

Office of Principal District Judge, Lohardaga

Office Order No. 279 Dated 13.10.2026

In compliance to Letter No. JHC/CPC/161/2026 dated 05.10.2026 of the Hon'ble High Court of Jharkhand, Ranchi, for scanning and digitization of pending and disposed of Judicial records following arrangements are hereby made:

- (i) Sri Amit Kumar Gupta, Judge-In-Charge, Civil Court, Lohardaga is nominated as Nodal Officer to coordinate with the representatives of the vendor for regular handover and takeover of records and random verification of the cases being uploaded in the DMS during the scanning process under proper acknowledgement.
- (ii) The Judge-in-Charge, Nazarat will provide a suitable, secure and adequately ventilated/room(s) within the Court premises to set-up scanning workstations and temporary record storage.
- (iii) Sri Mahesh Prasad Sinha, DSA will assist as technical assistant and Smt. Kanchan Kamini Lakra, Assistant, Civil Court, Lohardaga will assist in official work to the Nodal Officer as well as to the agency as per need.
- (iv) Sri Ajit Kumar Sinha, System Assistant will assist the team in power and infrastructure support.
- (v) The Nodal Officer and aforementioned staffs shall facilitate smooth access for authorized personnel of the vendor while maintaining strict protocols for record security and data confidentiality.
- (vi) All office clerks of concerned Courts shall be responsible individually to coordinate with the representatives of the vendor for regular handover and takeover of their Court records vigilantly during scanning and digitization process.

Inform all concerned.

Sd/-

Principal District Judge
Lohardaga

Memo No. 566 Dated 13.10.26

Copy forwarded to

The Central Project Coordinator, E- Committee,
Hon'ble High Court of Jharkhand, Ranchi
For information and needful.

Principal District Judge
Lohardaga