

**OFFICE OF THE
PRINCIPAL DISTRICT AND SESSIONS JUDGE, KULGAM**

**CIRCULAR No. 21
Dated.03.05.2023**

Subject: Online Service of Summons and other Processes through NSTEP Application.

Reference is invited to the subject matter. This is to inform all the advocates/public in general that on the directions of Hon'ble E-Committee, Supreme Court of India and Hon'ble High Court of Jammu & Kashmir and Ladakh, the use of NSTEP (National Service and Tracking of Electronic Processes) Software for service of process has been started by all the Courts through Nazarat Branches at District Judiciary Kulgam.

NSTEP is a centralized process service tracking web application and a complementary mobile app designed to streamline the service of summons and other processes. NSTEP Mobile App provided to bailiffs and process servers enable transparent tracking of service of notices and summons in real-time. NSTEP web application enables allocation of published processes to bailiffs if service is to be effected within their jurisdiction. It also facilitates allocation of published processes to respective court establishments inter-district or inter-state.

NSTEP Mobile app has been provided to all the Nazarat Branches in each Court of District Kulgam so as to ensure transparent tracking of service of notices and summons. The necessary training has already been imparted to all concerned in all Courts of District Kulgam and user credentials have also been shared to the staff of Nazarat Sections of all Courts, however, for successful implementation and effective use of the NSTEP Software, the exclusive use of court process generated through CIS software is mandatory to enable the Nazarat Sections for online service of process through NSTEP application.

It is therefore impressed upon all the judicial officers posted in District Kulgam to ensure that the staff posted within their control shall utilize court process generated through CIS software and forward the same to the concerned Nazarat Sections for

online service through NSTEP. The respective Nazarat Sections are directed to implement and utilize the NSTEP henceforth and no other mode of service shall be entertained henceforth.

Sd/-
(Mohammad Ashraf Bhat)
Pr. District & Sessions Judge
Kulgam

No.267-275/PDJK/ADM

Dated.03.05.2023

Copy to:

1. Ld. Deputy Commissioner, Kulgam for circulation among the subordinate offices of his jurisdiction.
2. Registrar Computers (I.T) cum CPC e-Courts, High Court of J&K and Ladakh, at Srinagar for information.
3. Ld. Presiding Officer, Fast Track Court Kulgam.
4. Ld. Chief Judicial Magistrate, Kulgam for information.
5. Sr. Superintendent of Police District Kulgam for circulation among his subordinate formations.
6. Ld. Secretary DLSA Kulgam for information with the direction to conduct awareness programmes with regard to the subject matter throughout District Kulgam for awareness of general public.
7. Ld. Munsiff/JMIC Kulgam, D.H.Pora, Qazigund and Ld. Additional Special Mobile Magistrate, Kulgam
.....for information and circulation amongst all the judicial employees of their respective courts.
8. Ld. Public Prosecutor, Principal Sessions Court Kulgam.
9. President District Bar Association Kulgam/Qazigund/D.H.Pora for information.
10. Incharge E-Court Kulgam for uploading the same on official website of District Court Kulgam.
11. Office file.




Pr. District & Sessions Judge
Kulgam