

OFFICE OF THE DISTRICT JUDGE, PITHORAGARH, UTTARAKHAND

Tele./Fax- 05964-225286

e-mail- dj-pit-ua@nic.in

No. **90** /Order-Book-2025 Pithoragarh dated June **11**, 2025

OFFICE - ORDER

Subject: Regarding implementation of resolution passed by the Hon'ble e-Court Digitization Committee.

Hon'ble e-Court Digitization Committee, High Court of Uttarakhand, Nainital has been pleased to issue following directions with regard to functioning of Digitization Centre, Kiosk and E-Sewa Kendra vide letter no. 3536/IT/e-Courts Phase-III, dated 06/09.06.2025:

"Cleanliness of digitization Centre- The District Court Computer Committee to visit the Digitization Centre daily, ensures cleanliness, and provide dustbins for regular garbage collection and removal. This aims to maintain an organized and hygienic environment for the digitization process, specifically for the untagging and tagging of legacy records.

Furniture: District Court Computer Committee (DCCC) may be requested to ensure proper furnishing of Digitization Centers established across the States.

Effectiveness of Quality check- As informed; Standard Operating Procedure (SOP) was circulated on March 3, 2025, requesting District Judges to deploy court staff with digital signatures to verify scanned data for authenticity. Given the shortage of staff and the importance of quality checks, a dedicated team is necessary. DCCC may be requested to provide sufficient number of court staff on rotation basis for verification of digitized records during recess/holidays.

Location and functioning of kiosk: Kiosks must be placed in an accessible place where advocate/litigant may avail the e-Courts services effectively.

Functioning of E-Sewa Kendra: Nodal Officers of District Court Computer Committee (through District Judges) may be directed to provide facilities in the e-Sewa Kendras as per annexure. DCCC is also required to submit a bi-monthly report regarding activities and facilities provided in each e-Sewa Kendra."

2. In order to implementation of above directions issued by the Hon'ble e-Court Digitization Committee, High Court of Uttarakhand, Nainital the following directions are being issued for strict compliance:

(i). District Court Computer Committee, District Pithoragarh is hereby directed to discharge the responsibilities assigned to it by the Hon'ble e-Court Digitization Committee, High Court of Uttarakhand, Nainital, as above, properly and ensure make compliance accordingly.

(ii). The following Court staff is deputed as Supervising Officer(s) for verification of digitized records, till further orders:

(a). During working days:

Sl. No.	Time schedule assigned to the Supervising Officer(s)	Name and designation of Supervising Officer(s)
01	10 AM to 12 Noon	Shri Girija Shankar Singh, Senior Administrative Officer
02	12 Noon to 03 PM	Shri Sanjay Kumar, Chief Administrative Officer
03	03 PM to 05 PM	Shri Ganesh Ram, Chief Administrative Officer

(b). During recess/holidays:

Sl. No.	Name and designation of Supervising Officer(s)
01	Shri Devendra Singh Rawat, Administrative Officer
02	Shri Krishan Kumar Uniyal, Head Assistant
03	Shri Naveen Singh, Head Assistant
04	Shri Nitin Rawat, Senior Assistant

Supervising Officer(s) deputed during recess/holidays will verify the digitized records on rotation basis. e.g. on first holiday falls from today, the digitized records will be verified by Shri Devendra Singh, Administrative officer and on the next holiday verification of the digitized records will be done by Shri Krishan Kumar Uniyal, Head Assistant. This rotation will continue as same manner among the above four Supervising Officer(s).

(ii). The following Group 'D' employees are also deputed for transmission of record from the Record Room to Digitization Centre and Digitization Centre to Record Room and any other official assistance as required by the Record Keeper and Supervising Officer(s):

(a). During working days:

Sl. No.	Name and designation
01	Shri Jagdish Singh, Out sourced Group 'D' employee

(b). During recess/holidays:

Sl. No.	Name and designation of Supervising Officer(s)
01	Shri Om Prakash, Out sourced Group 'D' employee
02	Shri Rohit Arya, Out sourced Group 'D' employee
03	Shri Devraj Singh, Out sourced Group 'D' employee

Group 'D' employees deputed during recess/holidays will discharge their duties on rotation basis same as prescribed for Supervising Officer(s).

Cleaning Staff of District Court, Pithoragarh will ensure their presence during recess/holidays on rotation basis for cleaning works.

The Supervising Officer(s) and Group 'D' staff deputed during recess/holidays will coordinate with each other and representatives of the Digitization Agency as well, to avoid any kinds of inconvenience or interruption.

3. Supervising Officer(s) will ensure that digitized records are being verified in accordance with the parameters laid down in '**THE DISTRICT COURTS OF UTTARAKHAND DIGITIZATION OF RECORDS RULES, 2024**' notified vide Notification No. 190/UHC/Admin.A(I.T.)/2024, dated May 01, 2024 and '**STANDARD OPERATING PROCEDURE ON DIGITAL PRESERVATION OF RECORDS IN THE DISTRICT COURTS OF UTTARAKHAND**'.

4. The order will come into force with immediate effect.


(Shanker Raj) 11.6.25
District Judge
Pithoragarh

Endorsement No. Memo/Order Book-2025, dated as above

Copy to the following for information and necessary action:

01. Judge, Family Court, Pithoragarh.
02. Additional District Judge, Pithoragarh.
03. Chief Judicial Magistrate, Pithoragarh.
04. Civil Judge (Sr. Div.), Pithoragarh.
05. Secretary, District Legal Services Authority, Pithoragarh.
06. Civil Judge (Jr. Div.), Pithoragarh.
07. Civil Judge (Jr. Div.), Didihat, District Pithoragarh.
08. Civil Judge (Jr. Div.), Gangolihat, District Pithoragarh.
09. Civil Judge (Jr. Div.), Dharchula, District Pithoragarh.
10. Judicial Magistrate, 1st Class, Pithoragarh.
11. Principal Magistrate, Juvenile Justice Board, Pithoragarh.
12. All the members of District Court Computer Committee, District Pithoragarh.
13. Officer In-charge, Record Room/Copying Department/Library, District Court, Pithoragarh.
14. Officer in-charge, Computerization, District Court, Pithoragarh.

15. Nodal Officers, e-Court, Project, District Court, Pithoragarh.
16. Chief/Senior Administrative Officers, District Court, Pithoragarh.
17. Personal Officer/Senior Personal Assistant to the District Judge, Pithoragarh.
18. Nazarat/Accounts Section, District Court, Pithoragarh.
19. System Administrators, District Court, Pithoragarh.
20. System Officer/System Assistant, District Court, Pithoragarh.
21. Sessions Clerk/Appeals Clerk, District Court, Pithoragarh.
22. Personal Assistants, Judgeship, Pithoragarh.
23. All employees deputed for verification of digitized records (by name).
24. Representatives of Digitization Agency.
25. Official website.

By order

Joshi 11.06.2025

(Jagmohan Joshi)
Chief Administrative Officer
District Court, Pithoragarh