

**N. KOTISWAR SINGH**  
JUDGE



**GAUHATI HIGH COURT**  
GUWAHATI - 781001, ASSAM  
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Dated 14<sup>th</sup> February, 2020

Dear

**District and Sessions Judge -cum- Chairperson, District ICT Committee,**

Baksa / Barpeta / Bongaigaon / Cachar / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Jorhat / Kamrup / Kamrup (Metro) / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia / Udalguri

The e-Courts project under the supervision of the e-Committee, Supreme Court of India with the objective of computerizing all the Court Complexes in India and providing various services to the litigants, advocates and general public has already made remarkable progress in our State. District ICT Committees are functioning in all the Judicial Districts for proper implementation and monitoring of the e-Courts project at the District level. Having regard to the fact that Phase-II of the e-Courts project is almost complete, at this juncture, may I request you all to ensure the following :-

- i. All the Court Complexes are operating with CIS 3.1 as, CIS 3.2 will be rolled out soon.
- ii. All new cases are correctly filed in the CIS along with the email id and mobile no. of the filing party, advocate details with email id and mobile no., FIR details, details of UTPs, etc.
- iii. Case proceedings are updated in the CIS on a regular basis.
- iv. Next dates of all cases are entered in the CIS before closure of the day's work and there are no undated cases in any Court.
- v. All Judgments and Orders are uploaded in the CIS, on a regular basis.
- vi. Data of all Court Complexes are transferred to National Judicial Data Grid regularly.
- vii. All Judicial Officers monitor and are responsible for updating data of their respective Courts.
- viii. All the Judicial Officers are using JustIS mobile application.
- ix. Video Conferencing facility is utilized to the optimum.
- x. Respective Courts are to ensure that the details of UTPs like date of arrest, release etc., are entered in the CIS; where such entries have not already been made, in all pending cases.
- xi. CIS data is reconciled with the physical pending cases, if not already done and the same be verified and monitored regularly.
- xii. Steps be taken for using and managing the technological tools such as using email communications, daily uploading of CIS data to the National Judicial Data Grid, switching on and off the servers, computer systems, other devices, etc., by the Court Staff themselves, which otherwise, does not require any technical expertise.
- xiii. Use of digital signature by the Judicial Officers wherever possible but invariably in the final orders/judgments.

I would like to express my appreciation to all the members of the District ICT Committee and Judicial officers and other staff involved in this exercise for the exemplary progress made so far.

I would also request you to submit a report by the end of this month on the various activities mentioned above.

With best wishes,

  
Justice N. Kotiswar Singh