

HIGH COURT FOR THE STATE OF TELANGANA :: AT HYDERABAD

ROC.NO.07/2025-CPS

DT:17.01.2025

CIRCULAR NO.01/SO/2025

Sub: High Court for the State of Telangana –e-Courts Project – Implementation of Electronic Transmission of Criminal Process through NSTEP portal via ICJS to CCTNS – Certain instructions issued – Regarding.

You are aware that 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 Ramakrishna Gavai, Judge, Supreme Court of India, in the august presence of the Hon'ble Chief Justice and Judges of the High Court.

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 police Stations under the jurisdiction of Metropolitan Sessions Judge, Hyderabad on pilot basis.

As directed, I am to enclose herewith a copy of the workflow /manual and request all the Unit Heads in the State to follow the procedure and to instruct all the Presiding Officers in your Unit to generate the Processes/ Summons in the CIS software and the final e-signed digital copy or signed physical copy shall be scanned 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/summons 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

Handwritten signature
Prl. DJ

Inward no - 116/25
DT - 18/01/25

Handwritten notes:
AAS
S. Arora
A

Pr. District and Sessions Judge
Received
17 JAN 2025
Superintendent
Check & Putup

18 JAN 2025

Pr. DJ

Check & Putup

18 JAN 2025

to include the details of Criminal Processes generated, transmitted, served/unserved report in NSTEP Fortnight Statement being submitted to High Court.

17/11/23
REGISTRAR GENERAL

To

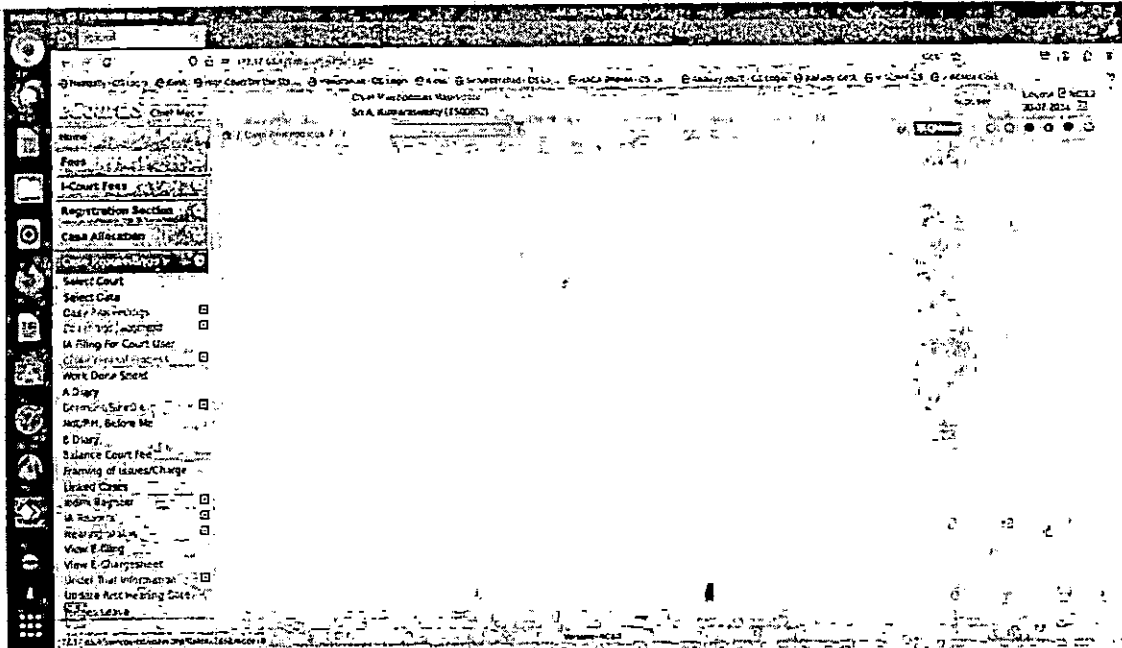
1. All the Unit Heads in the State (with a request to issue instructions to all the Presiding Officers under their control).

Copy to:

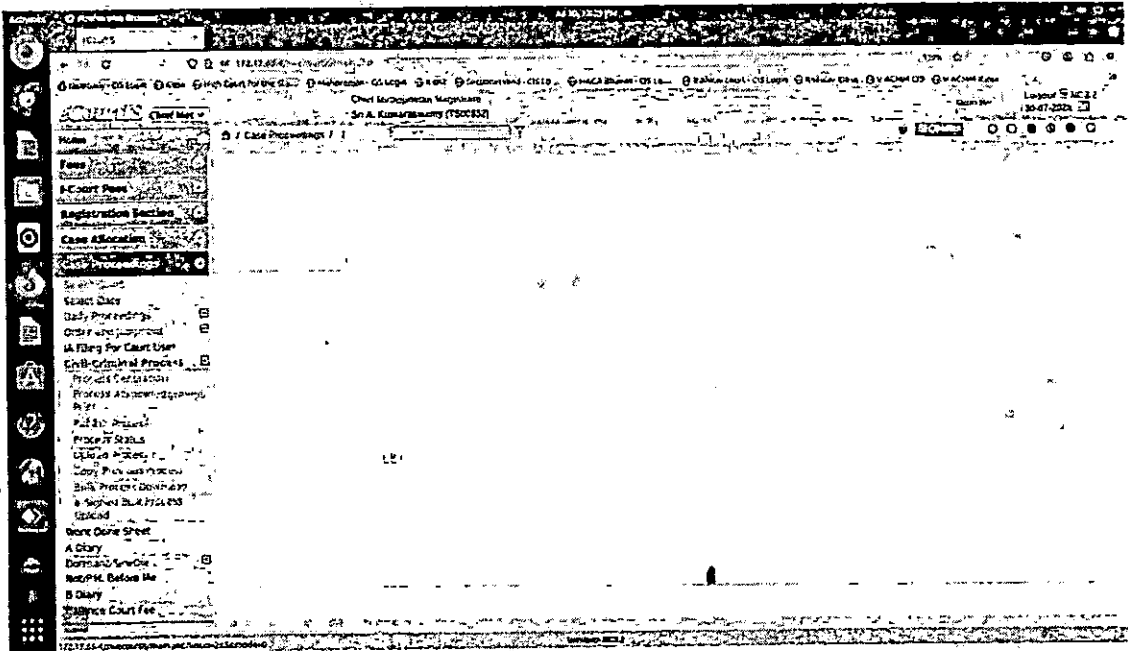
1. The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana. (with a request to place the same before the Hon'ble the Chief Justice for His Lordship's kind perusal)
2. All-PSs to the Hon'ble Judges, High Court for the State of Telangana. (with a request to place the same before Your Lordships' kind perusal).
3. All the Registrars, High Court for the State of Telangana.
4. The Director, Telangana State Judicial Academy, Secunderabad.
5. The Member Secretary, Telangana State Legal Service Authority, Hyderabad.
6. The Secretary, High Court Legal Service Committee, Hyderabad.
7. The Director, Mediation and Arbitration Centre, Hyderabad.
8. The Section Officers, E-Section and O.P. Cell High Court for the State of Telangana.

CRIMINAL PROCESS GENERATION IN CASE INFORMATION SYSTEM

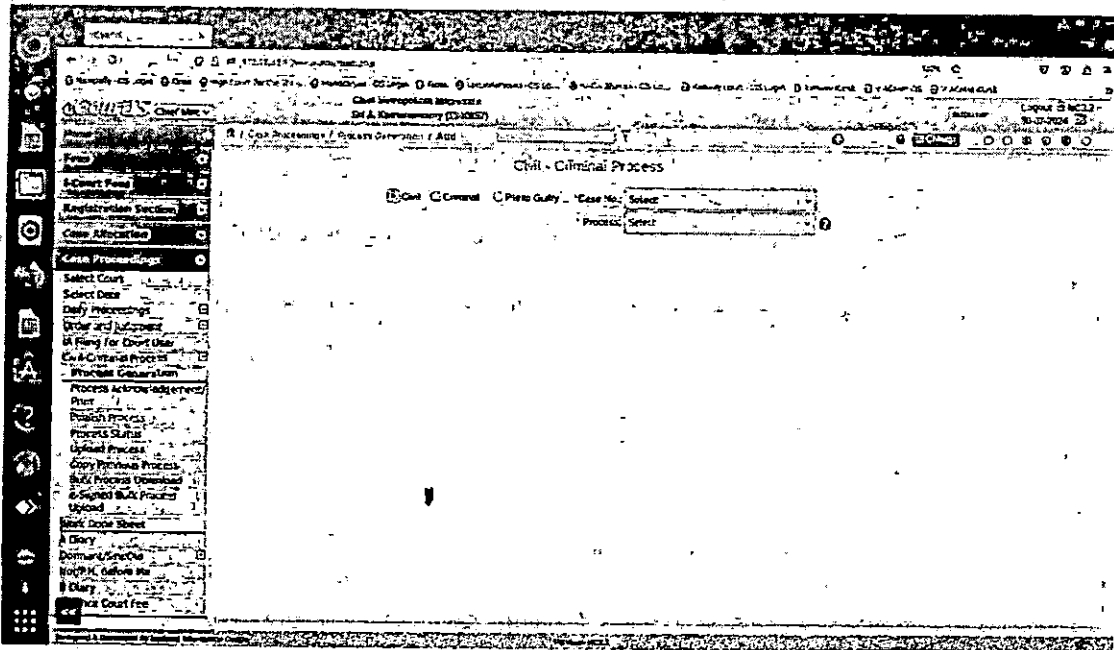
In order to generate criminal process/summons/warrants etc.. we need to go to "Case Proceedings Menu".



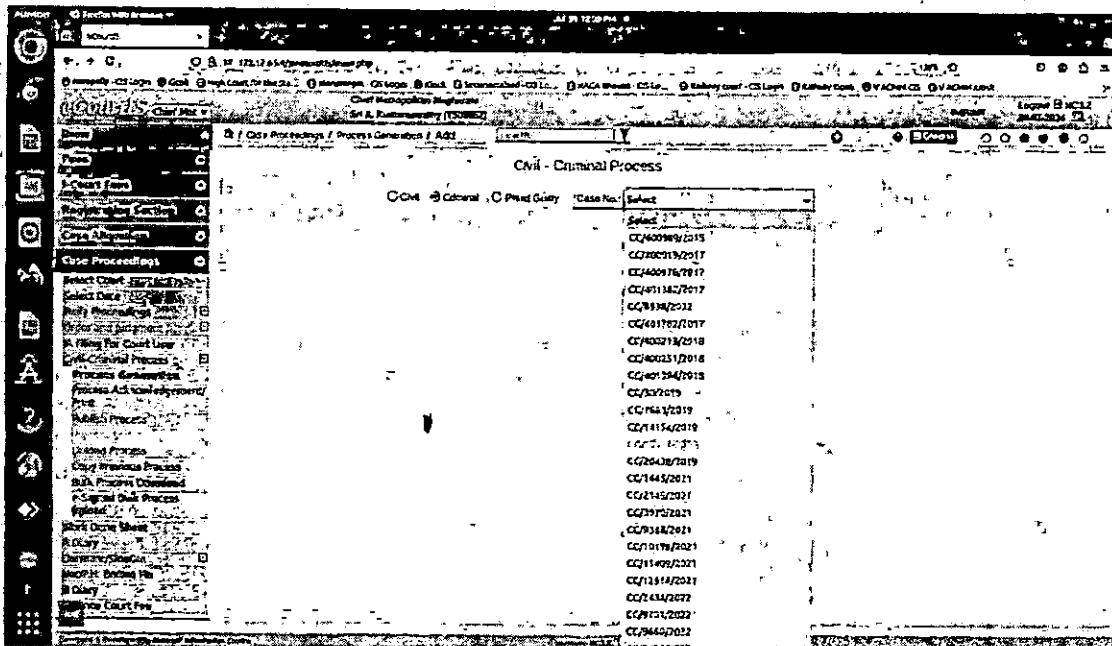
Under "Case Proceedings" menu we have to go to "Civil Criminal Process" option.



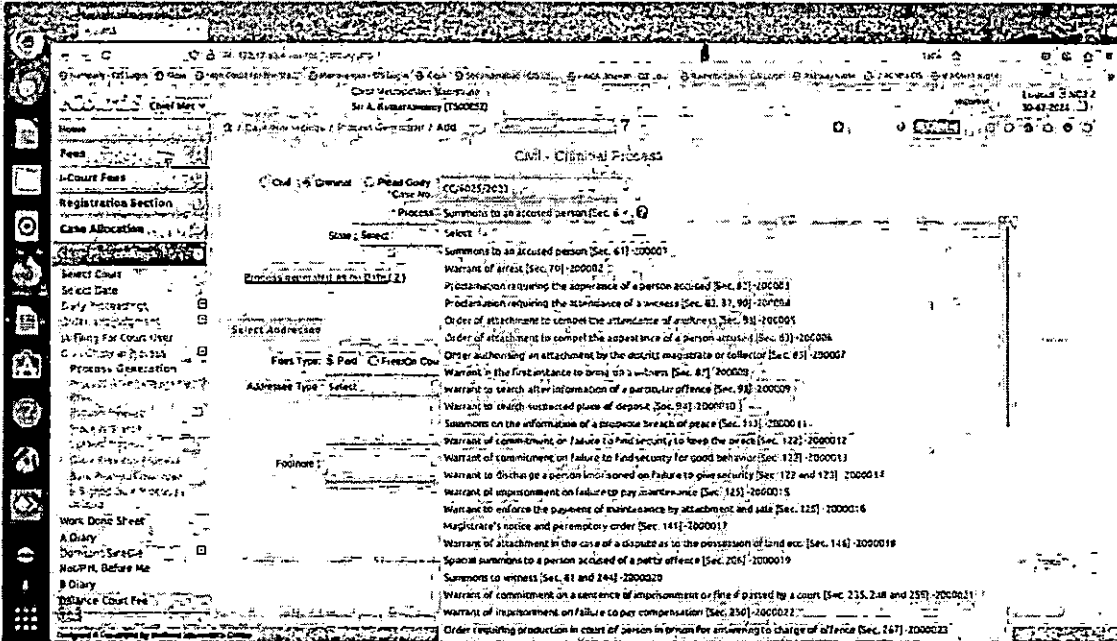
Then we have to select "Process Generation" option.



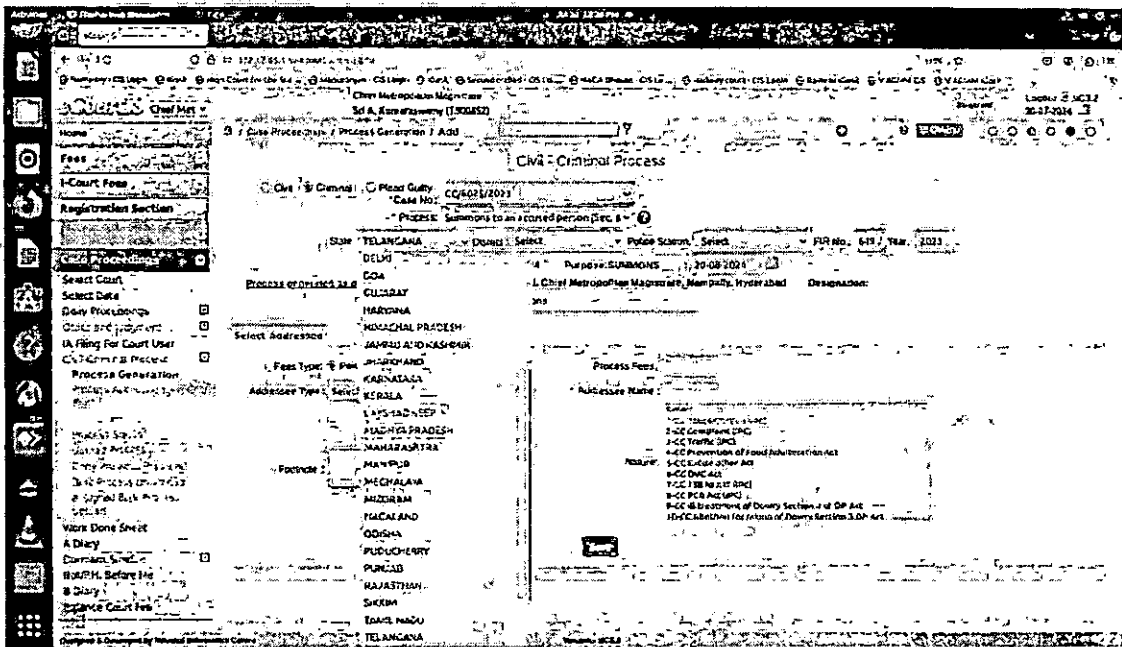
Then we have to select "Criminal" Radio button and select the case number in which we have to generate summons/warrants etc.

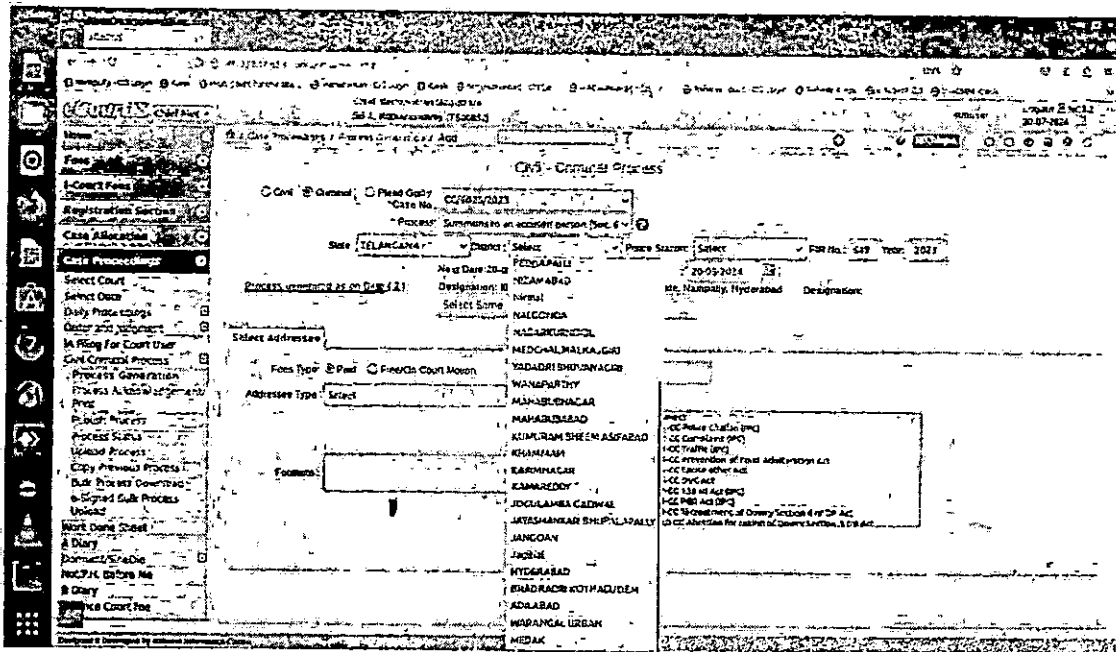


Here we are generating summons to accused by selecting "Summons to an accused person (Sec.61)" option from the drop-down in CC No.6025/2023.

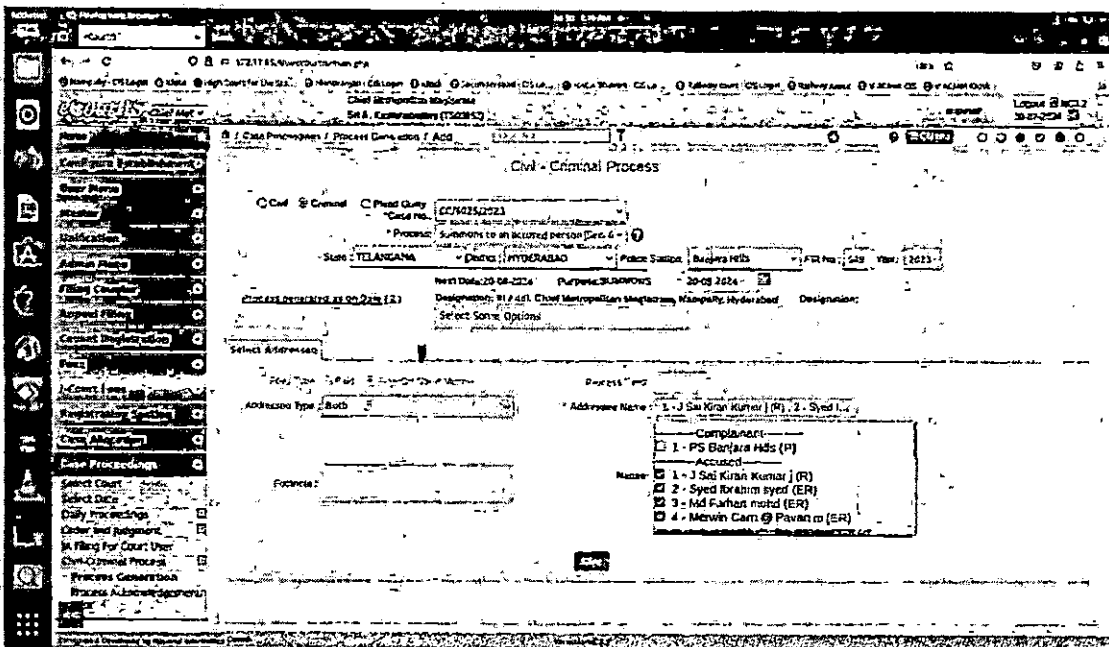


Then we have to select State, District and Police Station as shown below images:

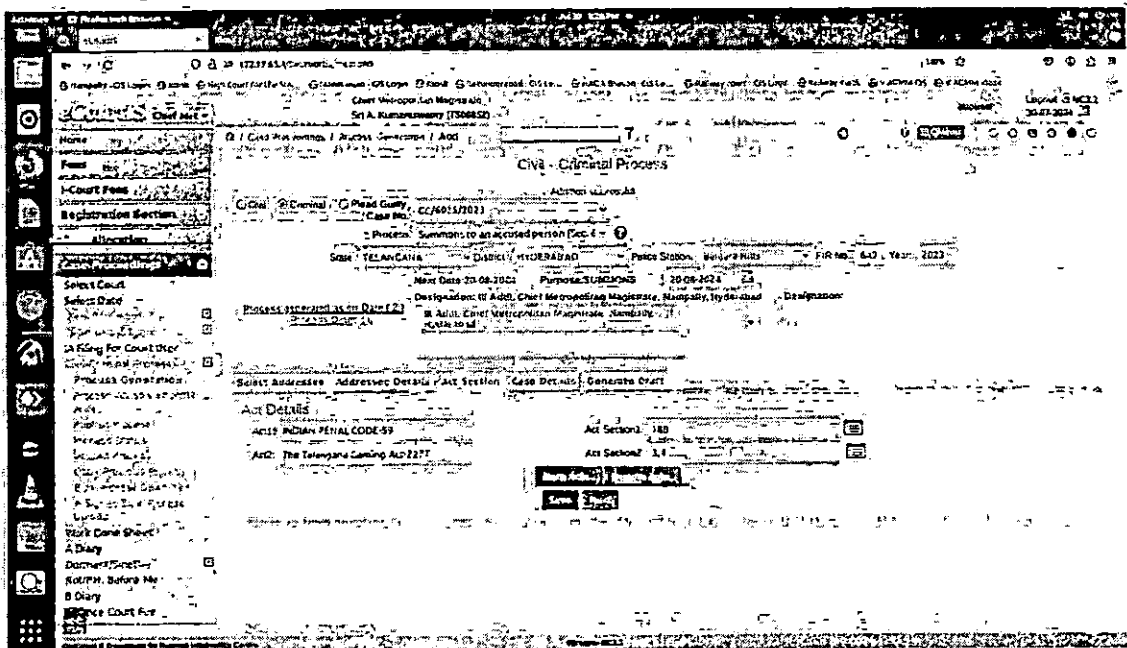
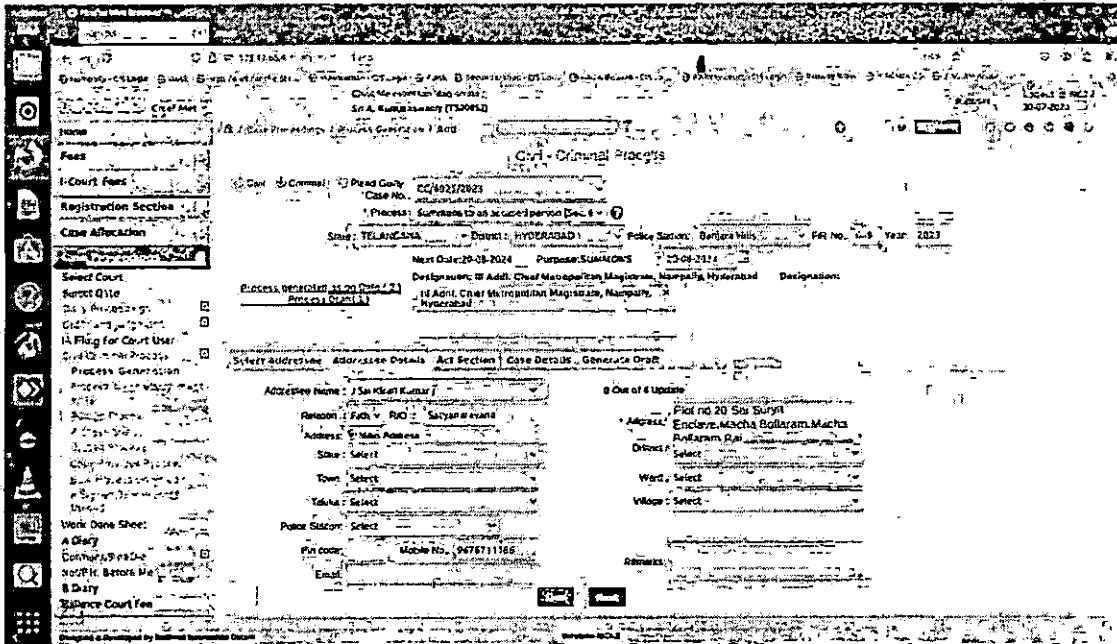




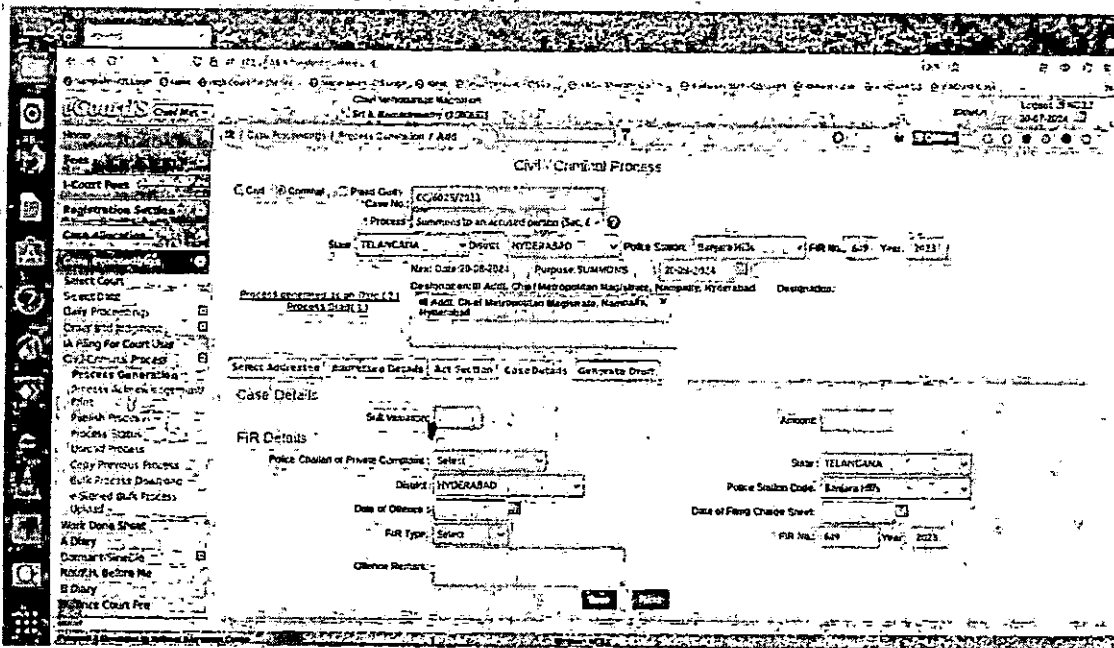
Then we have to select the Radio Button "Free/On Court Motion" and Select Addressee Type as "Both". There after we have to select the accused names as per the docket proceedings.



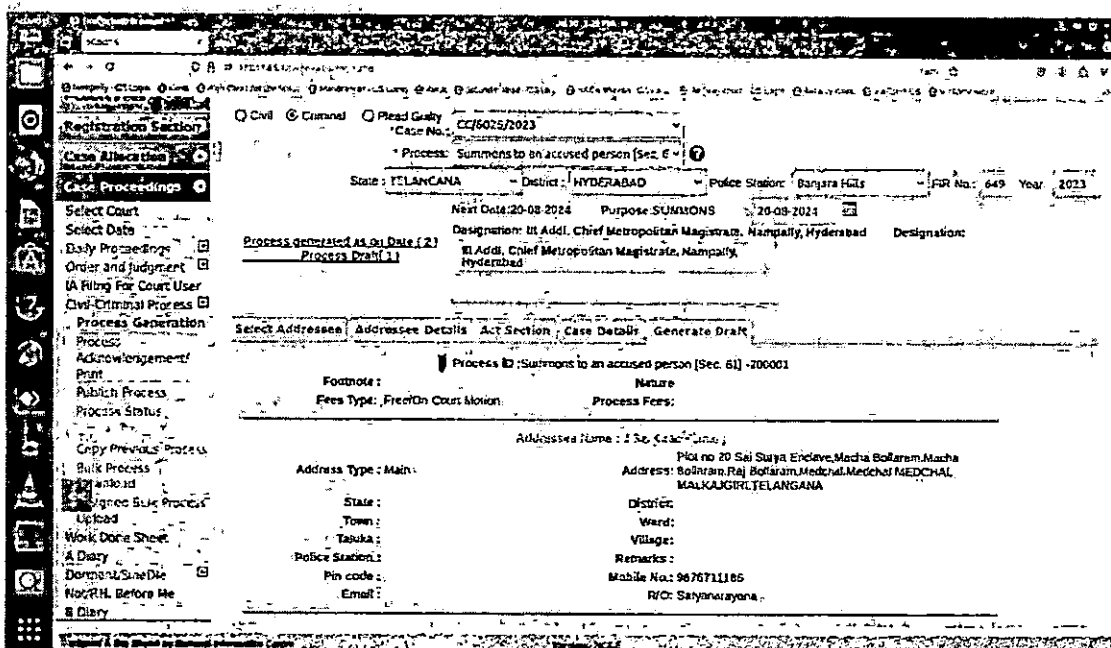
Then we have to click on "Save" button then on "Next". Thereafter we have to go to the "Act Section" tab and check whether Act is mentioned there or not. After confirming the Act details we have to click on "Save button" then on "Next".

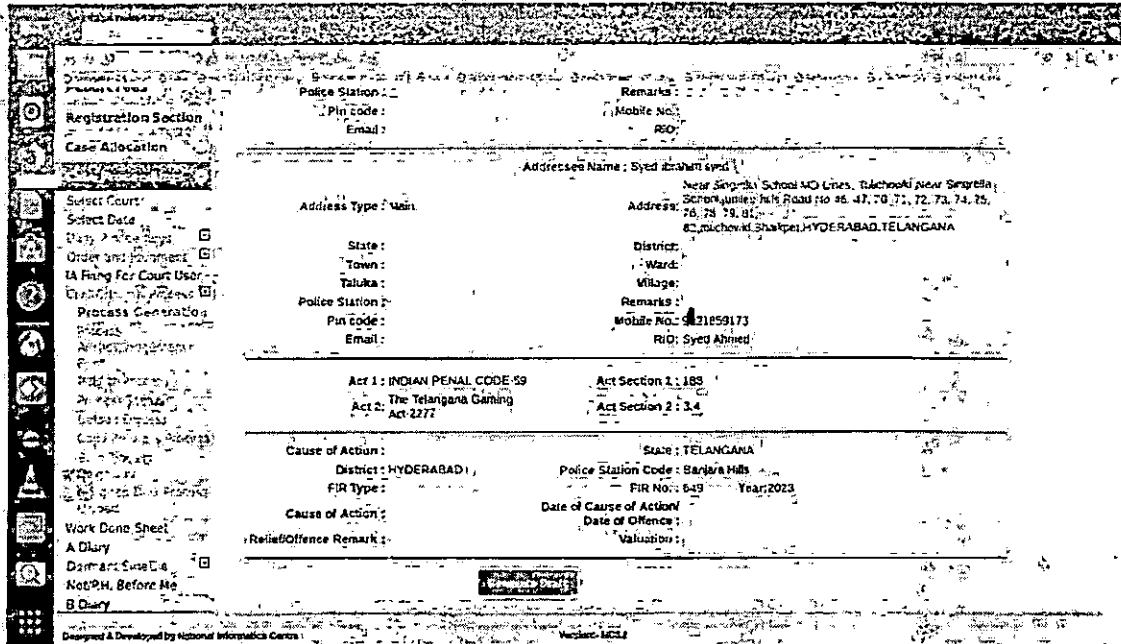


Thereafter, we have to select "Case Details" tab and then click on "Save" and "Next" buttons.

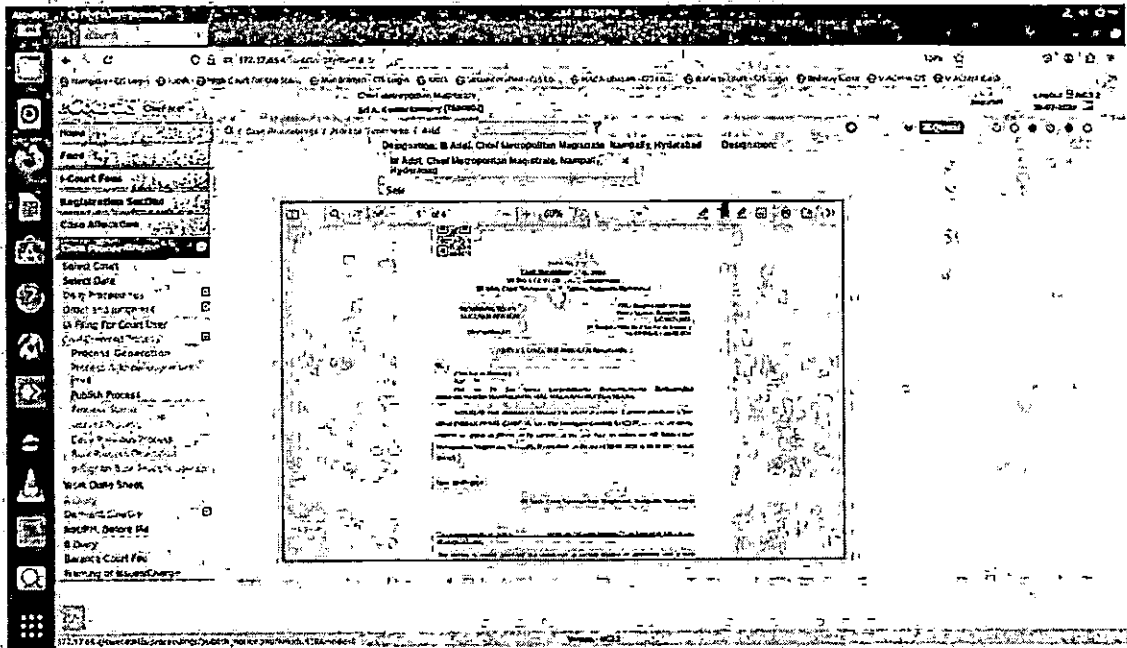


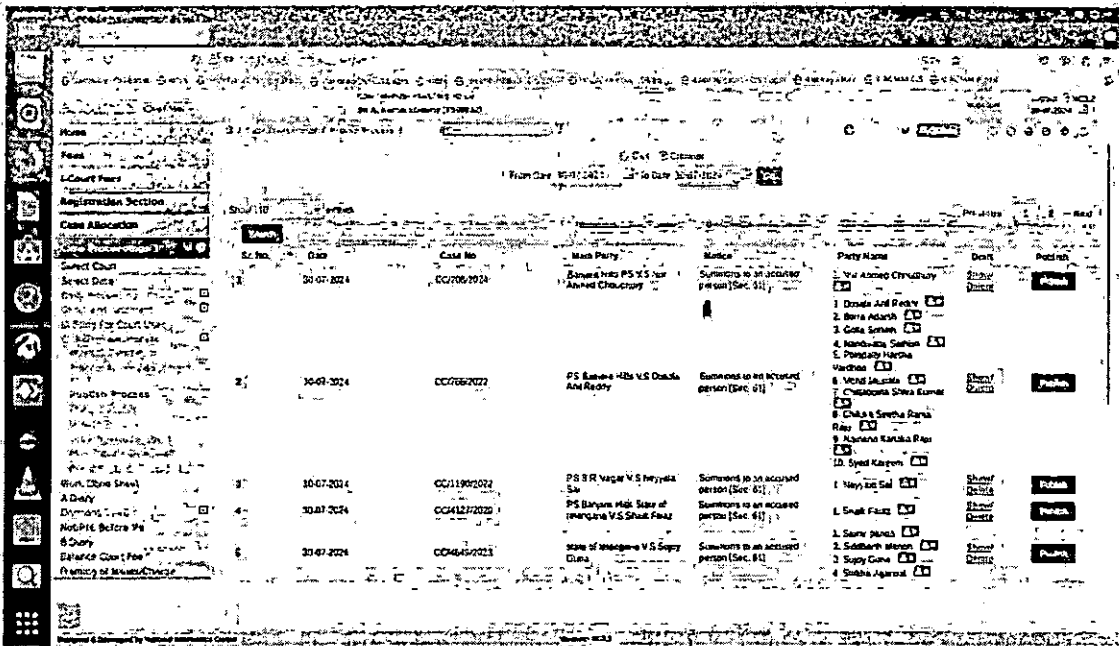
Then we have to select "Generate Draft" tab option and click on "Generate Draft" as shown in below images.



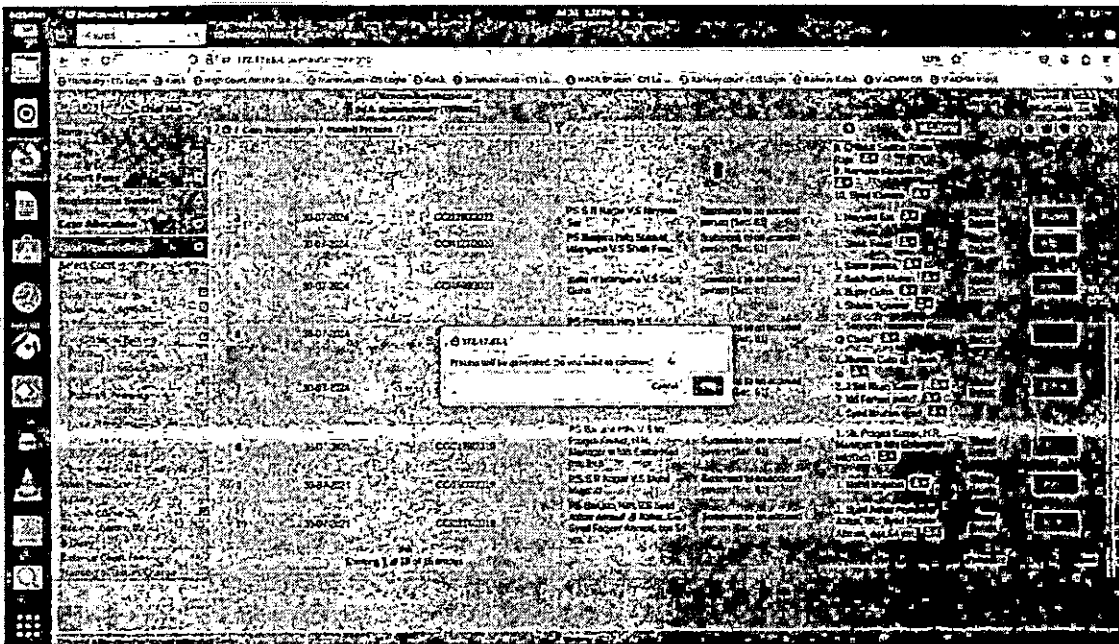


A draft will be generated as shown in below image.

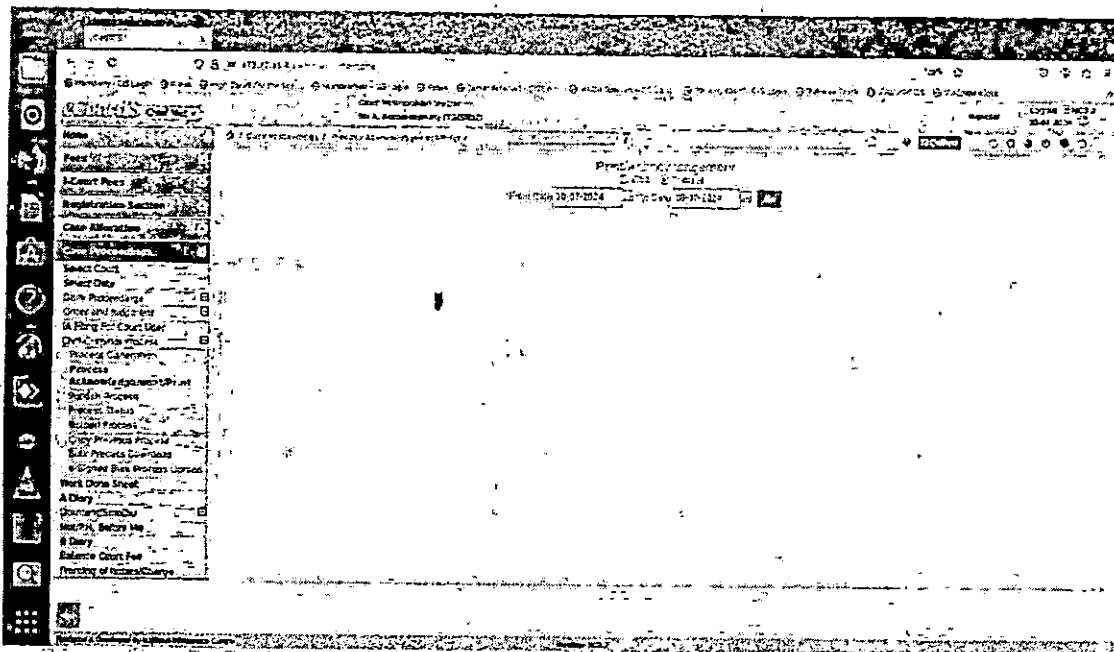




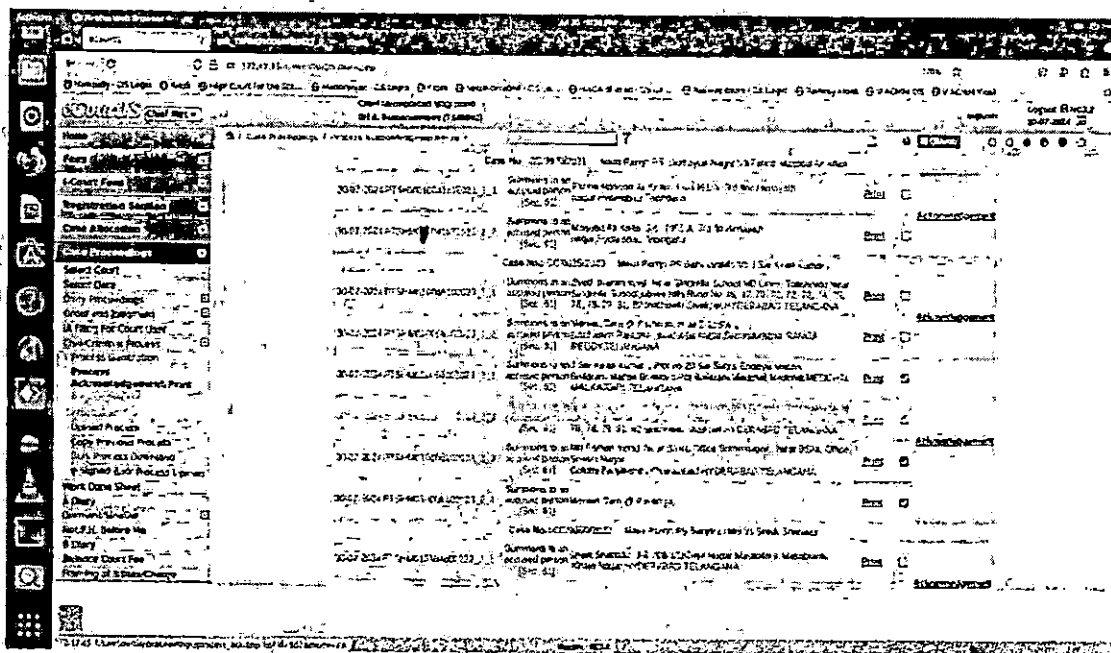
After clicking on the "Publish" button a pop will be generated as shown in the below image. We have to click on "Ok" button. Process will be generated successfully.



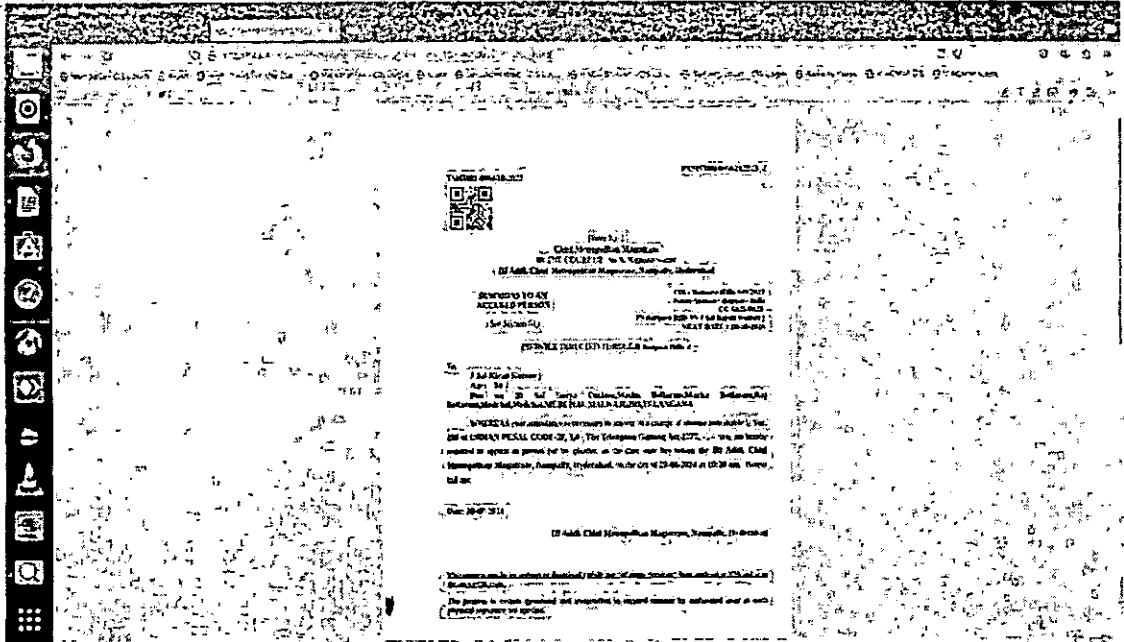
To check the Process we have to choose "Process Acknowledgment/Print" option by selecting the date range, as shown in the below image.



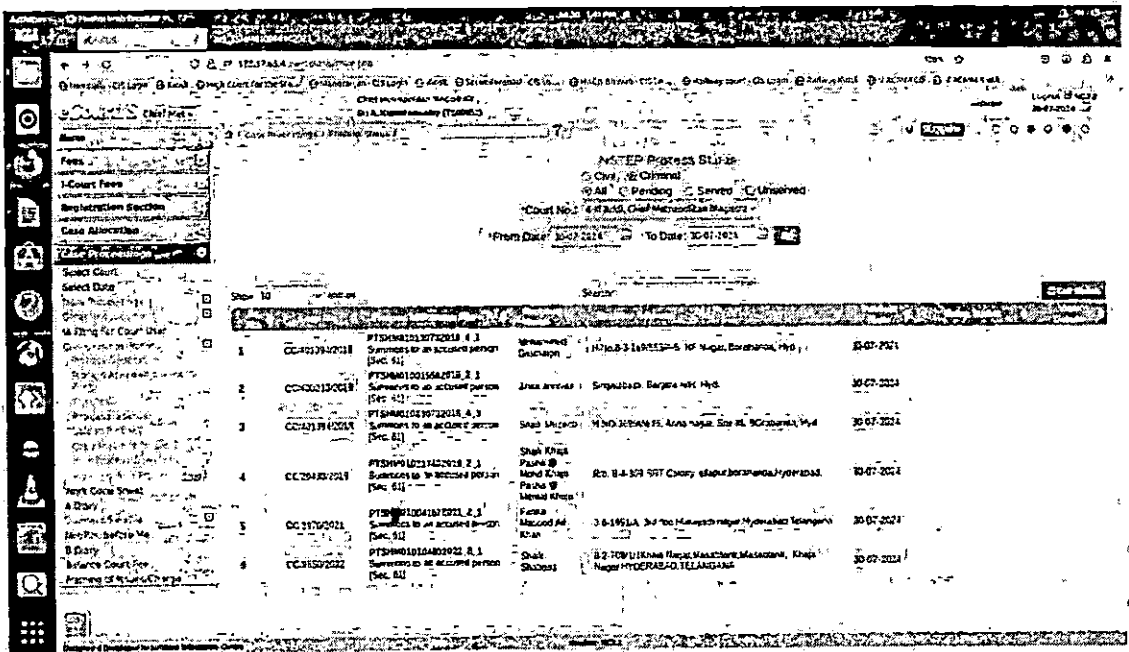
Then we have to select the respective case from the list as shown below. Then click on "Acknowledgment" option.



The published summon will be generated as under:



To check the Process status we have to choose "Process Status" option as show below:



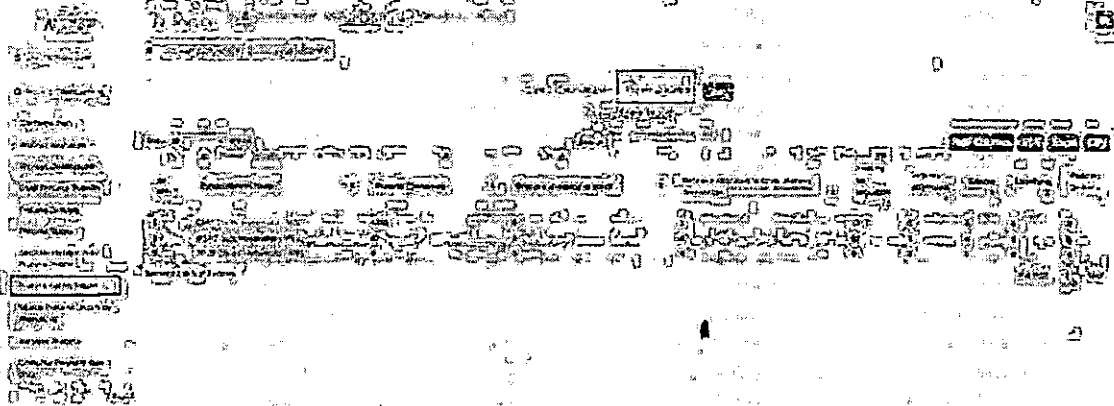
Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description
CC-01-2021-01	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-02	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-03	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-04	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-05	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-06	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-07	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-08	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-09	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person
CC-01-2021-10	Summons to an accused person	Summons	Active	20-07-2021	Hyderabad	Summons to an accused person

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

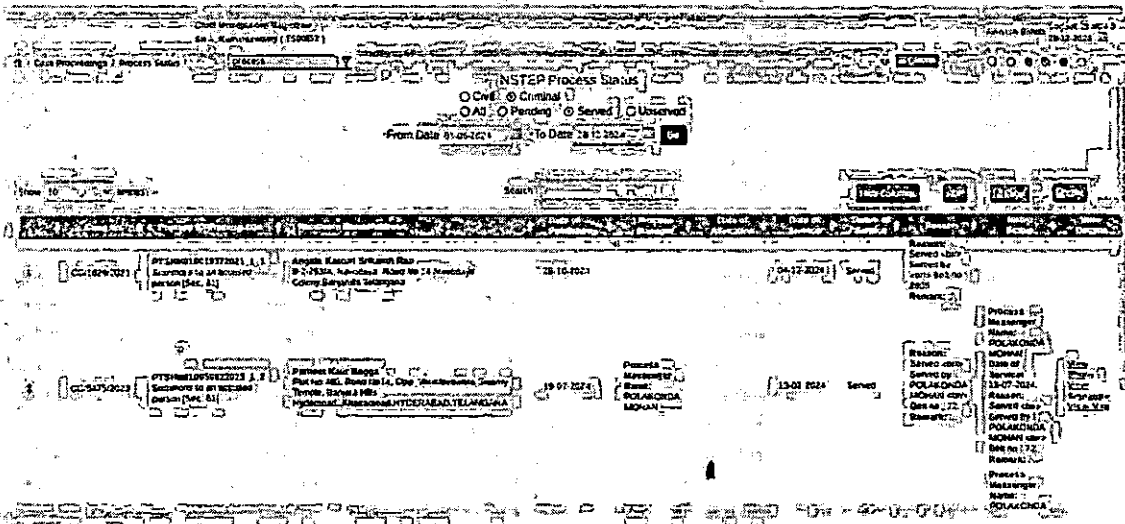
The screenshot shows the NSTEP (National Step) interface. The main window is titled 'Process Admin' and displays a 'Consume Data' section. On the left, there is a navigation menu with options like 'User Management', 'Process Management', 'Consume Data', 'Process Allocation', 'Process Delegation', 'Skill/Process Transfer', 'Process Delivery', 'Process Status', 'Email/Messenger Warn', 'Process Report', 'Process Admin Report', 'Search Process Details by', 'Archive Process', and 'Consume Previous Year Data'. The main area shows a 'Consume Data' form with a 'Select Court Establishment' dropdown menu. The dropdown is open, showing three options: 'JAM Courts Hyderabad - MSJ' (checked), 'JCM Courts Hyderabad - MSJ', and 'JCM Courts Hyderabad - MSJ'. A 'Consume' button is highlighted with a red box. The status bar at the top right indicates 'CMM Courts, Hyderabad - MSJ Pulled Successfully'.

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

For Report served or unserved to click the process admin report



Once the status of process is updated on NSTEP, the status is made available in CIS also



It shall be noted that Interoperable Criminal Justice System (ICJS) acts as a common platform for communication between eCourts and Crime and Criminal Tracking, Network & Systems (CCTNS)