PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE:
EAST GODAVARI: RAJAMAHENDRAVARAM.
PRESENT: SUNITHA GANDHAM, PRINCIPAL DISTRICT JUDGE.

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Sub: e-Courts Project Phase-III – District Court Digitization Center (DCDC), Kakinada – Establishment of DCDC at Kakinada for scanning of disposed records (legacy scanning) as well as pending records available in the files of all courts in the station at Kakinada – **Certain practical directions issued for strict compliance** – **Nomination of Nodal Office**r to oversee scanning and digitization process, including random verification of scanned records and certification of monthly bills after verifying a minimum of ten (10) records every month at the District Court Digitization Center at Kakinada for effective implementation – Order- Issued - Reg.

Ref:
1. Lr.Dis No.979, Dated 15-06-2026 of the III Addition District Judge, Kakinada
2. Principal District Court's letter in Dis.No. 5976/2026, dated 19-11-2026, addressed to the III Additional District Judge, Kakinada.
3. Principal District Court's letter in Dis. No.5975/2026, dated 19-11-2026, addressed to the Registrar General, Hon'ble High Court of AP.
4. High Court's letter ROC.No.505/2024-CPS work order, Dated. 29-06-2026, as communicated by the Principal District Judge in Dis No.6279, Dated 30-06-2026.
5. High Court's letter ROC.No.2423/2023-CPS, Scanning and Digitization work order for establishment DCDC at Rajamahendravaram, Dated 07-03-2025 as communicated by the Principal District Judge in Dis No.2263, Dated. 10-03-2025
6. High Court's letter ROC.No.2423/2023-CPS, Dated 07-03-2025 as communicated by the Principal District Judge in Dis No.2262, Dated.10-03-2025
7. High Court's letter ROC.No.2423/2023-CPS, Dated 07-03-2025 .
8. High Court's letter ROC.No.2423/2023-CPS, Dated 18-06-2025 as communicated by the Principal District Judge in Dis No.6142, Dated.20-06-2025
9. Office note dated 30-06-2026 and orders there on.

* * *

Cont ..2..

The Hon'ble High Court in the letter reference 4th cited supra has issued the Work Order for the establishment of the District Court Digitization Center (DCDC) at Kakinada.

In this regard, the following aspects shall be taken into consideration for the effective implementation and commencement of the work:

1. As informed by the Hon'ble High Court in the letter reference 5th cited supra, the work relating to Scanning and Digitization Service (Version 2) – 300 DPI, A4 and Legal Size for the District Judiciary on a Turnkey Basis.
2. The scope of the Scanning and Digitization work includes site preparation, installation and commissioning of equipment, testing and trial runs, inward processing of records, file preparation, scanning, metadata entry, indexing/bookmarking, application of digital signatures, quality control, quality assurance, removal of black shades, quality verification, outward processing of records, data storage and retrieval, and implementation of the Document Management System (DMS) software.
3. The Hon'ble High Court has further directed that the scanning and digitization of records shall be carried out strictly in accordance with the **Standard Operating Procedure (SOP) issued by the Hon'ble e-Committee, Supreme Court of India**, which has been enclosed along with the Work Order.
4. Further, as communicated in the letter reference 6th cited supra, the Hon'ble High Court has decided to incorporate **bookmarking of eight (8) standard fields**. In addition, any specific document requiring separate bookmarking owing to its importance may also be bookmarked upon the request of the concerned Judicial Officer/Nodal Officer supervising the scanning and digitization process.

Cont ..3..

In view of the above instructions issued by the Hon'ble High Court and for the effective implementation of the District Court Digitization Center (DCDC) project, the Principal District Judge, Rajamahendravaram, is pleased to issue the following orders:

ORDER **DATED:30-06-2026**

I

1. The **III Additional District Judge, Kakinada, is hereby entrusted** with the responsibility for the establishment of the District Court Digitization Center (DCDC), Kakinada. The Officer shall take all necessary steps for the effective implementation of the project and ensure the smooth execution of the scanning and digitization of both disposed and pending case records.

2. The scanning and digitization process shall commence with **disposed cases**. The pending cases shall be taken up only after completion of the entire cycle of scanning and digitization of the disposed cases, including the retrieval of documents.

3. The Officer is further requested to submit a weekly progress report in the **enclosed proforma** to the undersigned for onward submission to the Hon'ble High Court.

4. In view of the practical difficulties experienced during the establishment and functioning of the District Court Digitization Centre (DCDC), Rajamahendravaram, and with a view to avoiding similar issues in the newly established District Court Digitization Centre (DCDC), Kakinada, the following procedure is prescribed for effective implementation of the scanning and digitization project. **Accordingly, the following procedure may be followed by all concerned, as the case may be:**

Cont ..4..

Task-1:

The Presiding Officer shall ensure that the concerned Superintendent (Record Keeper) strictly complies with the below instructions and shall issue necessary directions in this regard.

4 (a). **May Maintain a three-column register capturing:**

(i) total pending records available in the Record Room;

(ii) total number of records sent to DCDC; and

(iii) total number of records yet to be sent for scanning.

Note: This register shall be updated daily without fail.

4 (b). Assign serial numbers to each page to be scanned before dispatch to DCDC. Non-essential documents such a copies of the plaint attached to summons and any other irrelevant documents may be segregated and kept separately on the same bundle, they shall not form part of the serial numbered of the bundle for scanning.

4 (c). Ensure supply of approximately 600 to 1000 records (approximately one lakh pages) to DCDC on a day to day basis to meet the digitization target.

Note: 1. Serial numbers assigned by the Court are the master reference for the entire workflow. No page shall proceed to scanning without a valid assigned serial number. Any document without a serial number shall be returned to the Record Room.

2.The Superintendent shall ensure the timely receipt of records from the concerned sections and their prompt transmission to the DCDC, and also ensure that sufficient records are supplied to the DCDC during public holidays so that the digitization work continues uninterrupted without any idle time.

Cont ..5.

Task-2:

Court Staff Deputed to DCDC:

The III Additional District Judge, Kakinada, is required to take steps for allocation of One (1) dedicated staff member along with Assist member of the Court shall be permanently deputed to DCDC.

The deputed staff member shall:

4 (d). **Maintain a DCDC Receipt Register recording**:

Maintain a DCDC Receipt Register to systematically track the movement and status of records. The register should include the bar code numbers of all records received from the Record Room to ensure proper identification and traceability. It should also record the number of records handed over to the vendor on each date for processing, along with the number of records collected back from the vendor after completion of work. Additionally, the register must clearly show the number of records remaining pending with the vendor at the close of each day, so that the overall status of records can be monitored accurately and any delays or discrepancies can be identified and addressed in a timely manner.

4 (e). Serve as the primary liaison and custodian at DCDC for the purpose of handover and receipt of records.

4 (f). Be personally responsible for the safe handover of scanned records back to the Record Room after completion of all quality checks.

Cont ..6..

Task-3:

Vendor (Writer) — Digitization Workflow

{ Pre-Processing, Scanning & De-Processing}

The Vendor shall deploy two (2) persons per scanning system, operating in strict rotation:

Stage-1:-Scanning of the Records

4 (g). **Person 1 (Pre-Processing)**: Carries out all preparation tasks pin removal, cleaning, pasting, taping, and any other physical conditioning of the document bundle before handing it to Person 2.

4 (h). **Person 2 (Scanning):** Scans the pre-processed document immediately. Scanning shall strictly follow the serial number order assigned by the Courts. Upon completion, the scanned document is handed back to Person 1.

4 (i). **Verification of Page Order:** After completion of Stage 1, staff must verify that the scanned file is in the exact serial number order assigned by the Court. This step is mandatory and prevents misplacement or misordering of pages

Note: "Ensure that two members are assigned per scanner, forming a unit, and establish as many such units as required by the vendor."

Stage 2 — Image QC, Bookmarking & Metadata Entry

Immediately after stage 1, the record shall pass through the following sub-stages, all to be completed within the same working day or by the next working day at the latest:

4 (j). **Image Quality Check (Image QC):**- Verification shall be carried out to ensure that all scanned images are legible, properly oriented, and free from dark lines, spots, dots, or any other distortions or artifacts.

4 (k). Bookmarking (Indexing): Application of bookmarks/indices shall be carried out in strict conformity with the Ready Reference Indexing Guide provided by the Court for ready reference (Civil and Criminal), **enclosed herewith.**

4 (l). **Metadata Entry:** Ensure strict and accurate entry of all metadata fields based on the information available in the record, without omission or deviation, and in accordance with the prescribed data entry format.

4(m). **Stage 3 — Quality Check-1 (QC-1)**

The preliminary quality check shall be carried out by the Vendor's staff in accordance with the prescribed procedure.

The III Additional District Judge, Kakinada, shall take necessary steps to ensure the deployment of sufficient senior staff members to the District Court Digitization Center (DCDC) for the effective functioning of the Center.

4 (n). The Senior Court staff member with comprehensive knowledge of all categories of disposed court records shall be assigned to oversee every two (2) Vendor QC-1 staff members working simultaneously. The ratio of Senior Court staff member to Vendor QC-1 Staff shall be 1:2 (or adjusted proportionally as the volume of QC-1 work expands).

4 (o). Prior to submission of any file from QC-1 to QC-2, the Vendor's QC-1 staff members shall ensure to take assistance from the designated Senior Court staff member, in order to prevent rejection and address any issues arising from non-performance of QC-1 activities by the Vendor. A list of approved QC-1 and QC-2 files shall be maintained.

Cont..8..

4 (p). The Vendor shall ensure that the entire process from scanning up to QC-1 stage is completed within three (3) days from the date of scanning. All necessary stages shall be carried out strictly in accordance with the prescribed workflow to ensure timely completion and compliance of objections, if any.

Any lack of coordination or procedural delay at any stage shall not be permitted to impede the progress of the work, particularly the QC-2 stage, which is crucial for final verification and completion of digitized records as per the Hon'ble High Court letter reference 8th cited supra.

Any such delays or lapses adversely affect the overall progress and timely execution of the project and shall be viewed seriously.

Note: The mandatory involvement of an experienced Senior Court Staff member at the QC-1 stage is intended to minimize rejections at QC-2 by identifying and correcting errors related to document type, series, indexing, and metadata before the file progresses further in the workflow. Additionally, this measure aims to address the issue of vendor staff submitting files at the QC-1 stage without proper module verification, often in an effort to meet targets set by the vendor.

The Nodal Officer shall periodically inspect and verify that the Vendor has duly completed the QC-1 process before any file is submitted to QC-2. No file shall be forwarded to QC-2 unless the QC-1 process has been properly carried out in accordance with the prescribed procedure.

Cont ..9..

Stage 4 — Quality Check-2 (QC-2) — Digital Signing & Final Clearance

4 (q). The III Additional District Judge shall take necessary steps for deputation of **"QC-2 staff members"** possessing valid Digital Signature Tokens, for the purpose of reviewing all files submitted after QC-1 stage, affixing the required digital signatures, and ensuring clearance of all approved files on the same working day without any carryover.

4 (r). (i) A Register shall be maintained for recording the work done by individual District Court staff member assigned to Quality Check-2 (QC-2).

(ii) A Register shall also be maintained in the DCDC, Kakinada regarding to the appoval case list.

(iii) A separate register shall be maintained to track the weekly status reports of scanning and digitization work as per the enclosed **proforma.**

4 (s). The Nodal Officer shall certify the monthly bills only after personally verifying a minimum of ten (10) digitally signed records per month, selected at random, in accordance with the prescribed SOP. A list of records subjected to monthly verification shall be maintained and enclosed along with the certification of bills for record and reference purposes.

Stage 5 — STORAGE & BACKUP

4 (t). All monthly verified and digitally signed files shall be transferred by the Vendor to the server, as and when the same is provided by the Hon'ble High Court in due course, and shall remain under the control and custody of the III Additional District Court, Kakinada, for DCDC.

4(u). The Nodal Officer shall certify the monthly bills after personally verifying the digitally signed records for the respective month. The verified files shall be uploaded to the server on a monthly basis.

II

Furthermore, the Hon'ble High Court in the letter reference 7th cited supra has requested all Unit Heads to nominate one Judicial Officer, preferably in the cadre of Civil Judge (Senior Division), to oversee the scanning and digitization process. The said Judicial Officer shall also conduct random verification of the scanned records and certify the monthly bills after verifying a minimum of ten (10) records every month, in accordance with the SOP issued by the Hon'ble e-Committee, Supreme Court of India.

In view of the above instructions issued by the Hon'ble High Court and for the effective implementation of the District Court Digitization Center (DCDC) project at Kakinada, the Principal District Judge, Rajamahendravaram, is pleased to issue the following orders:

1. **Sri K. Motilal, III Additional Civil Judge (Senior Division), Kakinada, is hereby nominated as the Nodal Officer** to oversee the Scanning and Digitization process at the District Court Digitization Center (DCDC), Kakinada.
2. The Nodal Officer shall supervise the scanning and digitization process, conduct random verification of the scanned records, and certify the monthly bills after duly verifying a minimum of ten (10) records every month, in accordance with the Standard Operating Procedure (SOP) issued by the Hon'ble e-Committee, Supreme Court of India.

Cont ..11.

3. The Nodal Officer is further requested to submit a weekly progress report in the enclosed proforma to the undersigned for onward submission to the Hon'ble High Court.

Any deviation in this regard will be viewed seriously.

GANDHAM SUNITHA
Digitally Signed by GANDHAM SUNITHA
Date: 2026.06.30 18:34:01 +0530

Prl.District Court,East Godavari,
Rajamahendravaram, Dt.30-06-2026. **PRINCIPAL DISTRICT JUDGE**

Encl:

1. Copy of the Hon'ble High Court letters in the reference 4th to 8th, supra is enclosed herewith.
2. List of the "**Court Codes**" relating to District Judiciary of East Godavari.
3. List of the "**Category Codes**" relating to District Judiciary of East Godavari.
4. Bookmarking/Tagging fields relating to Civil and Criminal Matters for Ready Reference
5. Digital Preservation of SOP issued by the Hon'ble e-Committee, Supreme Court of India for reference and compliance

To

1. The III Addl. District & Session Judge, Kakinada.
2. Sri K. Motilal, Nodal Officer, III Additional Civil Judge (Senior Division), Kakinada Cum nodal Officer for Implementation of Scanning and Digitization of **disposal (Legacy Record) and Pending records.**
3. All the Judicial Officer working in the station at Kakinada.
4. **Sri P. Govardhan, VI Additional District & Sessions Judge, Kakinada** cum nodal Officer for Implementation of Scanning and Digitization of **newly instituted cases**

Copies to the

1. The Sales Head and Business Unit Head, M/s. Writer Information Management Services, 3rd Floor, west Wing Chamiers Towers, Old No.23&24, new No.37/10, Chamiers Road, Tenampet, Chennai — 600 018, India
2. Copy to the Registrar, IT-Cum Central Project Coordinator, Hon'ble High Court of Andhra Pradesh, Nelapadu, Guntur.

Dis No.6281/2026, Dated 30-06-2026

PRINCIPAL DISTRICT COURT, EAST GODAVARI, RAJAMAHENDRAVARAM: DATED 30-06-2026.

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A copy of the Hon'ble High Court ROC No. 505/2024-CPS, work order dated 29-06-2026 letter to the M/S Writer Business Services Pvt Ltd, has been communicated to the **III Addl. District Judge, Kakinada, and also Nodal Officer, District Court Digitization Center (DCDC), Kakinada** **regarding the scanning of disposed records (Legacy Scanning)**, for information and with a request to ensure strict compliance with the instructions contained therein.

Furthermore, all the Presiding Officers working in the station at Kakinada Station are requested to take necessary steps for the scanning and digitization of the **pending records available on the files of their respective Courts** immediately after the completion of the scanning of disposed records (Legacy Scanning), and to ensure strict compliance with the instructions issued in this regard.

GANDHAM SUNITHA

Digitally Signed by GANDHAM SUNITHA
Date: 2026.06.30 18:29:14 +0530

Prl. District Court, East Godavari,
Rajamahendravaram,Dt.30-06-2026

PRINCIPAL DISTRICT JUDGE

Encl: As Stated

To

1. The III Addl. District & Session Judge, Kakinada.
2. Sri K. Motilal, Nodal Officer, III Additional Civil Judge (Senior Division), Kakinada Cum nodal Officer for Implementation of Scanning and Digitization of **disposal (Legacy record) and Pending records.**
3. All the Judicial Officer working in the station at Kakinada.
4. **Sri P. Govardhan, VI Additional District & Sessions Judge, Kakinadac Ratna Prasad,** cum nodal Officer for Implementation of Scanning and Digitization of **newly instituted cases**.

Dis No. 6279/2026, Dated 30-06-2026

D. YEDUKONDALU
REGISTRAR (IT-cum-CPC)

AMARAVATI
Dt:29.06.2026

ROC.No.505/2024-CPS
WORK ORDER

To
The Sales Head and Business Unit Head,
M/s. Writer Information Management Services,
3rd Floor, west Wing Chamiers Towers,
Old No.23&24, new No.37/10, Chamiers Road,
Tenampet, Chennai – 600 018, India.

Sir,

SUB:-HIGH COURT –COMPUTER SECTION – DISTRICT JUDICIARY -Work Order issued towards Scanning and Digitalization Services of pending and disposed records DCDC to be established at Kakinada, Tirupati and Vijayawada in the District Judiciary at price of Paise 55.63 per page including all taxes – Request – Regarding.

Ref:- **1)**Tender Notification in GeM Portal vide Tender ID:GEM/2023/B/4316402 dated 27.12.2023.
2) Work Order for Chittoor vide ROC No.2423/2023-CPS, dated 09.09.2024.
3) Work Order for Ananthapuramu, Krishna, Srikakulam and Vizianagaram vide ROC No.2423/2023-CPS, dated 09.09.2024.
4) Work Order for Guntur, Kadapa, Kurnool, Prakasam at Ongole and West Godavari at Eluru dated 19.12.2024.
5) Work Order for Visakhapatnam dated 06.01.2025.
6) Work Order for East Godavari and SPSR Nellore dated: 07.03.2025
7) Extended Work Order ROC.No.2423/2023-CPS dated 20.05.2026.

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I invite your kind attention to the subject and references cited above.

I am to state that the Work Orders referred to in the references were issued in favour of M/s.Writer Business Pvt Ltd., consequent upon the Company emerging as the L1 bidder in the tender process vide reference 1st cited, for undertaking Scanning and Digitization Services for the District Judiciary.

As directed, I am to inform that High Court took a decision to establish District Court Digitalization Centers (DCDC) at Kakinada, Tirupati and

Vijayawada apart from existing 13 Districts Court Complexes for Scanning and Digitalization of Pending and Disposed cases. The Scanning and Digitalization of cases shall be started from disposed cases and the pending cases shall be taken up after completing the cycle of Scanning and Digitalization including retrieval of the document.

I am further to inform that High Court issued Work Order in favour of your Company to perform Scanning and Digitalization of Pending and Disposed cases at the above locations at the rate of 55.63/- (Rs.0.5563/-) Paise per image/page inclusive of all applicable taxes.

I am further to inform that you shall submit the credit tax invoices, inclusive of all applicable taxes and containing detailed billing particulars, along with a statement indicating the number of pages scanned and digitized during the respective billing period.

I am to clarify that the said work shall be carried out strictly on the same terms and conditions as stipulated in the earlier Work Orders and agreements, without any deviation and further the Scanning and Digitalization must strictly adhere to the Standard Operating Procedure (SOP) issued by the Hon'ble eCommittee, Supreme Court of India.

Therefore, I am to request you to kindly authorize a senior representative on behalf of your firm to execute an agreement. The said agreement shall be executed on requisite non-judicial stamp paper, in accordance with the applicable provisions of law, within a period of 15 (fifteen) days from the date of issue of this Revised Work Order.

Yours faithfully,

..29/6/26

Registrar (IT-cum-CPC)

Copy to:
All the Unit Heads (for favour of information)

D. YEDUKONDALU
REGISTRAR (IT-cum-CPC)

AMARAVATI
Dt:07.03.2025

ROC.No.2423/2023-CPS-Scanning & Digitalization

WORK ORDER FOR East Godavari at Rajamahendravaram and SPSR Nellore Districts

To
The Sales Head and Business Unit Head,
M/s. Writer Business Services Private Limited,
3rd Floor, West Wing Chamiers Towers,
Old No.23&24, new No.37/10, Chamiers Road,
Tenampet, Chennai – 600 018, India.

Sir/Madam,

SUB:-eCourts-Phase-III-HIGH COURT – Work Order for final two (02) Districts where the sites are ready viz., East Godavari at Rajamahendravaram and SPSR Nellore Districts for Scanning and Digitisation Service (Version 2) - 300; A4 and legal for District Judiciary floated in the GeM Portal vide tender Id:GEM/2023/B/4316402 dated 09.12.2023 on "Turnkey Basis" - Regarding.

Ref:- 1)Tender Notification in GeM Portal vide Tender ID:GEM/2023/B/4316402 dated 27.12.2023.
2) Work Order for Chittoor vide ROC No.2423/2023-CPS, dated 09.09.2024.
3) Work Order for Ananthapuramu, Krishna, Srikakulam and Vizianagaram vide ROC No.2423/2023-CPS, dated 09.09.2024.
4) Work Order for Guntur, Kadapa, Kurnool, Prakasam at Ongole and West Godavari at Eluru dated 19.12.2024.
5) Work Order for Visakhapatnam dated 06.01.2025.

*****

I invite your attention to the subject and references cited above.

As directed, I am to state that, M/s.Writer Business Services Pvt. Ltd. stood as the L1 bidder in the tender process for the District Judiciary for the tender floated on the GeM Portal vide Tender ID: GEM/2023/B/4316402 dated 09.12.2023 cited in the 1st reference, for the Scanning and Digitisation Service (Version 2) - 300; A4 and Legal for the District Judiciary, at a price of 50.57 paise (Fifty point five seven paise) per image, including all taxes, for 20 crore

pages, totaling an amount of Rs.10,11,40,000.00/- (Rupees Ten Crores Eleven Lakhs Forty Thousand Only), inclusive of all taxes, as per the references cited above.

I am further to inform you that the High Court already issued Work Order for Pilot locations i.e., Chittoor, Ananthapuramu, Guntur, Kadapa, Krishna, Kurnool, Srikakulam, Vizianagaram, West Godavari and Visakhaptnam Districts vide references 2nd, 3rd, 4th & 5th cited above. The High Court now decided to extend the Work Order for final two (2) Districts viz., East Godavari District at Rajamahendravaram and SPSR Nellore District at Nellore where the sites are ready for the said Digitization activity viz., for Scanning and Digitisation Service (Version 2) - 300; A4 and Legal for the District Judiciary on a "Turnkey Basis." vide tender in the 1st reference cited.

I am further directed to inform you that the Scanning and Digitization of records includes site preparation, equipment installation and commissioning, testing and trials, inward processing of records, preparation of files, scanning, metadata entry, indexing/bookmarking, digital signatures, quality control, quality assurance, cleaning of black shades, quality checking and outward processing of records, data storage & retrial, and DMS Software.

Further, the Scanning and Digitization of the records must strictly adhere to the Standard Operating Procedure (SOP) issued by the Hon'ble e-Committee, Supreme Court of India, which is annexed along with this Work Order. The standards of work at the Pilot Location (Chittoor) will be closely monitored, and day to day activities are to be submitted to the undersigned for assessment. Furthermore, if the scanning and Digitalization work do not meet the required standards, it may result into cancellation of the entire contract.

Further, I am directed to inform that the authorized representative of your firm shall coordinate with the Unit Heads of East Godavari District at Rajamahendravaram and SPSR Nellore District at Nellore for commencing of the Scanning and Digitalization activity including the required infrastructure immediately.

Therefore, M/s. Writer Business Services Pvt. Ltd., is requested to nominate a senior representative from your firm to execute a Memorandum of Understanding (MoU) or Service Level Agreement (SLA) on Rs.100/- stamp paper, incorporating all the necessary terms and conditions in accordance with the tender document only after fulfilling the required criteria at the above said locations and further acceptance of the High Court. I further request you to provide complete contact personnel details for coordination.

Further I request the Unit Heads of East Godavari and SPSR Nellore to provide necessary assistance i.e., Manpower on permanent basis to start the process of the Scanning and Digitalization activity at the respective units.

Yours faithfully,

..7/3/25

Registrar (IT-cum-CPC)

Copy: To the Unit Heads of East Godavari and SPSR Nellore.
Encl: Standard Operating Procedure (SOP).

D.YEDUKONDALU
REGISTRAR (IT-cum-CPC)

AMARAVATI
Dt:07.03.2025

ROC.No.2423/2023-CPS

To
All the Unit Heads.

Dear Sir/Madam,

SUB:- eCourts – Phase-III – High Court – District Courts Digitization Centers –Selection of one Judicial Officer, preferably in the cadre of Civil Judge (Senior Division) working in the District Headquarters for nominating as Nodal Officer to oversee the Scanning and Digitization process – Request – Regarding.

REF:1)Tender Notification in GeM Portal vide Tender ID:GEM/2023/B/4316402 dated 27.12.2023.
2) Work Order for Chittoor vide ROC No.2423/2023-CPS, dated 09.09.2024.
3) Work Order for Ananthapuramu, Krishna, Srikakulam and Vizianagaram vide ROC No.2423/2023-CPS, dated 09.09.2024.
4) Work Order for Guntur, Kadapa, Kurnool, Prakasam at Ongole and West Godavari at Eluru dated 19.12.2024.
5) Work Order for Visakhapatnam dated 06.01.2025.
6) Work Order for East Godavari at Rajamahendravaram and SPSR Nellore dated 07.03.2025.

***

I invite your attention to the subject and references cited above.

I am to state that the High Court took a decision to request all the Unit Heads to select one of the Judicial Officers, preferably, in the cadre of Civil Judge (Senior Division) working in the District Headquarters for nominating as Nodal Officer to oversee the Scanning and Digitization process in the respective District Court Digitization Centers, including the random verification of scanned records and to certify the monthly bills duly verifying a minimum of 10 records in every month.

Therefore, I request your goodselves to select one of the Judicial Officers, preferably, in the cadre of Civil Judge (Senior Division) working in the District Headquarter and nominate as Nodal Officer to the District Court

Digitization Centre of respective Unit to oversee the Scanning and Digitization process including the random verification of scanned records and to certify the monthly bills duly verifying a minimum of 10 records in every month according to the Standard Operating Procedure of Hon'ble eCommittee, Supreme Court of India.

Yours sincerely

REGISTRAR (IT-cum-CPC)

Copy to:

M/s.Writer Business Services Pvt Ltd

D.YEDUKONDALU
REGISTRAR (IT-cum-CPC)

AMARAVATI
Dt:07.03.2025

ROC.No.2423/2023-CPS

To
The Sales Head and Business Unit Head,
M/s. Writer Business Services Private Limited,
3rd Floor, West Wing Chamiers Towers,
Old No.23&24, new No.37/10, Chamiers Road,
Tenampet, Chennai – 600 018, India.

Sir/Madam,

SUB:- eCourts – Phase-III – High Court – District Courts Digitization Centers – Information regarding the fields of bookmarking in the Scanning and Digitization process – Request – Regarding.

REF:-1)Tender Notification in GeM Portal vide Tender ID:GEM/2023/B/4316402 dated 27.12.2023.
2) Work Order for Chittoor vide ROC No.2423/2023-CPS, dated 09.09.2024.
3) Work Order for Ananthapuramu, Krishna, Srikakulam and Vizianagaram vide ROC No.2423/2023-CPS, dated 09.09.2024.
4) Work Order for Guntur, Kadapa, Kurnool, Prakasam at Ongole and West Godavari at Eluru dated 19.12.2024.
5) Work Order for Visakhapatnam dated 06.01.2025.
6) Work Order for East Godavari at Rajamahendravaram and SPSR Nellore dated 07.03.2025.

***

I invite your attention to the subject and references cited above.

I am to state that, in continuation of the discussions earlier regarding the fields for bookmarking in Scanning and Digitization service (Version 2) – 300; A4 and Legal in District Judiciary covered under Phase-III of eCourts Project, the High Court took a decision to incorporate the following fields:

1. Pleadings/Charge sheets
2. Fair Issues/Charges/Examination of accused
3. Depositions of witnesses

4. Documents
5. Interlocutory Applications/Criminal Miscellaneous Petitions
6. Interim Orders
7. Final Orders/Judgments and Decrees
8. Miscellaneous part of the record

I am to further state that if there is any specific document having importance and to be bookmarked separately, the same may be done on the request of the Judicial Officer/Nodal Officer who is overseeing the Scanning and Digitization process.

Therefore, I request your goodself to instruct all your officers supervising the process of Scanning and Digitization in the District Judiciary to maintain the minimum bookmarking fields indicated above and follow the other procedure according to the Standard Operating Procedure of Hon'ble eCommittee, Supreme Court of India.

Yours sincerely

REGISTRAR (IT-cum-CPC)

Copy to:

All the Unit Heads, in the State of Andhra Pradesh.

D. YEDUKONDALU
REGISTRAR (IT-cum-CPC)

AMARAVATI,
Dt:18.06.2025.

ROC.No. 2423/2023-CPS

To,
All the Unit Heads.

Sir/Madam,

SUB: eCourts – Phase III – High Court – Request to provide required man power on permanent basis for Scanning and Digitization Service (Version 2) – 300: A4 and Legal of Legacy records for District Judiciary to M/s. Writer Business Pvt Ltd., – Regarding.

REF:
1. Work Order for Chittoor, vide Roc. No. 2423/2023-CPS, dated: 09.09.2024.
2. Work Order for Districts of Anathapuramu, Chittoor, Krishna, Srikakulam & Vizianagaram, vide Roc. No. 2423/2023-CPS, dated: 26.10.2024.
3. Work Order for Districts of Guntur, Kadapa, Kurnool, Prakasam at Ongole and West Godavari at Eluru Districts, vide Roc. No. 2423/2023-CPS, dated: 19.12.2024.
4. Work Order for Visakhapatnam District, vide Roc. No. 2423/2023-CPS, dated: 06.01.2025.
5. Work Order for East Godavari at Rajamahendravaram and SPSR Nellore Districts, vide Roc. No. 2423/2023-CPS, dated: 07.03.2025.
6. Letter to The Unit Heads Anathapuramu, Chittoor, Krishna, Srikakulam & Vizianagaram, vide Roc. No. 2423/2023-CPS, dated: 05.11.2024.
7. Letter to all the Unit Heads vide ROC.No.2423/2023-CPS dated 07.03.2025.

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I invite your attention to the subject and references cited.

As directed, I am to inform that High Court issued Work Order to M/s. Writer Business Pvt Ltd., for all the districts in the state of Andhra Pradesh vide references 1st to 5th cited for Scanning and Digitization Service (Version 2) – 300: A4 and Legal of Legacy Records and addressed a letter to certain Unit Heads vide reference 6th cited, requesting to provide required manpower on permanent basis and infrastructure on temporary basis for Scanning and Digitization Service, on pilot basis.

I am to inform that the High Court issued work orders for all the districts for Scanning and Digitization Service (Version 2) – 300: A4 and Legal of Legacy Records vide references cited 1 to 5 supra. I am further to inform that the High Court provided all necessary infrastructure viz., Servers, Switches, Air Conditioners, Allmaras, tables, chairs and permitted to perform necessary civil and electrical works as required.

I am to further to inform that the Registry received information from M/s.Writer Business Pvt Ltd., that there is lack of adequate cooperation and coordination from District level Officers resulting in delaying and obstructing the process of Scanning and Digitalization which in turn slowing down the process of QC-2 which is crucial for completion and verification of digitized records which is adversely impacting the overall progress of the project.

M/s.Writer Business Pvt Ltd., specifically reported that their field staff are facing operational difficulties due to the non-availability of designated manpower, inadequate infrastructure support, and delayed access to records necessary for scanning. These challenges are not only obstructing the day-to-day workflow of digitization but also causing significant delays in the subsequent stage of Quality Control–2 (QC-2), which is an essential phase for ensuring the accuracy, completeness, and verification of the digitized documents.

I request all Unit Heads to ensure timely deployment of required manpower on permanent basis as per annexure enclosed and extend the fullest cooperation to the vendor i.e., M/s.Writer Business Pvt Ltd., for Scanning and Digitization Service (Version 2) – 300: A4 & Legal of Legacy Records.

I further request the High Court addressed a letter vide 07th reference cited, for nomination of Nodal Officer for Digitalization in each unit and verify minimum of 10 records per month and submit the compliance report to the undersigned on monthly basis. I further request the Unit Heads and Nodal Officers to ensure the timely submission of the compliance report of Scanning and Digitalization.

Therefore, I request all the Unit Heads to take immediate steps and extend the necessary coordination to the staff of M/s. Writer Business Pvt Ltd., for complete execution of Scanning and Digitization activity from inward of file to outward of file which includes scanning, meta data entry, indexing, bookmarking till QC-1 by M/s. Writer Business Pvt Ltd., & QC-2 by the District Court Staff.

This may be treated as **MOST URGENT.**

Yours faithfully,

REGISTRAR (IT-cum-CPC)

Encl: a/a.

Copy to:
M/s. Writer Business Pvt Ltd.,

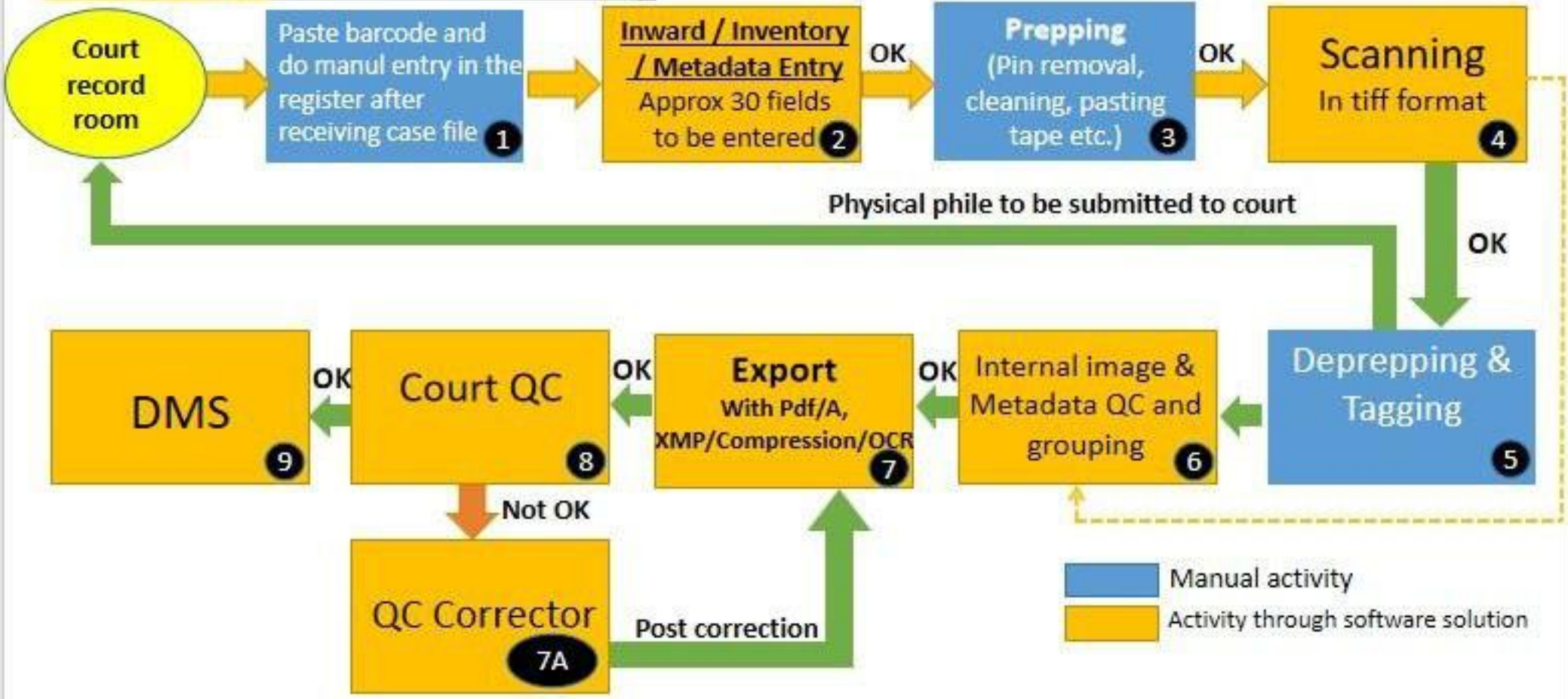
HIGH COURT OF ANDHRA PRADESH

ANNEXURE

Man power Requirement

S.No	Designation	Roles and Responsibilities	No of Persons required per Court
1.	Nodal Officer	Nodal authority for coordination between district court and the scanning agency	1
2.	System Officer (High Court Level)	Will assist in central movement of data safely from District locations to the aligned central locations	1
3.	Quality Auditors	Verifying all the listed quality check parameters to ensure the data moving to DMS is at par with all quality standards	15
4.	Record Manager	For safe execution of files handover takes over from the scanning agency with proper inventory management	1
5.	Office Subordinates	For safe movement of files from record room to scanning room and vice versa	2

APHC | Process flow



ORIGINAL SUITS (OS)

Tagging	Civil Side
1. Pleadings	1. Plaint including schedule, plan, valuation slip, supporting affidavits (orders 6 rule 14, order 6 rule 15 (4) etc.,)and notes paper 2.Vakalath, case information sheet on both side 3.Written statement, additional written statement setoff counter claim 4.Rejoinder along with supporting affidavits,Adoption memo 5. Terms of compromise
2. Documents	1.Exhibits : A1, A2, A3 etc., 2.Exhibits : B1, B2,B3 etc., 3.Exhibits : C1,C2,C3 etc., 4.Exhibits : X1,X2,X3 etc., 5.unmarked documents
3. Fair issues	1.Issues framed by the court 2.Draft issues filed by the plaintiff/defendant
4. Depositions of witness	Chief Affidavit, cross examinations, Reexamination. 1.PW1 1.DW1 1.CW1 2.PW2 2.DW2 2.CW2 3.PW3 3.DW3 3.CW3
5. Interlocutory applications	1.All Interlocutory applications along with petition, affidavits and notes paper. 2.Counters in IA 3.Adoption memos in IAs
6. Interim orders	1.Fair orders in IAs 2.Draft orders in Ias
7. Decree and Judgements	1.Judgement 2.Draft judgement 3.Decree 4.Award
8. Miscellaneous part of the record	1.Memos 2.Process memos (served and unserved) 3.Paper publications 4.Notices / summons 5.Cost memo

BOOK MARKING OF DIGITAL RECORD

Tagging	Description	
	CRIMINAL SIDE	DESCRIPTION OF PARTICULARS
1.	Pleagings Charge Sheet	Charge Sheet Memo of Apperarance (or) Vakalath 161 Cr.P.C. Statement and Part – I & II Case Dairy & FIR with Complaint 164 Cr.P.C. Statement Dying Declaration Wound Certificate Postmortem Report Forensic Lab Report
2.	Charges/Examination of Accused	Charges U/Sec. 251, 239, 313 Cr.P.C Examinations
3.	Depositions of Witnesses	P.W.1 D.W.1 C.W.1 P.W.2 D.W.2 C.W.2 P.W.3 D.W.3 C.W.3 Etc., Etc,. Etc.,
4.	Documents	Exhibits. P1, P2, P3 Etc., Exhibits. D1, D2, D3 Etc., Exhibits C1, C2, C3 Etc., Mos. 1, 2, 3 Etc.,
5.	Criminal Miscellaneous Petitions	Crl.M.Ps Counters 317 Cr.P.C 256 Cr.P.C
6.	Interim Order	Crl.M.P Orders
7.	Final Order/Calender and Judgment	Calender & Judgment Conviction Warrant Remand Warrant Bail Bonds, Committal Bonds
8.	Miscellaneous and other records	Memos Solvencies, Remand Report Process Memos Notice Witness Summons Warrants Copy Applications Unmarked Documents, Photos PRC Orders

Approved.
01/08

List of the "**Court Codes**" relating to District Judiciary of East Godavari.

S.No	Name	Court Code
1	Principal District Court, Rajamundry	EAS01
2	I Additional District Court, Rajamundry	EAS02
3	II Additional District Court, Amalapuram	EAS03
4	III Additional District Court, Kakinada	EAS04
5	IV Additional District Court, Kakinada	EAS05
6	V Additional District Court, Rajamundry	EAS44
7	VI Additional District Court, Kakinada	EAS62
8	VII Additional District Court (Fast Track), Peddapuram	EAS66
9	Special Court for Trial of Offences against Women-cum-VIII Additional District Judge, Rajamundry	EAS47
10	Family Court-cum- IX Additional District Judge, Rajamundry	EAS51
11	Court of Special Sessions Judge For Trial of Cases under SCs & STs (POA) Act-cum-X Additional District Judge, Rajamundry	EAS52
12	XII Additional District Court, Pitapuram	EAS65
13	Court of Special Judge for Trail of SPE & ACB Cases, Rajamundry	EAS68
14	Court of Special Judge for Trail of Offences under POCSO Act, Kakinada	EAS69
15	XIII Additional District Court, Ramachandrapuram	EAS70
16	Court of Civil Judge (Senior Division), Amalapuram	EAS06
17	Court of Principal Civil Judge (Senior Division), Kakinada	EAS07
18	Court of I Additional Civil Judge (Senior Division), Kakinada	EAS08
19	Court of II Additional Civil Judge (Senior Division), Kakinada	EAS09
20	Court of III Additional Civil Judge (Senior Division), Kakinada	EAS53
21	Court of Civil Judge (Senior Division), Kothapet	EAS42
22	Court of Civil Judge (Senior Division), Peddapuram	EAS10
23	Court of Civil Judge (Senior Division), Pittapuram	EAS11
24	Court of Principal Civil Judge (Senior Division)-cum-Chief Judicial Magistrate, Rajamundry	EAS12
25	Court of I Additional Civil Judge (Senior Division), Rajamundry	EAS13
26	Court of II Additional Civil Judge (Senior Division) (Fast Track), Rajamundry	EAS48
27	Court of Civil Judge (Senior Division), Ramachandrapuram	EAS15
28	Court of Civil Judge (Senior Division), Razole	EAS14
29	Court of Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Alamuru	EAS31
30	Special Magistrate Court, Alamuru	EAS63
31	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Amalapuram	EAS22
32	Court of Additional Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Amalapuram	EAS23
33	Special Magistrate Court, Amalapuram	EAS64
34	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Kakinada	EAS16
35	Court of I Additional Civil Judge (Junior Division)-cum-I Additional Judicial Magistrate of First Class, Kakinada	EAS17
36	Court of II Additional Civil Judge (Junior Division)-cum-II Additional Judicial Magistrate of First Class, Kakinada	EAS18
37	Court of III Additional Civil Judge (Junior Division)-cum-III Additional Judicial Magistrate of First Class, Kakinada	EAS19
38	Court of IV Additional Civil Judge (Junior Division)-cum-IV Additional Judicial Magistrate of First Class, Kakinada	EAS20
39	Court of V Additional Civil Judge (Junior Division)-cum-V Additional Judicial Magistrate of First Class, Kakinada	EAS56
40	Court of Special Judicial Magistrate of First Class (Mobile) for Trail of cases under PCR Act-cum-VI Additional Civil Judge (Junior Division), Kakinada	EAS21

S.No	Name	Court Code
41	Court of Special Judicial Magistrate of First Class For Trail of AP Prohibition & Excise Acts Casest-cum-VII Additional Civil Judge (Junior Division), Kakinada	EAS43
42	Court of Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Kothapet	EAS32
43	Court of Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Mummidivaram	EAS33
44	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Peddapuram	EAS29
45	Court of Additional Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Peddapuram	EAS30
46	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Pittapuram	EAS34
47	Court of Additional Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Pittapuram	EAS67
48	Court of Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Prathipadu	EAS35
49	Special Magistrate Court, Prathipadu	EAS60
50	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Rajamundry	EAS36
51	Court of I Additional Civil Judge (Junior Division)-cum-I Additional Judicial Magistrate of First Class, Rajamundry	EAS37
52	Court of II Additional Civil Judge (Junior Division)-cum-II Additional Judicial Magistrate of First Class, Rajamundry	EAS38
53	Court of III Additional Civil Judge (Junior Division)-cum-III Additional Judicial Magistrate of First Class, Rajamundry	EAS39
54	Court of IV Additional Civil Judge (Junior Division)-cum-IV Additional Judicial Magistrate of First Class, Rajamundry	EAS40
55	Court of V Additional Civil Judge (Junior Division)-cum-V Additional Judicial Magistrate of First Class, Rajamundry	EAS28
56	Court of VI Additional Civil Judge (Junior Division)-cum-VI Additional Judicial Magistrate of First Class, Rajamundry	EAS54
57	Court of VII Additional Civil Judge (Junior Division)-cum-VII Additional Judicial Magistrate of First Class, Rajamundry	EAS55
58	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Ramachandrapuram	EAS25
59	Court of Additional Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Ramachandrapuram	EAS26
60	Court Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Razole	EAS27
61	Court of Principal Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Tuni	EAS41
62	Court of Additional Civil Judge (Junior Division)-cum-Additional Judicial Magistrate of First Class, Tuni	EAS58
63	Court of Judicial Magistrate of First Class, RampaChodavaram	EAS49
64	Court of Judicial Magistrate of First Class, Addategala	EAS50
65	Court of Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Anaparthi	EAS57

Weekly Status report of Scanning and Digitization for the period from _____ District Court Digitization Center Kakinada

Date	Number of files supplied to Writer Business	Number of Files Scanned	Number of Images Scanned	Number of Files QC1 Completed	Number of images QC1 Completed	Number of Files QC2 Completed	Number of images QC2 Completed	Number of fiels Bookmarked	Number of Images Bookmarked	Number of files received back	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
											A total of _____ records are pending for scanning at the Vendor's end as on _____.

List of the "**Category Codes**" relating to District Judiciary of East Godavari.

S.No	Computer Code	Category Name	Category Short Name	Type of Category
1	010101	(a) Suits for Declaration and Suits for Partition (Preliminary OS(T) Decree)	OS (T)	CIVIL
2	010102	(b) Specific Performance Suits	OS (SP)	CIVIL
3	010103	(c) Injunction Suits	OS (Inj)	CIVIL
4	010104	Original Suits (Money / Other Suits)	OS (M/Oth)	CIVIL
5	010105	Passing of an Ex-parte Decree	Ex-parte	CIVIL
6	010106	Small Cause Suits	SCS	CIVIL
7	010107	Original Suits (Mortgage)	OS (MOR)	CIVIL
8	010108	Original Suits (Family Court)	FCOS	CIVIL
9	010201	For passing final decree	FDP	CIVIL
10	010202	I.A. (Under Order 39 Rules 1, 2 & 4 CPC)	IA (Or 39, R1,2 & 4)	CIVIL
11	010203	I.A. (Under Or. 22, Rules 3 & 4 CPC)	IA (Or. 22, R3 & 4)	CIVIL
12	010204	IA (Under Or. 40, Rule1 CPC)	IA (Or.40 R1)	CIVIL
13	010205	I.A (Under Or 34, Rule 5 CPC)	IA (Or.34, R5)	CIVIL
14	010206	I.A. (Under Sec.151 CPC)	IA (S.151)	CIVIL
15	010207	Petition for striking out and adding of Parties (Or.1.R10 CPC)	IA (Or.1 R10 CPC)	CIVIL
16	010208	Petition for Amendment of Pleadings (Or.6, R17 CPC)	IA (Or.6, R17 CPC)	CIVIL
17	010209	Petition for rejection of Plaint (Or.7 R.11 CPC)	IA (Or.7, R11 CPC)	CIVIL
18	010210	Disposal of Suit on preliminary issue	IA (Or.14 R2 CPC)	CIVIL
19	010211	Disposal of Application for Attachment before Judgment on merits	IA (OR.38 R5 CPC)	CIVIL
20	010212	Disposal of Application filed for Disobedience or Breach of Injunction	IA (Or.39 R2(a) CPC	CIVIL
21	010213	Disposal of Application for Restitution	IA (Sec.144 CPC)	CIVIL
22	010214	Petition U/sec.24 of Hindu Marriage Act (Maintenance OP)	IA (Sec.24 of HM Act)	CIVIL
23	010215	Petition for deciding Jurisdiction of Court	IA (Deciding Jurisdiction)	CIVIL
24	010216	Settlement of Cases by way of Mediation and Conciliation	Mediation Conciliation	CIVIL
25	010299	Civil Miscellaneous Petition	CMP	CIVIL
26	010301	EA (Under Or 21, Rule 58 CPC)	EA (Or. 21 R 58)	CIVIL
27	010302	EA (Under Or 21, Rule 97 CPC)	EA (Or 21, R 97)	CIVIL
28	010303	EA (Under Or 21, R 99 CPC)	EA (Or. 21 R 99)	CIVIL
29	010304	EA (Under Or.38 Rule 8 CPC)	EA (Or.38 R 8)	CIVIL
30	010305	EA (Under Section 47 CPC)	EA (S.47)	CIVIL
31	010306	EA (Under Or. 21, Rule 90 CPC)	EA (Or.21 R 90)	CIVIL
32	010307	EA (Others)	EA (Oth)	CIVIL
33	010401	EP (All when orders pronounced)	EP	CIVIL
34	010402	Arbritation EP's	EP (ARB)	CIVIL
35	010501	Under Insolvency Act, other than Debtors Petition	IP (Other than DP)	CIVIL
36	010502	Under Insolvency Act by Debtor	IP (Debtors)	CIVIL

S.No	Computer Code	Category Name	Category Short Name	Type of Category
37	010503	Under Insolvency Act (I.P)	IP	CIVIL
38	010504	RC act Under Sec. 11(4) & S.14	RC	CIVIL
39	010505	Election Petition under various Acts	EOP	CIVIL
40	010506	IP (Application Under Act 45/1987)	IP (A/Act 45)	CIVIL
41	010507	IP (Application under Sec.9 of RC Act)	IP (A/S.9 RC Act)	CIVIL
42	010508	IP (Application under Sec. 53 & 54 of Insolvency Act)	IP (S 53 & 54)	CIVIL
43	010601	Sec.110 Act MV Act 1939 or Sec.166 of MV Act, 1988	MVOP (S 155)	CIVIL
44	010602	Sec 92-A of MV Act, 1939 or Sec.140 of MV Act 1988	MVOP (S 140)	CIVIL
45	010603	Land Grabbing (Prohibition Act) OPs	LGOP	CIVIL
46	010604	A.P. (Telangana Area) Public Societies Registration Act	A.P. (T.A) PSR Act	CIVIL
47	010605	Land Acquisition Act OPs	LAOP	CIVIL
48	010606	Other OPs	OP (oth)	CIVIL
49	010607	O.P.s Under Sec.24 (Transfer)	TROP	CIVIL
50	010608	Rent Controller Cases	RCC	CIVIL
51	010609	Andhra Tenancy cases	ATC	CIVIL
52	010610	All Original Petitions for Child Custody and Visitation Rights	GWOP (Child Custody)	CIVIL
53	010611	Petition for Child Adoption and Foreign Adoption Cases	GWOP (Child Adoption)	CIVIL
54	010612	Arbritation OP's	AOP/ARBOP	CIVIL
55	010613	Family Court Original Petitions	FCOP	CIVIL
56	010614	Hindu Marriage OP's	HMOP	CIVIL
57	010615	Divorce Petitions	DOP	CIVIL
58	010616	Decree of Divorce by Mutual Consent	DOP(M)	CIVIL
59	010617	Hindu Adoption & Maintenance Act	HAMOP	CIVIL
60	010618	Spl. Marriage OP's	SMOP	CIVIL
61	010619	Sucession OP's	SOP	CIVIL
62	010620	Papuper OP's	POP	CIVIL
63	010621	Co-Operative OP's	COOP	CIVIL
64	010622	Estate Abolition OP's	EAOP	CIVIL
65	010623	Gaurdian and Wards OP	GWOP	CIVIL
66	010624	Trust OP's	TOP	CIVIL
67	010625	Society Registration OPs	SCOP	CIVIL
68	010626	State Finance Corporation OPs	SFCOP	CIVIL
69	010701	Civil Appeals/Money	AS (M)	CIVIL
70	010702	Civil Appeals/Title	AS (T)	CIVIL
71	010703	Civil Miscellaneous Appeals	CMA	CIVIL
72	010704	Rent Control Appeals	RCA	CIVIL
73	010705	Under Municipalities Act	MCA	CIVIL
74	010706	Civil Appeals/Under Insolvency Act	IPA	CIVIL
75	010707	Cooperative Tribunal Appeals	CTA	CIVIL
76	010708	Land Reforms Tribunal Appeals	LRA	CIVIL
77	010709	Tenancy Appeals	TA	CIVIL
78	010710	Forest Appeals	FA	CIVIL

S.No	Computer Code	Category Name	Category Short Name	Type of Category
79	010711	Land Acquisition Appeals	LAA	CIVIL
80	010712	Estate Abolition Appeals	EAS	CIVIL
81	020101	Session Cases	SC	CRIMINAL
82	020102	Session Cases (under 302 IPC)	SC (302)	CRIMINAL
83	020103	Session Cases (under IPC 376, 354)	SC (376,354)	CRIMINAL
84	020104	Session Cases (SC/ST Act)	SC (SPL)	CRIMINAL
85	020105	Sessions Cases (NDPS Act)	SC (NDPS)	CRIMINAL
86	020106	Sessions cases (POCSO Act)	SC (POCSO)	CRIMINAL
87	020107	Sessions Case (IE ACT)	SC (IE)	CRIMINAL
88	020108	Sessions Case (PC Act)	SC (PC)	CRIMINAL
89	020109	Sessions Case (PCR Act)	SC (PCR)	CRIMINAL
90	020110	Sessions Case (Red Sanders)	SC (Red Sanders)	CRIMINAL
91	020111	Sessions Case (Drugs & Cosmetics Act)	SC (D&C)	CRIMINAL
92	020112	Sessions Case (Sec. 5 of AP Protection of Depositors Financial Establishment ACT)	SC (S5APPDEF)	CRIMINAL
93	020201	Criminal Revision Petitions	CRLRP (Maintenance)	CRIMINAL
94	020202	Other Criminal Revision Petitions	CRLRP (Oth)	CRIMINAL
95	020301	Calender Cases/IPC	CC (IPC)	CRIMINAL
96	020302	Calender Cases / Other Acts	CC (Oth Acts)	CRIMINAL
97	020303	CCs under NI Act Cases where the Complainant and witnesses are examined and the matters to settled and not pressed	CC (NI Act Not pressed)	CRIMINAL
98	020304	Cases under Domestic Violence Act	DVC	CRIMINAL
99	020305	Case Disposed under Plea bargaining	CC (Plea bargaining)	CRIMINAL
100	020306	Calender Cases/Arising under Electricity Act	CC (Electricity)	CRIMINAL
101	020307	Calender Cases (Complaint)	CC (Complaint)	CRIMINAL
102	020308	Calender Cases (Food Adulteration Act)	CC (FAA)	CRIMINAL
103	020309	Calender Cases (Traffic)	CC (Traffic)	CRIMINAL
104	020310	Calender Cases (NI ACT)	CC (NI Act)	CRIMINAL
105	020311	Calender Cases (Excise)	CC (Excise)	CRIMINAL
106	020312	Calender Cases (NDPS)	CC (NDPS)	CRIMINAL
107	020313	Calender Cases (Red Sanders)	CC (Red Sanders)	CRIMINAL
108	020314	CC (Prevention of Money Laundering ACT, 2022)	CC (PMLA)	CRIMINAL
109	020315	CC (AP Forest Act)	CC (FA)	CRIMINAL
110	020316	CC (Land Grabbing)	CC (LG)	CRIMINAL
111	020317	CC (Juvenile)	JCC	CRIMINAL
112	020318	CC (Essential Commodities Act)	CC (ECA)	CRIMINAL
113	020319	CC (Drugs & Cosmetics Act)	CC (D&C)	CRIMINAL
114	020320	CC (CID)	CC (CID)	CRIMINAL
115	020401	Summary Trial Cases	STC	CRIMINAL
116	020402	Summary Trial Case unde NI Act	STC (NI ACT)	CRIMINAL
117	020501	Maintenance Cases	MC	CRIMINAL
118	020601	Criminal Appeals from Asst.Sessions Judges	CRLA (S)	CRIMINAL

S.No	Computer Code	Category Name	Category Short Name	Type of Category
119	020602	Criminal Appeals from Junior Civil Judges	CRLA (J)	CRIMINAL
120	020603	Essentail Commodities Act Appeals	CRLA (ECA)	CRIMINAL
121	020701	Criminal Misc.Petitions	CRLMP	CRIMINAL
122	020702	Crl. Misc.Petition filed U/secs.239, 451 & 457 & 227 Cr.P.C. for CBI, ACB, NIA & CID Cases	CRLMP (U/Sec.239, 451 & 457) & 227 for CBI, ACB, NIA & CID)	CRIMINAL
123	020703	Criminal Misc.Petitions (Bails)	CRLMP (Bails)	CRIMINAL
124	020704	Criminal Misc.Petitions (Others for NIA & CID Cases)	CRLMP (Oth) (NIA&CID)	CRIMINAL
125	020801	Preliminary Registered Cases	PRC	CRIMINAL
126	020901	Long Pending Cases	LPC	CRIMINAL
127	030101	STAT/Sales Tax/Appeals	STAT (Sales Tax)	CIVIL
128	030201	Industrial Tribunal & Labour Court Under Section 10(i) of ID Act/Employment & Workmen	ID (S.10(1)/E&W)	CIVIL
129	030202	Industrial Tribunal & Labour Court Under Section 10(i) of ID Act/Other Reference	ID (S.10(1)/Oth)	CIVIL
130	030203	Industrial Tribunal & Labour Court Under Section 2-A(i) of ID Act	ID (S.2-A)	CIVIL
131	030204	Industrial Tribunal & Labour Court Under Section 33(1) (a), S.33(1)(b) Or.S.33(2) of ID Act	ID (Proceeding (S.33 a1, 1b, 2)	CIVIL
132	030205	Industrial Tribunal Labour Court Under Section 33©(2) of ID Act	ID (Proceeding (S.33©(2)	CIVIL
133	030206	Industrial Tribunal & Labour Court Under Section 33-A of ID Act	ID (Proceeding (S.33-A)	CIVIL
134	030207	Industrial Tribunal Labour Court Under Section 75 of the Employees State Insurance Act	ID (Proceeding (S.75 ESI Act)	CIVIL
135	030208	Proceedings CL-VII/Employees State Insurance Act	ID (Proceeding (Cl-VII/ESI Act)	CIVIL
136	030209	Industrial Tribunal & Labour Court under Standing Orders Act	ID (Standing Or.)	CIVIL
137	030210	Industrial Tribunal & Labour Court/Second Appeals under Shops & Establishment Act	ID (SA UNDER s & Estb.Act)	CIVIL
138	030301	Tribunal for Disciplinary Proceedings/Enquiry Cases	TEC/TDP	CIVIL
139	030401	STAT (Transport) appeal or Revision Petitions)	STAT (Transport)	CIVIL
140	040101	Spl. Judge for SPE & ACB Cases/Sessions Cases	SC (SPE & ACB)	CRIMINAL
141	040201	Spl. Judge for SPE & ACB Cases/Calender Cases/Trap Cases	CC (Trap/SPE & ACB)	CRIMINAL
142	040202	Spl. Judge for SPE & ACB Cases/Calender Cases/Asset Cases	CC (Assets/SPE & ACB)	CRIMINAL

S.No	Computer Code	Category Name	Category Short Name	Type of Category
143	040203	Spl. Judge for SPE & ACB Cases/Calender Cases/Conspiracy, Fraud or Misappropriation Cases	CC (Conspiracy, Fraud & Misappropriation cases/ SPE & ACB)	CRIMINAL
144	050101	Spl. Judge for Economic Offences/Calender Cases	CC (SPL. EO)	CRIMINAL
145	050201	Spl. Judge for economic offences/STCs	STC (SPL. EO)	CRIMINAL
146	060101	National Investigation Agency Cases	SC (NIA)	CRIMINAL
147	070101	Spl. Judge for CBI Cases/Calender Cases/Trap Cases	CC (Trap/CBI)	CRIMINAL
148	070102	Spl. Judge for CBI/Calender Cases/Asset Cases	CC (Assets/CBI)	CRIMINAL
149	070103	Spl. Judge for CBI Cases/Calender Cases/Conspiracy, Fraud or Misappropriation Cases	CC (Conspiracy, Fraud & Misappropriation / CBI)	CRIMINAL
150	080101	Commercial Disputes Original Suits(Tittle)	COS (T)	CIVIL
151	080102	Commercial Arbritation Original Suits (M / Others)	COS (M / OTH)	CIVIL
152	080103	Commercial Dispute Original Petitions	CAOP	CIVIL
153	080104	Commercial Dispute Appeals (Tittle)	CAS (T)	CIVIL
154	080105	Commercial Dispute Appeals (M / OTH)	CAS (M/OTH)	CIVIL
155	080106	Commercial Dispute Execution Petitions	CEP	CIVIL
156	080107	Commercial Dispute Execution Applications	CEA	CIVIL
157	080108	Commercial Arbitration Appeal	COMAA	CIVIL
158	090101	Human Rights Act Cases	SC(HR)	CRIMINAL
159	999999	Cases Disposed under Lok Adalat	LOK-ADALAT	CIVIL & CRIMINAL