

**HIGH COURT FOR THE STATE OF TELANGANA :: AT HYDERABAD**

**ROC.NO.07/2025-CPS**

**DT:17.01.2025**

**CIRCULAR NO.01/SO/2025**

Sub: High Court for the State of Telangana –e-Courts Project – Implementation of Electronic Transmission of Criminal Process through NSTEP portal via ICJS to CCTNS – Certain instructions issued – Regarding.

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You are aware that the High Court has inaugurated the Electronic Transmission of Criminal Process through NSTEP ON 23/11/2024 at Telangana State Judicial Academy by the Hon'ble Sri Justice Bhushan Ramakrishna Gavai, Judge, Supreme Court of India, in the august presence of the Hon'ble Chief Justice and Judges of the High Court.

The Electronic Transmission of Criminal Processes/ Summons, generated/uploaded in CIS (Case Information System) Software through NSTEP (National Service and Tracking of Electronic Processes) portal via ICJS to CCTNS (Crime and Criminal Tracking Network and Systems) and the acknowledgment back to NSTEP from CCTNS, was tested in Coordination with CCTNS team at some police Stations under the jurisdiction of Metropolitan Sessions Judge, Hyderabad on pilot basis.

As directed, I am to enclose herewith a copy of the workflow /manual and request all the Unit Heads in the State to follow the procedure and to instruct all the Presiding Officers in your Unit to generate the Processes/ Summons in the CIS software and the final e-signed digital copy or signed physical copy shall be scanned and uploaded into the CIS software for consuming into the NSTEP Portal for onward transmission of the same via ICJS to CCTNS for affecting service of the Criminal Process/summons on the Accused/witness as the case may be by the Police Department. The acknowledgment shall be sent back to the Court via ICJS to NSTEP Portal for getting the status in CIS software electronically and also

to include the details of Criminal Processes generated, transmitted, served/unserved report in NSTEP Fortnight Statement being submitted to High Court.

  
**REGISTRAR GENERAL**

To

1. All the Unit Heads in the State (with a request to issue instructions to all the Presiding Officers under their control).

Copy to:

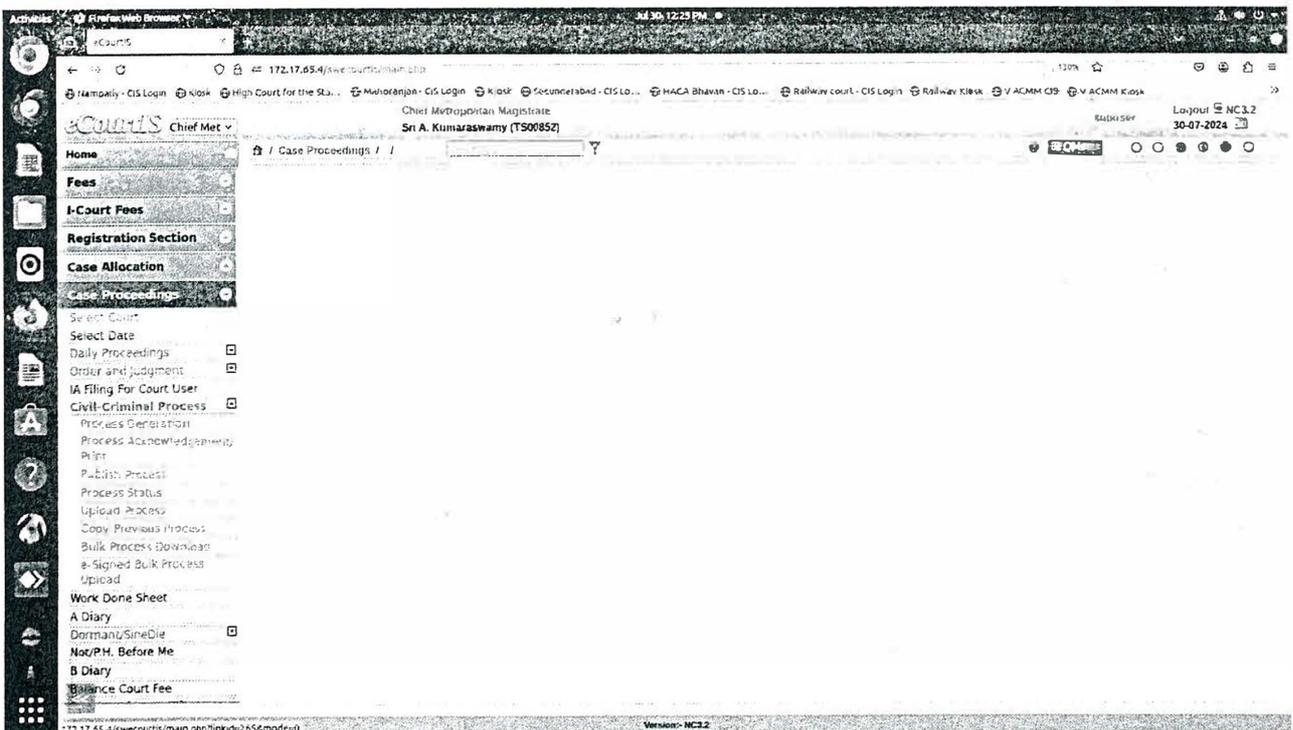
1. The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana. (with a request to place the same before the Hon'ble the Chief Justice for His Lordship's kind perusal)
2. All PSs to the Hon'ble Judges, High Court for the State of Telangana. (with a request to place the same before Your Lordships' kind perusal)
3. All the Registrars, High Court for the State of Telangana.
4. The Director, Telangana State Judicial Academy, Secunderabad.
5. The Member Secretary, Telangana State Legal Service Authority, Hyderabad.
6. The Secretary, High Court Legal Service Committee, Hyderabad.
7. The Director, Mediation and Arbitration Centre, Hyderabad.
8. The Section Officers, E-Section and O.P. Cell High Court for the State of Telangana.

# CRIMINAL PROCESS GENERATION IN CASE INFORMATION SYSTEM

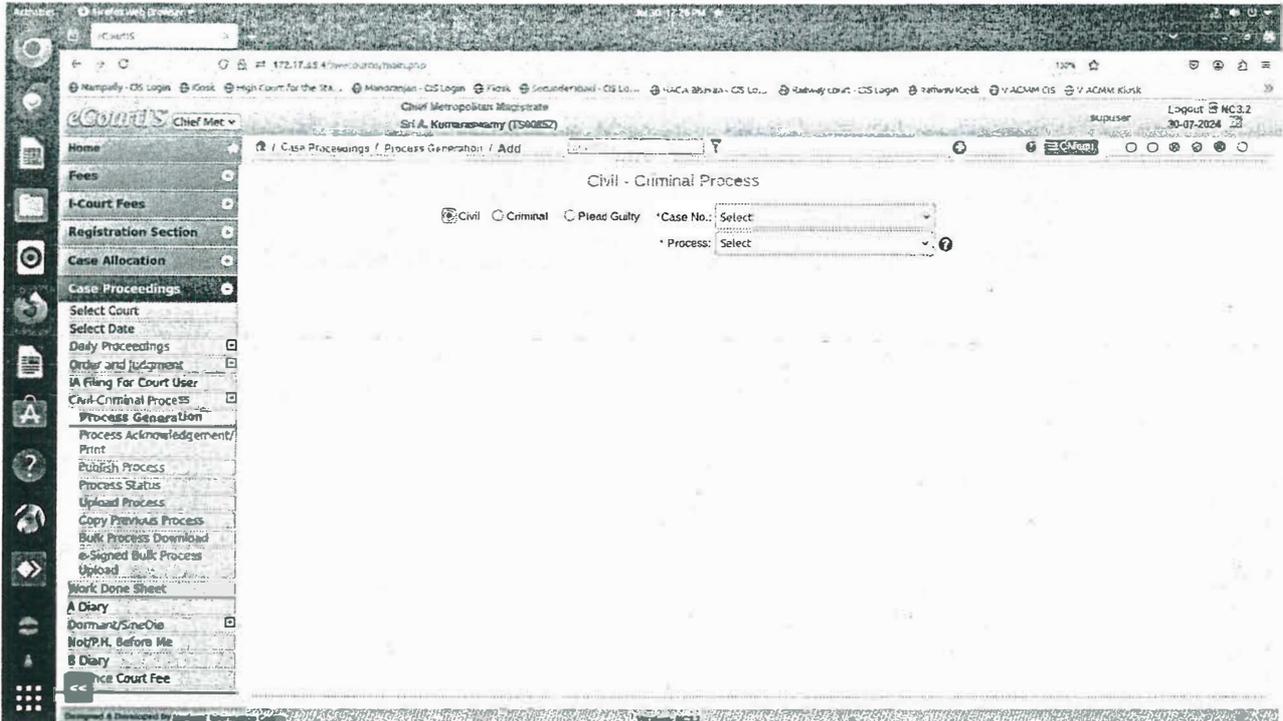
In order to generate criminal process/summons/warrants etc.. we need to go to “Case Proceedings Menu”.



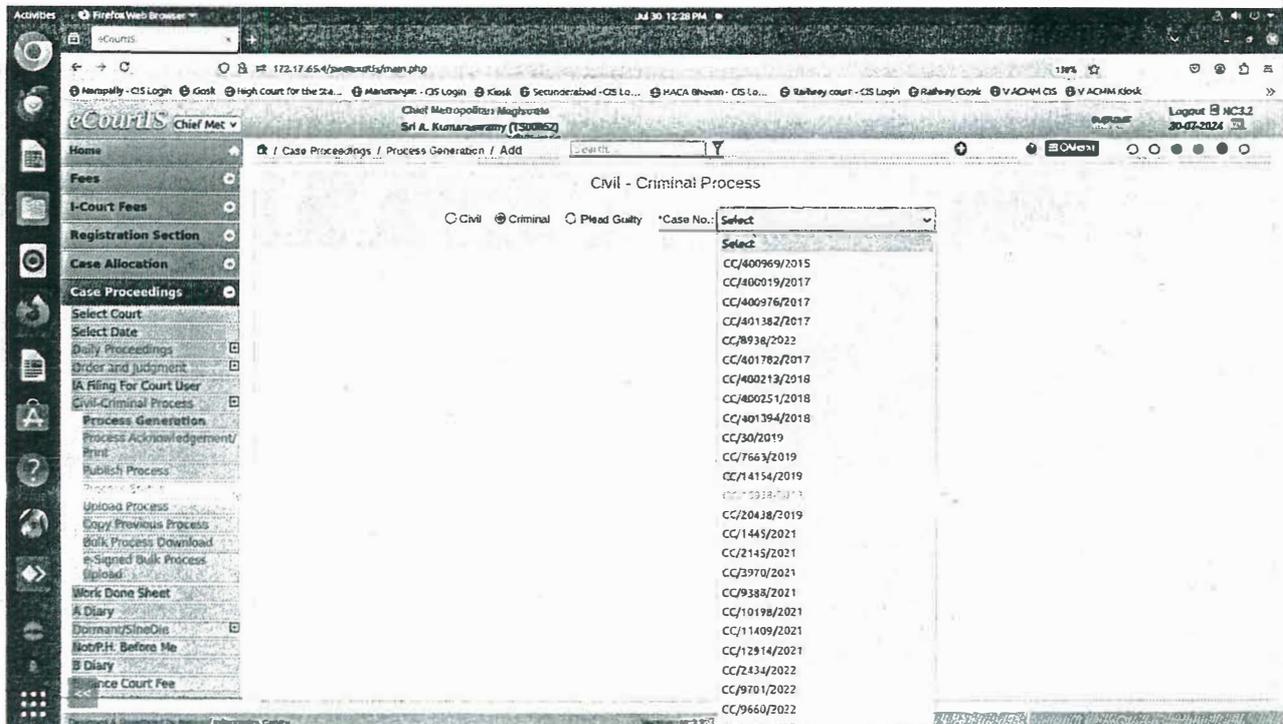
Under “Case Proceedings” menu we have to go to “Civil-Criminal Process” option.



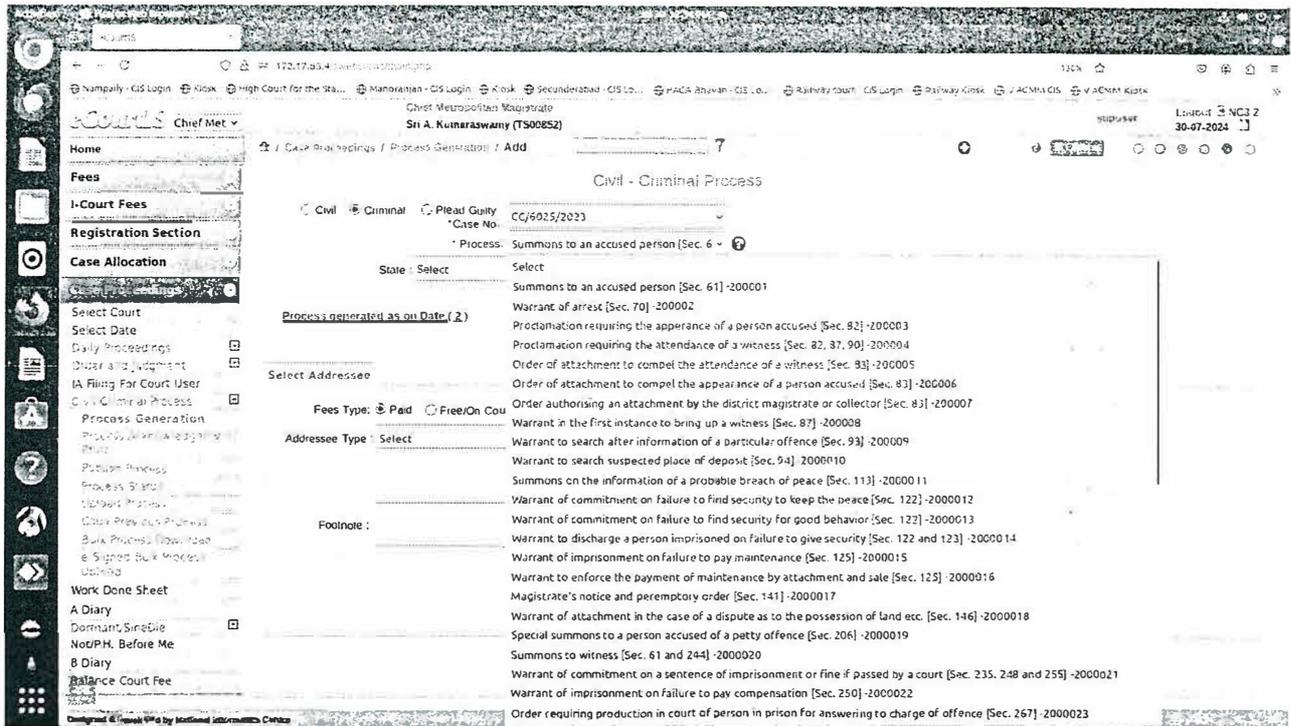
Then we have to select "Process Generation" option.



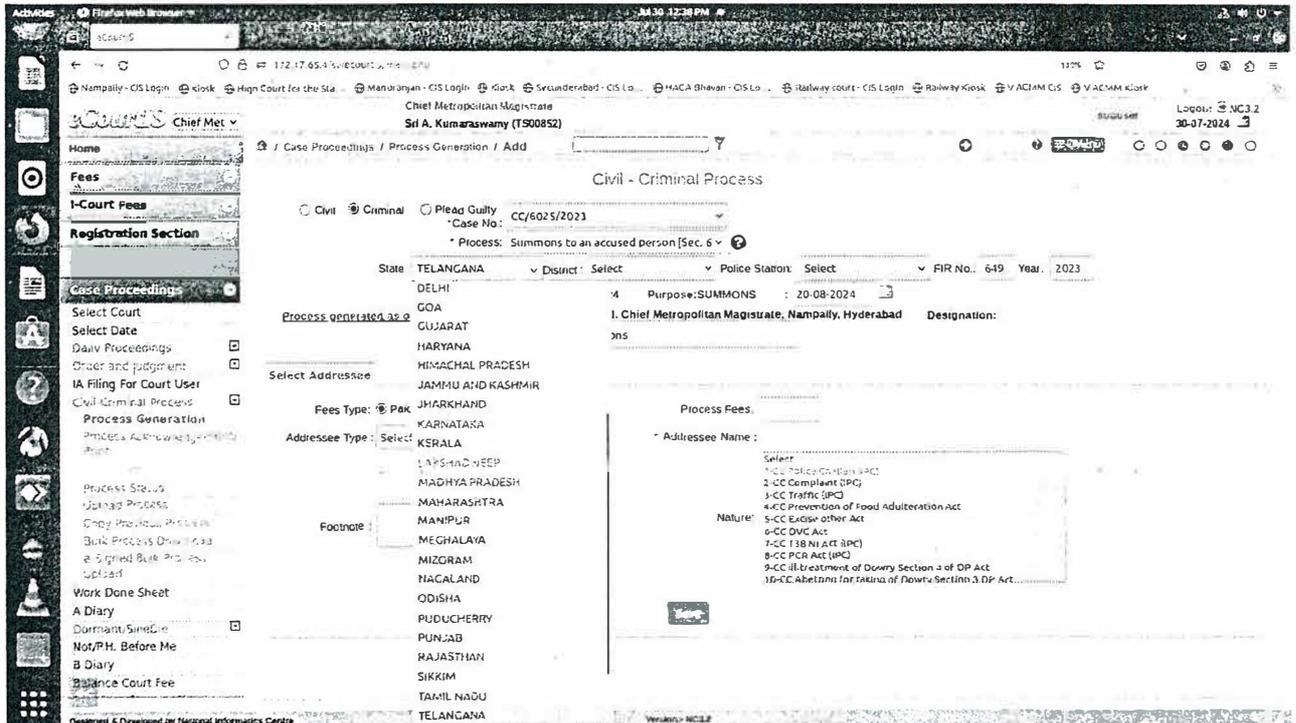
Then we have to select "Criminal" Radio button and select the case number in which we have to generate summons/warrants etc.

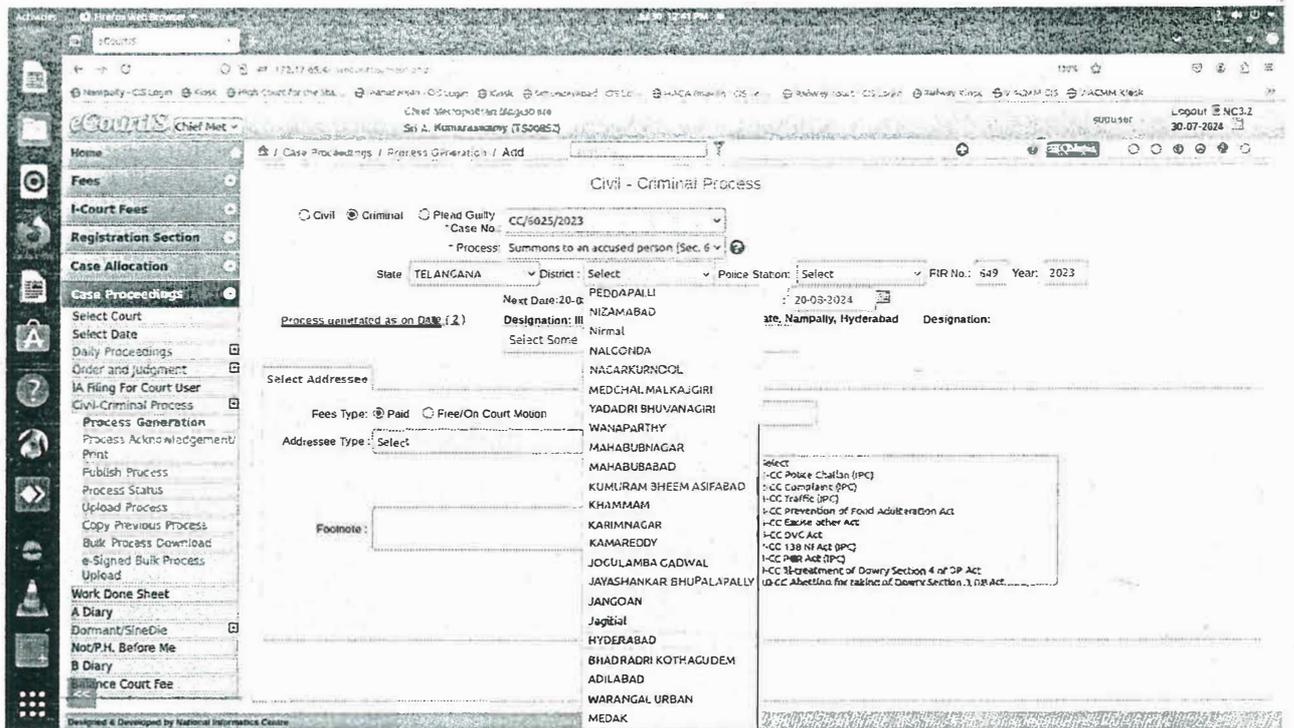


Here we are generating summons to accused by selecting “Summons to an accused person (Sec.61)” option from the drop down in CC No.6025/2023.

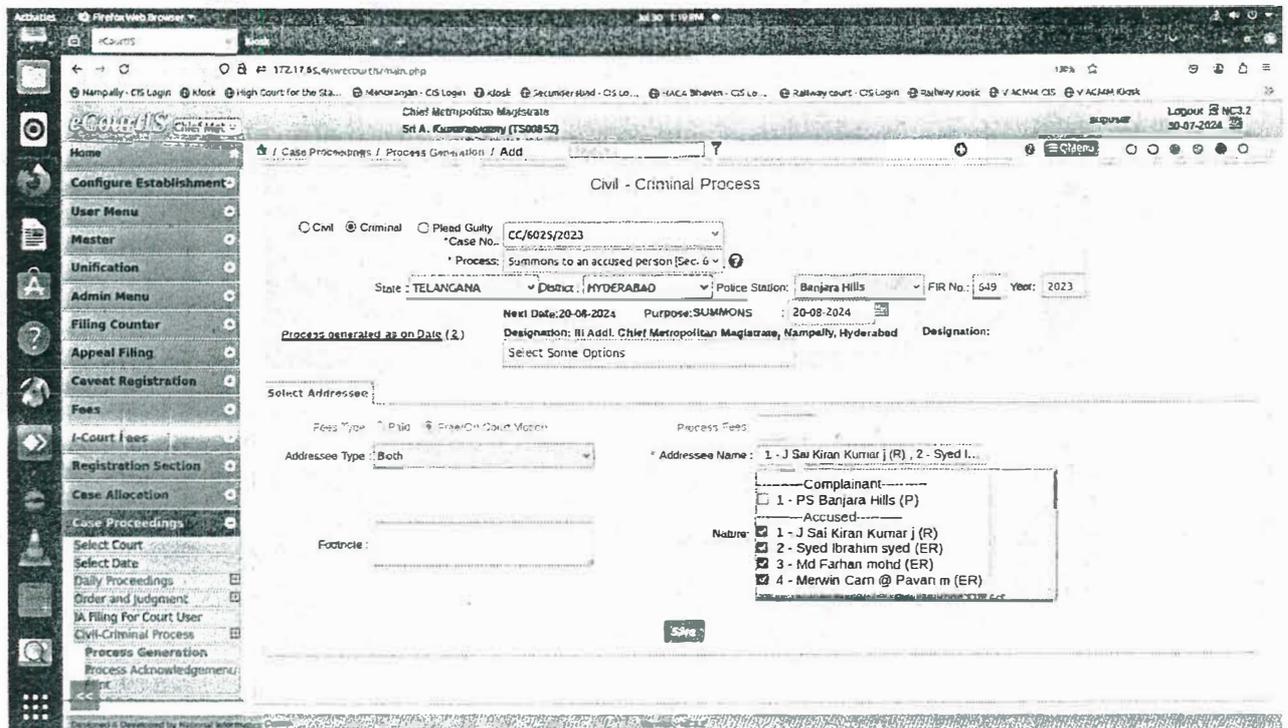


Then we have to select State, District and Police Station as shown below images:

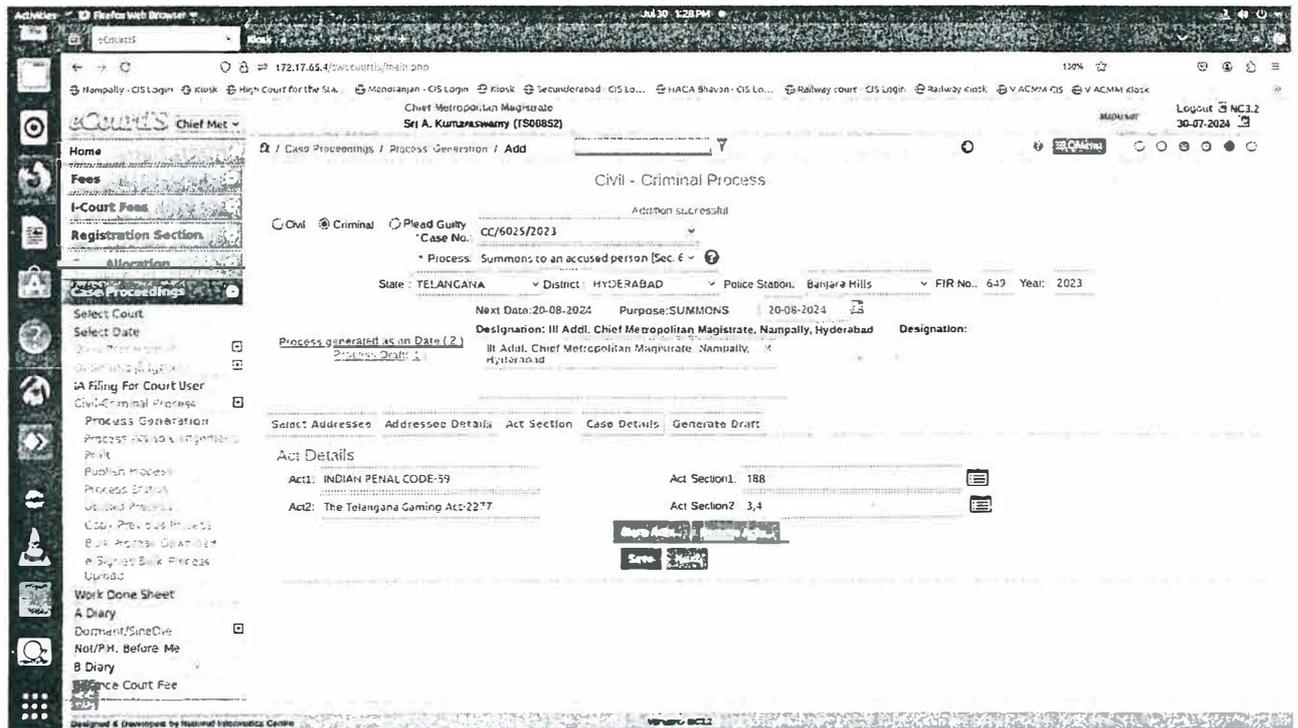
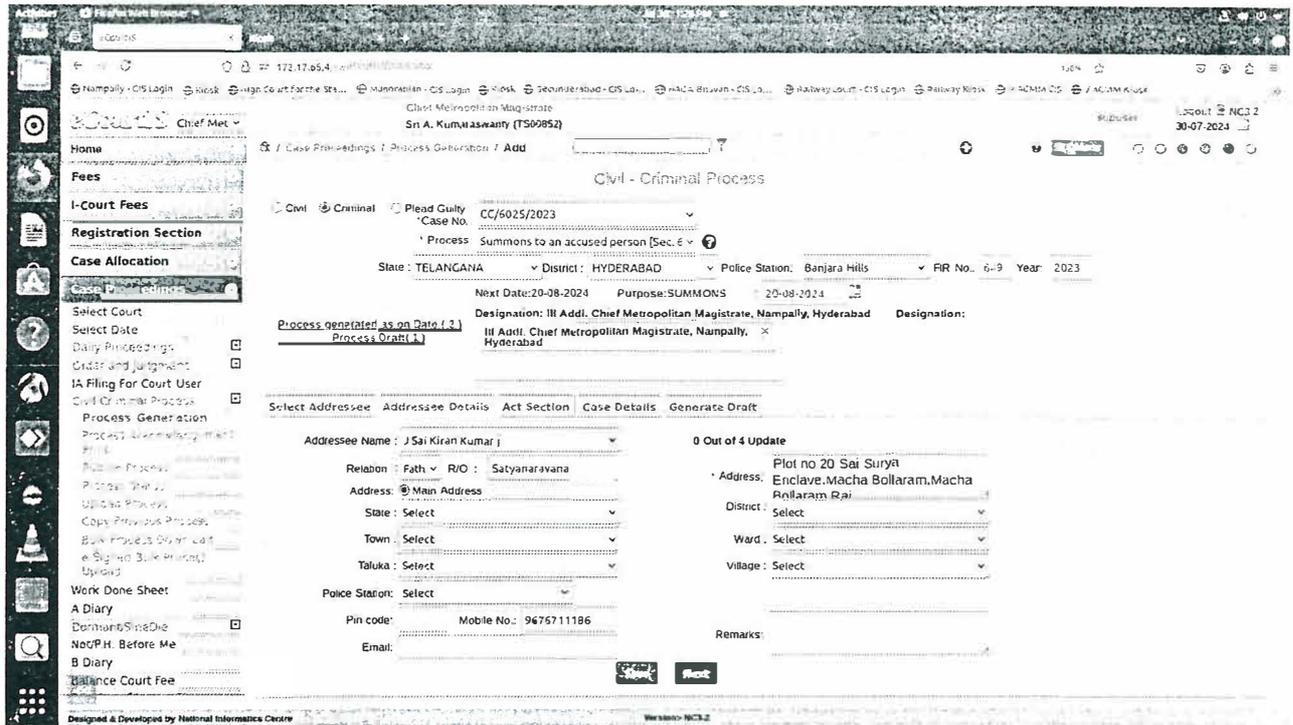




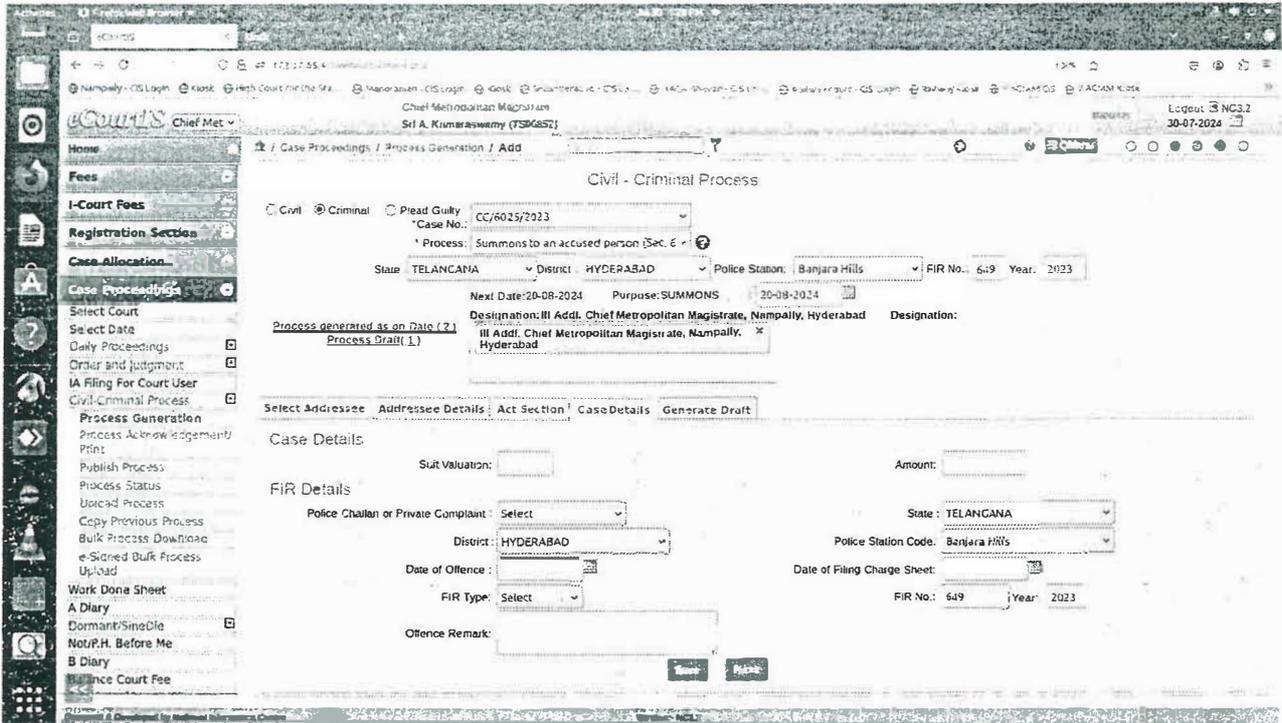
Then we have to select the Radio Button “Free/On Court Motion” and Select Addressee Type as “Both” from the drop down. There after we have to select the accused names as per the docket proceedings.



Then we have to click on “Save” button then on “Next”. Thereafter we have to go to the “Act Section” tab and check whether Act is mentioned there or not. After confirming the Act details we have to click on “Save button” then on “Next”.

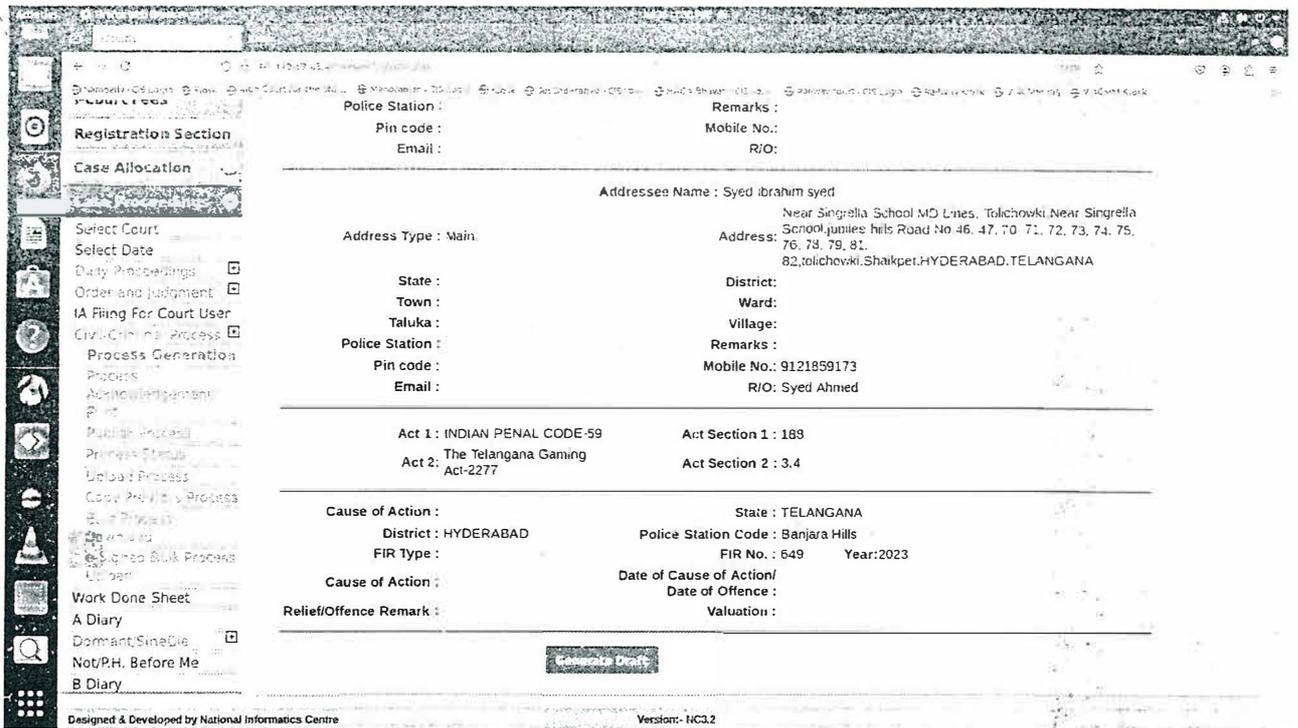


Thereafter, we have to select “Case Details” tab and then click on “Save” and “Next” buttons.

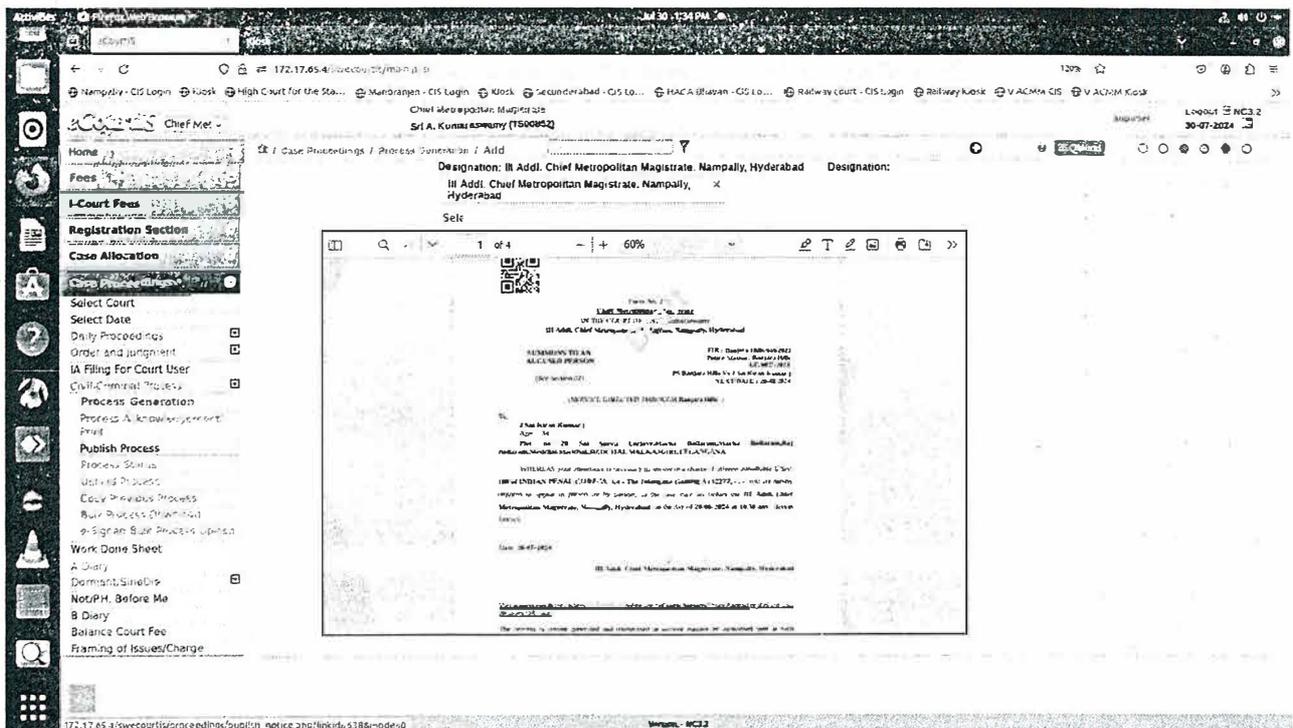


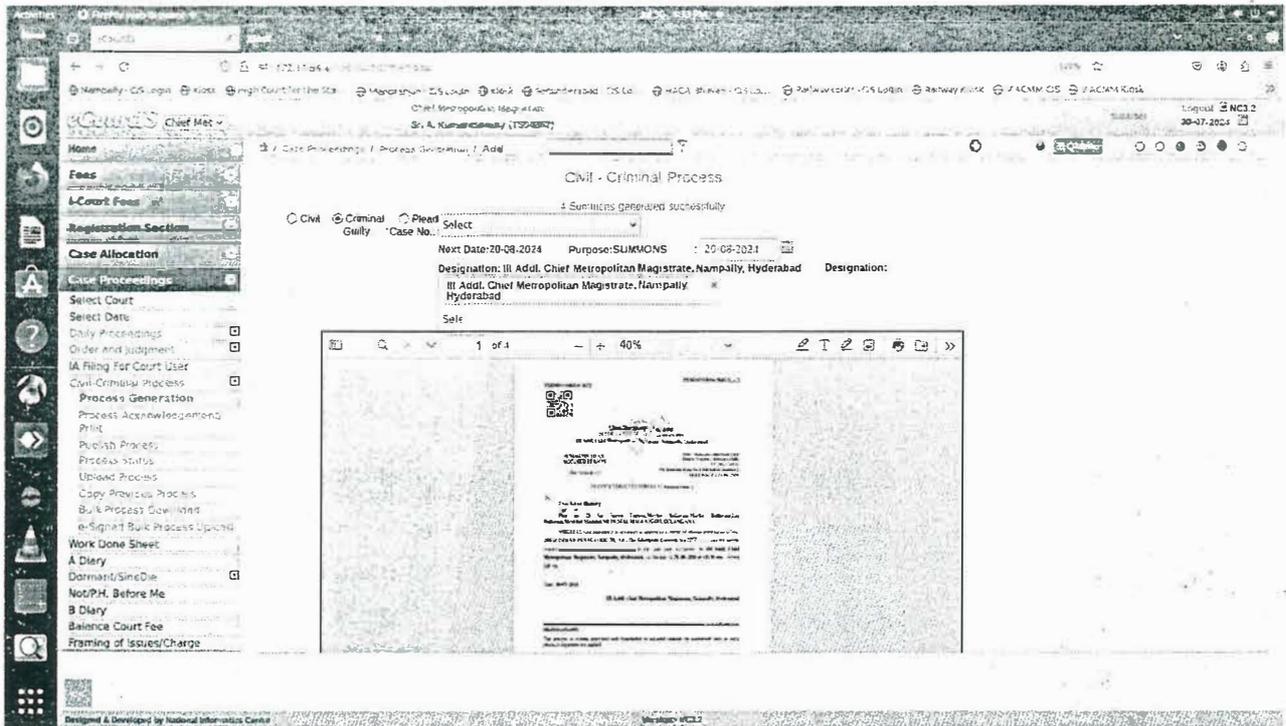
Then we have to select “Generate Draft” tab option and click on “Generate Draft” as shown in below images.



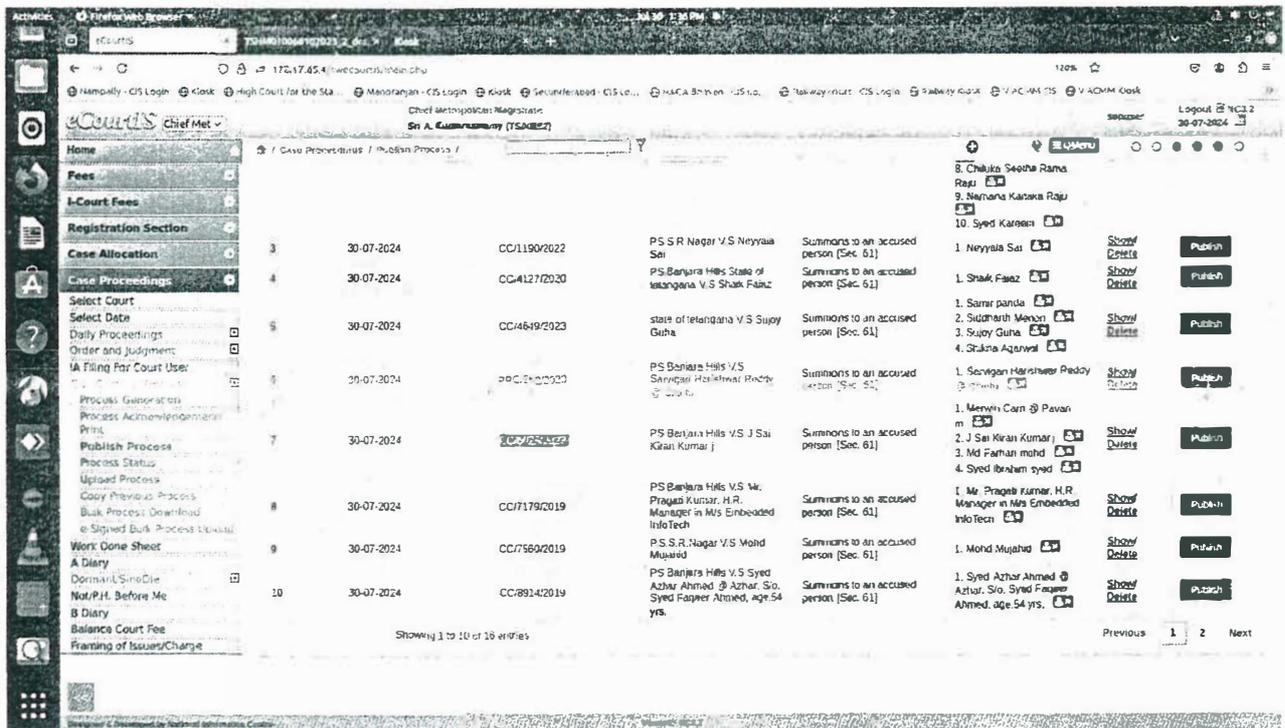


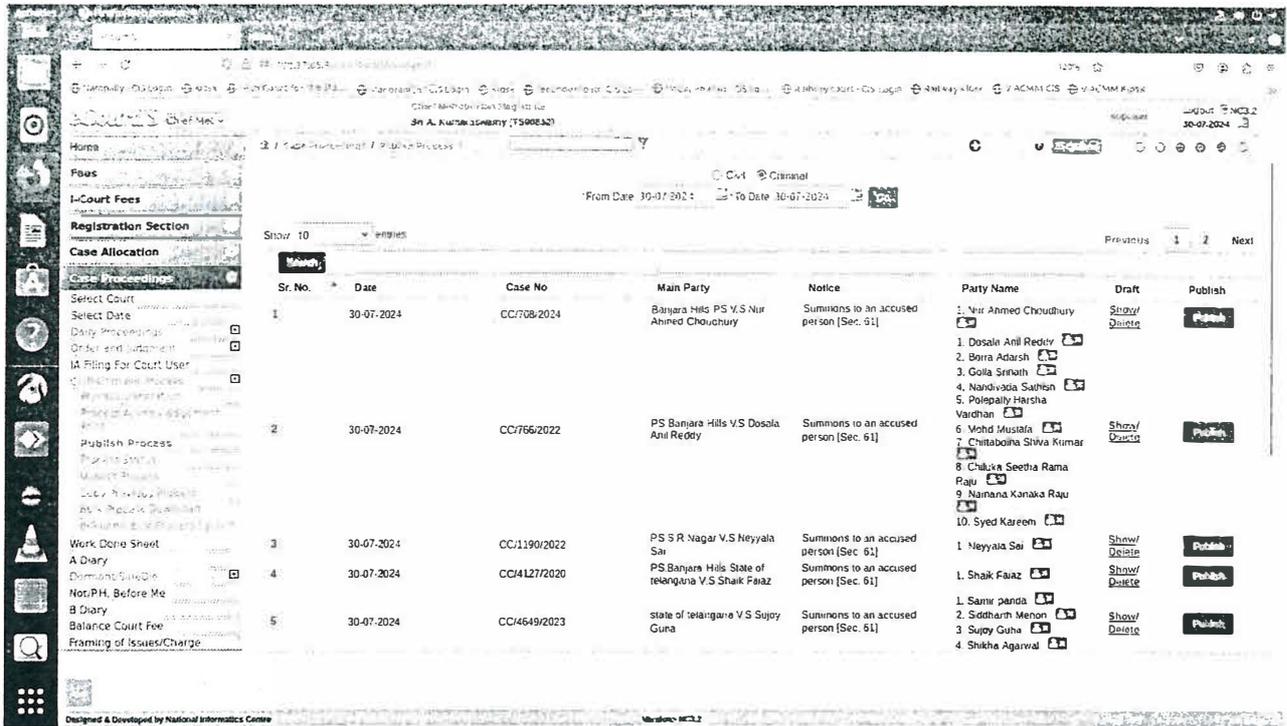
A draft will be generated as shown in below image.



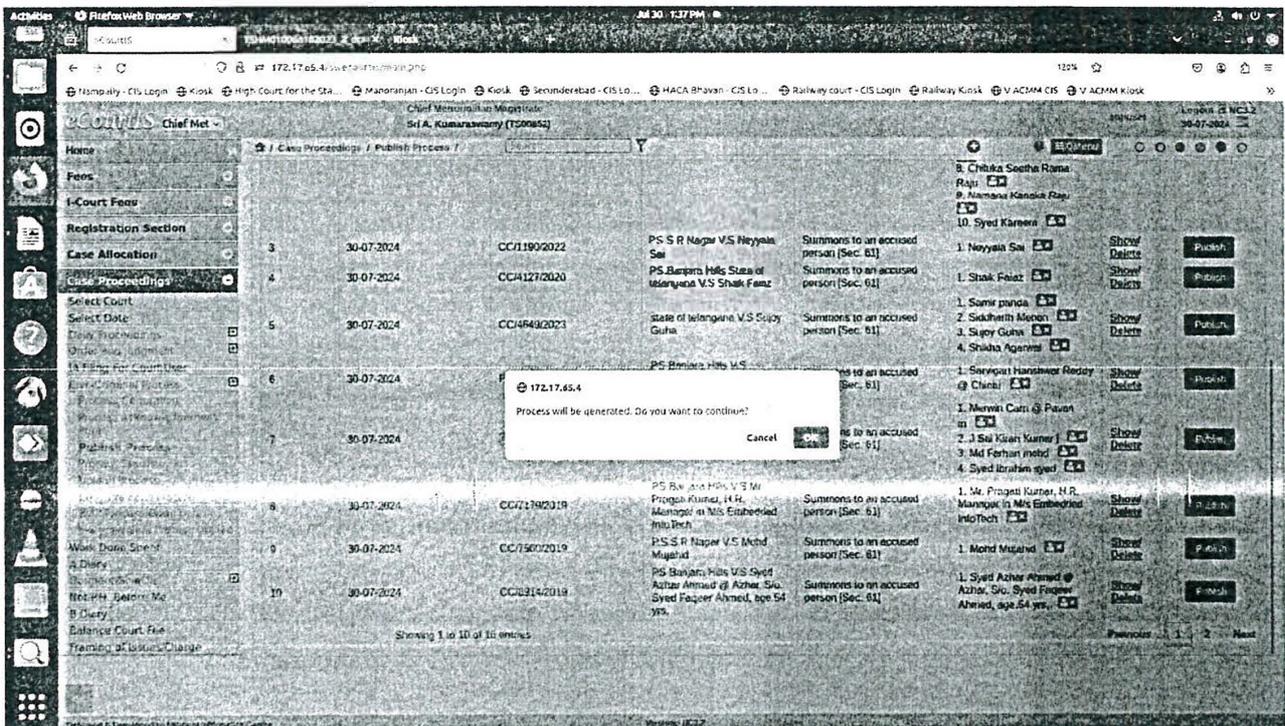


After checking and confirming the details of the draft thoroughly, we have to publish the summons as shown in below images.





After clicking on the “Publish” button a pop will be generated as shown in the below image. We have to click on “Ok” button. Process will be generated successfully.







Sl. No.	Case No.	Date	Case Name	Court Name	Case Status	Date
1	CC/412/2018	2018	PTSHM010130732018_4_1 Summons to an accused person [Sec. 61]	Mohammed Dasrath	H.No. 3-245/555/A-5, HF Nagar, Borabanda, Hyd.	30-07-2024
2	CC/40213/2018	2018	PTSHM010015582018_2_1 Summons to an accused person [Sec. 61]	Jitka sreevas	Singurbaan, Barava Hills, Hyd	30-07-2024
3	CC/401394/2018	2018	PTSHM010130732018_4_3 Summons to an accused person [Sec. 61]	Shaik Muzeed	H.No.369/AN-15 Anna Nagar, Ste-III, Borabanda, Hyd	30-07-2024
4	CC/20438/2019	2019	PTSHM010217402019_2_1 Summons to an accused person [Sec. 61]	Shaik Khaja Pasha @ Mond Khaja Pasha @ Mental Khaja	R/o. 8-4-399,3RT Colony, allapur,borabanda,Hyderabad.	30-07-2024
5	CC/3975/2021	2021	PTSHM010041672021_2_1 Summons to an accused person [Sec. 61]	Fanna Masood Ali Khan	3-6-1951/A, 3rd flo Himayath Nagar,Hyderabad,Telangana	30-07-2024
6	CC/9650/2022	2022	PTSHM010104802022_2_1 Summons to an accused person [Sec. 61]	Shaik Shataaz	8-2-709/5/1,Khan Nagar,MasabTank,MasabTank, Khaja Nagar,HYDERABAD,TELANGANA	30-07-2024
7	CC/401394/2018	2018	PTSHM010130732018_4_2 Summons to an accused person [Sec. 61]	Mohammed Jahangir	H.No. 8-3-199/555/A/5, HF Nagar, Borabanda, Hyd.	30-07-2024
8	CC/9650/2022	2022	PTSHM010194802022_2_2 Summons to an accused person [Sec. 61]	2. S Vinod Kumar	Tula ni Nagar Auda Nagar,Madhapur,HYDERABAD,TELANGANA	30-07-2024
9	CC/3975/2021	2021	PTSHM010041672021_2_2 Summons to an accused person [Sec. 61]	Masood Ali Khan	3-6-1951 A, 3rd flo Himayath Nagar,Hyderabad,Telangana	30-07-2024
10	CC/6025/2023	2023	PTSHM010066102023_2_3 Summons to an accused person [Sec. 61]	Md Farhan mohd	Near BSNL Office Sriramnagar, Near BSNL Office, Sriram Nagar, Bcnjraahils,Khairatabad,HYDERABAD,TELANGANA	30-07-2024

Showing 1 to 10 of 25 entries

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and login process admin of their respective Unit Head in NSTEP click the consume button and select the establishment and pull.

NSTEP National Service and Tracking of Electronic Processes

Criminal Process Admin Telangana Hyderabad Central

Process Management / Consume Data

CMM Courts, Hyderabad - MSJ Pulled Successfully

Consume Data

Select Court Establishment

- CMM Courts, Hyderabad - MSJ
- JRCM Courts, Hyderabad - MSJ
- MSJ Courts, Hyderabad - MSJ

Pull

Automatically the consumed warrants/ summons is shared with ICJS and CCTNS Delivery status of warrants/ summons is pulled by NSTEP from ICJS\*.

For Report served or unserved to click the process admin report

S.No	Case No.	Case Name	Process Date	Process Allocation to Court	Process Allocation to Officer	Process Allocation to other process messenger	Status	Served	Unserved	Pending	Priority
1	CCM Court Hyderabad - MS		28-10-2024				Served				
2	MSD Court Hyderabad - MS		19-07-2024				Served				
3	MSD Court Hyderabad - MS						Served				

Once the status of process is updated on NSTEP, the status is made available in CIS also.

Case No.	Case Name	Case Description	Date of Petition	Process Manager	Date of Allocation	Date of Service	Status	Reason	Remarks
CC-1829/2021	PTSHM010019372021_1_1	Summons to an accused person [Sec. 51]	28-10-2024	Angala Kasturi Srikanth Rao B-2,293/A, Navodaya Road No 14 Navodaya Colony,Banjarahills Telangana		04-12-2024	Served	Reason: Served   Served by   Bet no : 2805	Process Messenger Name: POLAKONDA MOHAN
CC-5475/2023	PTSHM010059822023_1_2	Summons to an accused person [Sec. 51]	19-07-2024	Pameet Kaur Bagga Plot no-480, Road No14, Opp Venkateswara Swamy Temple, Banjara Hills Hyderabad,Kharatabad,HYDERABAD,TELANGANA	Process Messenger Name: POLAKONDA MOHAN	13-07-2024	Served	Reason: Served   Served by POLAKONDA MOHAN   Bet no : 72	Date of Service: 13-07-2024, Reason: Served   Served by POLAKONDA MOHAN   Bet no : 72, Remark: ., Process Messenger Name: POLAKONDA

\*It shall be noted that 'Interoperable Criminal Justice System (ICJS)' acts as a common platform for communication between eCourts and Crime and Criminal Tracking Network & Systems (CCTNS).