

कार्यालय- प्रधान जिला एवं सत्र न्यायाधीश, उज्जैन (म.प्र.)

॥ ज्ञापन ॥

11 MAR 2025

क्रमांक 2544 / 2025

उज्जैन, दिनांक-

प्रति,

01. समस्त न्यायालय,
जिला न्यायालय उज्जैन,
उज्जैन (म.प्र.)
02. प्रभारी अधिकारी,
फाईलिंग अनुविभाग,
जिला न्यायालय उज्जैन म.प्र.

विषय - लंबित प्रकरणों की स्कैनिंग करवाये जाने बाबत।

संदर्भ- माननीय उच्च न्यायालय जबलपुर म.प्र. का पत्र क्रं. Reg(IT)(CSA)/2025/22,
जबलपुर दिनांक 19.02.2025।

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उपरोक्त विषयांतर्गत संदर्भित ज्ञापन के पालन में आदेशानुसार लेख है कि लंबित प्रकरणों में प्राप्त समस्त दस्तावेजों को स्कैन किया जाना है एवं फाईलिंग काउंटर पर दस्तावेजों को एक नम्बर दिया जाना चाहिए इसके पश्चात् दस्तावेजों को न्यायालयों के समक्ष प्रस्तुत किया जाना चाहिए। आपातकालीन स्थितियों में, न्यायालय के कर्मचारियों को उसी दिन इस दस्तावेजों को स्कैन करना आवश्यक है।

अतः लंबित प्रकरणों में प्राप्त समस्त दस्तावेजों की स्कैनिंग व इन्डेक्सिंग करवाये जाने हेतु संबंधित प्रस्तुतकार/प्रवर्तन लिपिक को निर्देशित करने का कष्ट करें।

संलग्न- उपरोक्तानुसार,

वास्ते-प्रधान जिला एवं सत्र न्यायाधीश,
जिला उज्जैन(म.प्र.)



HIGH COURT OF MADHYA PRADESH

JABALPUR

No. Registrar (IT-CSA)/2025/ 22

Jabalpur, Dated:- 19-02-2025

To,

The Principal District & Sessions Judges,
(All in the State of Madhya Pradesh).

Subject:- Procedure of Digitization of Records in District and Tehsil Courts.

Reference:- No.CSA/2024/07, Jabalpur, dated: 28.02.2024.

Under the subject cited and with reference to the above, it is to inform you that the digitization of records has been initiated in the District and Tehsil Courts of Madhya Pradesh. This initiative aims to achieve the goal of paperless courts and streamline the management of court records.

To ensure the smooth progress, it is imperative that certain precautions and procedures are adhered to during the scanning process. I would like to highlight some key points for your attention:-

- All documents received in pending cases must be scanned, assigned a document number at the filing counter, and then presented before the Court. In urgent situations, Court staff are required to scan these documents on the same day.
- The employee posted in different sections should be meticulously maintained in the erp.mphc.gov.in software by the Administrative Officer for proper work allocation and monitoring.
- After the disposal of cases, all amended documents, including exhibits, order sheets, and legal heirs taken on record, must be marked on the pages to be rescanned and indexed in the existing file. Thereafter, it will be deposited in the Record Room.

JSA
CAJ
20.02.25
AD

e-mail:- registrar@mp.gov.in

20 FEB 2025

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HIGH COURT OF MADHYA PRADESH
JABALPUR

No. Registrar (IT-CSA)/2025/

Jabalpur, Dated:-


- d. All requested court records from the High Court must be scanned, cleaned, indexed, digitally signed and upload in the Judicial Data Repository (JDR) before being sent to the High Court, so that the digital case records will be available to the Hon'ble Judges holding the digital courts.
- e. The Principal District Judges may nominate the required number of court staff for digital signatures on the scanned records as per necessity.

In this regard, the High Court has communicated with the District Courts from time to time, instructing them to adhere to the prescribed guidelines for streamlining the digitization process. However, some District and Tehsil Courts have not been following the outlined procedures.

Therefore, it is once again requested that all District Courts strictly comply with the established process to ensure the smooth progress of digitization. We anticipate a collaborative effort to make this initiative a success.

Your cooperation and support in this endeavor are essential, and we are confident that this project will significantly enhance the efficiency and effectiveness of our judicial system.

With regards,


(KULDEEP SINGH)
PR. REGISTRAR (IT-CSA)

(Kuldeep Singh)
Registrar (IT-CSA)
High Court of Madhya Pradesh
Jabalpur

Encl: As above.