

PROCEEDINGS OF THE CHIEF JUDGE : CITY CIVIL COURT : HYDERABAD

PRESENT : SMT. RENUKA YARA,  
CHIEF JUDGE

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Sub:- Scanning and Digitization of Legacy Case Records of the Unit of the Chief Judge, City Civil Court, Hyderabad - Issued.

Read:- Hon'ble High Court's letter R.O.C.No.211/2024-CPS, DT: 19-09-2024.

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**ORDER NO. CCC-HYD/CM/ 4881 /2024, DATED: 30-09-2024**

In view of the Hon'ble High Court's directions read above, for Constitution of Digitization monitoring Committee, The Chief Judge, City Civil Court, Hyderabad is pleased to pass the following Orders.

The following Judicial Officer, and staff members of this unit are hereby nominated as the members of the Digitization Monitoring Committee for regular monitoring of digitization process and to communicate the same to the Hon'ble High Court.

**Digitization Monitoring Committee**

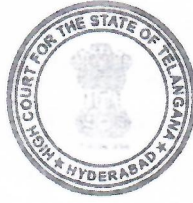
S.no	Court Name and Designation of the Officer/ Staff member	Name of the Officer/Staff member
1	XVIII Additional Senior Civil Judge, City Civil Courts Hyderabad.	Smt.Kanchana Reddy
2	Chief Administrator Officer (Judicial) Court of Chief Judge, City Civil Courts Hyderabad.	Sri.Vajram
3	Court Manager, Court of Chief Judge, City Civil Courts Hyderabad.	Smt.K.Saritha Rani
4	Superintendent , Copying Section, Court of Chief Judge, City Civil Courts Hyderabad.	Sri.Shiva Shanker

*Yara*  
30/09/24  
Chief Judge  
City Civil Court  
Hyderabad  
*Yara*

To

1. All the Committee Members
2. The Sr.Superintendent – Record Section, Court of the Chief Judge, CCC, Hyd.
3. The System Officer to upload the same in the official website

**G Praveen Kumar**  
Registrar (I.T.)-cum-  
Central Project Coordinator



Dt:19/09/2024  
HYDERABAD.

**ROC.No. 211/2024-CPS**

To  
The Chief Judge, City Civil Court, Hyderabad  
The Metropolitan Sessions Judge, Hyderabad  
The Prl. District & Sessions Judge at  
Adilabad, Karimnagar, Mahabubnagar,  
Sangareddy, Rangareddy, Medchal -Malkajiri Districts.

Sir/Madam,

**Sub:** Scanning and Digitization of Legacy Case Records of  
District Judiciary- Regarding.

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I invite your attention to the subject cited.

As directed, I am to inform you that the Hon'ble Computer Committee has entrusted the scanning and digitization of legacy case records to M/s. Capital Business Systems Pvt. Ltd. (CBSL), an empanelled vendor of NICSI, Government of India, New Delhi as per SOP ver1.2 issued by Hon'ble e-Committee, Supreme Court of India.

Further, as per the directions of the Hon'ble Computer Committee, I am herewith communicating the following directions for compliance:

1. A Digitization Monitoring Committee consisting of a Judicial Officer in the cadre of Civil Judge (Senior Division), Chief Administrative Officer, Court Manager and Superintendent of Copying Section, is to be constituted in the District for regular monitoring of digitization process and communicate the same to the High Court.
2. Subject to availability of space, the District Judge has to permit the agency to create Server Room with Air Conditioners with temporary partition (UPVC etc). If no space is available, the existing digitization wing has to be used for this purpose. The expenses for this purpose are to be borne by the agency itself.

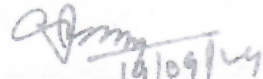
3. The entry into Digitization Wing shall be restricted to the authorized staff of the Court and the staff of agency i.e., CBSL only. The agency has agreed to bear expenses for providing **biometric authenticated entry**.
4. The District Judge has to permit the agency to install CCTV cameras in the digitization wing. The agency i.e., CBSL has agreed to bear the expenses for such installation. The agency has to provide TV to the CAO of the Court for the purpose of **monitoring**.
5. In digitization, priority should be given to the old cases.
6. As per SOP 1.2, CNR number is mandatory for digitization of case records. Hence, if there are any old cases for which the CNR number is not assigned, the Unit Head is required to issue necessary instructions to the Typist/Copyist of concerned court or System Officer/ System Assistant to assign CNR number in legacy data of CIS Software and after assigning the CNR number, forward the record to Digitization wing.
7. The Court Staff/ Record Keeper of the concern Court has to handover the files to the staff nominated to receive the records in digitization Wing.
8. The agency i.e., CBSL has agreed to engage Retired Court staff for the purpose of receiving the case files. If retired employees are not available, the agency also agreed to engage person(s) with graduation or above qualification for this purpose and to provide training to them.
9. Only record duly indexed is to be digitized and the person receiving the record has to verify each file as per the index and if discrepancy is found, the record has to be returned to the court staff/record keeper from whom it was received.
10. The agency has to scan the documents and photos etc., which are in colour in colour only. The old/dilapidated/faded documents which are illegible may also be scanned in colour.
11. Every Scanned document shall be tagged with text depicting whether it is "Original", "Photocopy" or "Certified Copy", by the agency.
12. The agency i.e., CBSL agreed to attend all the works including Quality Check (QC) and final verification, but the QC and final verification must

be to the satisfaction of the concerned Court. Hence, working staff in the cadre of Superintendent or above or Retired court staff are to be deputed for this purpose. After verification, the nominated staff shall affix their respective digital signature on the scanned documents, if the digitization is proper and to their satisfaction.

13. In the meeting held with the agency, it was resolved that for every 1,00,000/50,000/25,000 images to be scanned per day, manpower of 12/8/5, respectively, are required for QC and final verification. Out of these, CBSL agreed to engage and bear the salaries of 8/5/3 Retired employees and the District Judge concerned shall depute 4/3/2 regular staff to the Digitization wing for the purpose of QC and Final Verification.
14. The agency has to take responsibility from the time of receipt of records till handing over the record to the Court staff after completion of digitization process.
15. The Court staff / record keeper who initially handed over the record to the digitization wing shall receive the record from the staff of agency, duly verifying each and every case record. Once the Court staff received the record and is satisfied with it, the agency will not be responsible for any missing record.
16. The Agency has agreed to provide training to both regular and retired staff as well as to staff recruited by the Agency. The Agency shall provide regular training to its staff and submit the compliance report to the relevant Unit Head and to the Monitoring Committee.
17. The staff of agency has to maintain dress code and decorum of the court. The Agency shall issue ID cards duly counter signed by the concerned Chief Administrative Officer, stating the validity. The Agency shall submit a list of working staff to the CAO and the staff of the Agency with ID cards shall only be allowed to enter the digitization wing. The employee leaving his/her employment shall return their ID card to the CAO.

18. The person(s) engaged by the agency shall not be below 18 years of age and the High Court or the District Court is nowhere responsible for any deviation of existing laws including labour laws.
19. A Fortnight statement showing No. of case records received, No. of records scanned, No. of files for which metadata entered, No. of files for which QC completed and No. of files returned to concerned Court on each day shall be submitted to High Court.
20. For the digitization project, the concerned Districts/Units have to provide space and electricity only. The remaining expenses towards items like tables, chairs, IT infrastructure like PC's, Scanners, Servers, power cabling, power points, air conditioners Units and drinking water, etc., has to be borne by CBSL only.

Yours Faithfully,

  
19/09/24  
**Registrar (I.T.)-cum-  
Central Project Coordinator**

**Enclosure:**

Copy of work order issued to M/s. CBSL