

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM AND ARUNACHAL PRADESH)

N O T I F I C A T I O N
Dated- Guwahati, the 10th June, 2025

NO.HC.VII-11/2024/4030/A ##### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to direct the Nazarat and Process Server of the district Court of Assam to participate in the ***"Refresher Programme for Court Staff & N-Step Training (ECT_8_2025)"*** scheduled to be held on **18-06-2025** from **03:30 P.M. to 04:30 P.M.** in their respective district courts.

NO.HC-VII-11/2024/4031/A ##### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate the **Master Trainer Systems Officers/Master Trainer Systems Assistant**, as **Resource Persons** to conduct the ***"Refresher Programme for Court Staff & N-Step Training (ECT_8_2025)"*** to be held on **18-06-2025** from **03:30 P.M. to 04:30 P.M.** in their respective district courts.

By Order,
Sd/- S. Dhar

REGISTRAR (JUDICIAL)

Memo No.HC.VII-11/2024/4032/A

Dated 10-06-2025

Copy forward for information and necessary action to:

1. The Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.
2. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. The Registrar (Admin./Vigilance), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice(Acting), Gauhati High Court, Guwahati.
5. The District & Sessions Judge,
Bajali / Baksa / Barpeta / Bongaigaon / Biswanath / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon /

Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Sribhumi / Tinsukia / Udalguri / West Karbi Anglong.

(He/She is requested to inform all the concerned about the Notification).

6. The Presiding Officer, Industrial Tribunal, Guwahati/Dibrugarh/Cachar, Silchar.
7. The Member, MACT Kamrup/Cachar/Kamrup (M) No. 1, No. 2 & No. 3/ Nalbari/ Sonitpur/ Nagaon/ Goalpara/ Dhubri/ Barpeta.
8. The Presiding Officer, Labour Court, Dibrugarh/Kamrup (M).
9. The Special Judge, Assam.
10. The Special Judge CBI & NIA, Guwahati. Assam.
11. The Special Judge, CBI, Addl. Court No. 1/ No. 2/ No. 3 Guwahati, Assam.
12. The Principal Judge, Family Court, Kamrup (M) No. 1/ No. 2 & No. 3/ Nalbari/ Dhubri/ Barpeta/ Cachar, Silchar.
13. The Member Secretary, Assam State Legal Services Authority.
14. The Chief Judicial Magistrate,
Bajali / Baksa / Barpeta / Bongaigaon / Biswanath / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Sribhumi / Tinsukia / Udalguri / West Karbi Anglong.

(He/She is requested to inform all the concerned about the Notification)

15. The Project Manager, Gauhati High Court, Guwahati.

(He is requested to upload the Notification immediately in the official website of the Gauhati High Court, Guwahati).

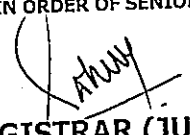
16. The Administrative Officer, Judicial Academy, Assam with a request to place the Notification before the Hon'ble Director, Judicial Academy.
17. The Systems Officers/Systems Assistants,
Bajali / Baksa / Barpeta / Bongaigaon / Biswanath / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup

/ Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon /
Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Sribhumi /
Tinsukia / Udalguri / West Karbi Anglong.

***(The Systems Officers/Systems Assistants are directed to
make necessary arrangement for the training in their respective
District)***

18. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak,
Gauhati High Court, Guwahati for his Lordship's kind information.
19. The CA to the Registrar General, Gauhati High Court, Guwahati.

(THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY)


REGISTRAR (JUDICIAL) 10-06-2025



REFRESHER PROGRAMME & NSTEP TRAINING (ECT_8_2025)

(For Nazarat, Process Servers of District Courts of Assam)

Date: 18.06.2025

Time: 03.30 p.m. to 04.30 p.m.

SCHEDULE

Topic
<ul style="list-style-type: none">❖ Electronic Case Management Tools for general public<ul style="list-style-type: none">• eCourts related Websites.• eCommittee website• NJDG• eCourts services• District Court Websites
<ul style="list-style-type: none">❖ Service Delivery in Court Complexes and maintenance<ul style="list-style-type: none">➤ eSewa Kendra➤ Kiosks➤ Digital Display Boards➤ Other Services<ul style="list-style-type: none">• Online certified copies, eGate Pass
❖ Role of Nazarat, Process servers
❖ Process Generation through CIS
<ul style="list-style-type: none">❖ National Service and Tracking of Electronic Processes (NSTEP)<ul style="list-style-type: none">➤ Introduction➤ User ID format for process administrator, bailiff/process servers➤ Activities to Be Performed by Process Administrator<ul style="list-style-type: none">• Consume Data• Process Allocation• Process Delivery• Process Status.
<ul style="list-style-type: none">❖ NSTEP Mobile App<ul style="list-style-type: none">➤ Introduction➤ List of processes allocated to bailiff/process servers➤ Process Service<ul style="list-style-type: none">• View PDF and handover the physical copy• Capture Photo• Signature• Capturing Location details on map• Status of process – Served/Unserved➤ Side Menu<ul style="list-style-type: none">• Upload/Delete/Logout➤ View process status in nstep website of eCourt.
❖ Queries and discussion