NSTEP

National Service and Tracking of Electronic Processes

National Service and Tracking of Electronic Processes

User Manual

ACTIVITIES TO BE PERFORMED AT DISTRICT LEVEL

National Service and Tracking of Electronic Processes



© 2018 eCommittee Supreme Court of India.

Table of Contents

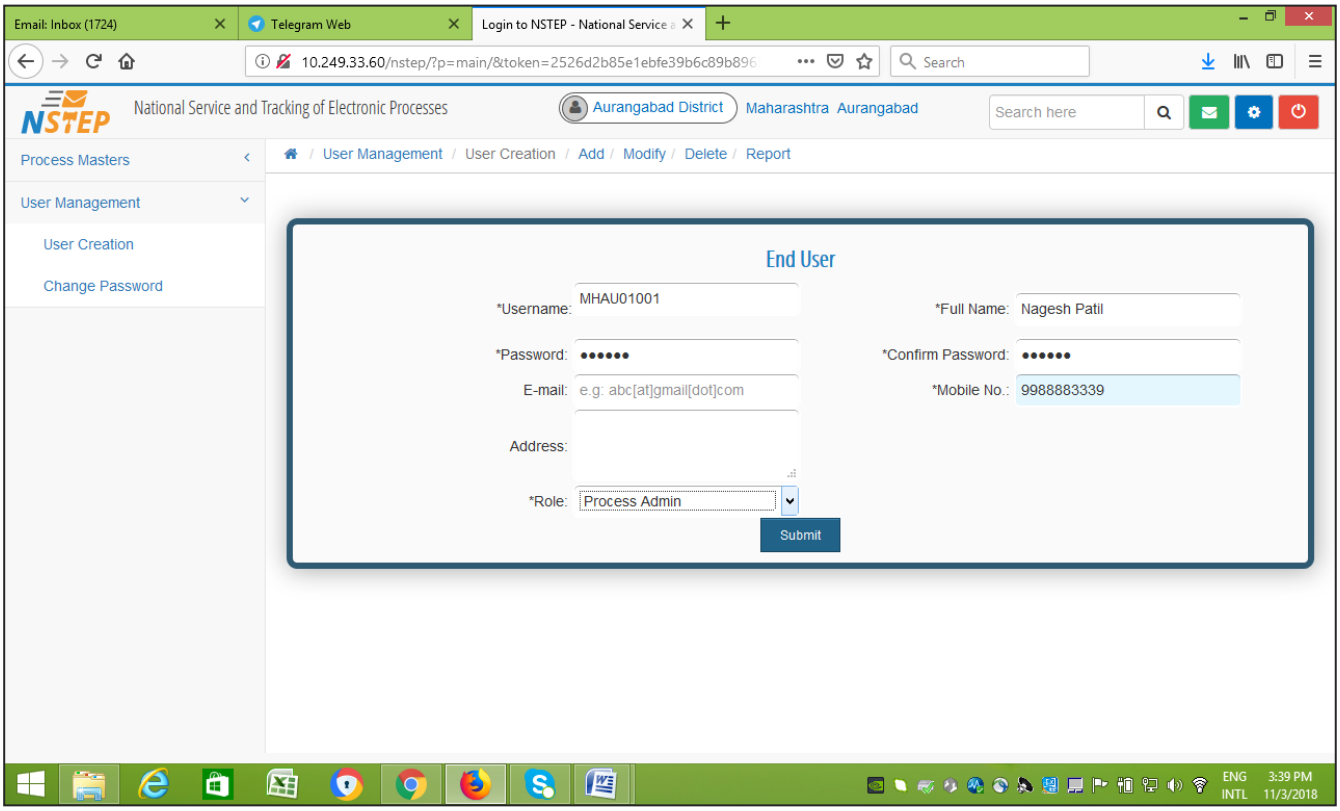
1. Creation of users for Process Administrator 2
2. Bailiff Master: 3
3. Process Establishments 4
4. Tag bailiff to process admin 5

URL of NSTEP Portal: http://10.249.33.60/

ACTIVITIES TO BE PERFORMED AT DISTRICT LEVEL

1. Creation of users for Process Administrator

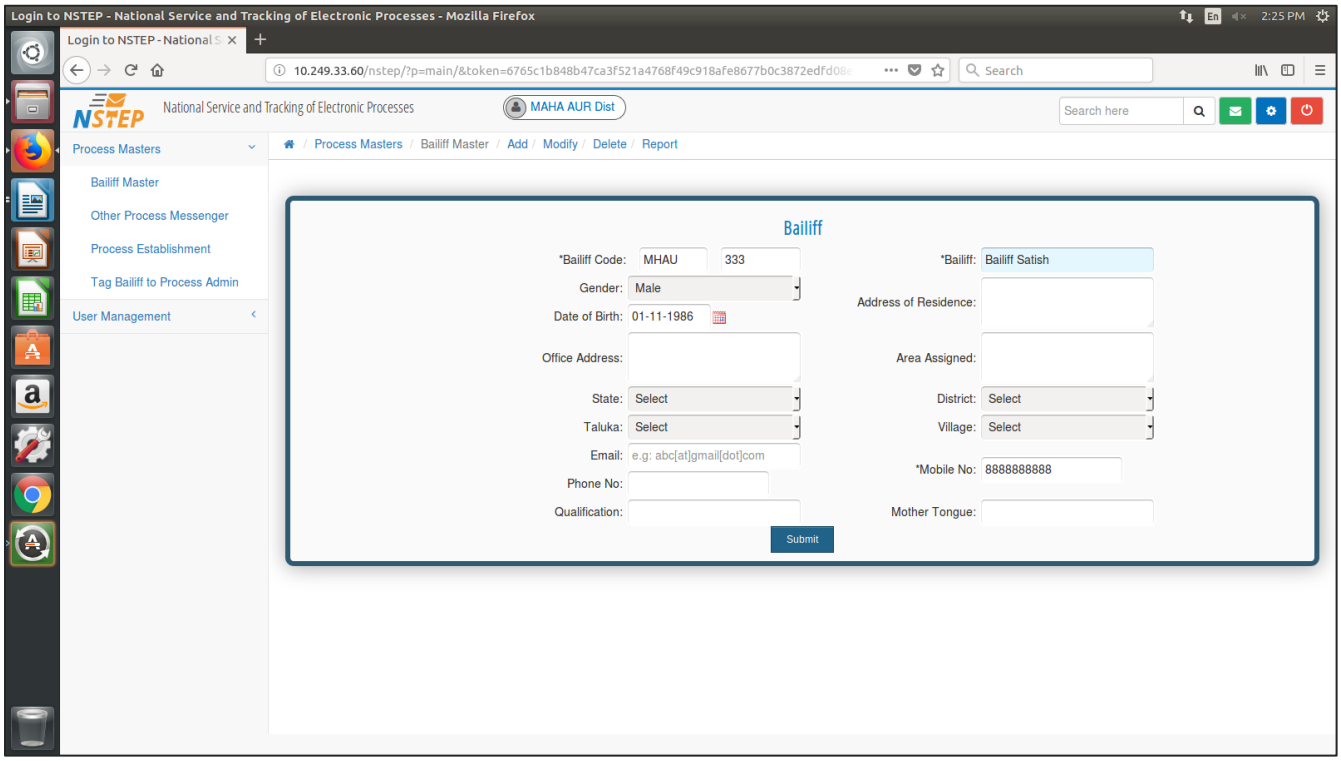
Every District Head quarter may have one process administrator. Process Administrator is responsible for allocation of the processes to the Bailiffs. District Administrator can create Process Administrator user through User Creation form. User Names shall be prefixed with Establishment Code (i.e. 2 Characters State Code + 2 Characters of District + 2 Character Establishment Code), so that it remains unique throughout the country. The Process administrator created will be able to allocate the process, mark delivery of the process etc. It is also necessary to select the role as Process Admin.



The District user have access to Process Masters which contains Bailiff Master, view Process Establishment and Tag bailiff to Process Administrators and also have access to User Management.

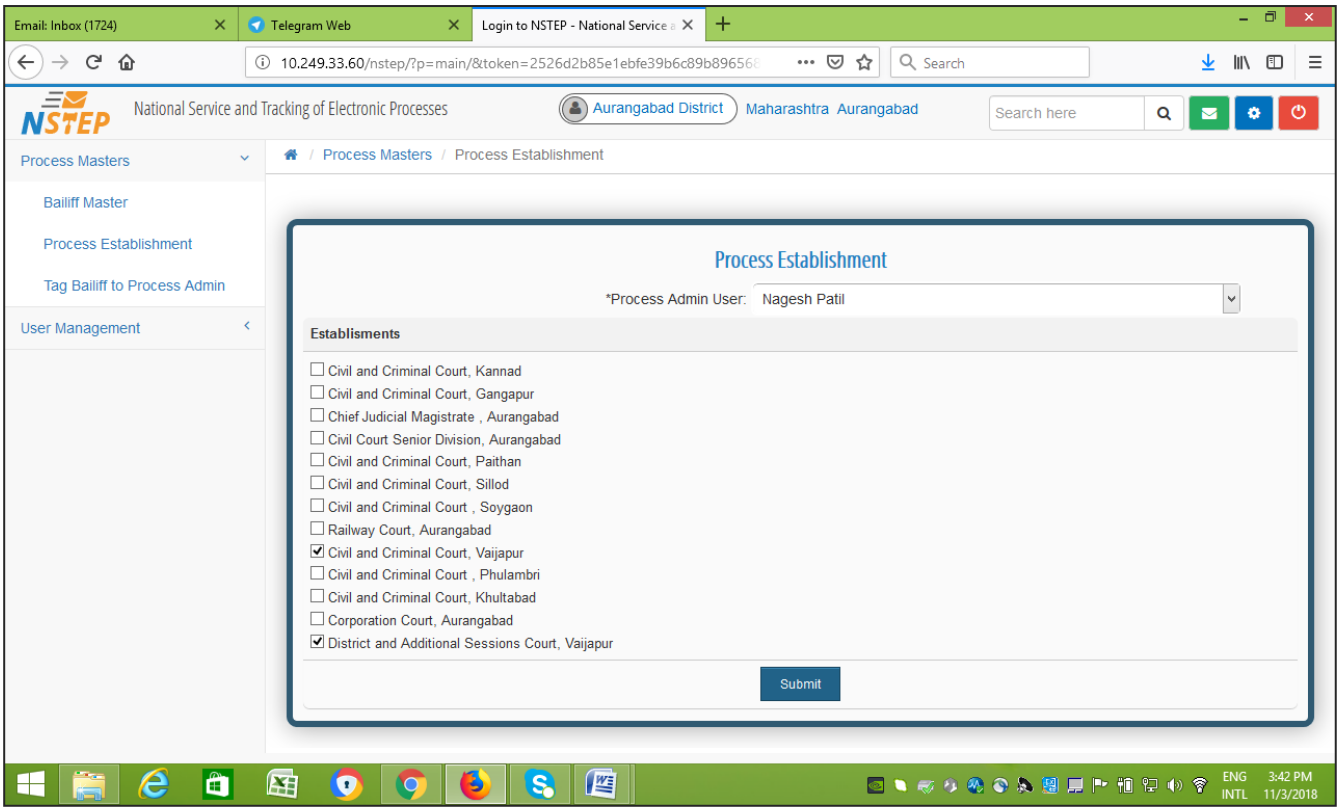
2. Bailiff Master:

District Administrator should create the Bailiff Master through this form. Every Bailiff will have a unique Bailiff Code on the lines of JO Code. Example Bailiff Code for Aurangabad District of Maharashtra shall start with code as MHAU – followed by 3 digit number (e.g. MHAU001, MHAU009, MHAU012 may be the bailiff codes for all the Bailiffs in Aurangabad District).



3. Process Establishments

Once the Process Administrators users are created, District Administrator can tag the process admins with the respective process establishments. In the below example, Nagesh Patil, is a process administrator who is now tagged with two process establishments. He will be Process Administrator for two process establishments.



4. Tag bailiff to process admin

District Administrator has to tag the Bailiffs with the Process Administrator. Further these tagged Bailiffs will only be available for the Process Administrator to allocate the Processes.

