



NSTEP

National Service and Tracking of Electronic Processes

National Service and Tracking of Electronic Processes

User Manual

ACTIVITIES TO BE PERFORMED AT PROCESS ADMINISTRATOR

National Service and Tracking of
Electronic Processes



न्याय विभाग
DEPARTMENT OF
JUSTICE



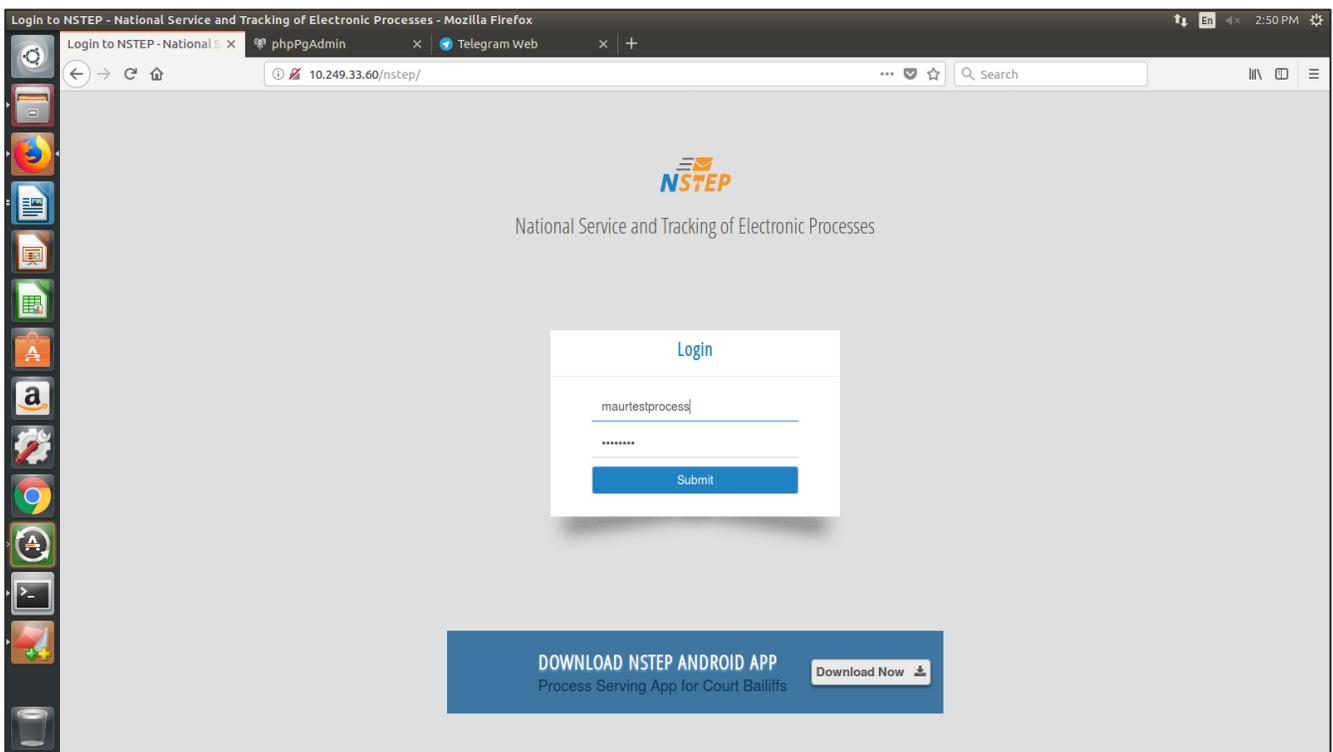
Table of Contents

1. Consume Data:.....	3
2. Process Allocation:	4
Bailiff :	4
Other Process Messenger:	5
Within State:	6
Outside State:	7
3. Process Status:	8
4. Process Delivery:	9
5. Dashboard:	10

URL of NSTEP Portal: <http://10.249.33.60/>

ACTIVITIES TO BE PERFORMED AT PROCESS ADMINISTRATOR

Login as Process Administrator using Login Password provided by District Administrator.

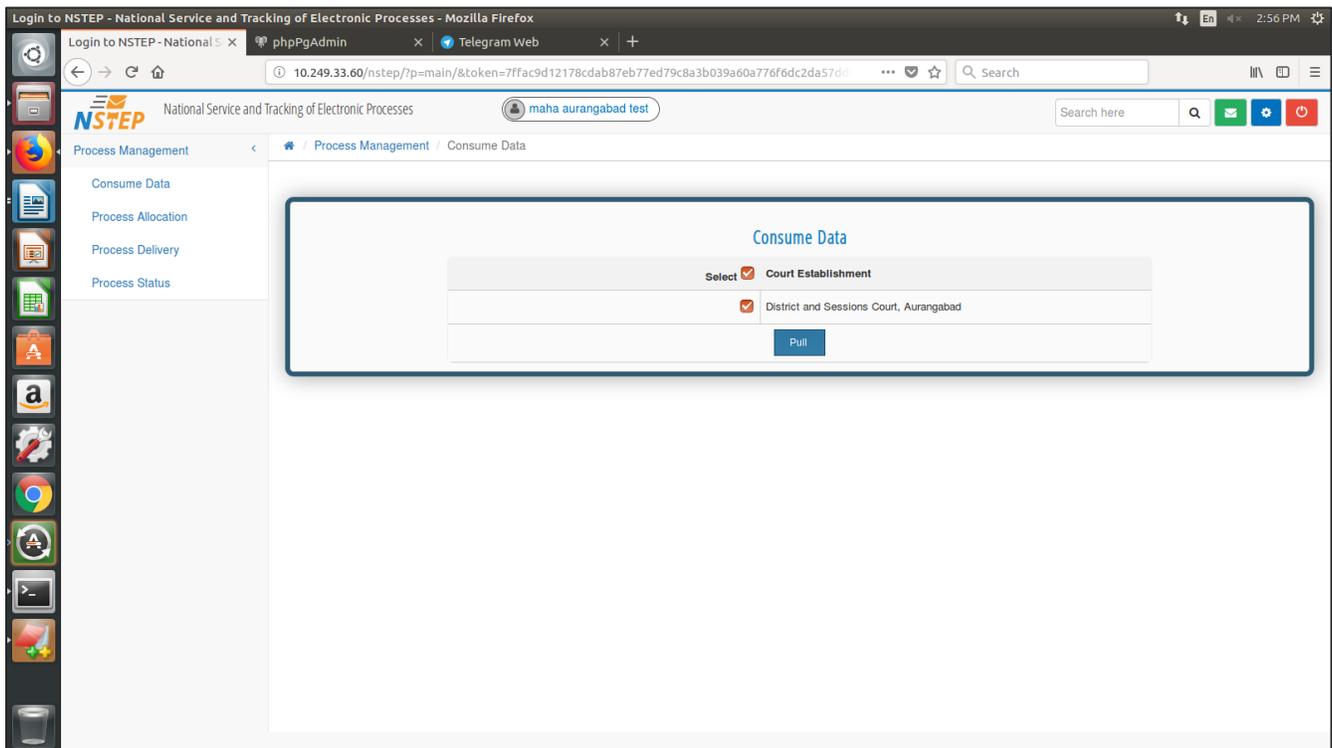


Following facilities are available to the Process Administrator

- Consume Data
- Process Allocation
- Process Delivery
- Process Status.

1. Consume Data:

Processes are generated in the CIS Software. Same are to be made available in the NSTEP software. To make the process available in the NSTEP Software it is essential that the processes needs to be consumed. It is expected that every hour or periodically Processes are consumed using the following menu item. The form of consume data gives all the establishments which are assigned to the process admin user. Select the establishments for which the processes are to be consumed.



2. Process Allocation:

Once the processes are consumed the processes are available to be allocated to the process messengers.

- a. Bailiff
- b. Other Process Messenger
- c. Within State
- d. Outside State

Bailiff :

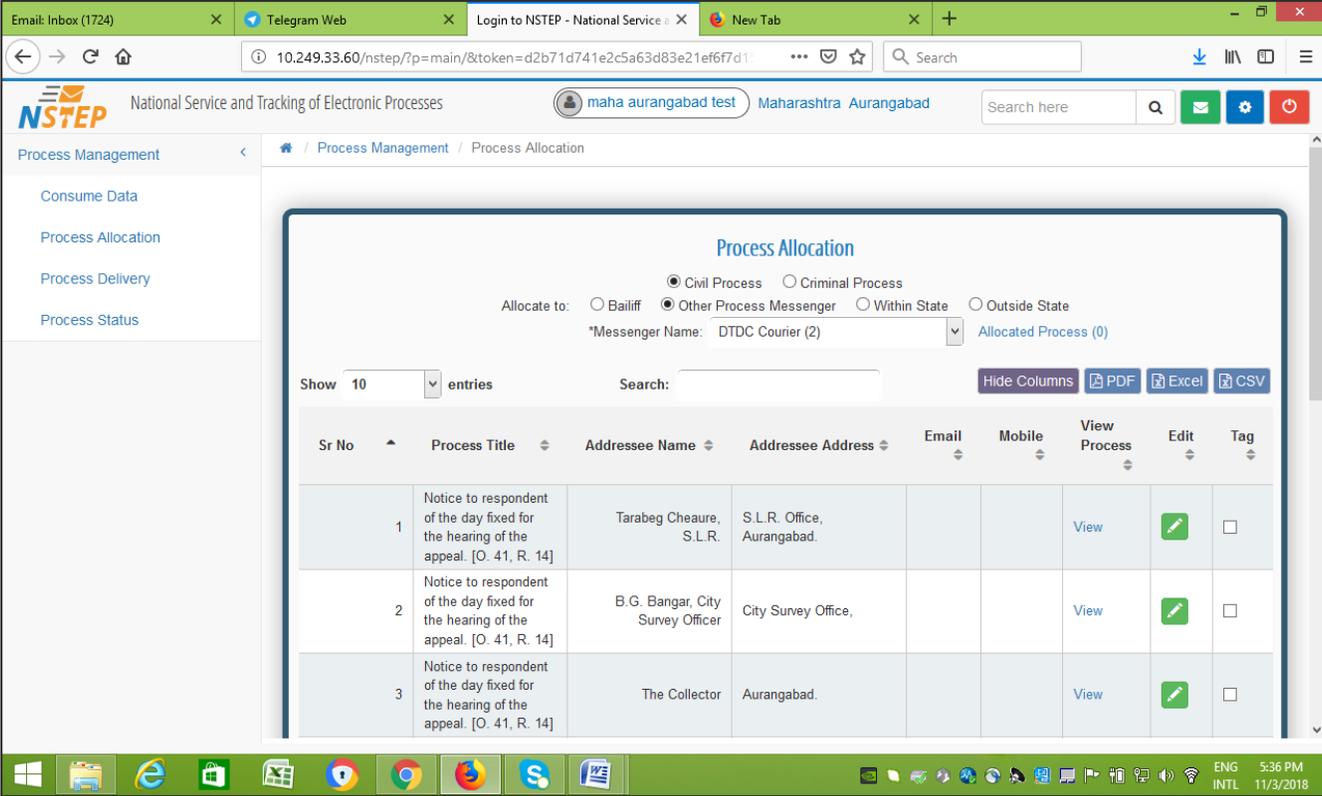
In the form below, select Allocate to: Bailiff. Unallocated processes are shown in the list. In the drop down list, Bailiffs assigned to process admin are shown. **Select the Bailiff** to whom processes are to be allocated. The moment Bailiff is selected, **(Allocated Process)** processes already allocated to the selected Bailiff are prompted. If you click on allocated process, you can view the list of processes which are currently pending with the Bailiff. **Check** the process to be allocated to the Bailiff. While allocating process, admin can verify the process by clicking on **View (the process will be opened in new window in pdf format)**. Finally submit it. The moment the process is allocated to Bailiff it is available on the Bailiff's mobile App.

The screenshot displays the 'Process Allocation' page in the NSTEP system. The interface includes a sidebar with navigation options like 'Process Management', 'Process Allocation', 'Process Delivery', and 'Process Status'. The main content area shows a form to allocate processes, with radio buttons for 'Civil Process' and 'Criminal Process', and a dropdown for 'Allocate to:' set to 'Bailiff'. A search bar and a 'Show 10 entries' dropdown are also present. Below the form is a table of processes with columns for Sr No, Process Title, Addressee Name, Addressee Address, Email, Mobile, View Process, Edit, and Tag. The table lists seven processes, all of which are currently unallocated.

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	View Process	Edit	Tag
1	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	The Collector	Aurangabad.			View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	B.G. Bangar, City Survey Officer	City Survey Office,			View	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	B.G. Bangar, City Survey Officer	City Survey Office,			View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	Arefabano Manzoor Ali	House No.4-29-532, Shambhu Nagar, Gadiya Vihar Road, Aurangabad.			View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	Tarabeg Cheaure, S.L.R.	S.L.R. Office, Aurangabad.			View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	B.G. Bangar, City Survey Officer	City Survey Office,			View	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	Gausiya Begum Shabbir Ali	House No.4-29-532, Shambhu Nagar, Gadiya Vihar Road, Aurangabad.			View	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Process Messenger:

In the form below, select Allocate to: Other Process Messenger. Unallocated processes are shown in the list. In the drop down list, list of other types of process messengers are shown. **Select the process messenger** through which the process is to be sent. The moment Process Messenger is selected, **(Allocated Process)** processes already allocated to the selected Process Messenger are prompted. If you click on allocated process, you can view the list of processes which are currently pending with the Process Messenger. **Check** the process to be sent through the Process Messenger. While allocating process, admin can verify the process by clicking on **View (the process will be opened in new window in pdf format)**. Finally submit it.



The screenshot shows the NSTEP web application interface. The browser address bar displays the URL: 10.249.33.60/nstep/?p=main/&token=d2b71d741e2c5a63d83e21ef6f7d1. The page title is "National Service and Tracking of Electronic Processes". The user is logged in as "maha aurangabad test" in "Maharashtra Aurangabad". The sidebar on the left shows "Process Management" with sub-items: "Consume Data", "Process Allocation", "Process Delivery", and "Process Status". The main content area is titled "Process Allocation" and includes the following form elements:

- Allocate to: Civil Process Criminal Process
- Bailiff Other Process Messenger Within State Outside State
- *Messenger Name: DTDC Courier (2) (Dropdown menu)
- Allocated Process (0)
- Show 10 entries (Dropdown menu)
- Search: (Text input)
- Buttons: Hide Columns, PDF, Excel, CSV

The table below displays the list of processes:

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	View Process	Edit	Tag
1	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	Tarabeg Cheaure, S.L.R.	S.L.R. Office, Aurangabad.			View		<input type="checkbox"/>
2	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	B.G. Bangar, City Survey Officer	City Survey Office,			View		<input type="checkbox"/>
3	Notice to respondent of the day fixed for the hearing of the appeal. [O. 41, R. 14]	The Collector	Aurangabad.			View		<input type="checkbox"/>

Within State:

In the form below, select Allocate to: Within State. Unallocated processes are shown in the list. List of Districts within State and Establishment is shown. **Select the District and Establishment** through which the process is to be served. **Check** the process to be sent through the Establishment of the respective District. While allocating process, admin can verify the process by clicking on **View (the process will be opened in new window in pdf format)**. Finally submit it.

The screenshot displays the NSTEP web application interface for process allocation. The browser address bar shows the URL: 10.249.33.60/nstep/?p=main/&token=d2b71d741e2c5a63d83e21ef6f7d1. The page title is "National Service and Tracking of Electronic Processes". The user is logged in as "maha aurangabad test" in "Maharashtra Aurangabad".

The main content area is titled "Process Allocation". It features a form with the following options:

- Allocate to: Civil Process Criminal Process
- Allocate to: Bailiff Other Process Messenger Within State Outside State
- District: Chandrapur-13
- Establishment: Select (Dropdown menu showing various court divisions)

The table below shows the list of processes:

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	View Pro
1	Notice to show cause (general form) [General Form (No Provision of Law as such)]	Jamunabai Subhash Korde	Karmad, Tq Dist. Aurangabad.			View
	Notice to show		Office at			

The sidebar on the left contains the following navigation options: Process Management, Consume Data, Process Allocation, Process Delivery, and Process Status. The bottom of the screen shows the Windows taskbar with various application icons and the system tray displaying the time as 5:40 PM on 11/3/2018.

Outside State:

In the form below, select Allocate to: Outside State. Unallocated processes are shown in the list. List of State, Districts and Establishment is shown. **Select the State District and Establishment** through which the process is to be served. **Check the process** to be sent through the Establishment of the respective District from the respective State. While allocating process, admin can verify the process by clicking on **View (the process will be opened in new window in pdf format)**. Finally submit it.

The screenshot displays the NSTEP web application interface. The browser address bar shows the URL: `10.249.33.60/nstep/?p=main/&token=d2b71d741e2c5a63d83e21ef6f7d1`. The page title is "National Service and Tracking of Electronic Processes". The user is logged in as "maha aurangabad test" in Maharashtra, Aurangabad.

The "Process Allocation" form is visible, with the following settings:

- Allocate to: Outside State
- State: Andhra Pradesh-2
- District: East Godavari-4
- Establishment: Sr. Civil Courts,Rajahmundry-AF

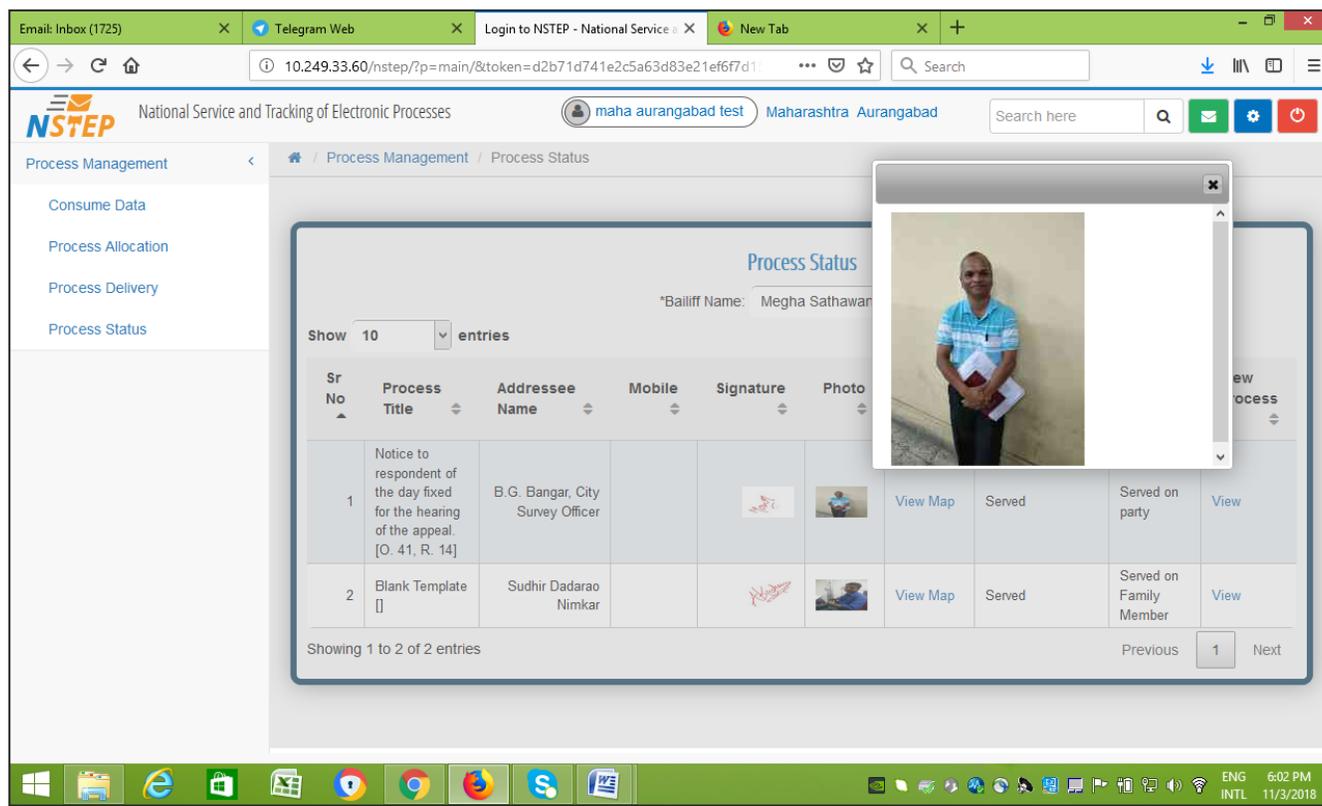
The form also includes a table of process entries. The first entry is:

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	View Pro
1	Notice to show cause (general form) [General Form (No Provision of Law as such)]	Jamunabai Subhash Korde	Karmad, Tq.Dist.Aurangabad.			View

The "Establishment" dropdown menu is open, showing a list of options including "Sr. Civil Courts,Rajahmundry-APEG02", which is currently selected.

3. Process Status:

In the Process Status Form, all the Processes may be served on un-served, which are updated by Bailiff through the Mobile App are shown. Process Admin can view the Signature, Photograph, and also GPS location on the Map by clicking on **view map**. The reason for not service the process like “Door Lock” is also shown. The Status is instantly available the moment process is served.



4. Process Delivery:

If the status is not updated by the Bailiff, same can be updated by Process Administrator himself through this facility. Facility to update the status through mobile app is available only for Bailiffs. For other Process Messengers like Indian Post, Courier, etc upon receiving the delivery status report from these process messengers same can be updated. Processes that are allocated to other establishments can also be shown and its delivery can also be updated.

The screenshot displays the 'Process Delivery' section of the NSTEP web application. The interface includes a navigation menu on the left with options like 'Consume Data', 'Process Allocation', 'Process Delivery', and 'Process Status'. The main content area features a form for selecting process types (Civil or Criminal) and allocation methods (Bailiff, Other Process Messenger, etc.). Below the form is a table with columns for 'Sr No', 'Process Title', 'Addressee Name', 'Addressee Address', 'Email', 'Mobile', 'Delivered Process', and 'Remark'. Two entries are visible in the table, each with a checkbox and a 'View Process' link. The first entry is checked and shows a 'Served' status with a dropdown for 'Served Reason'. The second entry is unchecked and shows an 'Unserved' status. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date and time (6:08 PM, 11/3/2018).

Sr No	Process Title	Addressee Name	Addressee Address	Email	Mobile	Delivered Process	Remark
1	Notice to show cause (general form) [General Form (No Provision of Law as such)]	Ganesh Madhavrao Rane	House No.14/10, Cidco, N-11, Navnath Nagar			<input checked="" type="radio"/> Served Served Reason: Select	Remark
2	Notice to show cause (general form) [General Form (No Provision of Law as such)]	Divisional Manager, HDFC Argo Insurance Co.Ltd.,	Aurangabad.			<input type="radio"/> Served <input type="radio"/> Unserved	Remark

5. Dashboard:

Facility to view at a glance the status of the processes allocated to various process messengers is shown in the Dashboard.

