

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated Guwahati, the 11th March, 2025

No. HC.V-09/2013/ 231 /Estt. (Pt.-2) ### In partial modification of this Registry's earlier Notification No. HC.V-09/2013/480^B/Estt. (Pt.-2) dated 05-06-2024, the Gauhati High Court is pleased to frame the **"Revised Standing Operating Procedure for Management and Verification of Digitization of Disposed of Case Records of the Principal Seat of the Gauhati High Court"** as follows:

1. The Administrative Officers (Judicial)/In-charge of respective Sections are to send Case Records for scanning to the digitization centre and receive the Case Records after scanning. The Administrative Officers (Judicial) will maintain Registers of Outward and Inward movement of case records showing the number of files along with pages in each file.
2. The Administrative Officer (Judicial)/In-charge of a particular Section will send the Registers of Outward and Inward movement of case records on weekly basis to the concerned Supervising Assistant Registrar for verification.
3. The respective Assistant Registrar will send the verified Registers of Outward and Inward movement of Case Records to the respective Deputy Registrars who will verify the same and forward the Registers to Joint Registrar.
4. The Joint Registrar will maintain the record of cases sent for digitization, records sent back after digitization and also the record of verified digitized case records. The Joint Registrar will send a monthly report showing the counts of digitized records to the Central Project Coordinator and the Registrar (Judicial & IT) for bill verification.
5. The Administrative Officers (Judicial)/In-charge of respective Sections are to ensure that the Case Records sent for scanning pertaining to that Section are returned back to that particular Section from the digitization centre after scanning and shall record the receipt in the inward Registers.

6. The concerned Joint Registrar will oversee the verification of digitized case records to be carried out by an in-house High Court team of Dealing Assistants from the respective Sections under the supervision of the Administrative Officers (Judicial). The Joint Registrar will coordinate and oversee the entire process of verification of digitized case records.
7. The Administrative Officer (Judicial)/In-charge of a particular Section will assign at least 5 (five) cases to the dealing Assistants of the Section on daily basis for verification of the digitized case record with the original case record.
8. The Administrative Officer (Judicial) of a particular Section shall identify the physical digitized case records to be allotted for verification on a particular day. The list of such cases along with BAR code number (starting with GHC/AB) and the list of dealing Assistants along with their respective Verifier User ID to whom the particular cases will be allotted shall be shared by the Administrative Officer (Judicial) of a particular section to digitization team on a daily basis.
9. The digitization team shall allot the digitized cases to the particular verifier user ID for verification as and when the list is received from the Administrative Officer (Judicial).
10. The dealing Assistant, after verification of a case, shall put a seal on the cover page of a record marking the case as verified.
11. The concerned Joint Registrar, may, if deemed appropriate, assign the verification task of digitized case records of one particular Section to any other Section, in case of exigency, with due approval of Registrar (Judicial & IT). However, in that case the Joint Registrar/Administrative Officer (Judicial)/In-charge of the Section whose original case records are being sent to another Section shall mandatorily maintain Registers of Outward and Inward movement of case records showing the number of files along with pages in each file.
12. After verification, the dealing Assistant shall submit a report to the Administrative Officer (Judicial)/In-charge of his/her Section about the verified cases as per the Check list at **Annexure-A**.

13. The Administrative Officer (Judicial)/In-charge shall verify and attest the report and submit it to the Joint Registrar concerned with the digitization process. In case of any defect in digitization process, the Joint Registrar shall take necessary steps to revert the defective digitized records for re-scanning to the digitization room.

The Registrar (Establishment)/In-charge in consultation with the Joint Registrar (PM&P)-cum-Central Project Coordinator shall nominate Officers/staff, in case of unavailability/absence of any Officer/staff for implementation of the abovementioned work-flow chart, with due approval of the competent authority. Further, the Officers and staff entrusted with responsibilities, as mentioned above, may contact the undersigned [Registrar (Judicial & IT)] or the Joint Registrar (PM&P)-cum-Central Project Coordinator for any clarification/grievance etc. Any matter, ancillary or incidental to the abovementioned Standard Operating Procedure, that may arise in due course, shall be decided by the competent authority of the Gauhati High Court. This notification shall come into force with immediate effect.

By Order,

Sd/- Subhrangsu Dhar

REGISTRAR (JUDICIAL & IT)

Memo No. HC.V-09/2013/ 231A /Estt. (Pt.-2) Dated 11-03-2025

Copy for information and necessary action to:

1. The Registrar (Vigilance/Admn./Estt.), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to the Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
4. The Joint Registrar, Gauhati High Court, Guwahati.
5. The Deputy Registrar,, Gauhati High Court, Guwahati.
6. The Assistant Registrar,, Gauhati High Court, Guwahati.
7. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
8. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati
9. The Project Manager, Gauhati High Court, Guwahati with a request to upload this notification in the Gauhati High Court (Principal Seat) Website.
10. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
11. The Senior Systems Officer, Gauhati High Court, Guwahati.
12. The Administrative Officer (Judicial,), Gauhati High Court, Guwahati of respective Sections for necessary action as mentioned above.
13. The Court Officer No. I and II, Gauhati High Court, Guwahati.
14. The C.A. to the Registrar General/Registrar (Judicial & IT), Gauhati High Court, Guwahati.
15. Stock Holding Document Management Services Limited, Navi Mumbai.
16. The Order file.

REGISTRAR (JUDICIAL & IT)

B.D
11-03-2025

**CHECKLIST FOR VERIFICATION OF DISPOSED OF DIGITIZED CASE RECORD OF
THE GAUHATI HIGH COURT**

CASE NO.:- **YEAR:-**

SL. NO.	CHECK POINT	RESPONSE (Please Tick)	
		YES	NO
1.	Whether the cover page of the case record is scanned?		
2.	Whether the case number, case type and year mentioned in the cover page properly scanned?		
3.	If answer to query at Sl. No. 2 is "No", please specify details:		
4.	Whether the scanned case record is the Part-I (Main Case file)?		
5.	If answer to query at Sl. No. 4 is "No", please specify details:		
6.	Whether all the pages of the court orders/Judgments of the case record are available in the scanned copy?		
7.	If answer to query at Sl. No. 6 is "No", please specify details:		
8.	Whether all the pages in the main petition along with its annexures and file notings of the case record are available in the scanned copy?		
9.	If answer to query at Sl. No. 8 is "No", please specify details:		
10.	Whether signature of the Hon'ble Judges in all the pages of the court orders/Judgments of the case record are properly scanned?		
11.	If answer to query at Sl. No. 10 is "No", please specify details:		

12.	Whether all the pages of the case record are properly scanned i.e. are they legible, clear and can be read?		
13.	If answer to query at Sl. No. 12 is "No", please specify details:		
14.	Any other discrepancy encountered:		

Declaration:

I,, have verified the digitized case record bearing case No. of with the original record and have found the abovementioned/not found any discrepancy(s).

(Signature of the verification Assistant with date)

Comments of the Administrative Officer (Judicial)/In-charge:

Forwarded to the Joint Registrar & In-charge of digitization of disposed of case records, for necessary action, if any.

(Signature of the Administrative Officer (Judicial)/In-charge with date)