



**DISTRICT COURT:: EAST GODAVARI:: RAJAMAHENDRAVARAM
DATED: 11-05-2023.**

C I R C U L A R

Sub: e-Courts- NSTEP - Implementation of National Service and Tracking of Electronic Processes (NSTEP) in the Nazarath/Process Section in the District Judiciary in the unit of East Godavari District - Certain Instructions - issued - Regarding.

**Ref: 1- Hon'ble High court order ROC.No 388/CPS-2020, Dated 03-02-2020.
2- Hon'ble High court order ROC.No 165/2021-CPS, Dated 01-02-2023.
3- District Court Official Memorandum in Dis no: 1557 dated 28-02-2023.
4- Hon'ble High court Circular ROC.No 165/2021-CPS, dated 05-05-2023**

In pursuance of the orders of the Hon'ble High Court under references 1st cited, National Service and Tracking of Electronic Processes (NSTEP) has been launched for technology enabled process serving and issuing of a summons. In this regard, the Module is integrated with Case Information System (CIS 3.2) in e-Courts, which has to be used by the District Judiciary.

The Hon'ble High Court under references 2nd cited, provided 226 Samsung Smartphones along with Sim Cards (Internet Connectivity) to Process Servers and Field Assistants for serving processes for implementation of the NSTEP in the unit of East Godavari District.

The NSTEP application in the Samsung Smart Phones device of the Field Assistant and Process Server has been integrated with GPS, which provides real-time status updates of service of summons besides tracking of geographical coordinates of the process server at the time of serving. The Status of the Process can also be viewed by the court user in Case Information System (CIS) in e-Courts in the module of Case Proceeding → Process Status → NSTEP Process Status.

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Therefore, all the officers are requested to see the following Procedure and instructions scrupulously complied with:

1. The officers are required to monitor the implementation of the NSTEP Module forthwith and direct the concerned person to generate electronic processes in PDF format through Case Information System (CIS) in e-Courts. The manual maintenance of Registers and Forms as per the rules are not dispensed with for the present, this feature is an additional feature in CIS 3.2 Software.
2. The system-generated electronic processes are to be verified and take steps for publishing of process in CIS Software in e-Courts. So, the process will be transferred to the concerned Nazareth/Process Section logins, to serve the process through NSTEP Application by Process Servers/Field Assistants. The Court shall see that the electronic generate process is printed with Bar Code and is also to be enclosed to the manual process.
3. The Process Administrator i.e Superintendent (Nazareth) can log in by using the credential provided for accessing the URL of NSTEP i.e <https://nstep.ecourts.gov.in> from Intranet Connection and Consume Data periodically, on doing so the data of the processes which are published in the CIS Software will be reflected in the Dashboard of Superintendent (Nazareth) login. The Process Administrator has to perform, certain daily activities such as Consume Data, Process Allocation, Process Delivery Process Status, etc., as per the manual enclosed.

The enclosed Password of the respective Superintendent (Nazareth) has to change immediately and will be responsible in case of any misuse, and also shall mention the login credential in the charge list being prepared and handover to his successor in the case of transfer/retirement.

4. The Field Assistants and Process Servers are required to use the NSTEP application in the Samsung Smart Phones device for service and delivery of Court Processes. After serving processes to the concerned party, the photo and signature of the party along with the latitude and longitude of the location are to be captured and upload the same by utilizing Internet-enabled smart phones.

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5. The Process Administrator i.e Superintendent (Nazarath) are hereby directed to furnish the Particular of Process servers and Field Assistants as per the enclosed proforma to Computer Section, District Court, Rajamahendravaram, immediately, for taking steps in adding of the individual in respective Process Administrator logins. Furthermore, in the event of any individual is transferred/Promoted/retired from the respective Nazarath/Process Section shall intimate the particulars of the individual to the Computer section, District Court, Rajamahendravaram through email ecourts.dc.eg@gmail.com by enclosing an authenticated copy, for taking steps in this regard.
6. The Samsung Smart Phones provided to the individuals in the category of Field Assistant and Process Servers as per the references 2nd cited, all the Judicial Officers are requested to instruct the concerned to make necessary entry in the Service Register of the individual with regard to the device name and model, IMEI No's along with SIM and Mobile number, etc.
7. The Field Assistants and Process Servers are personally responsible for the user of Mobiles, which is meant for implementation of NSTEP only. Any deviation noticed in this regard will be viewed seriously and necessary action will be initiated against the individual as per the APCS (CCA) Rules, 1991
8. In the event of a transfer of employees in the category of Field Assistant and Process Servers are permitted to take the Samsung Smart Phones to the new station, but in case of retirement and promotions to other categories, the individual is directed to handover to the respective Superintendent (Nazarath) of the complex, after due acknowledgement and intimate the same after the receipt to the undersigned for taking further step in this regard.

Any deviation in this regard, the matter will be viewed seriously.

Prl.District Court,East Godavari,
Rajamahendravaram, Dt.11-05-2023.

Scribble
11-05-23
PRINCIPAL DISTRICT JUDGE

Diw 3366
11-5-2023

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- Encl: 1- Login credentials for accessing the URL of NSTEP.
2- Manual for Process generation in CIS by Court users in e-Courts
3- Manual for Process Administrator i.e Superintendent (Nazarath)
4- Manual for Field Assistants and Process Servers for NSTEP application.
5- Proforma.

To

All the Judicial Officers working in the Unit of East Godavari District.

Copy to the Superintendent (Nazarath Translation &Account), District Court, Rajamahendravaram with a direction to ensure that the above procedure is strictly adhered to without fail.

Copy to

1. Sri Ch.Yathiraju, System Assistant, II Addl.District Court, Amalapuram is hereby directed to provide assistance to all the staff members for the locations at Amalapuram, Kothapeta, Razole, Mummidivaram, Ramachandrapuram. Cell No: 9848689653 & 8919788801 in the installation of the NSTEP Application and other technical issues in this regard, if any.
2. Sri N.Raju Babu, System Assistant, III Additional District Court, Kakinada is hereby directed to provide assistance to all the staff members for the locations at Kakinada, Peddapuram, Pithapuram & Prathipadu, Tuni. Cell No: 8919120240 & 9908149693 in the installation of the NSTEP Application and other technical issues in this regard, if any.
3. Sri K.Sunil, Computer Assistant, Computer Section (e-Courts), District Court, Rajamahendravaram is hereby directed to provide assistance to all the staff members for the locations at Rajamahendravaram, Rampachodavaram, Addateegala, Anaparathi, Alamuru Cell NO 8688453149 in the installation of the NSTEP Application and other technical issues in this regard, if any.

Note:1- All the officers are requested to download Circular along with enclosed Manuals, Proforma and NSTEP Mobile Application from e-courts website of East Godavari District and downloaded copy is valid for taking further action.

Note:2- All the officers are request to communicated the Circular among Concerned staff members of respective Courts.