

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 <u>http://112.133.226.244/ps</u>

1.Login Page :

112.133.226.244/ps/index.php		P	e
	Process Server Module		
	User Name		
	User Name Password		
	Password		
	SIGN IN		
	Copyright © 2023 High Court of Orissa, Cuttack		

- 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	28 Allocated to Process Server	29 Smart Phone Provided	1	Soumya Sourav modify User Info change Password the Logant	
Annexure-A Report		Original Mich Court All Arbitra page and		O togoti	
🕼 Process Status		Unsid righ Court, Al rights reserved.			

Process Server Module	
Modify User Information of Koraput	
First Name	BISHNU
Last Name	PRASAD DEBATA
Email	reg.koraput-od@indiancourts.nic.in
Mobile	9438338934
	Updde
	Unisia High Court, An Ingrita robanyoa.

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	28 Allocated to Process Server	29 Smart Phone Provided	27 Working Process Server	0 Lost/Stolen Status
Annexure-A Report		Orissa High Court, All right	ts rosorvod.	

• In **the1st sub module**, a list containing total no. of smart phones to the concerned process server will be shown.

Orissa High Court	Process Server Module	Usor ~
Dashboard Process Server Update Annexure-A	28 Allocated to Process Server	0 ost/Stolen Status
Annexure-A Report	Orisso High Court, All rights reserved.	
Process Status		

While clicking on the 1st sub module the below tab will be seen

Orissa High Court	Process Server Module			Smart Phone Alloted		User
		SL	District	Supplied To	Status	-
	B	1	Angul	Smt. Menaka Singh	А	
Process Server	28	2	Angul	Sri Adweita Prasad Behera	А	Lost/Stolen Status
Update Annexure-A	Allocated to Process Server	3	Angul	Sri Anatha Ku. Pradhan	А	
Annexure-A Report		4	Angul	Sri Arakhita Sahu	А	
Process Status		5	Angul	Sri Baruna Ku. Behera	А	
		6	Angul	Sri Basanta Ku. Sahu	А	
		7	Angul	Sri Bipinibihari Naik	A	
		8	Angul	Sri Dambarudhar Dehury	А	
		9	Angul	Sri Fakir Mohan Nayak	А	
		10	Angul	Sri Ghanashyama Nayak	А	
		п	Angul	Sri Indramani Naik	А	
		12	Angul	Sri Jagneswar Rout	А	
		19	Anneal	of Whited Oh Cabu	A	

• In **the 2nd sub module**, total no. of procured smart phone provided data are available.



The below tab will be seen.

Orissa High Court	Process Server Module			Smart Phone Procured			User ~
		SL	District	Total Smart Phone	Status		
-	rin da la companya da	1	Angul	28	A		
Process Server	28	2	Angul	1	F	Lost/Stolen Status	
Update Annexure-A	Allocated to Process Server				Close		
Annexure- A Report			_		0030		
Process Status				Orissa High Court, All rights rosorvod.			



• In **the 3rd sub module**, the total number of working process servers data are available.

Orissa High Court	Process Server Module			Working Process Server Details		Usar
Dashboard		SL	District	Name	Status	_
	l di	1	Angul	Sri Arakhita Sahu	А	
Process Server	28	2	Angul	Sri Bipinibihari Naik	А	Lost/Stolen Status
Update Annexure-A	Allocated to Process Server	3	Angul	Sri Indramani Naik	A	
Annexure-A Report		4	Angul	Sri Manoj Ku. Samal	A	
Process Status		5	Angul	Sri Prasanta Kumar Naik	А	
		6	Angul	Sri Sameer Kumar Sahu	А	
		7	Angul	Sri Saroj Ku. Mohanty	А	
		8	Angul	Sri Srinibasa Pradhan	А	
		9	Angul	Sri Adweita Prasad Behera	А	
		10	Angul	Sri Anatha Ku. Pradhan	А	
		n	Angul	Sri Baruna Ku. Behera	A	
		12	Angul	Sri Basanta Ku, Sahu	A	
		13	Angul	Sri Fakir Mohan Nayak	A	
		1207		2 3 23 27 32 3		

• In the **4**th **sub module** the information's regarding lost/stolen devices status can be figured out.

Orissa High Court	Process Server Module		User ~
Dashboard Dashboard Process Server Update Annexure-A	28 Allocated to Process Server	Smart Phone Provided	D Lost/Stolen Status
Annoxure-A Report Process Status		Girisso High Court, All rights reserved.	

Orissa High Court	Process Server Module	Lost Stolen Status	User ~
Dashboard		You Have No Lost/Stolen Figure	
Process Server			0 Lost/Stolen Status
Update Annexure-A	20 Allocated to Process Server		
Annexure-A Report		Orissa High Court, All rights reserved.	

4. Process Server menu,

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

Orissa High Court	Process	Server Module						
2 Dashboard	Show Search:	10 rows + 📑	🖹 📔 Column visibility					
Process Server	SL.NO	District Name	Name Of Process Server	Contact No	Date Of Birth	Date Of Joining	Date Of Retirement	+ADD
Update Annexure-A	1	Angul	Smt. Menaka Singh	9438012992				ß
	2	Angul	Sri Adweita Prasad Behera	9938672635				ß
Annexure-A Report	3	Angul	Sri Anatha Ku. Pradhan	8763559419				ø
Process Status	4	Angul	Sri Arakhita Sahu	9853159178				B
	5	Angul	Sri Baruna Ku. Behera	7684856146				B
	6	Angul	Sri Basanta Ku. Sahu	9938525788				ß
	7	Angul	Sri Bipinibihari Naik	7848812551				B
	8	Angul	Sri Dambarudhar Dehury	9668245099				ß
	9	Angul	Sri Fakir Mohan Nayak	9777873355				Ø
	10	Angul	Sri Ghanashyama Nayak	9853148908				Ø
	Showing Previo	g 1 to 10 of 29 entr us 1 2 3 1 Record	Next S: 29					

• Add/modify

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

ashboard	Show 10 rows -	🗋 📓 Column visibili	ity -				
	Search:					\frown	
ocess Server	SLNO District Na	me Name Of Process Server	Contact No Date	Of Birth Date Of Joining	Date Of Retirement	+ADD	
late Annexure-A	1 Angul	Smt. Menaka Singh	9438012992			ď	
exure-A Report	2 Angul	Sri Adweita Prasad Beher	a 9938672635		1	2°	
oo Statue	3 Angul	Sri Anatha Ku. Pradhan	8763559419			ß	
ss status	4 Angul	Sri Arakhita Sahu	9853159178		1	ß	
	5 Angul	Sri Baruna Ku. Behera	7684856146			ß	
	6 Angul	Sri Basanta Ku. Sahu	9938525788		1	B,	
	7 Angul	Sri Bipinibihari Naik	7848812551			B,	
	8 Angul	Sri Dambarudhar Dehury	9668245099		l l	C'	
	9 Angul	Sri Fakir Mohan Nayak	9777873355		1	C'	
	10 Angul	Sri Ghanashyama Nayak	9853148908		1	2	
	Showing 1 to 10 of 29 Previous 1 2 Total Reco	entries 3 Next rds: 29					
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco	ontrios 3 Noxt rds: 29					
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco	entries 3 Next rds:29					
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco	ontries 3 Next rds: 29 ale s Server Dotails					
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco	ontries 3 Next rds:29 ule s Server Details	elect •				
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Modu Add New - Process Select District Name of Process S	ontrios 3 Next rds:29 server Details	elect - ame of the Process Serv-				
High Court cost Server atte Annexure-A	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Modu Add New - Process Select District Name of Process S Mobile Number	ontrios 3 Next rds:29 server Details ierver N M	elect ¥ ame of the Process Servi				
High Court I Inboard Sees Server ate Annexure-A axure-A Report	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Modu Add New - Process Select District Name of Process S Mobile Number Date of Birth	ontrios 3 Next rds:29 Je s Server Dotails ierver N M d	elect ▼ ame of the Process Serv- obile Number d-mm-yyyy □				
High Court I	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Modu Add New - Process Select District Name of Process S Mobile Number Date of Birth Date of Joining	ontrios 3 Next rds:29 de s Server Dotalis iorver NN d d	elect • ame of the Process Serv- oblio Number d-mm-yyyy d-mm-yyyy				
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Mode Add New - Process Select District Name of Process S Mobile Number Date of Birth Date of Birth Date of Retirement	intries 3 Next rds:29 ale s Server Details ierver NM d d d t d	elect				
High Court	Showing I to 10 of 29 Previous 1 2 Total Reco Process Server Modu Add New - Process Select District Name of Process S Mobile Number Date of Birth Date of Joining Date of Retiremen	ontrios 3 Next rds:29 server Details ierver N d d t d	elect ame of the Process Servi boble Number d-mm-yyyy d- d-mm-yyyy d-	Update:			

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		Usor ~				
_							
Dashboard	Update - Allocation of Smart Phone to Process Server						
Process Server	Select District	Select •					
	Select Process Server	Soloct •					
S opdate Annexure-A	IMEI NO.1	IMEI NO.1					
Annexure-A Report	IMEI NO.2	IMEI NO.2					
Process Status	Serial No	Enter Serial Number					
	Official Address	Enter Official Address					
	Mobile Number	Enter Mobile Number					
	Name of ISP	Enter ISP					
	Data Plan	Enter Data Plan					
	Update Mobile Status	Select ·					
		Update					

6. Update Annexure-A report

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

Dashboard	Show	v 10 rows 🔹 🚺 🔯 🕴	Column visibili	ty =						
Process Server					11.650	No. Marco		-		
	SLNO	Name	Mobile	Serial No	IMEN	IMEI2	ISP	Data Plan	District	Address
Jpdate Annexure-A	1	Sri Sanjaya Kumar Majhi	9124558895	ZD2225YMY2	355320883189279	355320883189287	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUI
1	2	Sri Uttam Kumar Jena	9124558701	ZD22273TY7	355320883183678	355320883183686	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF A.D.J, ANGUL
	3	Sri Srikanta Ku. Barik	9124558698	ZD222747D4	355320883189394	355320883189402	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE S.D.J.M, TALCHER
Process Stotus	4	Sri Bipinibihari Naik	9124558877	ZD2227Y95B	355320883105275	355320883105283	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF JMF.C COG-TAKING, TALCHE
	5	Sri Pramod Ku. Barik	9124558685	ZD22274R7T	355320883105978	355320883105986	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE ASST.SESSIONS JUDGE,SPI
	6	Sri Dambarudhar Dehury	0	ZD2227YBFB	355320883105796	355320883105804	NA	NA	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUI
	7	Sri Ghanashyama Nayak	9124558679	ZD22274R6T	355320883105598	355320883105606	AIRTEL	POSTPAID PLAN 353/-	Angul	COURT OF THE CIVIL JUDGE SR. DIVISION,
	8	Sri Narendra Prasad Swain	9124558684	ZD2227YDH5	355320883105531	355320883105549	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUI
	9	Sri Saroj Ku. Mohanty	9124558696	ZD2227498C	355320883188834	355320883188842	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE A.D.J-CUM-SPL COURT UN
	10	Sri Sangram Mukhi	9124558893	ZD2228HCY8	355320883184098	355320883184108	AIRTEL	POSTPAID PLAN 353/-	Angul	OFFICE OF THE DISTRICTS & SESSIONS JUI

7. Process Status

In this menu the monthly process service status can be updated

Dashboard			dd-mm-yyyy		dd-mm-yyyy		
Process Server							
	SLNO	Namo	Process Allo	cated		Process Served	
Update Annexure-A	1	Sri Adweita Prasad Behera	0			0	
Annexure-A Report	2	Sri Anatha Ku. Pradhan	0			0	
Process Status	3	Sri Arakhita Sahu	0			0	
	4	Sri Baruna Ku. Behera	0			0	
	5	Sri Basanta Ku. Sahu	0			0	
	6	Sri Bipinibihari Naik	0			0	
	7	Sri Dambarudhar Dehury	0			0	
	8	Sri Fakir Mohan Nayak	0			0	
	9	Sri Ghanashyama Nayak	0			0	
	10	Sri Indramani Naik	0			0	
	1	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 D dd/mm/yyyy	ate: dd/mm/yyyy	To Date:	Submit			
SLNO	District	Name	Process Allocated	Process Served	Process Not Served			
1.00	Angul	Sri Adweita Prasad Behera	10	5	5			
2	Angul	Sri Anatha Ku. Pradhan	20	10	10			
3	Angul	Sri Arakhita 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 Bipinibihari Naik	0	0	0			
7	Angul	Sri Dambarudhar Dohury	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			
п	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			