

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.

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

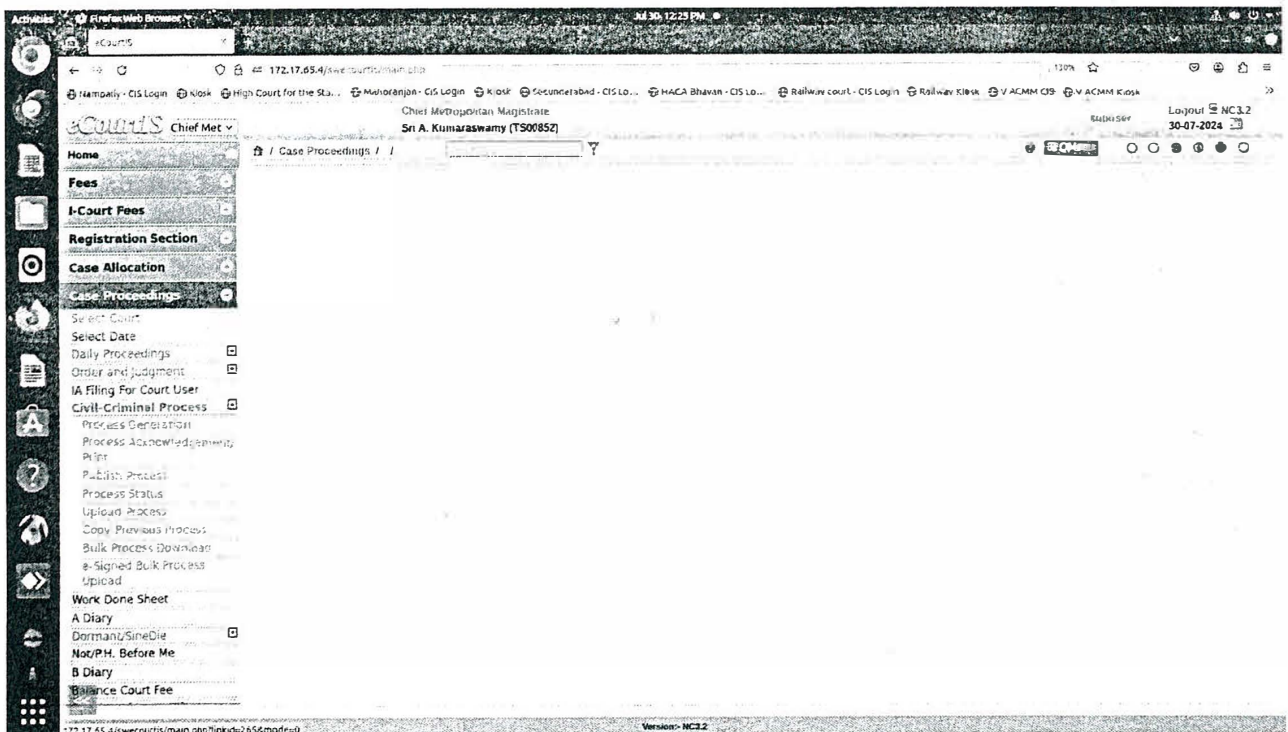
IN

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.

The screenshot shows the eCourts Chief Magistrate portal. The left sidebar contains a menu with the following items: Home, Fees, I-Court Fees, Registration Section, Case Allocation, Case Proceedings, Select Court, Select Date, Daily Proceedings, Order and Judgment, IA Filing For Court User, Civil-Criminal Process, Process Generation, Process Acknowledgement/Print, Publish Process, Process Status, Upload Process, Copy Previous Process, Bulk Process Download, e-Signed Bulk Process Upload, Work Done Sheet, A Diary, Dominant/SignOne, Not P.H. Before Me, B Diary, and Justice Court Fee. The 'Process Generation' option is highlighted. The main content area is titled 'Civil - Criminal Process' and contains the following form fields:
- Radio buttons for Civil, Criminal, and Plead Guilty.
- A dropdown menu for 'Case No.' with a 'Select' button.
- A dropdown menu for 'Process' with a 'Select' button.
The top of the page shows the user is logged in as 'Sri A. Kumaraswamy (TS00852)' and the date is '30-07-2024'.

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

The screenshot shows the eCourts Chief Magistrate portal with the 'Criminal' radio button selected. The 'Case No.' dropdown menu is open, displaying a list of case numbers:
- CC/400969/2015
- CC/400919/2017
- CC/400976/2017
- CC/401382/2017
- CC/8938/2022
- CC/401782/2017
- CC/400213/2018
- CC/400251/2018
- CC/401394/2018
- CC/30/2019
- CC/7663/2019
- CC/14154/2019
- CC/20418/2019
- CC/1445/2021
- CC/2145/2021
- CC/3970/2021
- CC/9388/2021
- CC/10198/2021
- CC/11409/2021
- CC/12914/2021
- CC/2434/2022
- CC/9701/2022
- CC/9660/2022
The top of the page shows the user is logged in as 'Sri A. Kumaraswamy (TS00852)' and the date is '30-07-2024'.

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.

Chief Metropolitan Magistrate
Sri A. Kumaraswamy (TS00852)

Case Proceedings / Process Generation / Add

Civil - Criminal Process

Civil Criminal Plead Guilty CC/6025/2023

* Process: Summons to an accused person [Sec. 61] - 200001

State: Select

Process generated as on Date: (2)

Select Addressee

Fees Type: ☒ Paid ☐ Free/On Cou

Addressee Type: Select

Footnote:

Summons to an accused person [Sec. 61] - 200001
Warrant of arrest [Sec. 70] - 200002
Proclamation requiring the appearance of a person accused [Sec. 82] - 200003
Proclamation requiring the attendance of a witness [Sec. 82, 87, 90] - 200004
Order of attachment to compel the attendance of a witness [Sec. 83] - 200005
Order of attachment to compel the appearance of a person accused [Sec. 83] - 200006
Order authorising an attachment by the district magistrate or collector [Sec. 83] - 200007
Warrant in the first instance to bring up a witness [Sec. 87] - 200008
Warrant to search after information of a particular offence [Sec. 93] - 200009
Warrant to search suspected place of deposit [Sec. 94] - 200010
Summons on the information of a probable breach of peace [Sec. 113] - 200011
Warrant of commitment on failure to find security to keep the peace [Sec. 122] - 200012
Warrant of commitment on failure to find security for good behavior [Sec. 122] - 200013
Warrant to discharge a person imprisoned on failure to give security [Sec. 122 and 123] - 200014
Warrant of imprisonment on failure to pay maintenance [Sec. 125] - 200015
Warrant to enforce the payment of maintenance by attachment and sale [Sec. 125] - 200016
Magistrate's notice and peremptory order [Sec. 141] - 200017
Warrant of attachment in the case of a dispute as to the possession of land etc. [Sec. 146] - 200018
Special summons to a person accused of a petty offence [Sec. 206] - 200019
Summons to witness [Sec. 61 and 244] - 200020
Warrant of commitment on a sentence of imprisonment or fine if passed by a court [Sec. 235, 248 and 255] - 200021
Warrant of imprisonment on failure to pay compensation [Sec. 250] - 200022
Order requiring production in court of person in prison for answering to charge of offence [Sec. 267] - 200023

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

Chief Metropolitan Magistrate
Sri A. Kumaraswamy (TS00852)

Case Proceedings / Process Generation / Add

Civil - Criminal Process

Civil Criminal Plead Guilty CC/6025/2023

* Process: Summons to an accused person [Sec. 61] - 200001

State: TELANGANA District: Select Police Station: Select FIR No.: 649 Year: 2023

Purpose: SUMMONS : 20-08-2024

I. Chief Metropolitan Magistrate, Nampally, Hyderabad

Designation:

Sum

Process Fees:

Addressee Name:

Nature:

Summons to an accused person [Sec. 61] - 200001
Warrant of arrest [Sec. 70] - 200002
Proclamation requiring the appearance of a person accused [Sec. 82] - 200003
Proclamation requiring the attendance of a witness [Sec. 82, 87, 90] - 200004
Order of attachment to compel the attendance of a witness [Sec. 83] - 200005
Order of attachment to compel the appearance of a person accused [Sec. 83] - 200006
Order authorising an attachment by the district magistrate or collector [Sec. 83] - 200007
Warrant in the first instance to bring up a witness [Sec. 87] - 200008
Warrant to search after information of a particular offence [Sec. 93] - 200009
Warrant to search suspected place of deposit [Sec. 94] - 200010
Summons on the information of a probable breach of peace [Sec. 113] - 200011
Warrant of commitment on failure to find security to keep the peace [Sec. 122] - 200012
Warrant of commitment on failure to find security for good behavior [Sec. 122] - 200013
Warrant to discharge a person imprisoned on failure to give security [Sec. 122 and 123] - 200014
Warrant of imprisonment on failure to pay maintenance [Sec. 125] - 200015
Warrant to enforce the payment of maintenance by attachment and sale [Sec. 125] - 200016
Magistrate's notice and peremptory order [Sec. 141] - 200017
Warrant of attachment in the case of a dispute as to the possession of land etc. [Sec. 146] - 200018
Special summons to a person accused of a petty offence [Sec. 206] - 200019
Summons to witness [Sec. 61 and 244] - 200020
Warrant of commitment on a sentence of imprisonment or fine if passed by a court [Sec. 235, 248 and 255] - 200021
Warrant of imprisonment on failure to pay compensation [Sec. 250] - 200022
Order requiring production in court of person in prison for answering to charge of offence [Sec. 267] - 200023

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”.

Nampally - CIS Login

172.17.85.4

Client Metropolitan Magistrate
Sri A. Kurniaswanthy (TS00852)

Civil - Criminal Process

I-Court Fees

Registration Section

Case Allocation

Select Court

Select Date

Daily Proceedings

Order and Judgment

IA Filing For Court User

Civil Criminal Process

Process Generation

Process Generation Draft

Work Done Sheet

A Diary

Dormant Side Die

NoCPH Before Me

B Diary

Balance Court Fee

Civil **Criminal** **Plead Guilty**

Case No. CC/6025/2023

Process Summons to an accused person [Sec. 6]

State: TELANGANA **District:** HYDERABAD **Police Station:** Banjara Hills **FR No.** 6-9 **Year** 2023

Next Date: 20-08-2024 **Purpose:** SUMMONS **Date:** 20-08-2024

Designation: III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad **Designation:** III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad

Process generated as on Date ()
Process Draft ()

Select Addressee **Addressee Details** **Act Section** **Case Details** **Generate Draft**

Addressee Name : J Sai Kiran Kumar j

Relation : Father **R/O :** Satyanaravana

Address : Main Address

State : Select

Town : Select

Taluka : Select

Pin code :

Email :

0 Out of 4 Update

Address : Plot no 20 Sai Surya Enclave,Macha Bollaram,Macha Bollaram Raj

District : Select

Ward : Select

Village : Select

Remarks :

Designed & Developed by National Informatics Centre

Civil - Criminal Process

Next Date: 20-08-2024 Purpose: SUMMONS
 Designation: III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad
 III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad

Process generated as on Date (Z)
 Process Order: 1

Select Addressee	Addressee Details	Act Section	Case Details	Generate Draft
Act Details				
Act1:	INDIAN PENAL CODE-59	Act Section1:	188	
Act2:	The Telangana Gaming Act-2277	Act Section2:	3,4	

Save Cancel Print

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

The screenshot shows the 'Case Proceedings - Process Generation - Add' form in the 'Case Details' tab. The form is for a Civil-Criminal Process. The 'Case No.' is CC/6025/2023. The 'Process' is Summons to an accused person [Sec. 6]. The 'State' is TELANGANA, 'District' is HYDERABAD, and 'Police Station' is Banjara Hills. The 'FIR No.' is 649 and 'Year' is 2023. The 'Next Date' is 20-08-2024, 'Purpose' is SUMMONS, and 'Designation' is III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad. The 'Process generated as on Date' is 20-08-2024. The 'Process Draft' is 1. The 'Select Addressee' button is highlighted. The 'Case Details' tab is selected in the bottom navigation bar.

Civil - Criminal Process

☐ Civil ☒ Criminal ☐ Plead Guilty

* Case No.: CC/6025/2023

* Process: Summons to an accused person [Sec. 6]

State: TELANGANA District: HYDERABAD Police Station: Banjara Hills FIR No.: 649 Year: 2023

Next Date: 20-08-2024 Purpose: SUMMONS 20-08-2024

Designation: III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad

Process generated as on Date (2) 20-08-2024

Process Draft (1)

Select Addressee Addresssee Details Act Section Case Details Generate Draft

Case Details

Suit Valuation: Amount:

FIR Details

Police Chalan or Private Complaint: Select

State: TELANGANA

District: HYDERABAD

Police Station Code: Banjara Hills

Date of Offence: Date of Filing Charge Sheet:

FIR Type: Select

FIR No.: 649 Year: 2023

Offence Remark:

Save Next

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

The screenshot shows the 'Case Proceedings - Process Generation - Add' form in the 'Generate Draft' tab. The form is for a Civil-Criminal Process. The 'Case No.' is CC/6025/2023. The 'Process' is Summons to an accused person [Sec. 6]. The 'State' is TELANGANA, 'District' is HYDERABAD, and 'Police Station' is Banjara Hills. The 'FIR No.' is 649 and 'Year' is 2023. The 'Next Date' is 20-08-2024, 'Purpose' is SUMMONS, and 'Designation' is III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad. The 'Process generated as on Date' is 20-08-2024. The 'Process Draft' is 1. The 'Generate Draft' button is highlighted. The 'Generate Draft' tab is selected in the bottom navigation bar.

Civil - Criminal Process

☐ Civil ☒ Criminal ☐ Plead Guilty

* Case No.: CC/6025/2023

* Process: Summons to an accused person [Sec. 6]

State: TELANGANA District: HYDERABAD Police Station: Banjara Hills FIR No.: 649 Year: 2023

Next Date: 20-08-2024 Purpose: SUMMONS 20-08-2024

Designation: III Addl. Chief Metropolitan Magistrate, Nampally, Hyderabad

Process generated as on Date (2) 20-08-2024

Process Draft (1)

Select Addressee Addresssee Details Act Section Case Details Generate Draft

Generate Draft

Process ID: Summons to an accused person [Sec. 61] -200001

Footnote: Nature

Fees Type: Free/On Court Motion Process Fees:

Addresssee Name: J Sai Kitan Kumar

Address Type: Main. Plot no 20 Sai Surya Enclave, Macha Bollaram, Macha Bollaram, Ray Bollaram, Medchal, Medchal, MALKAJGIRI, TELANGANA

State: District:

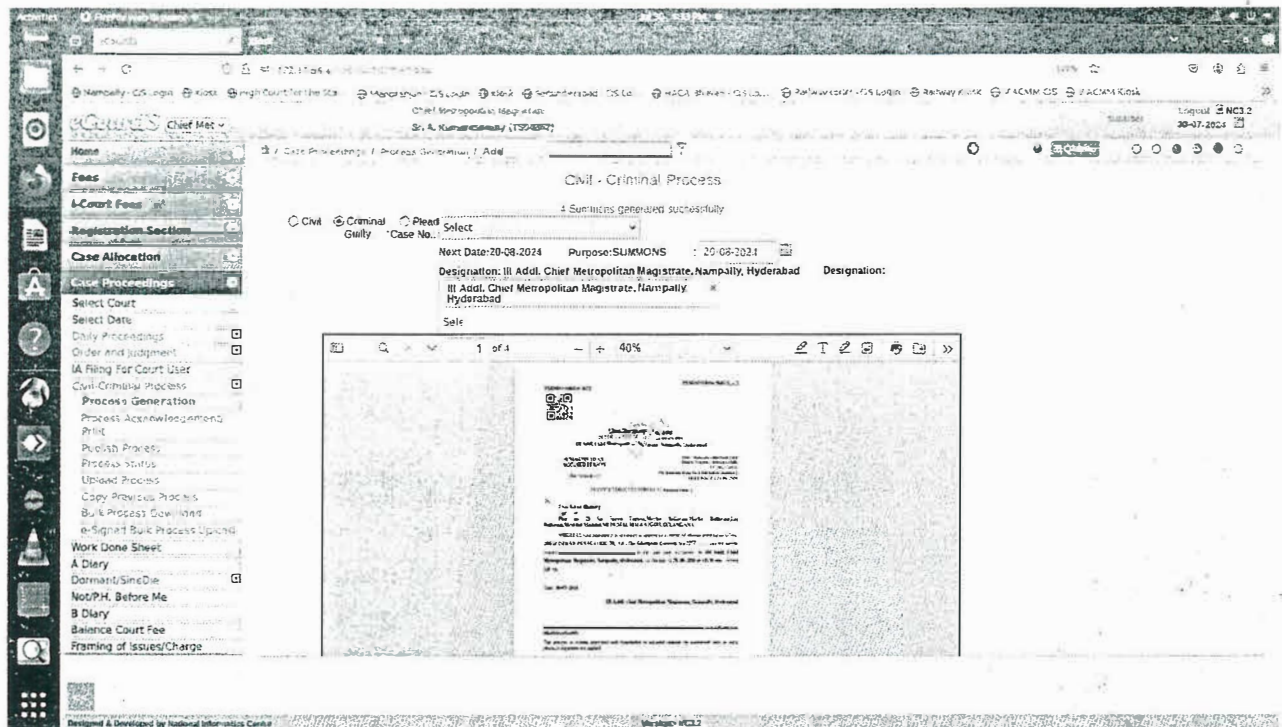
Town: Ward:

Taluka: Village:

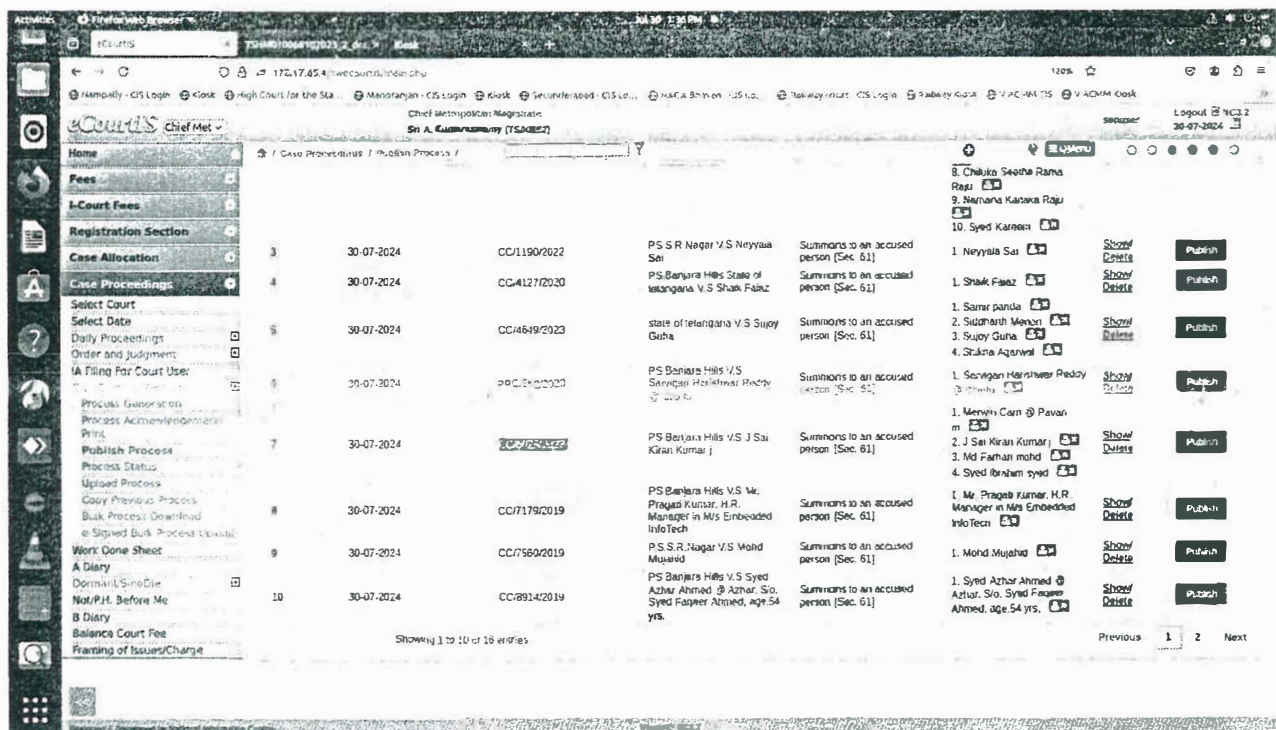
Police Station: Remarks:

Pin code: Mobile No.: 9676711186

Email: R/O: Satyanarayana

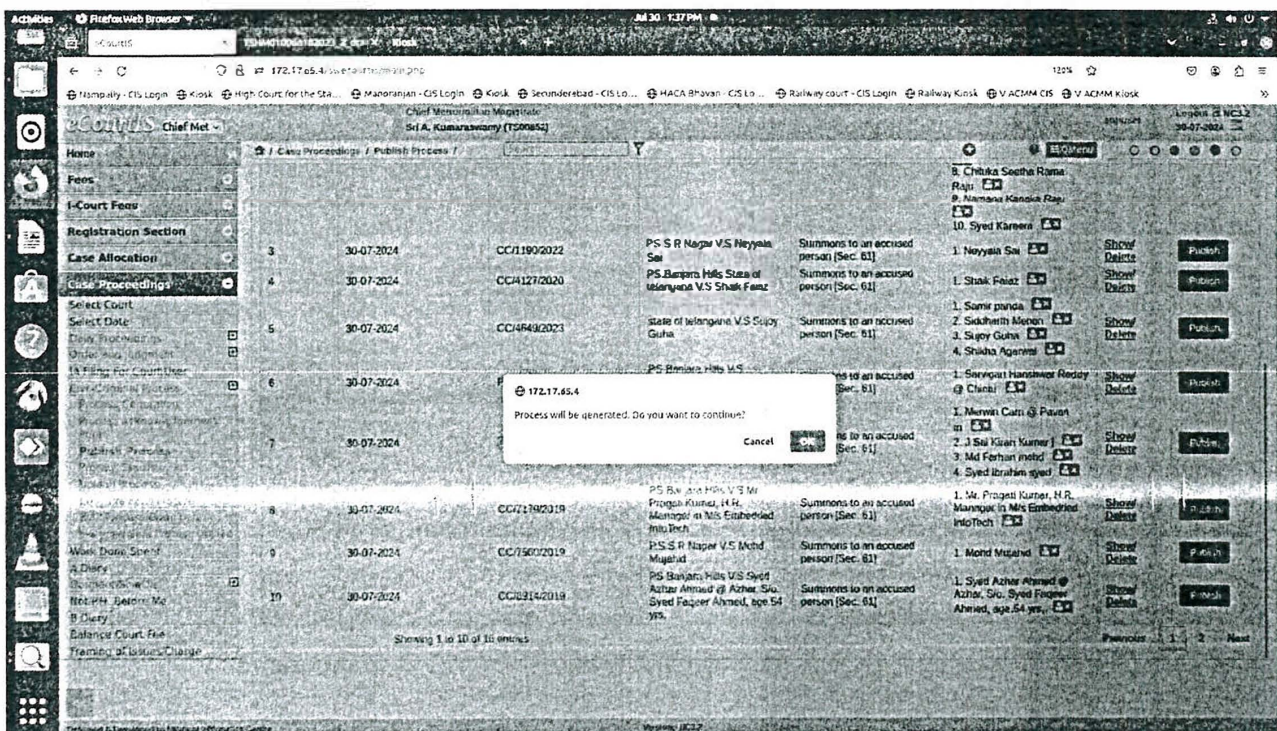


After checking and confirming the details of the draft thoroughly, we have to publish the summons as shown in below images.

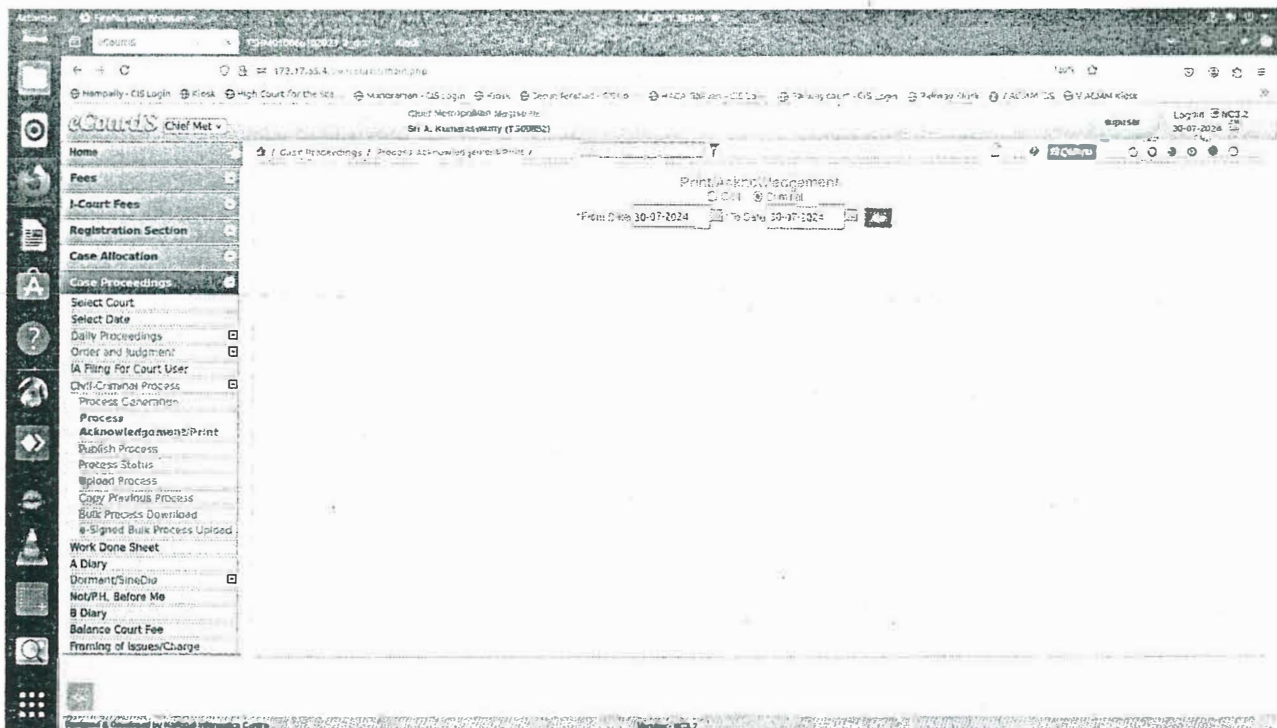




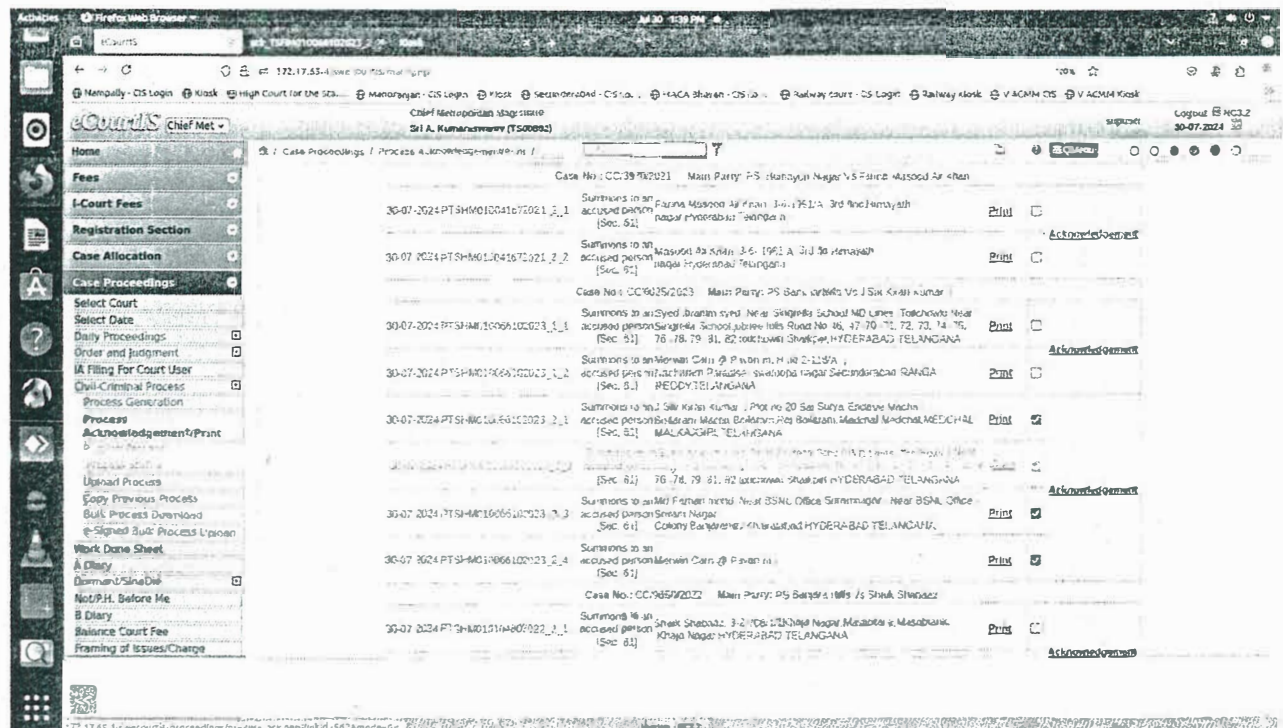
After clicking on the “Publish” button a pop will be generated as shown in the below image. We have to click on “Ok” button. Process will be generated successfully.



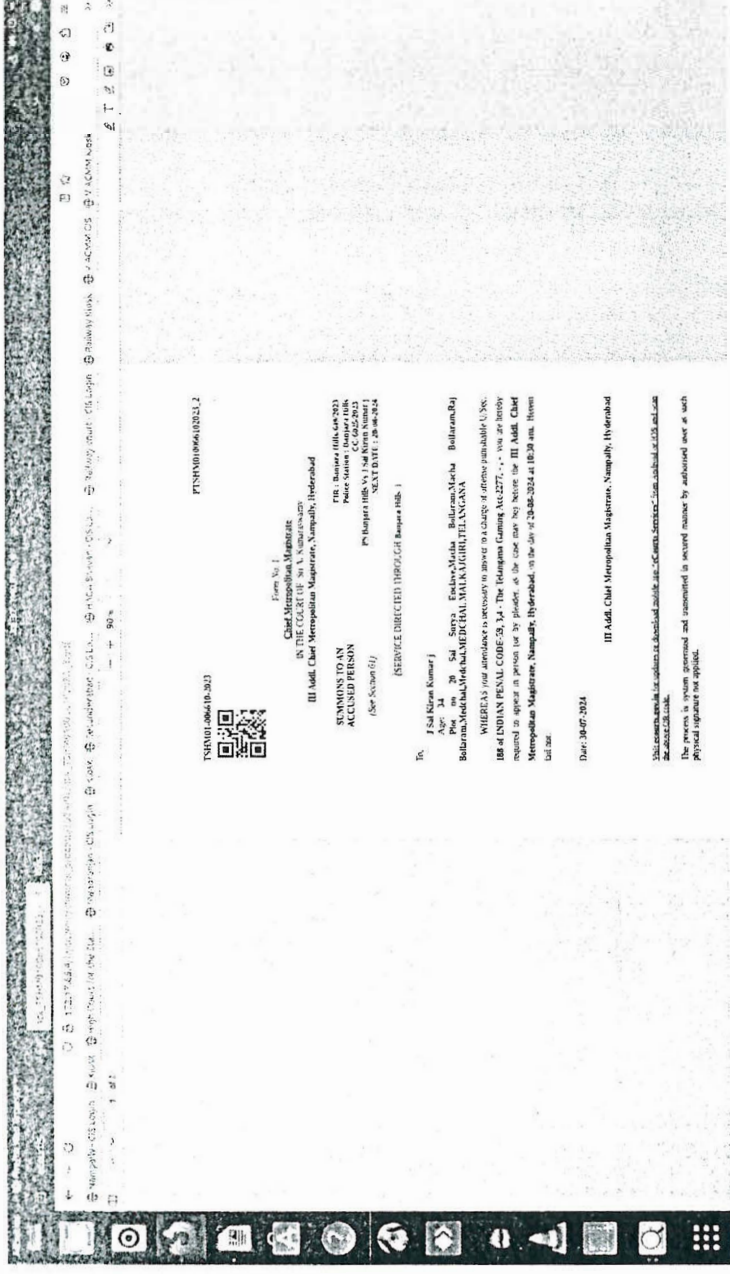
To check the Process we have to choose “Process Acknowledgment/Print” option by selecting the date range, as shown in the below image.



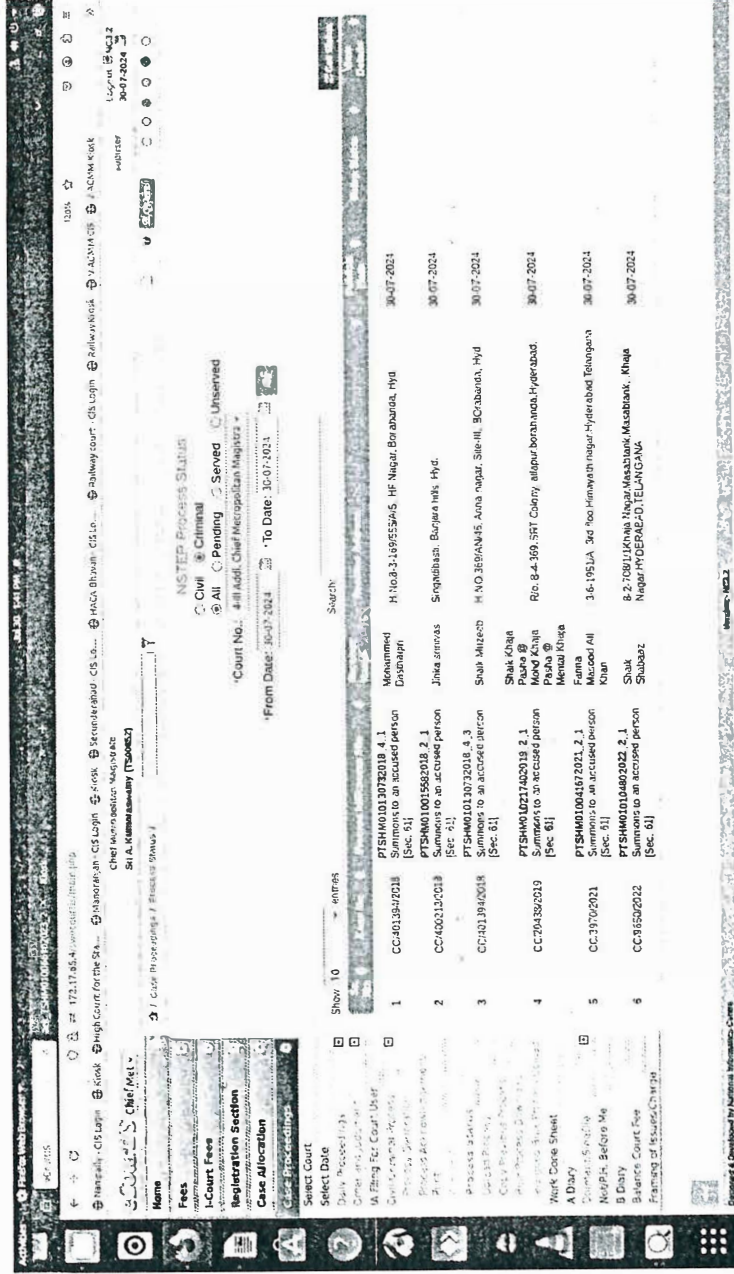
Then we have to select the respective case from the list as shown below. Then click on “Acknowledgment” option.



The published summon will be generated as under:



To check the Process status we have to choose “Process Status” option as show below:



Case No.	PTSHM No.	Description	Name	Address	Date
CC/401394/2018	PTSHM010130732018_4_1	Summons to an accused person (Sec. 61)	Monjammed Dasgupta	H.No. 8-3-169/555/A-5, HF Nagar, Borabanda, Hyd.	30-07-2024
CC/40213/2018	PTSHM010015582018_2_1	Summons to an accused person (Sec. 61)	Jitika smoyas	Singh Nagar, Barkhara Mills, Hyd.	30-07-2024
CC/401394/2018	PTSHM010130732018_4_3	Summons to an accused person (Sec. 61)	Shahk Muzeen	H.No. 369/ANUS Anna Nagar, Site-III, Borabanda, Hyd.	30-07-2024
CC/20438/2019	PTSHM010217402019_2_1	Summons to an accused person (Sec. 61)	Shahk Khaja Pasha @ Mohd Khaja Pasha @ Mental Khaja	R/o. 8-4-399, 3RT Colony, allapur, borabanda, Hyderabad.	30-07-2024
CC/3979/2021	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
CC/9659/2022	PTSHM01014802022_2_1	Summons to an accused person (Sec. 61)	Shahk Shafaez	8-2-708/11 Khair Nagar, Masabank, Masabank, Khair Nagar, HYDERABAD, TELANGANA	30-07-2024
CC/401394/2018	PTSHM010130732018_4_2	Summons to an accused person (Sec. 61)	Mohammed Jahangir	H.No. 8-3-169/555/A-5, HF Nagar, Borabanda, Hyd.	30-07-2024
CC/9659/2022	PTSHM010194802022_2_2	Summons to an accused person (Sec. 61)	2. S Vinod Kumar	Tule in Nagar Auto Nagar, Madhapur, HYDERABAD, TELANGANA	30-07-2024
CC/3979/2021	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
CC/6029/2023	PTSHM010066102023_2_3	Summons to an accused person (Sec. 61)	Md Farhan mohd	Near BSNL Office Srirampagar, Near BSNL Office, Sriramp Nagar, Borabanda, Khairatabad, HYDERABAD, TELANGANA	30-07-2024

d

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

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

[illegible]

Chief Metropolitan Magistrate
Sri A. Kumaraswamy (TS00652)

AVINASH BONDU Language : ENGLISH 28-12-2024

NSTEP Process Status

☐ Civil ☒ Criminal
☐ All ☐ Pending ☒ Served ☐ Unserved

*From Date: 01-06-2024 *To Date: 19-12-2024 **Go**

Show: 16 entries

C.C. No.	Case Details	Accused Name	Date of Birth	Date of Arrest	Status	Remarks
CC-1829/2021	PTSHM010C19372021_1_1 Summons to an accused person [Sec. 81]	Anjala Kasturi Srinakar Rao B-2-293/A, Navodaya Road No 14,Navodaya Colony,Bangalore,telangana	28-10-2024	04-12-2024	Served	Reason: Served Served by Bet.no : 2805 Remark:
CC-5475/2023	PTSHM010059822023_1_2 Summons to an accused person [Sec. 81]	Parmet Kaur Bagga Plot no -480, Road No14, Opp Venkateswara Swamy Temple, Banjara Hills Hyderabad,Kharialabad,HYDERABAD,TELANGANA	19-07-2024	13-07-2024	Served	Reason: Served Served by POLAKONDA MOHAN Bet.no : 72 Remark: Process Messenger Name: POLAKONDA MOHAN Date of Service: 13-07-2024 Reason: Served Served by POLAKONDA MOHAN Bet.no : 72 Remark: Process Messenger Name: POLAKONDA MOHAN

*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).