



E-mail

From,  
Registrar General,  
High Court of Uttarakhand,  
At Nainital.

To,  
1. All the District and Sessions Judges,  
2. Principal Judge/ Judges, Family Courts, State of Uttarakhand,  
3. Director, Uttarakhand Judicial and Legal Academy, Bhowali (Nainital)

C.L. No. 7 /I.T./IX/ICJS/2023

Dated: 25.02.2026

**Subject: Generation and Transmission of e-Summons via CIS-NSTEP-ICJS Interface within 7 days of Case Proceedings.**

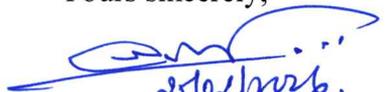
The e-Summons facility has been implemented across all District Courts in Uttarakhand. However, it has been observed that court staff sometimes generate and publish e-summons on the NSTEP portal by selecting a previous date (i.e., the date of the actual case proceeding) in the CIS system. This involves selecting the relevant date in the CIS Calendar, generating the summons, publishing it, and pushing it to the NSTEP-ICJS interface retrospectively.

2. It is worthy to mention that the E-Summons/Process Scheduler is configured to fetch data every four hours based on the current date, **not** previous dates. The scheduler uses the NSTEP "Ready Date" (the date the case was listed in the CIS cause list) as the reference for retrieval. Consequently, e-summons generated for previous dates are not transmitted to the Police via the CCTNS portal. This may have resulted in volumes of e-summons pending on the CIS-NSTEP dashboard, actually never reflected on CCTNS.

3. Following detailed discussions among Nodal Officers of ICJS pillar, and considering the heavy pendency workload in certain courts, it was mutually agreed that the CCTNS scheduler will now fetch data based on the NSTEP Ready Date for the **preceding ten days**.

Accordingly, it is directed by Hon'ble Court to ensure generation, publishing e-summons on CIS with simultaneous push to the NSTEP portal **within seven days of the case proceedings**. Your kind authority is therefore, requested to circulate for compliance to ensure seamless transmission of e-Summons/Processes to CCTNS.

Yours sincerely,

  
(Yogesh Kumar Gupta)

Registrar General

**C.L. No. 993 /I.T./IX/ICJS/2023**

**Dated: 25.02.2026**

Copy forwarded for information to:

1. P.P.S. to Hon'ble the Chief Justice with the request to place it before His Lordship for kind perusal.
2. P.S. to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. Government Advocate, State of Uttarakhand
4. Director General of Police, State of Uttarakhand.
5. Nodal Officer, ICJS, Police HQ, Dehradun
6. Inspector General of Prison, State of Uttarakhand.
7. State NIC Coordinator, ICJS, Dehradun with the request that on first day of implementation of the modified scheduler, all pending summons data shall be fetched to ensure that no backlog of earlier e-summons remains in NSTEP.
8. All the Registrars of the Court.
9. P.S. to Registrar General.
10. Secretary, High Court Legal Services Committee (HCLSC), Nainital.
11. Joint Registrars/Deputy Registrars/Joint P.P.S./Head P.S./Librarian/Assistant Registrars/C.P.O./Section Officers of the Court.
12. Deputy Registrar (I.T.) of the Court with request to upload it on the Official website of High Court of Uttarakhand.
13. Management Officer/Protocol Officer/Public Relation Officer of the Court.
14. Guard File.

  
**Registrar General**