NSTEP

National Service and Tracking of Electronic Processes.

NSTEP is a centralized process service tracking application comprising of a **web application** and a **mobile application** designed to streamline service of summons process.

Once a process is adopted through **CIS** software by the respective courts, it will become available on the **NSTEP web application** in the electronic format. Once the processes are received in NSTEP Web application, then processes are allocated to **Mobile app** for process serving by the process servers / Bailiff.

Features offered by NSTEP -

- Enables serving of Notice/Summons in electronic form
- Posting and recordal of realtime updates from remote locations
- > Time involved in process serving is reduced by serving it in electronic form
- Transparent tracking of service of summons by process servers / Bailiff.



This document comprises of 3 parts:

Part 1: CIS software steps for NSTEP. (This part consists of 2 main sub parts)

Part 1A: CIS - Process generation for NSTEP.

Part 1B: CIS - Publish Process for NSTEP.

Part 2: NSTEP Web application (This part consists of 2 main sub parts)

Part 2A: Data Pulling

Part 2B: Process/e-summon allocation to process servers / Bailiff

Part 3: NSTEP Mobile App (This part consists of 2 main sub parts)

Part 3A: Downloading & Installing the app

Part 3B: Using the NSTEP Mobile App

Part 1 CIS software steps for NSTEP

Part 1A: CIS – Process generation for NSTEP.

This part generates the digital e-summon in pdf format to be served.

eCourtIS Civil Jude ~	Civil Judge Sr. D Shri	Civil Judge Sr. Division Estt., Dharmanagar Shri								
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Framing of Issues/Charge Linked Cases										
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Log into CIS then go to

- 1. Case proceedings
- 2. Civil-Criminal Process
- 3. Process Generation

eCourtIS Civil Judg~	Civil Judge Sr. Division Es Shri	stt., Dharmanagar		Senior Division Logout 🖻 NC3.2 CJM Bench 20-01-2022 🎟
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Framing of Issues/Charge Linked Cases				

Process Generation Screen as mentioned in step 3 as shown above.

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Not Before Me or Retain B Diary Belance Court Fee					Save						
Framing of Issues/Charge					5						

Fill the parameters as shown in the screen

- 1. Case No
- 2. Process
- 3. Addressee Type
- 4. Addressee Name
- 5. Save (Number of clicks on save button depends on number of defendants involved.

eCourtIS Civil Judg~	Civil Judge Sr. Divis Shri	sion Estt., Dharmanagar			Senior Division Logout 🖻 NC3.2 CJM Bench 21-01-2022 🏢
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Order and Judgment	Select Addressee Details				
Civil-Criminal Process Process Generation	Addressee Name : Mst. Monowara B	egam 🗸	0 Out of 1 Update		
Copy Previous Process Upload Process	Relation : Spc V R/O : A	Achad Uddin	* Address: Vill- Kurti, North Trip	Jherjheri, PS- Kadamtala, Dist- ura.	
Publish Process Process	Address: Main Address State : Select	Alternate Address V	District : Select	~	
Acknowledgement/Print Process Status	Town : Select	~	Ward : Select	~	
Work Done Sheet	Taluka : Select	~	Village : Select	~	
Roznama Dormant or Sine Die	Police Station: Select	~			
Not Before Me or Retain	Pin code: Mobile	No.:	Remarks:		
Balance Court Fee	Email:			//	
Framing of Issues/Charge		Sav	•		
Linked Cases	Number of sa	ve clicks depen	ds on number	of defendants	

**Click on save (Number of clicks on save button depends on number of defendants involved) i.e if there are 3 defendants in the case then 3 times save needs to be executed.

	Civil Judge Sr. Division Estt., D	harmanagar			Senio	or Division Logout 🗷 NC3
ecourus Civil Judg ~	Shri				CJM	Bench 21-01-2022
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Select Date			* Process: Summons for dis	posal of suit (O. 5. R. 🗸 🙆		
Daily Proceedings 🔳			Next Date:29-03-2	022 Purpose SR		
Order and Judgment 🔳						
IA on Filing For Court User	Select Addressee Addressee Details Generate Draft					
Civil-Criminal Process 🔳						
Process Generation	Pro	ocess ID :Summo	ns for disposal of suit [O. 5, R. 1, 5	.] -100001		
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Publish Process		Address	e Name · Mst. Monowara Begam			
Process		Addresse	se name . Mat. Monowara Degam	Vill- Kurti JI	neriheri PS-Kadamtal	a Dist-
Acknowledgement/Print	Address Type : Main.			Address: North Tripur	a.	.,
Process Status	State :			District:		
Work Done Sheet	Town :			Ward:		
Roznama	Taluka :			Village:		
Dormant or Sine Die	Police Station :			Remarks :		
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B Diary	Email :			R/O: Achad Uddi	n	
Balance Court Fee						
Framing of Issues/Charge			Generate Draft			
Linked Cases						
Register		Click to	generate draft			
	after Orantee	Ve				

After the data is saved, we get the option to Generate Draft.

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Process	22464						
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Roznama		Civil Judge Sr. Division Estt., Dharmanagar					
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Not Before Me or Retain	· · · · · · · · · · · · · · · · · · ·	Civil Judge Senior Division, , North Tripura.					
B Diary	SUMMONS FOR DIS	SPOSAL OF	M c/0/0000				
Balance Court Fee	SUIT	'1d S ciful Haque Vs Mst.	Monowara Begam				
Framing of Issues/Charge	(0.5.R.1.5	NEXT	DATE : 29-03-2022				
Linked Cases	То,						
	Mat. Managana D	adam.					•

After clicking the Generate Draft button, the draft of the process / summon in pdf format is created and saved.

Part 1B: CIS – Publish Process for NSTEP.

This part publishes the process / e-summon and pushes the digital pdf generated in the earlier step (Part 1A) to NSTEP web application server.

eCourtIS Civil Judg ~	Civil Judge Sr. I Shri	Division Estt., Dharmanagar		Senior Division Logout 🖻 N CJM Bench 21-01-2022	NC3.2
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Select Court Select Date	Show 10 v entries			Previous 1	Next
Daily Proceedings	Search				
Order and Judgment	Sr. No. 🔺 Date	Case No 🔶 Main Party	Notice F	Party Name 🔶 Draft 🍦 Publish	n 🍦
Civil-Criminal Process	2 1 21-01-2022	M.s/2/2022 Md. Sariful Had Mst. Monoward	ue V.S Summons for disposal of Me	st. Monowara Begam <u>Show/Delete</u> Publist	h
Process Generation Copy Previous Process Upload Process Problem Process Acknowledgement/Print Process Status Work Done Sheet Roznama Dormant or Sine Die Not Before Me or Retain B Diary Balance Court Fee Framing of Issues/Charge Linked Cases	Showing 1 to 1 o	f 1 entries		Previous 1 4	Next

Log into CIS then go to

- 1. Case proceedings
- 2. Civil-Criminal Process
- 3. Publish Process Generation (all the number of processes in the list)

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		Civil Judge S									Senior Division	Logout 🖻 N	C3.2
Civil Judg		Shri Saamyaj	Process will be generat	ed. Do y	ou want to continue?						CJM Bench	21-01-2022	
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A						Ĩ.							
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Linked Cases													
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Re-Confirmation pop up for pushing the e-summon / process to NSTEP web application Server.

Part 2 - NSTEP Web application

Part 2A: Data Pulling

This part pulls data that was being pushed by the CIS Software from different courts into NSTEP web server. It helps in allocation of the e-summons to different process servers / Bailiffs for serving in field.

Login to NSTEP web portal via the below link https://nstep.ecourts.gov.in/nstep/index.php

step.ecourts.gov.in/nstep/index.php		🖻 ☆ 🌲
	NSTEP	
Ν	ational Service and Tracking of Electronic Processes	
	Login	
	Username	
	Password	
	xvfTgt C Captcha	
	Submit	
	DOWNLOAD NSTEP ANDROID APP Process Serving App for Court Bailiffs Updated version 1.3 available	
	S2	

Enter Username Enter Password Enter Captcha Click Submit.



After successful login we get the main dashboard as shown above.

NSTEP	National Service and Tracking Dharmanagar Process Admin (Process Admin) Tripura North Tripura Search here Q 🖻 🔅 🚱
User Management	A / Process Management / Consume Data
Process Management	For the Current Year, for Consuming data, you need to use Year Initialization menu option, under User Management menu from the District Admin Login.
Consume Data Process Allocation	Consume Data
Process Deallocation	Select 🗹 Court Establishment
Bailiff Process Transfer	District and Sessions Judge Court Complex, Dharmanagar
Process Delivery	Civil Judge Sr. Div. Court Complex, Dharmanagar
Process Status	Civill Judge Jr. Div. Court Complex, Dharmanagar
Archieve Process	Chief Judicial Magistrate Court Complex, Dharmanagar
Consume Previous Year	Pull
butu	
3	

For pulling CIS data in NSTEP that is being pushed by the CIS from different courts we follow the below steps.

- 1. Click consume data and select the checkbox for various Court Establishments
- 2. Click Pull.

Now the data from the CIS are pulled in the NSTEP web application server.

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NSTEP	Naforal Serie 210 Casking 🕲 Dharmanagar Process Admin 📷 North Kome) Tripuna North Tripuna Sorth Tr	National Service and of Electronic Process	Tracking Dharmanagar Process Admin Process Ad	min Tripura North Tripura	Search here	Q 🛛 🗘 🖗		
User Management	🛠 / Process Management / Consume Data	Liser Management	lanagement / Consume Data					
Process Management 👻	District and Sessions Judge Court Complex, Dharmanagar, Civil Judge Sr. Dir. Court Complex, Dharmanagar, Civil Judge Jr. Court Complex, Dharmanagar, Civil Judge Jr. Dir. Court Complex,	Process Management	* No Record in District and Sessions Ju * No Record in Civil Judge Sr. Div. 1	dge Court Complex, Dharmanagar Af Court Complex, Dharmanagar After 1	ter 21-01-2022 02:49:12 PM 8-01-2022 01:00:23 PM			
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Process Deallocation	Consume Data	Process Deallocation	under öser Manag	ement menu from the District Adm	in Login.			
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Process Status	2 Civil Judge Sr. Div. Court Complex, Dharmanagar	Process Status		Select 🗹 Court Establishment				
Archieve Process	Civil Judge Ir. Div. Court Complex, Dharmanagar	Archieve Process		District and Sessions Judge I	Court Complex, Dharmanagar			
Consume Previous Year Data	2 Chief Judicial Magistrate Court Complex, Dhamanagar	Consume Previous Year		Civil Judge Sr. Div. Court Cor	nplex, Dharmanagar			
	Ral	Data		Civill Judge Jr. Div. Court Co	nplex, Dharmanagar			
				Chief Judicial Magistrate Co	urt Complex, Dharmanagar			
		•		Pul				
If data	is pulled successfully, we get a							
notific	ation stating data nulled successfully	If data is no	t nulled suc	ressfully		e te		
notine		notification	stating no i	record fo	ound in			
Here tl	he respective courts that had pushed	concerned court with date and time.						
the e-s	summons data from CIS are now being							
Import	ed to the NSTEP web application							
server								

Part 2B: Process /e-summon allocation to process servers / Bailiff

After data is pulled, we now go to Process Allocation tab. Here processes that are imported are displayed in tabular form. Now the e-summons are allocated to concerned Process Servers / Bailiffs for serving in field. This allocation is generally being done by the Nazarat Section / Process Admin.

NSTEP	National Service and Tracking (Dharmanagar Process Admin (Process Admin) Tripura N of Electronic Processes	orth Tripura				Search	nere	۹ 🔳	۰
O User Management	R / Process Management / Process Allocation								
Process Management ¥		Pro	ocess Allocation						
Consume Data		Civil Pro Allocate to: Bailiff Other Pro	cess O Criminal Process cess Messenger O Within State O Outside State						
Process Allocation	<u> </u>	From Date: 01-01-2022	To Date: 19-01-2022 Go	Neural Decess (214)					
Process Deallocation		Dailin	Invame. Bikash Debhadh (TRINTous)	alocated Process (314)	4				
Bailiff Process Transfer	Show 100 entries	Sear	ch: []			Hide Colu	mns PDF	Excel	CSV
Process Delivery Process Status	Sr No Process Id / Process Title	¢ Case No. ¢	Designation Name \$	Addressee Name	Addressee Address ¢	Email Mobile	View Process	Edit ¢	Tag ¢
Archieve Process Consume Previous Year Data	PTRWT010000920022_1_1 Notice to show cause (general form) [General Form (N Provision of Law as such)]	io T\$MACH1/2022	Add District and Sessions Judge	Madan Debnath	SIO LL Mahendra Debnath of South Padmabill, Vear No. 4, Near Mahadeb Bari, P.O Panisagar, P.S Panisagar, P.S Panisagar, North Tripura, Pin 700200 (Owner of the offending vehicle Maruti Alto No.		5		6
	2 PTRUT010001922021_1_3 Summons to appear in person [0.5, R. 3]	T S (M A C)/13/2021	District and Sessions Judge	The Branch Manager	National Insurance Company Ltd. Dharmanagar Branch, P/S Dharmanagar, North Tripura.		View		
		Submit							
	Showing 1 to 2 of 2 entries						Previou	s 1 1	Next

For process allocation we follow the following steps:

- 1. Go to Process Allocation Tab.
- 2. Select the number of process entries to be viewed per screen.
- 3. Select Process server name who will be serving the process in field.
- 4. This displays the allocated processes to the Process Servers.
- 5. View the e-summon in the pdf form
- 6. Click Tag to allocate the process to the concerned Process Server / Bailiff
- 7. Submit

After submitting, the process is forwarded to the Process Server / Bailiff NSTEP mobile app

There are other features provided by the NSTEP web application like **Process Deallocation (where one process that was allocated to a process server can be deallocated), **Bailiff Process Transfer** (where previously allocated processes can be transferred between Bailiffs), **Process Delivery** (enables delivery marking for the process from the web portal), **Process status, Archive Processes, Consume Previous Year Data** are there.

Part 3 - NSTEP Mobile App

After allocation of the processes to the Bailiffs / Process servers from NSTEP web application portal for serving of processes in field, these processes can be viewed in the NSETP mobile app.



Part 3A: Downloading & Installing the app

NSTEP App can be downloaded from the following link https://nstep.ecourts.gov.in/nstep/index.php

For installation, open the downloaded file and follow the steps as shown in screenshot



Part 3B: Using the NSTEP Mobile App

Once installation is completed, open the NSTEP app and we get the following login screen. The various screens of the application are explained below:



<u>LOGIN</u>

**Login into the app via entering the parameters as stated above in the Login Screen.

VIEW ALLOCATED PROCESS LIST



Once logged in, we get to see the main screen which contains the following elements.

1. On the Top, App will display count of processes for which status needs to be uploaded on the server.

2. 'Scan QR Code' button is used to Scan QR Code of the case and displays list of processes belonging to that case.

3. List of processes to be served is displayed.

4. 'Refresh Processes' button is used to receive newly allocated process to the Bailiff.

5. Click on any of the process to view the process / e-summon in pdf format to get displayed.

**In this screen mostly used is the list of the processes allotted to Bailiff / Process Server as shown above.

VIEW PROCESS IN PDF FORMAT

18:00 🛇 🗛 🗹		Ved 461 🗎		
TENTIOI-000379-2021	No. 3 essions Judge Estt. Dha CURT OP Mr. Gautan S Judge, Dharmanagar, 3 Smt. Archana Das Insurance	PTRNT010003752021 TRAD0gar Sarkar North Tripura. T'S (MAC)27422 Vs Sri Jyotish Chakma (Durne the offending yebi NEXT DATE : 28-01-2 Co. Ltd.,	1.3 1.3 rat clej 102	
The Oriental Insurance Ce. Ltd., Rajbari, PS-Dharmanagar, North Tripura. Whereas Sint. Archana Das has instituted a suit against you for you are hereby summoned to appear in this Court in person on the 28-01-2022 at 11:00 o'clock in the forenoon, to answer the claim; and you are directed to produce on that day all the documents upon which you intend to rely in support of your defence. Take notice that, in default of your appearance of the day before mentioned, the suit will be heard and determined in your absence.				
Given under my hand and the seal <u>Visit counts.grvin for unders or drawload</u> . The process is system generated and trans signature not applied.	of the Court, this 24-11-2 mobile ago "eCourts Servi mitted in secured manne	2021 District & Sessions Ju <u>kes" from Ambroid or 705</u> r by authorised user as such phy	ndge sical	
			C	
Photo		Sign/thumb		
View PDF Capture Pho	♂ Signature	Q Location S	Service	
	0	<		

After the Bailiff reaches the address of the party to whom process is to be served, he needs to tap on the process from the list which will display the process in PDF format.

After that he will hand over the physical copy of the process to the concerned party.

CAPTURE PHOTO



Select the Capture Picture option and the camera opens up to click photo.

Click the photo of the person to whom the process is being served.

TAKE ON SCREEN	SIGNATURE
≡ Signature	
Avimuna &	
Photo	Sign/thumb
III (1	2

- 1. Then go to the Signature tab.
- 2. The person puts on screen signature.
- 3. Click on the tick button to save the signature

SAVE LOCATION



1 Then go to the Location tab. App displays the map for capturing mobile device location.

- 2. Bailiff needs to tap on 'Save' button to store the geo coordinates available.
- 3 "Reload/Refresh " floating button is provided to refresh the map.

SERVICE SERVED / NOT SERVED STATUS



Then go to the Service field – Here Bailiff needs to mark the status of process as "Served" or "Not Served" with respective remarks or reason for serving or non serving. Bailiff needs to tick on 'Confirm and Upload' to upload status of process to the server. This is the final step where we have to confirm and upload. After completion of all the above steps the process that was selected at first is deleted from the NSTEP Mobile app list. This bring to the completion of the serving of a process via NSTEP.

While uploading the status of processes to the server if any communication problem arises or device has network issues, then status gets uploaded locally on the mobile device of the Bailiff. Bailiff can upload status of processes using 'UPLOAD' menu available in Side Menu.

SIDE MENU



The Side Menu is found in all the screens of the application.

The Side Menu of App is used for various options like Upload, Delete and Logout .

All the above options are described below:

<u>UPLOAD</u>

 			
List of Processes Served			
1 Notice to minor defendant. [O. 32, R. 3] Name :			
2 Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14] Name : Firozkhan Ahmedkhan Address : Quadriya Colony, Near Misarwadi, Mobile :			
Upload			

This option displays list of all served processes.

Bailiff can upload status of served processes to the server.

Re-uploading of process status can also be done from this option.

DELETE



This option displays list of processes whose status is already uploaded by Bailiff to the server.

Delete option is provided to the Bailiff to delete the processes from this list.

<u>LOGOUT</u>



This option is used to logout from the App.