

HIGH COURT OF ORISSA: CUTTACK

Letter No.OHC-COMP-ECP-0007-2022-~~2923~~ (30) /Dated: 19.02.2026

From

Soumya Sourav,
Central Project Coordinator

To

District Judge (All)

Sub: Regarding implementation and usage of the "Judicial Officers' Redressal Portal"

Madam/ Sir,

In inviting reference to the subject noted above, I am directed to intimate that the Hon'ble Court has been pleased to implement the "Judicial Officers' Redressal Portal", a secure and centralized digital platform envisaged to ensure transparent, efficient and expeditious redressal of issue/request/representation of Judicial Officers of the District Judiciary.

The portal has been developed to facilitate submission, viewing and tracking of issue/request/representation by Judicial Officers through an online system. The portal can be accessed using the following link/URL:- <http://112.133.226.244/jrp>

This portal incorporates a role-based and secure authentication mechanism, wherein Judicial Officers are required to register using their Judicial Officer (JO) Code and registered mobile number. Upon successful registration, access to the portal shall be enabled through One-Time Password (OTP) based authentication, thereby ensuring confidentiality and secure access to the system.

All issue/request/representation submitted by Judicial Officers shall, in the first instance, be submitted to the District Judge of the concerned district for appropriate consideration and resolution. In cases where the District Judge is of the considered view that the issue/request/representation warrants consideration by the Hon'ble Court, the same shall be forwarded to the Hon'ble Court through the portal with appropriate remarks.

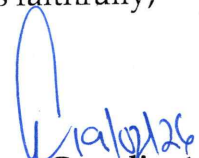
Upon successful registration in the portal, the District & Sessions Judge of the concerned district shall be provided with district-level access rights, enabling him/her to view all issue/request/representation pertaining to the Judicial Officers of the

concerned district, monitor the status and progress at the district level and take such appropriate action or record remarks as may be required, in accordance with the directions and guidelines issued by the Hon'ble Court from time to time.

In view of the above, I am directed to request you to kindly instruct all Judicial Officers of your Judgeship to utilize the Judicial Officers' Redressal Portal for submission and monitoring of issue/request/representation, if any, in accordance with the prescribed procedure and instructions contained in the SOP/User Manual enclosed herewith.

This is for favour of kind information and necessary action.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'D. 19/10/26', is written over the typed name 'Central Project Coordinator'.

Central Project Coordinator

Encl. as above

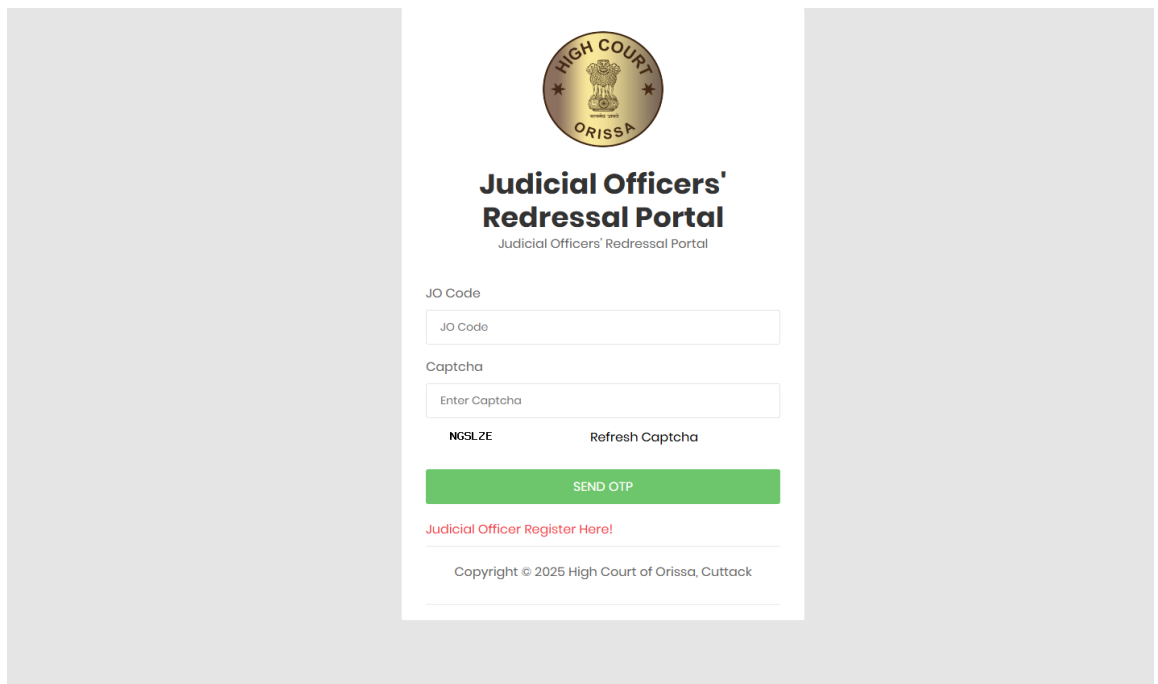
Judicial Officers' Redressal Portal

User Manual: (For District & Sessions Judge)

Welcome to the Judicial Officers' Redressal Portal ! This user-friendly, step-by-step guide will help Judicial Officers to effectively submit, track, and manage their requests.

Step 1: Portal Login

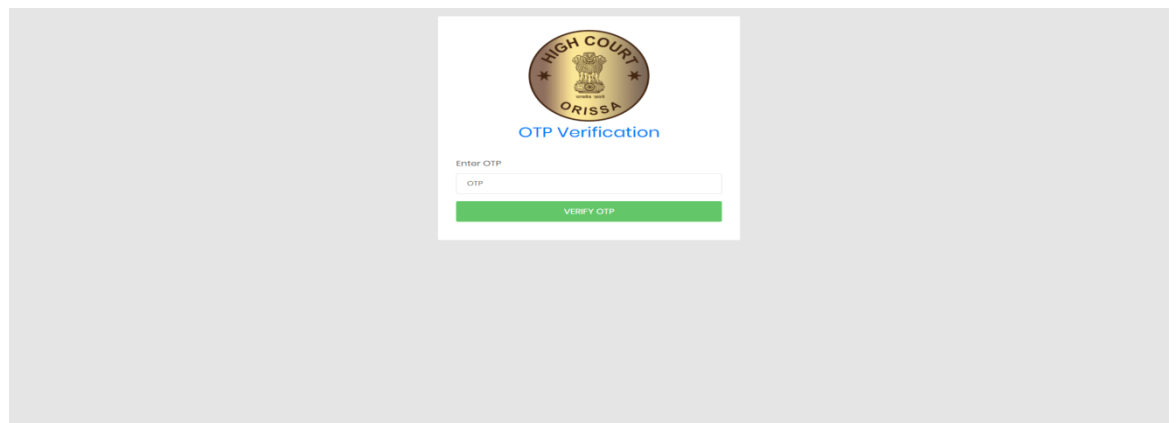
1. Enter your **JO Code** (Judicial Officer Code).
2. Fill in the **Captcha** characters as displayed on the screen.
3. Click the "**Send OTP**" button.
4. An **OTP** (One-Time Password) will be sent to your **registered mobile number**.



The screenshot displays the login interface of the Judicial Officers' Redressal Portal. At the top center is the emblem of the High Court of Orissa, featuring a lion and the text 'HIGH COURT' and 'ORISSA'. Below the emblem, the title 'Judicial Officers' Redressal Portal' is prominently displayed, followed by the subtitle 'Judicial Officers' Redressal Portal'. The login form includes a 'JO Code' input field, a 'Captcha' input field with the text 'Enter Captcha', and a 'Refresh Captcha' link. A green 'SEND OTP' button is positioned below the captcha field. At the bottom of the form, there is a link 'Judicial Officer Register Here!' and a copyright notice 'Copyright © 2025 High Court of Orissa, Cuttack'.

Step 2: OTP Verification

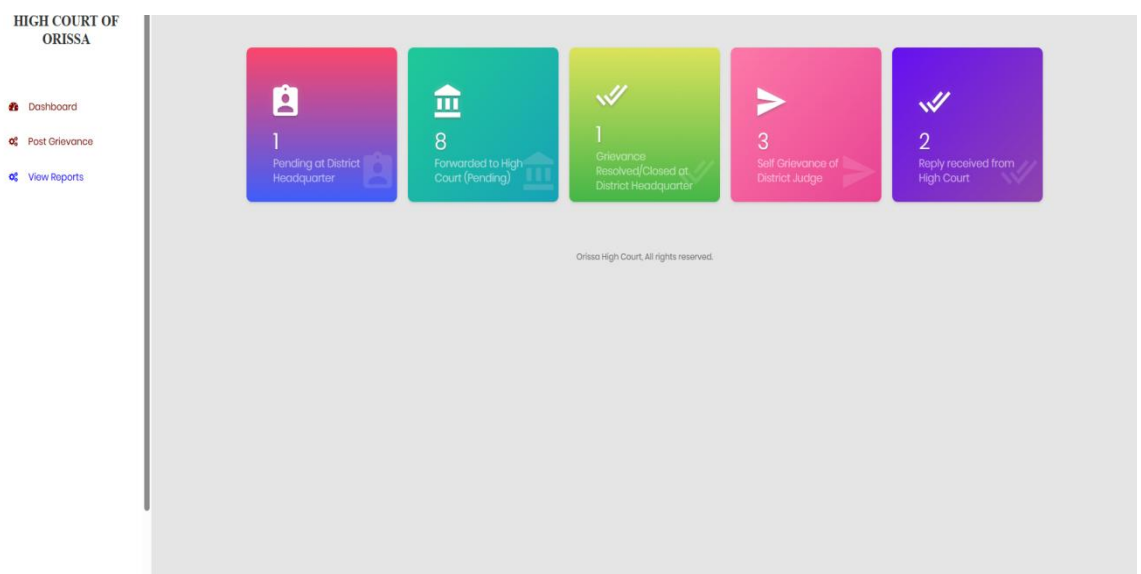
1. Enter the **OTP** you received on your registered mobile number.
2. Click the "**Verify OTP**" button to complete the secure login process.

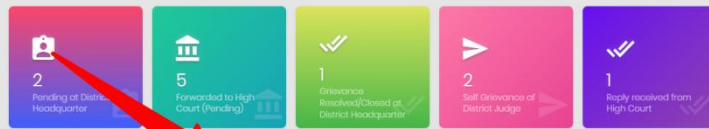


Step 3: Dashboard Overview

Upon successful login, the **Dashboard** provides a quick summary of your redressal requests status, including:

- **Pending at District Headquarter**
- **Forwarded to High Court (Pending)**
- **Grievance Resolved/Closed at District Headquarter**
- **Self Grievance of District Judge**
- **Reply received from High Court**





Copy Excel CSV

Click on the icon to view details.

Sl No	Grievance ID	Submitted on / Forward to H.C. on	Name District & JO Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Any Reply received from HC	Status
1	147 ✓	13-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-1 ON 13-11-2025	JMFC SAMBALPUR	View View Encl.	Reply	Forward		
2	143 ✓	11-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-4 ON 11-11-2025	JMFC SAMBALPUR	View View Encl.	Reply	Forward		

Showing 1 to 2 of 2 entries

Total Records: 2

Previous 1 Next

Orissa High Court, All rights reserved.

Step 4: Viewing redressal requests Details

To open and review the complete details of any grievance received or forwarded:

- Click on the **“View”** button associated with the specific grievance entry.



Copy Excel CSV

Click on View to see received Grievance / forwarded Grievance

Sl No	Grievance ID	Submitted on / Forward to H.C. on	Name District & JO Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Any Reply received from HC	Status
1	147 ✓	13-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-1 ON 13-11-2025	JMFC SAMBALPUR	View View Encl.	YES / View Forwarded to OHC on 13-11-2025	YES / View View Encl.		Forwarded to H.C. By D.J.
2	148 ✓	13-11-2025	DJ TEST Sambalpur DST888	TEST-2 ON 13-11-2025	District & Sessions Judge, Sambalpur	View View Encl.	Forwarded to OHC on 13-11-2025	YES / +		Forwarded to H.C. By D.J.
3	149 ✓	12-11-2025	DJ TEST Sambalpur DST888	Test on 12-11-2025	District & Sessions Judge, Sambalpur	View View Encl.	Forwarded to OHC on 12-11-2025	YES / +		Forwarded to H.C. By D.J.
4	145 ✓	12-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-5 ON 12-11-2025	JMFC SAMBALPUR	View View Encl.	Forwarded to OHC on 12-11-2025	YES / View View Encl.		Forwarded to H.C. By D.J.
5	142 ✓	11-11-2025	JMFC TEST 17 Sambalpur	TEST-3 ON 11-11-2025	JMFC SAMBALPUR	View View Encl.	Forwarded to OHC on 11-11-2025	YES / View View Encl.		Forwarded to H.C. By D.J.

Official Grievance Report

Grievance Details

Pending

Name: JMFC TEST 17

JO Code: JMFC777

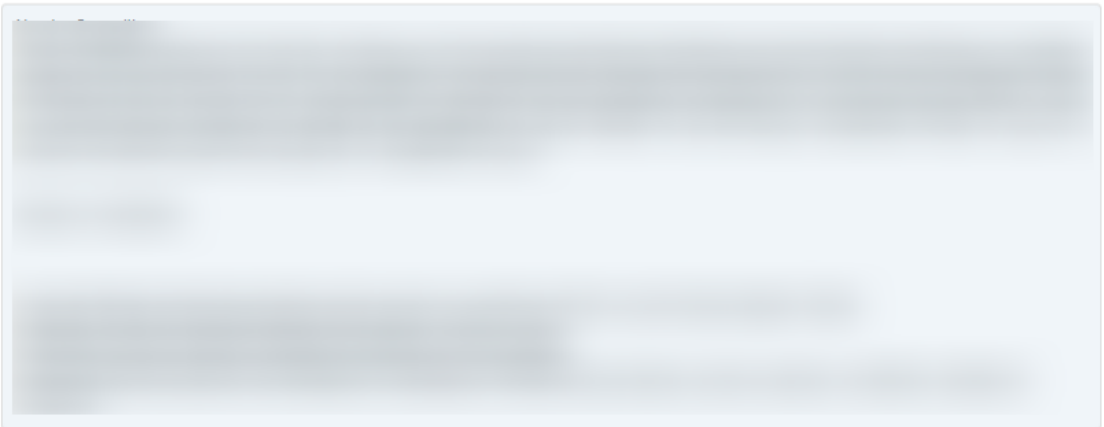
Post & District: JMFC SAMBALPUR - Sambalpur

Grievance ID: 141

Subject: TEST-2 ON 11-11-2025

Submitted on: 11-11-2025

Grievance:



Attachment sent by JO [View File](#)

Step 5: Forwarding Grievance to High Court

If a grievance requires attention from the High Court:

- Click on the **'Forward'** button, fill in the required details, and submit to transmit the grievance for necessary consideration and action..

HIGH COURT OF ORISSA

- Dashboard
- Post Grievance
- View Reports



Copy Excel CSV

Click on the Forward button to send it to the High Court.

Search:

Sl No	Grievance ID Read Status	Submitted on Forward to H.C. on	Name District & JO Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Any Reply received from HC	Status
1	147 ✓	13-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-1 ON 13-11-2025	JMFC SAMBALPUR	View View Encl.	Reply	Forward		
2	143 ✓	11-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-4 ON 11-11-2025	JMFC SAMBALPUR	View View Encl.	Reply	Forward		

Showing 1 to 2 of 2 entries

Previous 1 Next

Total Records: 2

HIGH COURT OF ORISSA

- Dashboard
- Post Grievance
- View Reports

Forward Grievance to the High Court

Jo Code

JMFC777

Name

JMFC TEST 17

District

Sambalpur

Subject

TEST-1 ON 13-11-2025

Grievance Application -> [View](#)

Attachement -> [View Encl.](#)

Remarks (if Any)

XXXXX

Attach Document (optional)

[Choose file](#) [Preview _pdf](#)

Files must be less than 100 MB. Allowed file types: pdf.

[Forward](#)

HIGH COURT OF ORISSA

- Dashboard
- Post Grievance
- View Reports

Grievance forward to High Court successfully.

[Advanced Search](#)

From Date*

DD/MM/YYYY

To Date*

DD/MM/YYYY

Filter Option

Forwarded to High Court

[Search](#)

[Reset](#)

Note:- * (Grievance Submission Date)

Sl No	Grievance ID Read Status	Submitted on Forward to H.C. on	Name District & JO Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Status
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Total Records:

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Step 6: Reply Submission

To provide your remarks or clarification on a specific matter:

1. Click on the **“Reply”** button.
2. Enter the necessary **remarks or clarification** in the text field.
3. **Submit** your response.

HIGH COURT OF
ORISSA

Dashboard

Post Grievance

View Reports

1 Pending at District Headquarter

7 Forwarded to High Court (Pending)

1 Grievance Resolved/Closed at District Headquarter

3 Self Grievance of District Judge

1 Reply received from High Court

Copy Excel CSV

Click the Reply button to send your response.

Sl No	Grievance ID	Submitted on	Name	District & JO Code	Subject	Present Post	Grievance Encl.	Sent Reply to J.O.	Forwarded	Any Reply received from HC	Status
1	143	11-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-4 ON 1-11-2025	JMFC SAMBALPUR	View View Encl.	Reply	Forward			

Showing 1 to 1 of 1 entries

Total Records: 1

Previous 1 Next

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HIGH COURT OF
ORISSA

Dashboard

Post Grievance

View Reports

Reply to Grievance

Jo Code

JMFC777

Name

JMFC TEST 17

District

Sambalpur

Present Post

JMFC SAMBALPUR

Subject

TEST-1 ON 13-11-2025

Remarks

<p>test remarks on 13/11/2025</p>

Uploaded Document [View Document](#)

Reply

Attach Document (optional)

Choose file

No file chosen
Files must be less than 100 MB. Allowed file types: pdf.

Finally Resolve/Close Grievance

-- Select --

Submit Reply

HIGH COURT OF
ORISSA

Dashboard
Post Grievance
View Reports

Grievance Reply submitted successfully.

From Date*
To Date*
Filter Option

DDMM/YYYY
DDMM/YYYY
Forwarded to High Court

Search
Reset

Note:- * (Grievance Submission Date)

Sr No	Grievance ID	Submitted on	Forwarded to H.C. on	Name	District & J.O Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Status
Total Records:											

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Step 7: Posting a Self Grievance [?](#)

To submit a Self grievance :

1. Navigate to the **“Post Grievance”** option in the menu.
2. The **Grievance Form** will open.
3. **Fill in all required fields:**
 - District (Place of Posting)
 - Present Post
 - Subject
 - Remarks
4. Click on **“Submit”**.
5. A confirmation message — **“Grievance submitted successfully”** — will appear.

Jo Code
DIST888

Name
DJ TEST

District (PLACE OF POSTING)
Kambhajar

Present Post

Subject

Remarks

Paragraph B I

Upload Document
Choose file | No file chosen
Files must be less than 100 MB. Allowed file types: pdf.

Send To
High Court of Orissa

Submit

Judicial Officers' Grievance Redressal Portal User

Grievance submitted successfully.

Jo Code
DIST888

Name
DJ TEST

District (PLACE OF POSTING)
Kambhajar

Present Post

Subject

Remarks

Paragraph B I

Upload Document
Choose file | No file chosen
Files must be less than 100 MB. Allowed file types: pdf.

Important Note on Profile Mismatch:

If you see the message:

“Profile place of posting mismatch Select correct place of posting as in profile or update place of posting using ‘Modify User Info’.”

This means the 'District (Place of Posting)' entered in the form does not match your stored profile information. **Action Required:**

- Click on the **“Modify User Info”** link to update your correct place of posting in your profile *before* submitting the grievance.

Judicial Officers' Grievance Redressal Portal
User >

Name

 TEST 17

District (PLACE OF POSTING)

 Calcutta

Present Post

Subject

Remarks

Paragraph
B I
[List Icons]
[Link Icon]

Upload Document

Choose file | No file chosen

Files must be less than 100 MB. Allowed file types: pdf.

Send To

JOCODE:- [REDACTED]

Place of Posting :-
Sambalpur

[Modify User Info](#)

[Logout](#)

Judicial Officers' Grievance Redressal Portal

User

Modify User Information of Sambalpur

First Name

TEST

Last Name

17

Email

XXXX@gmail.com

Mobile

9XXXXXX123

District (PLACE OF POSTING)

Sambalpur

Update

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Step 8: Viewing Reports

To access comprehensive grievance reports:

1. Click on the **“View Reports”** option in the menu.
2. Select the desired **From Date** and **To Date**.
3. Apply any other **filter options** (e.g., status, subject) as needed.
4. The system will generate and display the relevant reports.

HIGH COURT OF
ORISSA

Dashboard

Post Grievance

View Reports

From Date*

01/11/2025

To Date*

13/11/2025

Filter Option

Forwarded to High Court

Subject

Enter Name

Name

Enter subject

Search

Reset

Note:- * (Grievance Submission Date)

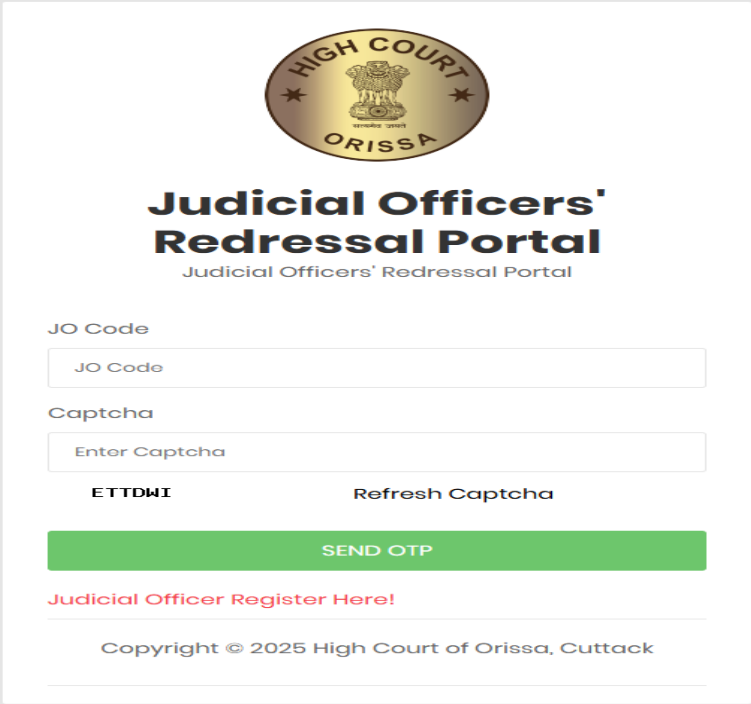
Sl No	Grievance ID Read Status	Submitted on Forward to H.C. on	Name District & JO Code	Subject	Present Post	Grievance & Encl.	Sent Reply to J.O.	Forwarded	Status
1	148 ✓	13-11-2025	DJ TEST Sambalpur DIST888	TEST-2 ON 13-11-2025	District & Sessions Judge, Sambalpur	View View Encl.	Forwarded to OHC on 13-11-2025	YES / -	Forwarded to H.C. By D.J.
2	146 ✓	12-11-2025 12-11-2025	DJ TEST Sambalpur DIST888	Test- on 12-11-2025	District & Sessions Judge, Sambalpur	View View Encl.	Forwarded to OHC on 12-11-2025	YES / -	Forwarded to H.C. By D.J.
3	145 ✓	12-11-2025 12-11-2025	JMFC TEST 17 Sambalpur JMFC777	TEST-5 ON 12-11-2025	JMFC SAMBALPUR	View View Encl.	Forwarded to OHC on 12-11-2025	YES / View View Encl.	Forwarded to H.C. By D.J.

Judicial Officers' Redressal Portal

User Manual – Judicial Officers' Redressal Portal (For Judicial Officers)

Step 1: Login to the Portal

1. Enter your **JO Code** in the login screen.
2. Fill in the **Captcha** as displayed.
3. Click on the “**Send OTP**” button.
4. An OTP will be sent to your **registered mobile number**.





Judicial Officers' Redressal Portal
Judicial Officers' Redressal Portal

JO Code

Captcha

ETTDWI Refresh Captcha

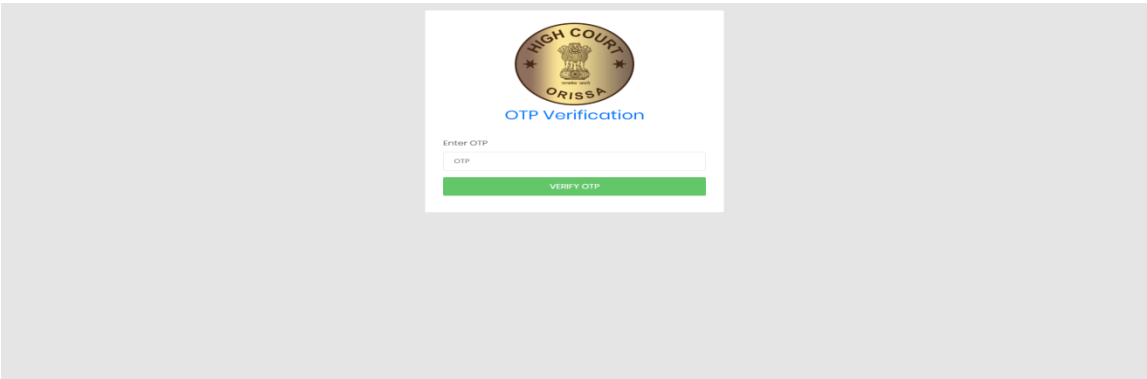
SEND OTP

[Judicial Officer Register Here!](#)

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Step 2: OTP Verification

1. Enter the **OTP** received on your registered mobile number.
2. Click on the “**Verify OTP**” button to complete verification and access the portal.



Step 3: Dashboard Overview

After successful login, the **Dashboard** displays an overview of the grievance statistics, including:

- **Total Grievances Sent to District Court**
- **Grievances Pending at District**
- **Grievances Forwarded to High Court by District Judge**
- **Reply Received (if any)**

This summary helps in quick monitoring and tracking of all grievance-related activities.

HIGH COURT OF
ORISSA

Dashboard

Post Grievance

Report(All Pending)

4
Total Grievance
Sent to District
Court

1
Grievance (Pending
at District)

2
Grievance
Forwarded to High
Court By D.J.

1
Reply Received(if
any)

CopyExcelCSVPDFPrint

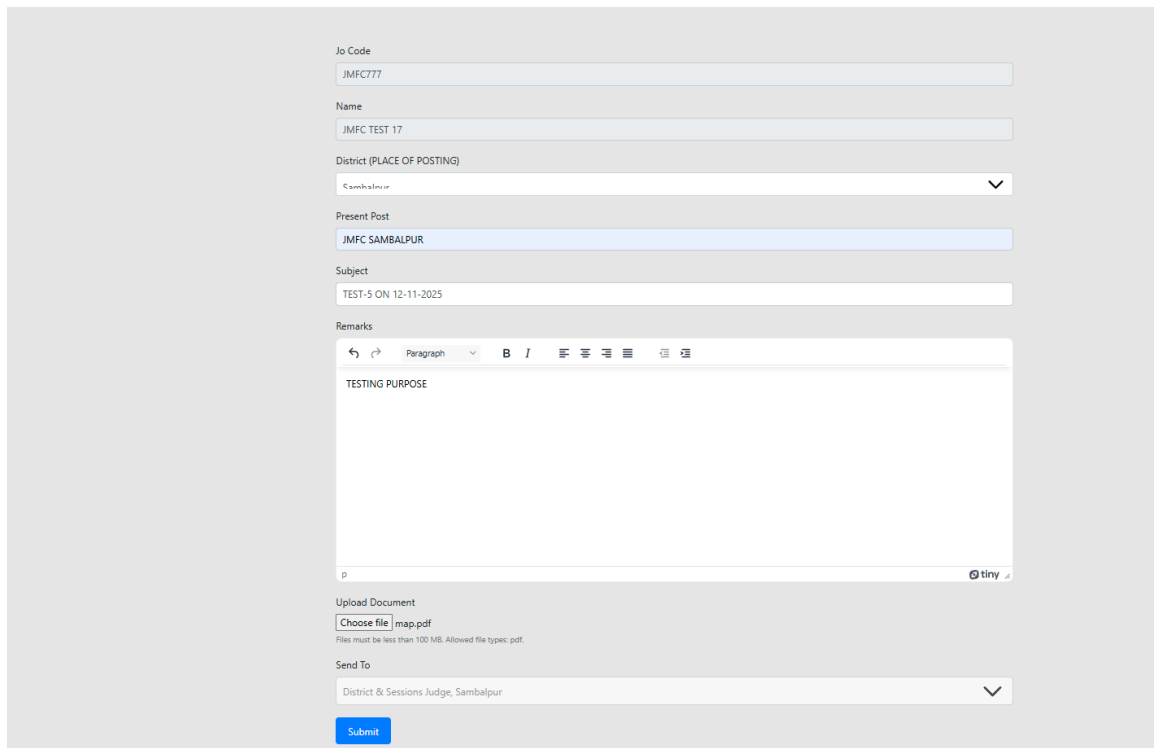
Search:

	Grievance ID	Submitted on	Name District & JO Code	Subject	Present Post	Remarks	Document	Other (If any)	Received Reply(If Any)
1 ✓	143	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST-4 ON 1-11-2025	JMFC SAMBALPUR	View	View Encl.		NA
2 ✓✓	142	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST-3 ON 1-11-2025	JMFC SAMBALPUR	View	View Encl.	Forwarded to H.C. By D.J.	NA
3 ✓	140	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST ON 11-11-2025	JMFC SAMBALPUR	View	View Encl.	Forwarded to H.C. By D.J.	NA

Step 4: Posting a Grievance

1. Click on the menu **“Post Grievance”**.
2. The **Grievance Form** will open.
3. Fill in all the required details carefully, such as:
 - District (Place of Posting)
 - Present Post
 - Subject
 - Remarks
4. After entering all required information, click on the **“Submit”** button.
5. A confirmation message — *“Grievance submitted successfully”* — will appear.
This indicates that your grievance has been submitted to the **District Headquarter**.

The grievance will either be resolved at the **District Judge level** or forwarded to the **High Court** by District Judge for further action.



The screenshot displays a web-based form for posting a grievance. The form includes the following fields and sections:

- Jo Code:** A text input field containing "JMFC777".
- Name:** A text input field containing "JMFC TEST 17".
- District (PLACE OF POSTING):** A dropdown menu with "Sambalpur" selected.
- Present Post:** A text input field containing "JMFC SAMBALPUR".
- Subject:** A text input field containing "TEST-5 ON 12-11-2025".
- Remarks:** A rich text editor with a toolbar (undo, redo, paragraph, bold, italic, text color, background color, bulleted list, numbered list, link, unlink) and a text area containing "TESTING PURPOSE".
- Upload Document:** A section with a "Choose file" button and a note: "Files must be less than 100 MB. Allowed file types: pdf".
- Send To:** A dropdown menu with "District & Sessions Judge, Sambalpur" selected.
- Submit:** A blue button at the bottom of the form.

Grievance submitted successfully.

Jo Code
JMFC777

Name
JMFC TEST 17

District (PLACE OF POSTING)
Kalahari

Present Post

Subject

Remarks

Paragraph

Upload Document
Choose file No file chosen
Files must be less than 100 MB. Allowed file types: pdf.

Send To

Submit

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Important Note

If the system displays the message:

“Profile place of posting mismatch. Select correct place of posting as in profile or update place of posting using ‘Modify User Info’.”

It means the **place of posting** entered in the grievance form does not match the profile details. To correct this, click on the **“Modify User Info”** link and update your place of posting accordingly.

HIGH COURT OF
ORISSA

- Dashboard
- Post Grievance
- Report(All Pending)

Profile place of posting mismatch, Select Correct place of Posting as in profile or Update Place of Posting using- [Modify User Info](#)

Jo Code
JMFC777

Name
JMFC TEST 17

District (PLACE OF POSTING)
Rajasthan

Present Post

Subject

Remarks

Paragraph

HIGH COURT OF ORISSA

Dashboard
Post Grievance
Report(All Pending)

Name
JMFC TEST 17

District (PLACE OF POSTING)
Sambalpur

Present Post

Subject

Remarks

Upload Document
Choose file | Tap file chosen
File must be less than 100 MB. Allowed file types: pdf.

Send To

Submit

JMFC TEST 17
JOCODE- JMFC777
Place of Posting :-
Sambalpur
Logout

Enter required details to update place of posting.

HIGH COURT OF ORISSA

Dashboard
Post Grievance
Report(All Pending)

Modify User Information of **Sambalpur**

First Name
JMFC TEST 17

Last Name
17

Email
xxxxx@gmail.com

Mobile
9999999999

District (PLACE OF POSTING)
Sambalpur

Update

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Step 5: Viewing Pending Reports

1. Click on the menu “**Report (All Pending)**”.
2. The system will display all **pending grievances** for your review and reference.
3. You can check the status or take necessary follow-up action from this section.

- Dashboard
- Post Grievance
- Report(All Pending)

Show 10 rows * Column visibility *

Search:

	Grievance ID	Submitted On	Name District & JO Code	Subject	Present Post	Remarks	Document	Other (If Any)	Received Reply(If Any)
✓	140	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST ON 11-11-2025	JMFC SAMBALPUR	View	View Encl.	Forwarded to H.C. By D.J.	NA
✓	143	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST-4 ON 11-11-2025	JMFC SAMBALPUR	View	View Encl.	-	NA
✓✓	142	11-11-25	JMFC TEST 17 Sambalpur JMFC777	TEST-3 ON 11-11-2025	JMFC SAMBALPUR	View	View Encl.	Forwarded to H.C. By D.J.	NA

Showing 1 to 3 of 3 entries

Previous 1 Next

Total Records: 3