OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
ROHINI COURTS:DELHI

No. 12923-988/Comp./2023 Delhi, dated the 27/04/2023

Copy forwarded for information and necessary action :

1. All the Judicial Officers posted within Courts at North-West & North District at Rohini Courts, Delhi (Excluding SCJ establishment) are requested to direct the concerned to follow the SOP regarding ePrison. (Excluding family courts)

2. PS to Ld. District & Sessions Judge (North-West), Delhi.

3. PS to Ld. District & Sessions Judge (North), Delhi.

4. Dealing Official layers, Rohini Courts with directions to upload the Circular on Layers.

5. Dealing Official Website, Rohini Courts with directions to upload the Circular on website.

(Neeraj Gaur)
ASJ/ Officer Incharge
Computer Branch
Rohini Courts:Delhi.

Email **Computer Branch Rohini Court**

STANDARD OPERATING PROCEDURE - ePRISON

From : Computer Branch-Central <computerbranchthc-hq@delhi.gov.in> Wed, Apr 26, 2023 05:42 PM

1 attachment

Subject : STANDARD OPERATING PROCEDURE - ePRISON

To : CPC, Delhi High Court <cpc-del@aij.gov.in>, ROBIN SHARMA <pdj-central@ddc.nic.in>, RAM SINGH <pdj-south@ddc.nic.in>, Pooja Malhotra <pdj-east@ddc.nic.in>, Secretariat to Pr Distt and SJ <pdj-southwest@ddc.nic.in>, Ashok Chandra Dhyani <pdj-shahdara@ddc.nic.in>, Ashok Chandra Dhyani <pdj-southeast@ddc.nic.in>, VIKAS BHARDWAJ <pdj-west@ddc.nic.in>, Mr JITENDER <pdj-newdelhi@ddc.nic.in>, Puneet Luthra <pdj-northwest@ddc.nic.in>, KULVEER KUMAR <pdj-north@ddc.nic.in>, ANIL KUMAR <pdj-racc@ddc.nic.in>, Sunil Ahuja <pdj-northeast@ddc.nic.in>, Asha Sidhu <cmmoffct.ddc@gov.in>, Shri Navin kumar <cmmoffwt.ddc@gov.in>, Parveen Kumar <cmmoffnt.ddc@gov.in>, Rajesh Chander <cmmoffnw.ddc@gov.in>, AMOD KUMAR JHA <cmmoffddc@gov.in>, Chandra Mohan <cmmoffet.ddc@gov.in>, Anshu Meena <cmmoffne.ddc@gov.in>, MUKESH KUMAR <cmmoffnd.ddc@gov.in>, CMM Office South West Dwarka <cmmoffsw.ddc@gov.in>, Shobha Shobha <cmmofficest.ddc@gov.in>, CMM OFFICE, SOUTH EAST <cmmofficese.ddc@gov.in>, SHIV OM <cmmoffice-radc@ddc.nic.in>, PRAVEEN MINJ <djfilingct-ddc@delhi.gov.in>, Vijay Kumar <bailfilingwt.ddc@gov.in>, Ravi Kumar <bailsecnt.ddc@gov.in>, Rajesh Kaushik <bailsecnw.ddc@gov.in>, PRADEEP SINGH <bailsecnd.ddc@gov.in>, Bail Section SouthWest <bailsection-sw@ddc.nic.in>, Bail & Filling <bailfilingst.ddc@gov.in>, PARAMESWAR PINGUA <bailfilingse.ddc@gov.in>, ANJANA DHALL <bailfiling-radc@delhi.gov.in>, Sh. Ashwani Kumar <bailsectionddc@gov.in>, bailsectionne bailsectionne <bailsectionne.ddc@gov.in>, Sunil Kumar Premi <pro-kkdcourts.ddc@gov.in>, Ajay P.S. Kulayana <saketcourts-dl@nic.in>, Computer Branch SW

<compbrsw.ddc@gov.in>, Computer Branch Rohini Court <rohinicourts-dl@nic.in>, Patiala House Court <patialahousecourts-dl@nic.in>, Praveen Kumar Sharma <karkardoomacourts-dl@nic.in>, Sanjay Kumar Dubey <computer-racc@gov.in>, Yogesh Kumar <itcell-ddc@delhi.gov.in>, judicialcentral@gmail.com

Cc : Pawan Kumar Jain, Addl. Sessions Judge <pawankjain@aij.gov.in>, sunilsharmavats@gmail.com, rajsavi67@gmail.com, Pawab Kumar <pawan.kr75@gov.in>

Respected Sir/Madam,

Reference is invited to the ibid subject matter and the office has been directed by Ld. Chairman, Centralized Computer Committee to forward the Standard Operating Procedure on ePrison (Bail Order Sharing Module) with the following:

1. PS to Ld. Principal District & Sessions Judges of all districts with a request to place the same before Ld. Principal District & Sessions Judges of respective district.

2. Ld. Officer In-charge, Computer Branch, Bail & Filing Section and Judicial Branch of all districts/court complexes.

3. Ld. CPC, Hon'ble High Court of Delhi

4. Ld. Chief Metropolitan Magistrate of all Districts

5. Computer Branch of all districts/court complexes for information of AO (Judicial/Branch In-charge/ DSA/SA/Addl. SAs posted in the Computer Branch of all districts

6. In-charge, IT Cell, Delhi District Courts

In compliance to the aforesaid directions, the SOP on ePrison Software is being shared with your with a request to kindly share with all concerned, so that compliance be submitted to Ld. Chairman, CCC.

With Regards,

Sd/- circulate all Crl. Courts.

Computer Branch - Central (HQs),
Tis Hazari Courts, Delhi.
e-Mail: computerbranchthc-hq@delhi.gov.in

प्रभारी अधिकारी अतिरिक्त सत्र न्यायाधीश
Officer-in-Charge/ASJ
संगणक शाखा
Computer Branch,
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

E-PRISON

STANDARD OPERATING PROCEDURE

In compliance with the directions passed by the Hon'ble Supreme Court of India in **"Re Policy Strategy for Grant of Bail"**, SMWP (Criminal) 04/21, the NIC ICJS Division in consultation with the High Court of Delhihas developed **Bail Order Sharing Module in e-Prison software** to share bail orders passed by courts with all stake holders and to generate automatic data of cases wherein the prisoners are not released despite grant of bail.

The Information Technology Committee, High Court of Delhi recommended for its implementation for effective compliance of directions received from the Apex Court.

STEPS TO BE TAKEN BY THE STAFF OF CONCERN COURT

The authorized official of the concerned court is required tologin in Layers Software throughrespective Login credentials and take following steps:

Click on the button of **"DIGITAL COURTS"**as available in drop-down on the left side of Layers.

↓

Click on the submenu button **"UPLOAD BAIL ORDERS"**. Upon clicking, **NIC Form** will be displayed on the screen.

↓

Fill up basic information such as name of the court, name of inmate, FIR number etc. in the NIC form and to upload the digitally signed bail order.

↓

Put **"CAPTCHA"**in the relevant field and submit the NIC Form.

↓

The bail order will automatically land in the NIC form linked with the email of concerned establishment of Ld. Principal District & Sessions Judge or Ld. Chief Metropolitan Magistrate. Simultaneously, information will also be communicated on their email.

↓

"Acknowledgement Slip"will generate on the screen automatically with an option either to take printout or to save in pdf format.

STEPS TO BE TAKEN BY THE STAFF OF CONCERN ESTABLISHMENT

The authorized or nominated official of establishment of Principal District & Sessions Judge or Chief Metropolitan Magistrate as the case may beshall:

Login on **"nicforms.nic.in"**by using login id credentials and **validating the OTP received on the registered Mobile Number** of the user.



Click on **"MY FORM"** button to view/download all the bail orders received from the courts.



Login on e-Prison Software through URL **https://eprisons.nic.in/courton** submitting the **login credentials and OTP received on registered Mobile Number of the user with e-Prison Software.**



Thefollowing three options will appear on the screen-

a. Dashboard
b. Inmate Search
c. Change Password (to change the existing password)



Click on button **"INMATES SEARCH"** and enter the required parameter to search the concerned inmate. (a small window will open on the left side of the screen to fill certain information. (Even by just filling the name of inmate/accused as provided in the relevant field, details of all accused/inmates by that name with parentage and FIR number will appear on the screen and the concerned official may select the name of the concerned accused to upload the bail order accordingly)



Upload the bail order by clicking on the **"BROWSE"**button available just above the table displaying on the screen.



After uploading the bail order the **"SEND"**button be clicked to forward the bail order to the jail authorities.



Once the bail order is uploaded and sent, **it will automatically appear, in the e-Prison login of concerned Jail, DSLSA, and shall also be forwarded to the e mail of establishment of respective Principal District & Sessions Judge or Chief Metropolitan Magistrate.**

If the detail of inmate/accused is not found or data not uploaded on the ePrison, the concerned nominated/authorized official shall send the bail order on the centralized dedicated email of Jail Authority at **tihar@nic.in**

***** THANK YOU *****