



## USER MANUAL FOR PROCESS SERVER MODULE

A centralized portal has been developed by the Hon'ble High Court of Orissa, for distribution and effective management of Process Servers, Smartphones, IMEI Numbers, SIM Cards, Mobile Service Providers. Login credentials have been shared to all the district Courts to regularly update data smooth tracking of process servers working and assigned smartphone details.

The URL of the portal is <http://112.133.226.244/ps>

### 1.Login Page :

112.133.226.244/ps/index.php

HIGH COURT  
ORISSA

Process Server Module

User Name  
User Name

Password  
Password

[Forgotten Password?](#)

SIGN IN

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- For sign-in to the system type your district name in the user name text field and give your password. Then click on “**Sign-in**” button.
- You can further modify the user information and change password in the “**user**” section.

Orissa High Court

Process Server Module

User

Dashboard

Process Server

Update Annexure-A

Annexure-A Report

Process Status

28 Allocated to Process Server

29 Smart Phone Provided

27 Working Process Server

Soumya Sourav

modify User Info

Change Password

Logout

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Process Server Module

Modify User Information of **Koraput**

First Name	BISHNU
Last Name	PRASAD DEBATA
Email	reg.koraput-od@indiancourts.nic.in
Mobile	9438338934

[Update](#)

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### 3. Dashboard:

After sign-in into the system you will see the dashboard containing various sub modules.

Orissa High Court | Process Server Module | User ~

- Dashboard
- Process Server
- Update Annexure-A
- Annexure-A Report
- Process Status

28 Allocated to Process Server

29 Smart Phone Provided

27 Working Process Server

0 Lost/Stolen Status

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- In the **1<sup>st</sup>** sub module, a list containing total no. of smart phones to the concerned process server will be shown.

Orissa High Court | Process Server Module | User ~

- Dashboard
- Process Server
- Update Annexure-A
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28 Allocated to Process Server

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0 Lost/Stolen Status

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While clicking on the **1<sup>st</sup>** sub module the below tab will be seen

Orissa High Court | Process Server Module

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

28  
Allocated to Process Server

SL	District	Supplied To	Status
1	Angul	Smt. Menaka Singh	A
2	Angul	Sri Adweita Prasad Behera	A
3	Angul	Sri Anatha Ku. Pradhan	A
4	Angul	Sri Arakhita Sahu	A
5	Angul	Sri Baruna Ku. Behera	A
6	Angul	Sri Basanta Ku. Sahu	A
7	Angul	Sri Bipinbihari Naik	A
8	Angul	Sri Dambarudhar Dehury	A
9	Angul	Sri Fakir Mohan Nayak	A
10	Angul	Sri Ghanashyama Nayak	A
11	Angul	Sri Indramani Naik	A
12	Angul	Sri Jagneswar Rout	A
13	Angul	Sri Khilad Ab. Patra	A

0  
Lost/Stolen Status

- In the 2<sup>nd</sup> sub module, total no. of procured smart phone provided data are available.

Orissa High Court | Process Server Module

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

28  
Allocated to Process Server

29  
Smart Phone Provided

27  
Working Process Server

0  
Lost/Stolen Status

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The below tab will be seen.

Orissa High Court | Process Server Module

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

28  
Allocated to Process Server

SL	District	Total Smart Phone	Status
1	Angul	28	A
2	Angul	1	F

0  
Lost/Stolen Status

Close

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- In the 3<sup>rd</sup> sub module, the total number of working process servers data are available.

Orissa High Court | Process Server Module | User

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

28 Allocated to Process Server

29 Smart Phone Provided

27 Working Process Server

0 Lost/Stolen Status

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Orissa High Court | Process Server Module | User

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

28 Allocated to Process Server

0 Lost/Stolen Status

Sl.	District	Name	Status
1	Angul	Sri Arakhita Sahu	A
2	Angul	Sri Bipinibihari Naik	A
3	Angul	Sri Indramani Naik	A
4	Angul	Sri Manoj Ku. Samal	A
5	Angul	Sri Prasanta Kumar Naik	A
6	Angul	Sri Sameer Kumar Sahu	A
7	Angul	Sri Saroj Ku. Mohanty	A
8	Angul	Sri Srinibasa Pradhan	A
9	Angul	Sri Adwaita Prasad Behera	A
10	Angul	Sri Anatha Ku. Pradhan	A
11	Angul	Sri Baruna Ku. Behera	A
12	Angul	Sri Basanta Ku. Sahu	A
13	Angul	Sri Fakir Mohan Nayak	A

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- In the 4<sup>th</sup> sub module the information's regarding lost/stolen devices status can be figured out.

Orissa High Court | Process Server Module | User

Dashboard | Process Server | Update Annexure-A | Annexure-A Report | Process Status

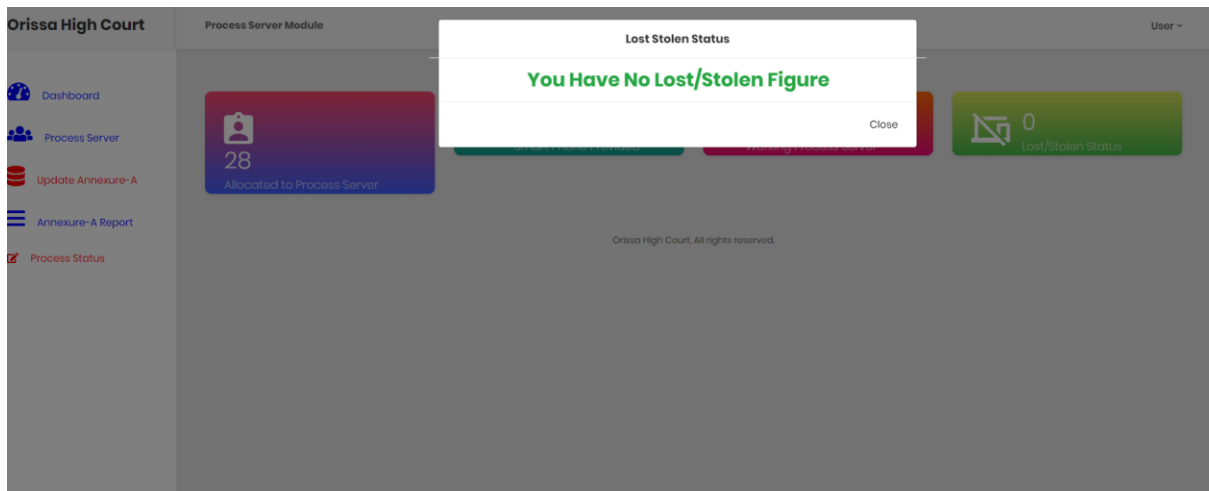
28 Allocated to Process Server

29 Smart Phone Provided

27 Working Process Server

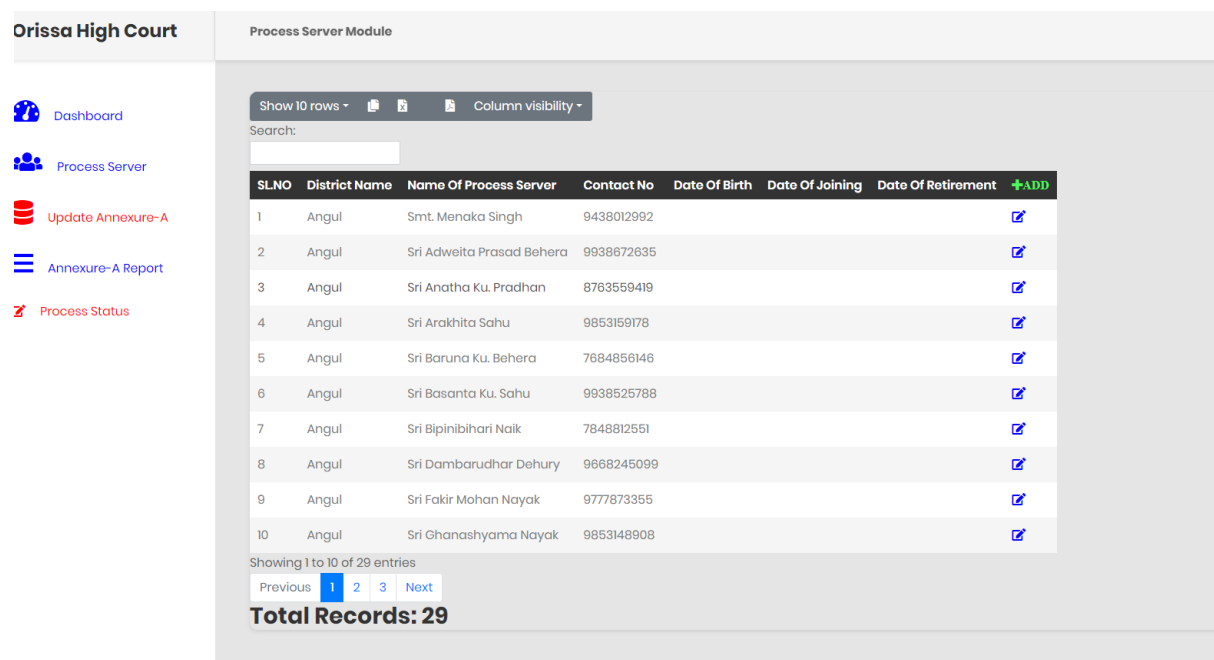
0 Lost/Stolen Status

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#### 4. Process Server menu,

Here, you can input the information's/details of the process server.



- **Add/modify**

The facilities like add/modify the data are also provided. Click on “add” / “edit”.

Orissa High Court Process Server Module

Show 10 rows \* Column visibility -

Search:

SL.NO	District Name	Name Of Process Server	Contact No	Date Of Birth	Date Of Joining	Date Of Retirement	+ADD
1	Angul	Smt. Menaka Singh	9438012992				
2	Angul	Sri Adweita Prasad Behera	9938672835				
3	Angul	Sri Anatha Ku. Pradhan	8763559419				
4	Angul	Sri Arakhita Sahu	9853159178				
5	Angul	Sri Baruna Ku. Behera	7684856146				
6	Angul	Sri Basanta Ku. Sahu	9938525788				
7	Angul	Sri Bipinbihari Naik	7848812551				
8	Angul	Sri Dambarudhar Dehury	9688245099				
9	Angul	Sri Fakir Mohan Nayak	9777873355				
10	Angul	Sri Ghanashyama Nayak	9853148908				

Showing 1 to 10 of 29 entries

Previous 1 2 3 Next

**Total Records: 29**

Orissa High Court Process Server Module

**Add New - Process Server Details**

Select District

Name of Process Server

Mobile Number

Date of Birth

Date of Joining

Date of Retirement

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5. In **Update annexure-A** menu, you can update the allocated smart phones details with the concerned process server. Select the district and name of the process server, you will see all the smart phones related information's (if updated earlier) else enter the details such as IMEI No.s, Serial No, etc

Orissa High Court Process Server Module

**Update - Allocation of Smart Phone to Process Server**

Select District

Select Process Server

IMEI NO.1

IMEI NO.2

Serial No

Official Address

Mobile Number

Name of ISP

Data Plan

Update Mobile Status

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## 6. Update Annexure-A report

All the input data/information's which were updated in Annexure-A will be seen here.

Orissa High Court Process Server Module

Show 10 rows - Column Visibility -

Search:

SLNO	Name	Mobile	Serial No	IMEI	IMEI2	ISP	Data Plan	District	Address
1	Sri Sanjaya Kumar Majhi	9124558895	ZD2225VMY2	355320883189279	355320883189287	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUC
2	Sri Uttam Kumar Jena	91245588701	ZD22273T1Y7	355320883183678	355320883183686	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF A.D.J. ANGUL
3	Sri Srikantha Ku. Barik	9124558898	ZD222747D4	355320883189394	355320883189402	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE S.D.J.M. TALCHER
4	Sri Bipinbihari Naik	9124558877	ZD2227Y958	355320883105275	355320883105283	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF J.M.F.C COG-TAKING, TALCHER
5	Sri Pramod Ku. Barik	9124558885	ZD22274R7T1	355320883105678	355320883105686	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE ASST.SESIONS JUDGE,SPE
6	Sri Dambanudhar Dehury	0	ZD2227BF8	355320883105796	355320883106804	NA	NA	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUC
7	Sri Ghanashyama Nayak	9124558879	ZD22274R6T1	355320883105598	355320883105606	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE CIVIL JUDGE SR. DIVISION,
8	Sri Narendra Prasad Swain	9124558884	ZD2227YDHS	355320883105531	355320883105549	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUC
9	Sri Saraj Ku. Mohanty	9124558896	ZD2227498C	355320883188834	355320883188842	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE A.D.J.-CUM-SPL COURT UN
10	Sri Sangram Mukhi	9124558893	ZD2226HCY8	355320883184098	355320883184106	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUC

Showing 1 to 10 of 29 entries  
 Previous 1 2 3 Next  
**Total Records: 29**

## 7. Process Status

In this menu the monthly process service status can be updated

Dashboard Process Server Update Annexure-A Annexure-A Report Process Status

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

SLNO	Name	Process Allocated	Process Served
1	Sri Adwaita Prasad Behera	0	0
2	Sri Anatha Ku. Pradhan	0	0
3	Sri Anakhita Sahu	0	0
4	Sri Baruna Ku. Behera	0	0
5	Sri Basanta Ku. Sahu	0	0
6	Sri Bipinbihari Naik	0	0
7	Sri Dambanudhar Dehury	0	0
8	Sri Fakir Mohan Nayak	0	0
9	Sri Ghanashyama Nayak	0	0
10	Sri Indramani Naik	0	0
11	Sri Jagneswar Rout	0	0
12	Sri Khirod Ch. Sahu	0	0

## 8. Process Status-Report

In this menu the monthly process service status report can be updated

Report Monthly Process Service Status

From Date: dd/mm/yyyy To Date: dd/mm/yyyy Submit

SLNO	District	Name	Process Allocated	Process Served	Process Not Served
1	Angul	Sri Adwaita Prasad Behera	10	5	5
2	Angul	Sri Anatha Ku. Pradhan	20	10	10
3	Angul	Sri Anakhita Sahu	30	20	10
4	Angul	Sri Baruna Ku. Behera	40	30	10
5	Angul	Sri Basanta Ku. Sahu	0	0	0
6	Angul	Sri Bipinbihari Naik	0	0	0
7	Angul	Sri Dambanudhar Dehury	0	0	0
8	Angul	Sri Fakir Mohan Nayak	0	0	0
9	Angul	Sri Ghanashyama Nayak	0	0	0
10	Angul	Sri Indramani Naik	0	0	0
11	Angul	Sri Jagneswar Rout	0	0	0
12	Angul	Sri Khirod Ch. Sahu	0	0	0
13	Angul	Sri Manoj Ku. Samal	0	0	0