

NSTEP

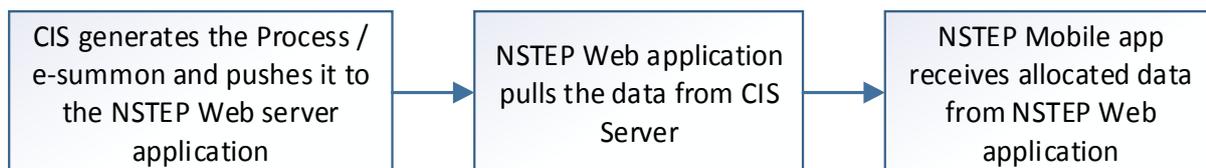
National Service and Tracking of Electronic Processes.

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)

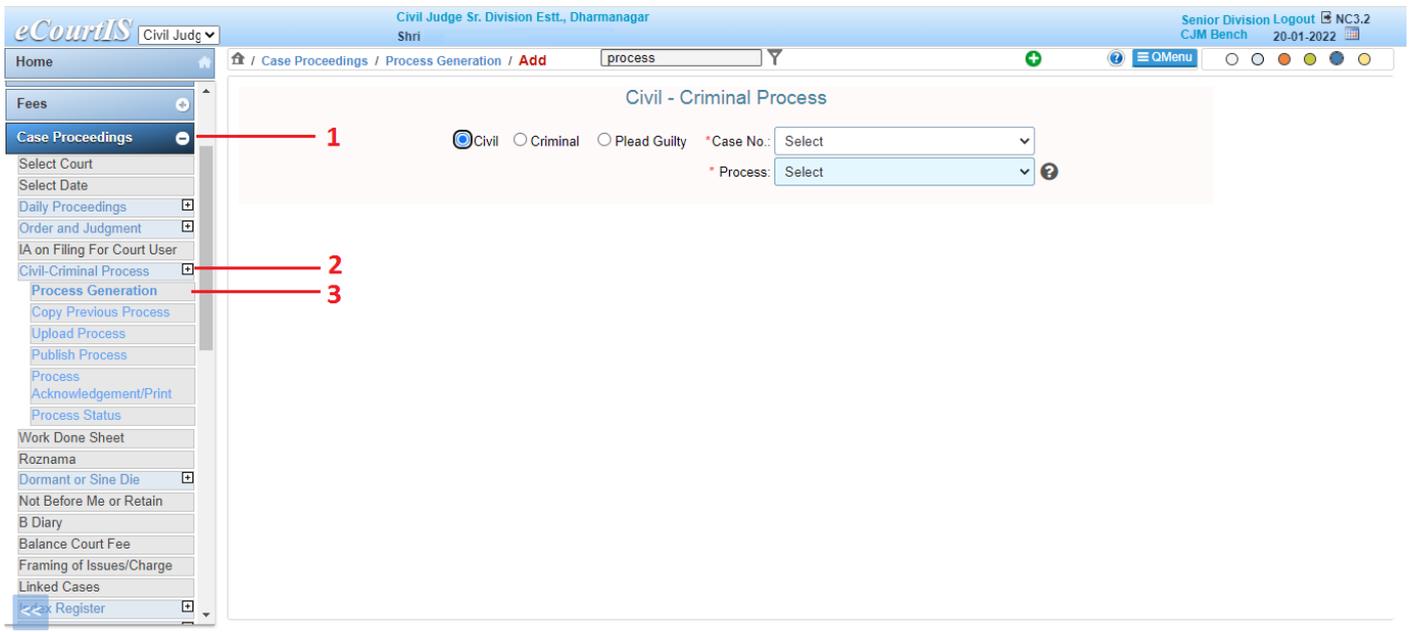
Part 3A: Downloading & Installing the app

Part 3B: Using the NSTEP Mobile App

Part 1 CIS software steps for NSTEP

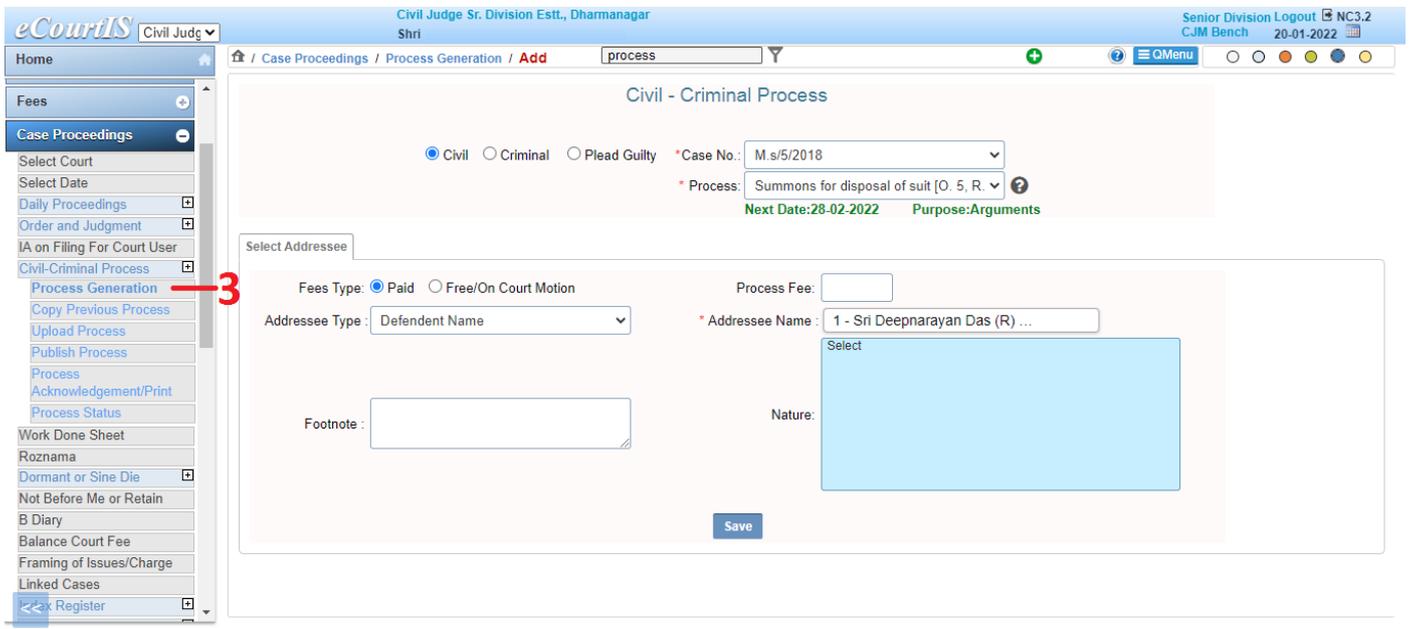
Part 1A: CIS – Process generation for NSTEP.

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



Log into CIS then go to

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



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

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).

**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.

eCourts Civil Judge Sr. Division Estt., Dharmanagar Shri Senior Division Logout NC3.2 CJM Bench 21-01-2022

Home / Case Proceedings / Process Generation / Add process

Civil - Criminal Process

Addition successful

Civil Criminal Plead Guilty *Case No.: M.s/2/2022

* Process: Summons for disposal of suit [O. 5, R. 1, 5] ?

Next Date:29-03-2022 Purpose:SR

Select Addressee Addressee Details Generate Draft

Process ID :Summons for disposal of suit [O. 5, R. 1, 5] -100001

Footnote :	Nature
Fees Type: Paid	Process Fee:

Addressee Name : Mst. Monowara Begam

Address Type : Main.	Address: Vill- Kurti, Jherjheri, PS- Kadamtala, Dist- North Tripura.
State :	District:
Town :	Ward:
Taluka :	Village:
Police Station :	Remarks :
Pin code :	Mobile No.:
Email :	R/O: Achad Uddin

Generate Draft

Click to generate draft

Designed & Developed by National Informatics Centre Version:- NC3.2

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

eCourts Civil Judge Sr. Division Estt., Dharmanagar Shri Senior Division Logout NC3.2 CJM Bench 21-01-2022

Home / Case Proceedings / Process Generation / Add process

Civil - Criminal Process

1 Notice generated successfully

Civil Criminal Plead Guilty *Case No.: Select

Next Date:29-03-2022 Purpose:SR

TRNT030000062022_1_... 1 / 1 98%

TRNT03-000006-2022



No. 1
Civil Judge Sr. Division Estt., Dharmanagar
 IN THE COURT OF **Shri Saamyajyoti Debnath**
Civil Judge Senior Division, , North Tripura.

SUMMONS FOR DISPOSAL OF SUIT M.s/2/2022

Ad. Saiful Haque Vs Mst. Monowara Begam
 NEXT DATE : 29-03-2022

(O. 5, R. 1, 5.)

To, Mst. Monowara Begam

Draft

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.

The screenshot shows the eCourtsIS web application interface. The sidebar on the left contains a menu with the following items: Home, Fees, Case Proceedings (highlighted with a red arrow 1), Select Court, Select Date, Daily Proceedings, Order and Judgment, IA on Filing For Court User, Civil-Criminal Process (highlighted with a red arrow 2), Process Generation, Copy Previous Process, Upload Process, Publish Process (highlighted with a red arrow 3), 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, and Register. The main content area displays a search bar with 'From Date' and 'To Date' filters set to 01-01-2022 and 21-01-2022 respectively. Below the search bar is a table with the following columns: Sr. No., Date, Case No., Main Party, Notice, Party Name, Draft, and Publish. The table contains one entry with Sr. No. 1, Date 21-01-2022, Case No. M.s/2/2022, Main Party Md. Sariful Haque V.S Mst. Monowara Begam, Notice Summons for disposal of suit [O. 5, R. 1, 5], Party Name Mst. Monowara Begam, Draft Show/Delete, and Publish (highlighted with a red arrow 4). The table footer shows 'Showing 1 to 1 of 1 entries'.

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)

The screenshot shows the eCourtsIS web application interface with a re-confirmation pop-up dialog box. The dialog box contains the text '172.18.0.100 says Process will be generated. Do you want to continue?' and 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The background shows the same 'Publish Process' interface as in the previous screenshot, but the 'Publish' button is no longer highlighted.

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>

nstep.ecourts.gov.in/nstep/index.php

NSTEP
National Service and Tracking of Electronic Processes

Login

Username

Password

xvfTgt C Captcha

Submit

DOWNLOAD NSTEP ANDROID APP
Process Serving App for Court Bailiffs
Download Now
Updated version 1.3 available

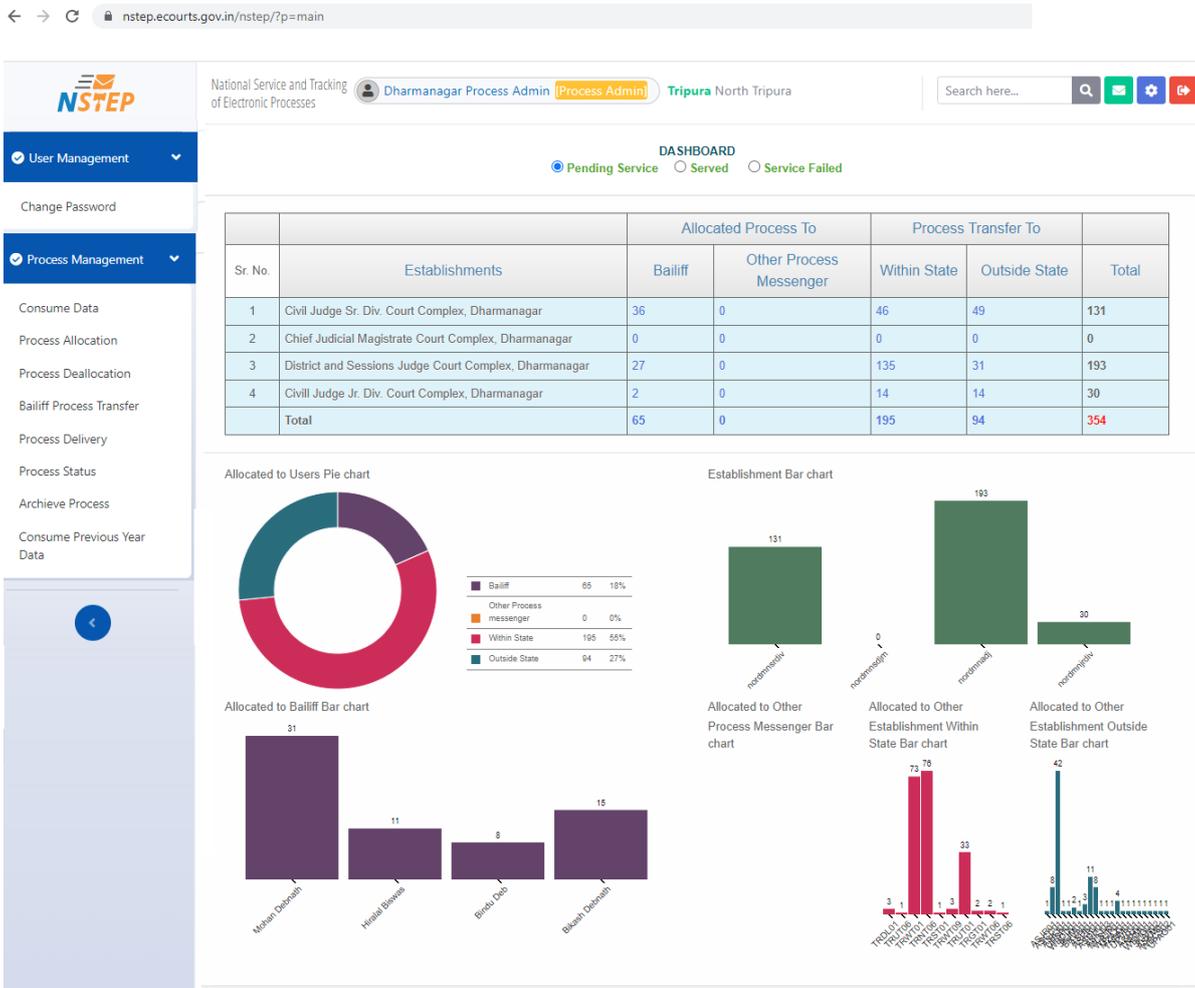
52

Enter Username

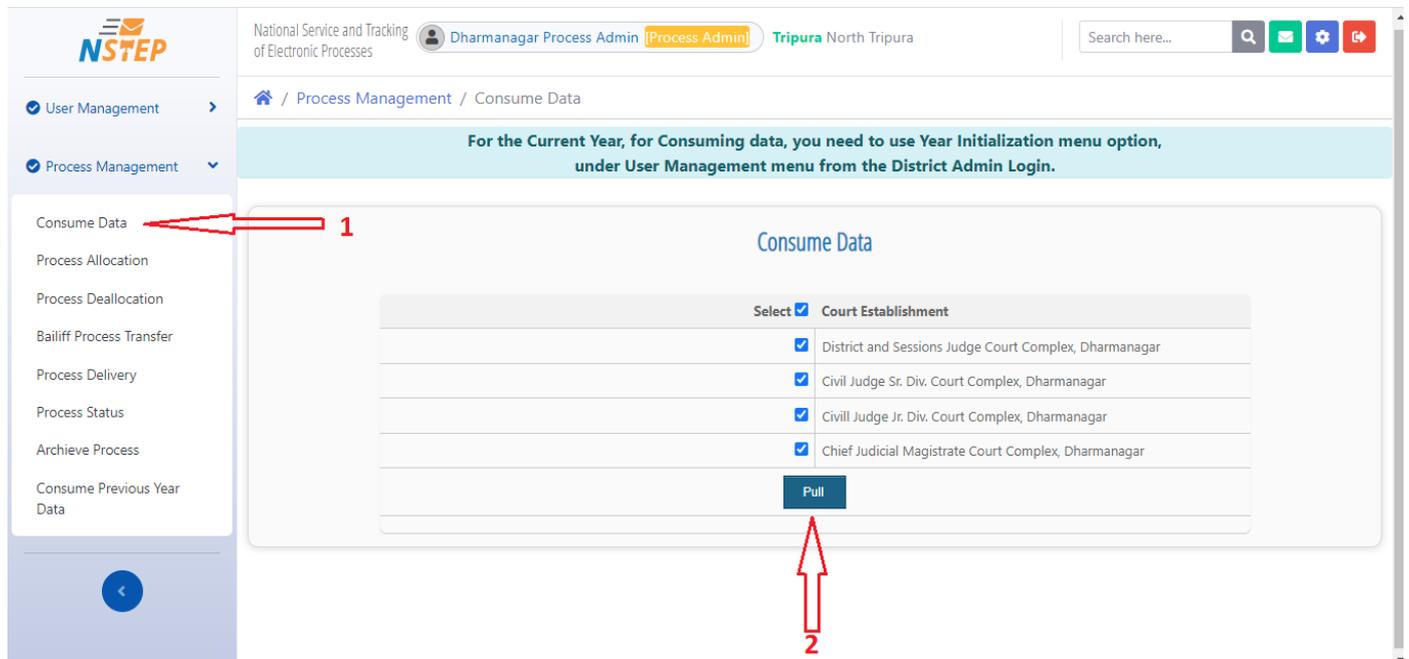
Enter Password

Enter Captcha

Click Submit.



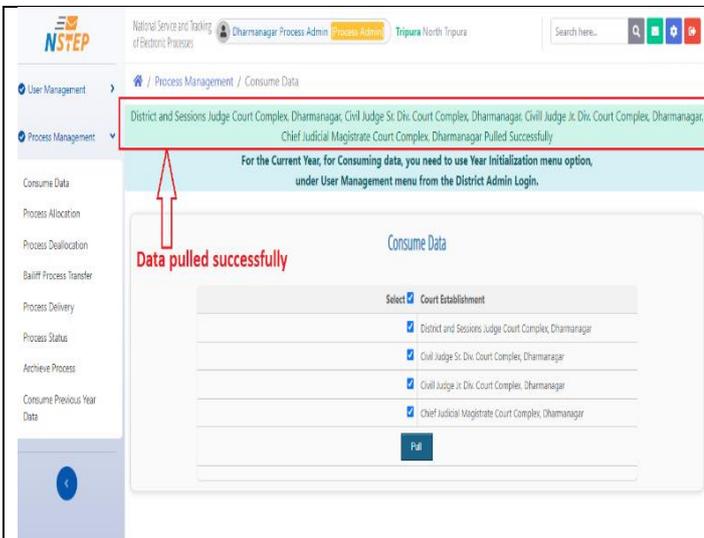
After successful login we get the main dashboard as shown above.



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

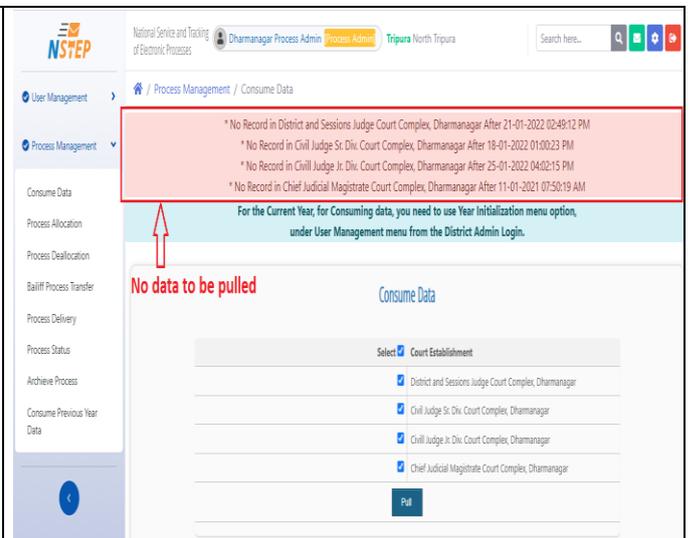
1. Click consume data and select the checkbox for various Court Establishments
2. Click Pull.

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



If data is pulled successfully, we get a notification stating data pulled successfully.

Here the respective courts that had pushed the e-summons data from CIS are now being imported to the NSTEP web application server.



If data is not pulled successfully, we get a notification stating no record found in concerned court with date and time.

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.

Sr No	Process Id / Process Title	Case No.	Designation Name	Addressee Name	Addressee Address	Email	Mobile	View Process	Edit	Tag
1	PTRW01000092022_1_1 Notice to show cause (general form) [General Form (No Provision of Law as such)]	TS MAC11/2022	Addl District and Sessions Judge	Madan Debnath	S/O Lt. Mahendra Debnath of South Padmabill, Ward No. 4, Near Mahadeb Bari, P.O. Panisagar, P.S. Panisagar, North Tripura, Pin 796260 (Owner of the offending vehicle Maruti Alto No. TR05-D-0498)			View		<input type="checkbox"/>
2	PTRU010001922021_1_3 Summons to appear in person [O.S, 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		<input type="checkbox"/>

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

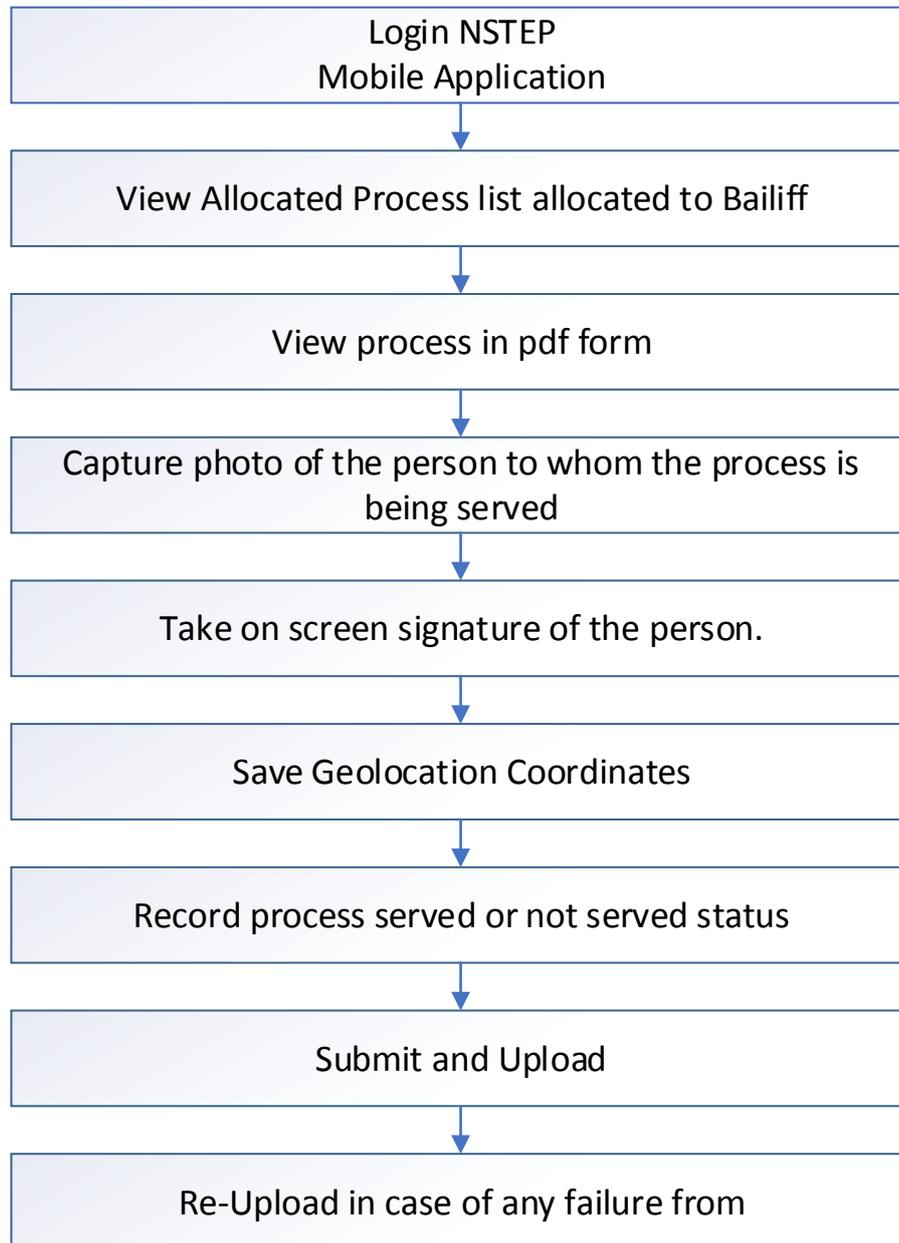
After submitting, the process is forwarded to the Process Server / Bailiff NSTEP mobile app

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 NSTEP mobile app.

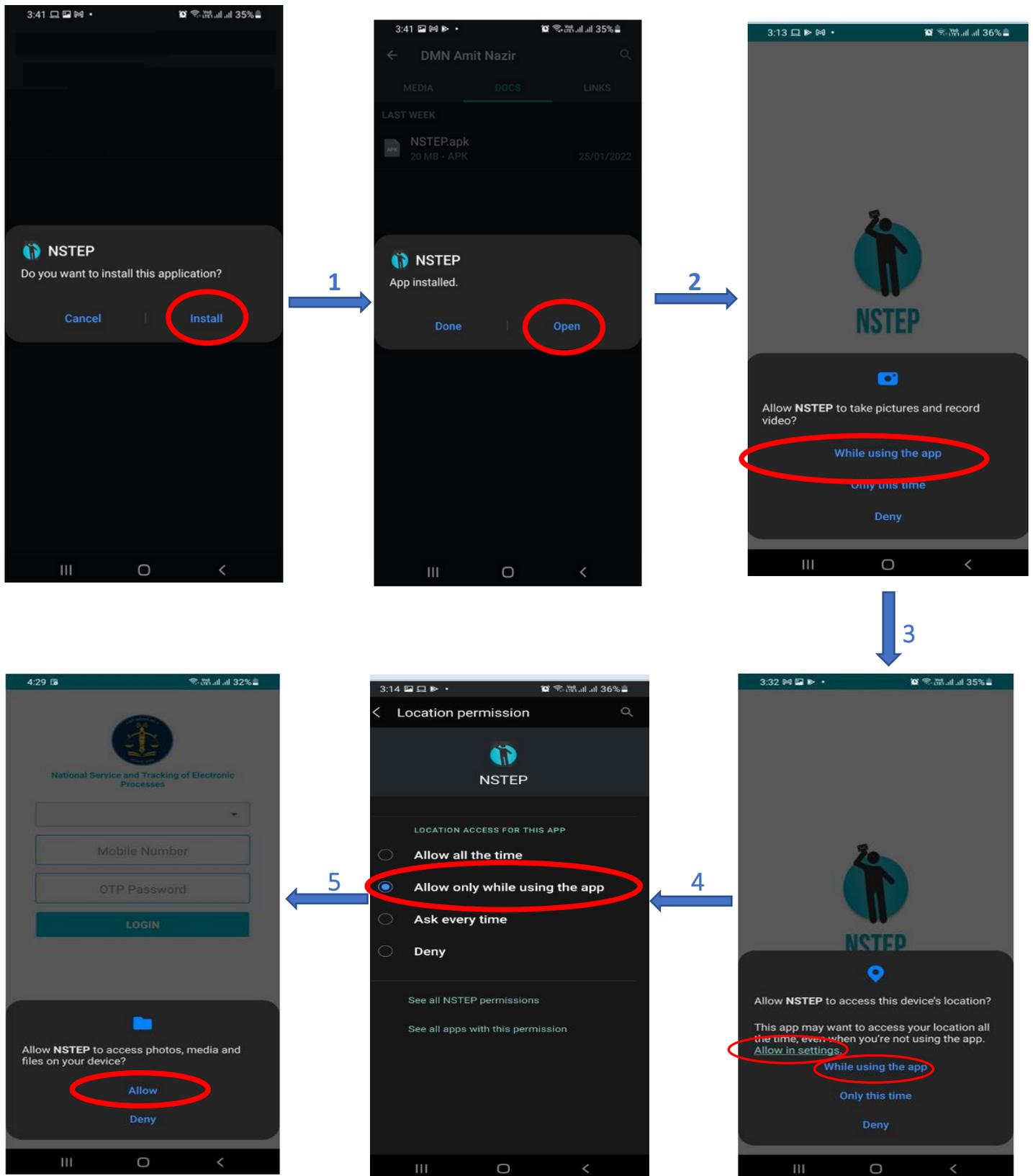
Work Flow Diagram of the NSTEP Mobile App



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:

LOGIN

The screenshot shows the login screen of the NSTEP Mobile App. At the top, the status bar displays the time 3:14, signal strength, Wi-Fi, and 36% battery. The app's logo, featuring a scale of justice, is centered above the text "National Service and Tracking of Electronic Processes". Below this, there are four main components: a state selection dropdown menu currently showing "Tripura", a text input field for "Mobile Number", another text input field for "OTP Password", and a prominent blue "LOGIN" button. Four red arrows point from numbered instructions to these elements: 1. Select State (pointing to the dropdown), 2. Enter Registered Mobile number. (pointing to the Mobile Number field), 3. Enter OTP Password that is provided by the admin to be used with the registered mobile number. (pointing to the OTP Password field), and 4. Click Login (pointing to the LOGIN button). At the bottom of the screen, a numeric keypad is overlaid, showing digits 1-9, 0, a backspace key, and a "Done" key.

1. Select State

2. Enter Registered Mobile number.

3. Enter OTP Password that is provided by the admin to be used with the registered mobile number.

4. Click Login

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

VIEW ALLOCATED PROCESS LIST

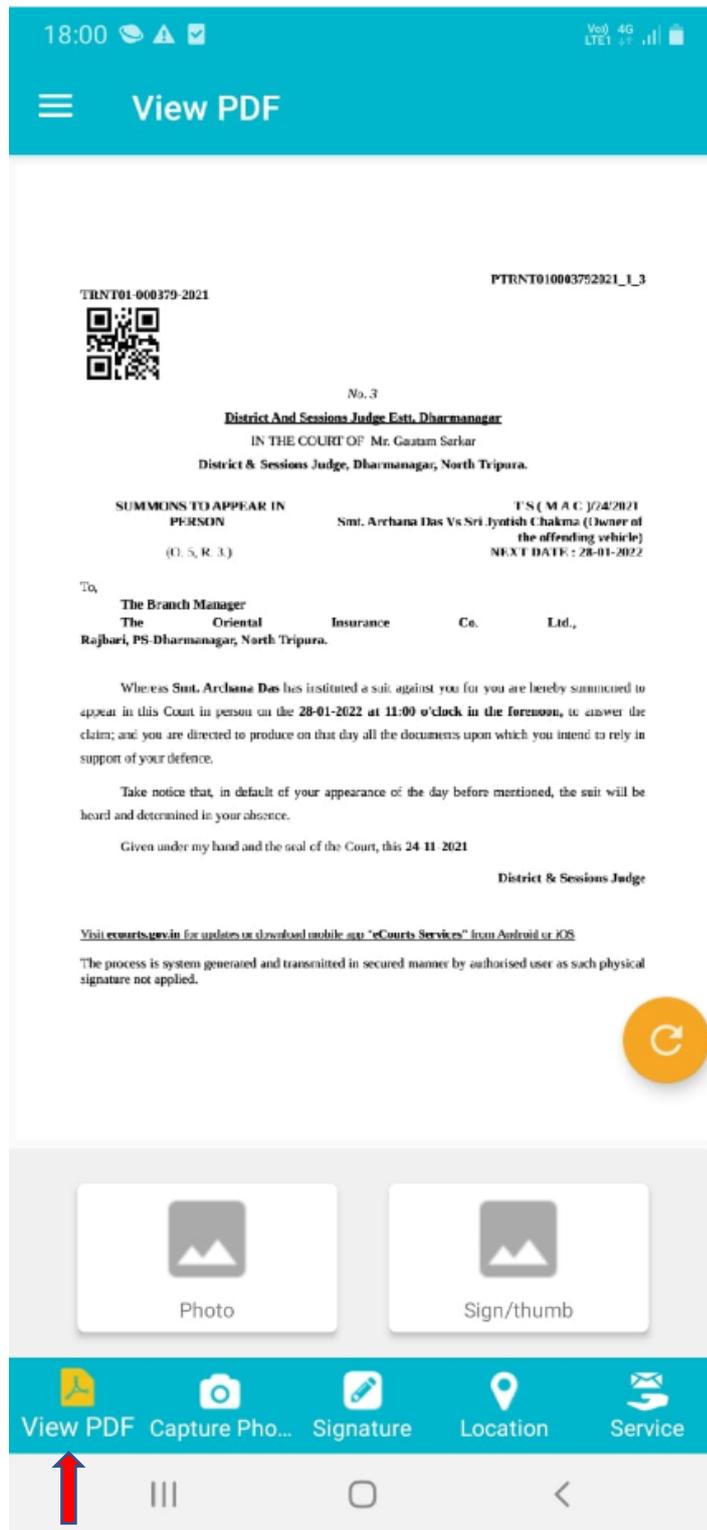


Once logged in, we get to see the main screen which contains the following elements.

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



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.

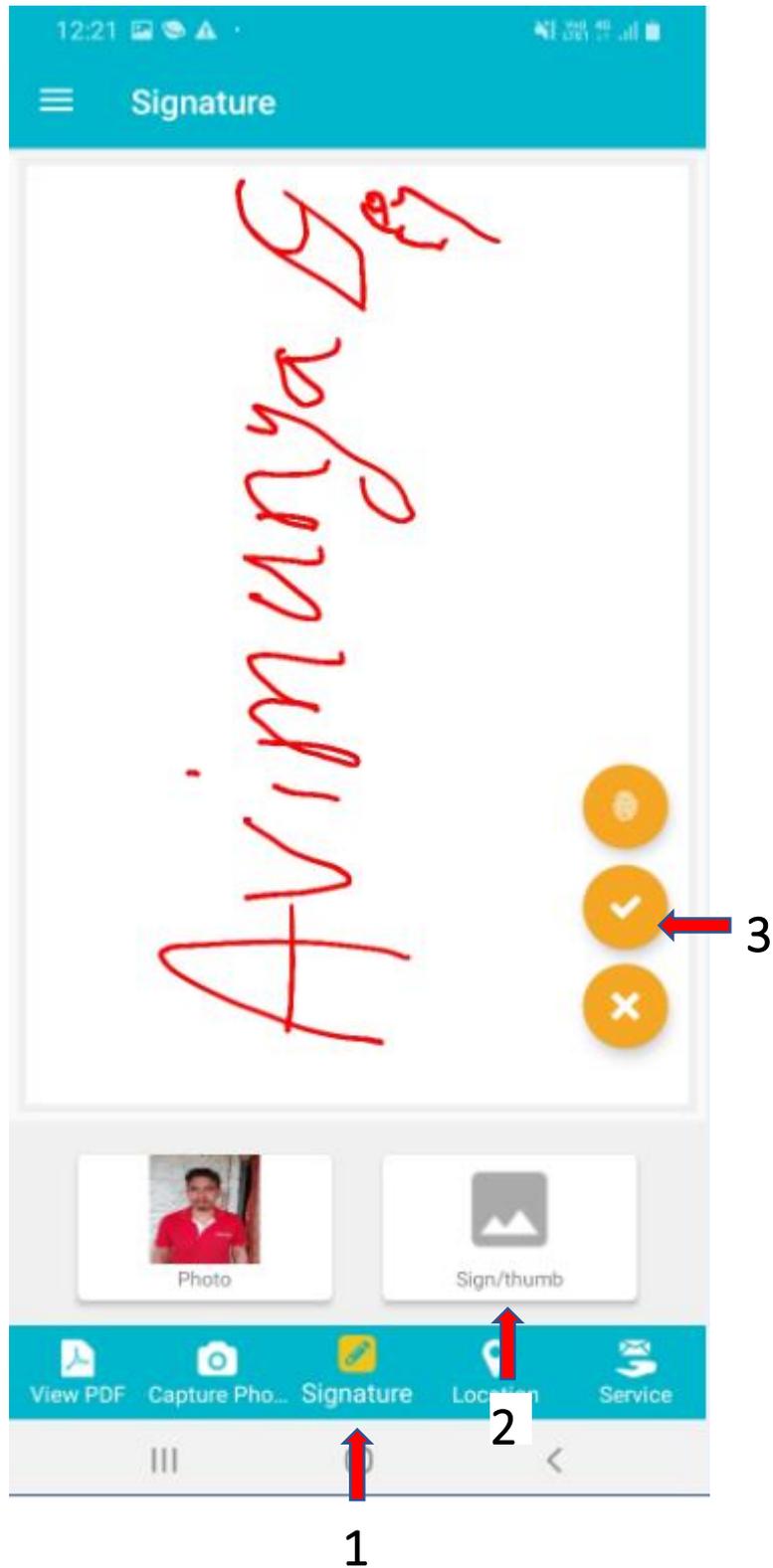
CAPTURE PHOTO



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

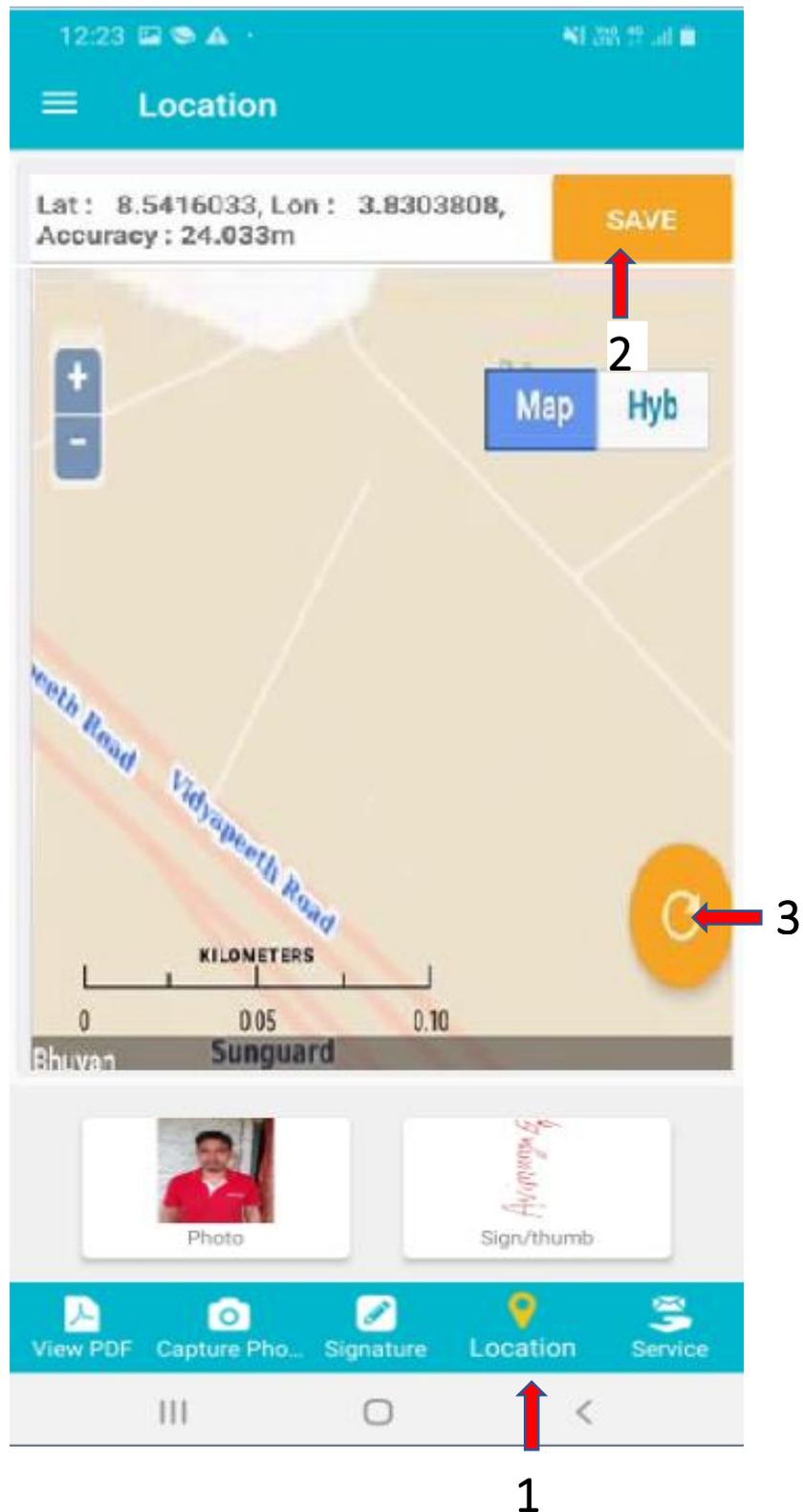
Click the photo of the person to whom the process is being served.

TAKE ON SCREEN SIGNATURE



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

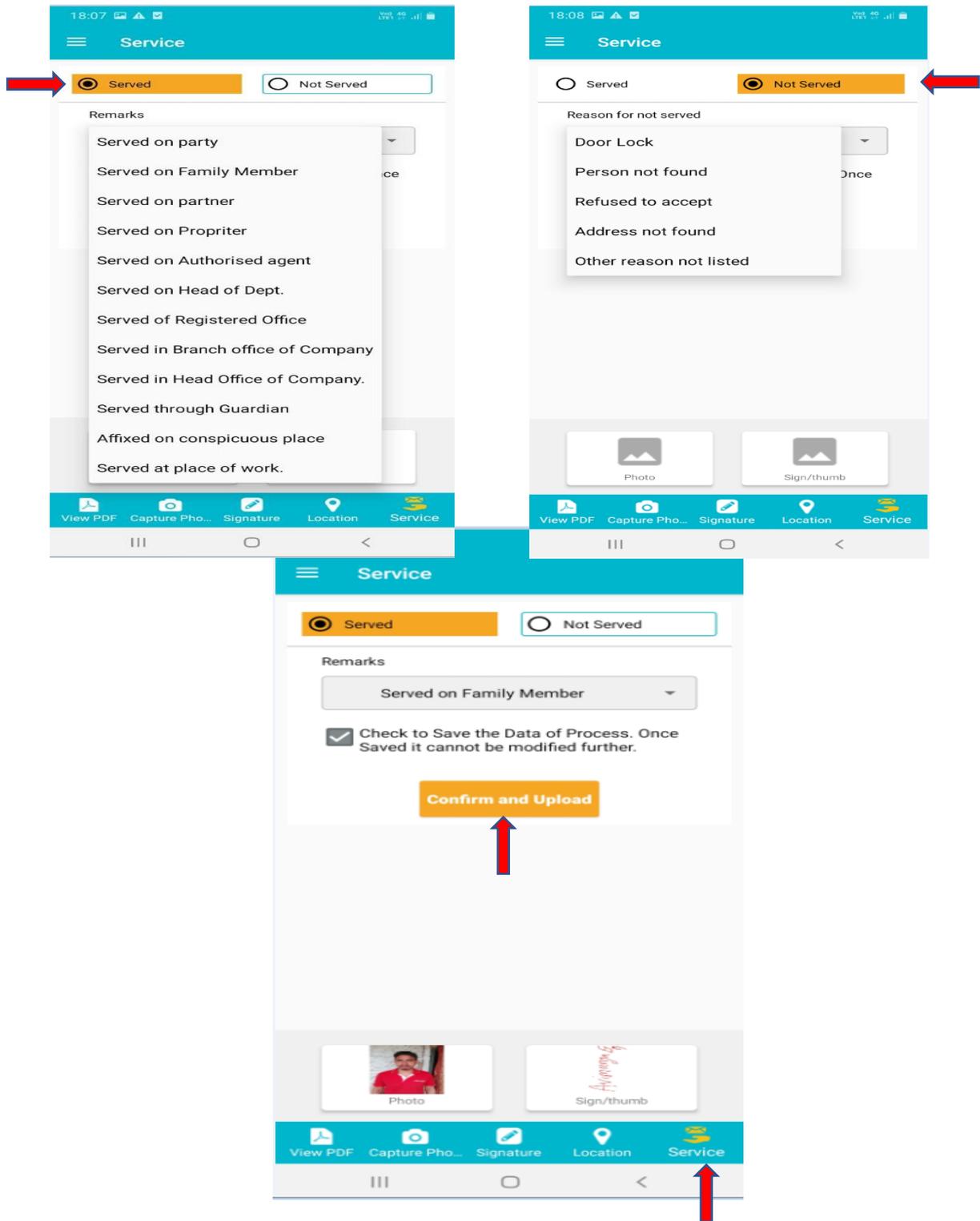


1 Then go to the Location tab. App displays the map for capturing mobile device location.

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.

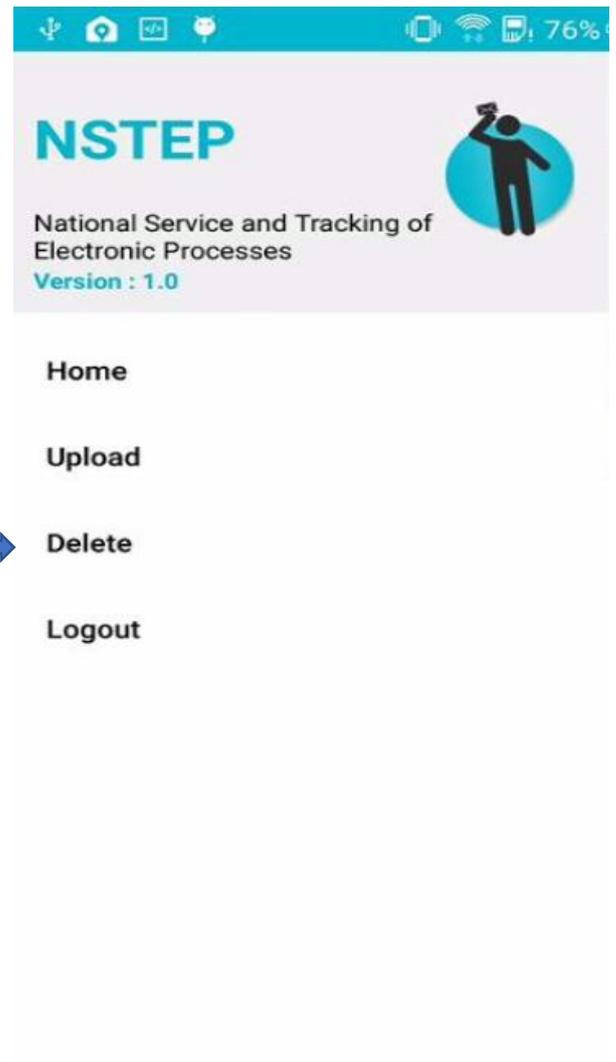
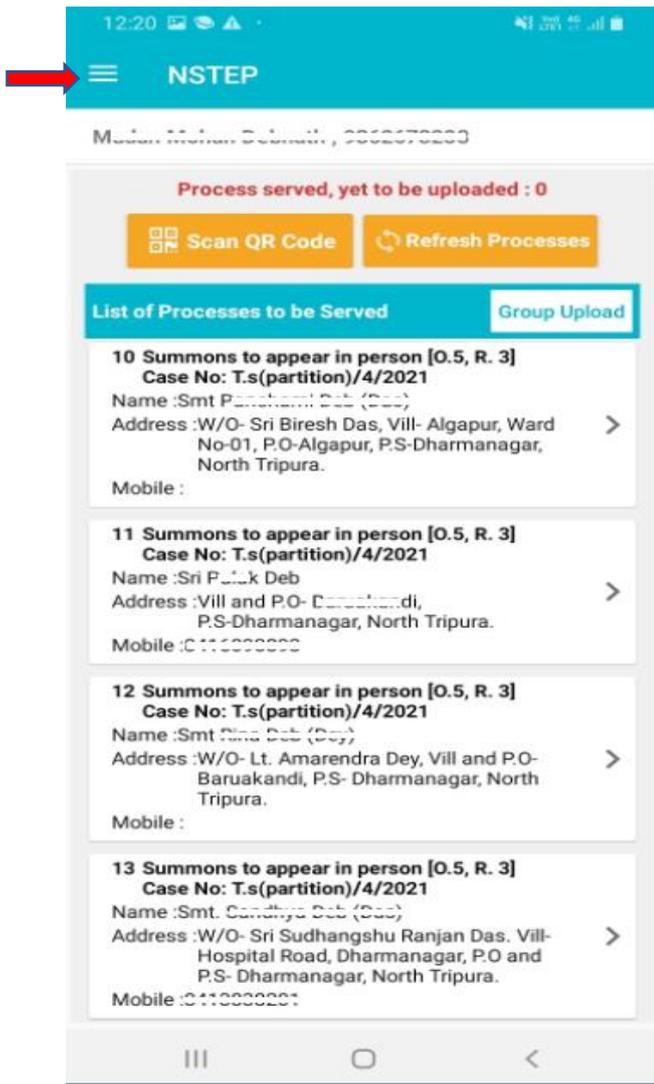
SERVICE SERVED / NOT SERVED STATUS



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:

UPLOAD

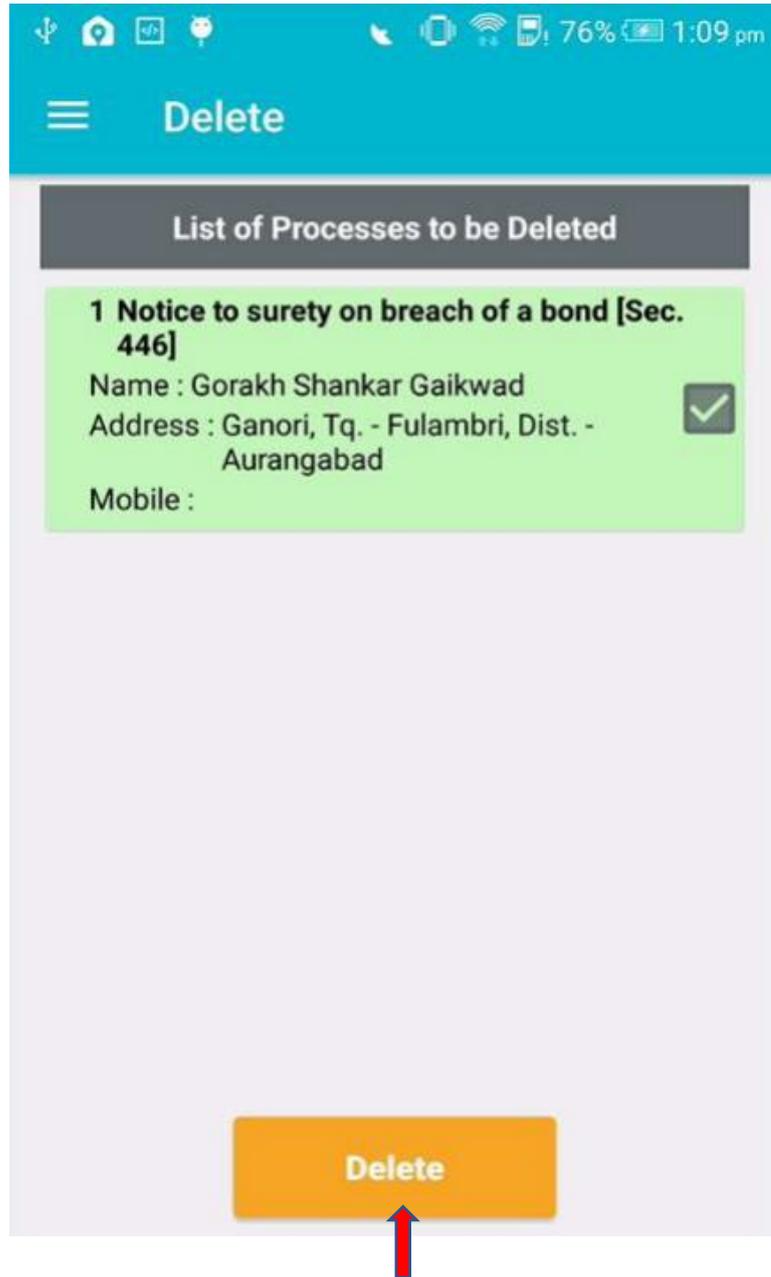
The screenshot shows a mobile application interface with a teal header containing a menu icon and the title "Upload". Below the header is a grey bar with the text "List of Processes Served". The main content area displays two process entries, each with a title, name, address, mobile number, and a checkbox. The first entry is titled "1 Notice to minor defendant. [O. 32, R. 3]" and the second is "2 Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]". At the bottom of the screen is a large orange button labeled "Upload", with a red arrow pointing upwards to it.

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.

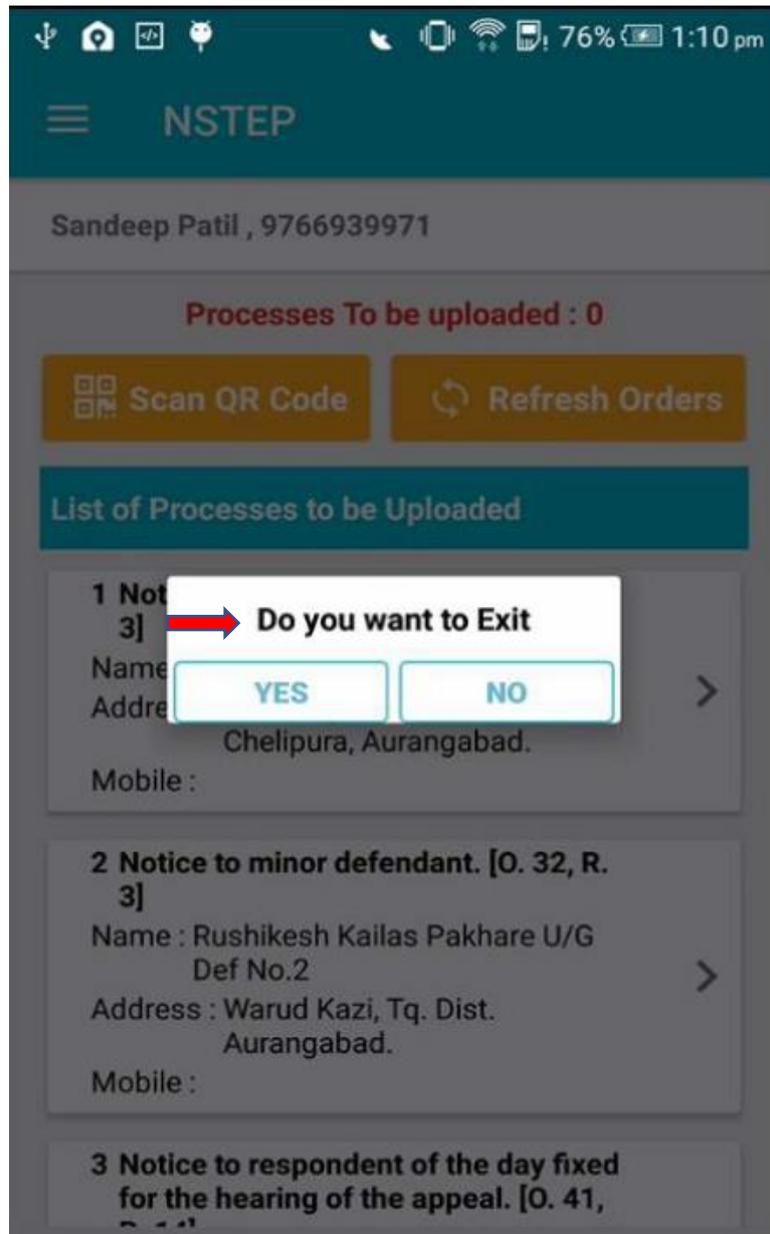
DELETE



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.

LOGOUT



This option is used to logout from the App.