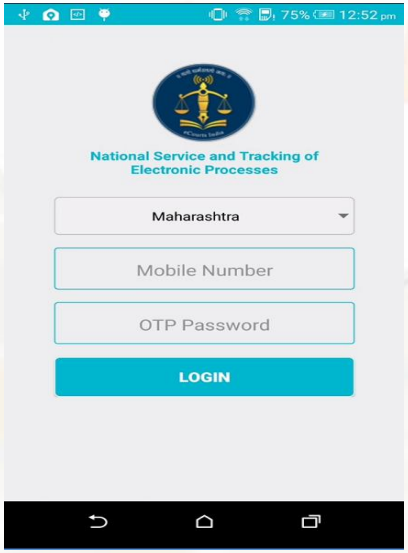
National Service and Tracking of Electronic Processes

NSTEP Mobile & Web Application

NSTEP

NSTEP is collaboration between

- **Case Information System (CIS)**
- **NSTEP web application and**
- **NSTEP mobile application**



Process Generation Functionality
In
Case Information System CIS (3.0)

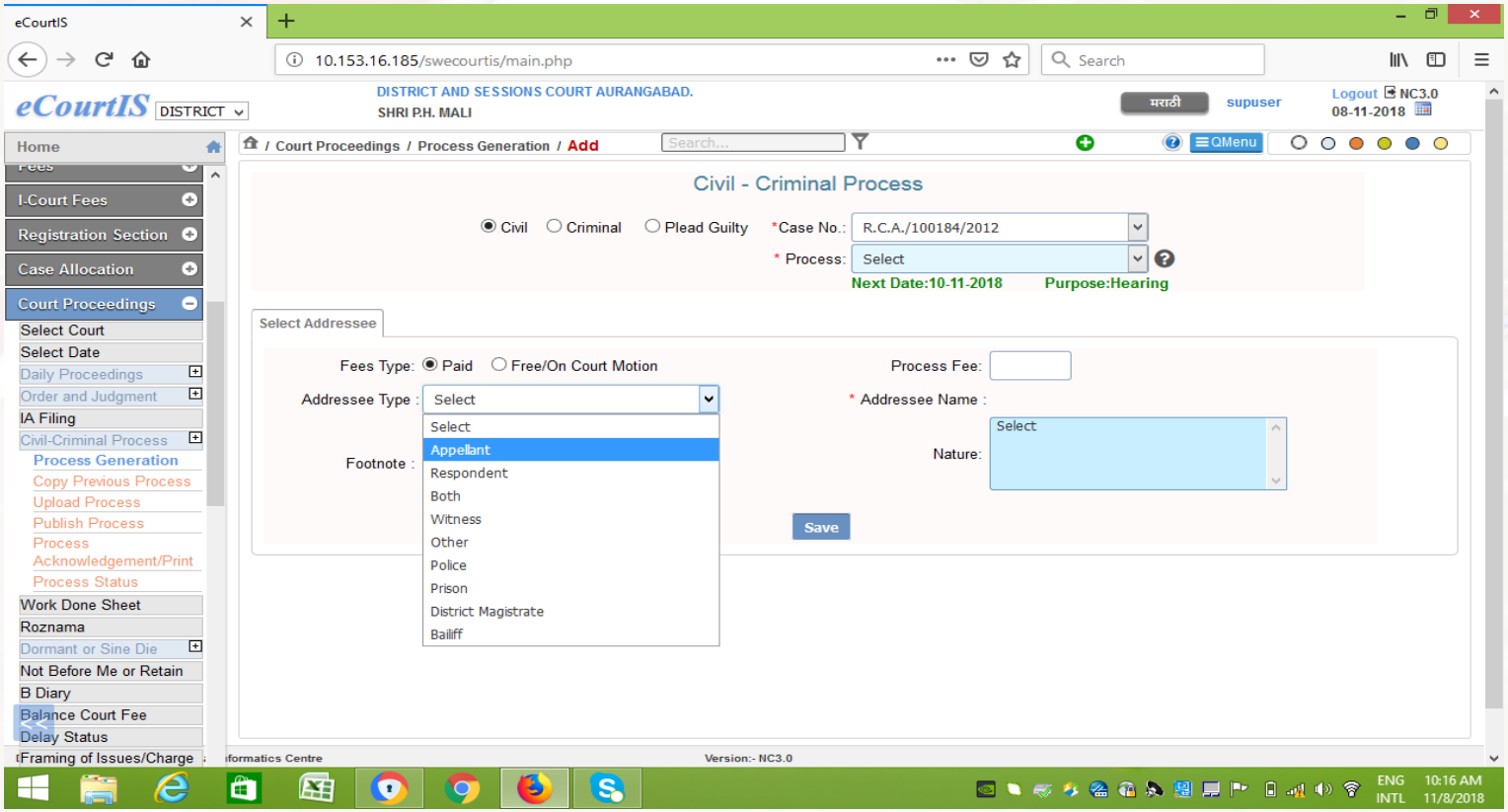
Process Generation -1

--When the next date is given or proceedings of the case is done, the case becomes available for generating the Process.

--Every Process is unique in Nature. The Nature of Process controls Addressee type.

--Process can be addressed to 7 different types of Addressee.

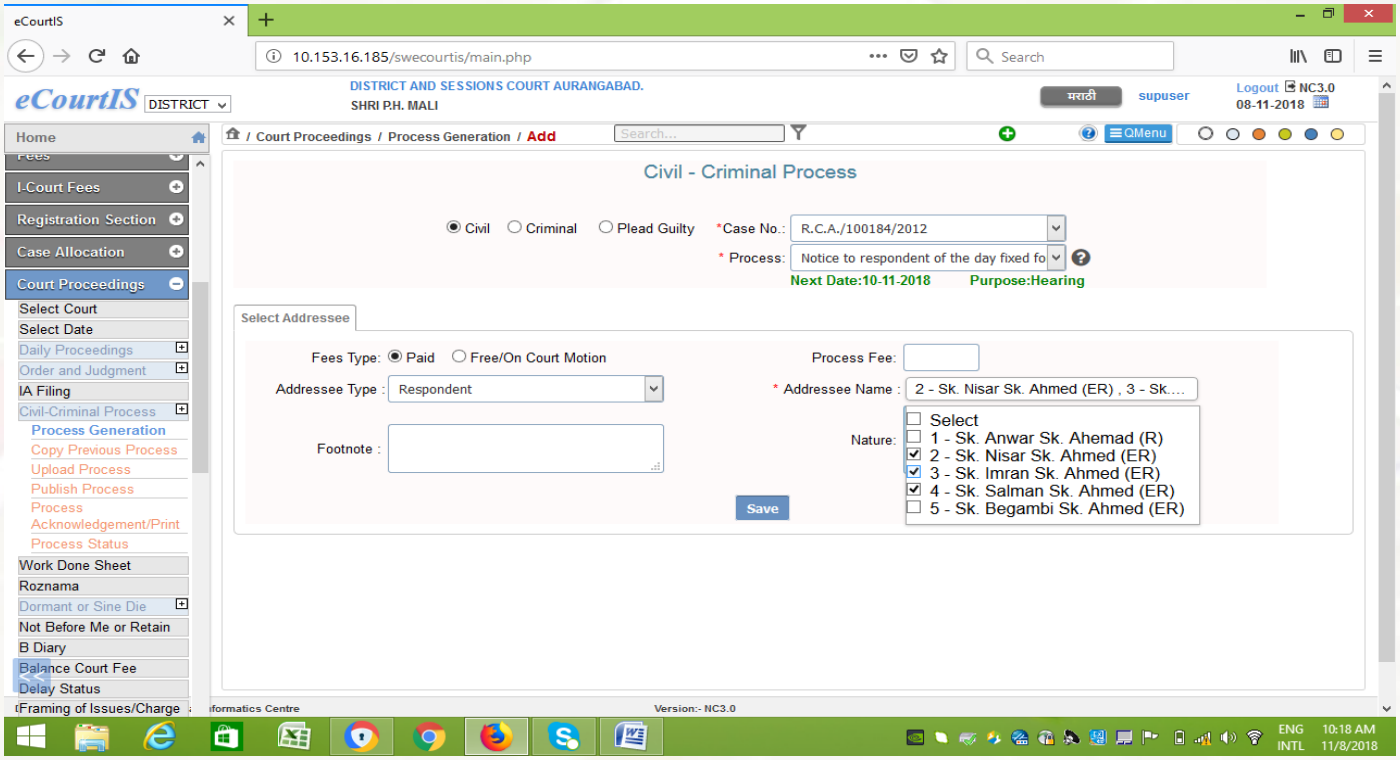
Petitioner/Respondent/(Both)/Witness/Police/Prison/DistrictMagistrate/Bailiff/ Other.



Process Generation -2

--Process can be addressed to multiple parties.

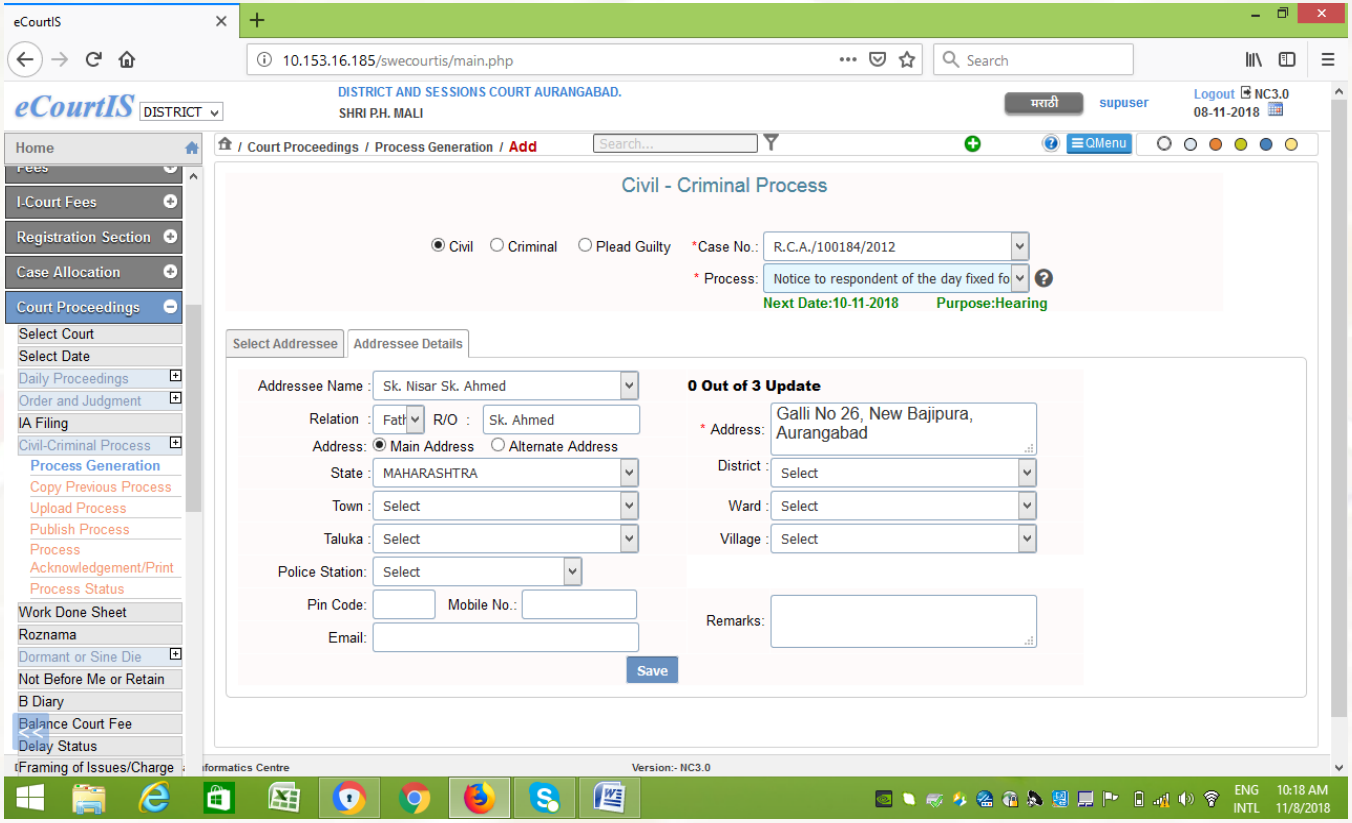
--Select the parties to whom the process is to be addressed.



Process Generation -3

--Information regarding selected Addressee will be shown one after another.

--Address as available in the CIS will be shown. Facility to correct the address is also provided in this screen.

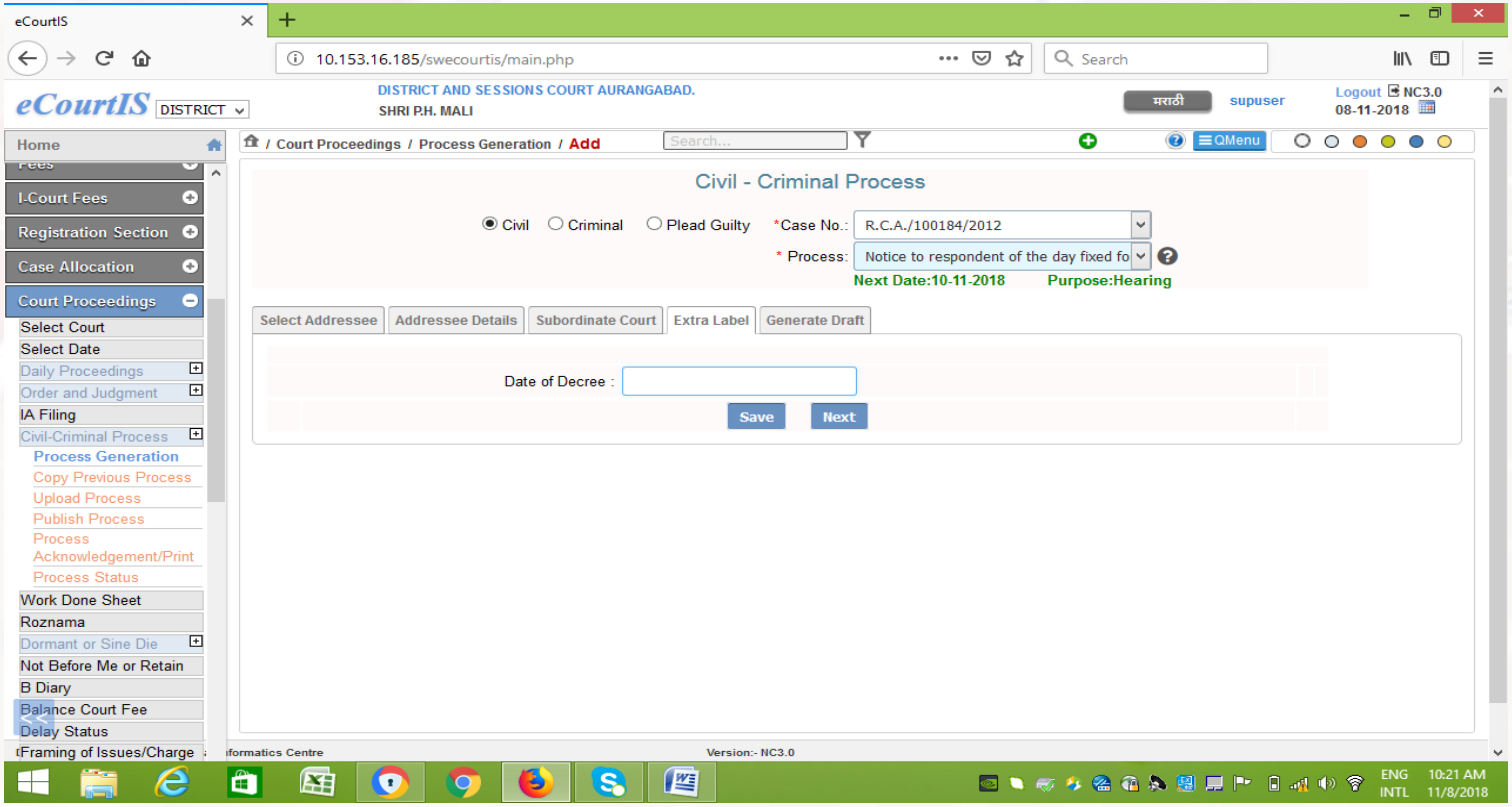


Process Generation -4

--Depending on the nature of the notice, dynamically the tabs like, sub-ordinate court, Extra Labels etc will be opened.

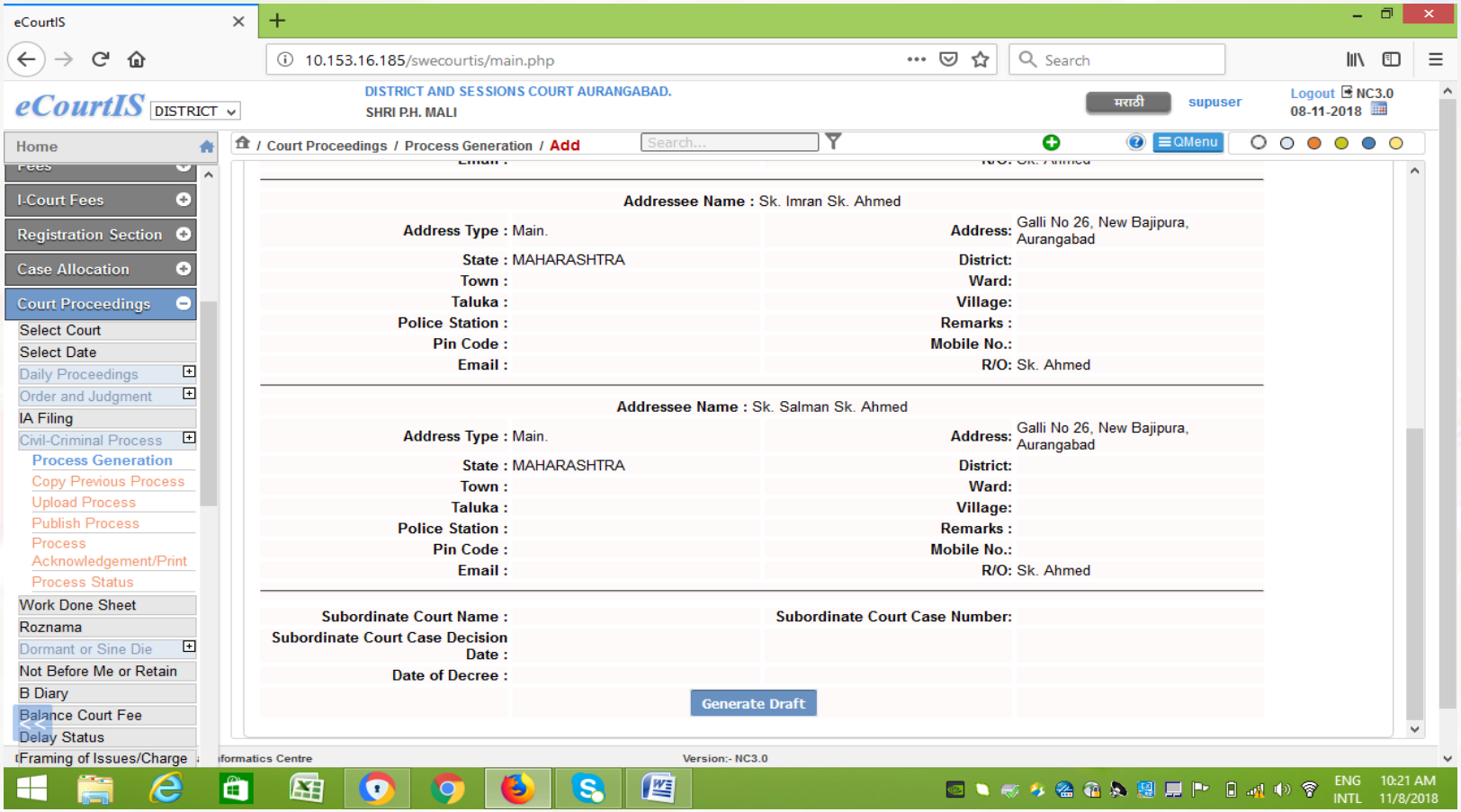
--Information like Sub-ordinate court case number will be directly pulled from Lower Court information and may be corrected.

-- Certain process may demand some extra information to be entered for generating the process. Such information may be entered in the Extra Labels tab.



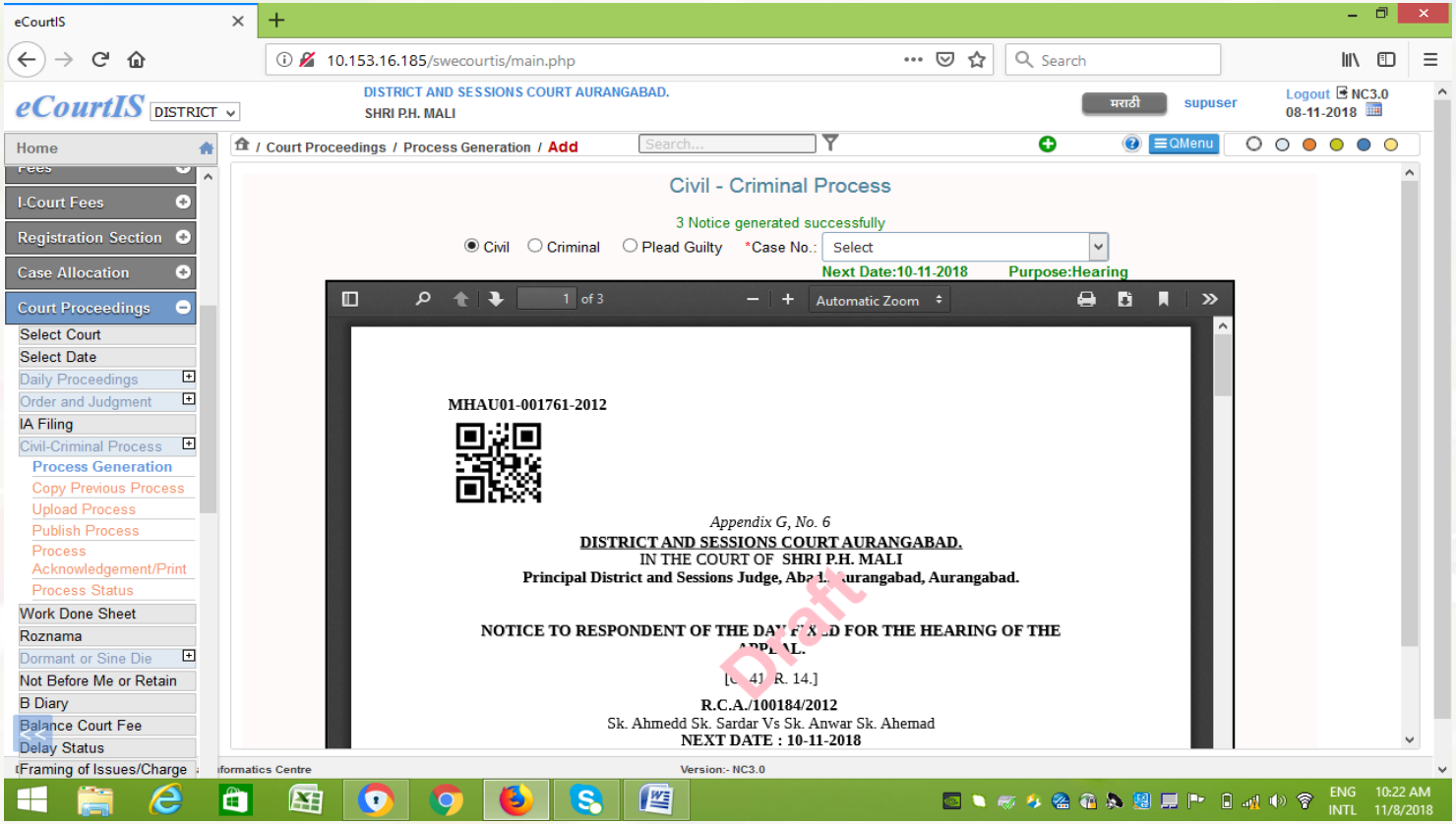
Process Generation -5

--All the information captured during Process Generation is finally viewed before generating draft .



Process Generation - 6

-- Draft of the process can be viewed finally.

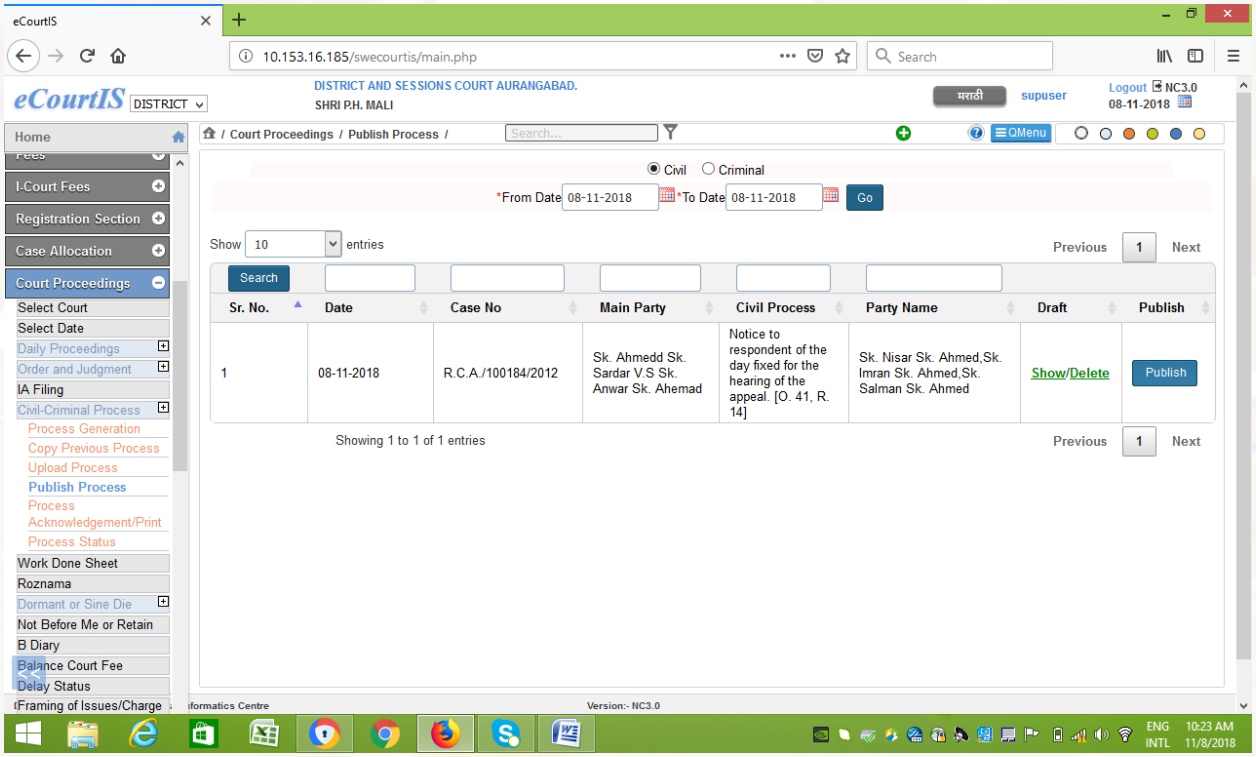


Publish Process

--After draft is generated and found correct. Finally the process is to be published.

--While Publishing the process Court user can again view the process of even delete the process (if some issue is seen)

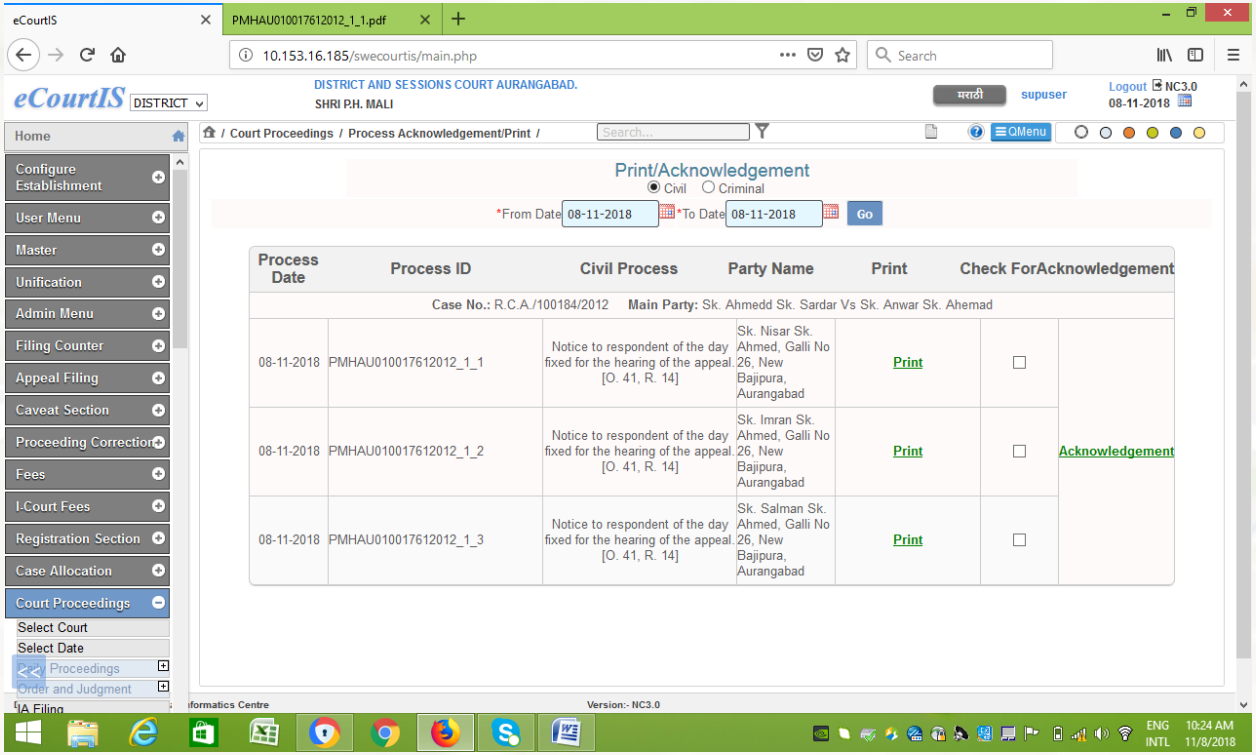
--Finally once the Process is published it cannot be modified and becomes available for allocation to the Process Server through NSTEP.



Print Process/Acknowledgement

--Through this Menu Item the published processes can be printed and common acknowledgement can also be printed if the process ID is common.

-- Every Process in the country will have a unique process number.



Process -ID

--Every Process will have unique number through out the country.
--It will have the form of P-CNR-M-N
--P – Process
--CNR- CNR Number of the Case
--M – Process Number (Serial number of the process within the case)
--N- Addressee number (Serial number of Addressee within the Process ID

For Example:
1st Process generated in the case with CNR - MHAU010017612012 for 3 different parties will have the process IDs as

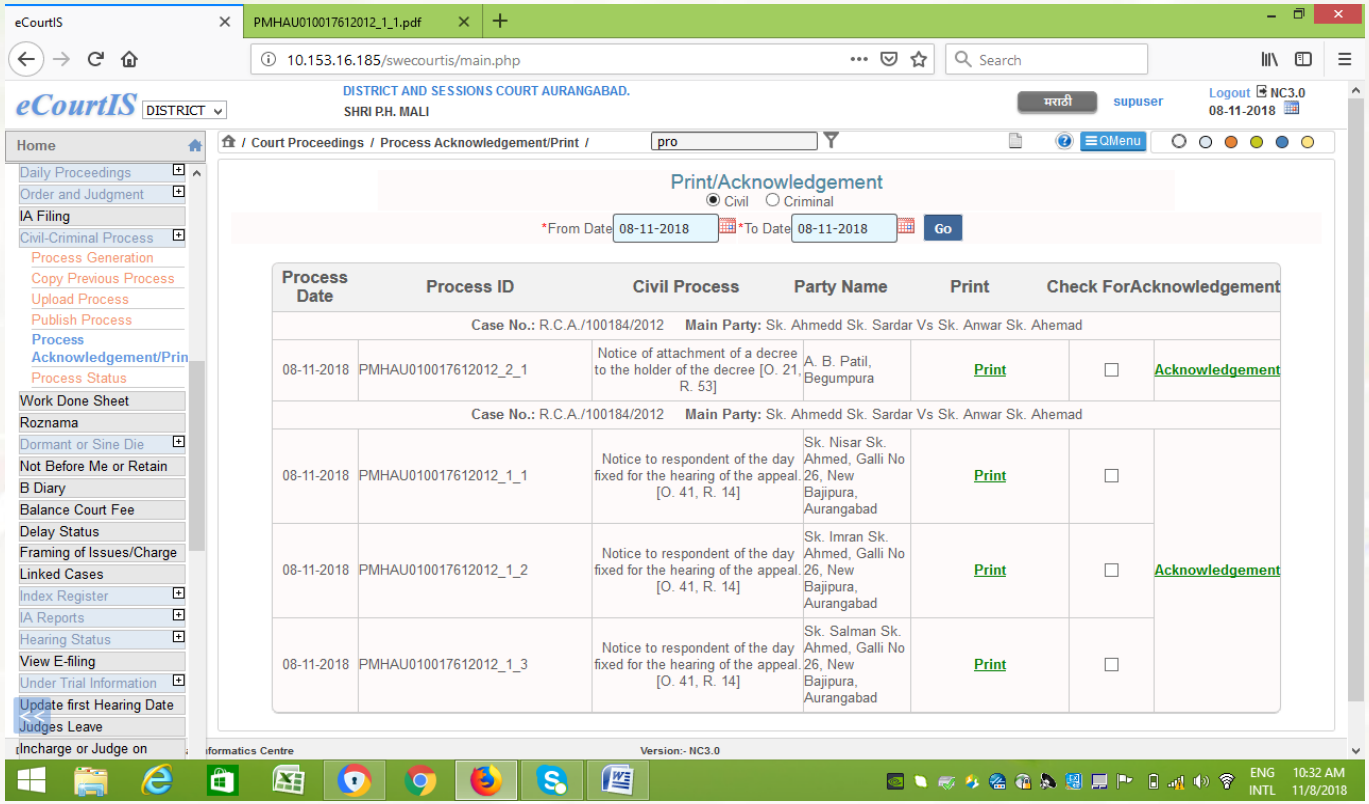
PMHAU010017612012_1_1 --- Sk. Nisar Sk. Ahmed, Galli No 26, New Bajipura, Aurangabad
PMHAU010017612012_1_2 --- Sk. Imran Sk. Ahmed, Galli No 26, New Bajipura, Aurangabad
PMHAU010017612012_1_3 --Sk. Salman Sk. Ahmed, Galli No 26, New Bajipura,Aurangabad

2nd Process generated in same Case for one single Other Party will have number as

PMHAU010017612012_2_1 --- A. B. Patil , Begampura Aurangabad

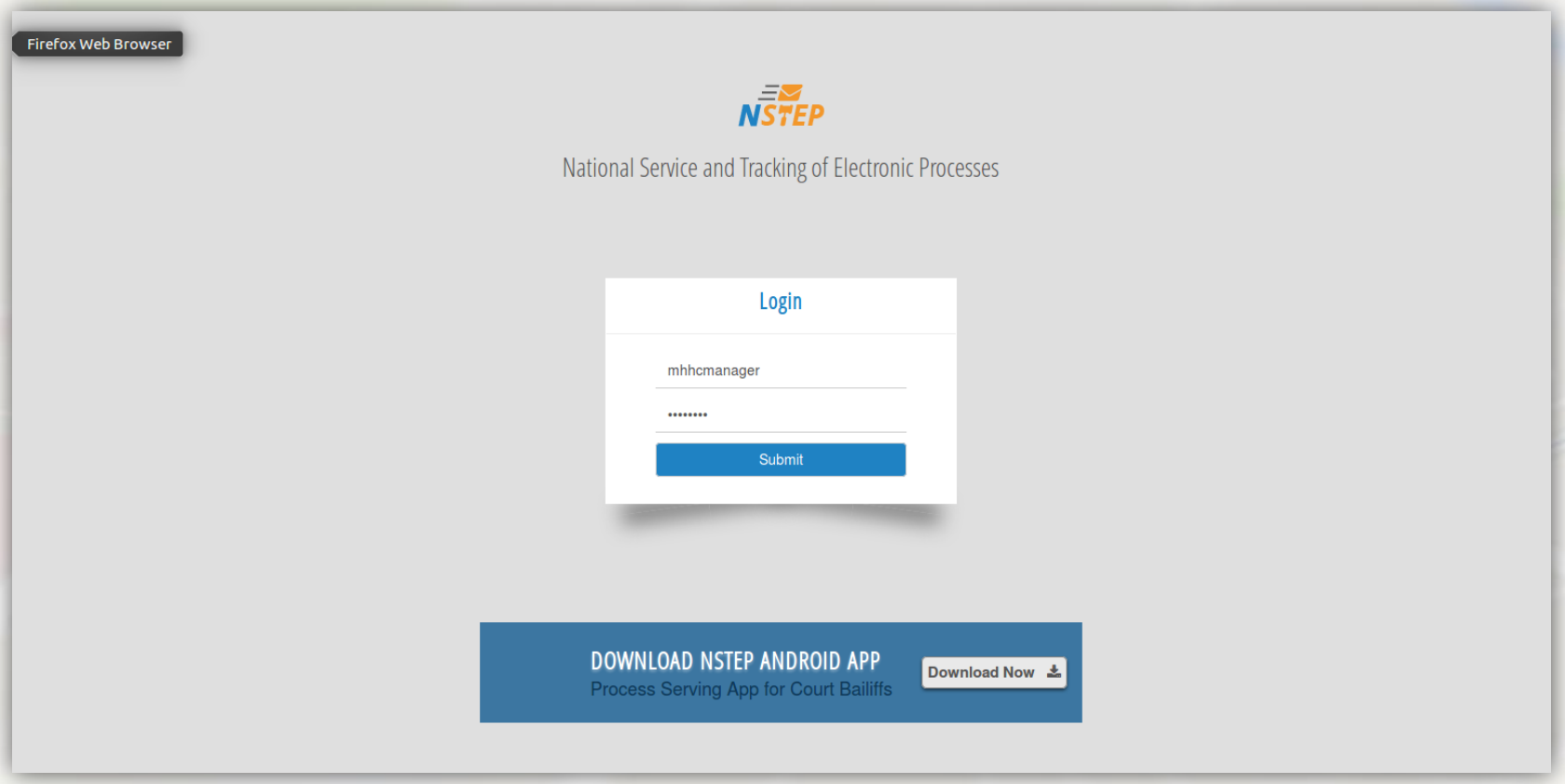
Process ID Example

--All the published processes can be shown within a period for which from date and to date can be selected.



NSTEP
INTRANET Based Web Application

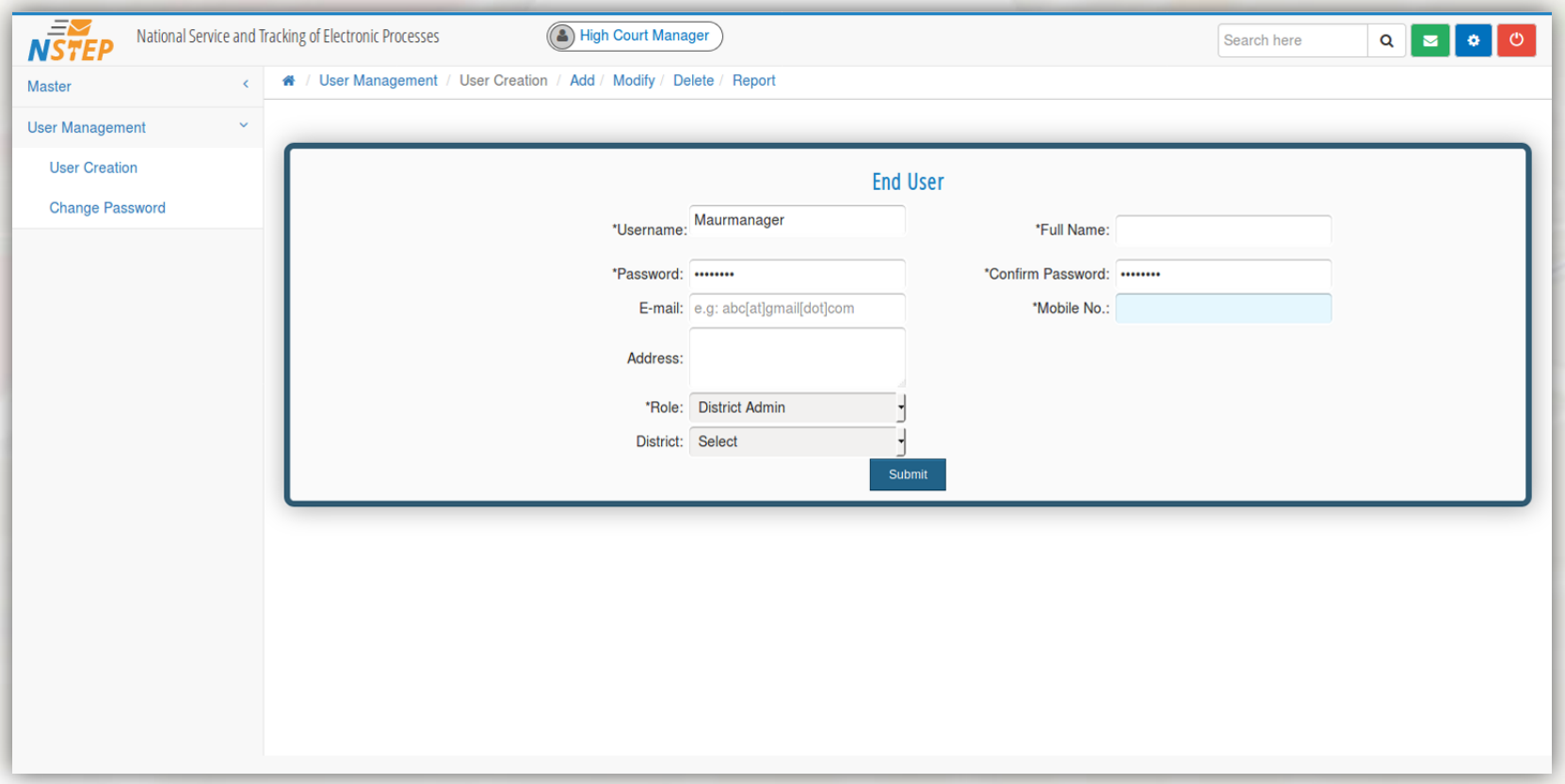
NSTEP


Firefox Web Browser
NSTEP
National Service and Tracking of Electronic Processes
Login
mhhcmanager
Submit
DOWNLOAD NSTEP ANDROID APP
Process Serving App for Court Bailiffs
Download Now

State Administrator
(Login with the username and password to be provided by e-Committee)

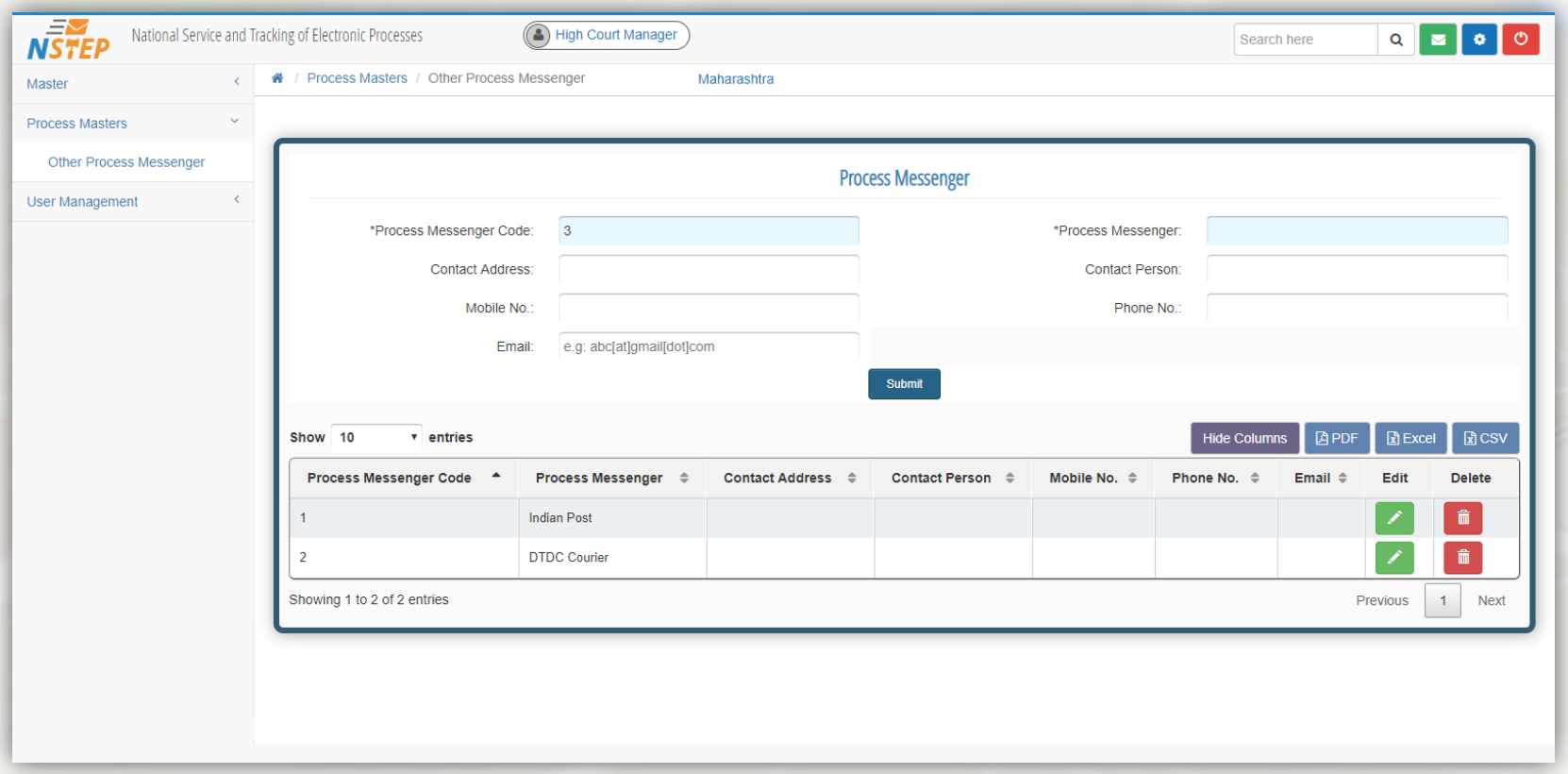
Creation of District Administrators

State admin can create District Admin through User Creation form. User Names shall be prefixed with 2 Characters State Code + 2 Characters of District so that it remain unique throughout the country. After creating the Username and password for each district administrator, inform it to the respective district administrators.



Create process messenger list

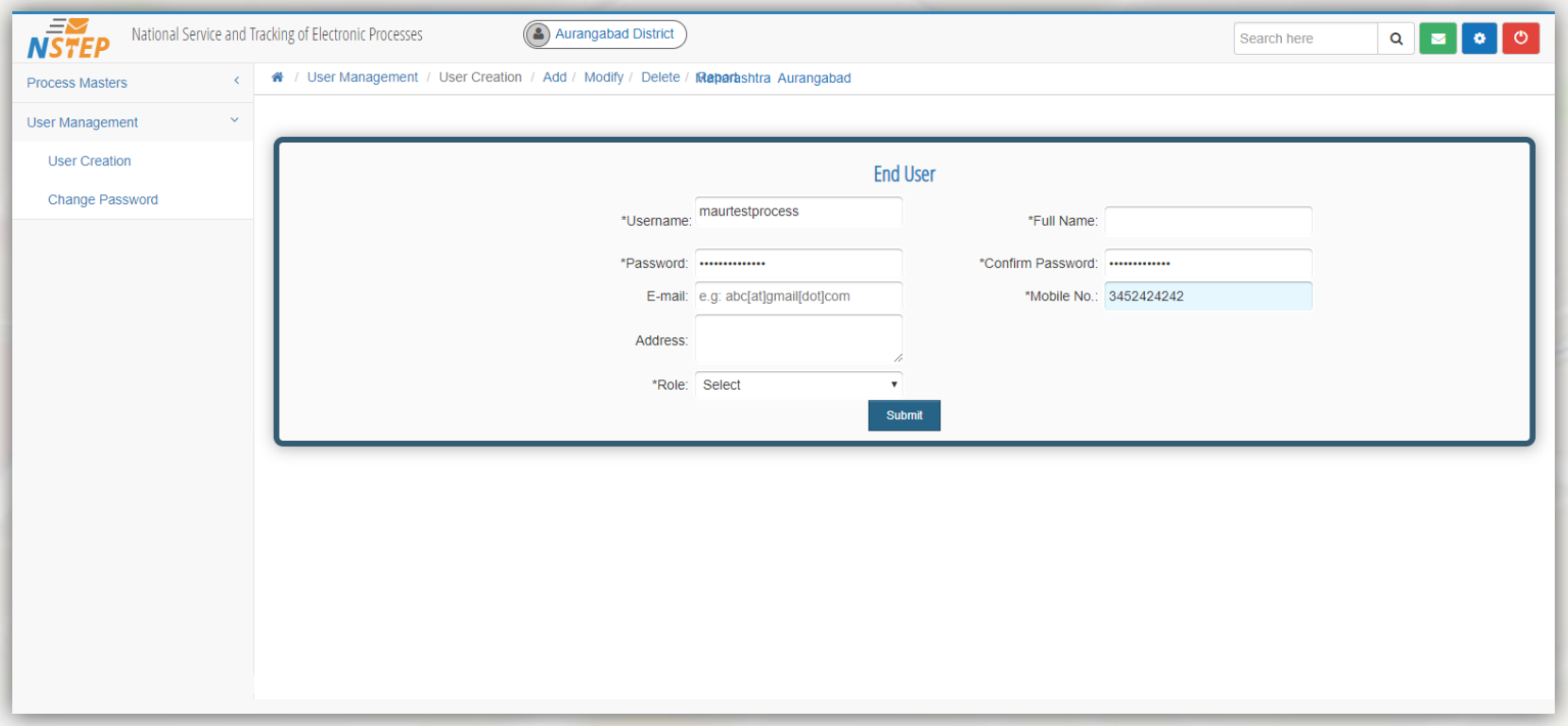
We can add state-wise process messenger through Process Messenger form.



District Administrator
(Login with the username and password provided by High Court)

Creation of Process Administrators

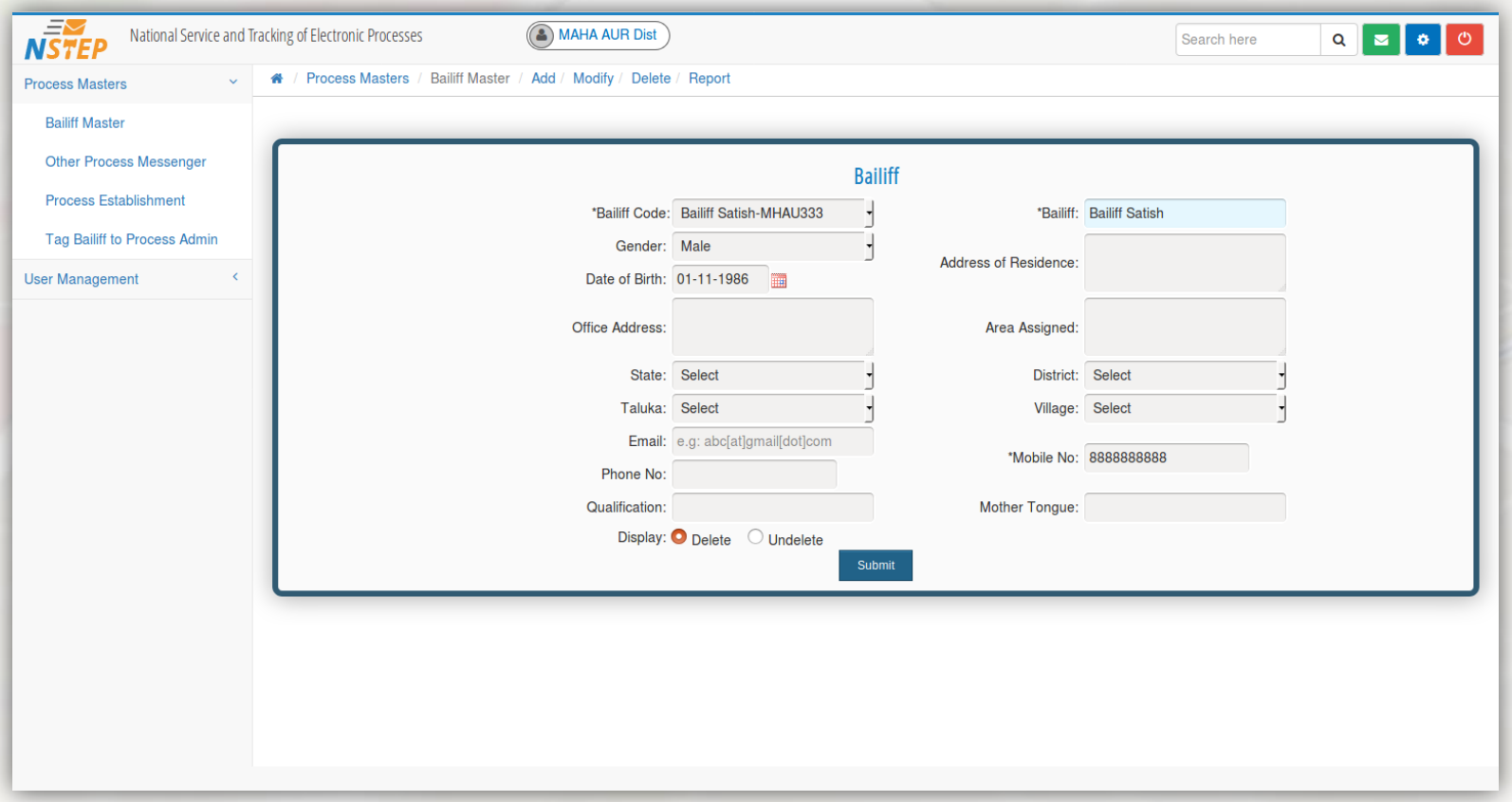
District Admin can create Process Admin through User Creation form. User Names shall be prefixed with 2 Characters State Code + 2 Characters of District + 2 Character Establishment code so that it remain unique throughout the country. After creating the Username and password for each process administrator, inform it to the respective process administrators.



The District user have access to Process Masters which contains Bailiff Master, Other process Messenger, Process Establishment and Tag bailiff to process admin forms. And also have access to User Management.

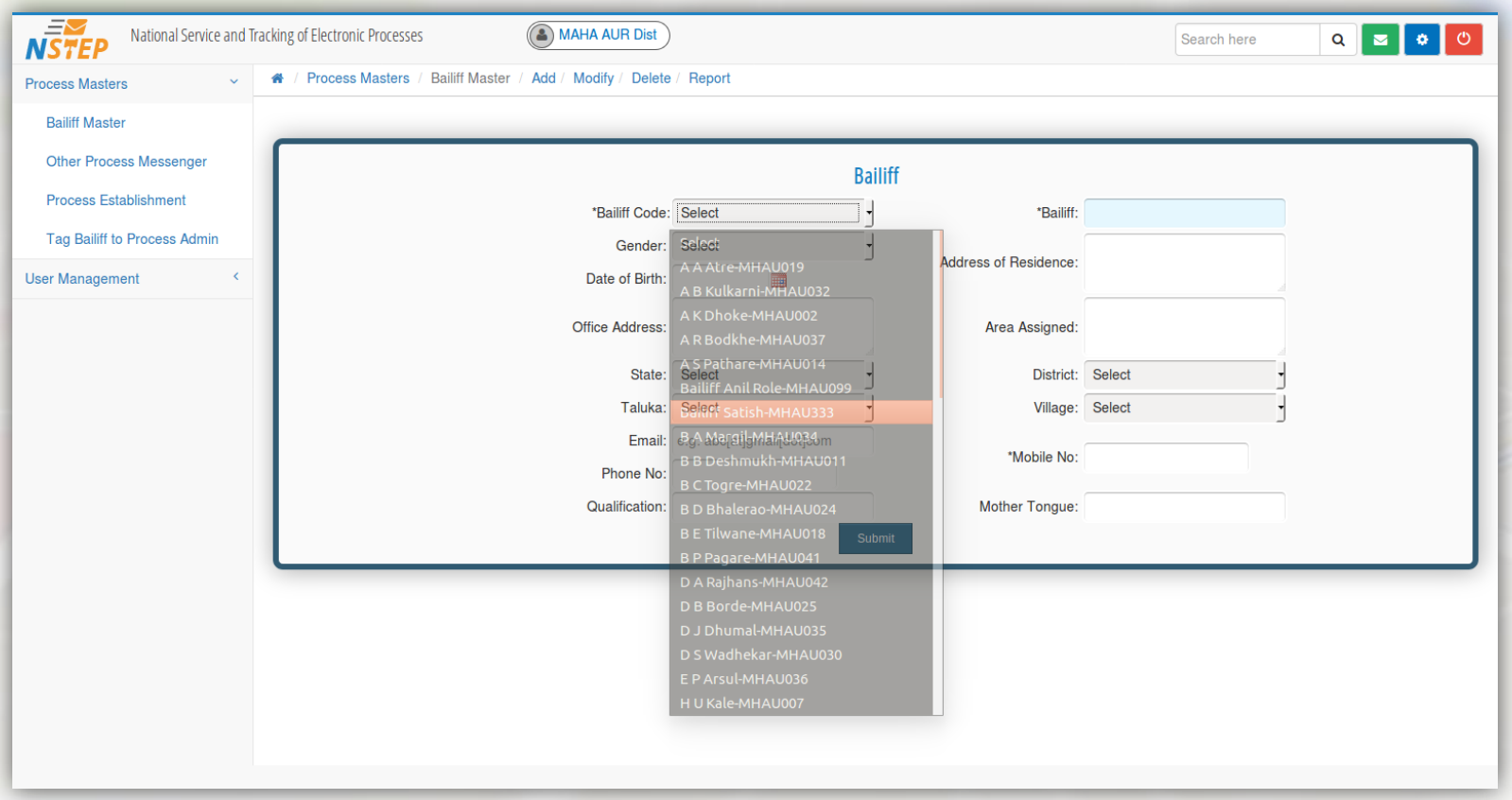
Bailiff Master

District Administrator have to enter details of all Bailiffs in the District. Every Bailiff will have 7 alpha-numeric unique Bailiff Code of the form MHAU-003. Mobile number is compulsory.



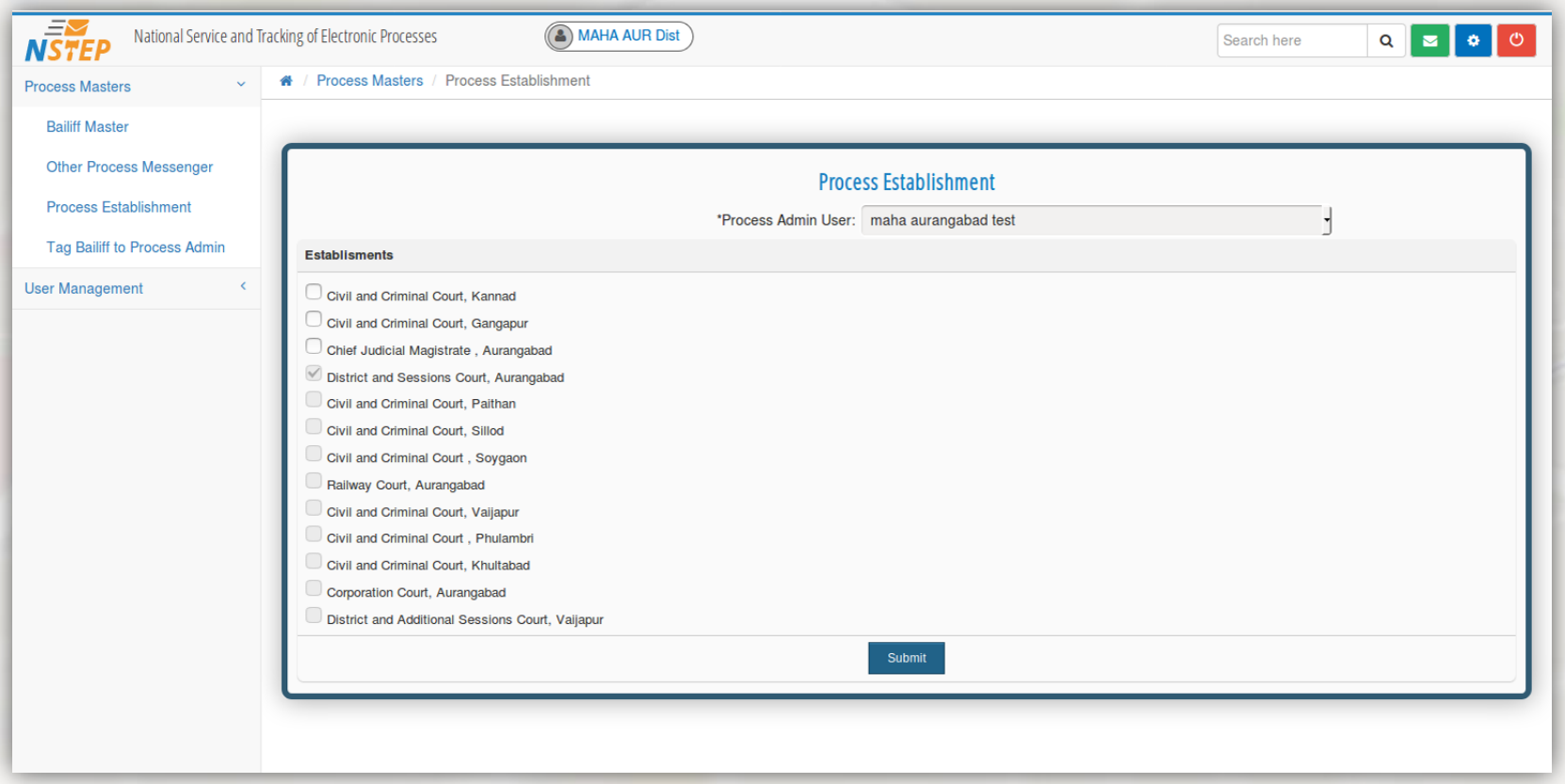
Modify Bailiff Contents

Facility to modify the data of respective Bailiff is also provided.



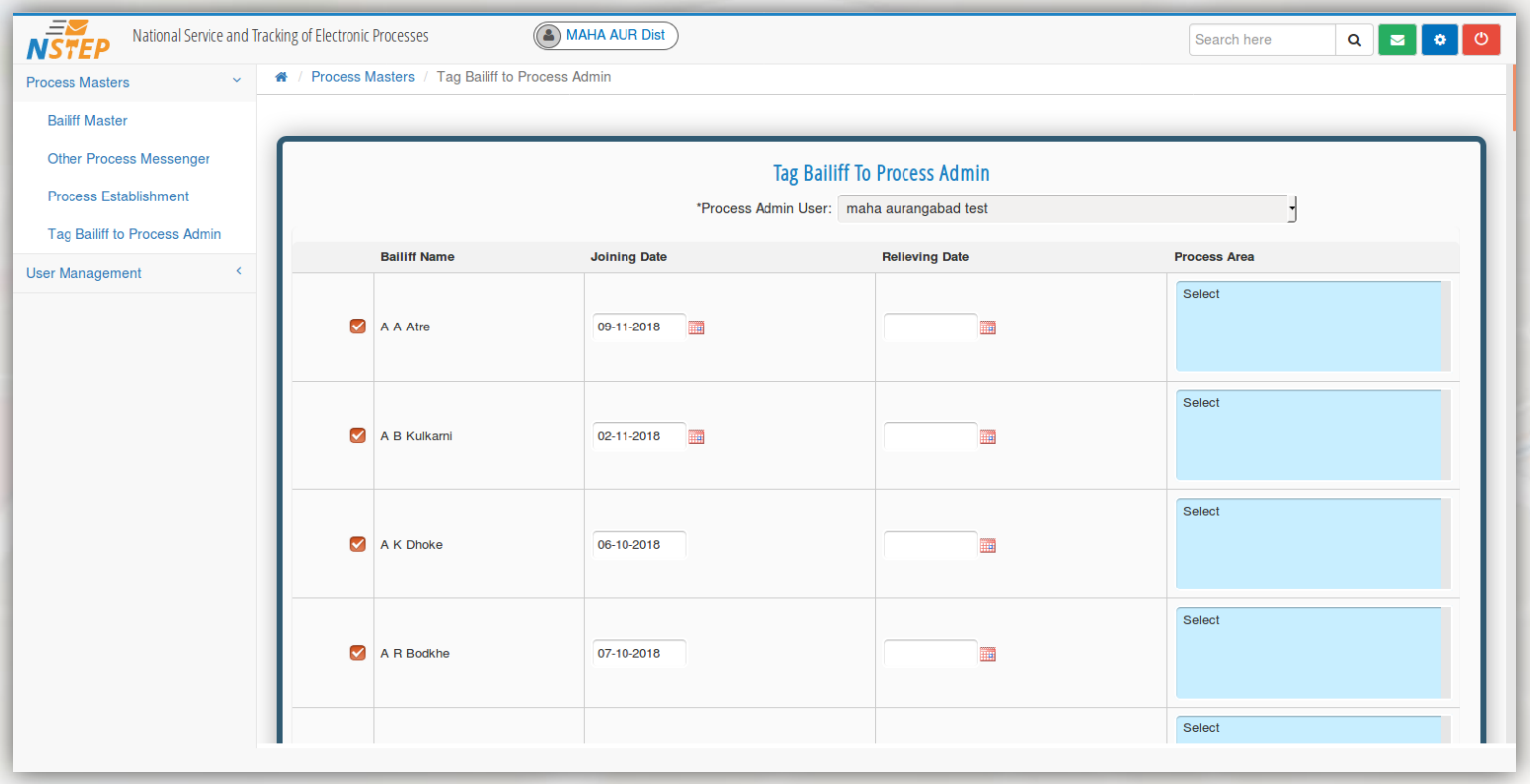
Tagging Establishments to Process Administrators

District Administrator may have to allocate Establishments to Process Admins. Process Admin can further view only those establishment which are tagged to the Process Admins.



Tagging Bailiffs to Process Administrators

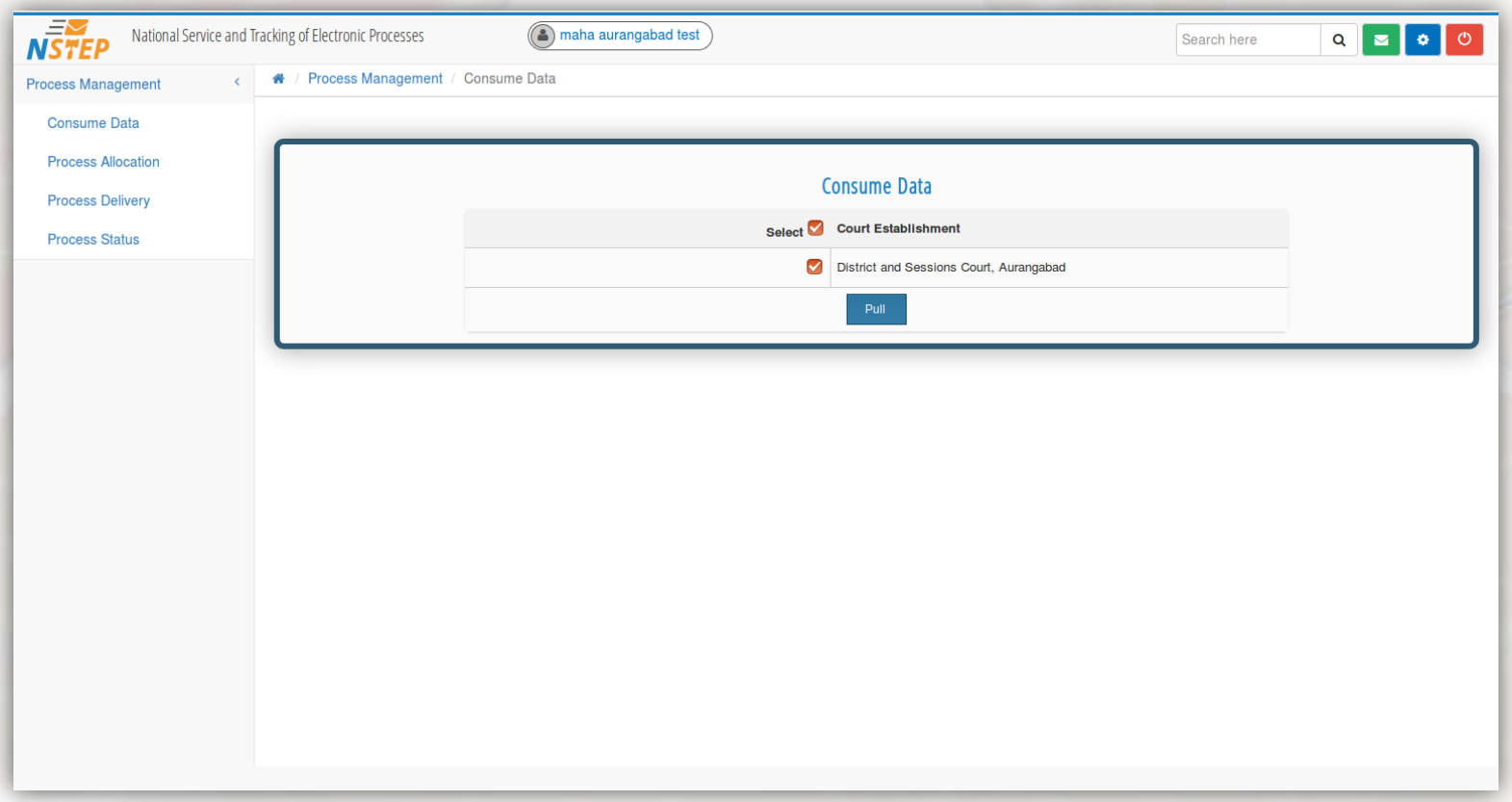
Bailiffs should be tagged to the respective Process Administrators. Process Administrator can further allocate the Processes only to those Bailiffs which are tagged.



Process Administrator
(Login with the username and password provided by District Administrator)

Consume Data

- The processes generated in the CIS software are transferred to NJDG.
- Process Administrator may have to consume the Processes from NJDG to NSTEP.
- Establishments tagged to the Process Admins are shown.
- Process Admin may have to periodically consume the data by selecting establishment. (may be 2-3 times a day)



Process Allocation

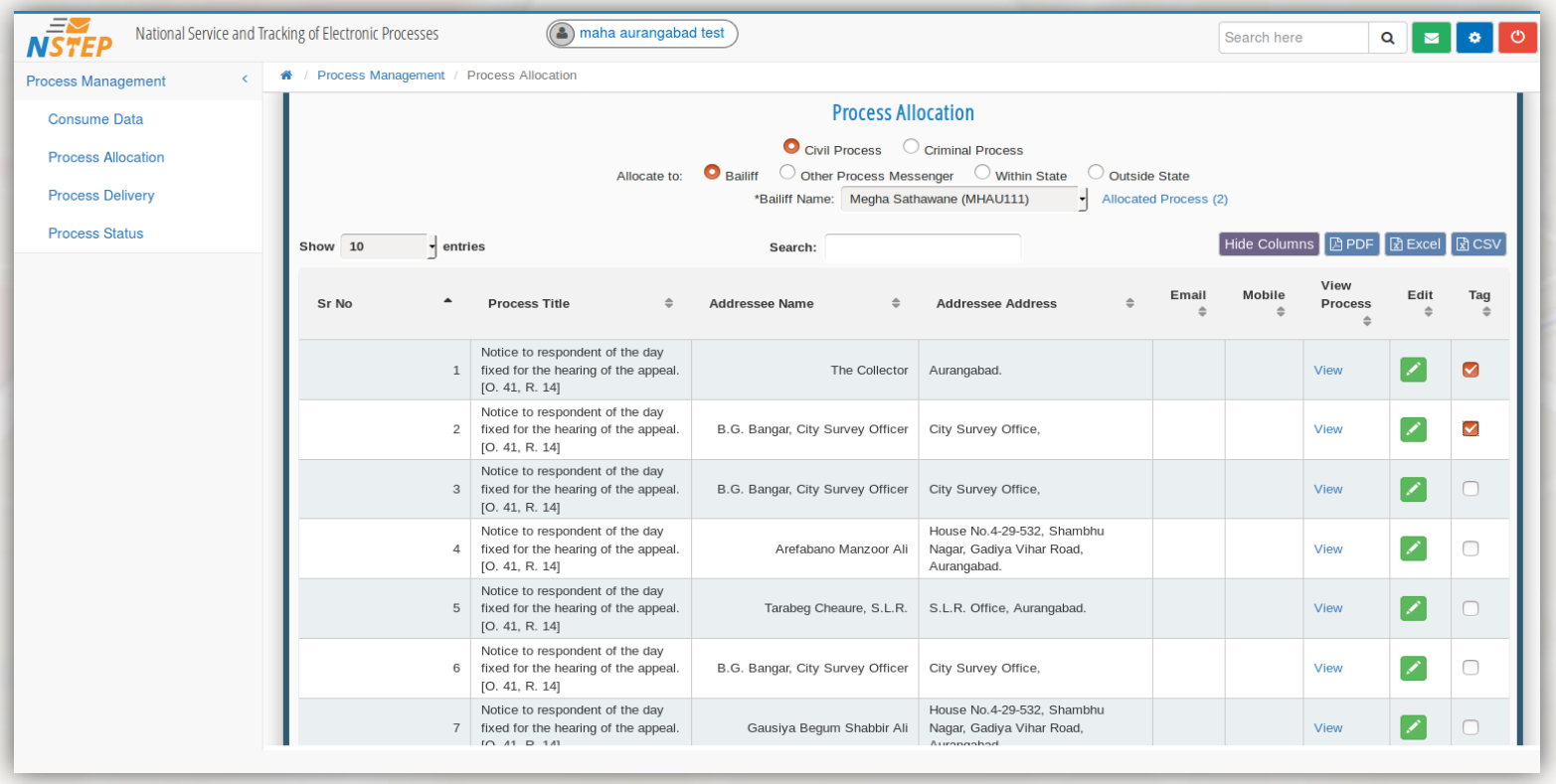
After the processes are consumed, the processes are available for allocation. Process admin can allocate the processes

-To Bailiff

-Other process Messenger (Like Indian Post, Courier etc)

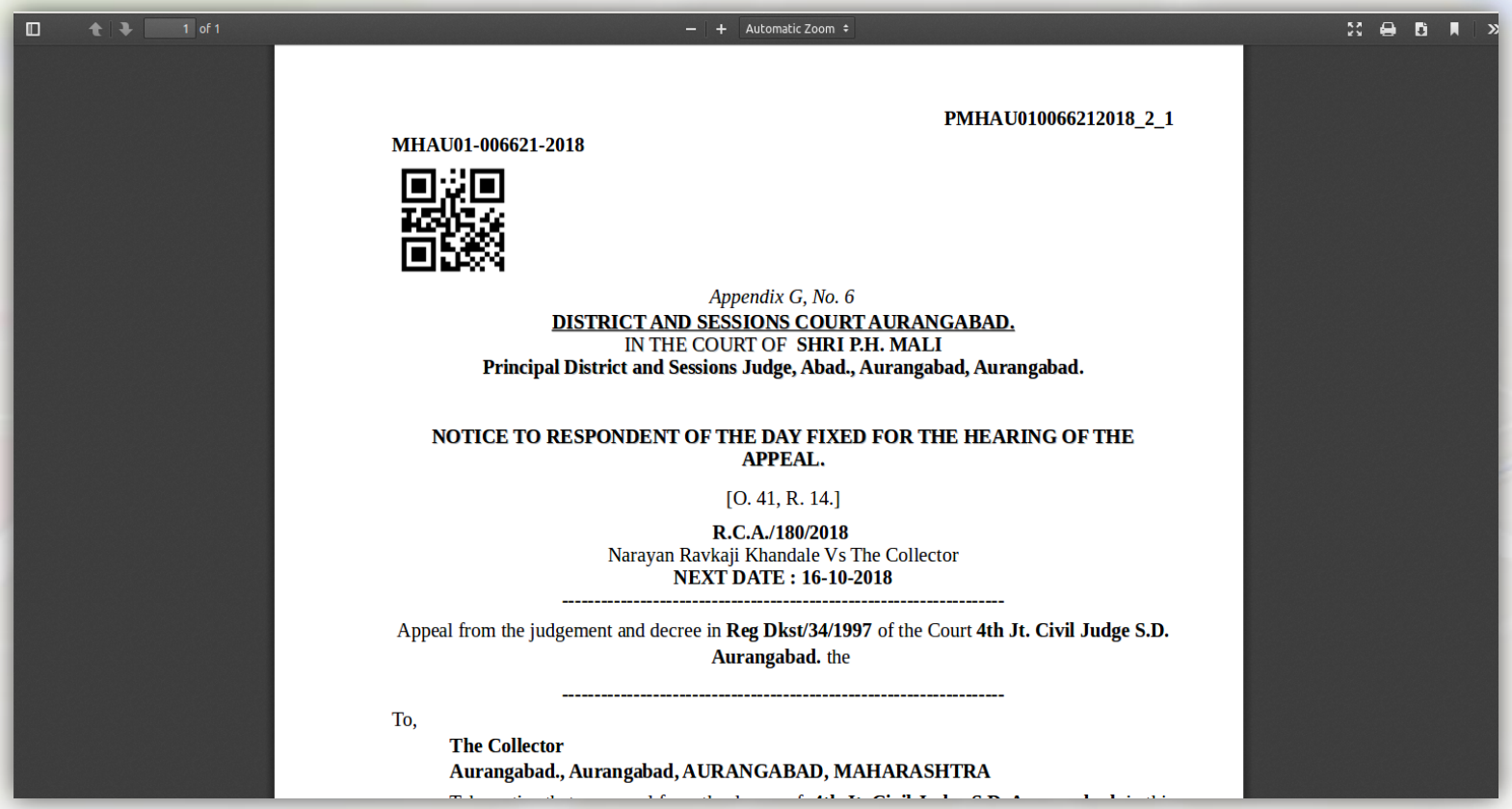
-To other establishments within State

-To Establishment outside State.



View Process PDF

While allocating Process Admin can view the process.



PMHAU010066212018_2_1

MHAU01-006621-2018

Appendix G, No. 6

DISTRICT AND SESSIONS COURT AURANGABAD.

IN THE COURT OF **SHRI P.H. MALI**

Principal District and Sessions Judge, Abad., Aurangabad, Aurangabad.

NOTICE TO RESPONDENT OF THE DAY FIXED FOR THE HEARING OF THE APPEAL.

[O. 41, R. 14.]

R.C.A./180/2018

Narayan Ravkaji Khandale Vs The Collector

NEXT DATE : 16-10-2018

Appeal from the judgement and decree in **Reg Dkst/34/1997** of the Court **4th Jt. Civil Judge S.D. Aurangabad.** the

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To,

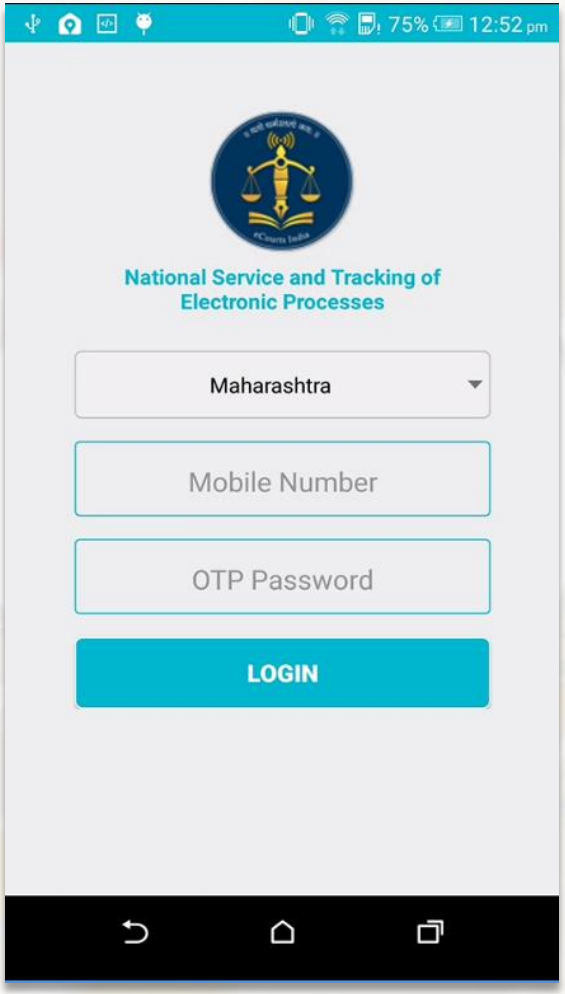
The Collector

Aurangabad., Aurangabad, AURANGABAD, MAHARASHTRA

NSTEP Mobile Application

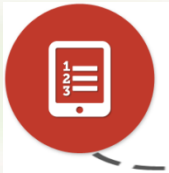
Android based Application for Process Servers (Bailiffs)

NSTEP Mobile Application



Login to NSTEP Application using Mobile Number

NSTEP App Flow

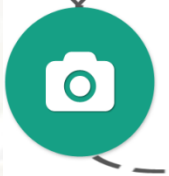


View Allocated Processes

Bailiff can view allocated Processes after login in to NSTEP App.

View PDF

Bailiff can view process in PDF form.



Capture Photo

Bailiff can take photograph of site where process is delivered .

Take on Screen Signature

Bailiff can obtain signature of receiver using the app.

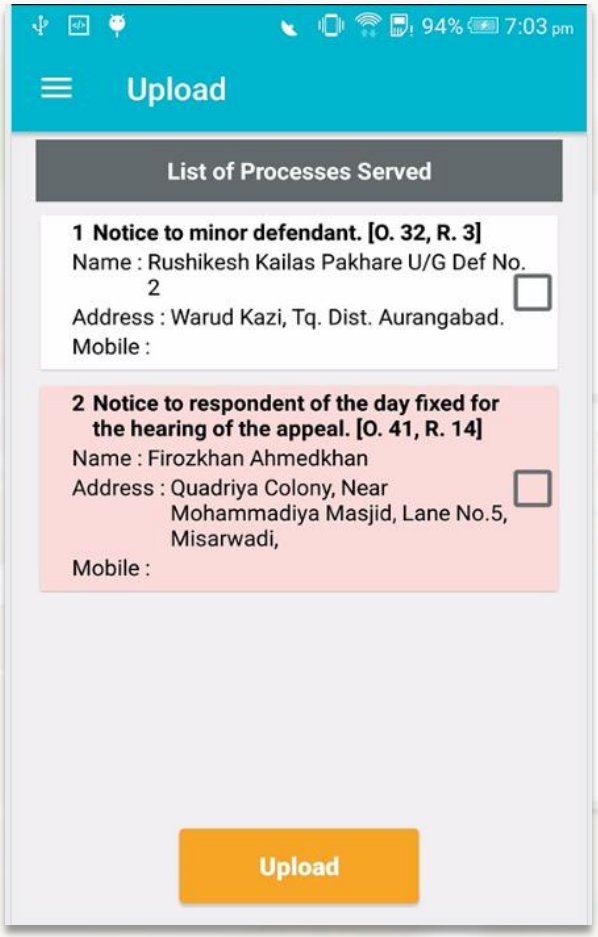
Save Location

Bailiff has to save the Location (Lat.-Long.) of the site.

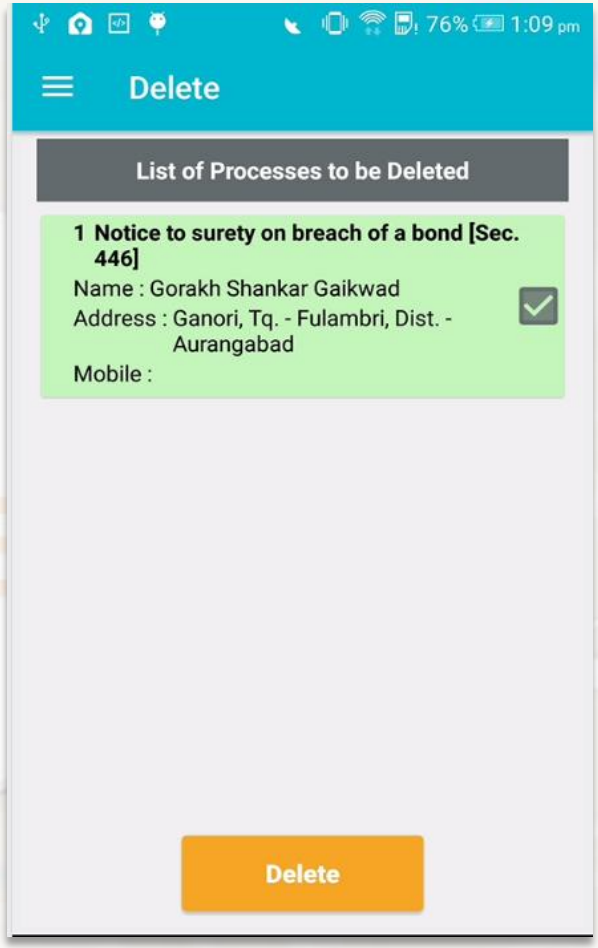
Upload Status

Bailiff can upload service related data, photograph, signature, Lat-Long, and status of the delivery.

NSTEP Mobile App

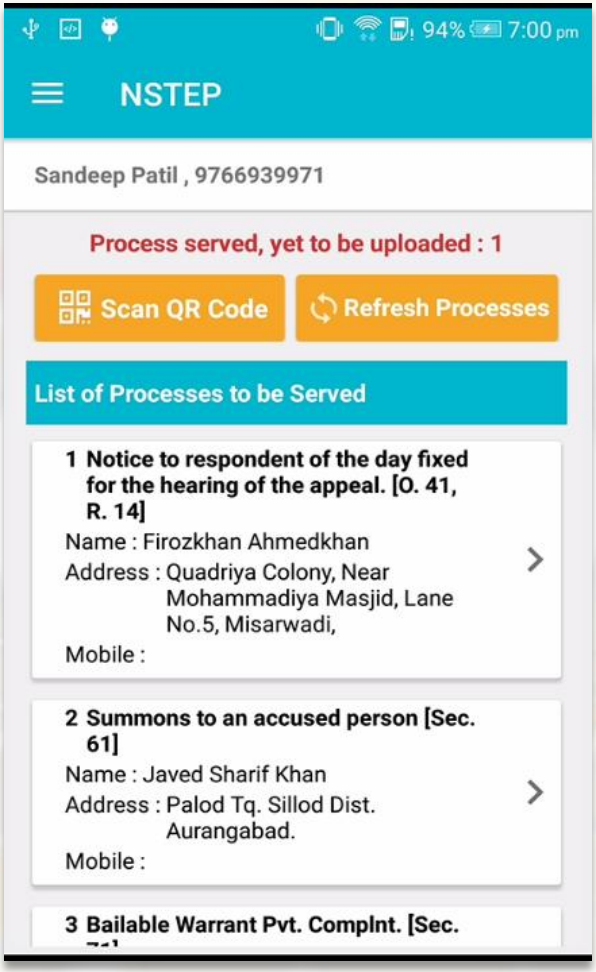


Upload



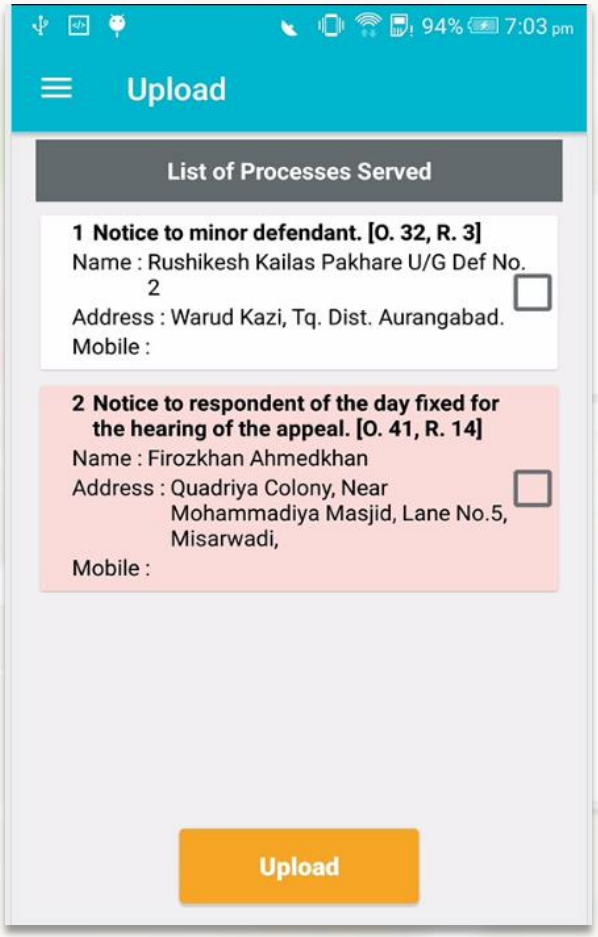
Delete

NSTEP Mobile App

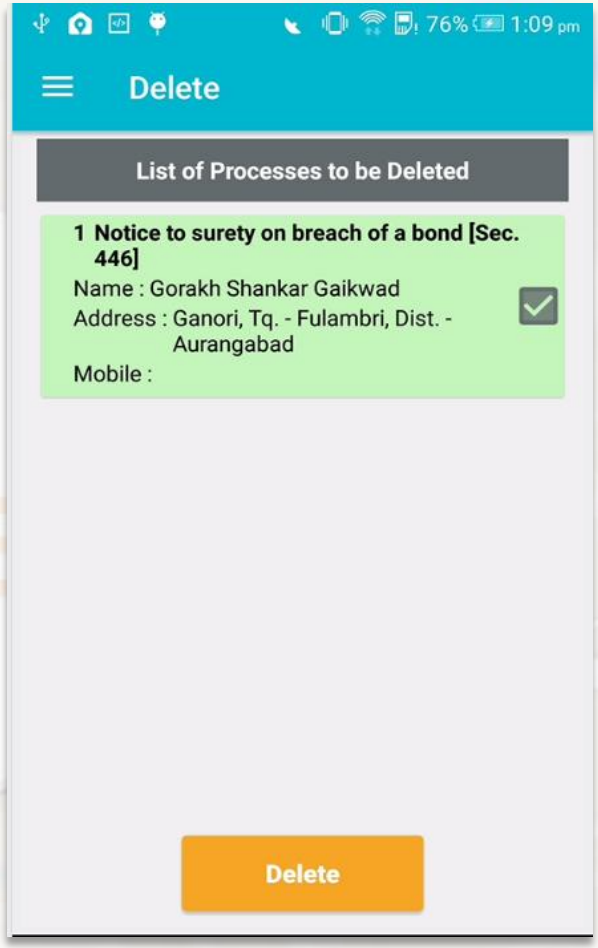


List of Processes

NSTEP Mobile App

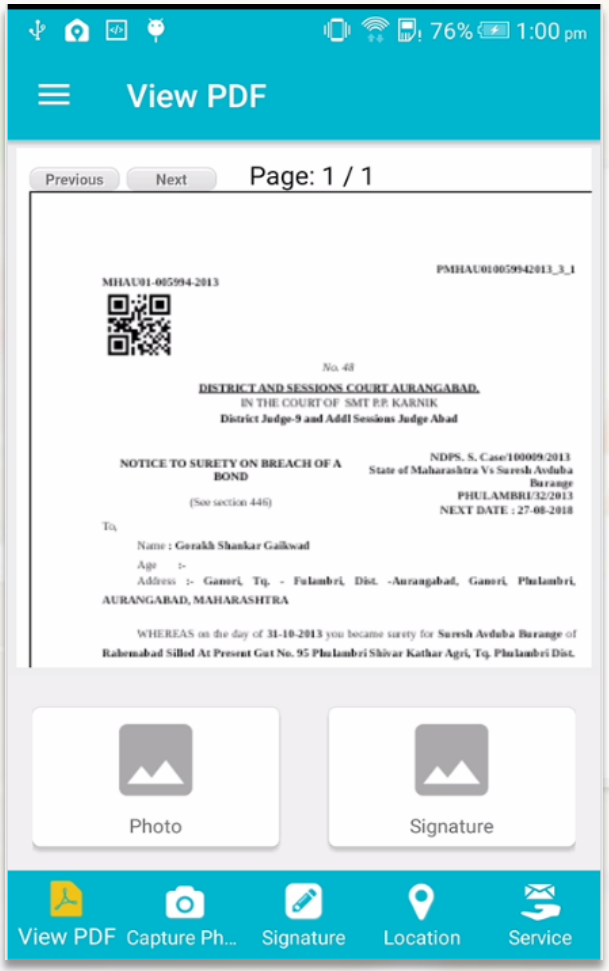


Upload

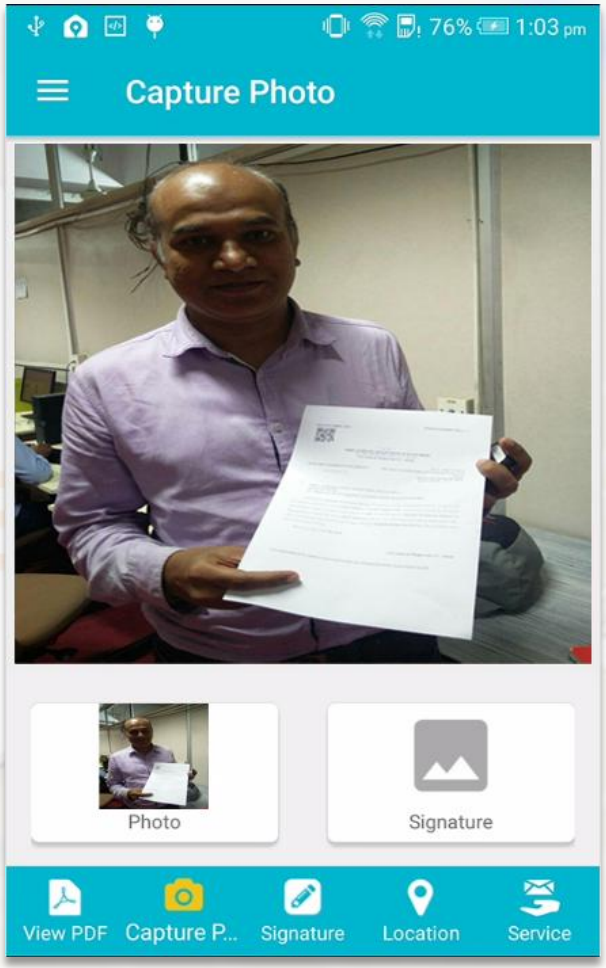


Delete

NSTEP Mobile App

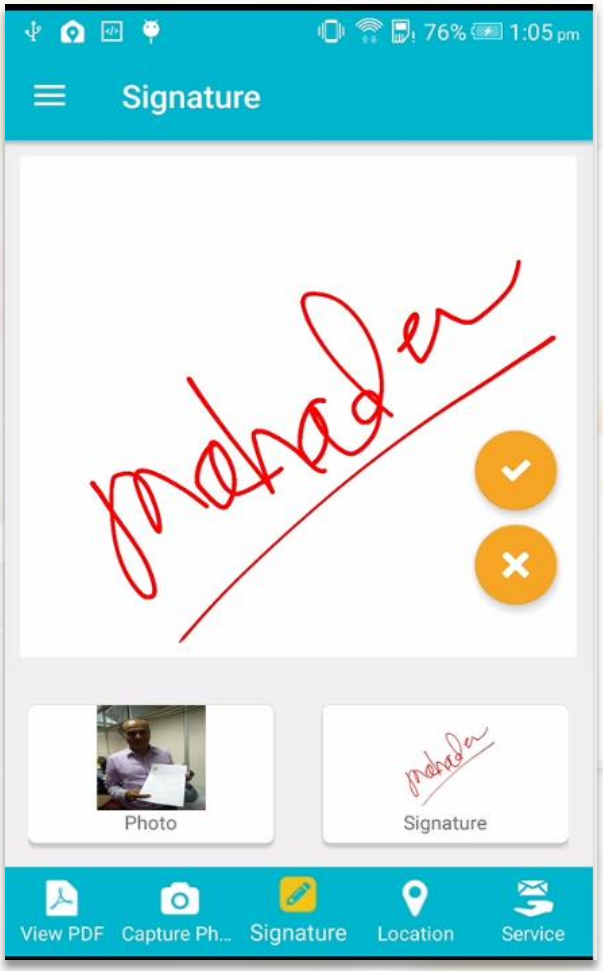


View PDF

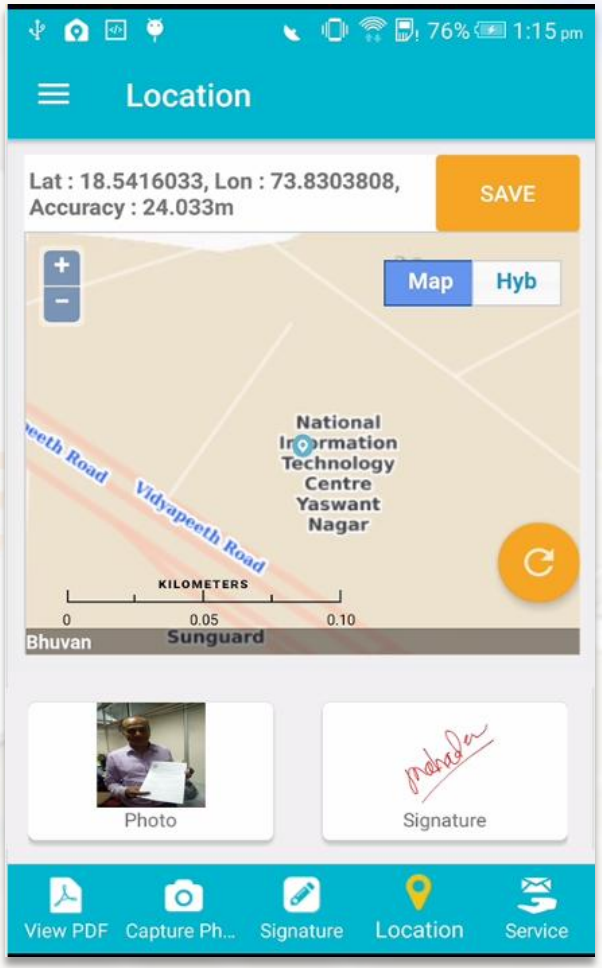


Captured Photo

NSTEP Mobile App

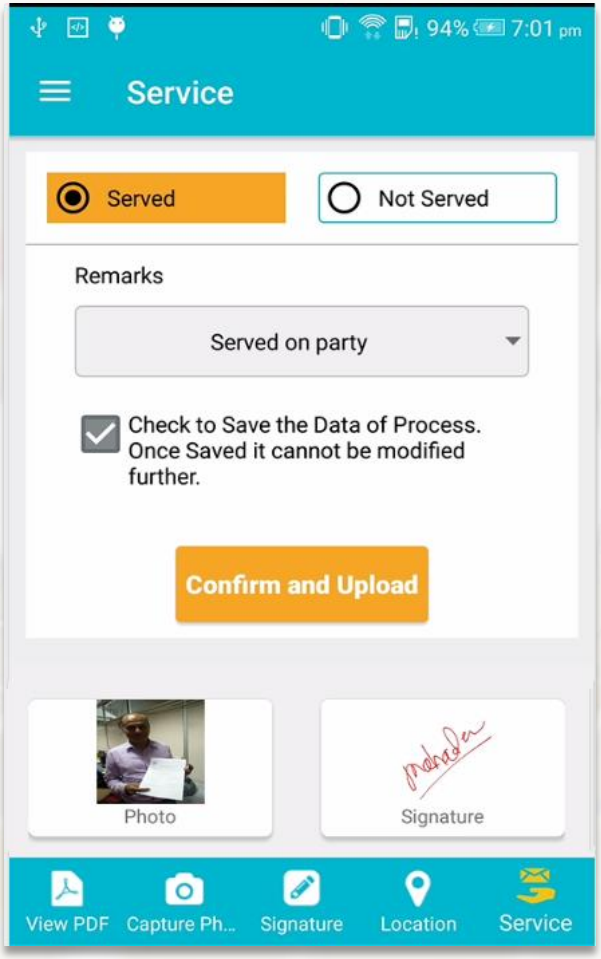


Signature



Location

NSTEP Mobile App

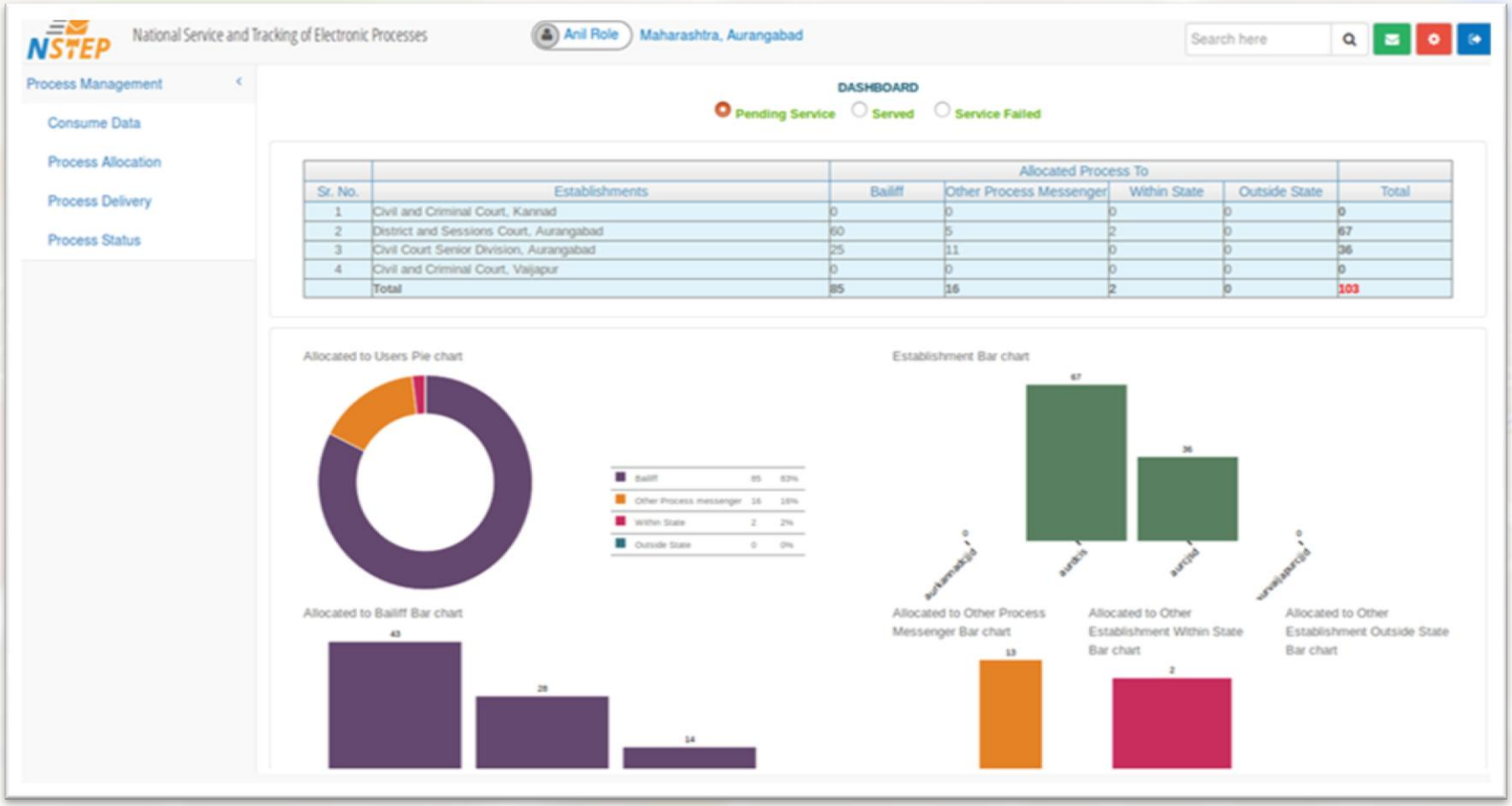


Service – Served / Not Served

NSTEP Web Application
Process Administrator
Tracking the Process

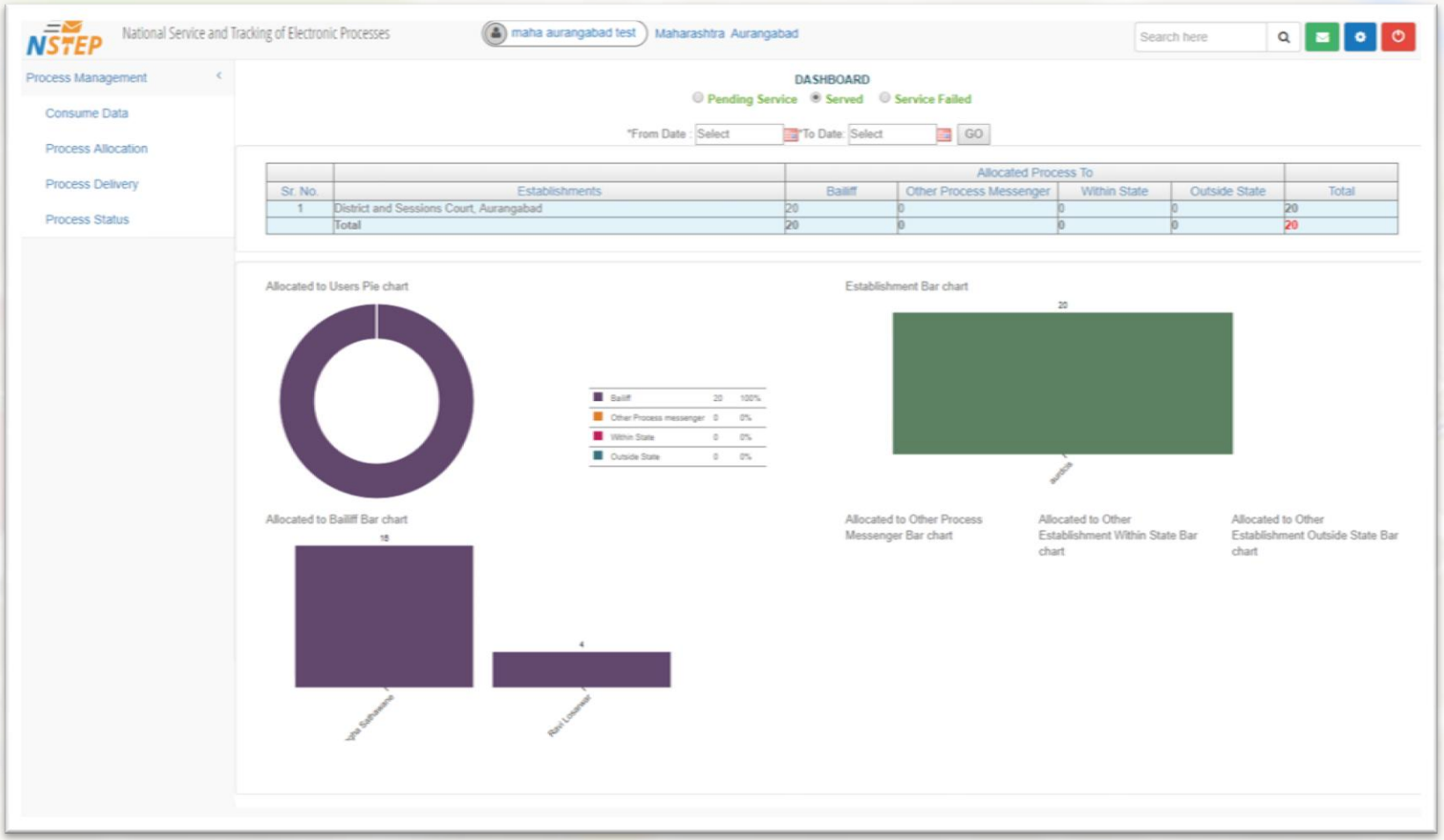
NSTEP - Dashboard

Dashboard : Pending Service



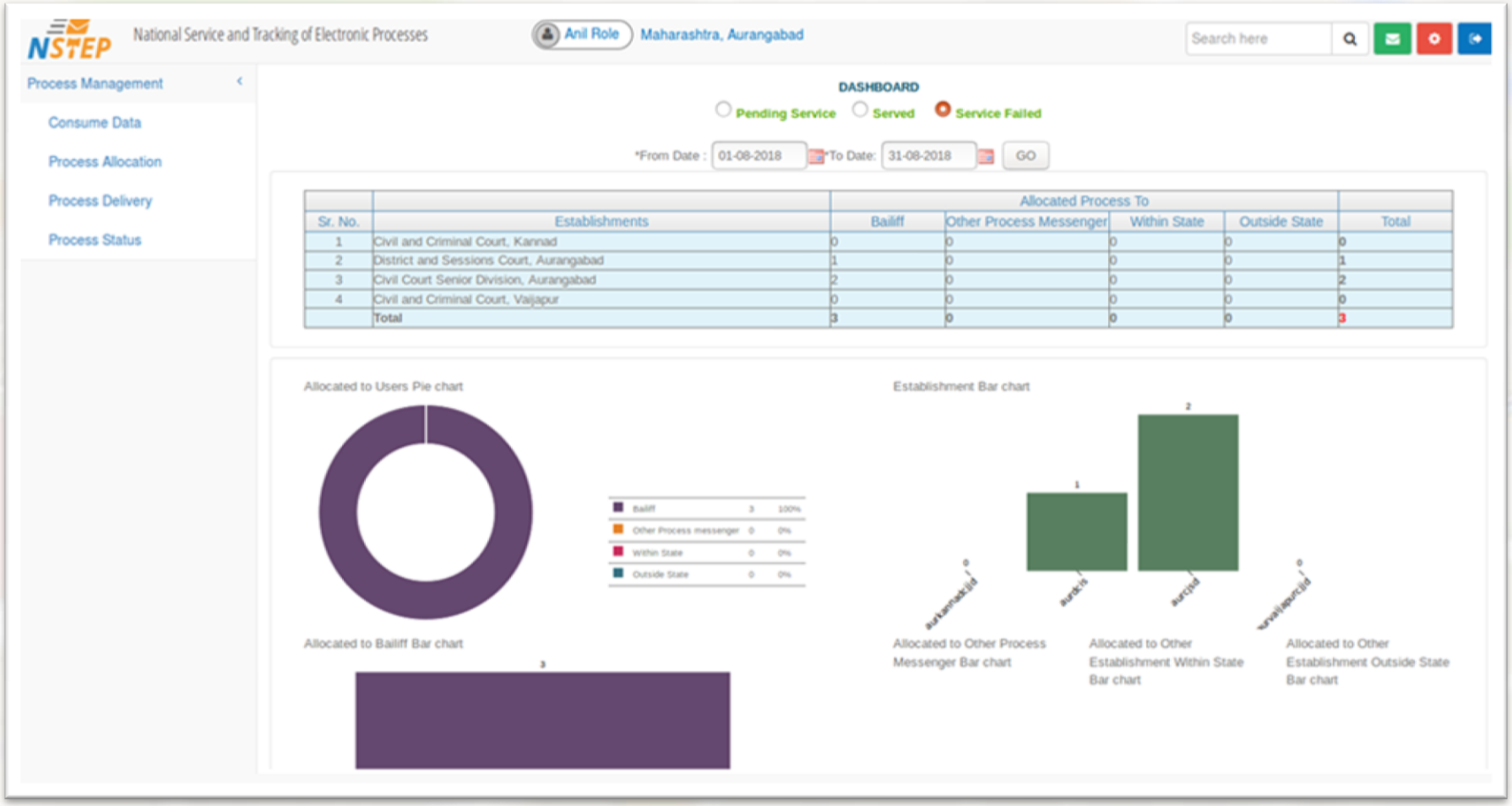
NSTEP - Dashboard

Dashboard : Served Processes



NSTEP - Dashboard

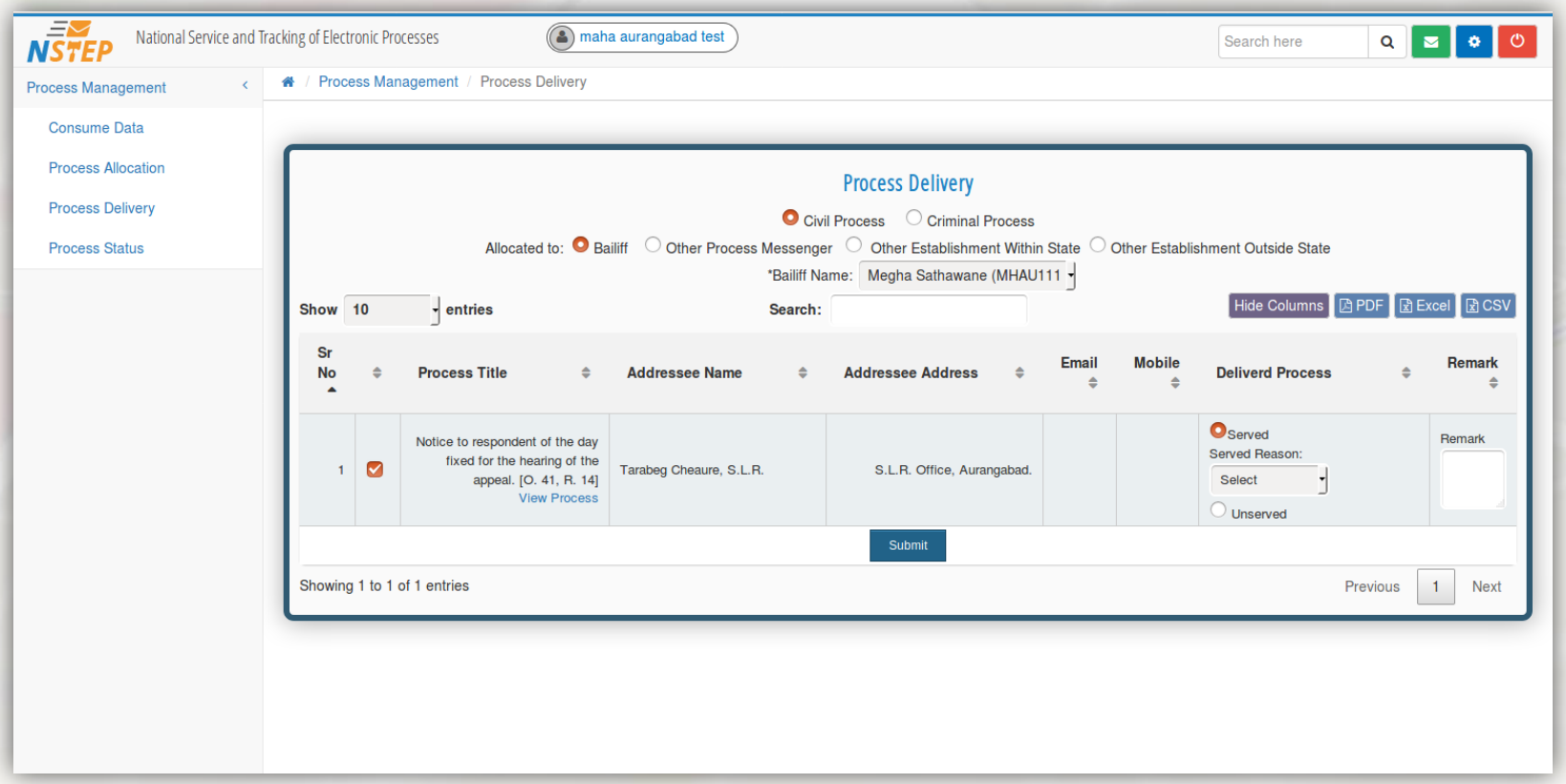
Dashboard : Service failed



Process Delivery

Bailiff can update the process (Delivered/Not Delivered)status remotely through Mobile App.

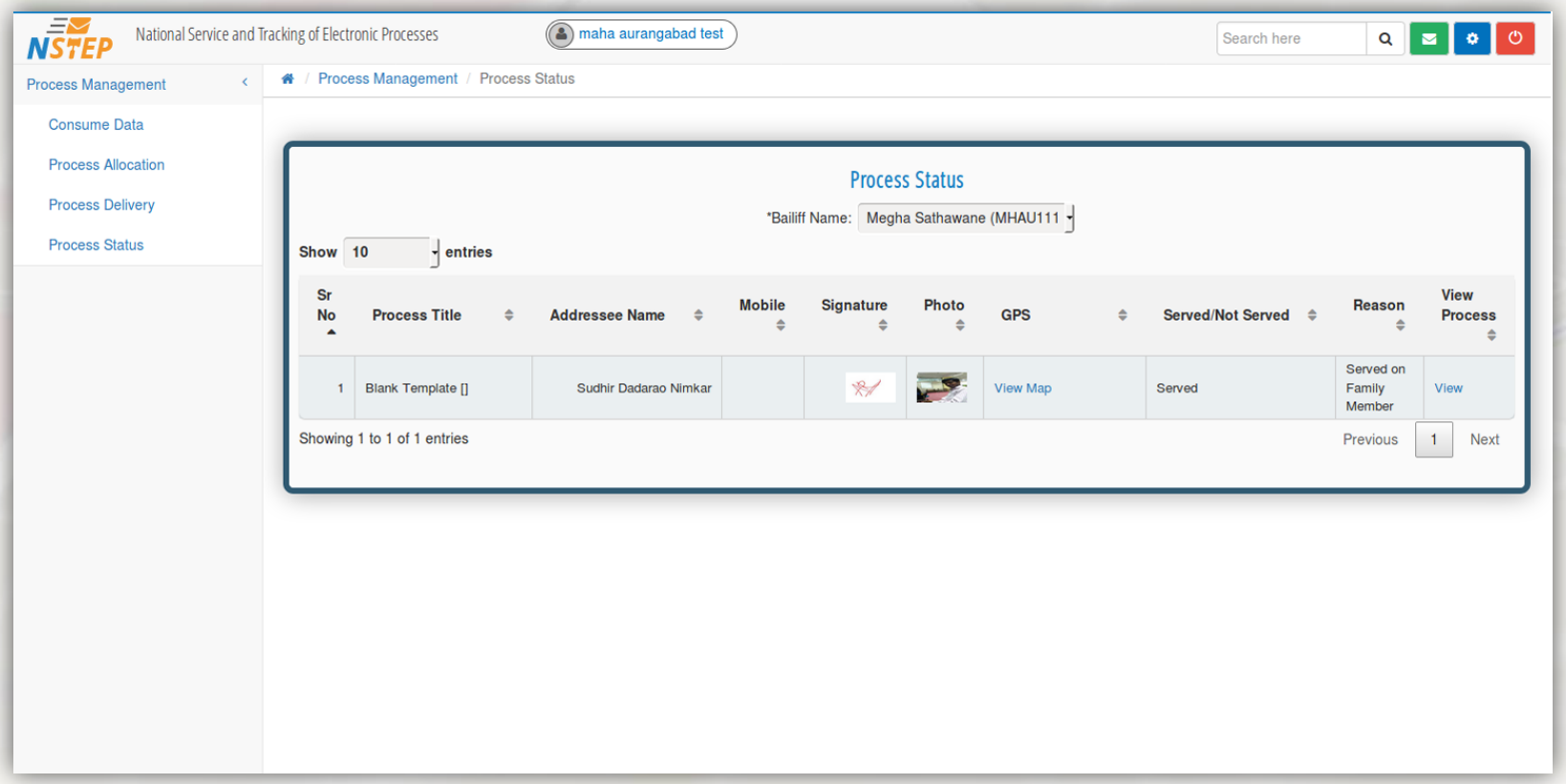
For other process messengers or in some cases where such status cannot be updated, Process Admin can update the status.



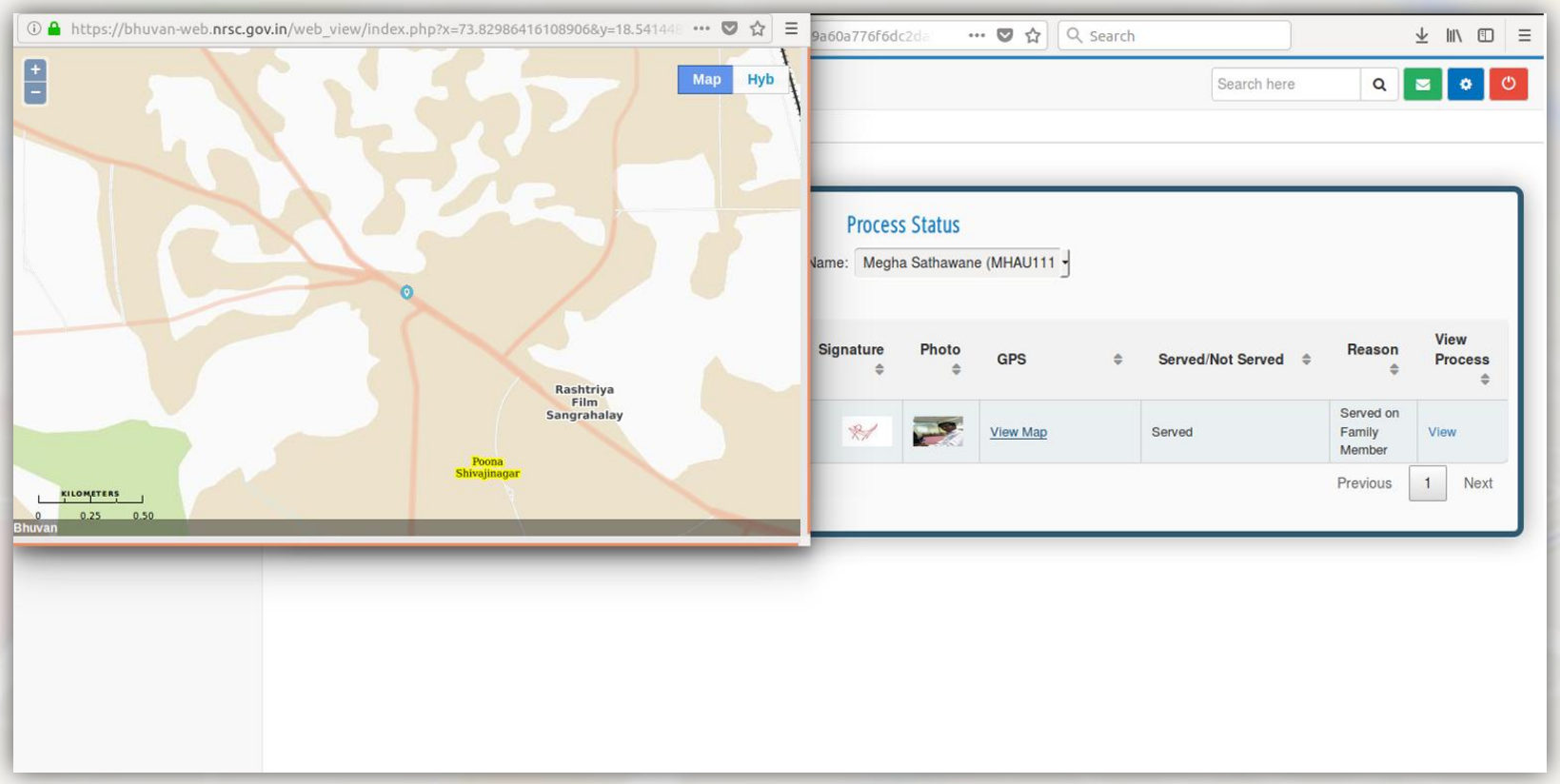
Process Status

Process Admin can view the status of Process instantly when the Process is remotely updated by the Bailiff.

The Signature/Photo/GPS Location of the Delivery Address captured by the Bailiff can be viewed.



Process Status - Map



Thank You.