

**CONCISE GUIDELINES FOR SITE PREPARATION OF INFORMATION &
COMMUNICATION TECHNOLOGY (ICT) ROOMS**

1) A District Level Monitoring Committees shall be constituted in each Judicial District comprising-

The District & Sessions Judge,

The District Informatics Officer, National Informatics Centre (NIC) &

**The Executive Engineer/Engineer-Incharge (Building) of the District,
State PWD**

2) State PWD shall draw up cost estimates for preparation of an Information & Communication Technology (ICT) room in each Court complex.

3) There shall be an Information & Communication Technology (ICT) room in each Court complex of the size given below-

No. of Courts/Judges in a Court Complex	Size of the ICT room
One Court/Judge	Minimum 100 sq.ft.
2 to 6 Courts/Judges	Minimum 200 sq.ft.
7 or more Courts/Judges	Minimum 400 sq.ft.

4) Each Information & Communication Technology (ICT) room shall consist of two parts-

a) A Judicial Service Centre (JSC) consisting of Counters.

b) A Computer Server Room (CSR), which will function as a Control room for the network of Computers.

5) There shall be a Computer Server Room (CSR) in Court complexes having more than one Court/Judge.

Computer Server Room (CSR) is not required in Court complexes having a Single Court/Judge.

The CSR shall be prepared by enclosing an area of about 100 sq.ft. out of the larger space available in the ICT room.

6) Each Judicial Service Centre (JSC) shall consist of a no. of Counters details of which are given below-

No. of Courts/Judges in a Court Complex	No. of Counters to be prepared
Upto 5 Courts/Judges	One Counter
6 to 10 Courts/Judges	Two Counters
More than 10 Courts/Judges	Three Counters.

7) Electrical works in the following manner, apart from that mentioned in the detailed guidelines, should be ensured-

- a) Counter-wise electrical boards in each Judicial Service Centre (JSC) for installation of Computers, UPS etc.
 - b) At least two sets of electrical boards in the Computer Server Room (CSR) for installation of Computer Servers, UPS etc.
 - c) At least two electrical boards in each Court room in the place where Computers etc is likely to be installed.
 - d) One electrical board in each Judge's chamber for power connectivity to Laptops, Printers etc.
 - e) Provision of Electrical boards for Local Area Network switches wherever Switches are likely to be installed.
- 8) Provision of Air-conditioner (AC) in the Computer Server Room (CSR):
A 1.5 Ton Air-conditioner with 4 KVA Voltage Stabilizer shall be installed in each Computer Server Room (CSR).
- 9) Provision of Furniture in the Information & Communication Technology (ICT) room as follows -

Court Complexes having a Single Court/Judge	Court Complexes having 2-5 Courts/Judges		Court Complexes having 6-9 Courts/Judges		Court Complexes having 10 or more Courts/Judges	
	JSC	CSR	JSC	CSR	JSC	CSR
2 nos. Computer Chairs of approved make in the JSC	2 nos. Computer Chairs of approved make	a) 2 nos. Computer Chairs of approved make b) One Computer Table of approved make	4 nos. Computer Chairs of approved make	a) 2 nos. Computer Chairs of approved make b) One Computer Table of approved make	6 nos. Computer Chairs of approved make	a) 2 nos. Computer Chairs of approved make b) One Computer Table of approved make

10) The cost estimates should include all the works i.e. Civil Works of the ICT room, preparation of Counters in JSC, preparation of Computer Server Room, Electrical Works in ICT room, Electrical works in Court rooms and Judges' chambers, Air-conditioner in Computer Server Room (CSR) and Furniture in ICT room.

11) On completion of site preparation works, the Executive Engineer, State PWD/Engineer Incharge of the district shall submit Fund Utilization Certificate/Work Completion Certificate to the District & Sessions Judge/Judge-Incharge.

12) The District & Sessions Judge/Judge Incharge and the District Informatics Officer, NIC shall verify the works done by State PWD and upon satisfaction regarding the completion of works, countersign the Fund Utilization Certificate/Work Completion Certificate and submit the same to the High Court as well as the State Government.
