

NOTABLE ICT RELATED INITIATIVES OF THE HIGH COURT OF ORISSA

HIGH COURT'S RECORD ROOM DIGITIZATION CENTRE

R.R.D.C.

Setting Benchmark in Storage, Digitization and Preservation of Judicial Records

Genesis

Early in January, 2021 when Dr. S. Muralidhar became the Chief Justice of the High Court of Orissa, the Court was already facing the enormous challenge of consignment, storage, preservation and disposal of thousands of legacy records. Although several Benches were functioning in two separate buildings (Heritage & New), the Administrative and Judicial Sections in the Heritage Building were operating in clogged spaces due to ever increasing number of files and records with no additional space to accommodate those. Even the corridors were crammed with cupboards and shelves containing files and records.

Under such circumstances, a committed drive spearheaded by Dr. S. Muralidhar was undertaken with the support of the High Court's Building Committee and the Computer-cum-Steering Committee (now Information Technology and Artificial Intelligence (IT & AI) Committee) for reworking the process of dealing with disposed of case records including laying down a comprehensive procedure for storage, scanning, preservation and destruction of such records.

Meanwhile, owing to the abolition of Odisha Administrative Tribunal (OAT), the newly constructed building of OAT at Cuttack adjoining the Odisha Judicial Academy had fallen vacant. This new building, meant to be used by OAT at Cuttack, was found suitable to house the Record Rooms of the High Court of Orissa as well as its Scanning and Digitization work.

With a coordinated effort undertaken by the High Court of Orissa and the Government of Odisha the erstwhile OAT building was given necessary modification to make it ready within record time for the shifting of the Criminal and the Civil Record Rooms as well as the Scanning and Digitization Centre of the High Court of Orissa. Once the building was made ready in all aspects, the High Court's Civil and Criminal Record Rooms as well as the Scanning and Digitization Centre were shifted to the said building.

Ultimately, the building came to be named as the Record Room Digitization Centre and was inaugurated by Hon'ble Dr Justice D.Y. Chandrachud, Judge, Supreme Court of India and the Chairperson of the Supreme Court's e-Committee on 11.09.2021.



Design and Concept

The building of RRDC is spread over a sprawling area of two acres and is flanked by the buildings of Odisha Judicial Academy and 'Aaein Seva Bhavan' (new building of Odisha State Legal Services Authority) on its two sides. It is provided with massive parking space, garden area and equipped with state of the art fire fighting system, surveillance-security measures and elevators at different portions within the building

Area Statement of RRDC			
1	Total Area of Land	2.00	Acre
2	Builtup Area		
	Ground Floor	22536.00	Sqf
	First Floor	22536.00	Sqf
	Second Floor	22536.00	Sqf
	Third Floor	23234.00	Sqf
	Total Builtup Area	90842.00	Sqf
3	Total Floors	4.00	nos
4	No. of Halls in each floor		
	Ground Floor	13	nos
	First Floor	14	nos
	Second Floor	12	nos
	Third Floor	14	nos
5	No. of entry and exit points		
	Main Entrance & Exit to Building	2	nos
	Emergency Exit, back side of the building near DG Room	1	no.
6	No. of Elevators	3	nos

The RRDC has three layers of functional space i.e. on its Ground, First and Second Floors. The ground floor houses the Civil Record Room along with its office, Fragile Record Room containing legacy records dating back to the early 1800 from Patna High Court, Calcutta High Court and Madras High Court. These records have been kept in original form under special care for long term preservation as due to their fragility they are not in a position to be opened and scanned. The fragile legacy records of District Court, Cuttack are also stored in a earmarked room in the ground floor. The ground floor has the Shredding Room where legacy records are destroyed in high performance shredding machines after these physical records are scanned and digitized.

The first floor is where the High Court's Civil Records Room is located and ancillary digitization processes for all types of legacy records are carried out. Among the four pilot District Court Digitization Centres i.e. Cuttack, Ganjam, Balasore and Sambalpur, the District Court Digitization Centre of Cuttack functions in the first floor of RRDC. Space has also been provided on the first floor for storage of District Court, Cuttack's legacy records.

The High Court's Criminal Record Room and the Scanning Centre for legacy criminal records are located on the second floor of the RRDC.

Three number of elevators have been provided at separate corners within the building along with large push trolleys for convenient shifting of records to and from the Record Rooms and Digitization Centre.

Recreational space is available for the personnel working on each floor of the building.

Process

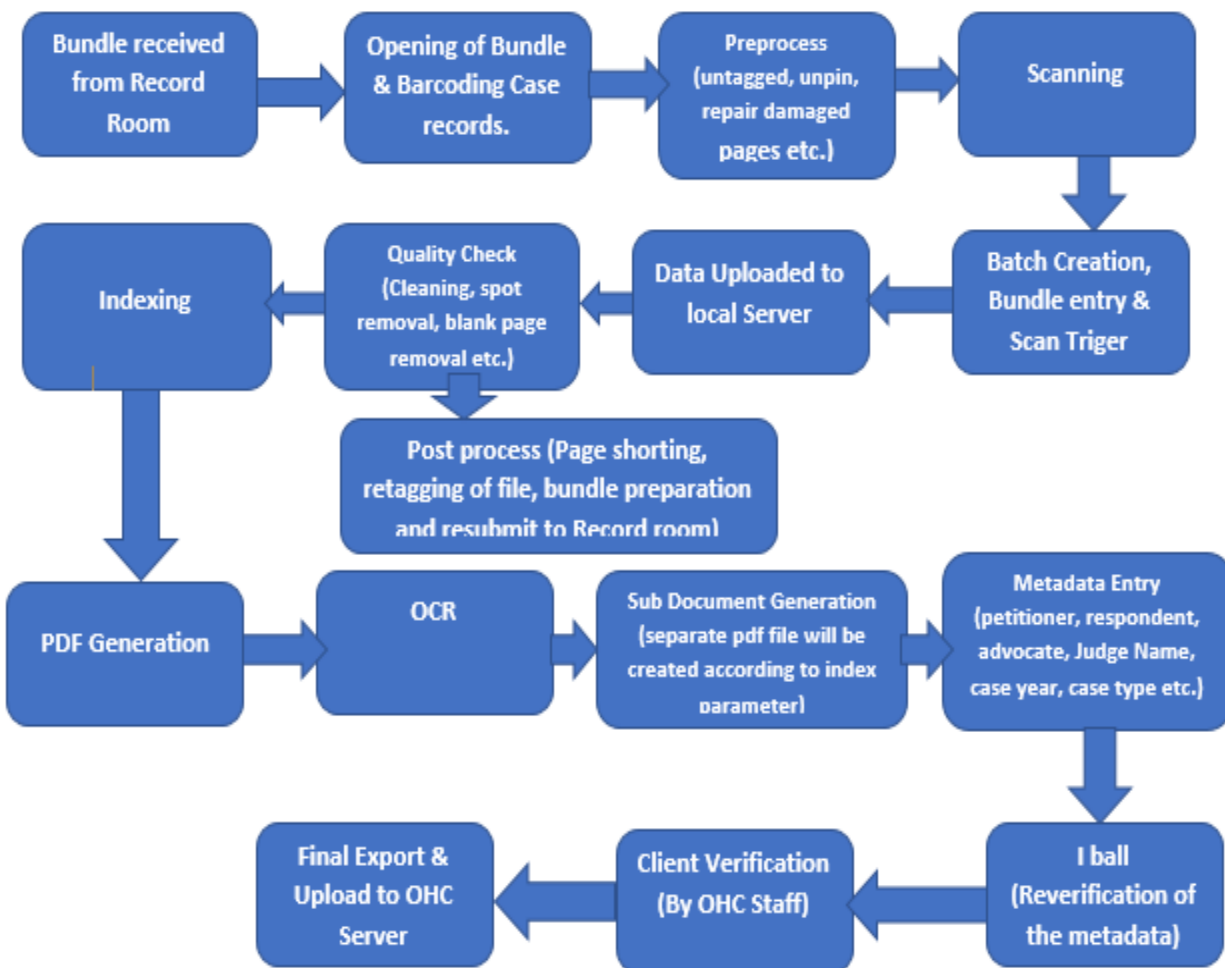
The core objective of RRDC, besides freeing of space in the Heritage Building of High Court, was to bring the High Court's Record Rooms and the Scanning Centre under one roof to reduce the scope of record movement and accordingly minimize the chances of their misplacement, damage and loss. In order to augment the utility of RRDC, the Rules relating to preservation, scanning and destruction of disposed of records of the High Court have also been amended so as to:-

- a. reduce the retention period of certain categories of records (thereby minimizing the strain on the Record Rooms),
- b. providing for scanning of complete records (thereby reducing dedication of time and human resource required for segregating disposed of records into different parts),
- c. lay down protocols for metadata entry providing comprehensive information about the scanned records at a glance,
- d. mandate verification of scanned records and their metadata entry before their destruction,
- e. ensure integrity and security of data relating to scanned records by removing the electronic repository of such data from the scope of any external access other than through Court's secured network.
- f. ensure permanent preservation of fragile records (which cannot be scanned due to their fragility) in their original form in earmarked Fragile Record Room
- g. provide for metadata entry and non-destruction of documents whose originals are required to be retained in view of the first schedule of the Information Technology Act, 2000 such as deed of will, sale deed, power of attorney etc.
- h. lay down detailed Standard Operating Procedure (SOP) for scanning and digitization of legacy records
- i. prescribe duties of the agency carrying out the scanning and digitization work

- j. prescribe the mode and manner of scanning LCRs and promptly returning those to the concerned Court

Please see Appendix ___for details of the Rules.

Standard Process Flow for Scanning and Digitization in RRDC



The work of Scanning and Digitization of High Court's case records has been entrusted to NICS (National Informatics Centre Services Incorporated). NICS has in turn entrusted such work to Enhira Software Pvt. Ltd., Mumbai. The agency has engaged 54 personnel of different levels who are executing work of scanning and digitization at RRDC.

The Standard Operating Procedure followed for the Scanning and Digitization work at RRDC is briefly illustrated below:-

1. Shorlisting:-

Case records are shortlisted for scanning on the basis of date of disposal having due regard to chronology of the same. A record is kept of the movement of these records to and from the Scanning Centre.

2. Despatch:-

Case records are usually dispatched in bundles for scanning with each bundle having around 50-60 records on an average.

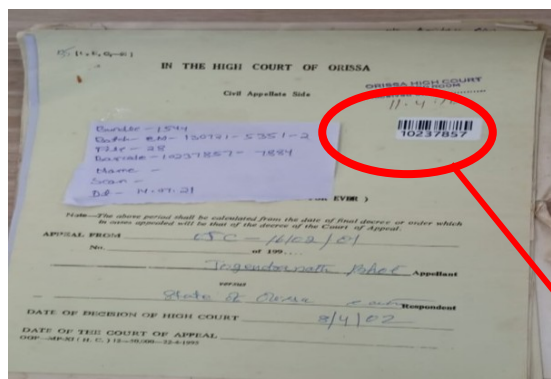
3. Assigning batch number:-

The bundles of records received from the record room are divided into batches to ensure that the records can easily move from one process to next in the scanning centre.

A **unique batch number** may be assigned to each batch.

4. Affixing Digitally Readable Barcode:-

A barcode sticker is applied on every case record so that the data that may be captured from the record will be readable using a barcode reader or a similar device.



Bar Code

5. Assessing the condition of the case records

The condition and fragility of the record is examined to decide the mode of its scanning i.e. regular scanning or book/lamp/overhead scanning.

6. Non scanning of fragile records

If the record is too fragile to be scanned in any manner, it is sent to the earmarked Fragile Record Room for permanent preservation in original form.

7. Scanning and Digitization

The records which are found suitable for scanning are made to undergo the following stages:

- **Preprocessing** - The case records are made free of pins, threads and if necessary damaged pages, if any, shall be repaired.
- **Scanning of the Case Record** - The scanning agency uses the Duplexing Automatic Document Feeder (DADF) method for scanning the records that are not tattered and weak. A DADF scanner can scan both sides of the page in a single pass. These scanners are equipped to automatically scan both sides of every sheet in a bundle fed to it.
- **Post process** - At this stage, the scanned records will be tagged with threads and placed in the racks for the next process.
- **Bundle entry** - After scanning each batch goes for bundle entry. For making the barcodes (affixed on records) readable, data has to be fed in the system in the form of bundle entry. Such data may include basic information such as case year, case number, case type, and barcode number.
- **Scan Trigger** - After bundle entry each record gets identified with the scanning data which is known as scan trigger. In the scan trigger process the software reads, identifies and tallies each scanned page with the raw data which was fed in the system during the bundle entry.
- **Quality Check** – This is basically the first level of verification done by the agency itself wherein any mistake that might have crept in during scanning such as missing pages, illegible pages will be rectified and complied.
- **Indexing** - In indexing each scan page is identified according to document type of the record and indexed. In a record there are pages like the title page, table of contents, order sheet, judgment sheet and etc. This helps the client accessing the final digitized case records to navigate the same with convenience.
- **PDF Generation** - Each scanned page shall be converted to PDF/A (Portable Document Format/ Archiving) format in OCR (Optical Character Recognition) mode.
- **Metadata Entry** - Prescribed metadata such as Case Number, Case Year, Case Type, Party Name, Judge Name, Date of Disposal, Date of Scanning, Date of Verification, existence of any document mentioned in Schedule 1 of the IT Act are entered in every scanned case record, whether Civil or Criminal.

- **iBall Process** - Here verification of Metadata is done to check whether any valuable data is not missed out while metadata entry.
- **Client Verification** - In this stage, the nominated staff of the High Court verify the scanned record is tallying with the physical record or not and also check the correctness of the metadata in accordance with the corresponding information available in the physical record.

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Select Batch: CR_1262_1_221221 ☐ Remarks Only

Case No : 586 Case type : BLAPL
Barcode : 50139732 Case Year : 2010

Petitioner Name : A O & ANOTHER
Petiti Advocate Nm : M/S.A IS & OTHERS
Respondent Name : STATE OF ORISSA
Respo. Advocate Nm : A S C
Crime District : Jagatsinghapur

☐ THE HON MR. JUSTICE S.C.PARIJA

Date of Disposal : 03022010

Section :
Remarks :
Comments :

Current Record
1 \ 62

- **Affixing cover sheet** - If the verified record is found to be error-free in all aspects, then the Verifier has to put the Date of Verification and his/her signature (in full) on the Cover Sheet attached to each scanned record.

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**COVER SHEET OF
DISPOSED OF RECORD**

STATUS- RECORD ROOM

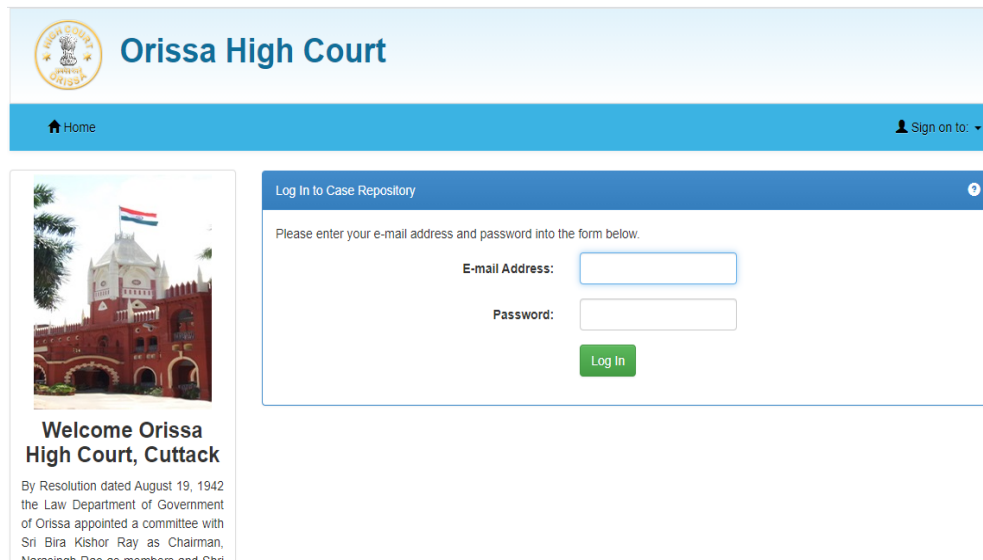
BLAPL CASE NO. 3767 / 2010

Date of Digitisation - 27.12.21
Signature of the concerned employee (Full Name) Sharanada Panda

Date of Verification - 20.01.22
Signature of the concerned employee (Full Name) Deepanshi Biswal

Date of receipt in the Record Room after Verification -
Signature of the concerned employee (Full Name)

- **Random Verification** - Another level of verification in the form of random verification of scanned records is also done by Judicial Officers.
- **Uploading in DMS server** - Once the client verification is complete, all records which are error free shall be uploaded in the DMS (Document Management System) server. DMS can be accessed by using a secure login ID and password. DMS is the ultimate repository of all scanned and digitized case records.



The screenshot displays the Orissa High Court website interface. At the top, there is a header with the Orissa High Court logo and the text "Orissa High Court". Below the header, a navigation bar includes a "Home" link and a "Sign on to:" dropdown menu. The main content area is divided into two sections. On the left, there is a "Welcome Orissa High Court, Cuttack" message, accompanied by a photograph of the court building and a brief historical note: "By Resolution dated August 19, 1942 the Law Department of Government of Orissa appointed a committee with Sri Bira Kishor Ray as Chairman, Narasimha Das as member and Chd". On the right, there is a "Log In to Case Repository" form. The form includes a blue header with the title and a help icon. Below the header, a message states: "Please enter your e-mail address and password into the form below." The form contains two input fields: "E-mail Address:" and "Password:". A green "Log In" button is positioned below the password field.

- **Records Returned to Record Room** - After uploading of verified scanned record in the server, physical records will be entered in a Return Register and sent back under. All the records will go back to the record room in the same manner as they received. Each record shall have a sheet attached on it that reveals the date when the record was scanned, the date when it was verified, the name and signature of the person who verified the record. A stamp saying '**Digitized & Verified**' shall be affixed on each record successfully scanned, digitized and verified before being returning to Record Room.



[View of a Scanning Station in the RRDC]



[QC, Indexing and Metadata Entry Stations in the RRDC]

Hon'ble Dr. Justice D.Y. Chandrachud, Judge, Supreme Court of India and Chairperson, e-Committee inaugurated the RRDC on 11.09.2021. The inaugural event can be viewed on High Court of Orissa's Youtube Channel or by clicking this link - <https://www.youtube.com/watch?v=uETiVl6RWaQ>



As on 31.12.2021, a total of **1, 56, 723** number of legacy case records have been scanned and digitized in the RRDC.



Visit of Hon'ble Mr. Justice N.V. Ramana, Chief Justice of India accompanied by Hon'ble Mr Justice U.U. Lalit, and Hon'ble Mr. Justice Vineet Saran, Judges of the Supreme Court of India to RRDC on 25th September, 2021



Visit of Hon'ble Mr. Justice A.M. Khanwilkar and Hon'ble Mr. Justice A.S. Bopanna, Judges of the Supreme Court of India to RRDC on 20.11.2021

District Court Digitization Centres (DCDCs)

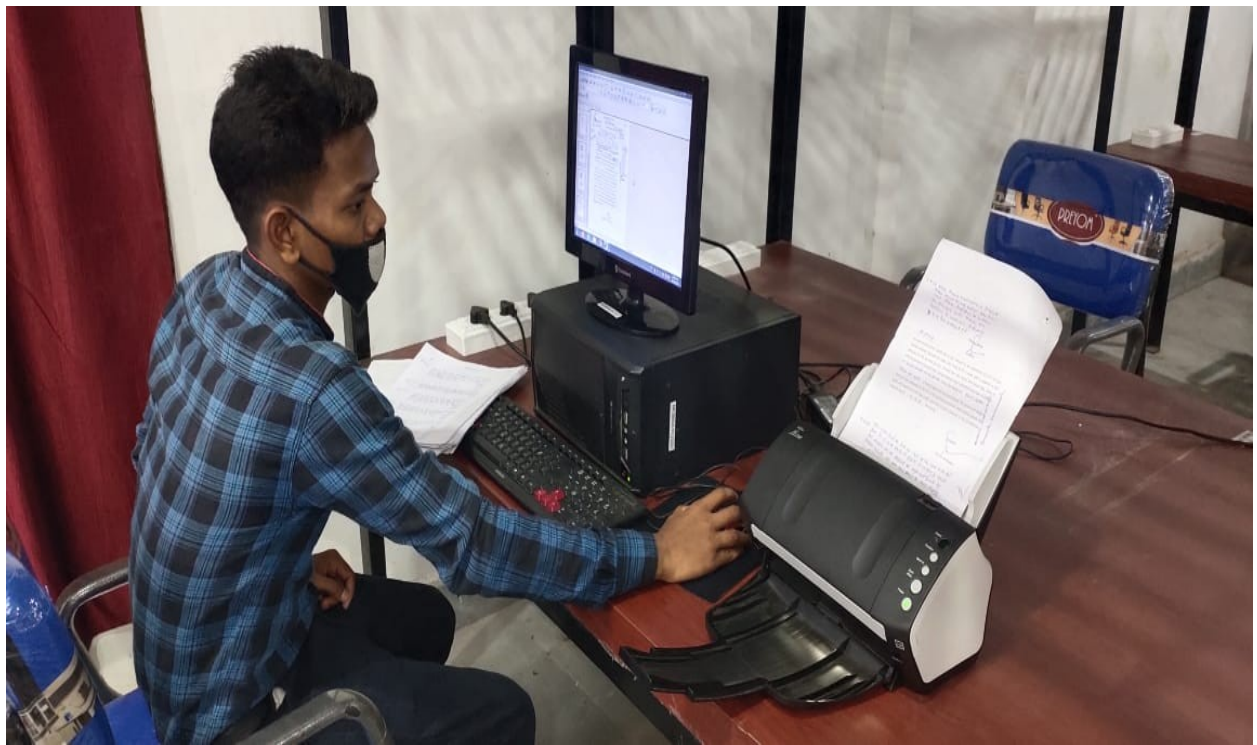
Extending High Court's Record Digitization and Preservation Practice to District Judiciary

In order to replicate the concept and practice of storage, scanning, preservation and retrieval of legacy records in the District and Taluka Courts, District Court Digitization Centres (DCDCs) have been established in four major District Courts of Cuttack, Ganjam, Sambalpur and Balasore on pilot basis.

These four DCDCs were inaugurated by Dr. S. Muralidhar, the Chief Justice of High Court of Orissa on 30.04.2021.



[District Court Digitization Centre, Cuttack]



[District Court Digitization Centre, Sambalpur]



[District Court Digitization Centre, Ganjam]



[District Court Digitization Centre, Balasore]

The technological backbone for this initiative has been provided by Odisha Computer Application Centre (OCAC) which is a nodal IT agency of the Government of Odisha.

The work of scanning and digitization in each of the District Court Digitization Centre is carried out by a separate dedicated agency empanelled and nominated for the purpose by OCAC.

1. Computer Lab Pvt. Ltd, Cuttack for District Court Digitization Centre, Cuttack
2. Anthem Global Pvt. Ltd., Bhubaneswar for District Court Digitization Centre, Ganjam
3. Sarada Systems Pvt. Ltd. for District Court Digitization Centre, Balasore
4. Suyog Computech for District Court Digitization Centre, Sambalpur

In order to maintain uniformity in process of scanning and digitization carried out in the High Court of Orissa as well as in the District Courts, a common SOP has been formulated and circulated among the four District Court Digitization Centres broadly laying down the procedure with regard to the following aspects:-

1. Identification of Case Records for Scanning and Tracking Movement
2. Scanning of Fragile Case Records
3. Standard Steps for Scanning
 - a. Assigning batch number
 - b. Affixing Digitally Readable Barcode Stickers
 - c. Assessing the condition of the case records
 - d. Preprocessing:-
 - e. Scanning of the Case Record:-
 - f. Post process Stage:-
 - g. Bundle entry
 - h. Scan Trigger
 - i. Quality Check
 - j. Indexing
 - k. PDF Generation
 - l. Metadata Entry
 - m. iBall Process

- n. Final Verification Or Client Verification
 - o. Uploading
4. Return of Records to Record Room

Further, to regularly monitor the work of scanning and digitization in the District Court Digitization Centres, a Judicial Officer has been nominated as the Nodal Officer for Digitization in each such District.

The statistics of scanning and digitization at the District Court Digitization Centres as on 31.12.2021 stood as follows:-

Name of the District Court Digitization Centre	Name of the Agency in charge of the Scanning work	Number of legacy records scanned	Number of legacy records uploaded in the DMS server
Cuttack	Computer Lab Pvt. Ltd, Cuttack	38360	24689
Balasore	Sarada Systems	26162	7429
Ganjam	Anthem Global Technology Services, Bhubaneswar	33203	20581
Sambalpur	Suyog Computech	28586	11194
Total		126311	63893

HYBRID HEARING SYSTEM

REDEFINING NORMS OF ACCESSIBILITY

The fall in COVID-19 cases in the early part of 2021 did not necessarily bring an end to the concerns relating to infection/re-infection as the pandemic was far from being declared over. This meant that High Court of Orissa still had to hold on to video conferencing as a means of providing access to lawyers and litigants. Complete resumption of physical hearing could not be made as travelling to Courts wasn't entirely safe due to the risk of COVID-19 infection. At the same time, difficulties faced by many Advocates in adopting video conferencing as a regular means of functioning were a matter of concern.

Thus, a solution had to be found which would leave to Advocates and litigants the choice of appearing either physically or virtually before Courts without hampering the seamlessness of interaction between them and the Court.

It was at this juncture that the High Court of Orissa introduced the 'hybrid hearing system' on 15th of February, 2021. Due to the state of the art audio & video management equipments used under the system in every functional Courtroom, lawyers physically present and those connected through video conferencing were able to address the Bench seamlessly in any proceeding under this new system.



A Courtroom having Hybrid Hearing Facility

This system got popularized under the name ‘hybrid mode’ because it enabled Courts to function simultaneously in both, virtual and physical modes.

Once effective, lawyers in physical attendance and those connected to the Court through video conferencing could interact with the Bench simultaneously in seamless manner, something not possible in traditional video conferencing which requires every participating lawyer to be connected from a remote location outside the Courtroom in order to be able to interact with the Bench simultaneously.



Pic: Screenshot showing a typical instance of hybrid hearing in the Chief Justice's Court.

Orissa High Court became one of the first few High Courts of the country to successfully implement hybrid mode of functioning, and re-define the parameters of accessibility in the face of a global crisis.

Adoption of hybrid hearing system has helped High Court of Orissa transcend traditional barriers of logistics, space and time, and literally take itself not only to the doorsteps of lawyers and litigants but also to their hand held gadgets and computers.

PAPERLESS COURTS & OFFICE AUTOMATION

RE-IMAGINING JUDICIAL WORK SPACE

The Paperless Court of Hon'ble Chief Justice, High Court of Orissa was **inaugurated by Hon'ble Dr. Justice D. Y. Chandrachud, Judge, Supreme Court of India and the Chairman of the Supreme Court's e-Committee** on 01.11.2021. The Court of Hon'ble Mr. Justice S. K. Panigrahi, Judge, High Court of Orissa also transitioned into paperless mode from said date. The event was live streamed and can be viewed on High Court's Youtube channel.



Pic: WACOMS installed for the Division Bench in the Chief Justice's Courtroom

Hon'ble Judges presiding in paperless Courtrooms read scanned and bookmarked copies of case records on a customized reading device called 'WACOM', seamlessly navigating through voluminous case records with the click of a mouse button.

For any Court to operate in paperless mode, precise and timely scanning of case records, accurate indexing, profiling & bookmarking of such scanned records, and most importantly effective change management are essential. This is made possible by coordinated efforts of office staff including the personnel of implementing agency entrusted with the job of scanning and bookmarking case records and delivering them electronically to residential offices of concerned Hon'ble Judges and loading them in WACOMs installed in their respective Courts in timely manner.

The success of the paperless Courts project is largely due to the willingness of Hon'ble Judges who have been devoting themselves to embrace the technological change and perform their work using modern gadgets.

Ultimately, Paperless Courts seek to modernize work process in judiciary by ensuring that Courts do not have to deal with physical records and the associated liabilities in terms of congestion, risk of misplacement and resource consumption for storage and retrieval.

The technological backbone to the paperless Courts initiative is provided by IDCOL Software Limited which is an IT agency of the Government of Odisha.

To augment the paperless Courts initiative, High Court of Orissa is on the anvil of automating its offices, wherein its staff shall get to work in digital environment without dealing with paper based files. The High Court's I.T. Committee is supervising the office automation initiative under the guidance of Dr. Justice S. Muralidhar, Chief Justice, High Court of Orissa. Technological support in this regard is being garnered from OCAC (Odisha Computer Application Centre) which is the nodal IT agency of the Government of Odisha.

As of now, a total of four Benches in the High Court of Orissa are functioning in paperless mode.

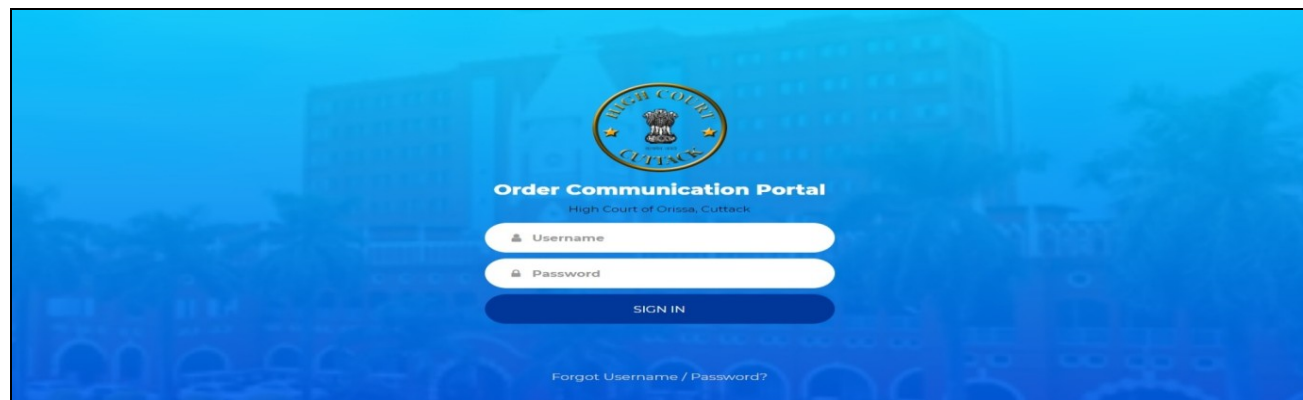
REVAMPING OFFICIAL COMMUNICATION

IMPLEMENTATION OF OCP, E-MAILS & E-NOTIFICATION SYSTEM

OCP (ORDER COMMUNICATION PORTAL) -


Traditionally, orders passed by the High Court which require compliance by Courts subordinate thereto are officially sent by Court's staff to the concerned Subordinate Court through post. Substantial time gets consumed by the time such orders reach the subordinate Court through post resulting in possible delay in compliance. In order to address this situation, a customized Software Module called the **Order Communication Portal** (OCP) was launched in the month of April, 2021 to facilitate secure and instantaneous communication of orders and judgments to Subordinate Courts in a paperless environment thereby saving resources consumed in traditional methods of

correspondence. Necessary policy regime was created to accord recognition to e-copy of Court's orders communicated through OCP.



OCP provides secure access (by certification) to nominated staff of the High Court and Subordinate Courts to send/receive orders through OCP over a secure Wide Area Network connecting High Court and Subordinate Courts throughout the State. OCP has facility to report whether or not a particular order sent through it has been accessed by the targeted Court or not.

More than 40, 000 orders have been communicated from the High Court to various District and Subordinate Courts across the State through OCP during the year 2021 since its launch in April, 2021.



Order Communication Portal
High Court of Orissa, Cuttack

Welcome: sri
Logout
Change Password

Order Communication Details
Fields marked with a * are compulsory.

Notice / Order issued on a Particular Date

Date: GO

Filter the Information

Choose District:

Select Court:

PRINT

<input type="checkbox"/>	Sl No	Case No	Notice name	Order date	issue No	issue date	Court to which sent	View Reply (Upload)
<input type="checkbox"/>	1	*View Notice	ABLAP/2916/2017	*View Order	8672	2021-04-22	S.D.J.M.-CIVIL JUDGE (JD),BARIPADA	NII
<input type="checkbox"/>	2	*View Notice	ABLAP/2971/2017	*View Order	8677	2021-04-22	S.D.J.M.,SAMBALPUR	NII
<input type="checkbox"/>	3	*View Notice	ABLAP/2972/2017	*View Order	8680	2021-04-22	S.D.J.M.,SAMBALPUR	NII
<input type="checkbox"/>	4	*View Notice	ABLAP/2974/2017	*View Order	8690	2021-04-22	S.D.J.M.,SAMBALPUR	NII
<input type="checkbox"/>	5	*View Notice	ABLAP/2975/2017	*View Order	8695	2021-04-22	S.D.J.M.,SAMBALPUR	NII
<input type="checkbox"/>	6	*View Notice	ABLAP/2979/2017	*View Order	8699	2021-04-22	S.D.J.M.,PURI	NII
<input type="checkbox"/>	7	*View Notice	ABLAP/2981/2017	*View Order	8700	2021-04-22	S.D.J.M.-CIVIL JUDGE (JD),BOLANGIR	NII
<input type="checkbox"/>	8	*View Notice	ABLAP/2910/2017	*View Order	8704	2021-04-22	S.D.J.M. (Sadar), Cuttack	NII
<input type="checkbox"/>	9	*View Notice	ABLAP/2991/2017	*View Order	8703	2021-04-22	A.D.J.,PADAMPUR	NII
<input type="checkbox"/>	10	*View Notice	ABLAP/2909/2017	*View Order	8705	2021-04-22	S.D.J.M.,ROURKELA	NII

SWITCHING TO E-MAIL COMMUNICATION -

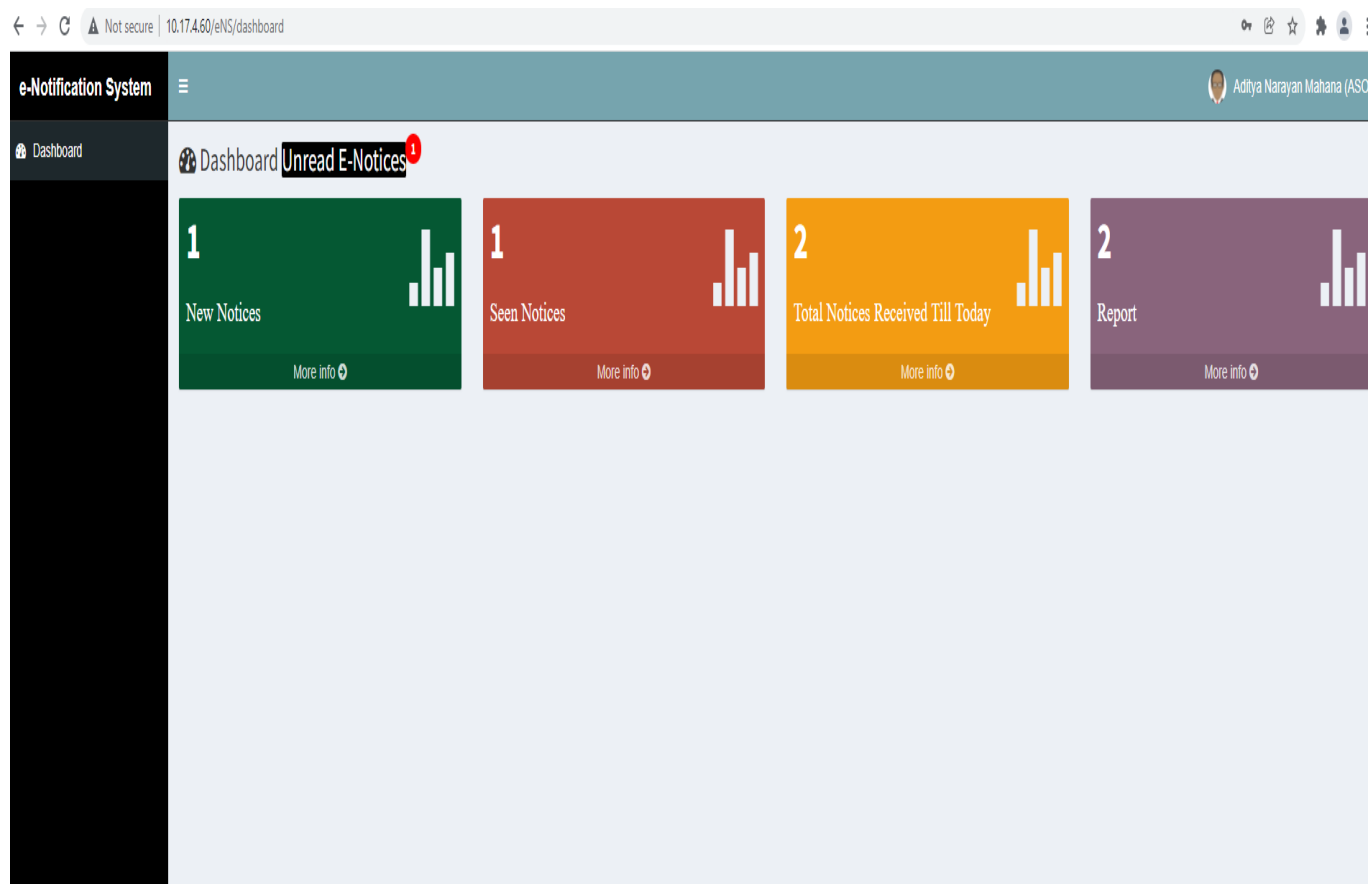
In order to take a step closer to accomplishing paperless office and ensuring speed and accuracy in matters of official communication, initiative has been taken to foster among Judicial Officers and judicial staff, the practice of resorting to e-mail correspondence in official matters.



There has been a considerable increase in e-mail access and usage in matters of official correspondence between High Court of Orissa and Courts subordinate thereto since April 2021, leading to reduction in paper based communication, better management of resources, reduction in multiplicity of processes, faster access to correspondence at any time and any place, and easy maintenance of records related to such correspondence. A large number of District and Subordinate Courts across the State of Odisha have been assigned with dedicated e-mail IDs for the purpose of e-mail correspondence.

e-NOTIFICATION SYSTEM (e-NS) –

In order to discontinue circulation of hard copies of Court's notices amongst its staff which consumes substantial paper and human resources, a software module called **e-NOTIFICATION SYSTEM (e-NS)** has been implemented. e-NS fosters seamless and paperless circulation of all of Court's notices amongst hundreds of its employees in a matter of seconds over the Court's secured network accessible through computers, laptops and smartphones within the Court premises.



Any assigned official can generate an electronic notice by uploading the final notice in PDF on e-NS and then send them to targeted recipients. e-NS provides facility to every sender of e-notice to know which of such recipients has actually read the e-notice sent by him.

e-NS went live in the High Court of Orissa on 3rd January, 2022.

e-LCRs

As efforts are underway to gradually move towards a paperless and digital working regime, scanning of official records have assumed utmost importance. Utilizing funds provided by the e-Committee, Supreme Court of India, the High Court of Orissa has provided every District Court complex with high speed ADF scanners for meeting all official scanning related requirements.

All District Courts have been intimated to scan and send scanned copies of LCRs or e-LCRS whenever High Court calls for such LCRs. These e-LCRs are to be provided after proper bookmarking which helps the Court in easy navigation through the e-case record.

Earlier, District and Subordinate Courts used to send physical LCRs after making photocopies which consumed considerable resources in sending, receiving, storing and accessing the LCRs. Now, with a click of a button, High Court is able to obtain and access LCRs in electronic mode without depriving the concerned Subordinate Court of access to the original case record.

Video Conferencing Rules and Establishment of Virtual Courtrooms

The High Court of Orissa formulated 'Orissa High Court Video Conferencing for Courts Rules, 2020' based on the Model VC Rules circulated by the e-Committee, Supreme Court of India to enable smooth conduct of all types of judicial proceedings through video conferencing. The provisions of the Rules were brought into force w.e.f. 05.04.2021.

Subsequently, provision was introduced into the rules by amendment enabling examination of official witnesses in ordinary course through video conferencing.

Some of the key features of the rules include:-

1. Inclusion of all types of proceedings for video conferencing
2. Designation of Remote Points with ICT equipments from where witnesses shall depose through video conferencing
3. Nomination of Coordinators
4. Deposition of witnesses through Video Conferencing
5. Digital Signatures and Alternative Methods of Authenticating Testimony Recorded through Video Conferencing
6. Marking of Exhibits through Video Conferencing

Since the coming into force of these rules, its provisions have been invoked by several District and Subordinate Courts to expedite trial of pending cases in which witnesses living in far off places were facing difficulty to come to the Court physically.

Establishment of Virtual Courtrooms

Having put in place the policy framework and sensitized Judicial Officers to resort to video conferencing for hearing of cases, a need was felt to provide fully equipped, state of the art Virtual Courtroom which would allow the Presiding officers to conduct hybrid hearing as is being done in the High Court, where the witness would be able to depose from remote location convenient to him/her without compromising the facility of seamless examination, cross examination by Advocates or interaction with the Court.

On the 1st day of November 2021, **Hon'ble Dr. Justice D.Y. Chandrachud, Judge, Supreme Court of India and Chairperson, e-Committee** inaugurated two Model Virtual Courtrooms in the District Court complexes of Angul and Nayagarh to facilitate conduct of Court proceedings through Video conferencing in accordance with the Orissa High Court Video Conferencing for Court's Rules, 2020.



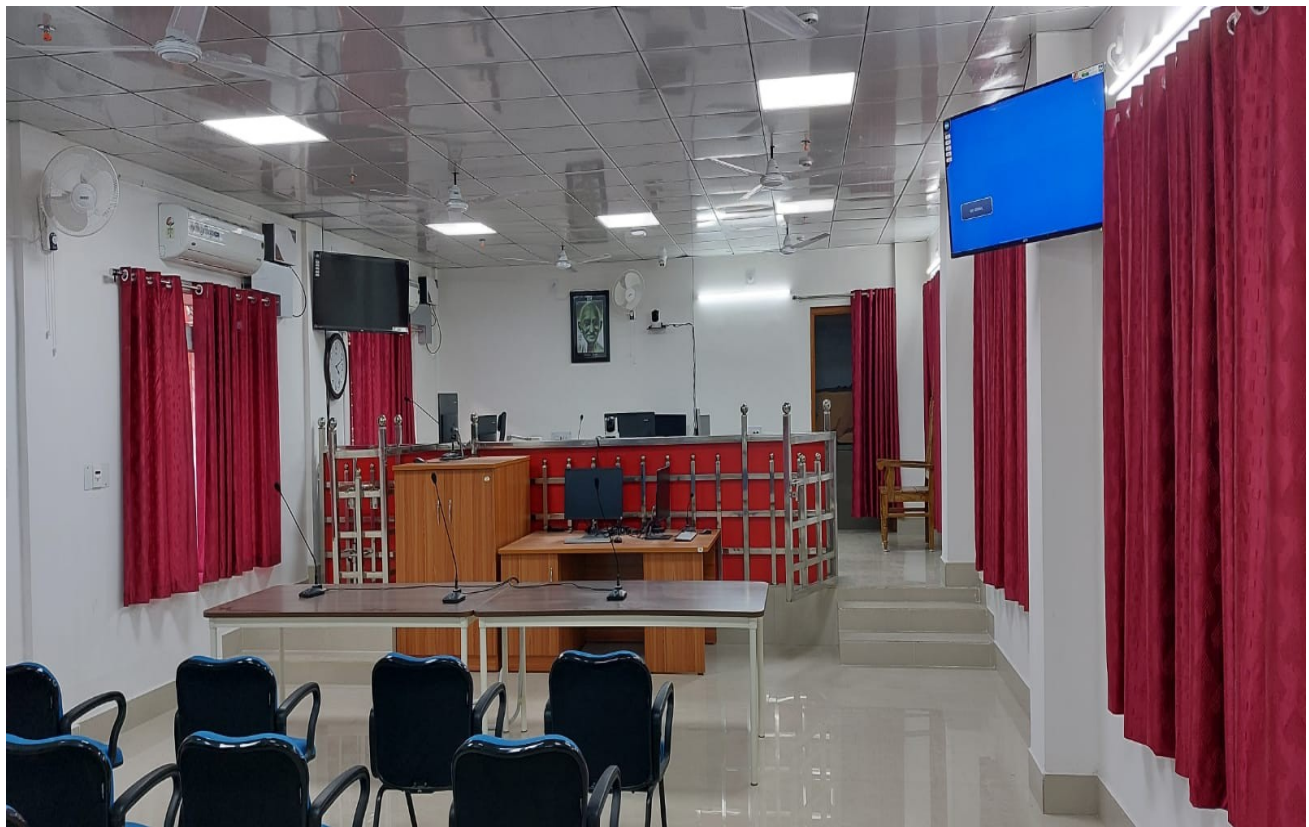
Virtual Court Room at District Court Complex, Angul



Virtual Court Room at District Court Complex, Nayagarh



Virtual Court Room at District Court Complex, Malkangiri



Virtual Court Room at District Court Complex, Bhadrak

Advanced Audio Video equipments and technology have been deployed in these Model Virtual Court Rooms to facilitate any participant in a Court proceeding be it the Judge, the advocate, the accused or the litigant whether in a Criminal or Civil case to attend the Court in virtual mode.

A Model Virtual Court Room in a District Court Complex is available for a common use by various Courts in the District. These Court Rooms have the facilities of sharing live images of depositions or objects from the Court Room through a Document Visualizer.

By the end of 2021, two more virtual Courtrooms – one in District Court complex of Bhadrak and one in District Court complex of Malkangiri have been established.

E-FILING OF CASES & E-PAYMENT OF COURT FEES

MAKING 24 x 7 FILING POSSIBLE FROM CONVENIENCE OF HOME

On 5.4.2021, the facility of e-Filing was launched across 244 Court establishments across the State of Odisha covering all 30 districts of the State. The e-filing facility is also available in the High Court of Orissa.

The image shows a screenshot of the 'Orissa High Court And Subordinate Courts e-Filing Application' website. The header includes the court's name, a logo, and navigation links: NJDG, Supreme Court, High Court, District Court, Contact Us, and Help. The main content area features a 'LOGIN' form with fields for 'USER-ID', 'PASSWORD', and 'CAPTCHA'. The CAPTCHA field displays the numbers '323783' and a small icon. Below the fields is a 'LOGIN' button, and links for 'Forgot your password?' and 'Forgot your User-id?'. At the bottom of the form, there is a link for 'New User? Register | Help'.

A host of steps have been taken to popularize e-filing among Advocates in the High Court of Orissa. These include organizing successive training of Advocates on usage of e-filing and e-payment facility, opening of e-filing help desks, mandating e-filing by State Government and Central Government, gradual shift from e-mail based filing to portal based e-filing, setting up of dedicated processing counters for timely follow up on e-filed cases and so on and so forth.

E-PAYMENT OF COURT FEES

On 05.04.2021, Dr. Justice S. Muralidhar, Chief Justice, High Court of Orissa launched the facility of e-payment of Court fees (through e-Committee's e-pay portal) for Advocates and litigants in the High Court of Orissa and all District Courts of the State. A Facilitation Centre for e-payment of Court fees has been established in the High Court of Orissa to help Advocates and litigants in e-pay related matters.

The e-pay web portal is designed and developed by the e-Committee, Supreme Court of India through the NIC.

BRIDGING THE DIGITAL DIVIDE

Hands-On Training of Advocates, Setting Up of E-Filing Stations, Video Conferencing Cabins & E-Sewa Kendras

The High Court of Orissa under the aegis of the e-Committee, Supreme Court of India has opened **e-filing stations, e-Sewa Kendras, Video Conferencing Cabins** and conducted **Hands-on training for Advocates** during the year 2021.

e-Sewa Kendras

e-Sewa Kendras have been conceptualized by the e-Committee, Supreme Court of India to be opened in easily accessible locations of Court complexes to provide assistance to Advocates not having access to tools of technology in reaping the benefits of e-services designed for them.

108 number of e-Sewa Kendras have been established in various Court complexes across the State which include one in the High Court of Orissa and 107 e-Sewa Kendras in District and Taluka Court complexes to provide e-services to Advocates.



e-Sewa Kendras at different Court complexes across Odisha

VIDEO CONFERENCING CABIN FOR ADVOCATES

Thirty (30) Video Conferencing cabins i.e. one in each District Court complex and three Video Conferencing cabins for High Court of Orissa have been established to extend the facility of participating in virtual hearings to Advocates who may not have the means to arrange their own facility of video conferencing.



Image from inside VC Cabin established for Advocates of High Court of Orissa.

Hands-on Training for Advocates on e-filing and other e-services

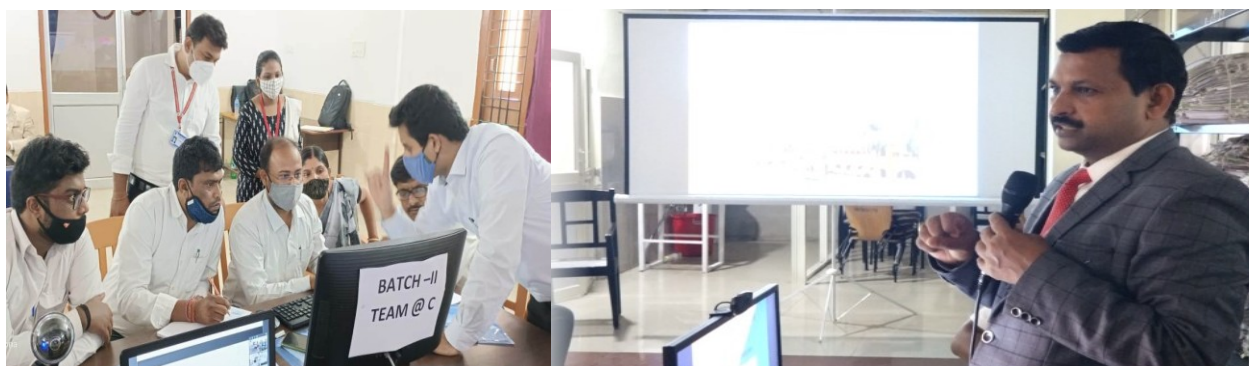
Hands-on training sessions on e-filing and other e-Services of the e-Courts project were conducted for Advocates of the High Court Bar Association as well as Advocates of various Districts during 2021 wherein trainee Advocates were imparted practical training using computers in order to familiarize them with nuances of technology and sensitizing them on how to use services under e-Courts project such as e-filing, e-payment of Court fees etc.

As the year 2021 drew to a close, hands-on training programmes had been organized for Advocates of almost all district of the State where more than 500 Advocates were given hands-on training on e-filing and other essential e-services.

Judicial Officer Master Trainers across the State imparted the training in these hands-on training programmes.



Hands-on Training Programme for Lawyers of Ganjam District organized by District Court, Ganjam



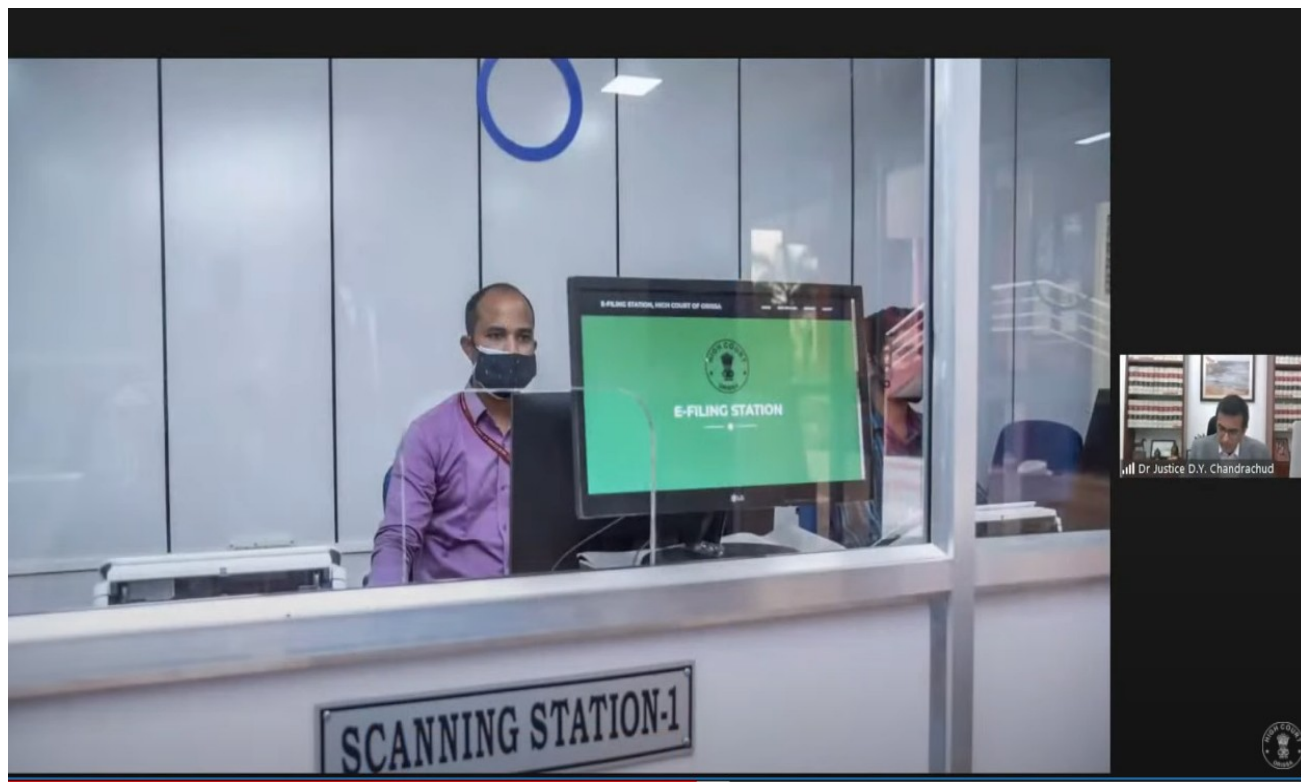
Left: Hands-on Training Programme for Lawyers of Sambalpur, Sundargarh, Bargarh and Jharsuguda Districts organized at District Court, Sambalpur

Right: Registrar (Inspection) who is also a Master Trainer imparting hands on training to Advocates of High Court Bar Association

e-Filing Stations in District Courts/e-Facilitation Centre of the High Court



The e-facilitation centre/e-filing stations (help desks) of the High Court of Orissa were **inaugurated** by Hon'ble Dr. Justice D.Y, Chandrachud, the Chairman of the e-Committee in the Supreme Court of India on **11.09.2021** for providing assistance to Advocates in e-filing of matters.



The e-Facilitation Centre at High Court has two scanning stations and two self e-filing stations and provides all kinds of scanning and e-filing related services to Advocates.

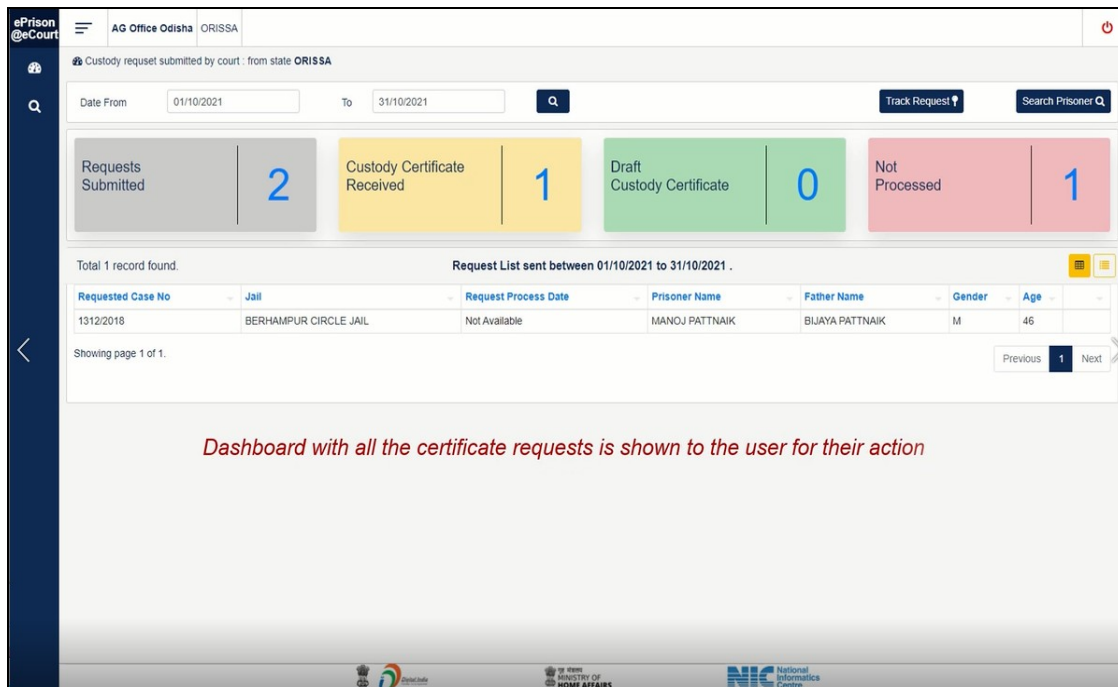
e-Filing Stations (Help Desks) have also been opened in District Court complexes of Nuapada, Puri, Bhubaneswar, Rayagada, Koraput at Jeypore, Jajpur, Nabrangpur, Keonjhar during 2021.

E-Custody Certificate System

The concept of e-Custody Certificate came into existence to help concerned Benches in ascertaining the antecedents of prisoners with the click of a button thus helping in early adjudication of cases. e-Custody certificate system was launched by High Court of Orissa w.e.f. 01.11.2021 in close coordination with Home Department, the Prisons Department and the office of the Advocate General and NIC. e-Custody Certificate System provides comprehensive information such as the identity of a

criminal, address, the case(s) for which he has undergone incarceration, his antecedent, period of sentenced undergone so on and so forth.

Request for generation of e-Custody certificate system can be submitted by any authorized official of the Advocate General's office if so required in connection with any case pending before any Bench of the High Court of Orissa.



The authorized officials of the A.G.'s Office can themselves generate e-Custody Certificate directly by logging into e-Custody Portal providing basic details such as the prisoner's name, FIR details etc. e-Custody Certificate can be generated for multiple prisoners. After proper verification, the e-Custody Certificate can be downloaded and printed and submitted in Court. With the e-Custody Certificate providing details of prisoners generated by a click of button, precious judicial time and resources are saved.

Currently, this system is being implemented for prisoners of two jails of the State of Odisha on pilot basis with a view to understanding its usage and replicating it for inmates of other jails with necessary improvements and modifications.

Virtual Courts (for Online Adjudication of Traffic *Challan* cases)

Reducing Footfall in Courts



About Virtual Court

In the current scenario facility is provided for Litigants to file the plaint electronically through e-Filing and also pay the Court Fees or Fine online through

Virtual Courts is a concept, aimed at eliminating the presence of litigant or lawyer in the court and for adjudication of cases on a virtual platform. Virtual Courts has been evolved by the e-Committee of Supreme Court of India in order to efficiently utilize court resources and to provide litigants with an effective avenue to settle petty disputes.

Virtual Court can be administered by a Judge over a virtual electronic platform whose jurisdiction may extend to the entire State and function 24 x 7. Neither litigant nor Judge would have to physically visit a court for effective adjudication and resolution.

Communication would only be in electronic form and sentencing and a further payment of fine or compensation would also be accomplished online. These courts may be used for disposal of cases where there may be proactive admission of guilt by the accused or proactive compliance of the cause by the defendant on receipt of the summons in electronic form. Such matters may be treated as disposed of after the payment of the fine.

Virtual Courts was launched by High Court of Orissa on 02.08.2021 for traffic challan cases arising in the Cuttack-Bhubaneswar Commissionerate area on pilot basis.

Launch of High Court of Orissa's e-Services Mobile App

A dedicated mobile app for the High Court of Orissa was launched on 02.08.2021. With the launch of the app, the ability to access Court related information of the High Court has become faster and convenient for stakeholders.



The High Court of Orissa's e-Services Mobile App can be downloaded from Google Playstore and App Store.

Automated e-Mail Service for Sharing Information on Case Status

With the launch of this e-service w.e.f. 01.11.2021, orders passed by the High Court of Orissa are automatically e-mailed to designated official e-mail IDs of various Departments of the State Government whose e-mail IDs are provided with regard to a case concerning such department. This facility aims to help departments provide up to date information of orders passed in cases concerning the same and take expeditious steps to comply with such orders. Since its launch on 01.11.2021, total of 7279 orders (as on 24.12.2021) have been sent to State Government's departments through automated e-mails.

HIGH COURT OF ORISSA
Email Management

Tuesday, October 20, 2021
 email user
[Logout](#)

Back

Manage Department

Manage Department

Manage Department

Department

EXCISE

Nodal Officer

Sri Rabindra Kumar Padhyani

Designation

Mobile

9437888061

Email

excisepolicydisha@gmail.com

Org. Name

EXCISE-7

Submit

Cancel

Show

10

entries

Sl No	Department	Nodal Officer	CIS Org. Name	Email	Display	Action
1	AGRICULTURE AND FARMERS EMPOWERMENT	Sri Chittaranjan Patra, OAS	AGRICULTURE	addisafa2019@gmail.com	Y	<div style="display: flex; justify-content: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px 5px;">Edit</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">Deactive</div> </div>
2	COMMERCE AND TRANSPORT (COMMERCE)	sri PRAKASH CHANDRA MALLICK	COMMERCE & TRANSPORT	ddocomdept@gmail.com	Y	<div style="display: flex; justify-content: center; gap: 5px;"> <div style="background-color: #28a745; color: white; padding: 2px 5px;">Edit</div> <div style="background-color: #dc3545; color: white; padding: 2px 5px;">Deactive</div> </div>

Live Streaming of Court Proceedings

Live streaming of proceedings in the Chief Justice's Court has commenced from 02.08.2021. Live-streamed proceedings can be viewed on the High Court of Orissa's official YouTube channel. The 'High Court of Orissa Live Streaming of Court Proceedings Rules, 2021' was also notified and brought into force on 02.08.2021. These rules can be accessed through Court's website at url - https://www.orissahighcourt.nic.in/live_streaming_2021.pdf

Launch of High Court of Orissa's Channels in Telegram & Youtube Tapping the potential of Social Media to Share Court Related Information

For wider and faster dissemination of Court related information, official Telegram channel and YouTube channel of the High Court of Orissa have been launched.

Launch of Web Version of Justice Clock

A Justice Clock was established in the Orissa High Court in December, 2019 to showcase various litigation related information of the District Judiciary as well as information relating to e-Courts services for lawyers and litigants who visited the High Court. But with the onset of COVID-19 restricting such visit, the information of Justice Clock had to be taken to the stakeholders regardless of their visit to High Court. This led to conceptualization of the web version of the Justice Clock which was launched on 10th February, 2021. The web version of the Justice Clock is the digital replica of the physical Justice Clock (installed in the High Court building) linked to the High Court's official website available for general viewing from the convenience of homes and offices.

The virtual Justice Clock of Orissa High Court can be viewed at - <https://www.orissahighcourt.nic.in/justice-clock/>



About Justice Clock

The State's first Justice Clock was inaugurated in the High Court of Orissa on 16.12.2019 for showcasing daily information regarding disposal and pendency of cases in District and Subordinate Courts, spreading legal awareness, information about various e-courts services for the benefit of the litigants and members of public at large.

Justice Clock is installed on the road facing wall of the Court's new building.

This webpage is a digital replica of Justice Clock for convenient remote viewing.
