



PRINCIPAL DISTRICT COURT:: EAST GODAVARI:: RAJAMAHENDRAVARAM  
DATED: 15-11-2023.

**C I R C U L A R**

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**Sub: e-Courts Project- District Judiciary - Maintenance of Stock Register for the Computer Hardware i.e. ICT (Information and Communication Technology) infrastructure to the Courts as well to the Court Complex under e-Court Project Phase in the unit of East Godavari District- Certain Instructions- Issued - Regarding.**

- Ref:** 1. Hon'ble High Court letter ROC.No 310/2010-CPS dated 28-04-2010  
Prl. District Court Communicated in Dis. No.3543 Dated.17-05-2010.  
2. Hon'ble High Court letter ROC.No 229/2017-CPS dated 17-11-2017.  
3. Hon'ble High Court letter ROC.No 191/2022-CPS dated 22-09-2023.  
4. Office Note dated 08-11-2023

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Adverting to the subject and references stated supra, it has been brought to the notice of the undersigned that in spite of communication issued vide reference 1<sup>st</sup> cited above, some of the Courts and Court Complexes in the unit are non maintaining proper "e-Court Stock Register to the Court Complex" and "e-Court Stock Register" of the individual Courts, and also some courts/complexes are not even making necessary entries in their respective stock register.

The Hon'ble High Court has been providing Computer Hardware materials i.e. ICT (Information and Communication Technology) infrastructure to the Courts as well to the Court Complex under e-Court Project Phase-I and Phase-II. Further, the Hon'ble High Court has decided to provide additional Computer Hardware materials i.e. ICT infrastructure under e-Court Project Phase-III in due course vide reference 3<sup>rd</sup> cited above.

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In this regard, certain information called for by the Hon'ble High Court and this Court from time to time, the District Judiciary submits blank/incomplete information to the Principal District Court. This situation is affecting the true account availability of the computer hardware to the individual courts as well as Court Complexes.

Therefore, all the Nodal Officers and Presiding Officers are requested to see the following instructions scrupulously complies with :

**Instructions for maintenance of "e-Court Stock Register to the Court Complex" :**

1. Whenever any Computer Hardware i.e ICT Infrastructure provided in the name of the Court Complex, **the e-Court Nodal Officer of the Court Complex** shall take the delivery and acknowledge the receipt of materials by the AO/Superintendent and return the copy of the invoice to the transporter affixing the receiver's signature with date and office stamp. Accordingly, take steps for delivery of the same to the concerned Courts of the respective Court Complex as per the allocated list.
2. Enter the material details such as "Date of the receipt", "No of the quantity received", "Description of the Product", "Products number", "Serial Number", etc., and Date of Delivery to the concerned Court after due acknowledgment, and also obtained the signature of the Nodal Officer after making necessary entries in the said register without fail.
3. After Completion of the installation, take steps for the intimation of the delivery report and installation report to the Principal District Court, Rajamahendravaram by enclosing a copy of the delivery and installation Challan, etc, if any.
4. In the event of the ICT Computer Hardware supplied for the use of the Court Complex such as *Video Conference equipment, Kiosk Machine, Projector with Screen, etc.*, shall take steps for fixing responsibility by placing an **Officer Order** with a direction to handover the Court Complex Material list to his Successor in case of transfer/retirement, etc to the concerned person of the Judicial Service Center/Server Room, and also fix responsibility to **Guard of the Court for safeguard** the material of the Court Complex such as Display boards, Kiosk Machine, etc.

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Instructions for maintenance of Stock Register to the individual Court:

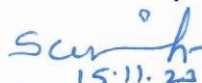
1. Whenever any Computer Hardware i.e. ICT Infrastructure provided to the individual Court shall take the delivery and acknowledge the receipt of material by the AO/Superintendent by affixing the receiver's signature with the date and office stamp, and also safeguard the material till the installation is completed.
2. Enter the material details such as "Date of the receipt", "No of the quantity received", "Description of the Products", "Products number", "Serial Number", Warrant period, etc., and also obtain the signature of the Presiding Officer of the Court after making necessary entries in the said Register without fail.
3. After Completion of the installation, take steps for the intimation of the delivery report and installation report to the Principal District Court, Rajamahendravaram by enclosing a copy of the delivery and installation Challan, etc, if any.
4. The Presiding Officer of the Court shall take steps for fixing responsibility by placing an "Officer Order" for the allocation of each Computer Hardware i.e Printer/Computer/Scanner etc, to the individuals/sections, and with a direction to handover the Computer hardware along with a serial number in the Charge list to his Successor in case of transfer/retirement, etc.

Therefore, all the Judicial Officers working in this unit are requested to verify that all the Computer Hardware and Peripherals provided by the "Hon'ble High Court" and "Hon'ble Prl. District Court" or purchased by "individual Courts" shall enter in the respective stock registers as per purchase orders without fail.

Receipt of this Circular shall be acknowledged and a Copy of Hon'ble High Court ROC letters vide reference 1<sup>st</sup> cited above are enclosed herewith for ready reference.

**Any deviation in this regard shall be viewed seriously.**

Prl. District Court, East Godavari,  
Rajamahendravaram, Dt.15-11-2023.  
To

  
15.11.23  
PRINCIPAL DISTRICT JUDGE

All the Judicial Officers working in the unit of District Judge, East Godavari.

Copy to the Superintendent (Account), Prl. District Court, Rajamahendravaram with a direction to ensure that the above instruction is strictly adhered to and also take immediate steps for placing an Officer Order in all sections of Computer Hardware and Peripherals of this court without fail.

D/S. 8536  
15-11-23

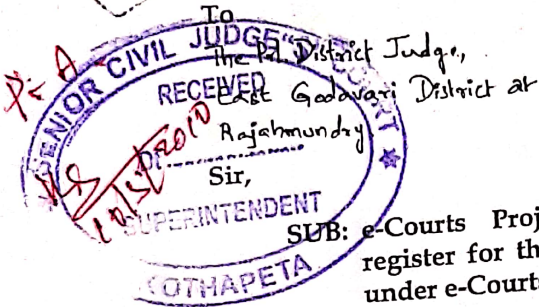
R.N. 3075  
5-5-10



HYDERABAD,  
DT.28-04-2010.

U. DURGA PRASAD RAO  
CENTRAL PROJECT COORDINATOR

ROC.NO.310/2010-CPS



SUB: e-Courts Project - Maintenance of stock register for the Computer hardware supplied under e-Courts Project - Regarding.

REF: High Court letter of even number dated 16-04-2010.

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In continuation to the High Court's letter cited, I am enclosing herewith the prescribed proforma of stock register for the Computer hardware material supplied by E-Committee under e-Courts Project and request you to direct the concerned to maintain the stock of E-Committee, as per the said register.

Yours faithfully,

*U. Durga Prasad Rao*

CENTRAL PROJECT COORDINATOR

Copy communicated to all the Judicial Officers in the Unit of East Godavari to direct the concerned to maintain the stock register of computer hardware material supplied by the E-Committee under e-Courts Project.

District Court, East Godavari,  
Rajahmundry, Dt:06-05-2010.

Sd/- P. Mutyala Naidu  
DISTRICT JUDGE (FAC).

*P. Mutyala Naidu*  
Administrative Officer,  
District Court, Rajahmundry.

To  
All the Judicial Officers in the Unit of East Godavari.

Dis-3543  
6-5-2010





COMPUTER HARDWARE STOCK REGISTER

for

As of - DD/MM/YYYY

Court Complex Name, District

S.No	Item Number	Description	Quantity of material received			Quantity of material issued			Issuance Approved by				Quantity of material received back			Net available material	
			From	Date	Quantity (A)	To	Date	Quantity (B)	Name, Designation	Initial	Date	Approving document number	From	Date	Quantity (C)	Quantity (A-B+C)	Date
1	10	W8 computer 0412200910 033	2-4	28-3-05	1	20-06-11 10-06-11	24/9/15	1	21	kg.	23/5/15	-	-	-	-	-	-
	2	Monitor LEISIHAX60 35583	"	"	(2)	"	"	"	"	"	"	"	"	"	"	"	"
	3	Power VIH-000069	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
	4	UPS AK6AA19002	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
	5	Keyboard	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"

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