

**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 26<sup>th</sup> of September, 2024

**NO. HC-VII-11/2024/9876/A####** On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to direct all Nazarat & Process Servers of District Courts of Assam to participate in one-day "***Refresher Programme for Court Staff & N Step Training (ECT\_8\_2024)***", scheduled to be held on **03-10-2024** from **03:30 P.M. to 05:00 P.M.** at their respective District Courts.

**NO. HC-VII-11/2024/9877/A####** On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate the Systems Officers/ Systems Assistants as Resource Persons to conduct the one-day "***Refresher Programme for Court Staff & N Step Training (ECT\_8\_2024)***", scheduled to be held on **03-10-2024** from **03:30 P.M. to 05:00 P.M.** at their respective District Courts.

The schedule of the aforesaid programme is enclosed along with the notification.

By Order,  
Sd/- S. Dhar

**REGISTRAR (JUDICIAL)**

**Memo No. HC.VII-11/2024/9878-9896/A**

**Dated: 26-09-2024**

Copy forward for information and necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.
2. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. The Registrar (Admin./Vigilance/Esstt.i/c), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, 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 / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong.

***(He/She is requested to inform to all 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 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 / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong.

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

14. 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).***

15. The Administrative Officer, Judicial Academy, Assam with a request to place the Notification before the Hon'ble Director, Judicial Academy.
16. All the Systems Officers/Systems Assistants of district Court of Assam.

17. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak,  
Gauhati High Court, Guwahati for his Lordship's kind information.

18. The CA to the Registrar General, Gauhati High Court, Guwahati.

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

  
**REGISTRAR (JUDICIAL)**



**JUDICIAL ACADEMY, ASSAM**  
**REFRESHER PROGRAMME & NSTEP TRAINING FOR COURT STAFFS**  
**(ECT\_8\_2024)**

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

**Date: 03.10.2024**

**Time: 03.30 p.m. to 05.00 p.m.**

**SCHEDULE**

**Resource Person:** Master Trainer Systems Officers / Systems Assistants of District Courts

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| <ul style="list-style-type: none"><li>➤ Electronic Case Management Tools for general public<ul style="list-style-type: none"><li>• eCourts related Websites.</li><li>• eCommittee website (<a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG (<a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul></li></ul> |
| <ul style="list-style-type: none"><li>❖ Service Delivery in Court Complexes and maintenance<ul style="list-style-type: none"><li>➤ eSewa Kendra</li><li>➤ Kiosks</li><li>➤ Digital Display Boards</li><li>➤ Other Services<ul style="list-style-type: none"><li>• Online certified copies, eGate Pass</li></ul></li></ul></li></ul>   |
| <ul style="list-style-type: none"><li>❖ Role of Nazarat, Process servers</li></ul>  |
| <ul style="list-style-type: none"><li>❖ Process Generation through CIS</li></ul>  |
| <ul style="list-style-type: none"><li>❖ National Service and Tracking of Electronic Processes (NSTEP)<ul style="list-style-type: none"><li>➤ Introduction</li><li>➤ User ID format for process administrator, bailiff/process servers</li><li>➤ Activities to Be Performed by Process Administrator<ul style="list-style-type: none"><li>• Consume Data</li><li>• Process Allocation</li><li>• Process Delivery</li><li>• Process Status.</li></ul></li></ul></li></ul>   |
| <ul style="list-style-type: none"><li>❖ NSTEP Mobile App<ul style="list-style-type: none"><li>➤ Introduction</li><li>➤ List of processes allocated to bailiff/process servers</li><li>➤ Process Service<ul style="list-style-type: none"><li>• View PDF and handover the physical copy</li><li>• Capture Photo</li><li>• Signature</li><li>• Capturing Location details on map</li><li>• Status of process – Served/Unserved</li></ul></li><li>➤ Side Menu<ul style="list-style-type: none"><li>• Upload/Delete/Logout</li></ul></li><li>➤ View process status in nstep website of eCourt.</li></ul></li></ul>  |
| <ul style="list-style-type: none"><li>❖ Queries and discussion</li></ul>  |