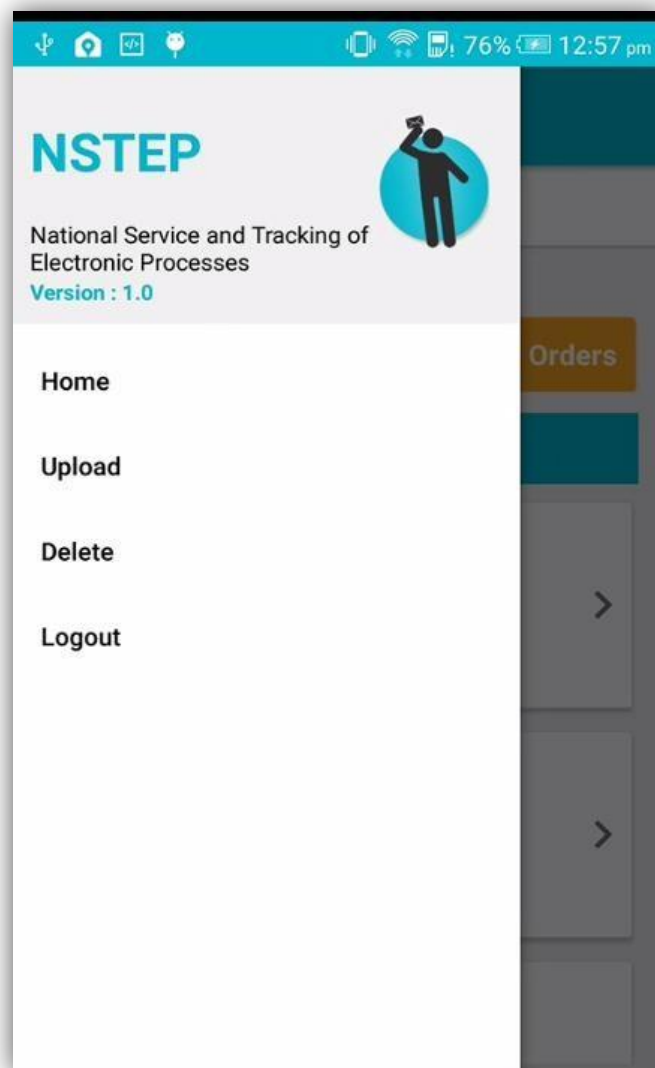
8. Bailiff needs to tick on 'Confirm and Upload' button to upload status of process to the server.

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.





### 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 from this option.

**Upload**

**List of Processes Served**

**1 Notice to minor defendant. [O. 32, R. 3]**  
Name : Rushikesh Kailas Pakhare U/G Def No. 2  
Address : Warud Kazi, Tq. Dist. Aurangabad.   
Mobile :

**2 Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]**  
Name : Firozkhan Ahmedkhan  
Address : Quadriya Colony, Near Mohammadiya Masjid, Lane No.5, Misarwadi,   
Mobile :

**Upload**

### 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.

**Delete**

**List of Processes to be Deleted**

**1 Notice to surety on breach of a bond [Sec. 446]**  
Name : Gorakh Shankar Gaikwad   
Address : Ganori, Tq. - Fulambri, Dist. - Aurangabad  
Mobile :

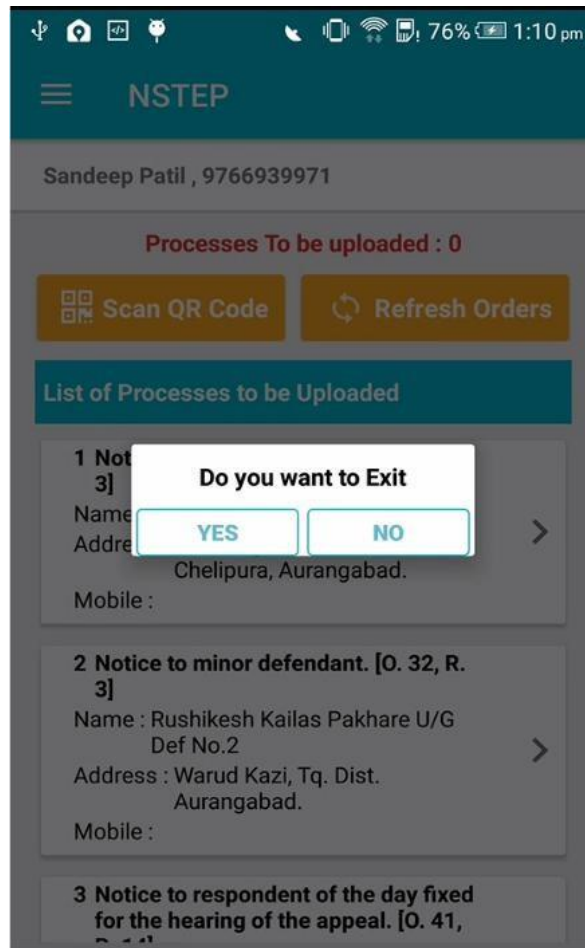
**Delete**





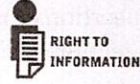
### Logout:

This option is used to logout from the App.



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**

—x—

**LAW DEPARTMENT**  
**(LA,LA&J-Home-Courts.A2)**

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.

[G.O. Rt.No.210, Law (LA,LA&J-Home-Courts.A2), 20<sup>th</sup> 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.



**AMENDMENT**

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:

**“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), 20<sup>th</sup> 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)



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

- (iv) in the event the proposed recipient of process resides or works for gain within the limits of the court which has issued the process, the process serving 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.



- (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.
- (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.

- (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,**  
*Secretary to Government,*  
*Legal Affairs, Legislative Affairs & Justice.*

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