

## BEST PRACTICES FOR THE HIGH COURT OF MANIPUR AS ON 04-02-2022

### 1. The High Court of Manipur recruitment website

The High Court of Manipur recruitment website <https://hcmrecruitment.in/> has been developed by the High Court technical team for better management of the various recruitments conducted by the High Court of Manipur. It contains features such as (i) Online Registration of Candidates, (ii) Online submission of Application form and uploading of documents by candidates, (iii) Online payment of Application Fees and (iv) Download of Admit Card by Candidates.

Recruitment for Lower Division Assistant (LDA), Judicial Officers Grade I & Grade III, Drivers, Private Secretary, Court Attendant/ Farash/ Orderly/ Chowkidar/ Lawn Attendant and Cook etc. have been done through this portal.



The screenshot shows the home page of the High Court of Manipur Online Recruitment Application website. The browser address bar displays <https://hcmrecruitment.in/>. The page features a navigation menu with items like 'Getting Started', 'Paperless DSC Issuance', 'HIGH COURT OF MAN...', 'Cause Lists/Courts Ser...', 'csc.ecourts', '7th Pay Calculator | Ca...', and 'PHP dynamic populati...'. The main heading reads 'HIGH COURT OF MANIPUR ONLINE RECRUITMENT APPLICATION'. Below this is a large image of the High Court of Manipur building. The page is divided into three columns: the left column for 'Already Registered Candidates' with a 'Login Here' button; the middle column for 'If You have not Registered yet' with a 'New Registration' button; and the right column for 'Quick Links' containing links to advertisements, instructions, and FAQs. A footer note states 'Note: Website can be viewed best in mozilla & explorer' and provides contact information for recruitment@hcm@gmail.com. A security badge from 'GODADDY VERIFIED & SECURED' is visible in the bottom right corner.

Figure: Home Page

Instamojo payment gateway has been integrated for collection of Application Fees for the recruitments.

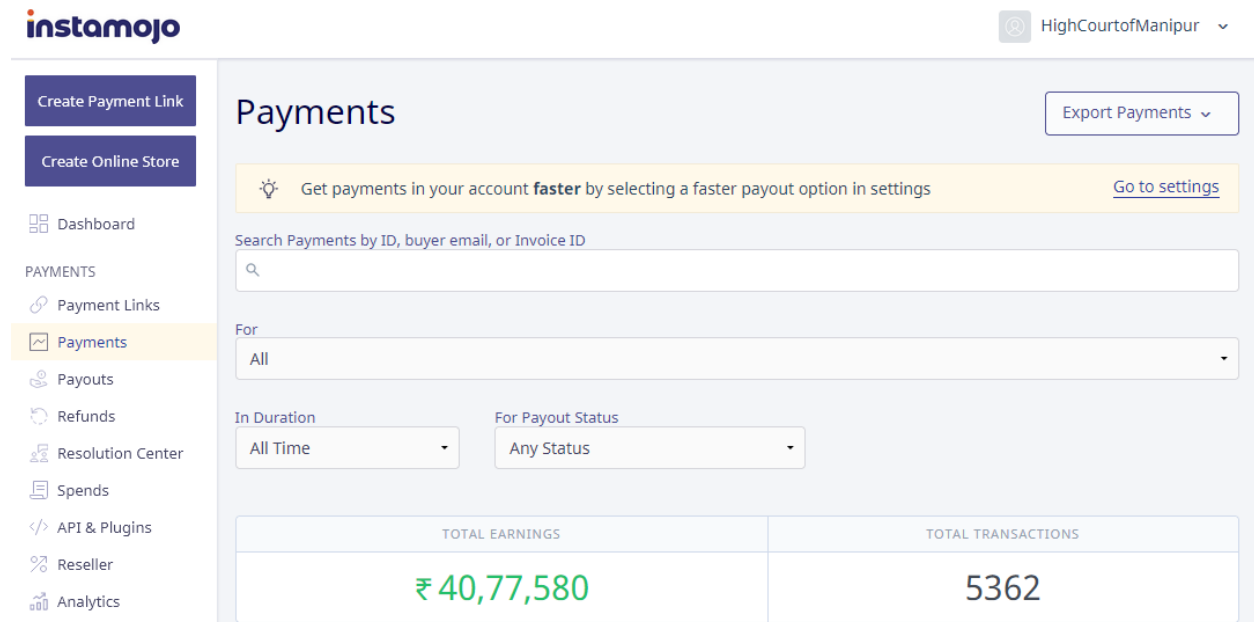


Figure: Total Payment Collected through Online Payment

SpringEdge SMS gateway has also been integrated and SMS are sent to the candidates at different stages of recruitment.

## 2. Scanning and Digitization of Case Records

The Scanning and Digitization of Case Records for the High Court of Manipur and its subordinate Courts was started in March 2019. As on 24-01-2022, a total number of 45,62,022 pages have been scanned and digitized out of the estimated total of 80,00,000 pages.

## 3. Digital Signature Certificates for Judicial Officers

Digital Signature Certificates were provided to all the Judicial Officers of Manipur and started signing of documents since April 2019.

#### **4. Video Conferencing for Court proceedings**

Jitsi Meet Video Conferencing (VC) software had been used in the High Court and subordinate Courts for conducting the Court proceedings, since 15-04-2020. Now, 20(twenty) number of Cisco Webex VC licenses have been procured to enhance the efficiency, specially when the number of participants is large. 15(fifteen) number of Cisco Webex VC licenses for the 15 Court complexes and 5(five) number of Cisco Webex VC licenses for the High Court have been procured and started using it.

#### **5. CCTV for Subordinate Courts**

E-Tender for installation of CCTV Cameras at the District Courts has been successfully completed and the CCTV hardware have been installed at all the District Courts of Manipur except 3(three) site not ready Courts.

#### **6. Online Certified Copy**

Software for Online Certified Copy has been developed in coordination with NIC team, Imphal. Around 90% of the development work has been completed.

#### **7. File Tracking System using Bar Code Reader**

A software called File Tracking System to track the movement of files in the Registry has been developed by the High Court IT team and implemented on 01-12-2021. Printed Bar Code is pasted on the cover of each file and the file's "IN" and "OUT" operations from a room is recorded using Bar Code Reader/Scanner. A file can be easily searched by typing some part of File Name/File No./Description etc. The system automatically suggest the relevant file and its last location along with movement history is displayed. Some important reports such as files which are pending for long time in a section/room, files which are out from a section/room but not entered in a section/room for long time etc. can be easily viewed.