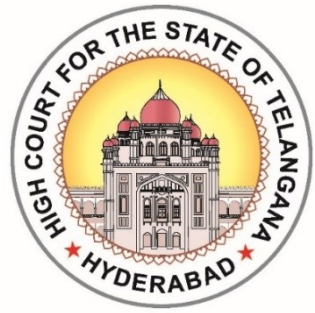
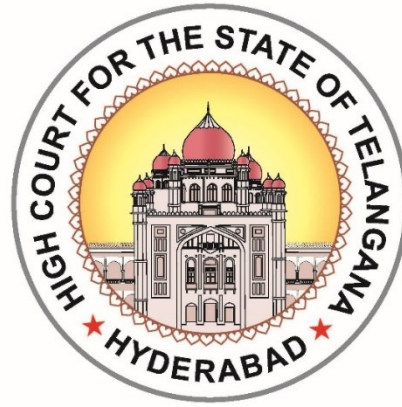


The High Court For the State of Telangana , Hyderabad.





Scanning & Digitization



When Digitization Project was started?



Digitization project was started in the united High Court on 17-08-2017 on the 1st floor of C-Block in the premises of the High Court.

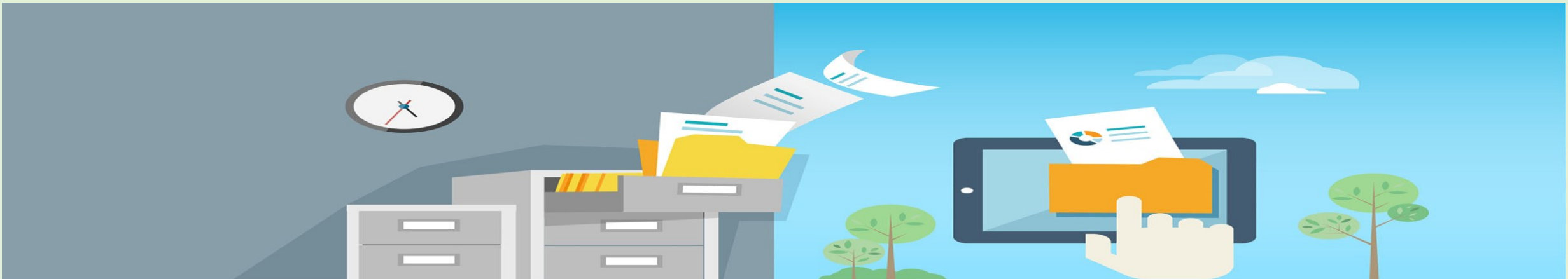
Stock Holding Document Management Services Ltd, Bombay is the vendor identified by the High Court for this purpose.

Digitization – Key issues

- ✓ The High Court allocated 12000 sft., on the 1st floor of C-Block to M/s. Stock Holding Document Management Services for implementation Digitization Project.
- ✓ The High Court has deployed 50 Data Entry Operators on outsourcing basis and 15 Retired Officers to provide guidance to the DEOs.
- ✓ M/s. Stock Holding has deployed around 80 members for the purpose of scanning documents and for other activities.
- ✓ Initially in the year 2017 High Court has agreed to pay 0.56 paisa per image and 0.12 paisa for metadata entry. Subsequently from 3rd January, 2023 the High Court has enhanced the price from 0.56 paisa to 0.66 paisa and from 0.12 paisa to 0.14 paisa based on the request made by the M/s. Stock Holding.

Digitization – Key issues

- ✓ Initially when the project was started 30,00,000 disposed case files were to be scanned. Out of which 10,48,004 case files have been scanned (7,30,43,603 images) which includes pending files, disposed files and administrative records.
- ✓ At present, everyday the Stock Holding is Digitizing 1200 to 1500 case files (apprx 75,000 to 85,000 images) depending upon inward of the case files.



DIGITIZATION PROJECT - WORK DONE STATEMENT

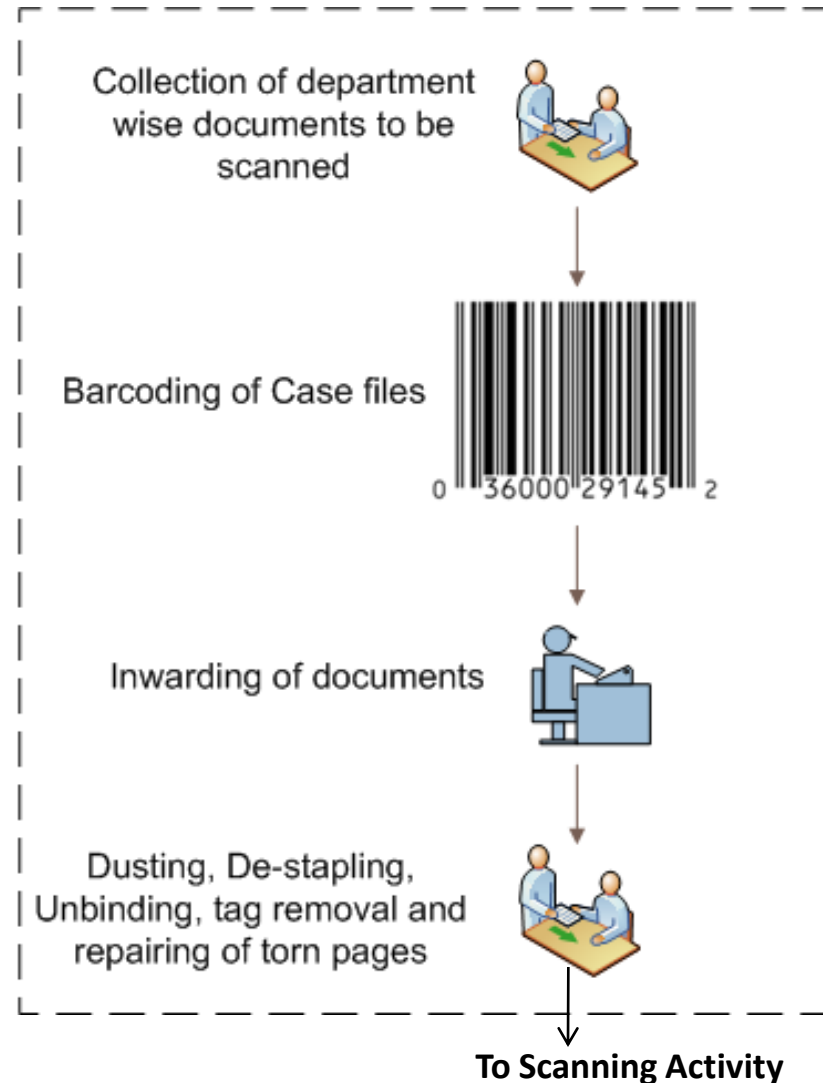
Statement from 15-09-2017 to 31-03 -2023		
Type of Document	No of Files Scanned	No of Images Scanned
Pending Files Scanned for Providing a Soft copy to the High court (AP)	1,18,535	96,59,554
Pending Files (TS)	1,23,849	1,11,41,371
Disposed Files	7,74,563	5,05,02,578
AD & Administrative Files	31,057	17,40,100
Total	10,48,004	7,30,43,603

Stages to Digitization

- 1. Inward of case files (Bringing cases from various sections)**
- 2. Segregation of cases (what papers are to be scanned and what papers are not to be scanned? Placing pages in proper order)**
- 3. Issuing Barcode to the files**
- 4. Data Entry (Meta data entry of the Case Number, Year, Case Type, Petitioner Name, Respondent Name, Date of Disposal, Judge Name, etc.)**
- 5. Pre-Scanning activity, (unstitching and unstappling of case bundle)**
- 6. Performing Scanning of case files**
- 7. Quality control**
- 8. Checking stage (check by the M/s. Stock Holding whether all pages in a case bundle are scanned are not?)**
- 9. Verification (Done by staff of the High Court)**
- 10. Post scanning (stitching and stappling of case bundles)**
- 11. Outward (Returning back case files to concerned sections)**

Process Flow of Digitization

1. Pre-Scanning Activity



Pre-Scanning activity

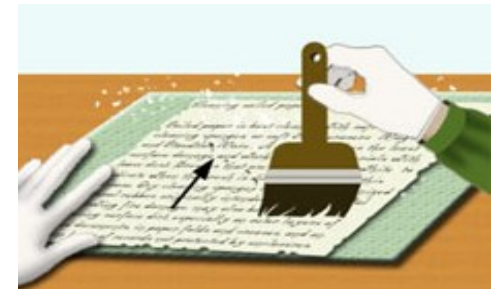
■ Document Collection:

- Collection of physical document from concerned departments
- Signing of document handover



■ Preparation for Scanning:

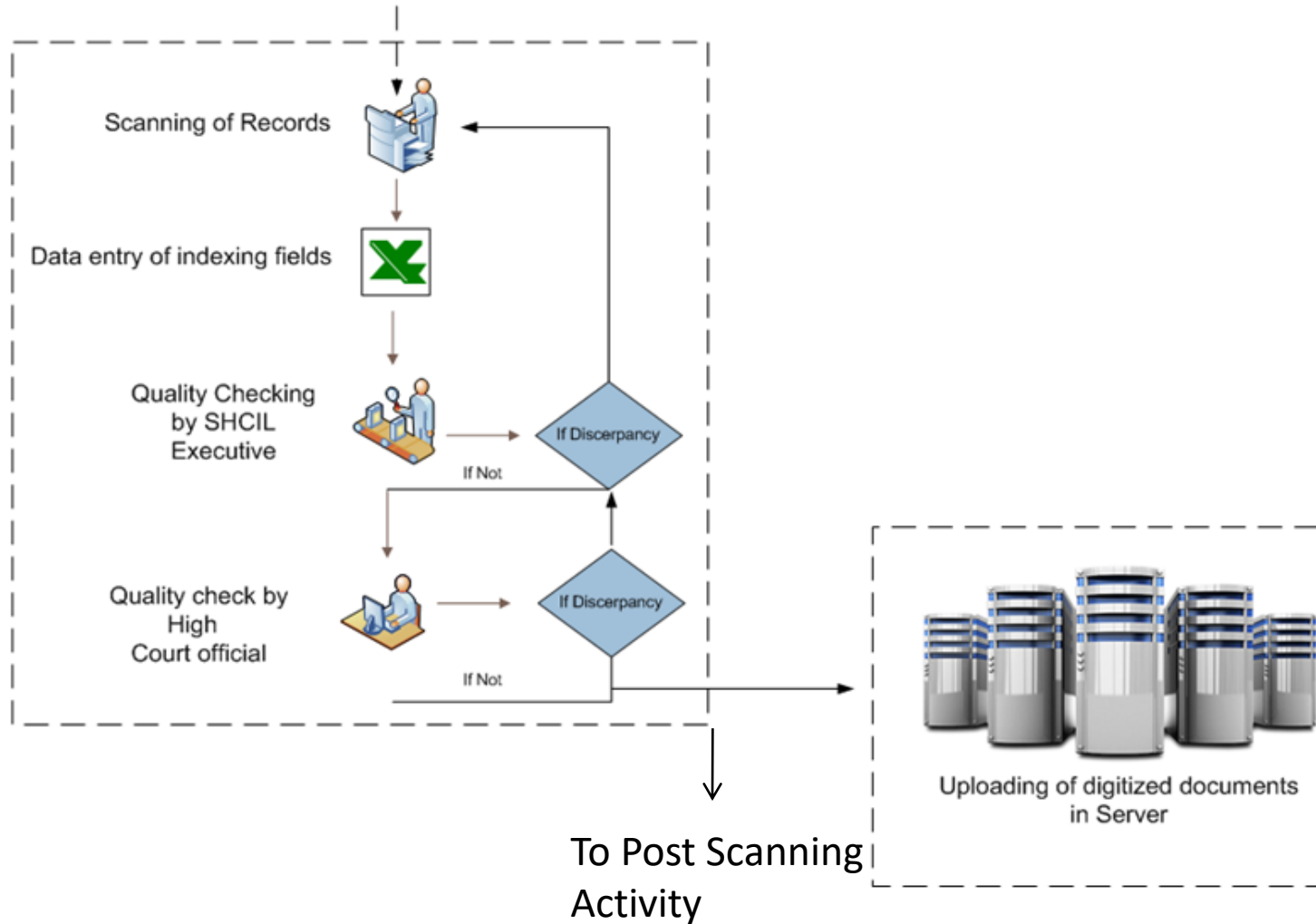
- Segregation of files and dusting
- De-stapling, Un-tagging, Un-binding
- Repairing of torn pages



■ Barcoding

Process Flow

2. Scanning Activity



Scanning Activity

- Scanning of physical document in different scanners based on paper size
- Standard dpi 300
- Higher dpi to attain more clarity for faded document
- **Data Entry:** Indexing will be carried out for the scanned documents
- **Quality check:** Cross checking of scanned files and entries by SDMS and then by concern department.

Bench Code	123
Case Type	abc
Case Number	123
Case Year	2014
Category Code	1
Petitioner Name	Sneha Bakshi
Respondent name	Sashi Bisati
Petitioner Counsel Name	aaa
Respondent Counsel Name	bbb
Judge Name	Yogesh Negi
Date of Disposal	01/01/2014
Act Section	123
Keywords	abc
Crime Number	111
Crime Year	
Accused Name	Nilesh
Police Station	Mumbai
Trial Case at District	Tribunal

First Previous Save Next Last

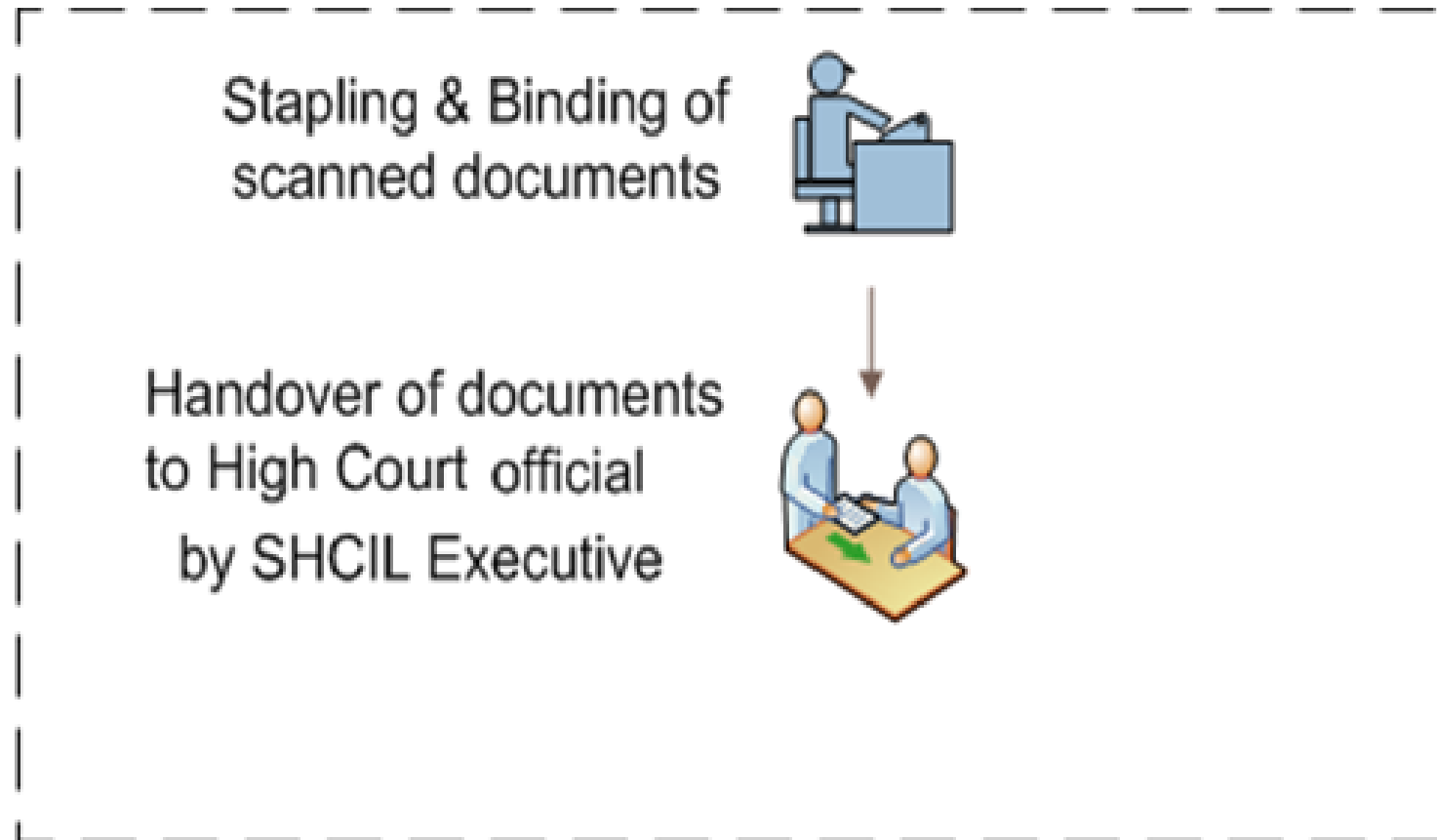
Scanning Activity

Scanner Selection & Scanning

- Old Document → Book Scanner/Flat Bed Scanner/Overhead Scanner
- New Document → ADF Scanner
- Big Papers → A0 Scanner
- The standard settings for scanning:
 - DPI – 300
 - Paper Size – A0/A1/A2/A4
 - Scanning Side – DUPLEX
 - File Type – .TIF/.JPG/.PDF etc.

Process Flow

3. Post-Scanning Activity



Post-Scanning Activity

- ✓ Watermarking
- ✓ Bookmarking
- ✓ Restoring of files to their original form
- ✓ Re-stapling and Binding of document
- ✓ Document handover to concern department
- ✓ Document return sign off



Challenges in Scanning & Digitization



- ✓ Space management. High Court building being an old structure, providing space within the existing building is an issue. Digitization of heavy volume of records requires huge space. Providing sufficient space for digitization is a big challenge. Telangana High Court is finding it very difficult to create new space at short time.
- ✓ Movement of judicial and administrative records to a different place for digitization is one idea but it is risky and requires closer management. Huge manpower is involved.
- ✓ There is no uniformity in the vendors doing digitization activity and pricing. Uniformity in software and meta data whether desirable.
- ✓ Additional space of 15000 Sq.ft. with plug and play facility is under construction and is likely to be ready by August, 2023. With the provision of additional space, there would be substantial increase in per day digitization of record from present level.

Challenges in Scanning & Digitization

- ✓ Accuracy of the data. Verifiers at the last stage. Who will verify the verifiers. Whether retired staff can be verifiers. Accountability.
- ✓ What should happen to the physical records once they are scanned. Are we confident that they can be destroyed for ever on the certification of the final verifiers. Recently High Court of Telangana has framed rules which provide for destruction of the records except the original judgment.
- ✓ Storage management. Data is growing from GBs to TBs and from TBs to petabytes and from petabytes to zettabytes. Whether court staff will be able to manage such huge data. What is the alternative? Shelter under private data centres and cloud storage systems - connectivity and security issues

Challenges in Scanning & Digitization

- ✓ Role of NIC in this regard. Road map.
- ✓ Storage policy and levels of redundant storage. Costing. Whether eCommittee is contemplating any common system in place for storage of the digitised data of the courts in the country. It is desirable.
- ✓ Standard operating procedure framed by eCommittee. Already some High Courts especially Allahabad High Court have digitised huge volume of records even before the SOP is released.



e -Initiatives

e -Initiatives



- ❖ e-filing
- ❖ Recording of evidence through VC
- ❖ Live Streaming in Hybrid Mode
- ❖ NyayaPrakyan
- ❖ JUSTEase
- ❖ Paperless courts
- ❖ Slack application
- ❖ Judicial Officers Service Management System
- ❖ Judicial Library Management Software
- ❖ Judges Calendar



- ✓ The High Court for the State of Telangana has initiated e-filing of judicial cases with effect from 1-1-2022.
- ✓ Initially, all the Government pleaders and Standing Counsel were requested to e-file their cases and accordingly they are filing their matters through e-filing.
- ✓ The Hon'ble eCommittee has developed e-filing 3.0. A test portal has been given to the High Court for testing the 3.0 version. The High Court has tested the e-filing 3.0.
- ✓ The NIC Pune has been requested to integrate SBI e-payment module for payment of court fee and the same is under consideration of the NIC Pune.
- ✓ As and when the e-payment module is integrated with the e-filing 3.0 version, the same will be deployed initially for certain categories of cases and gradually the same will be extended to all categories of cases.

Challenges in e-filing

- ✓ Most of the advocates are not conversant with converting the hard copies to electronic records of the required quality. Help desks have to be arranged in the High Court and district judiciary for helping the advocates and parties in person to convert the physical records into electronic records. Whether this has to be done free of cost or on payment basis.
- ✓ Further, the names of the parties and other details to be fed into the software. Whether the same has to be done free of cost or on payment basis.
- ✓ If this is done free of cost, then there will be a huge overload on the help desks. This has to be taken into consideration by the respective High Courts.
- ✓ The e-filed documents should be compatible with digitization so that there will not be any further digitization process and the same should be used for paperless courts.
- ✓ How to deal with the technical snags that arise during the e-filing?

Recording of Evidence through VC

- Circulars and guidelines issued by High Court permitting judicial officers to record evidence through VC.
- Evidence of Investigating Officers and Doctors, who cannot attend to court on account transfer to another place is being recorded through VC.
- Judicial Officers are also giving evidence in Dying Declaration matters through VC.
- Evidence across the State of Telangana has been recorded through VC in 771 cases as of date w.e.f 02nd June, 2022 (11 months).



Hybrid Mode:

(Physical and Virtual Mode)

- ✓ From 10-10-2022, the proceedings of the Court Hall No.1 are being live streamed. From 10-04-2023, the proceedings of the Court Hall No.1 are being conducted in hybrid mode.
- ✓ As directed by the Hon'ble the Chief Justice, the Registry has started Hybrid mode of the Court Proceedings on 10th April 2023.
- ✓ The Hybrid mode has proved to be immensely beneficial to Advocates and Parties who are physically not available in the Court premises.



High Court For The State Of Telangana Live Streaming Of Court No.1

Fri, February 24, 2023 12:51:37

COURT NO : 1

CORAM: DB-I,SPL.DB.

Running Serial No.

36

Streaming is with a delay of 10 minutes



CASE DETAILS :

Case No :

WP/31437/2022

Petitioner Adv :

K MURALIDHAR REDDY

Respondent Adv :

GP FOR LAND ACQUISITION

Challenges in **Live Streaming Hybrid Mode:**

- ✓ High internet bandwidth consumption and huge expenditure for procuring the bandwidth.
- ✓ Manpower has to be deployed for maintaining the equipment in the court halls. Technical issues during the live streaming and hybrid mode of conducting the court proceedings is also a challenge for the smooth function of the hybrid mode of conducting the court proceedings.
- ✓ Behavior of the Advocates during the Court Proceedings.

Just-Ease (Case Representation Made Easy):



- ✓ A software application by name “Just-Ease” (Case Representation Made Easy) is developed by the in-house NIC Team of the Hon’ble High Court to ease the daily court business of the Judicial Officers, Advocates, Prosecution Officials and Police Department.
- ✓ In civil cases, the learned Advocates will have a dashboard, wherein his cases listed in a court on a particular day will be displayed and he will be allowed to enter his remarks or proposed representation in respect of his cases which will be reflected to the other side counsel as well as to the Presiding Judge of the Court. The learned Advocates will be allowed to enter their remarks in respect of each of his listed cases for that day up to 8 a.m. and the window will not allow further updates thereafter. This will enable the learned Advocates and the Judicial Officers to plan their day’s business more effectively and it saves time, money and effort.
- ✓ Similarly, in Criminal Cases, the Police Official (SHO) as well as the Public Prosecutor will have a dashboard, wherein the Criminal Cause list of a selected Court for that day will be displayed and they are allowed to enter their remarks or proposed representation in the relevant column which will be made available to the other side Advocates as well as the Presiding Officer of the Court.

Nyaya Prakhyan:



- ✓ An integrated case information portal, which will act as a bridge between the High Court and various Departments of the State/Central Government and other organizations/PSUs is developed.
- ✓ Login credentials will be provided to said user officials from mandal level officer right to the State Secretary, so that they can monitor the cases pertaining to their department pending with the High Court.
- ✓ A Dashboard will be provided to the users, where they will get an overview of all the cases pending, cases for which counters are to be filed, etc. The users will also be able to get the orders issued by the High Court on their cases.
- ✓ **SMS Alert system** is also integrated into the portal, notifying the users of any pending actions from their side. They can also add their own cases, in case they are not already added to the database for any technical reason.

Nyaya Prakhyan:

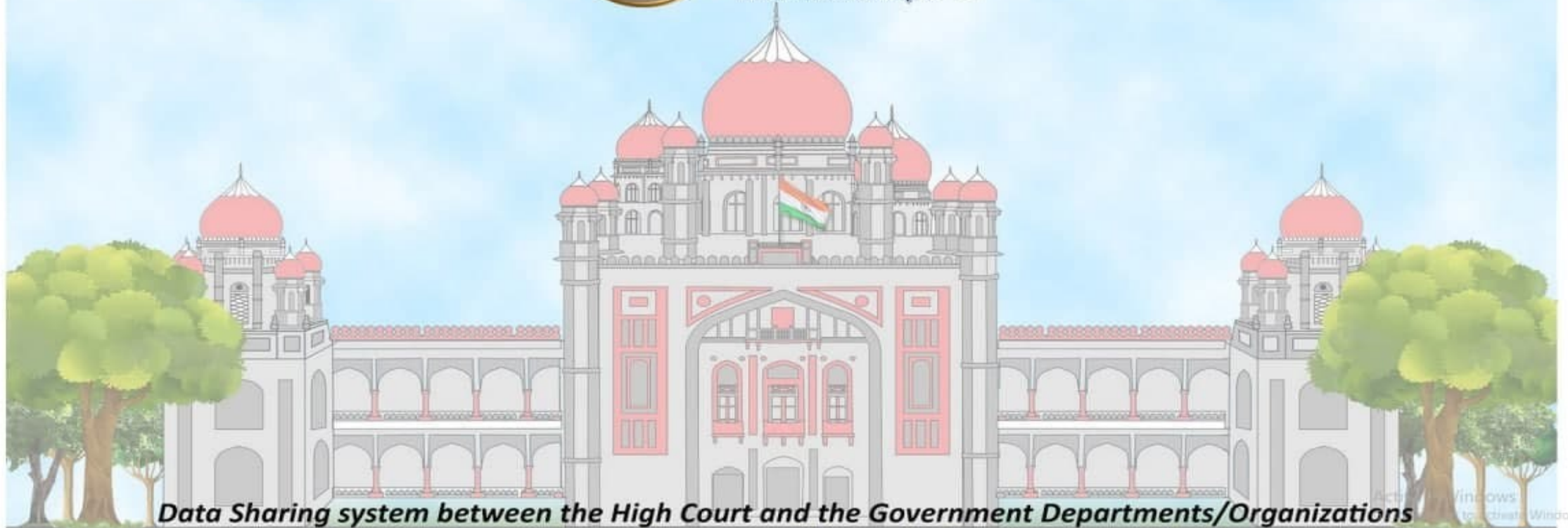


- ✓ Over the time, the High Court believes that the portal will turn into a complete package for the State/Central Government Departments, saving their time and effort, giving them a clear picture of all the cases pertaining to their department, pending with the High Court and actions to be taken, if any.
- ✓ The portal is currently being tested by few Government Departments, the portal will be further updated based on the feedback received from these departments.

HIGH COURT FOR THE STATE OF TELANGANA



Myaya Prakhyan
Integrated Judicial Information System



Data Sharing system between the High Court and the Government Departments/Organizations

Note: The Portal can be accessed by authorized personnel only.

Paperless Court



- ✓ Paperless Court was inaugurated in the High Court by the Hon'ble Sri Justice Madan B Lokur, the then Chairman of the Hon'ble Supreme Court.

Challenges

- ✓ Computer Vision Syndrome - is the name given to eye problems caused by prolonged computer use including: Eye irritation (Dry eyes, itchy eyes, red eyes) Blurred vision. Headaches. Backaches. How to overcome such syndrome?
- ✓ Use of Kindle may to a great extent will reduce the strain on eye.
- ✓ However, at present, kindles are manufactured in smaller sizes and until such time bigger size kindles are manufactured, this remains a biggest challenge.
- ✓ Age factor of the Hon'ble Judges is also a biggest challenge for the successful functioning of the paperless courts.



- ✓ Hitherto, all the meetings of the committees of the High Court were being conducted by supplying the meeting material to the Hon'ble members of the Committees in hard copies which was incurring huge expenditure and wastage of paper.
- ✓ To overcome this expenditure and wastage of paper, the High Court has introduced slack application through which the meeting material is being sent in an electronic form for use of the Hon'ble Judges and this proved to be a great success.

Judicial Officers Service Management System



- ✓ **Leave Application Module:** Judicial Officer can apply leave through online by logging it through the User ID and Password, which will be reflected in the designated window to the PDJ. The PDJ forwards the leave application to the Administrative Judge who can approve, consider online and pass orders approving or rejecting the leave application.
- ✓ **Annual Confidential Reports:** Judicial Officers Service Management System enables High Court to call for ACRs securely through Online.
- ✓ **Property Statements:** Judicial Officers can upload their property statements and can be updated from time to time.

Judicial Library Management System



- ✓ Judicial Library Management System was implemented in the Warangal Dist. Court Central Library.
- ✓ Each user and each court will be allotted a user ID for login into JLMS.
- ✓ This system provides services like User's registration, Book registration, Lending books, Legal research, Book search, Journal search and QR coding to each Book and Report.
- ✓ User can walk into the Library Racks and scan QR Code through their mobile for knowing list of books in that particular rack.
- ✓ Request can be made from the Court to Library for any decision or statutory position. On such request Librarian can forward that material to the court instantly.

Thank You

