

Rajasthan High Court



DIGITAL SIGNATURE (**TWARIT**)

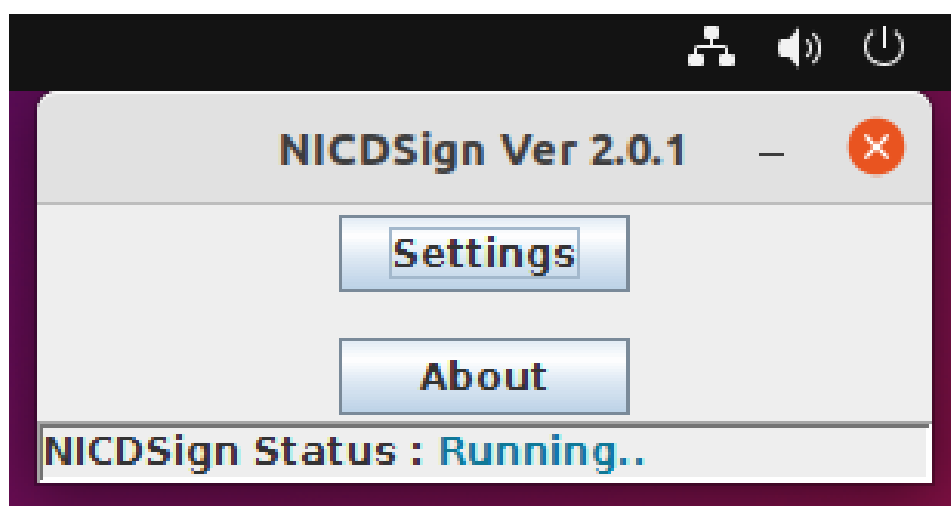


E-Sign Facilities in CIS 4.0 for Processes
Manual for Court staff

(How to Browser Based digitally sign process in CIS 4.0)

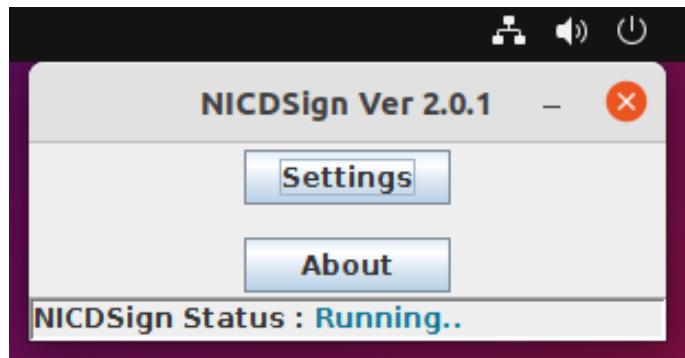
A new feature has been added to E-signing the processes directly in CIS after generating the processes. Also the facility will enable bulk e-signing of process within the system. Earlier, processes needed to be downloaded, e-signed (external to CIS) and then uploaded again.

- After the e-signing set-up is ready, Processes can be e-signed in bulk.
- NICDSign will start automatically when the DSC token is connected. The NICDSign status window will confirm it is running.



पीडीएफ फाईल पर सीआईएस में डिजीटल हस्ताक्षर कैसे करें (How to digitally sign process in CIS 4.0)

- Insert the Token key then showing NICDSign popup ruining window.



Process Generation

- Select Court Proceedings-->Civil Criminal Process-->Process Generation

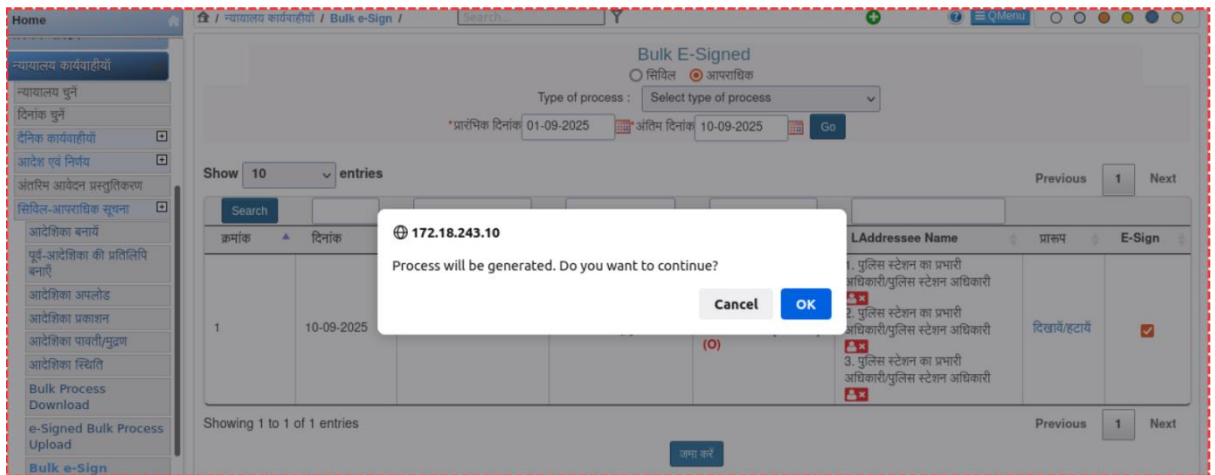
- **Draft Generate:** - The draft will be generated and PDF will be displayed.

- **Publish & e-Sign** - After the draft is generated, the final summons/warrant/notice will be bulk e-Sign. If there is any error in the summons/warrant/notice, it can also be deleted by the clerk before publishing.

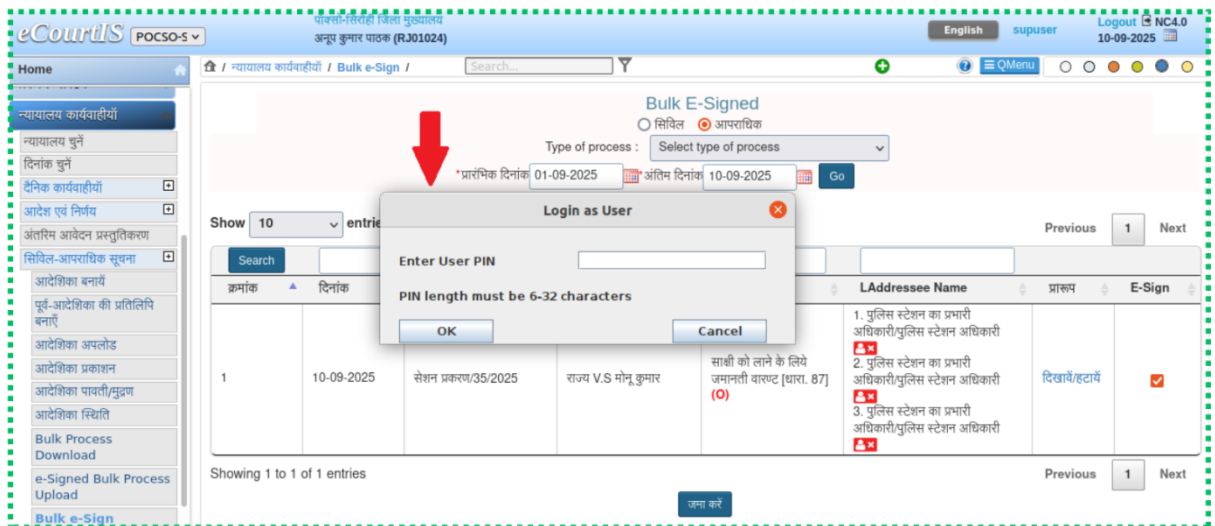
Bulk e-Sign

- Select Court Proceedings-->Civil Criminal Process-->**Bulk e-sign**
- Select the checkbox under '**E-sign**' column for processes which are to be **e-signed** and click on '**Submit**' button.

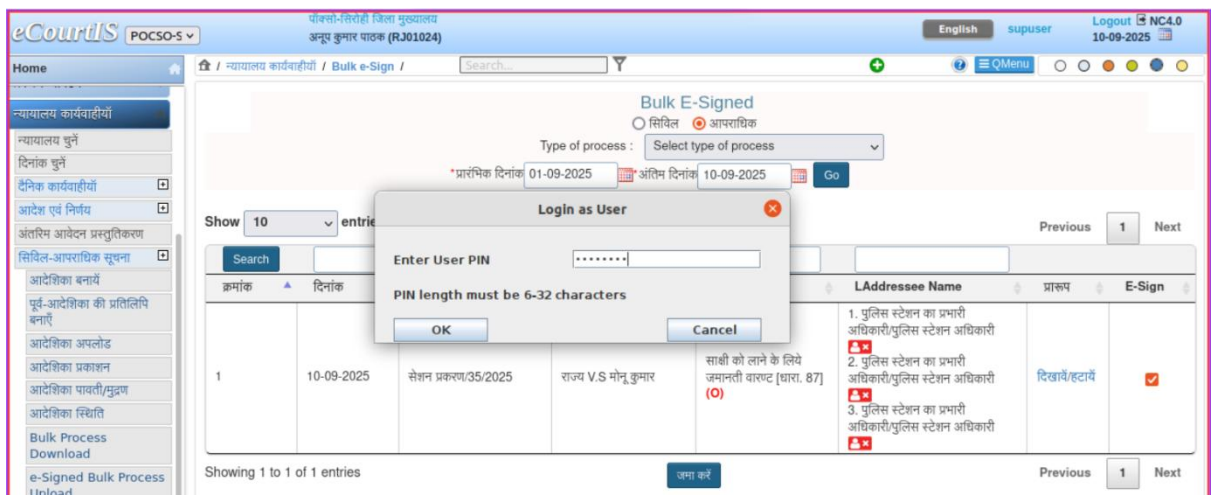
- Click on Submit button then showing Process Generated Confirmation message will be displayed; and then Click on **OK** button.



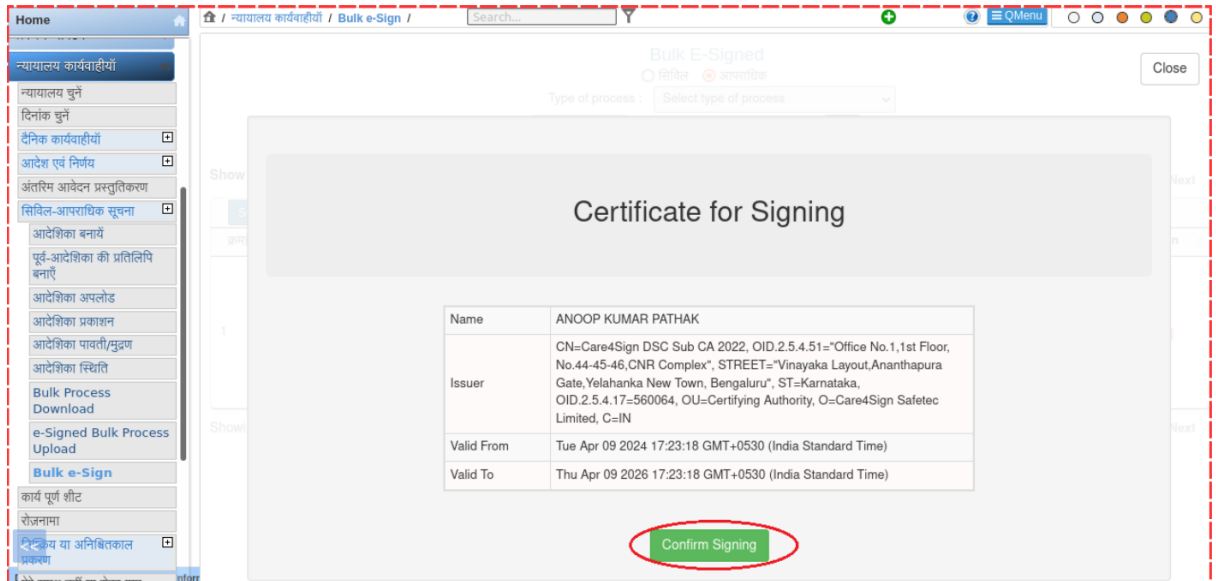
- Enter the User PIN for accessing e-signing DSC token. Default Password is 12345678.



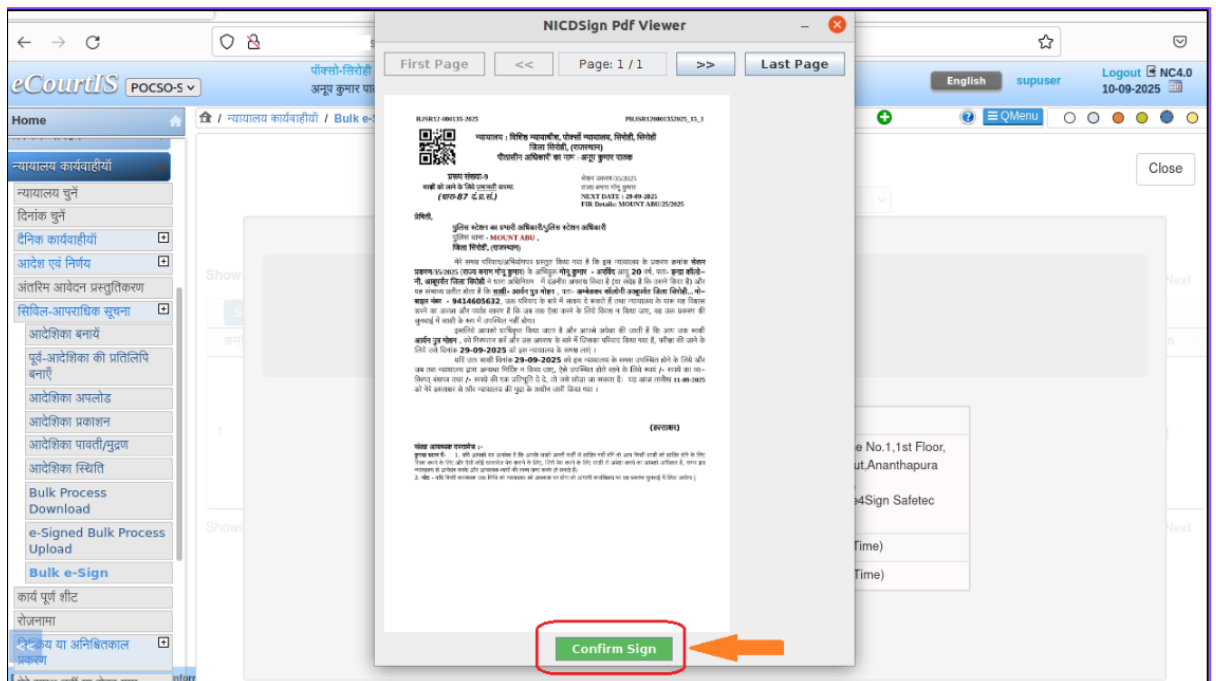
- Enter Key Password.



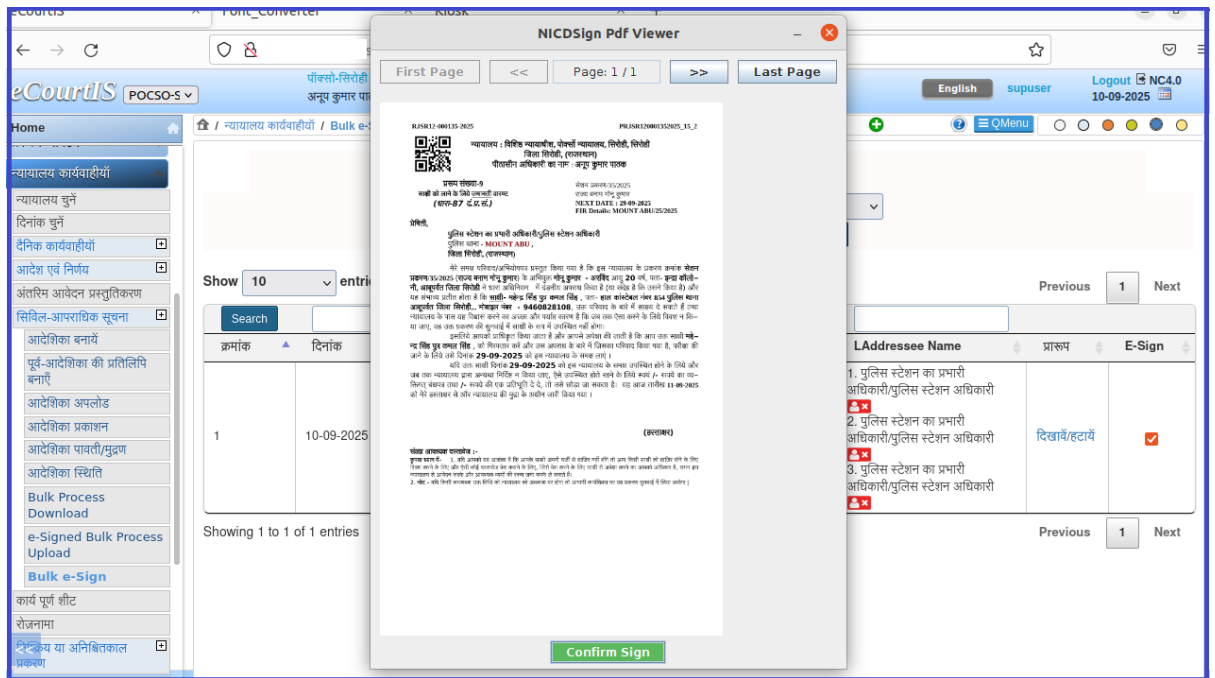
- After that, showing "Certificate for Signing" message and then Click on **Confirm Signing**.



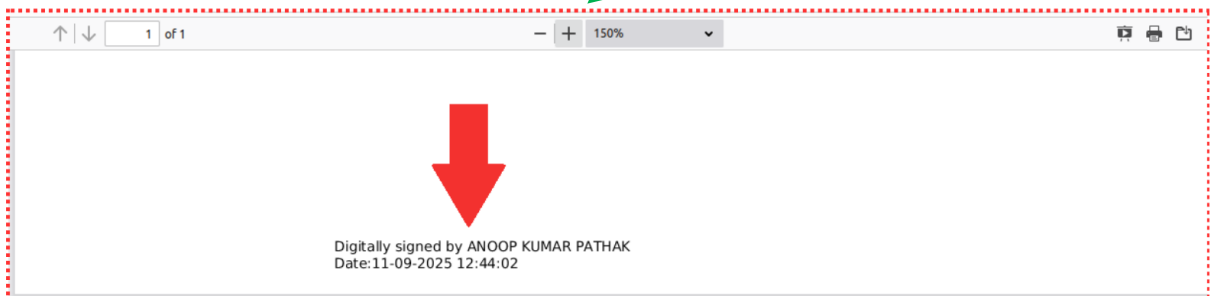
- Then the process PDF Preview will be displayed; & then Click on **Confirm Sign** button.



- If multiple recipients are there, all the processes will be displayed one by one; click on '**Confirm Sign**' button on each process.



- Success message will be displayed and corresponding process green icon will change to **‘e-signed’**. Click on the green icon to view digitally signed process.



- After that, finally **published** the Process.

LPublish Process
☐ सिविल ☒ आपराधिक
 Type of process : Select type of process
 *प्रारंभिक दिनांक 01-09-2025 अंतिम दिनांक 10-09-2025 Go

Show 10 entries Previous 1 Next

क्रमांक	दिनांक	केस संख्या	मुख्य पक्षकार	समन	LAddressee Name	प्रारूप	प्रकाशित करें
1	10-09-2025	सेशन प्रकरण/35/2025	राज्य V.S मोनू कुमार	साक्षी को लाने के लिये जमानती वारण्ट [धारा. 87] (O)	1. पुलिस स्टेशन का प्रभारी अधिकारी/पुलिस स्टेशन अधिकारी 2. पुलिस स्टेशन का प्रभारी अधिकारी/पुलिस स्टेशन अधिकारी 3. पुलिस स्टेशन का प्रभारी अधिकारी/पुलिस स्टेशन अधिकारी	हटायें	Publish

Showing 1 to 1 of 1 entries Previous 1 Next

- Published Successfully.

LPublish Process
☐ सिविल ☒ आपराधिक
 LNotices Published Successfully
 Type of process : Select type of process
 *प्रारंभिक दिनांक 01-09-2025 अंतिम दिनांक 10-09-2025 Go

Show 10 entries Previous Next

क्रमांक	दिनांक	केस संख्या	मुख्य पक्षकार	समन	LAddressee Name	प्रारूप	प्रकाशित करें
No data available in table							

Process – Print & Ack

- Process Acknowledgment/Print – For Print and Download of process.
- Shown below is the browser based PDF with the digital signature displayed at the **bottom** of the PDF :-

1 of 1 Automatic Zoom

विवश करने के लिए और ऐसी कोई दस्तावेज पेश कराने के लिए, जिसे पेश करने के लिए साक्षी से अपेक्षा करने का आपको अधिकार है, समन इस न्यायालय से आवेदन करके और आवश्यक व्ययों की रकम जमा करके ले सकते हैं।
 2. नोट - यदि किसी कारणवश उक्त तिथि को न्यायालय को अवकाश पर होगा तो आगामी कार्यदिवस पर यह प्रकरण सुनवाई में लिया जायेगा।

**Digitally signed by ANOOP KUMAR PATHAK
 Date: 11-09-2025 12:44:02**

Thank You...