



G Praveen Kumar
Registrar (I.T.)-cum-
Central Project Coordinator

HYDERABAD,
Dt: 30/12/2024

ROC.NO.1635/2024-CPS

To
All Unit Heads

Sir/Madam,

Sub: High Court for the State of Telangana – Computer Section – e-Courts Project - Implementation of Electronic Transmission of Criminal Process through NSTEP portal via ICJS to CCTNS – Instructions to all Unit Heads - Regarding.

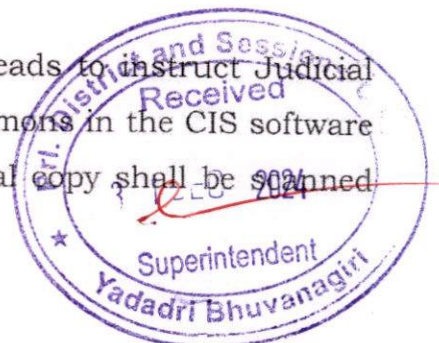
Ref: High Courts Letter ROC. No.121/2020 -CPS dt.11-11-2020.

I invite your attention to the subject and reference cited.

I am to inform that as directed by the Hon'ble the Chief Justice and the Hon'ble Computer Committee, the Electronic Transmission of Criminal Processes/Summons, generated/uploaded in CIS (Case Information System) software through NSTEP(National Service and Tracking of Electronic Processes) portal via ICJS to CCTNS (Crime and Criminal Tracking Network and Systems) and the acknowledgment back to NSTEP from CCTNS, was tested in coordination with CCTNS team at some of the Police Stations under the jurisdiction of Metropolitan Sessions Judge, Hyderabad on pilot basis and the same was successful. The High Court has inaugurated the Electronic Transmission of Criminal Process through NSTEP on 23/11/2024 at Telangana State Judicial Academy by the Hon'ble Sri Justice Bhushan Ramkrishna Gavai, Judge, Supreme Court of India, in the august presence of the Hon'ble the Chief Justice and the Hon'ble Judges of the High Court for the State of Telangana.

I am to request you to inform all the Unit Heads to instruct Judicial Officers in their Unit to generate the Processes/Summons in the CIS software and the final e-signed digital copy or signed physical copy shall be scanned.

Enured no - 3191/24
Dt - 31/12/24



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31 DEC 2024

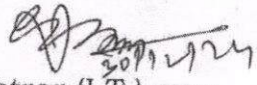
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and uploaded into the CIS software for consuming into the NSTEP Portal for onward transmission of the same via ICJS to CCTNS for affecting service of the Criminal Process/summon on the Accused/Witness as the case may be, by the Police Department. The acknowledgment shall be sent back to the Court via ICJS to NSTEP Portal for getting the status in CIS software electronically and also to include the details of Criminal Processes generated, transmitted, served/unserved report in NSTEP Fortnight Statement being submitted to High Court under reference cited.

The workflow/manual is submitted herewith for your information.

This may be treated as **Most Important**.

Yours faithfully,


Registrar (I.T.)-cum
Central Project Coordinator

Encl: Work flow of Criminal Process.

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE:
YADADRI-BHUVANAGIRI.**

Endt.Dis.No. 29 /2025/A1,

Dated: 03-01-2025.

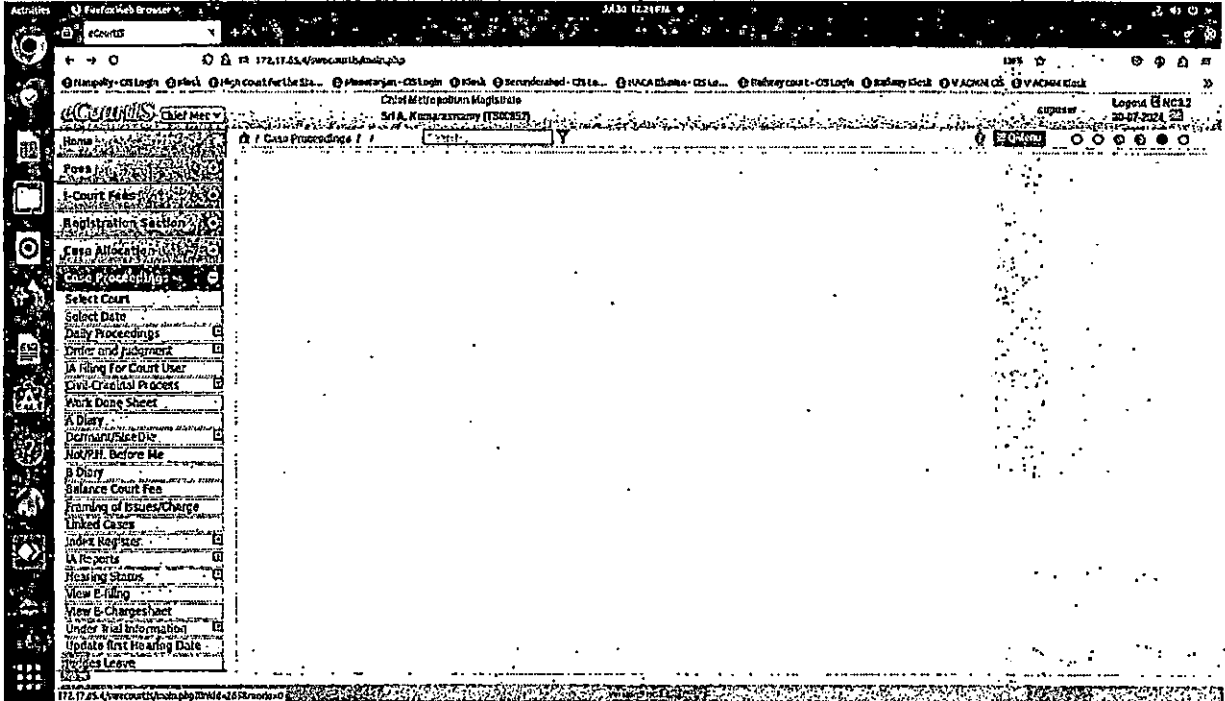
"Communicated, with a direction to follow the instruction issued by the Hon'ble High Court with regard to work flow of Criminal Process, scrupulously".


**PRL. DISTRICT & SESSIONS JUDGE,
YADADRI-BHUVANAGIRI.**

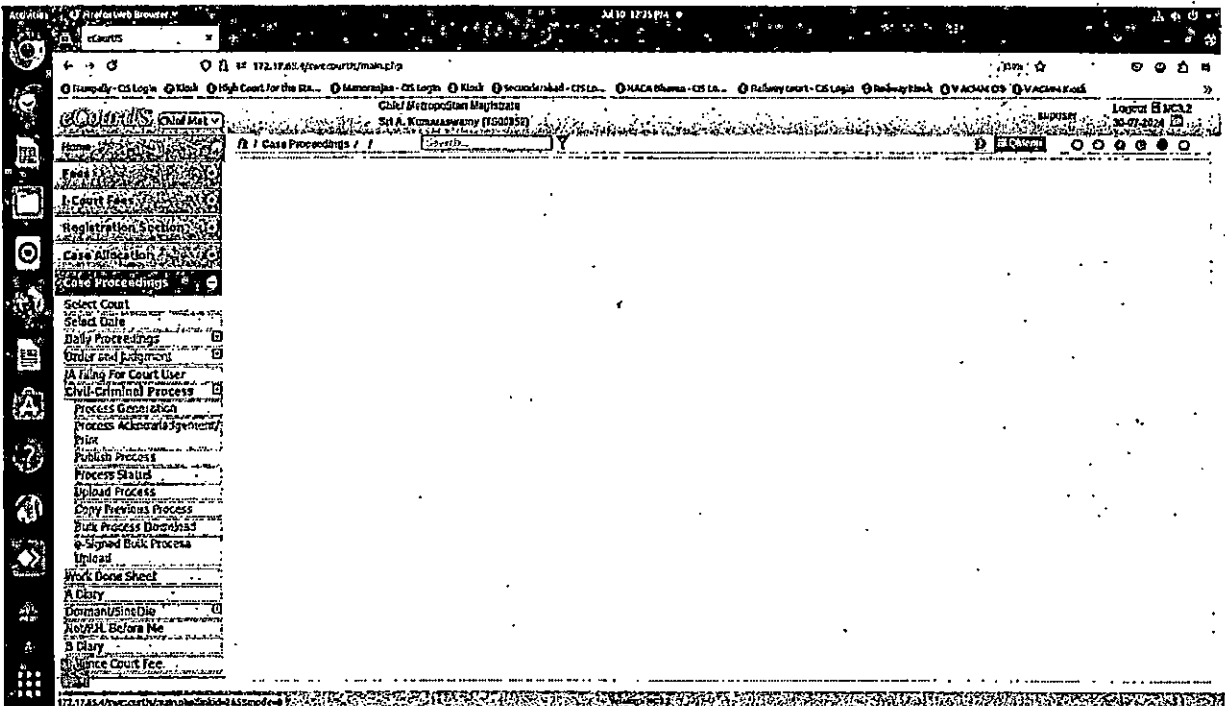
To
All the Judicial Officers in Yadadri-Bhuvanagiri District Unit.

CRIMINAL PROCESS GENERATION IN CASE INFORMATION SYSTEM

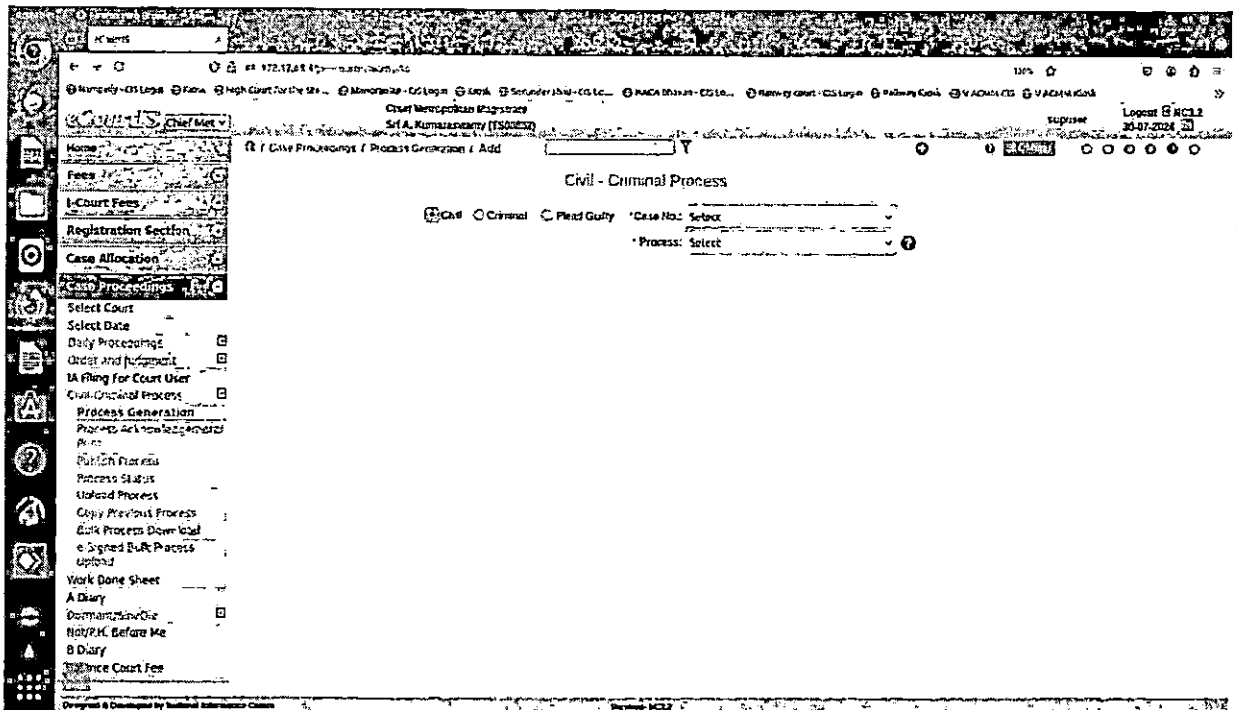
In order to generate criminal process/summons/warrants etc.. we need to go to "Case Proceedings Menu".



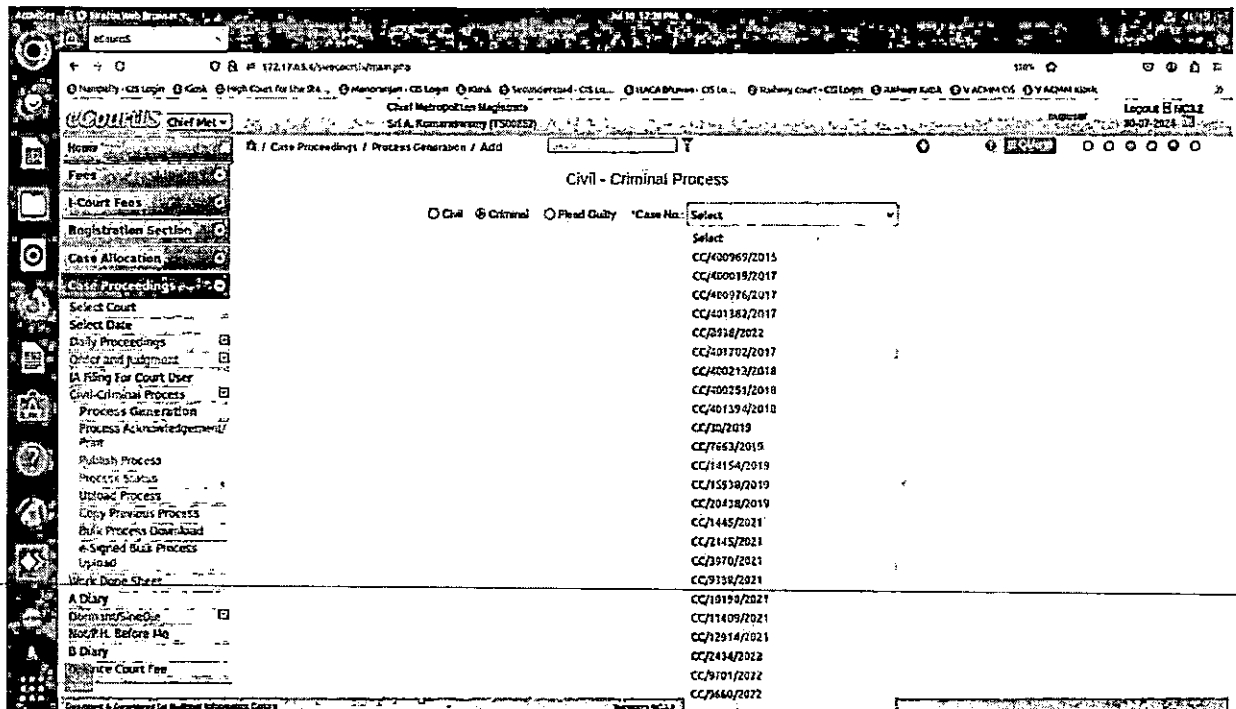
Under "Case Proceedings" menu we have to go to "Civil-Criminal Process" option.

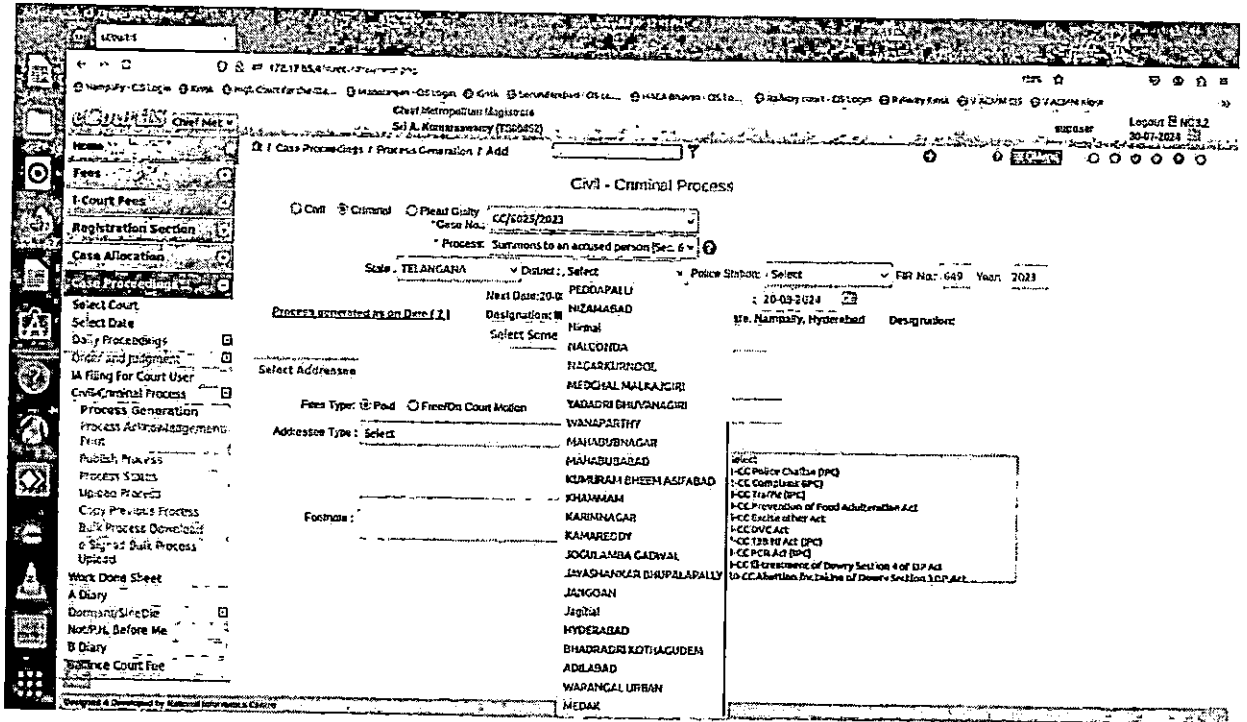


Then we have to select "Process Generation" option.

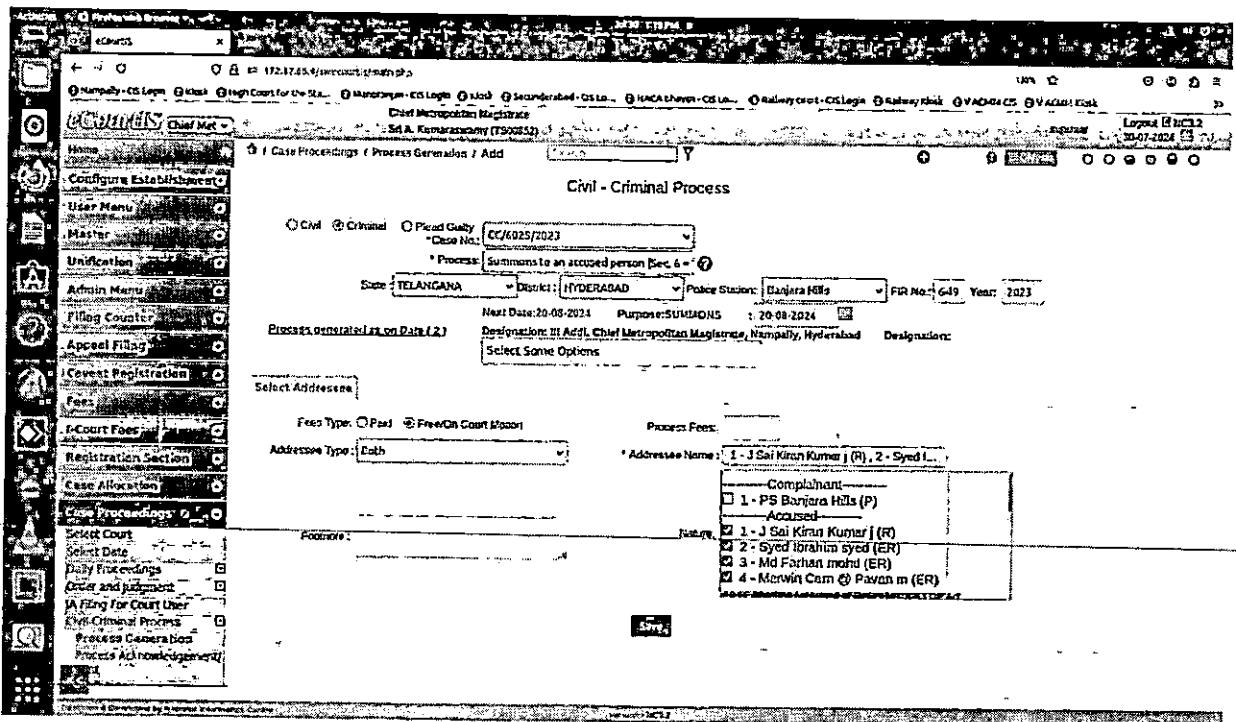


Then we have to select "Criminal" Radio button and select the case number in which we have to generate summons/warrants etc.





Then we have to select the Radio Button "Free/On Court Motion" and Select Addressee Type as "Both" from the drop down. There after we have to select the accused names as per the docket proceedings.



Then we have to click on "Save" button then on "Next". Thereafter we have to go to the "Act Section" tab and check whether Act is mentioned there or not. After confirming the Act details we have to click on "Save button" then on "Next".

Civil - Criminal Process

Case No.: CC/6025/2023
 * Process: Summons to an accused person [Sec. 6 v]

State: TELANGANA District: HYDERABAD Police Station: Banjara Hills FR No.: 649 Year: 2023
 Next Date: 20-08-2024 Purpose: SUMMONS 20-08-2024

Designation: B Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad
 Designation: B Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad

Process generated as on Date: 21-08-2024
 Process Draft: 1

Select Addressee | Addressee Details | Act Section | Case Details | Generate Draft

Addressee Name: J Sai Kiran Kumar 0 Out of 4 Update
 Relation: Eth: R/O : Satyanarayana * Address: Plot no 20 Sai Surya Enclave, Macha Bokaram, Macha Bhanjan, R.R. Dist: Select
 Address: Main Address State: Select District: Select
 State: Select Year: Select Ward: Select
 Tehsil: Select Village: Select
 Police Station: Select
 Pin code: Mobile No.: 9076711185 Remarks:
 Email:

Civil - Criminal Process

Case No.: CC/6025/2023
 * Process: Summons to an accused person [Sec. 6 v]

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 Next Date: 20-08-2024 Purpose: SUMMONS 20-08-2024

Designation: B Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad
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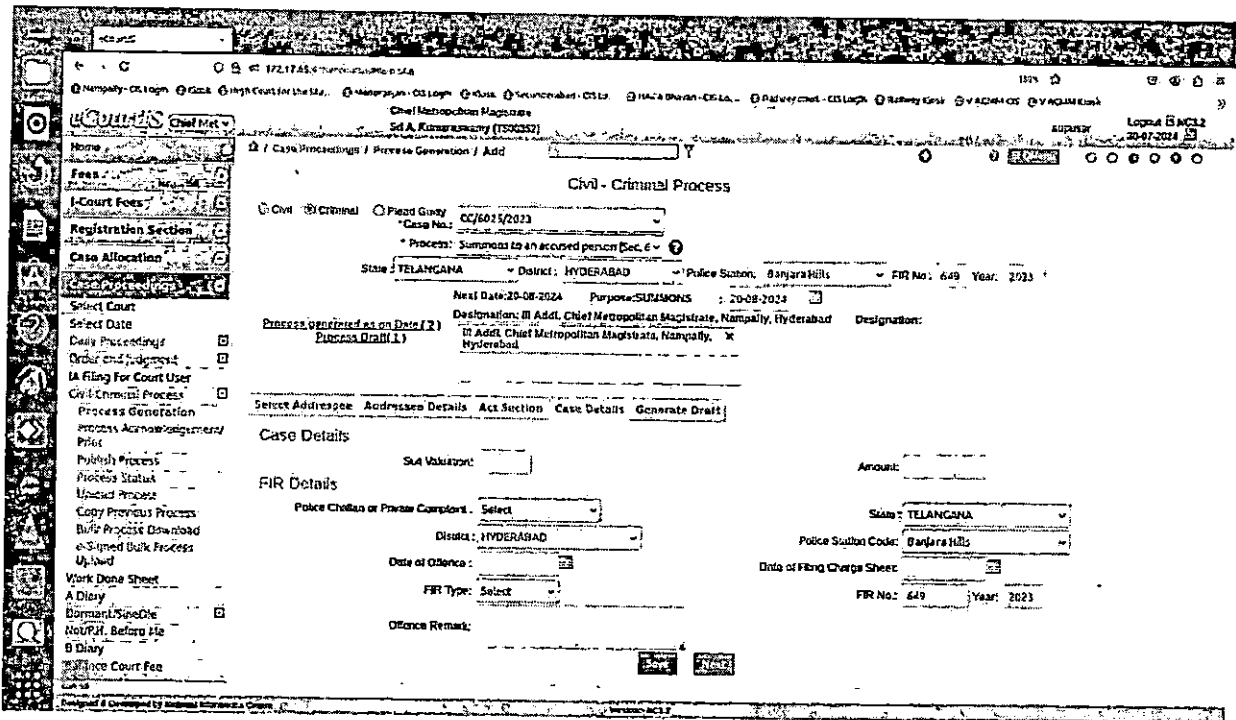
Process generated as on Date: 21-08-2024
 Process Draft: 1

Select Addressee | Addressee Details | Act Section | Case Details | Generate Draft

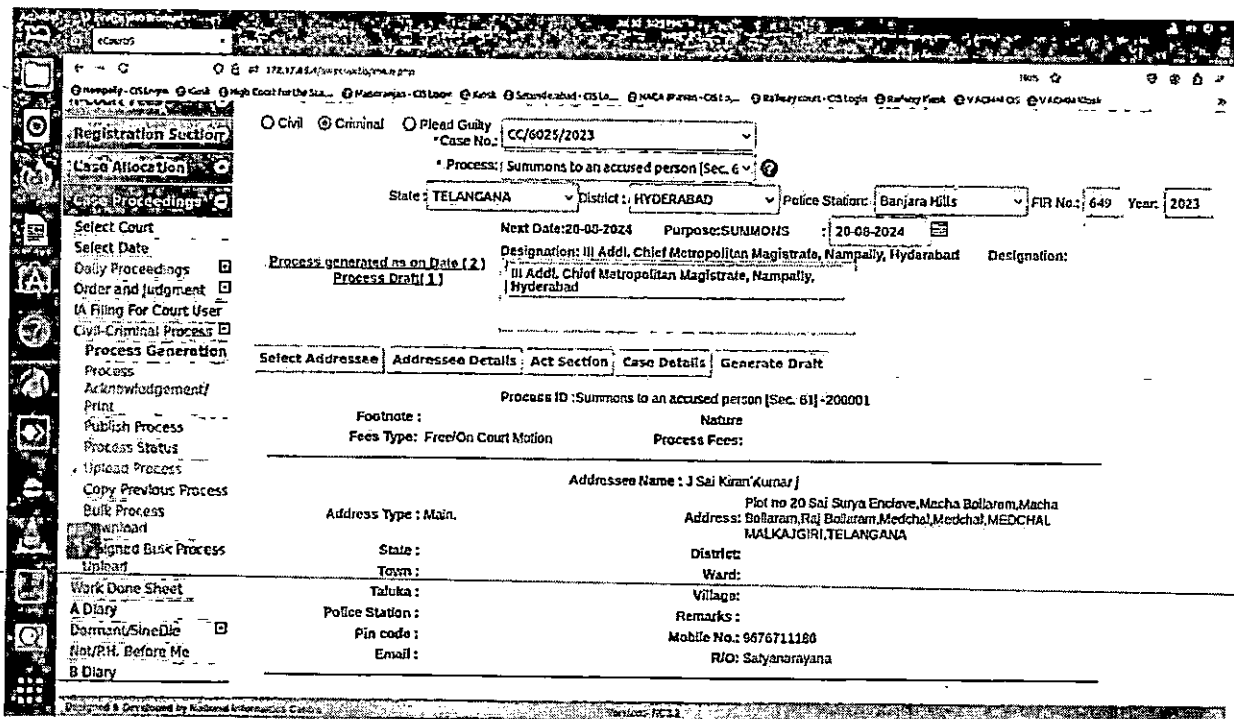
Act Details

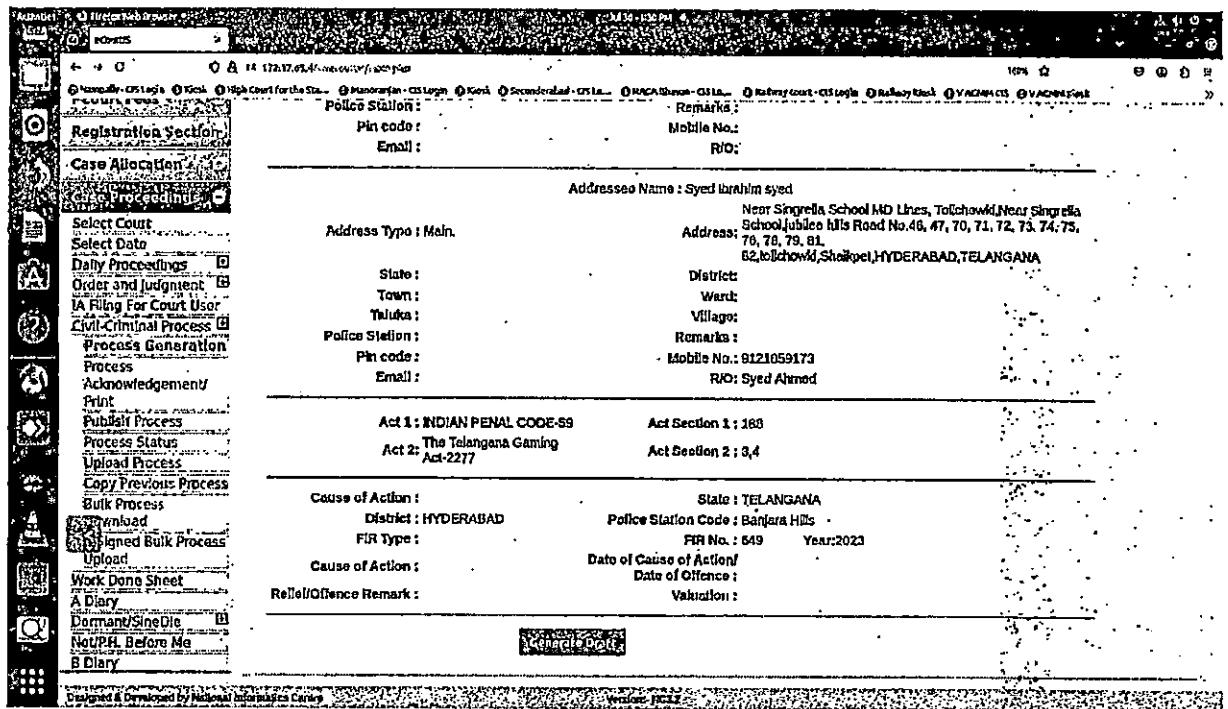
Act: INDIAN PENAL CODE-57 Act Section: 180
 Act: The Telangana Gaming Act-2017 Act Section: 3,4

Thereafter, we have to select "Case Details" tab and then click on "Save" and "Next" buttons.

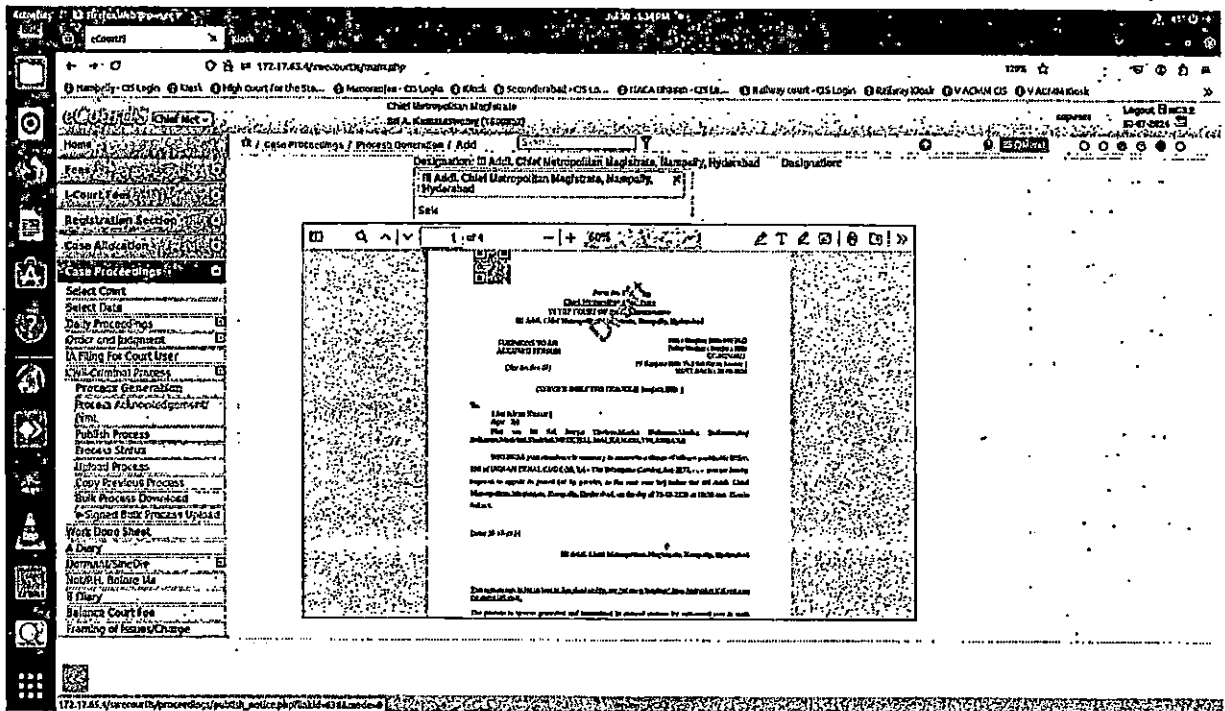


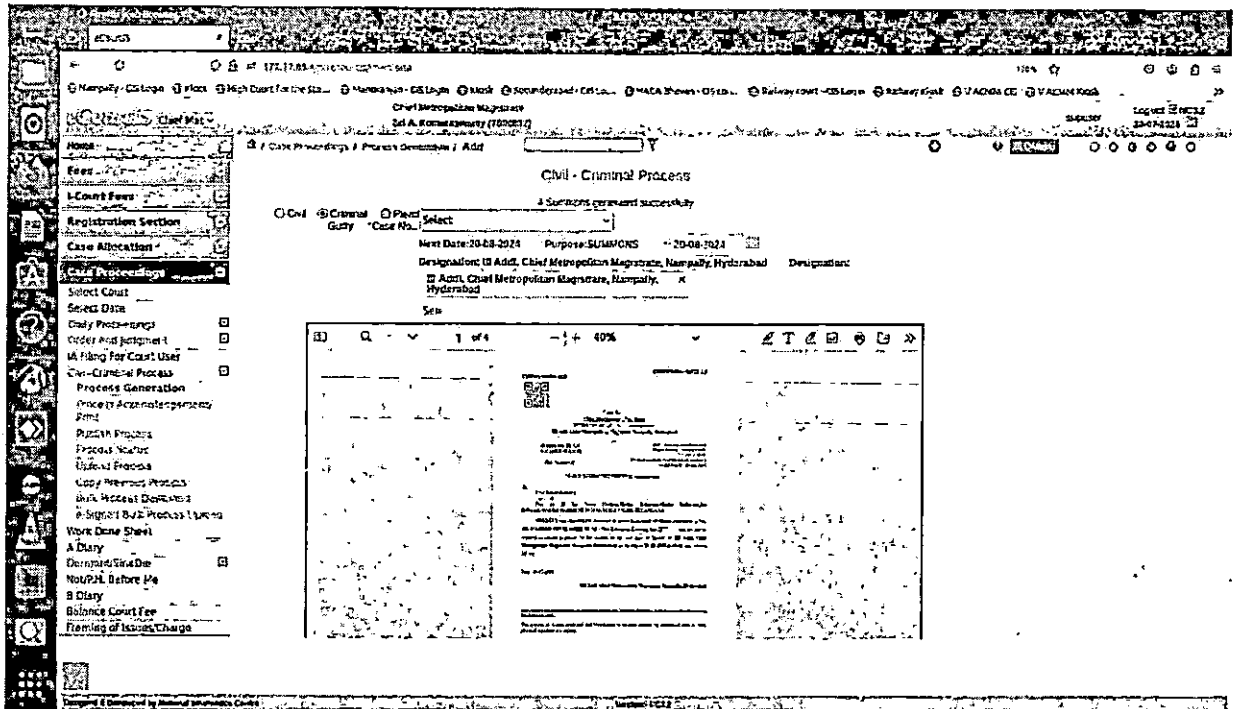
Then we have to select "Generate Draft" tab option and click on "Generate Draft" as shown in below images.



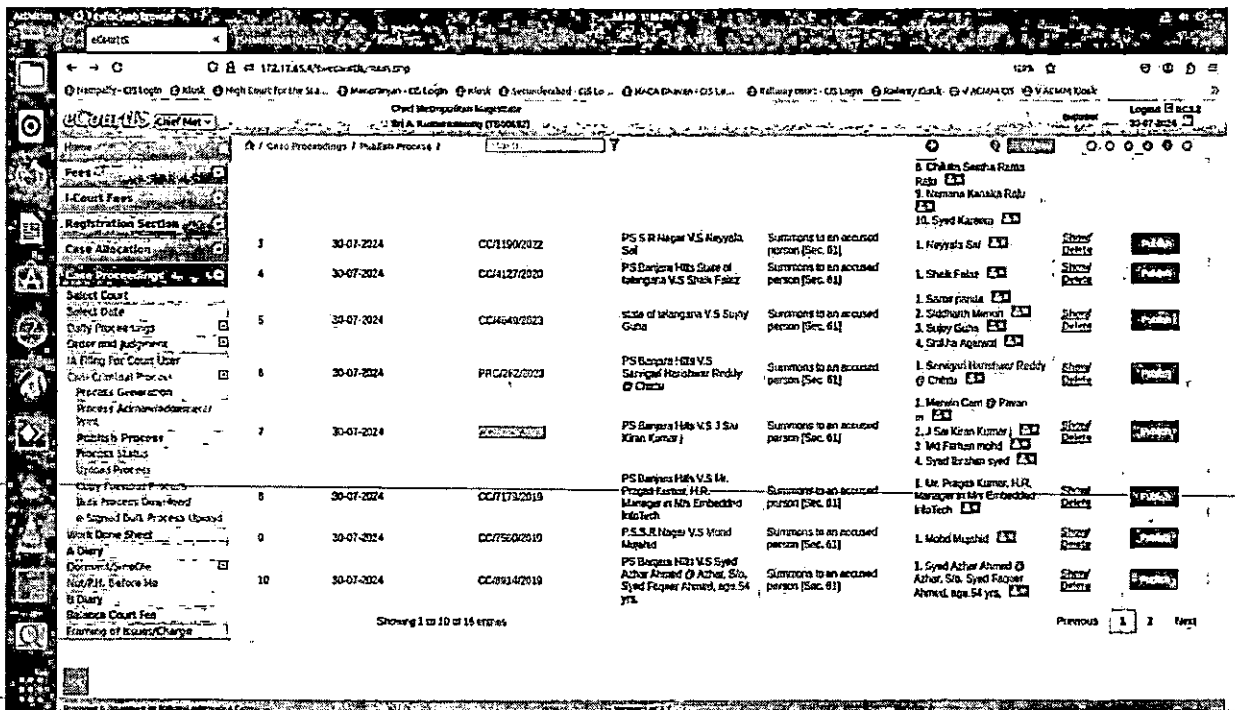


A draft will be generated as shown in below image.





After checking and confirming the details of the draft thoroughly, we have to publish the summons as shown in below images.

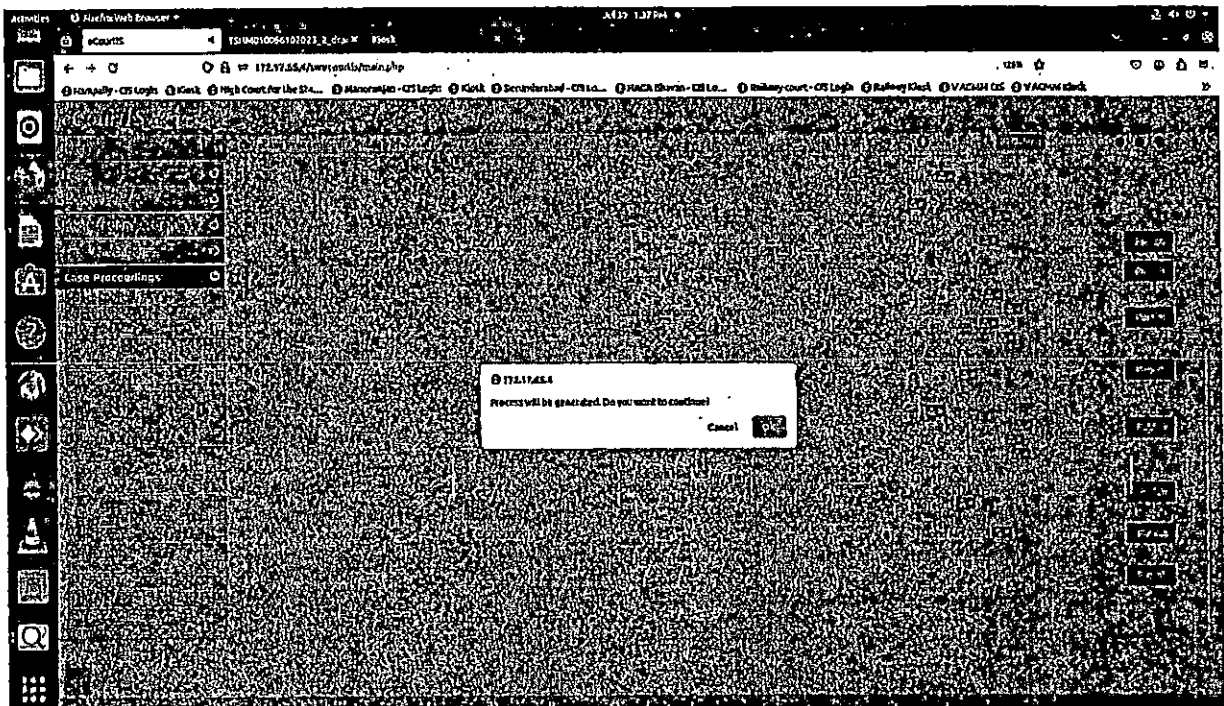


172.17.55.4/.../main.php

From Date: 30-07-2024 To Date: 30-07-2024

Sl. No.	Date	Case No	Main Party	Notice	Party Name	Desk	Publish
1	30-07-2024	CC708/2024	Barjara Hb PS V/S Nar Abraed Chouthary	Summons to an accused person [Sec. 81]	1. Iha Abjed Chauthary 2. Devda Aml Reddy 3. Dora Adash 4. Gole Suresh 5. Mandaraj Sathish 6. Patepaly Hanha 7. Arjun 8. Akhil Murthy 9. Chaitanya Shiva Kumar 10. Chaitanya Shiva Kumar	Show/Print	Publish
2	30-07-2024	CC766/2022	PS Banjara Hb V/S Dossai And Reddy	Summons to an accused person [Sec. 81]	1. Chaitanya Shiva Kumar 2. Chaitanya Shiva Kumar 3. Chaitanya Shiva Kumar 4. Chaitanya Shiva Kumar 5. Chaitanya Shiva Kumar 6. Chaitanya Shiva Kumar 7. Chaitanya Shiva Kumar 8. Chaitanya Shiva Kumar 9. Chaitanya Shiva Kumar 10. Chaitanya Shiva Kumar	Show/Print	Publish
3	30-07-2024	CC1106/2022	PS R Nagar V/S Neeyala Sai	Summons to an accused person [Sec. 81]	1. Neeyala Sai	Show/Print	Publish
4	30-07-2024	CC417/2020	PS Banjara Hb State of Telangana V/S Shakti Patil	Summons to an accused person [Sec. 81]	1. Shakti Patil	Show/Print	Publish
5	30-07-2024	CC4049/2023	State of Telangana V/S Saijay Guba	Summons to an accused person [Sec. 81]	1. Saijay Guba 2. Saijay Guba 3. Saijay Guba 4. Saijay Guba	Show/Print	Publish

After clicking on the "Publish" button a pop will be generated as shown in the below image. We have to click on "Ok" button. Process will be generated successfully.



Sl. No.	Case No.	Process Name	Applicant Name	Address	Date
1	CC401394/2018	PTSHM010130720218_4_1 Summons to an accused person [Sec. 51]	Mohammed Durajgan	H.No 8-3-165/55/4/5, HF Nagar, Borabanda, Hyd.	30-07-2024
2	CC400211/2018	PTSHM010101550218_2_1 Summons to an accused person [Sec. 51]	Jasra veera	Singabhet, Barasa, Hyd.	30-07-2024
3	CC401394/2018	PTSHM010130720218_4_3 Summons to an accused person [Sec. 51]	Shah Muzen	H.No 100-4/MS Anna naga, Sec-11, SQS,Hydrad, Hyd	30-07-2024
4	CC00435/2019	PTSHM010211402019_2_1 Summons to an accused person [Sec. 51]	Shah Khas Pasha @ Abdul Khas Pasha @ Mental Khosh	R/o. 8-4-392,SR1 Colony, siddur,barabanda,Hyderabad.	30-07-2024
5	CC0379/2021	PTSHM010041672021_2_1 Summons to an accused person [Sec. 51]	Famee Akbarud Ali Khan	3-8-1051A, 3rd Bio Hanayath nagar Hyderabad,Telangana	30-07-2024
6	CC0650/2022	PTSHM010104002022_2_1 Summons to an accused person [Sec. 51]	Shah Shahbaz	B-2-700/J/Khan Nagar,Manabadi, Mansabadi, Khan Nagar HYDERABAD,TELANGANA	30-07-2024
7	CC401394/2018	PTSHM010130720218_4_2 Summons to an accused person [Sec. 51]	Mohammed Durajgan	H.No 8-3-165/55/4/5, HF Nagar, Borabanda, Hyd.	30-07-2024
8	CC0650/2022	PTSHM010104002022_2_2 Summons to an accused person [Sec. 51]	Z. S Yaseen Kumar	Tida HF Nagar A-40 Nagar,Mudhapur,HyDERABAD,TELANGANA	30-07-2024
9	CC0379/2021	PTSHM010041672021_2_2 Summons to an accused person [Sec. 51]	Masood Ali Khan	3-8-1051 A, 3rd Bio Hanayath nagar Hyderabad,Telangana	30-07-2024
10	CC0625/2023	PTSHM010090102023_2_3 Summons to an accused person [Sec. 51]	Md Faizan mohd	Near BSNL Office Borabandga, Jirra BSNL Office, Syam Colony,Barayanki,Khoshabad,HYDERABAD,TELANGANA	30-07-2024

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and login process admin of their respective Unit Head in NSTEP click the consume button and select the establishment and pull.

The screenshot shows the NSTEP web interface. The breadcrumb trail is: Home / Process Management / Consume Data. The page title is "CMM Courts, Hyderabad - MSJ Pulled Successfully". On the left sidebar, "Consume Data" is selected. The main content area shows a "Consume Data" section with a "Select" dropdown menu. The dropdown is open, showing three options: "CMM Courts, Hyderabad - MSJ" (which is selected), "JFCM Courts, Hyderabad - MSJ", and "MSJ Courts, Hyderabad - MSJ". A "Pull" button is visible below the dropdown.

Automatically the consumed warrants/ summons is shared with ICJS and CCTNS
 Delivery status of warrants/ summons is pulled by NSTEP from ICJS*.

