OFFICE OF THE DISTRICT & SESSIONS JUDGE
DHALAI DISTRICT: AMBASSA

No.F.16(1)-DJ/D/ABS/2026/8264-89 Dated, Ambassa
The 11 th of August 2026

NOTIFICATION

In Compliance to the direction dated 25.06.2026 of the Hon'ble High Court of Tripura passed in reference to implementation of VISITOR TRACKING SYSTEM - 1.0 at all the Court Complexes of Dhalai District, this office is pleased to adopt with immediate effect the Standard Operating Procedure (SOP) for Operating VISITOR TRACKING SYSTEM (VTS) – 1.0 as noted herein below:

STANDARD OPERATING PROCEDURE (SOP) FOR OPERATING VISITOR TRACKING SYSTEM (VTS)-1.0 AT DHALAI DISTRICT

1. Document Control & Objective

Objective: To manage, monitor, and securely log the entry and exit workflows of all external stakeholders within the Dhalai District Court complexes to optimize institutional security, minimize unauthorized thoroughfare, and regulate data retention.

Scope: Applicable to all security personnel, system operators, administrative staff, and the IT Team under the Dhalai District.

2. Perimeter Control & Gate Management

To maximize institutional security and optimize monitoring efficiency, the following physical access guidelines apply:

Minimization of Access Points: The number of functional operational entry and exit points across the **Court** complexes must be strictly kept to a minimum.

Entry and Exit Hardware Deployment: Every designated point of entry and exit must have dedicated hardware devices like scanners, Webcams, Desktops, Printers or logging kiosks installed exclusively to record entry and exits.

3. Core Operational Architecture

The Visitor Tracking System (VTS) operates on a structured digital workflow managed across three distinct levels:

A. Data Entry & Online/ Offline Registration (Front Desk / Entry Gates)

Offline Information Capture: The operator will feed the following mandatory fields into the VTS interface:

- Full Name, Age and Mobile Number.
- Purpose of Visit (e.g., Case Hearing, Administrative, Advocate Meeting/Others).
- Place of Visit (e.g., Courtroom, Specific Section of the Office, or Other Destination) to be visited.

Online Information Capture: The litigants and stakeholders may access the official website to register them in the VTS application. On registration the applicant will get an auto confirmation message through email.

Identity Verification: The operator may request for a valid government-issued photo ID from the visitor.

- **Pass Generation:** Upon submission, the system will generate a digital or printed paper entry pass containing a unique transaction ID or barcode/QR code.

B. Verification & Authentication (Courtroom / Section Entry)

Check-In Validation: Upon reaching the designated Court Room or Section, the staff/peon or security personnel at the door must verify the visitor's pass against the physical bearer.

Authorized Entry: The staff may update the status in the local node (if accessible) or manually stamp/sign the pass to confirm arrival at the designated location, preventing unauthorized roaming.

C. Exit Clearance

Log-Out Process: Prior to exiting the court premises, the visitor must present the pass at the exit gate.

System Update: The Visitor will scan the pass or Security personnel (operator) to manually enter the slip number to log the precise exit time, officially closing the visit cycle.

4. Entry Point Registration Workflows

Security personnel at the designated entry points must categorize and register visitors based on the following protocols:

A. Litigants (General Public Visitors)

Identity Verification: The visitor may present valid government-issued photo ID proof.

Address Capture: Security personnel to verify the ID and manually input the permanent/present address (Offline mode) into the VTS interface during initial profile enrollment. In case of Online registration, the operator to consume the details from web portal to VTS application.

Mandatory Photo Capture: A live photograph of the litigant must be captured using the system web camera during **every visit of an individual**.

B. Government Officials

Online mode: Government Officials who register through online mode will disclose their Vistors ID to the Security personnel, thereafter Security personnel will consume the information to VTS application. **Departmental ID Card** may be asked at the entry gate in extra-ordinary circumstances.

Mandatory Photo Capture: A live photograph must be captured using the web camera system during **every individual visit**.

5. Exit Clearance & Pass Lifecycle

Pass Relinquishment: Upon completing their purpose inside the court complex, the visitor may log out via self-exit automated devices or through security personnel.

Physical Pass Disposal: Before physically exiting the gates, every visitor **must drop their printed Visitor Pass into the designated drop basket** placed at the exit terminal.

6. IT Infrastructure & Data Security

Hosting & Access: The VTS is hosted on a secure local server monitored by the **IT Team, Dhalai**. Access to the portal is strictly role-based, requiring unique user credentials for every authorized operator.

Data Privacy: Personal data collected (especially mobile numbers and ID details) must be handled in compliance with national data privacy standards. No data shall be extracted or shared with external agencies without an explicit order from the Ld. District & Sessions Judge, Dhalai.

Daily Backups: The System Administrator / IT Team must ensure automated daily backups of the visitor logs to safeguard against database corruption or data loss.

7. Database Maintenance & Data Retention

Image Data Retention Limit: To optimize storage infrastructure and protect privacy, all photographs captured at the entry gates and stored within the VTS database must be preserved by the Technical Team for a **maximum period of 6 months** from the date of the visit, after which they will be permanently purged.

Official Staff Database Maintenance: The System Administrator/IT Team/Staff engaged in Computer Section must perform timely database updates to add, modify, or remove profiles of internal official staff on account of **transfer, retirement, or demise** to guarantee security remains impregnable.

8. Technical Support & Contingency

System Outage: If a terminal or network failure occurs, gates must revert to manual ledger logs. These logs must be digitized immediately upon system restoration.

Support Escalation: Any technical bugs, terminal device malfunctions, or database update requests must be promptly routed to the **Computer Section / IT Team of District & Sub-Divisional Court Complexes, Dhalai**.

By Order,

Sd/-
(Dhiman Debbarma)
District & Sessions Judge
Dhalai District, Ambassa

No.F.16(1)-DJ/D/ABS/2026/8264-89 Dated, Ambassa, The 11th of August 2026

Copy forwarded for kind information:

1. 1.The Registrar General, High Court of Tripura, Agartala;
2. The Secretary, High Court Bar Association, Agartala;
3. The Secretary, Tripura Bar Association, Agartala;
4. The Public Prosecutor, High Court of Tripura, Agartala;
5. The Head of Office, Dhalai District, Kamalpur/Longtharai Valley/ Gonda Twisa with a request to circulate this notification to respective Bar Association(s) and implementation of VTS-1.0 at respective Court Complexes;
6. The LR & Secretary, Law, Government of Tripura, Agartala;

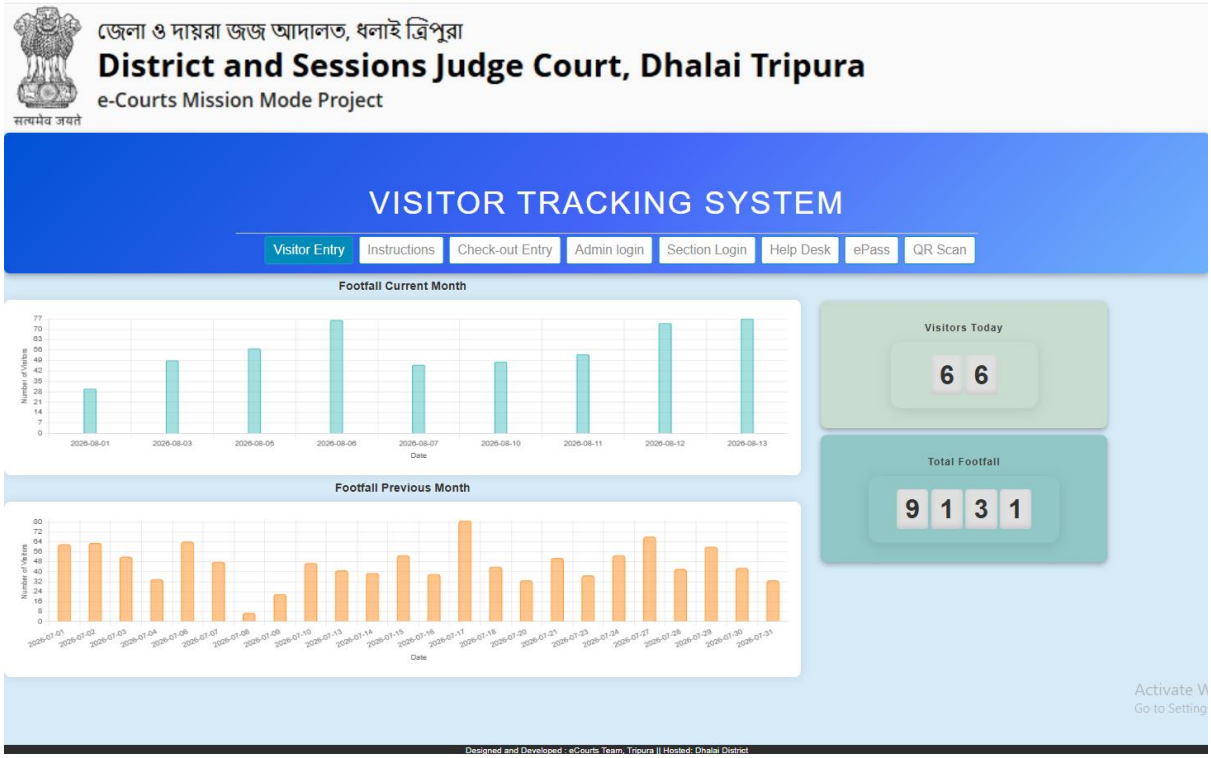
7. The Judge, Family Court, Ambassa, Dhalai District;
8. The District Magistrate (DM) and Collector, Dhalai Tripura with a request to circulate the same to all the departments at Dhalai District.
9. The Deputy Registrar (Vigilance)-cum-CPC, High Court of Tripura, Agartala;
10. The Superintendent of Police, Dhalai District, Ambassa with a request to circulate the same at all the Police Stations of Dhalai;
11. The System Officer, Computer Section, Dhalai District, Ambassa with directions to upload this Notification along with the manual in the official website of the Dhalai Judicial District;
12. The Office Superintendent (Administration), Ambassa, Dhalai District;
13. All the Personal Assistants, Dhalai District, Ambassa/ Kamalpur/ Longtharai Valley/ Gonda Twisa;
14. All the Section-in charge, Dhalai District, Ambassa/ Kamalpur/ Longtharai Valley/ Gonda Twisa;
15. All the Bench Clerks, Dhalai District, Ambassa/ Kamalpur/ Longtharai Valley/ Gonda Twisa;
16. Notice Board of the Office, Dhalai District, Ambassa;
17. Order File.

DHIMAN DEBBARMA

Digitally signed by DHIMAN DEBBARMA
Date: 2026.08.11 17:26:20 +05'30'

District & Sessions Judge
Dhalai District, Ambassa

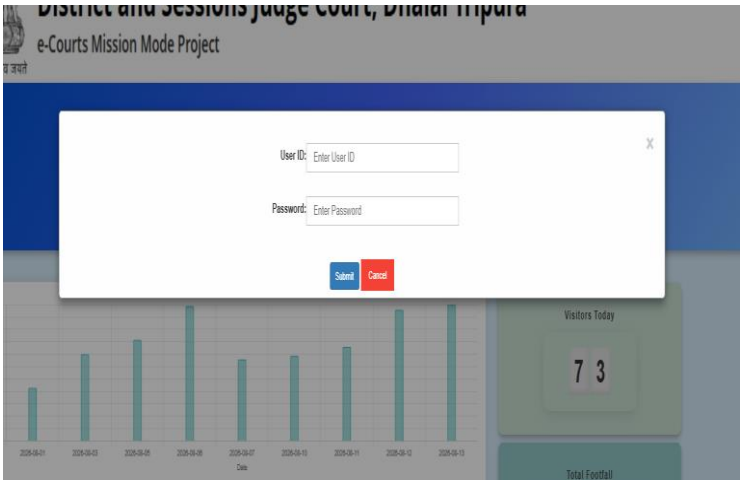
Manual of Visitor Tracking System (VTS)- 1.0



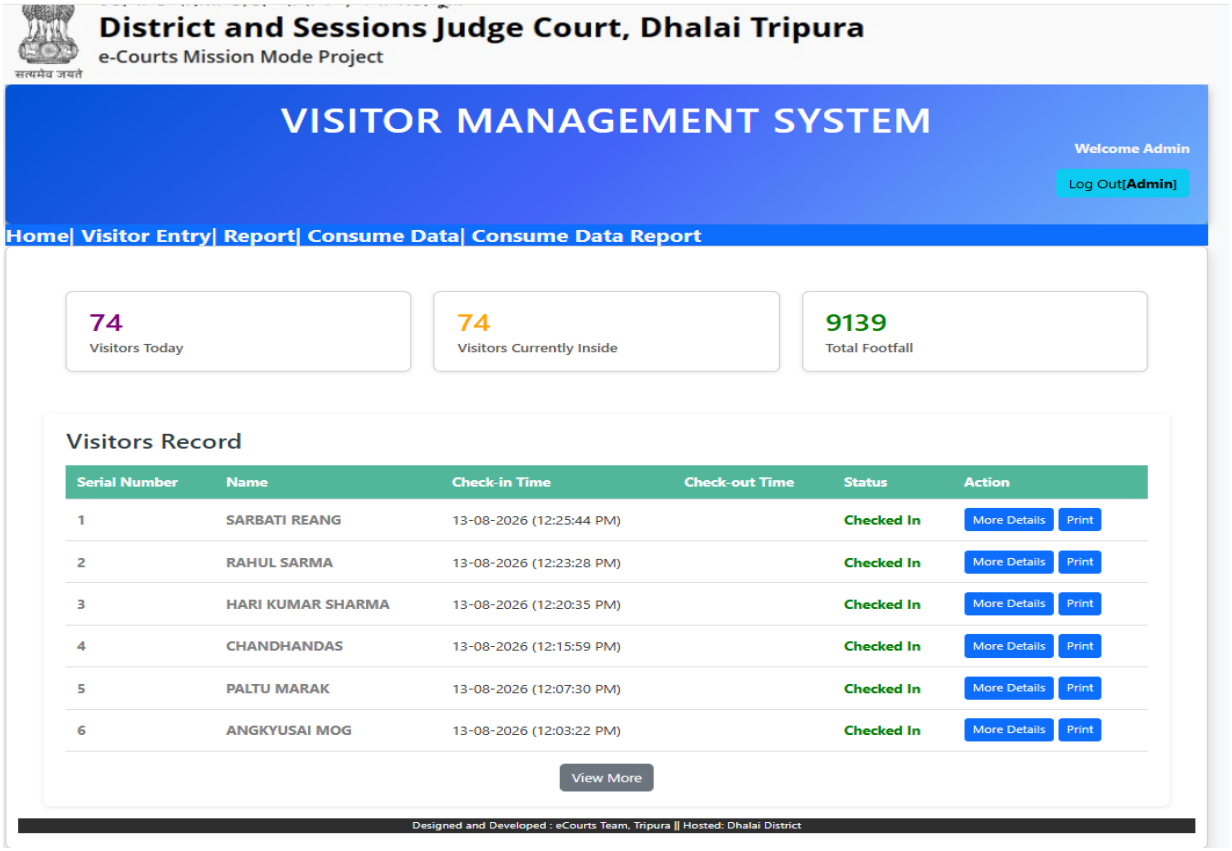
Home Page

Role: Security Person / Operator

1. During visit of any visitor, the Security Person / Operator to enter the URL of VTS -1.0 in the browser.
2. Select “Visitor Entry” Tab.
3. Login by entering allotted credentials.

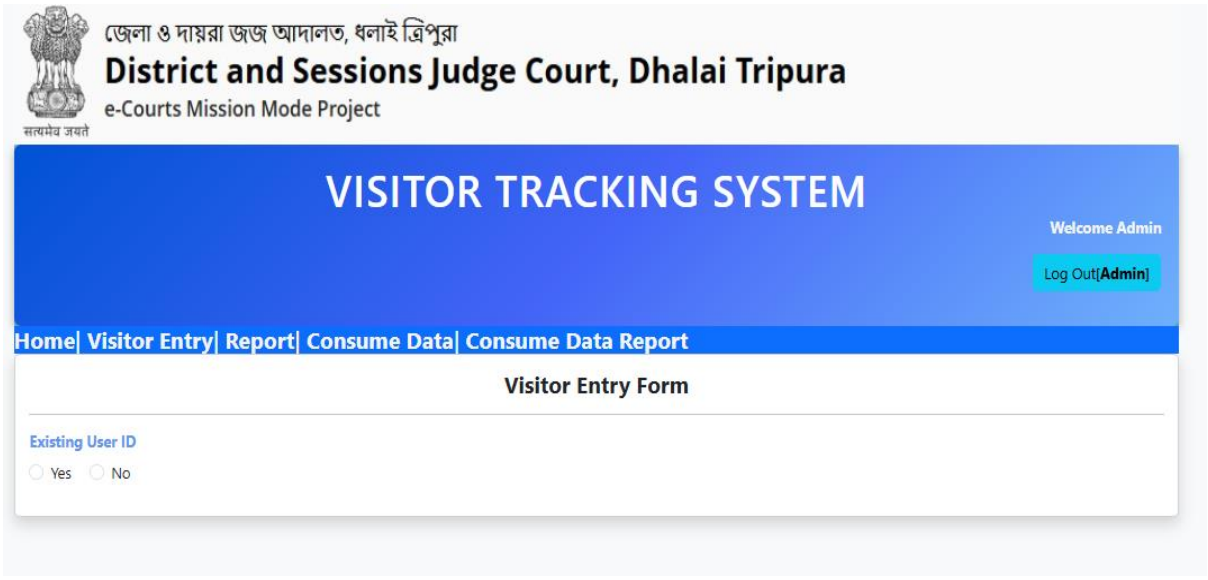


4. On login a Dashboard will be visible.

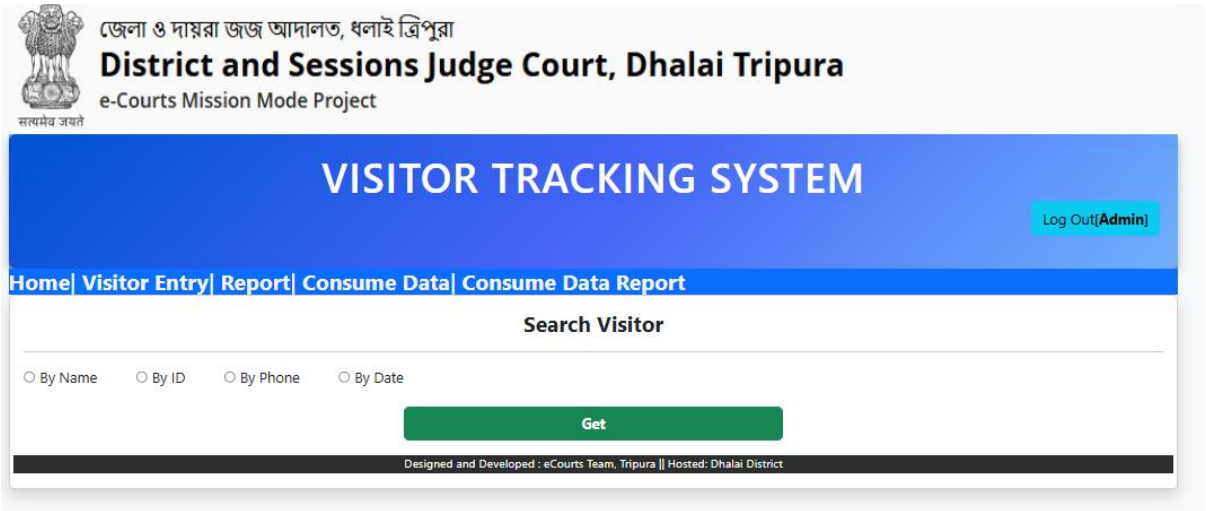


Dashboard

5. Click on "Visitor Entry" link.
6. Select whether the visitor has previously visited the court or is a fresh visitor. In case of old visitor, select "Existing User ID" – "Yes", and for new Visitor select "No"



7. If Existing User ID selected “Yes”. Search the Visitor by the options given.

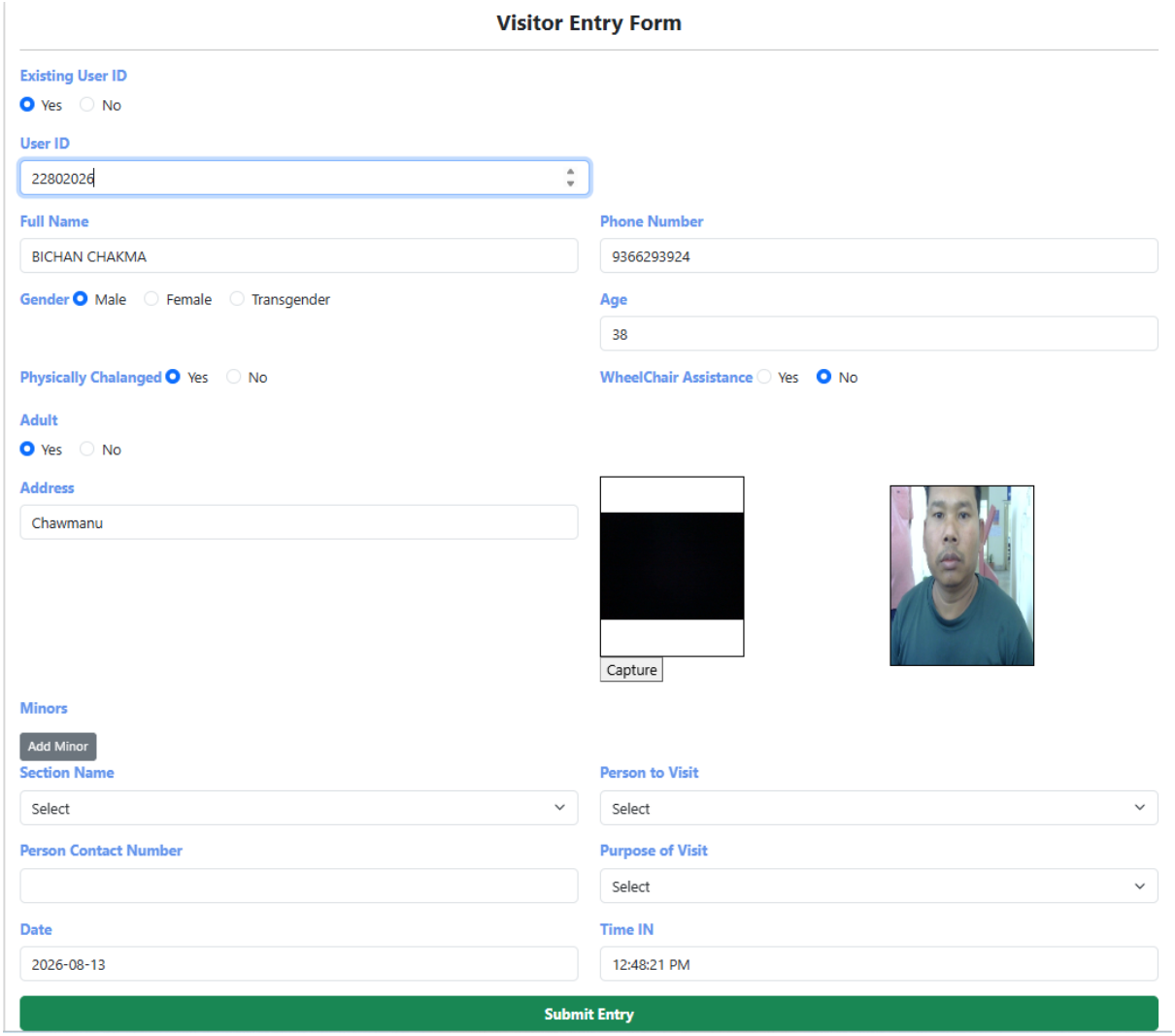


8. The visitor/ list of visitors will be available. Then from the list click on “Select” to select the concerned visitor.

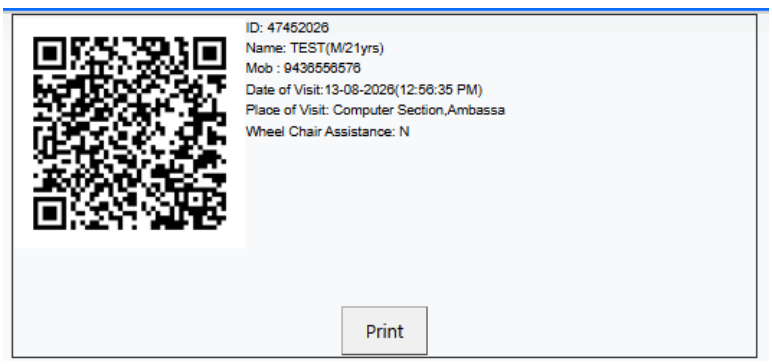


Serial No	ID	Photo	Name	Phone	Address	Purpose	Location	Visiting Date	Time In	Time Out
1	22802026		BICHAN CHAKMA	9366293924	Chawmanu	Case Connection	Court Room	2026-08-01	10:15:10 AM	04:48:23 PM select
2	22832026		MANJULAL CHAKMA	8131065261	Chawmanu	Case Connection	Court Room	2026-08-01	10:00:03 AM	04:48:11 PM select
3	39882026		SAMRAT URANG	7005516761	Karamcherra	Case Connection	Court Room	2026-08-01	10:01:32 AM	02:28:39 PM select
4	29732026		SUKKUR MIA	9862808715	Chawmanu	Case Connection	Court Room	2026-08-01	09:58:54 AM	04:48:25 PM select

9. Security Person/ Operator to capture a photo of the visitor and enter the remaining details like location of Visit and purpose of Visit etc. Then click on "Submit Entry" to submit the form.



10. A Pass generated. Take a printout of the pass and handover the same to visitor.

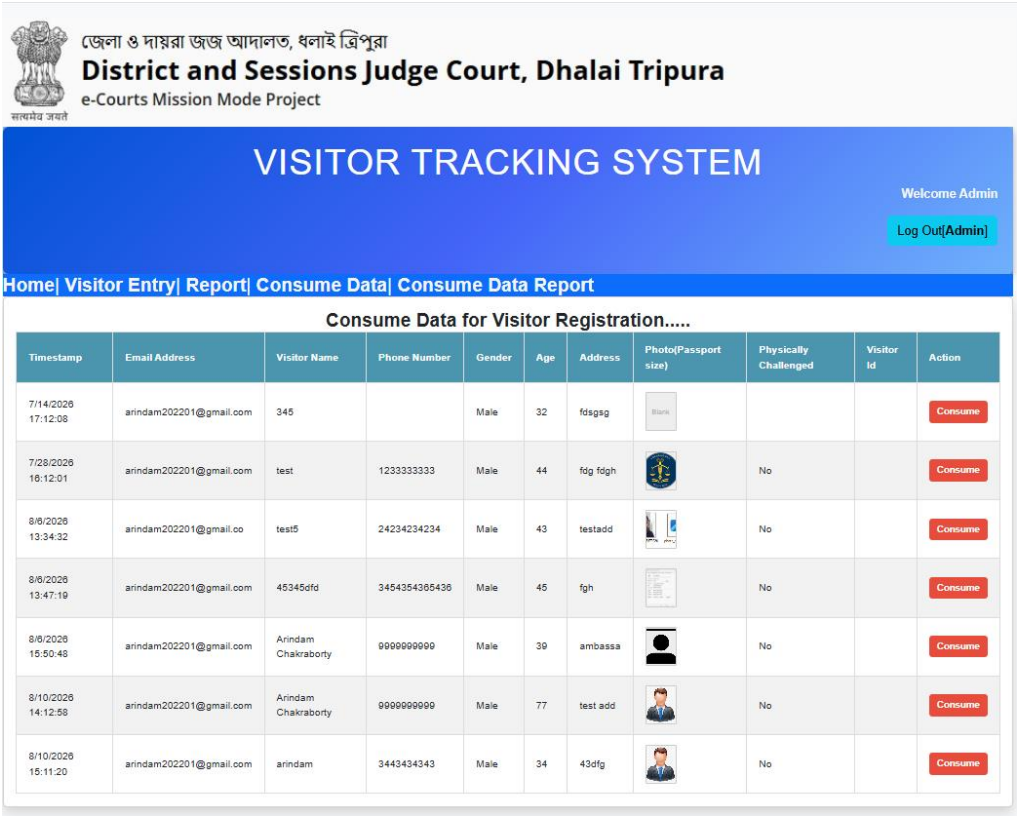


Pass

11. When a visitor comes for the first time to Court Complex, Select “Existing User ID” – “No”.
12. Security Person/ Operator to capture a photo of the visitor and enter the all the required information in the Visitor Entry form. Then click on “Submit Entry” to submit the form.
13. A Pass generated. Take a printout of the pass and handover the same to the visitor.
14. In case a Visitor has registered him/her in Online Mode and comes to visit the Court Complex, the Operator too consume the information in VTS 1.0 by clicking on “Consume Data” link.



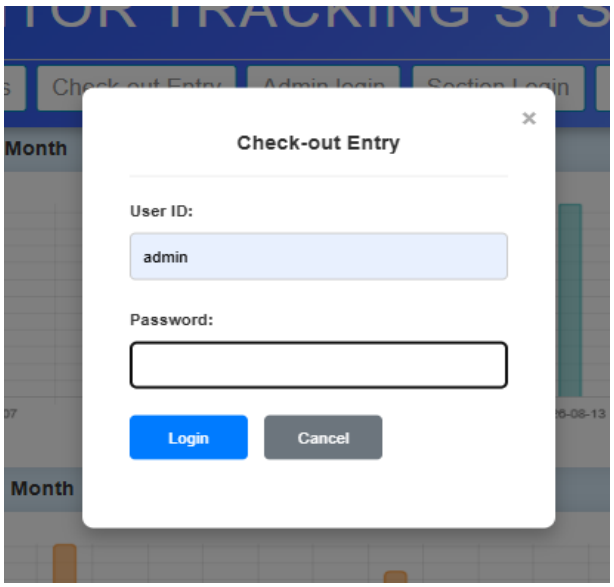
15. Click on the “Consume” button to register the visitor in the VTS 1.0.



16. On successful data consumption, an email will be forwarded to the registered email id of the Visitor mentioning the “Visitor Id”.



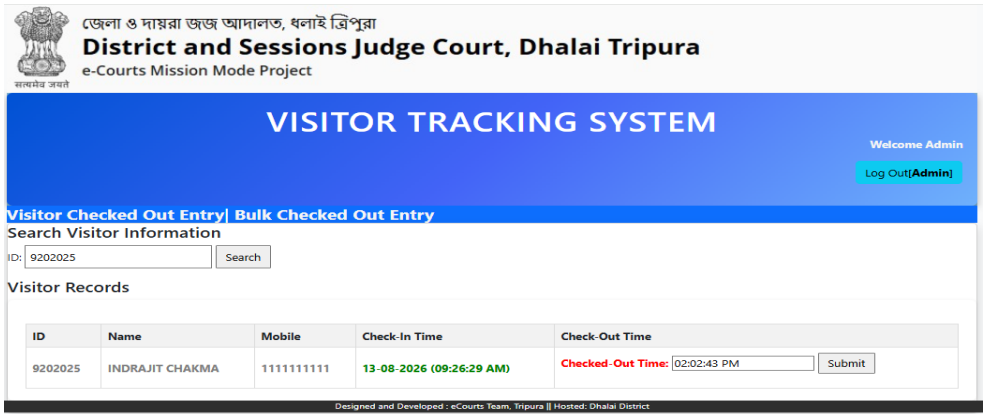
17. Click on “Visitor Entry” link. Enter the Visitors id, submit the required information’s and generate the pass.
18. Logout on completion of task.
19. For check out of Visitor, click on “Check-Out Entry” tab and Login.



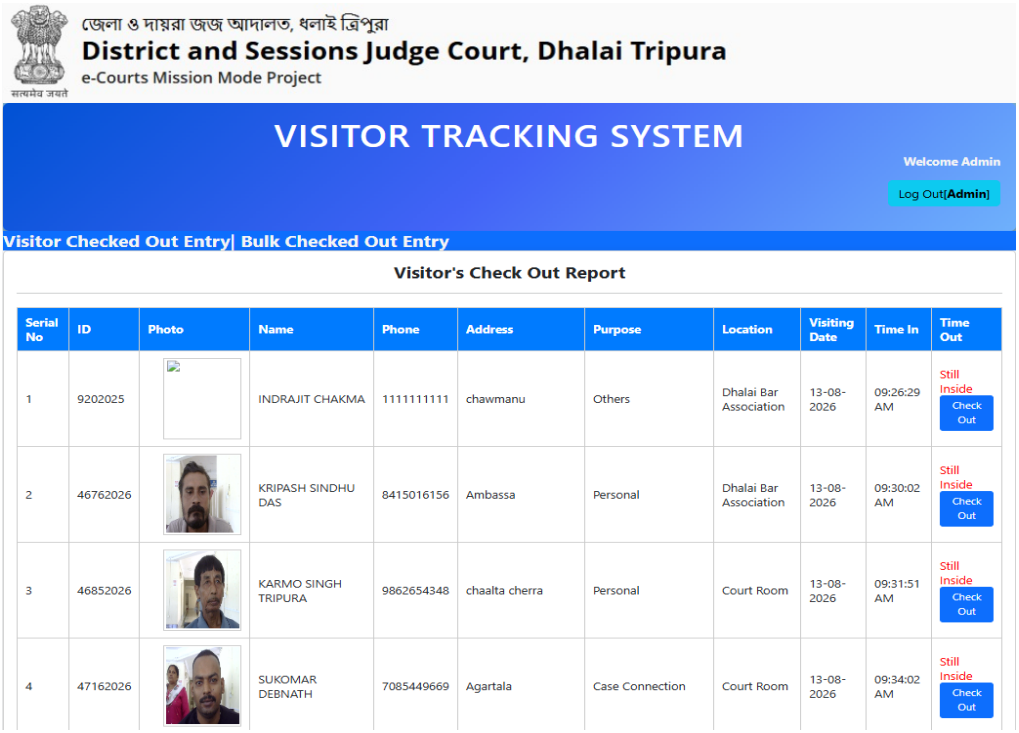
20. Enter the “Visitor Id” for the visitor who want to check out. Click on “Search”.



21. Click on “Submit” button to Check out.

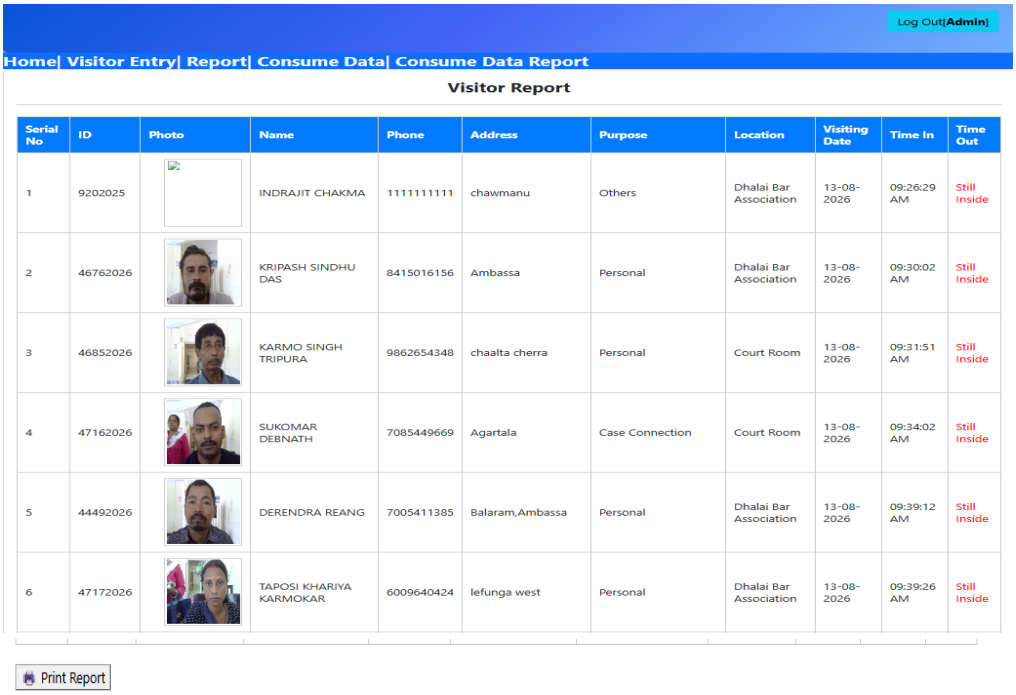


22. For more than one check out at a time, click on “Bulk Checked Out Entry”.
23. List of Visitors will appear, click on “Check Out” button for the visitor who want to check out.



Serial No	ID	Photo	Name	Phone	Address	Purpose	Location	Visiting Date	Time In	Time Out
1	9202025		INDRAJIT CHAKMA	1111111111	chawmanu	Others	Dhalai Bar Association	13-08-2026	09:26:29 AM	Still Inside Check Out
2	46762026		KRIPASH SINDHU DAS	8415016156	Ambassa	Personal	Dhalai Bar Association	13-08-2026	09:30:02 AM	Still Inside Check Out
3	46852026		KARMO SINGH TRIPURA	9862654348	chaalta cherra	Personal	Court Room	13-08-2026	09:31:51 AM	Still Inside Check Out
4	47162026		SUKOMAR DEBNATH	7085449669	Agartala	Case Connection	Court Room	13-08-2026	09:34:02 AM	Still Inside Check Out

24. Logout when work is completed.
25. Reports can also be downloaded or printed by searching for any individual or date wise. Reports are available in Visitor Entry tab.



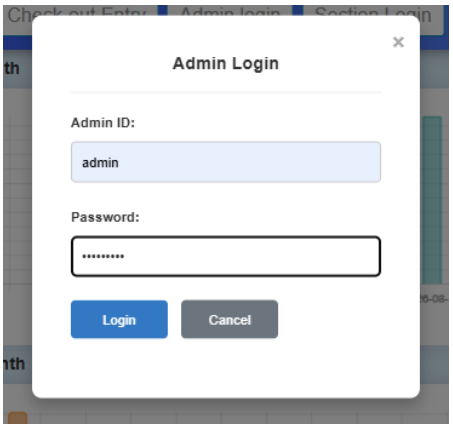
Serial No	ID	Photo	Name	Phone	Address	Purpose	Location	Visiting Date	Time In	Time Out
1	9202025		INDRAJIT CHAKMA	1111111111	chawmanu	Others	Dhalai Bar Association	13-08-2026	09:26:29 AM	Still Inside
2	46762026		KRIPASH SINDHU DAS	8415016156	Ambassa	Personal	Dhalai Bar Association	13-08-2026	09:30:02 AM	Still Inside
3	46852026		KARMO SINGH TRIPURA	9862654348	chaalta cherra	Personal	Court Room	13-08-2026	09:31:51 AM	Still Inside
4	47162026		SUKOMAR DEBNATH	7085449669	Agartala	Case Connection	Court Room	13-08-2026	09:34:02 AM	Still Inside
5	44492026		DERENDRA REANG	7005411385	Balaram,Ambassa	Personal	Dhalai Bar Association	13-08-2026	09:39:12 AM	Still Inside
6	47172026		TAPOSI KHARIYA KARMOKAR	6009640424	lefunga west	Personal	Dhalai Bar Association	13-08-2026	09:39:26 AM	Still Inside

Print Report

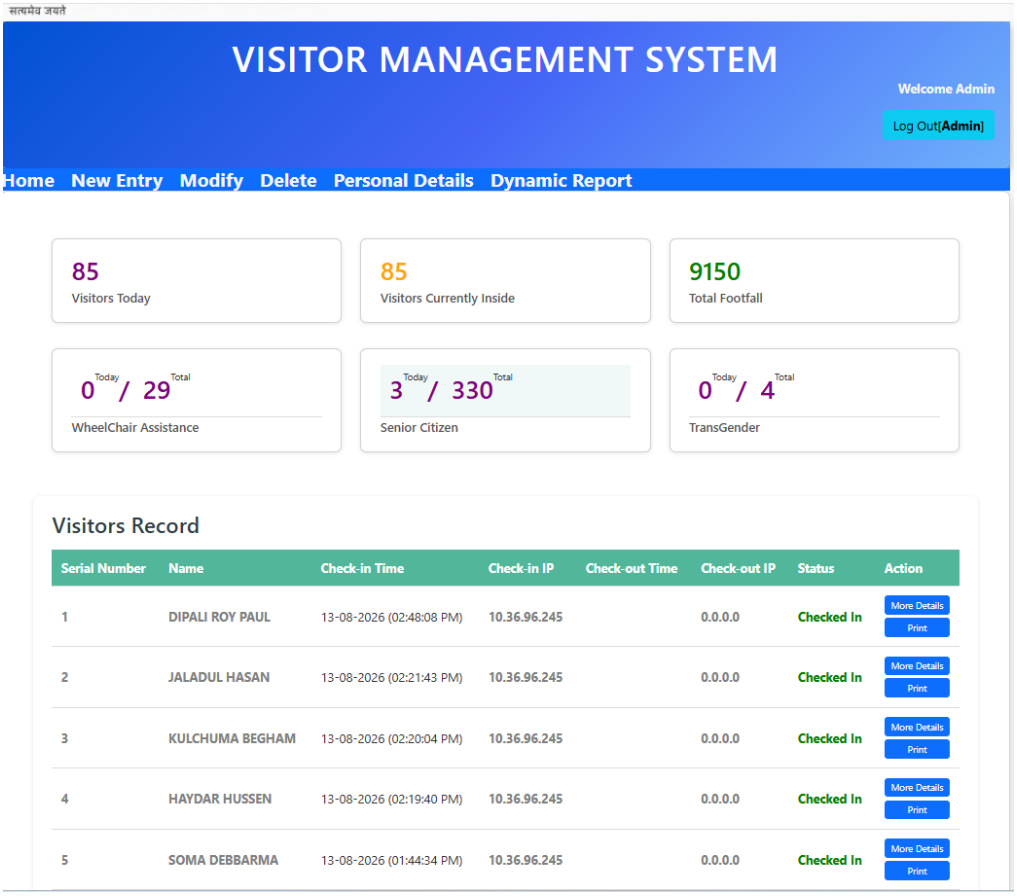
26. Reports also available for number of registrations done through online portal- “Consume Data Report”.

Role: Administrator

1. Click on “Admin Login” tab and login as Administrator.

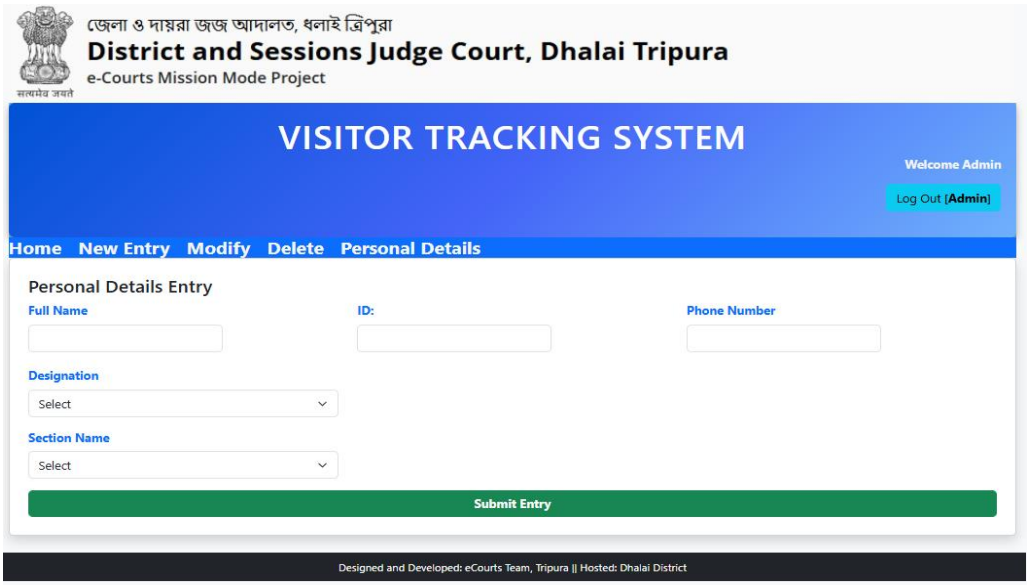


2. Dashboard for Administrator.

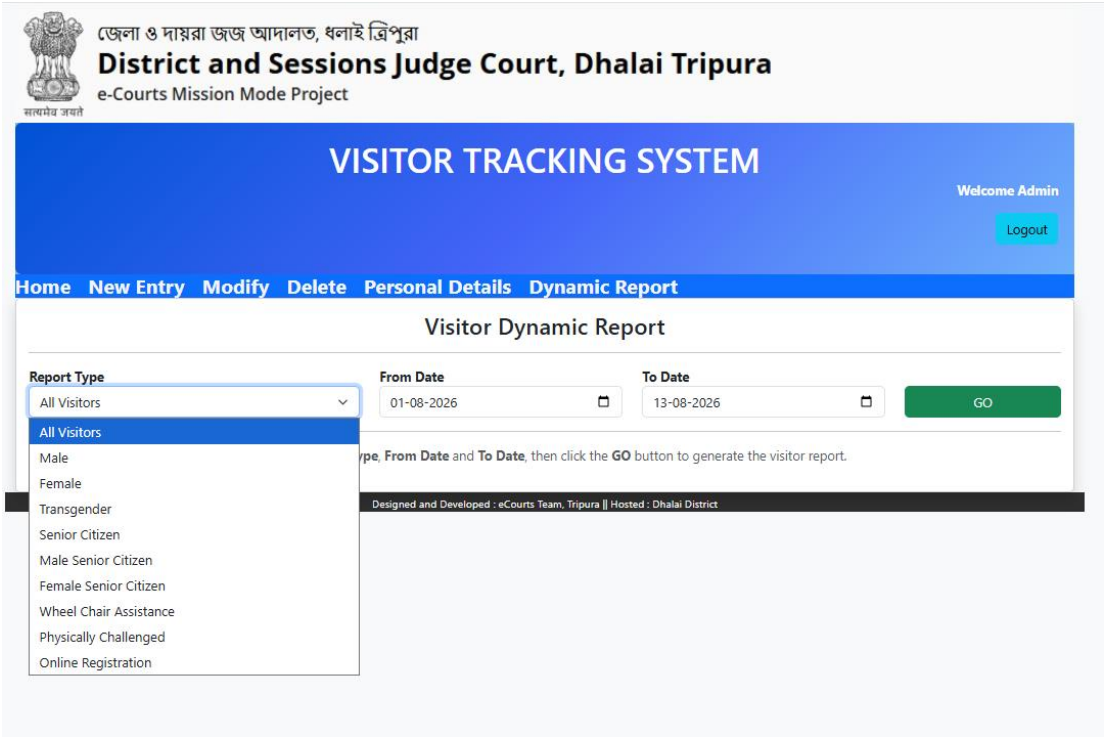


Dashboard - Admin

3. Employee name, Advocate name, Advocate Clerk name to be added in "New Entry" link. ID refers to "Employee Id / Bar Registration ID / Advocate Clerk ID".



4. Click on "Modify" link to modify the details of the employee, advocate and advocate clerks.
5. Click on "Delete" link to delete the employee, advocate and advocate clerk's information from the VTS application- applicable during transfer or retirement or demise.
6. Dynamic Reports are available for Administrator by clicking on "Dynamic Report" link.



7. Logout on completion of work.

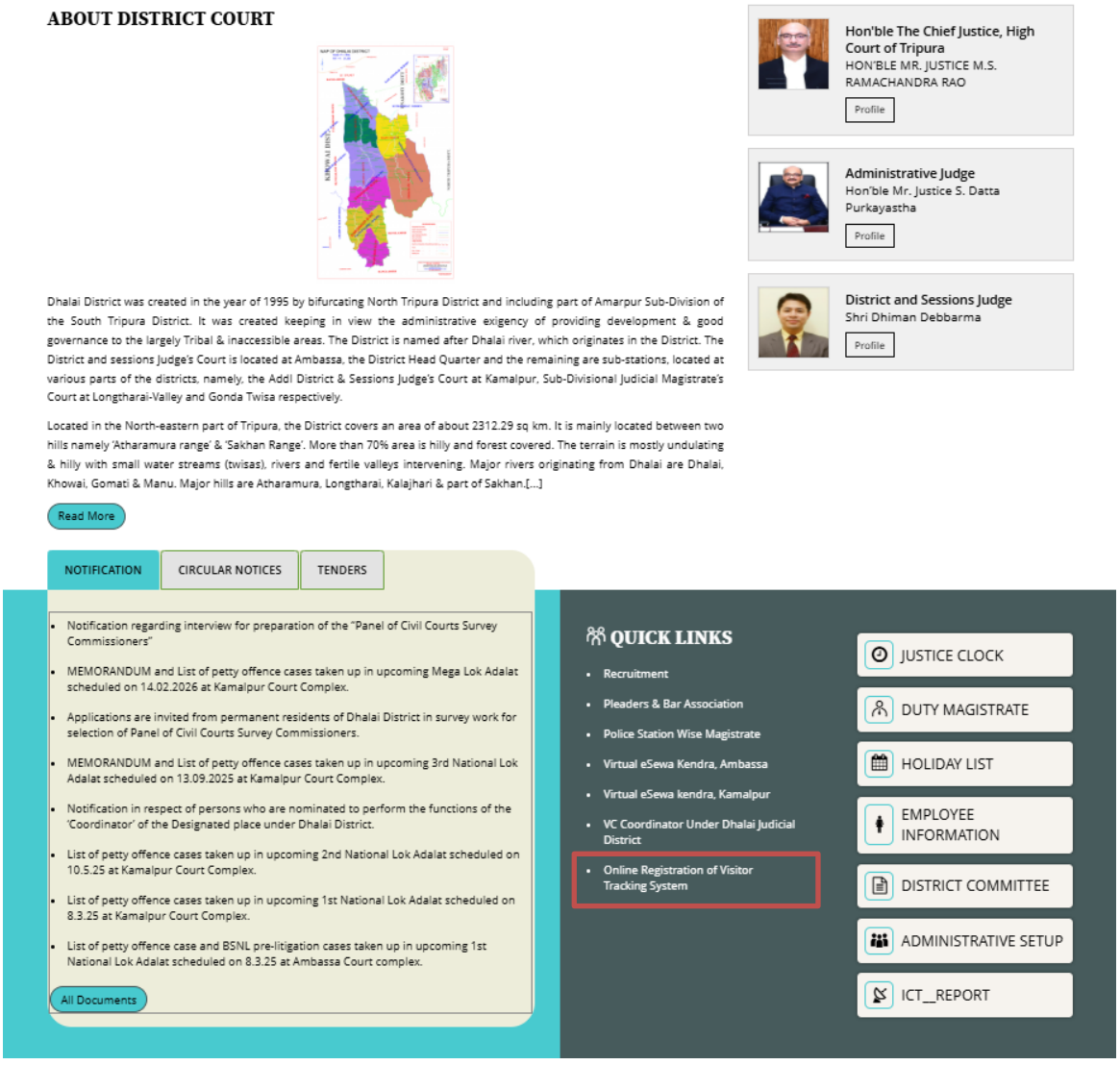
Role: Visitors

CHECK-IN - OFFLINE MODE

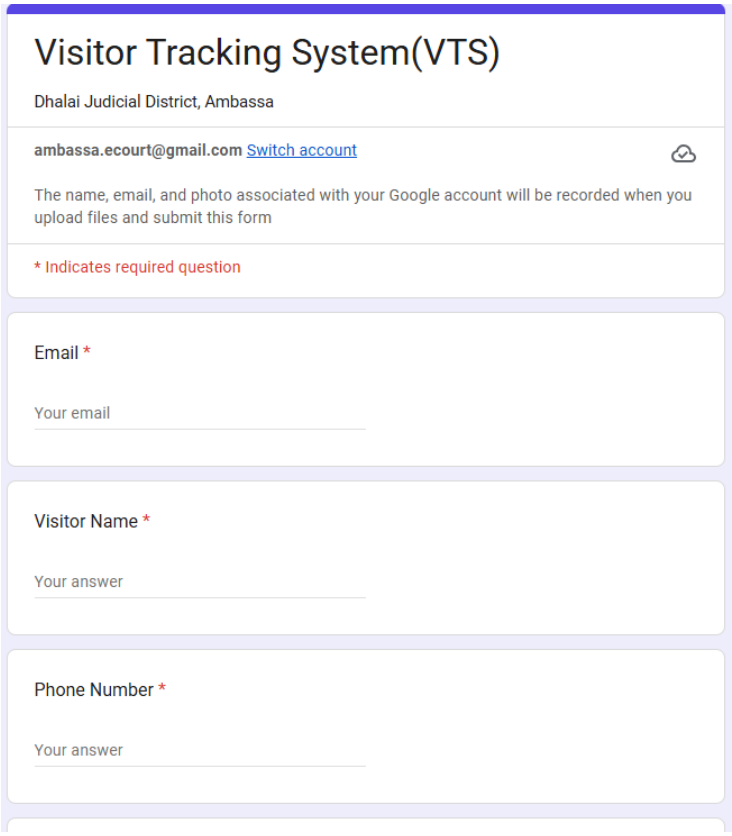
1. Approach Security Person / Operator available in the gate for checking in and collecting pass.

CHECK-IN - ONLINE MODE

2. Go to **Dhalai District Court Website**. Online registration link is available in **Quick link.**



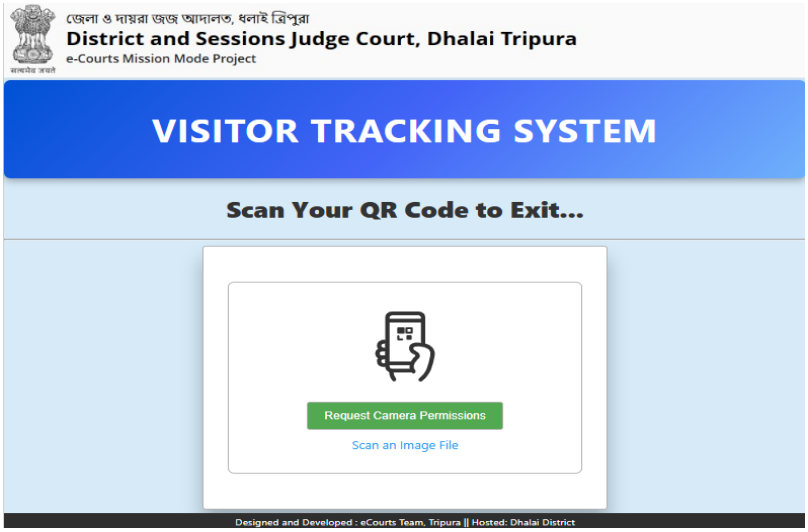
3. Fill the Form and Submit.



4. Report to Security Person / Operator available in the gate for collecting the Visitors ID and pass during visit.

CHECK-OUT

5. Approach Security Person / Operator available in the gate for check out and drop the pass in the drop basket before leaving the premises.
6. Self-Checkout can also be done by scanning the QR code available in the pass at the exit gate.



----------END----------