

STANDARD OPERATING PROCEDURE (SOP)
AND POLICY
FOR SMARTPHONES FOR IMPLEMENTATION OF
NSTEP UNDER e-COURTS PROJECT

This regarding implementation of NSTEP (National Services and Tracking of Electronic Processes) across the State where Case Information System has been implemented and Smart Phones to the Process Servers of the District Judiciary have been supplied.

National Services and Tracking of Electronic Processes is an application for electronic generation, issuance of processes and tracking of its service.

It is to be mention that vide kind minutes of meeting of the Hon'ble e- Committee dated 17.07.2018, under item no 07, the Hon'ble e-Committee, Supreme Court of India was pleased to resolve that the High Courts may provide smart phones to the Process Servers after launching of NSTEP application for electronically registering the proof of service of processes along with the GPS location and image of the recipient.

In this regard, at first phase, 10 numbers of smart phones were procured through open tender process for testing purposes at Cuttack and Bhubaneswar. Further, it is submitted that at second phase 869 numbers of smartphones were procured for the purpose of implementing NSTEP. The list of up-to-date information was obtained from all the Judgeship's regarding strength of Process Servers from all the District and Subordinate Courts across the State is at **Flag 'A'** for kind reference. Any Correction/modification may kindly be intimated to this office to Sri Ashok Mallick through email to the ID **ashok.mallick84@gov.in** and copy to Central Project Coordinator at the email ID **cpc-ori@aij.gov.in**

The summons, notices etc which are in Odia language to be used by District & Subordinate Courts, such summons, notices has been obtained and prepared at this end for integration in the Case Information System with the help of NIC and the system officers/assistant.

If Any Judgeships wants to add/modify the summons or notices which are to be used in Odia language shall have to share those notices and it should be translated into vernacular script using unicode font to the Hon'ble Court for approval.

Accordingly, the Civil or Criminal JSON data to be updated in their respective CIS server. The summons/notices which are already translated into vernacular script copies of such summons/notices are placed at **Flag ‘B’** for kind reference.

Any technical glitch in the NSTEP Application shall be intimated to Sri B.Subudhi, Sr. Director (IT), NIC attached to the Hon’ble Court for technical support through email ID **b.subudhi@nic.in** with copy to copy to CPC at the email ID **cpc-ori@aij.gov.in** and Sri Ashok Mallick through mail to the ID **ashok.mallick84@gov.in**

DISTRIBUTION OF SMART PHONES

- The procured smartphones have been distributed to the concerned Judgeships (as per **Flag ‘B’**).
- The District Judge of the respective Judgeships had authorized Staff/Officials to receive the smartphones at Hon’ble Court.
- The District Judges are required to submit the prescribed format (**Annexure-A**) after distribution of smart phones to the Process Servers. The prescribed format shall be filled up, signed & stamp and communicated to the Hon’ble Court for future reference. In case the Process Servers gets transferred/retire/terminated the aforementioned **Annexure-A** shall be filled up, signed & stamp and communicated to the Hon’ble Court again for the newly assigned Process Servers.
- The District Court shall provide the SIM Card for the mobile and suitable internet package through District Court Budget. Necessary budget provision shall be made by the concerned District for smooth operation of smartphones and its services. In case the budgetary allocation is insufficient, the same may be intimated to this office through a detailed letters with the demand placed, sanctioned amount and expenditure to place the matter before the Hon’ble Court for approval.
- In case of any difficulty/deficit while distribution of smartphones, the same may be brought to the notice of the Hon’ble Court.

ROLE AND RESPONSIBILITIES OF JUDGE-IN-NIZARAT

- The Smart Phones shall be used only for the purpose of using NSTEP application and in official work of the concerned Court.
- In case any smartphone is lost/stolen, once reported by the Process Servers appropriate legal steps shall be taken to lodge FIR with the Police to take steps for recovery under intimation to the Hon'ble Court. If the same is found to be due to the negligence of the process servers, necessary action and steps for recovery may be taken after due enquiry. A temporary arrangement shall be made by the District Court for the concerned Process Servers till the recovery of lost/stolen smartphone.
- If the smartphone gets damaged, the District Court shall take necessary steps to repair such smartphones. In Case the damage is not repairable, then an alternate arrangement may be made for the concerned Process Servers by using appropriate head from the District Court Budget.
- After 1(one) year of the receipt of the smartphone, respective District Court will make necessary maintenance/repair/AMC as deemed fit at their end by using appropriate head from the District Court Budget.
- The said mobile phones shall remain in the custody of Judge-in-Nizarat, when they are not in use.
- Judge-in-Nizarat shall ensure the optimal use of the smartphones and its services.
- Judge-in-Nizarat shall direct the staff of the Nizarat to ensure that location and data must be enabled in every smartphones while using for official work for smooth tracking of NSTEP Application.
- Training has already been imparted to the District Court Staff through the training programs conducted in coordination with the Odisha Judicial Academy as per the instructions imparted by the Hon'ble e-Committee, Supreme Court of India.
- If felt necessary adequate training shall be imparted to Process Servers to carry out official work and the implementation of NSTEP. The periodic training may be imparted as per the convenience and discretion of the Learned District Judges.

ROLE AND RESPONSIBILITIES OF PROCESS SERVER

- Proper care of the Smartphone shall be the responsibility of the concerned Process server /bailiff to whom it is entrusted for use.
- Necessary precautions shall be taken by the person concerned to avoid damage of Smartphones.
- Uploading/downloading of any illegal, prohibited or obscene material from internet is strictly prohibited while using the smartphones.
- Surfing of social media sites and apps for personal entertainment shall not be allowed during use of smartphones.
- Gaming in the mobile phones is also prohibited and no gaming apps are to be downloaded in the mobile phones.
- Use of mobile phone while driving is strictly prohibited.
- Process server shall ensure the custody of the smartphones to the Judge-in-charge-Nizarat while not in use.
- Use of Smartphone for harassing others may invite strong disciplinary action.
- Process Server who leave the office/retire from service shall return their Smartphone to the Judge-in-charge-Nizarat and obtain clearance certificate for the same.
- The mobile phone must be password protected for security purpose.
- To abide by the rules and regulations that are meant to keep the mobile phone in appropriate use.
