HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTIFICATION

No. 190/UHC/Admin.A (I.T.)/2024 **Dated: May 01, 2024**

In exercise of the powers conferred under Articles 227 of the Constitution of India and all other powers enabling it in this behalf, the High Court of Uttarakhand, with the approval of the Governor of the State of Uttarakhand, hereby makes the following Rules for digitization of Administrative and Judicial records of the District Judicial Establishment.

THE DISTRICT COURTS OF UTTARAKHAND DIGITIZATION OF RECORDS RULES, 2024

Statement of object and Reasons- There is an urgent need for a user friendly database with features for text, context keyboard based searching and for purpose of safe custody, long term preservation of records with optimum utilization of available space, which can be addressed through digitization of administrative and judicial records of the district judicial establishment.

The digitization solution will be an integrated web technology based solution capable of running seamlessly over Internet/Intranet, Virtual Private Network (VPN) that allows the Courts to scan and integrate records and enable the end user to search quickly and comprehensively.

CHAPTER I
GENERAL

1. Short title, extent and commencement-

1) These Rules may be called the District Courts of Uttarakhand Digitization of Records Rules, 2024.

2) These Rules shall come into force from the date of its notification in the Official Gazette.

3) These Rules shall apply to all District Court establishments under the supervision of High Court of Uttarakhand.

2. Definitions -

1) **Digitization** means the process of converting physical records into a digital and un-editable format which includes but not limited to text, audio-visual files that can be capable of retained by electronic devices.

2) **Digitized/electronic records** shall bear the same meaning as assigned under the Information Technology Act, 2000.

3) **District Court** means Courts under the supervision of High Court of Uttarakhand.

4) **Microfilming** means a film bearing a photographic record on a reduced scale.

5) **Repository** means a central space where data in digital, un-editable format, is stored and maintained and includes any disaster recovery sites.

6) **Physical Records** means and include records on paper or on any other similar medium of-

i. Cases, pending or disposed of,
ii. Administrative records,
iii. Gazette notifications/circulars/publications,
iv. Journals,
v. Books and
vi. Registers etc.

3. The words and phrases not mentioned herein shall bear the same meaning as assigned under the General Rules (Civil), 1957 and General Rules (Criminal), 1977 as applicable in the State of Uttarakhand or the Information Technology Act, 2000.

CHAPTER II
PRESENTATION OF MATTERS AT THE FILING CENTRE AND DIGITIZATION

4. Notwithstanding anything to the contrary contained in General Rules (Civil), 1957 and General Rules (Criminal), 1977 as applicable in the State of Uttarakhand –

1) A main case, an interlocutory application or any other document filed therewith may be presented in person at the presentation centre of the District Court during the working hours in soft copy in Portable Document File (PDF) format by any party or his recognized agent or his advocate.

2) On presentation, such person shall be given the date for appearance on next working day after removal of defaults, if any.

3) In case the plaint, written statement, appeal, application or document including subsequent documents is filed in hard copy, the same shall be scanned and tagged with relevant case/file.

4) The scanned images of the judicial records after digital signature of Supervising Officer(s) shall be kept in such format and in such medium as may, from time to time, be specified by the Chief Justice. Such files shall be regularly updated in electronic format in the server.

CHAPTER III
PRESERVATION AND ELIMINATION OF RECORDS

5. Notwithstanding any period of preservation prescribed in General Rules (Civil), 1957 and General Rules (Criminal), 1977 as applicable in the State of Uttarakhand, any physical record may be eliminated after being retained and secured in electronic form in accordance with –

1) Section 7 of the Information Technology Act, 2000 and

2) After certification as required by sub-section (4) of section 65-B of the Indian Evidence Act, 1872 (Appendix-A).

6. Record shall be digitized and preserved permanently in the un-editable digitized format. The Supervising Officer shall then as soon as possible give a certificate under his physical and digital signatures, that the required entire judicial record of the given case is available in the un-editable digitized format.

7. After digitization, the original documents shall be returned to the party/any person duly authorized by the party to collect the same. In the event no one appears to collect the document within one month from the date of digitization, three month's notice to receive the documents shall be given to the party concerned and in case the document is not collected within a period of three months, it shall be eliminated in accordance with the provisions of these Rules under the general superintendence of the Supervising Officer(s) as may be appointed by the District Judge for that purpose. The supervising officer so appointed shall be deemed to be the official responsible for the purposes of sub-section (4) of section 65-B of Indian Evidence Act, 1872.

Provided that the unreturned original documents pertaining to title, educational achievements, service record and creating personal rights shall not be eliminated for a period of 12 (twelve) years, from the date of digitization or the date of final disposal of the *lis* from the highest Court, whichever is later.

Provided further that original documents of historical, sociological, scientific and artistic value, as in the opinion of the District Judge, shall be permanently preserved.

Provided further that administrative record pertaining to the previous 3 financial/calendar years shall not be eliminated.

8. In the event, if any part of the file is so fragile that it cannot be digitized; such a file will be preserved in a Fragile Record Section or designated venue for the period mentioned in General Rules (Civil), 1957 and General Rules (Criminal), 1977 as applicable in the State of Uttarakhand, as the case may be.

9. Before destruction, the documents listed out in the First Schedule in The Information Technology Act, 2000 as amended from time to time have to be segregated and preserved in a sealed cover with case number signed by the Supervising Officer or any other person authorized on his behalf in a separate storage space.

10. The conversion of judicial records, books, or papers, in electronic form, shall be carried out from time to time, before their destruction, in accordance with Rule 5, as may be necessary, as above, shall be carried in the following manner, namely:-

a. Each case record shall be applied with a barcode sticker so that the data that will be captured from the record will be readable using the barcode reader.

Explanation: A barcode is a way to encode information into a visual pattern which can be read by a Bar Code scanner or any other appropriate device. The prescribed meta-data shall be embedded in the Bar Code in such a way that such data can be retrieved in a readable format by using a Bar Code scanner or other appropriate device.

b. Each scanned case record shall be indexed in accordance with the indexing parameters of the physical case record in such way that the prescribed software accurately identifies every indexed document available in the scanned record.

c. Each scanned page shall be converted to PDF/A (Portable Document Format/ Archiving) format in OCR (Optical Character Recognition) mode. Each PDF file shall be segregated according to indexing parameter (order sheet page, annexure page, judgment page & etc) as indicated in point (b) above.

d. Every scanned case record in order to facilitate easy retrieval, whether Civil or Criminal shall be provided with but not limited to the following meta-data, namely:-

1) Case Number
2) Case Year
3) Case Type
4) Barcode Number
5) Name of Petitioner(s)
6) Name of Petitioner's Advocate
7) Name of Respondent(s)
8) Name of Respondent's Advocate
9) Name of the Judge
10) District Name
11) Date of Disposal
12) Date of Scanning
13) Date of Verification
14) Name of Verifier

11. The existence of any of the following documents as specified in preceding Rule, shall be entered as Additional Meta Data so that the digitized records containing the said documents can be easily identified for taking steps to return the said documents in the physical form to the concerned parties/advocates –

a. A negotiable instrument (other than a cheque) as defined in section 13 of the Negotiable Instruments Act, 1881 (26 of 1881).

b. A power-of-attorney as defined in section 1A of the Powers-of-

Attorney Act, 1882 (7 of 1882).

c. A trust as defined in section 3 of the Indian Trust Act, 1882 (2 of 1882).

d. A will as defined in clause (h) of section 2 of the Indian Succession Act, 1925 (39 of 1925), including any other testamentary disposition by whatever name called.

e. Any contract for the sale or conveyance of immovable property or any interest in such property.

12. The Court or agency, as the case may be, in charge of scanning the case records shall ensure entry of the above meta-data in the software application used for scanning and digitizing case records. It shall also be the duty of such agency to provide sufficient safeguards to prevent alteration of the meta-data once it is verified and the case record is uploaded in the Document/Data Management System (DMS) server.

13. The Court shall use the DMS with a secure user ID provided by the scanning team to manage the complete electronic record life cycle such as Creation, Distribution, Usage, Maintenance and Destruction of electronic records. These IDs will be permission specific meaning that basing on the privilege assigned to these IDs, a user can view, download or print but cannot make any changes in the uploaded feed for the sake of the security of the scanned records available in the server.

14. The agency entrusted with the scanning work shall in consultation with the Court prepare necessary facility for rectification of erroneous data in the server.

15. The agency entrusted with the work of scanning and digitization shall use necessary technology to ensure that the scanned and digitized documents stored in the server shall remain accessible, readable and printable without affecting the information originally generated, sent and received for repository. The digitized documents shall be further used for audit purpose as per the Section-7A of the Information Technology (Amendment) Act, 2008.

16. The database containing the digitized records of the Court shall only be accessible in the local area network (LAN) of the Court. It shall be ensured that no portion of the database or the server containing the digitized records of the Court is accessible through internet or to any person in any manner beyond the permission granted in this regard.

17. While handing over records for digitization it will be ensured that duplicate copies of any part thereof are removed to avoid needless scanning.

18. The Record room official or Officer in charge of record room or supervising officer, as the case may be, shall certify under his digital signatures that the entire judicial record of the given case has been digitized and electronically

secured in accordance with section 7 of the Information Technology Act, 2000 and section 65-B (4) of the Indian Evidence Act, 1872 and is available in an un-editable, digitized format.

19. The scanned images/un-editable formatted documents of the judicial records after being certified by the Quality Control Team to be constituted by the District Judge shall be written on microfilm rolls as per the technical specification prescribed by the High Court.

20. The destruction of all papers shall be carried into effect by the process of cutting with use of shredder or by any other manner as the Court may direct. Such destruction shall be made in presence of the Superintendent in-charge of the Record Room of the Court under the supervision of the Officer in charge of record room or supervising officer, as the case may be.

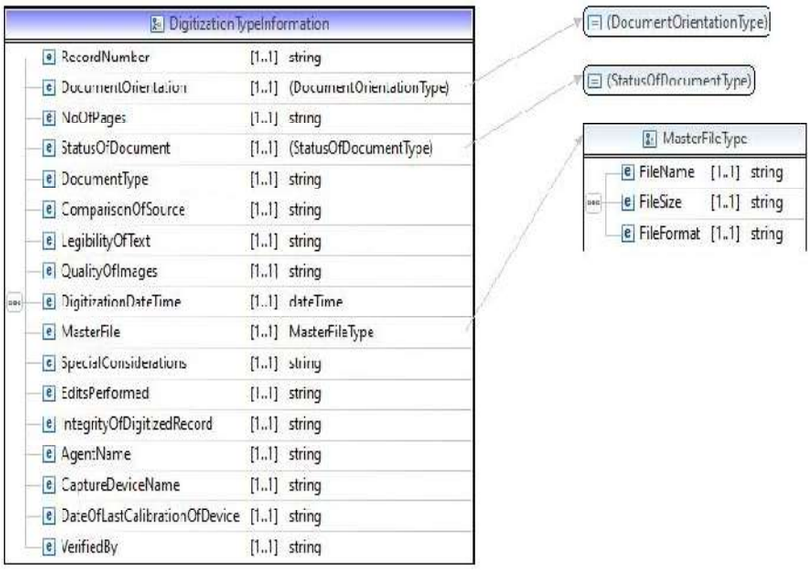
21. The Chief Justice may, from time to time, issue directions for effective implementation of these Rules.

Appendix-A
Verification of Digitized Records

The Designated/Supervising Officer(s) of the Court should verify each digitized record by comparing it against the original document as per following parameters (as applicable) and store the following information in a database.

The information forms the basis for issuing the certificate by the Designated Officer for certifying the admissibility of digitized record in the Court as per the Section 65B of Indian Evidence Act. The rank and designation of the Officers In-charge of the particular digitization processes should be identified for uniform implementation.

S. No.	Parameters
1)	Record number
2)	Document orientation (Portrait or landscape)
3)	Number of pages
4)	Original or Photocopy
5)	Comparison of source and digitized record
6)	Legibility of text in scanned document
7)	Quality of images
8)	Date and time of Digitization
9)	Master File name, Size and Format
10)	Special Considerations
11)	Edits Performed
12)	Integrity of Final Digitized record
13)	The name of the agent associated with the digitization process *(e.g. name of the outsourced bureau or name of the in-house operator)*
14)	Capture Device Name (Hardware/Software)
15)	Date of Last Calibration of Device
16)	Verified by



(The XML schema for DVI)

By Order of the Court,

Sd/-
(Ashish Naithani)
Registrar General

No. 2249/UHC/Admin.A(IT)/2024 Dated: May 01, 2024.

Copy forwarded for information and necessary action to:

1. *P.P.S. to Hon'ble the Chief Justice with request to place the same for kind perusal of Her Lordship.*
2. *P.S./ P.A. to Hon'ble Judges with request to place the same for kind perusal of Hon'ble Judges.*
3. *Advocate General, Government of Uttarakhand, Nainital.*
4. *President/Secretary, High Court Bar Association, Nainital with request to inform all the members.*
5. *Assistant Solicitor General, Government of India, Nainital.*
6. *Chief Standing Counsel, Government of Uttarakhand, Nainital.*
7. *Additional Chief Standing Counsel, Government of Uttar Pradesh, Nainital.*
8. *Principal Secretary, Legislative & Parliamentary Affairs, Govt. of Uttarakhand, Dehradun.*
9. *Principal Secretary, Law- cum-L.R. Government of Uttarakhand, Dehradun.*
10. *Director, Uttarakhand Judicial And Legal Academy, Bhowali, Nainital.*
11. *All the District & Sessions Judge, State Judiciary, Uttarakhand.*
12. *Principal Judge/Judges, Family Court, State Judiciary, Uttarakhand.*
13. *Member Secretary, State Legal Services Authority, Uttarakhand, Nainital.*
14. *All the Registrars of the Court.*
15. *Secretary, High Court Legal Services Committee, Nainital.*
16. *O.S.D./C.P.C. of the Court.*
17. *Registrar (HC Cadre) of the Court.*
18. *Deputy Registrar (I.T.) of the Court with direction to upload the same on the Official website of High Court of Uttarakhand.*
19. *Librarian of the Court with the directions that the above rules be incorporated in all the relevant books immediately.*
20. *P.A. to Registrar General.*
21. *Director, Printing & Stationery, Government Press, Roorkee, District Hardwar, for publication of the Notification in the next Gazette of the Uttarakhand.*
22. *Guard file.*

By order,

C.P.C.

STANDARD OPERATING PROCEDURE ON DIGITAL PRESERVATION OF RECORDS IN THE DISTRICT COURTS OF UTTARAKHAND

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PART-I

GENERAL

1. Objective:

The Case Records shall be scanned and digitized in order to serve the following purposes:

a. Operate Paperless Courts using Special Purpose Device for Court Users and other stakeholders.

b. Create eco-system to enable solution for case hearing transcending geographical boundaries.

c. Issuance of Certified Documents.

d. Transmission to and archival, retrieval etc. from Central Repository for long term Digital Preservation.

e. To create a uniform ecosystem using identical DMS application for seamless transmission of Case records from District Courts to High Court's DMS in defined table of content structure.

2. Digitization Centre:

2.1 A dedicated digitization centre shall be established at each District Court complex in close proximity to the Record Room.

2.2 Digitization centre will be headed by Nodal Officer of District Court Computer Committee in order to

monitor the day-to-day progress of the digitization project as per SOP.

2.3 In-charge of Record room shall nominate such number of Supervising Officers/Record Keepers for verification depending upon volume of cases.

3. Weeding:

3.1 As far as possible, duplicate copies, if any, may be taken out from the record before digitization in order to reduce the volume of pages.

3.2 Weeded must be ensured in accordance with rules 193 to 201, General Rules (Civil), 1957 and rules 177 to 184, of General Rules (Criminal), 1977 before Digitization.

4. Segregation of Civil and Criminal Record Digitization Workflow:

4.1 Since there is a difference in classification and indexing of Civil vis-à-vis Criminal Records, concerned user groups, processes including documents indexing, table of content should be maintained separately in the digitization workflow for each type of cases.

4.2 A clear separation between Civil and Criminal cases in digitization workflow will enable the Indexing team to accurately identify the nature of papers in a particular physical "*Nathi*" for the purpose of classification and indexing.

4.3 Segregate work flow also speeds up the digitization process flawlessly and there are fewer chances of errors.

PART-II

IDENTIFICATION OF CASE RECORD

5. Priority is to be given for following Case Types for Digitization:

The Case Records shall be Digitized in two way manner simultaneously i.e. Oldest to newest and newest to oldest.

6. Special Records:

The Record having documents listed out in the First Schedule in The Information Technology Act, 2000 as amended from time to time have to be segregated by the Supervising Officer/Superintendent of Record Room or any other person authorized on his behalf.

7. Segregation and Preparation of Case Files for Digitization:

7.1 Pending & Disposed case files to be segregated and sent to Digitization

center 15 days prior to expected date of Scanning.

7.2 Records containing original documents of historical, sociological, scientific and artistic value must be dealt in accordance with the District Court Digitization Rules, 2024.

PART-III

TRACKING OF CASE RECORD

8. Inventory Management:

8.1 Tracking register shall be maintained in the Integrated Digitization Workflow for all records sent to scanning center.

8.2 This register may contain the following details-

Description/title of document collected
File number, if any
Date of collection
Total number of pages
Collected from (court officials)
Collected by (Vendor representative)
Date of return
Return to (Name of Court officials)
Return by (Name of vendor representative)

9. Verification:

9.1 Supervising Officer as nominated shall verify the tracking register on daily basis.

9.2 If any discrepancy is found between the entries made in Tracking Register and the Physical Records received for scanning, then such discrepancy shall be resolved before scanning of the said batch of records can commence.

PART-IV

FRAGILE RECORD

10. Identification and Handling:

10.1 In case, a record is identified as fragile record, then its details shall be forwarded to the Officer in-charge of record room in order to decide best course of action in dealing with the preparation of said record for digitization.

10.2 Fragile records, where pages found so tattered and weak as to be likely to disintegrate upon attempts of being dealt with in any manner, such records are separated from the lot and shall be sent to the earmarked Fragile Record Storage and preserved with due care as per Rules.

PART-V

STEPS FOR PRE-SCANNING

11. Batching:

11.1 Records shall be divided into batches/bundles for efficient processing.

11.2 A unique batch/bundle number may be assigned to each batch. Division

of records into batches may be necessary where the records are received in large bundles.

12. QR Code Application:

12.1 Each case record is required to be applied with a barcode sticker so that the data that may be captured from the record for identification.

12.2 **QR Code** must be embedded essential metadata captured from CIS.

13. Assessing the condition of the case records:

13.1 The condition and quality of the record has to be examined whether it will be conducive for regular scanning or book lamp scanning and adopt the best way for scanning the said record accordingly.

13.2 The case records shall be made free of pins, threads and damaged pages, if any, shall be repaired.

PART-VI

SCANNING OF THE CASE RECORD

14. Scanning Procedure:

14.1 All records having **QR Code** may either be scanned through ADF scanner or Overhead scanner according to their respective condition. After scanning, the records may be stored (tagged with threads to avoid missing of any paper) in a rack for future reference especially at the time of verification.

14.2 These scanners shall have an unique identification number with date of commissioning or calibration.

PART-VII

BUNDLE ENTRY

15. Bundle Management:

After scanning, each batch shall move for bundle entry. For making the QR Code readable, the required data has to be fed in the system in the form of bundle entry.

16. Scan Tally:

In the Scan Tally process, the software reads, identifies and tallies each scanned image with the raw data which was fed in the system during the bundle entry. With the end of the scan trigger the raw data and the scanned images are stored in the image server. The tally of raw data is necessary for the next process, i.e. Quality Check.

PART-VIII

QUALITY CHECK

17. Quality Assurance:

17.1 Quality verification will be done and any mistake that might have occurred during scanning will be rectified and complied.

17.2 If pages are found to be missing, then the Quality Check team rejects that record from going to the next process and sends back the rejected record for rescanning.

17.3 The process should be capable of cleaning, spot reduction, rasterization, deskew, optimization, flattening, compression, linearization etc., to the extent that the output PDF is a "faithful reproduction" of physical case file and is a good candidate for "OCR – PDF Compliance" process.

17.4 The following types of PDFs should ideally be in color:

Exhibits with Visual Elements: Documents that include photographs, charts, maps, or diagrams where color is critical for accurate interpretation.

Handwritten Documents: Documents with annotations, highlights, or markings in different colors, as these can convey important information.

Documents with Seals and Stamps: Documents featuring colored seals, stamps, or any official marks that validate their authenticity.

Evidentiary Documents: Forensic evidence, medical records, or any visual evidence that benefits from color to maintain its integrity and usefulness in legal proceedings.

17.5 High quality scans should be free from:

a. Text that is cut off
b. Crooked pages
c. Dark gutters (the margins where shadows occur from curvature in the book's spine)
d. Poor contrast
e. Pages that are rotated 90 or 180 degrees
f. Stains
g. Blurring.
h. For text printed on colored paper, increasing the brightness and contrast by about 10%. In case, scanner has the colour-filtering capability, it may be considered using a filter or lamp that drops out the background colour or if the text isn't crisp or drops out, try adjusting scanner contrast and brightness to clarify

the scan.

i. Scan resolution may be 100% scan ratio (1:1) and true optical resolution in DPI calculation in order to evaluate the digital output quality to verify that the digitized version accurately represents the content of the original document.

j. If scanning at the minimum standards do not accurately represent the record and the record is not completely legible, Scanning Agency must use a higher DPI, a higher bit number, grayscale or colour scanning, adjust other scanner settings and thresholds or take any other action as required to ensure accuracy and legibility of the scanned record.

k. At the end, DPI used depends upon readability and viewing details (specifically for photos, graphs, diagrams, illustrations, maps etc.) on upto 28 inch full-HD monitor without any pixilation, blurring etc.

l. The PDF/A files as scanned & digitized by the Agency will be digitally signed using open source Digital Signature software.

m. The compressed PDF files created for viewing should also to be 50-80% compressed as compared to standard CCITT G4/JPEG compression (in TIFF/JPEG/PDF file format) for Mono/Colour/Grey scale images retaining.

n. It should be linearized, optimized, flattened PDF (as per applicable ISO standards for the PDF format and version. In this case the PDF should also be re-flow able such that the text some documents may be in the forms of big Maps/Plans etc. Arrangement of scanning for the same should also be made.

PART-IX

CLASSIFICATION AND INDEXING

18. Document Classification:

18.1 Images scanned for case file should be classified as per General Rules (Civil), 1957 and General Rules (Criminal), 1977 based multi-level Table of Content (ToC) as prescribed in the later part of this section. The software shall be capable of entering supporting information like Date, description, child document type, etc. based on identified index type. This is done for the easy navigation of

the case file by the DMS user during Paperless Court and general use scenarios.

18.2 Considering the possibilities of page addition in the disposed case file in future and surety of continuous pages addition in the pending case files, the software should have provision of incorporating incremental records in case file's table of content. Hence to ensure solution's scalability and to accommodate incremental records addition, creating a single PDF of entire case file is not permissible.

18.3 There should be a dynamic table of content approach compatible with future E-filing and to help move away from inconsistent physical pagination. The Inconsistencies followed in physical LCR management be removed using rule-based Table of Content (e- Natthi) developed in DMS. As a part of it, dynamic digital file (e-Natthi) will have a rule-based listing of records resulting in efficient proceedings in court. The Dynamic File (*Natthi*) generation makes solutions easily replicable to District courts to manage both disposed and live cases. And replicate the practice of distributing E-*Natthi* to lawyers and eligible stakeholders as per rules to develop common reference points between lawyers and Court user for referring target documents in the case file to run smooth paperless court proceedings at High Court and District Courts.

18.4 The Table of Content published along with Cause list on the website must be easily accessed by Lawyers and litigants.

19. Mapping

A. Civil Cases-

o The records shall be mapped as:

Class-I- Any suit affecting immoveable property, personal status, public trusts, charities or endowments. It is also prepared whenever immoveable property is sold in execution of a decree or order in any suit or miscellaneous judicial case, or when immoveable property is involved in a case under the Companies Act.

Miscellaneous judicial cases like Lunacy cases, Guardian and Wards cases, Redemption cases, Trust cases, Land Acquisition cases, and cases under the Legal Practitioners Act.

Class-II-Suits relating to moveable property, Insolvency cases, Succession Certificate cases, Probate cases, cases of intestate Succession and cases under the Companies Act except when immoveable property is involved.

Class-III-All suits tried by Courts of Small Causes and other Courts exercising Small Cause powers.

Class-IV-Non-judicial cases.

o Classification fields shall be further indexed in DMS as follows-

Class	Part	Files	Papers
I	I or II	A1	➢ General Index. ➢ Plaint/Petition ➢ Plaint Schedule ➢ Written statements ➢ Original documents ➢ Final order or judgment. ➢ Decree/Other Order ➢ Arbitration Award ➢ Compromise
			Application ➢ Commissioner's report, ➢ Statement recording judgment on admission. ➢ Memorandum of appeal ➢ Objection ➢ Judgment/Final Order/Decree in First Appeal ➢ Judgment, decree and order forwarded by the High Court. ➢ Acknowledgement of satisfaction of decree. ➢ Final Order in execution ➢ Acknowledgement of receipt of possession. ➢ Certificate of sale. ➢ Order for sale. ➢ Surety bonds
		A2	➢ Order sheet. ➢ Applications. ➢ Affidavits ➢ Interim Orders ➢ Examination under O.X of the CPC, ➢ Admissions/denials ➢ Evidence of Issues on affidavits. ➢ Cross examination ➢ Process Served ➢ Order for sale of immoveable property of a surety other than a party to the suit. ➢ Final order under O. XXI, rr. 58, 92, 99, and 101. ➢ Order under O. XXII, XXXI, XXXII and XLVII of the Code. ➢ Authority under O. XXVIII, r. 1. ➢ Accounts filed in cases under Act No. VIII of 1890. ➢ Judges' notes.
		C1	➢ Papers of proof filed by the parties

			➢ List of witnesses ➢ Certified copies ➢ Photo/carbon copies etc. ➢ Lists of documents (Form no. Part IV-71) G R (Civil)
		C2	➢ Other papers pertaining to File C, eg. Address memo, Vakalatnama, Affidavits, interim injunction Application, Application for publications, Application for summoning of witness/dasti applications, all kinds of process papers
		D	➢ all unserved summons ➢ all processes and returns thereto, other than those mentioned in rule 155 of GR (Civil) ➢ Lists of witnesses ➢ petitions relating to the attendance of or the summoning of parties and witnesses ➢ publishing of summonses and notices in newspaper ➢ adjournments ➢ Precepts ➢ proceedings calling for or sending papers or records, ➢ affidavits relating to matters in this rule mentioned, ➢ petitions for inspection of records, ➢ tenders for diet money ➢ copying charges of maps, etc., entered in the register of petty receipts no. 43 ➢ postal receipts or memorandum in respect of money entered in the said register no. 43, ➢ certified copies of judgments and decrees forwarded by an appellate Court other than the High Court, under Order XLI, rule 37 of the Code, ➢ reports from ministerial officers not relating to particular suits or cases, ➢ applications for leave ➢ applications from candidates for employment, or any other proceedings, ➢ Reports and applications not relating to particular suits or cases. ➢ Order to the Nazir to have an order issued to arbitrators referring a case to them, ➢ Service on the arbitrator. ➢ Letter from heads of departments to whom summonses are sent for service on their subordinates enclosing the original summons after service or unserved. ➢ Copies of plaint which are sent with summons to defendant but which are returned with unserved summons. ➢ Applications by witnesses praying for more diet money than has been paid to them ➢ Applications by witnesses asking to be excused from attendance.
II	**I or II**	**B**	The papers mentioned in Class-I (A1 and A2)
		C1	➢ Papers of proof filed by the parties ➢ List of witnesses ➢ Certified copies ➢ Photo/carbon copies etc. ➢ Lists of documents (Form no. Part IV-71)
		C2	➢ Other papers pertaining

			to File C, eg. Address, Vakalatnama, Affidavits, interim injunction Application, Application for publications, Application for summoning of witness/dasti applications, all kinds of process papers
		D	The papers mentioned in Class-I (D)
III	**I or II**	**C**	All papers mentioned in Class-I
IV	**I or II**	**D**	Record of Class IV is to be prepared in non-judicial cases.

B. Criminal Cases

o The Records shall be mapped as:

Class I – Complaint dismissed under section 203 of the Code, case compounded under the law, any application dismissed, miscellaneous report or proceeding, not filed as part of the record of a regular case, case in which an accused person is discharged under the provisions of section 259 of the Code, case under section 133 of the Code, case in which an accused person is acquitted under section 247 or 248 of the Code, case under the following Acts in which the offence charge is punishable with fine only or with imprisonment not exceeding one year with or without fine.

(i) The Police Act, 2007.

(ii) The Stage Carriages Act, 1861.

(iii) The Cattle Trespass Act, 1871.

(iv) The Northern India Canal and Drainage Act, 1873.

(v) The Hackney Carriage Act, 1879.

(vi) The Vaccination Act, 1880.

(vii) The Prevention of Cruelty to Animals Act, 1890.

(ix) The Cantonments Act, 1924

(x) The Indian Forest Act, 1927.

(xi) The Sugar Cane Act, 1934.

(xii) The Motor Vehicles Act, 1939.

(xiii) The U.P. Town Areas Act, 1914.

(xiv) The U.P. Municipalities Act, 1916.

(xv) The U.P. District Boards Act, 1922.

(xvi) The U.P. District Boards Primary Education Act, 1926, now read as U.P. Basic Education Act 1972-Ed.)

(2) Cases in which the order under section 133 of the Code is made absolute under sections 136, 137 and 140 of the Code should be treated as falling in class III.

Class II - Every case in which the offence charged is punishable with fine only or with imprisonment not exceeding one year with or without fine, except offences under the Acts mentioned in Class I above or under the following Acts:

(i) The Public Gambling Act, 1867.

(ii) The Central Excises and Salt Act, 1944.

(iii) The U.P. Excise Act, 1910.

(iv) The UP Opium Smoking Act, 1934.

Every appeal and revision case.

Class III- All other cases including cases under section 108 of the Code:

- Every Digitized paper shall be divided into either file A or B. There shall be separate index of material exhibits and Police Case Diary for mapping in the DMS indexing.

- Classification fields shall be further mentioned in DMS as follows-

Class	File	Classifications
I or II or III	**A**	➢ General index ➢ Order sheet ➢ Interim Order ➢ statement u/s 164CrPC ➢ FIR/Police Report/ Complaint ➢ Affidavit/Statements in Support of Complaint ➢ Case Diary ➢ Interim Application ➢ Bail/Release/Discharge Order ➢ Committal ➢ Charge/statement u/sec. 251 CrPC ➢ Statement of Plead Guilty ➢ Prosecution Witness ➢ Defence Witness ➢ Court Witness ➢ Exhibits ➢ Statement u/s 313 or 281CrPC ➢ Compounding/Withdrawal Application ➢ Judgment/Final Order ➢ Copy of Superior Court's order ➢ Processes Served ➢ Petition of appeal or application for revision
		➢ judgment or order in appeal or revision ➢ Certificate of judgment or order in appeal or revision ➢ Probation/Protection Officer/Commission Report ➢ Bail/Surety Bonds ➢ Criminal History ➢ Order of transfer ➢ Treasury receipt ➢ identification of the accused
	B	All other documents

20. Indexing:

19.1 In the process of indexing the aforementioned portions of case records are marked & segregated in the digitization workflow software so that the user may access any of such parts of the record directly by click of a button instead of scrolling down and reaching that part of the record.

19.2 However, the User must have an option to search the record by page number and other full free text search. Search option shall also include Boolean and other advance search options.

19.3 The indexing parameters must conform the physical file parameters in accordance with General Rules (Civil), 1957 and General Rules (Criminal), 1977 as the case may be.

21. Sub Document generation:

20.1 Scanned images should be classified as per the rule-based Table of Content. Example: date wise order sheet page, annexure page, judgment page, statements of witnesses etc.

20.2 Case having several documents in one class, needs to be sub-documented further. For example, under classification- **Prosecution (or Defence) Witness** having more than one witness, each statement of each witness shall be sub-documented like Pw-1, Pw-2 or Dw-1, Dw-2 and so on.

20.3 Table of Content of digital case file should be created in such a way in the DMS that it should be possible to pull the case as a LCR with classified table of content from lower court's application into the High Court application seamlessly. Hence, both DMS of High Court and Lower court should be identical for seamless integration and data interoperability.

PART-X

METADATA ENTRY

22. Meta data:

21.1 The metadata elements are clustered into 14 information blocks as listed below-

S.	Preservation Metadata Information Blocks	Remarks
1	e-filing Information	
2	Caveat Information	
3	Case Information 3.1 Litigant Information 3.2 Advocate Information 3.3 Subject Information 3.4 Document Information	3.1 and 3.2 are repeatable blocks
4	FIR Information	
5	Act Information	repeatable
6	Judge Information	repeatable
7	Case Status Information	
8	Order Information	repeatable
9	Digitization Information	
10	Record Room Information	
11	Old Case Information	
12	Digital Signature Information	repeatable
13	Integrity Information	repeatable
14	Access Control Information	

21.2 The following metadata shall be entered (if not captured through CIS) in every scanned case record, whether Civil or Criminal:

a)	Case Number
b)	Case Year
c)	Case Type
d)	Barcode Number
e)	Court Name

f)	Name of Petitioner(s)/Plaintiff(s) Prosecution etc.
g)	Name of Advocate of Petitioner(s)/Plaintiff(s)/Prosecution etc.
h)	Name of Respondent(s)/ Defendant(s)/Accused Person (s) etc.
i)	Name of Advocate of Respondent(s)/Defendant(s)/Accused Person(s) etc.
j)	Name of the Judge/Presiding Officer with Designation
k)	Date of Scanning
l)	District Name
m)	Date of Verification
n)	Name of Verifier

23. Additional Meta Data:

The existence of any of the following documents shall be entered as Additional Meta Data so that the digitized records containing the said documents can be easily identified for taking steps to return the said documents in the physical form to the concerned parties/advocates, etc.:-

a. a negotiable instrument (other than a cheque) as defined in Section 13 of the Negotiable Instruments Act, 1881 (26 of 1881).
b. a power-of-attorney as defined in Section 1A of the Powers-of-Attorney Act 1882 (2 of 1882).
c. a trust as defined in Section 3 of the Indian Trust Act, 1882 (7 of 1882).
d. a will as defined in clause (h) of Section 2 of the Indian Succession Act, 1925 (39 of 1925), including any other testamentary disposition by whatever name called.
e. Any contract for the sale or conveyance of immovable property or any interest in such property.

24. Verification:

23.1 Verification of Metadata & Documents indexing shall be done to check whether any valuable data is not missed during the process of documents classification and metadata entry. It acts as a quality check so that nothing is missed out during feeding the data in the system.

23.2 The Scanning Agency has the control over the final verified data and if they identify any mistake, they rectify it in the Verification process so that it can go for Departmental verification.

23.3 The data shall be editable if any mistakes are identified. However, once the scanned record is uploaded in the DMS, then authorized users can make changes in the metadata & data classification and such change should be made with due permission of the competent authority.

25. Data Interoperability:

It is extremely important to standardize the common data structure and schema across the process for seamlessly migrate case records between District courts and High Court. Hence, all instances should be on identical DMS platform with standardized schema, table of content. Also, it should be exportable as per Data preservation SOP 1.2 created by Honorable Supreme Court of India.

PART-XI

PDF GENERATION

26. PDF Conversion:

The PDF which meets the requirements, processes, quality standards, terms and conditions as specified shall be treated as "100% Compliant PDF".

27. PDF Compliance:

26.1 The Scanning Agency should convert the output PDF to strictly match below criteria before submitting/uploading the same on the server for Ingestion:

- **a.** DPI (For normal pages): maximum 300
- **b.** DPI (For torn/damaged physical papers/pages): maximum 600
- **c.** DPI (For colored photographs /maps /graphs /diagrams /figures /illustrations etc.): maximum 1200 d.
- **d.** Colour tone (For normal pages): Grayscale
- **e.** Colour tone (For colored photographs /maps /graphs /diagrams /figures /illustrations etc.): Colour
- **f.** Standard font sizes, 10-point and up, are fine at 300 dpi. However, smaller fonts might be harder to read at this resolution, so scanning agency may decide to bump it up to 400 dpi.
- **g.** Colour photographs are often scanned at higher resolutions to capture their detail – typically from 600 to 1,200 dpi, with the higher resolution used for the best archival images.

26.2 The physical files when scanned & processed (after PDF Compliance or before Ingestion) should output PDF in "PDF/A-2a" format with "PDF 1.7" version (or preferably PDF/A-4 aka PDF/A-NEXT format with "PDF 2.0" version).

28. Optical Character Recognition:

27.1 OCR functionality should automatically convert one or many non-OCR PDF files into OCR PDFs on a single click/command, without any

other manual intervention. Record about OCR of digitized files should be updated in the production capture workflow to avoid re-work or duplication.

27.2 The OCR text should be in ASCII encoding and should generate sandwich PDFs to avoid showing garbage characters at the front while retaining the original scanned content for viewing and printing.

27.3 It is quite likely that some records may contain text in English as well as in Hindi languages. In such case, appropriate bilingual OCR should be used. The OCR may be selected on the basis of accuracy of the text output.

PART-XII

QUALITY CHECK AND CERTIFICATION

29. Final Verification:

28.1 The nominated staff of the Court verifies the scanned records is tallying with the physical record or not and also check the correctness of the metadata in accordance with the corresponding information available in the physical record.

28.2 If any mistake is found by the Court here than the record is sent back to the concerned stage where the mistake can be rectified.

30. Certification:

29.1 The designated /supervising officer(s) of the court should verify each digitized record by comparing it against the original document as per following parameters (as applicable) and store the following information in a database.

29.2 The following information forms the basis for issuing the certificate by the designated officer for certifying the admissibility of digitized record in the court as per the Section 65B of Indian Evidence Act. The rank and designation of the officers in charge of the particular digitization processes may be identified vide separate Order-

Record number
Document orientation (Portrait or landscape)
Number of pages
Original or Photocopy
Comparison of source and digitized record
Legibility of text in scanned document
Quality of images
Date and time of Digitization
Master File name, Size and Format

Special Considerations
Edits Performed
Integrity of Final Digitized record
The name of the agent associated with the digitization process (e.g. name of the outsourced bureau or name of the in-house operator)
Capture Device Name (Hardware/Software)
Date of Last Calibration of Device
Verified by

30 **Reviewing Quality Control Checking:**

30.1 The results of quality control processes and quality checks should be documented.

30.2 A review of quality procedures for digitizing should be undertaken regularly to ensure that the procedures continue to meet the object.

30.3 Appropriate training should be provided to all staff that create, manage or work with digitized records.

30.4 Documentation on the level and the frequency of training provided to those staff involved with digitization should be created and maintained.

PART-XIII

DOCUMENT MANAGEMENT SYSTEM

31 **File Naming as per CNR Guidelines**:

31.1 The file naming of digitized files must comply with Case Number Record (CNR) Numbering System.

31.2 Incremental serial numbers may be added in the CNR string of characters to define page numbers

32 **Synchronizing the digitization:**

32.1 Now in view of the centralized Repository for digitization, the digitized data should be synchronized with standardized parameters of digitization.

32.2 DMS Software shall have features to assist in conducting live Court hearings with ease on an SPD, which are otherwise not available while using physical case files.

33 DMS Solution:

33.1 DMS must fulfill the requirements of ISO 14721:2012 OAIS Reference Model.

33.2 The DMS must be capable primarily to have mechanism of storage of audio and video record in the

respective case records.

34 Uploading:

34.1 Once the verification is done by Courts, all records which are error free shall be uploaded in the DMS Server. The database server can be accessed by using a secure login ID and password.

34.2 The Court shall use the DMS with a secure user ID.

35 Storage:

35.1 The digitized master data / source data may be stored on Network Attached Storage (NAS) at the time of digitization by the concerned Agency.

35.2 The database containing the digitized records of the Court shall only be accessible in the local area network (LAN) of the Court.

35.3 The master data and access quality data shall be enabled for transferrable storage media after it is finalized, verified.

35.4 Document of historic, artistic or other value may be stored in the form of Microfilms.

PART-XIV

RECORDS RETURNED TO CONCERNED SECTION

36 **Record Retrieval:**

36.1 Each record shall have a sheet attached on it that reveals the date when the record was scanned, the date when it was verified, the name and signature of the person who verified the record.

36.2 A stamp saying “Digitized & Verified” shall be affixed on each record successfully scanned, digitized and verified before being returning to Record Room.

36.3 A coversheet is to be affixed on the each case record with following details-

COVER SHEET

Case No.
Date of Digitization:
Signature of Rep. of Scanning Agency:
Date of Verification:
Signature of Record Keeper:
Date of Received Back in Record Room:

PART-XV

E-COURTS

37. Paperless Court:

37.1 The Paperless court solution shall be enabled to replicate the experience

of physical court by providing Court User the view of cases listed as per Cause List and providing experience in navigating the case files for Case hearings seamlessly.

37.2 This digital mechanism will mirror the usual comfort in process/practice undertaken by Court Users to view, read, dynamically navigate, and compare files.

37.3 Software shall have features to assist in conducting live Court hearings with ease on an SPD including annotations, handwritten notes, which are otherwise not available while using physical case files.

37.4 The DMS software should be integrated with CIS for Causelist viewing, automatic case record copy in a routine base.

PART-XVI

SHREDDING AND WEEDING

38 Identification of Record:

38.1 Record received back after digitization, if otherwise eligible for elimination in accordance with District Court Digitization Rules, 2024, shall be eliminated by shredding within a period of three months from date of Digitization.

38.2 In case of original documents is to be returned, the disposed case record shall be eliminated likewise after returning such documents.

39 Acknowledgement:

39.1 District Judge shall depute such officials as deems fit for supervision of record flow for weeding.

39.2 Supervising officer (s) shall monitor the receipt of record from Record Room and acknowledge the same.

40 Verification of Preservation:

40.1 The Supervising officer(s), after receipt of records shall verify that record is properly preserved in the repository in un-editable form and a copy is also saved otherwise.

40.2 Supervising officer then make a list of such verified record and sent for approval to District Judge through the In-Charge of Record room.

40.3 Pending the said approval, District Judge or In-Charge of Record Room shall randomly re-verify (at least 2% of the record prepared for shredding) through Judicial Officer(s)

or himself/herself that record is permanently preserved in un-editable format in the repository.

41 Entry of Field Data:

41.1 After shredding of case record, Cover Sheet of the record shall be scanned and only after entry of filed data, i.e. date of shredding etc. cover sheet shall be sent for shredding.

41.2 The Field data of the Coversheet shall be embedded with the concerned digitized record in the DMS/Repository for further reference.

42 Reporting to the High Court:

42.1 Since it is not possible to have Cloud repository at the district level for the various technical and financial reasons, the preserve data is required to be sent to the High Court report on the weekly basis.

42.2 A copy of data in the physical form eg. Hard disk or through other wireless/wired communication device shall be made available to the High Court on regular intervals as and when required.

PART-XVII

MISCELLANEOUS

43 **Digitization Progress Monitoring**:

43.1 Proper logs with date, timestamp and accession register of digitized records should be maintained to report and monitor the progress of digitization happening.

43.2 Release of payments to vendors involved in digitization should be linked with online reporting on the progress of digitization.