

No. RJ 224/2023

High Court of Karnataka

Bengaluru

Date: 13.12.2023

**CIRCULAR**

In order to scale up the ongoing scanning and digitization Project, a dedicated 'Digitization Cell' is constituted at the High Court of Karnataka comprising of Project Manager, Technical Persons, Digitization Officers with the hierarchy of Officers, Technicians and Officials of the High Court and the District Courts to manage and monitor the day-to-day progress of scanning and digitization to achieve the target so as to accomplish the vision of e-Courts Project Phase-III as suggested by the Registrar (Computers) in the proforma organogram annexed hereunto with submission note dated 05.12.2023 in HCC No. 45/2022, so as to enable handing over the judicial records to the scanning agency and to take it back after completion of scanning, digitization and quality audit.

The Registrar (Judicial) is authorized to name the Admin Support Team as detailed in the proforma organogram at the Principal Bench, Bengaluru, Additional Registrar (Judicial) in the Benches at Dharwad and Kalaburagi, and PDJs/Unit Heads in the respective Districts.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Sd/-

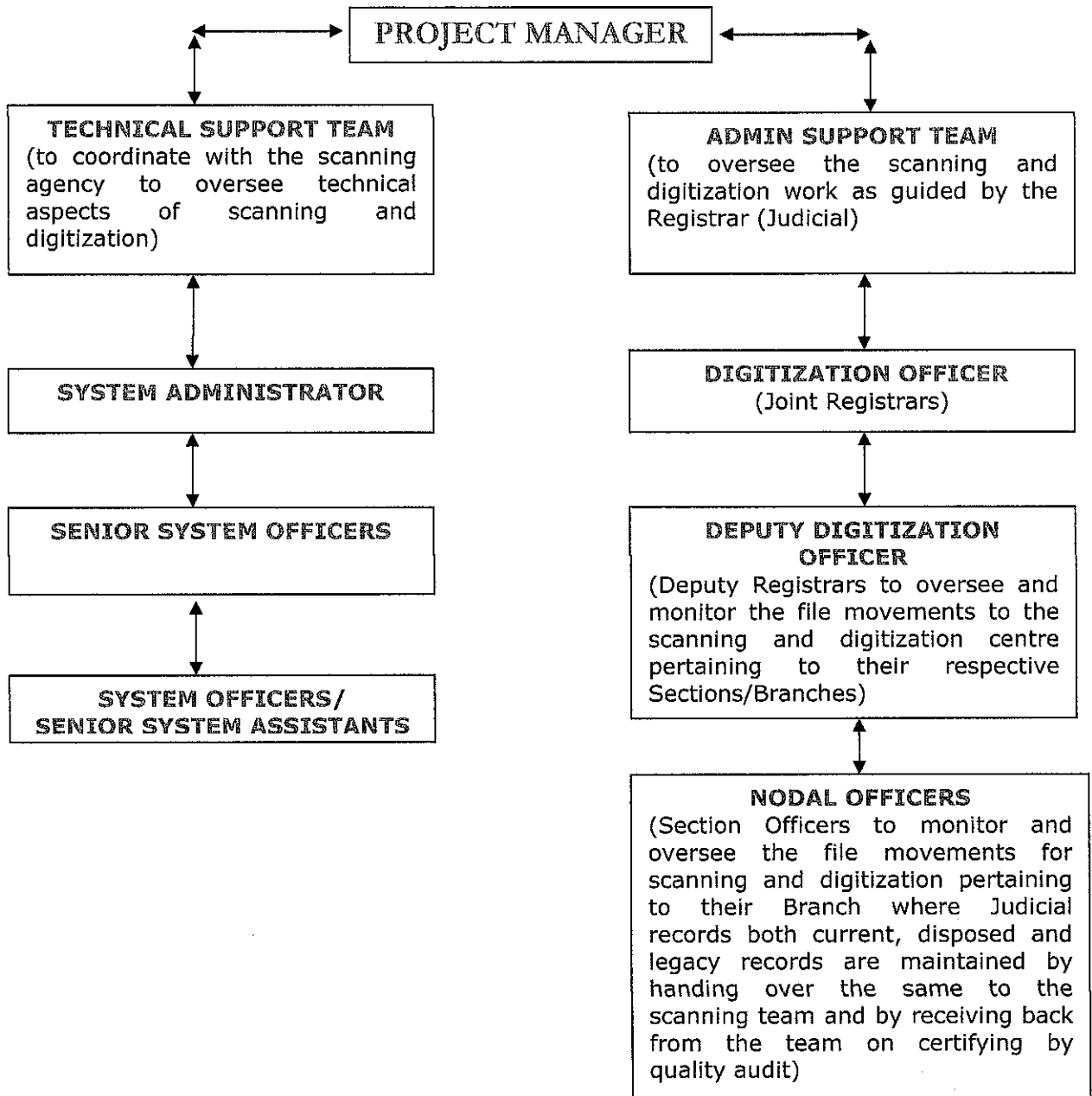
**REGISTRAR (JUDICIAL)**

To:

1. The Registrar General/ Registrar (Vigilance)/ Registrar (Recruitment) / Registrar (Administration)/ Registrar (Infra & Maintenance) / Registrar (Protocol & Hospitality) / Registrar (Computers).

2. The Additional Registrar General/ Additional Registrar (Judicial), High Court of Karnataka at Dharwad and Kalaburagi Benches, for necessary action and circulation among the concerned staff.
3. The Central Project Co-ordinator (CPC), with a request to web-host the circular.
4. DJA-I to circulate to PDJs/Unit Heads of City Civil Court, Bengaluru, Small Causes Court, Bengaluru and Bengaluru Rural District Courts.
5. All the Joint Registrar/Deputy Registrars on judicial side and Establishment Branch.
6. All the Assistant Registrars/Section Officers on judicial side, Establishment Branch and Computer Section.
7. Office Copy.

**DIGITIZATION CELL IN THE HIGH COURT OF KARNATAKA,  
PRINCIPAL BENCH, BENGALURU**




## **ROLES AND RESPONSIBILITIES OF THE ABOVE OFFICIALS:**

1. The Project Manager for digitization shall oversee the entire scanning and digitization work and to instruct from time to time both to technical support team and admin support team to accomplish the project of scanning and digitization in order to achieve the vision of Paperless Courts.
2. The Technical support team shall on day-to-day basis coordinate with the scanning team and check the efficiency of the scanning technology being followed in conformity with SOP on Digital Preservation and to report the same regularly to the Project Manager.
3. The Admin support team shall on day-to-day basis handover physical files in batches to the scanning team without there being any gap and shall receive it back upon scanning and digitization of the same by conducting quality audit to ensure that, the handed over records are properly scanned and digitized with indexing and cataloging.
4. The Nodal Officer of the each Branch and in the District Judiciary who hands over physical records to the scanning team after taking due acknowledgment by keeping the ledger for the same shall at the end of the day conduct the quality audit of each file in comparison with the digitized records, physical records by checking the number of pages, quality of scanning and indexing and cataloging and shall certify to that effect so as to enable the High Court to ingest the said digitized document for archival information package as a part of Digital Preservation and to take back physical records in their custody.
5. The scanning team will maintain the record of the collected documents received from Nodal Officers for scanning in log Register which shall contain the following:
  - a. Description/title of document collected
  - b. File number, if any
  - c. Date of collection
  - d. Total number of pages
  - e. Collected from (Court Officials)
  - f. Collected by (Vendor representative)
  - g. Date of return

- h. Return to (court officials)
- i. Return by (Vendor representative)

In view of the above, it is requested that, a suitable circular to the above effect may kindly be issued by naming the hierarchy of Officials of Judicial Branch of the High Court of Karnataka and of the District Judiciary as a part of admin support team who could actively coordinate with the scanning team and technical support team of the High Court and the District Courts for achieving above stated scanning and digitization project. The names of the Technical Support Team are detailed in the attached pro-forma organogram and the names of the Admin Support Team of the High Court to be named by the Registrar (Judicial) of the Principal Bench and Addl. Registrar (Judicial) of Benches of Dharwad and Kalaburagi and by PDJs/Unit Heads of each unit/District respectively.



(N G. Dinesh)

Registrar (Computers)

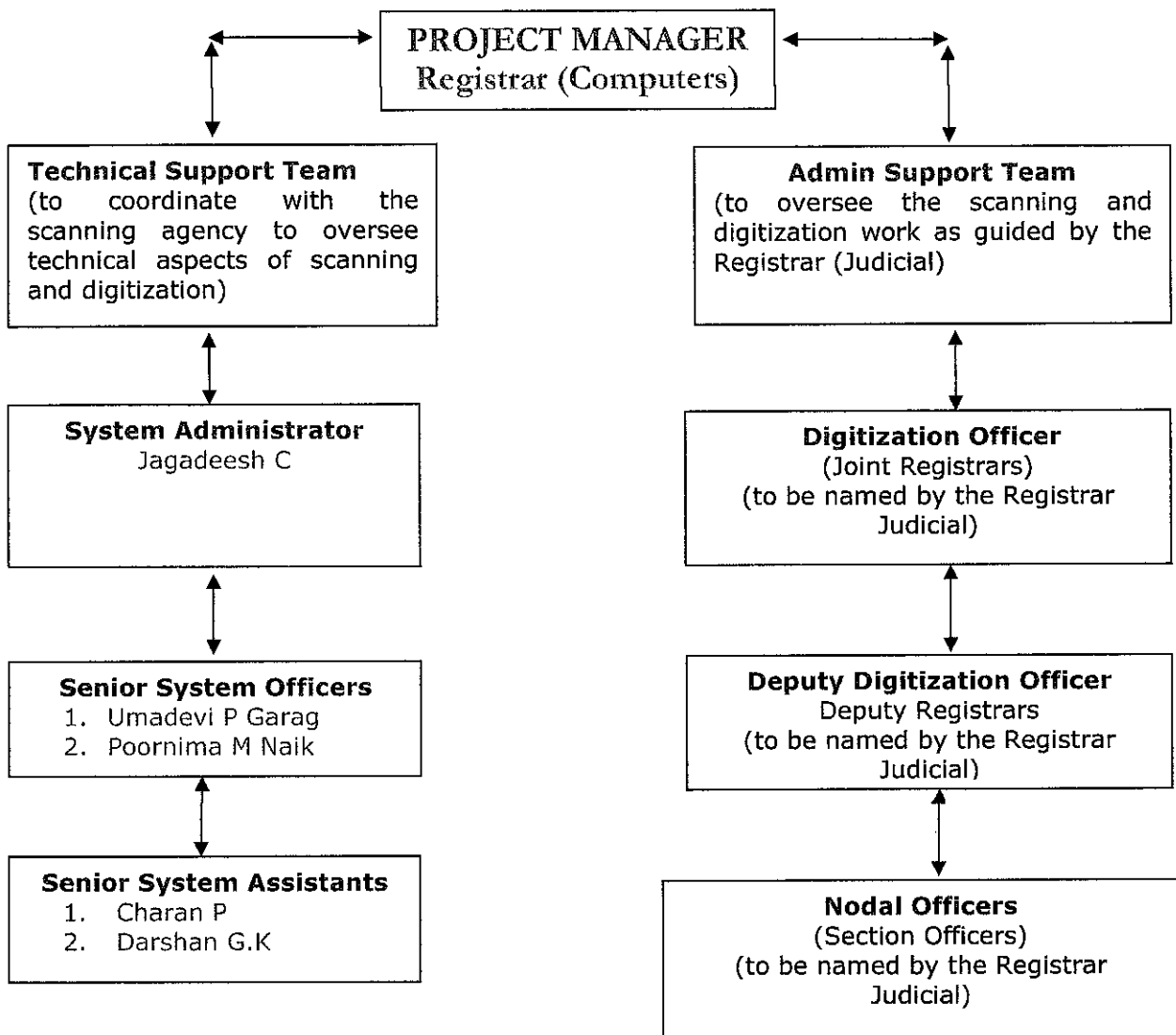
**To,**

- ✓ 1. The Registrar (Judicial),  
High Court of Karnataka.

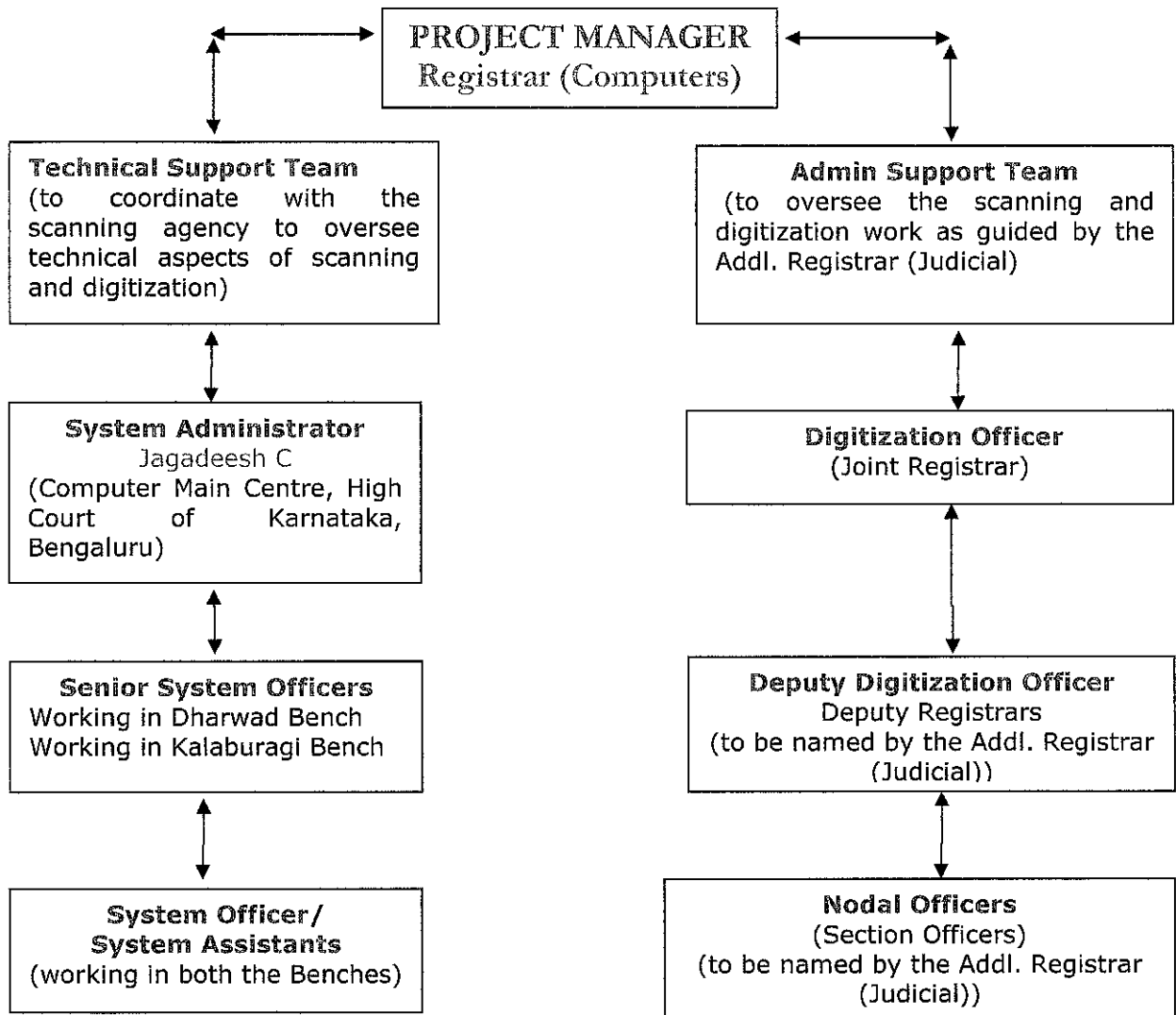
**Copy for information to:**

1. Central Project Coordinator,  
Computer Main Centre,  
High Court of Karnataka

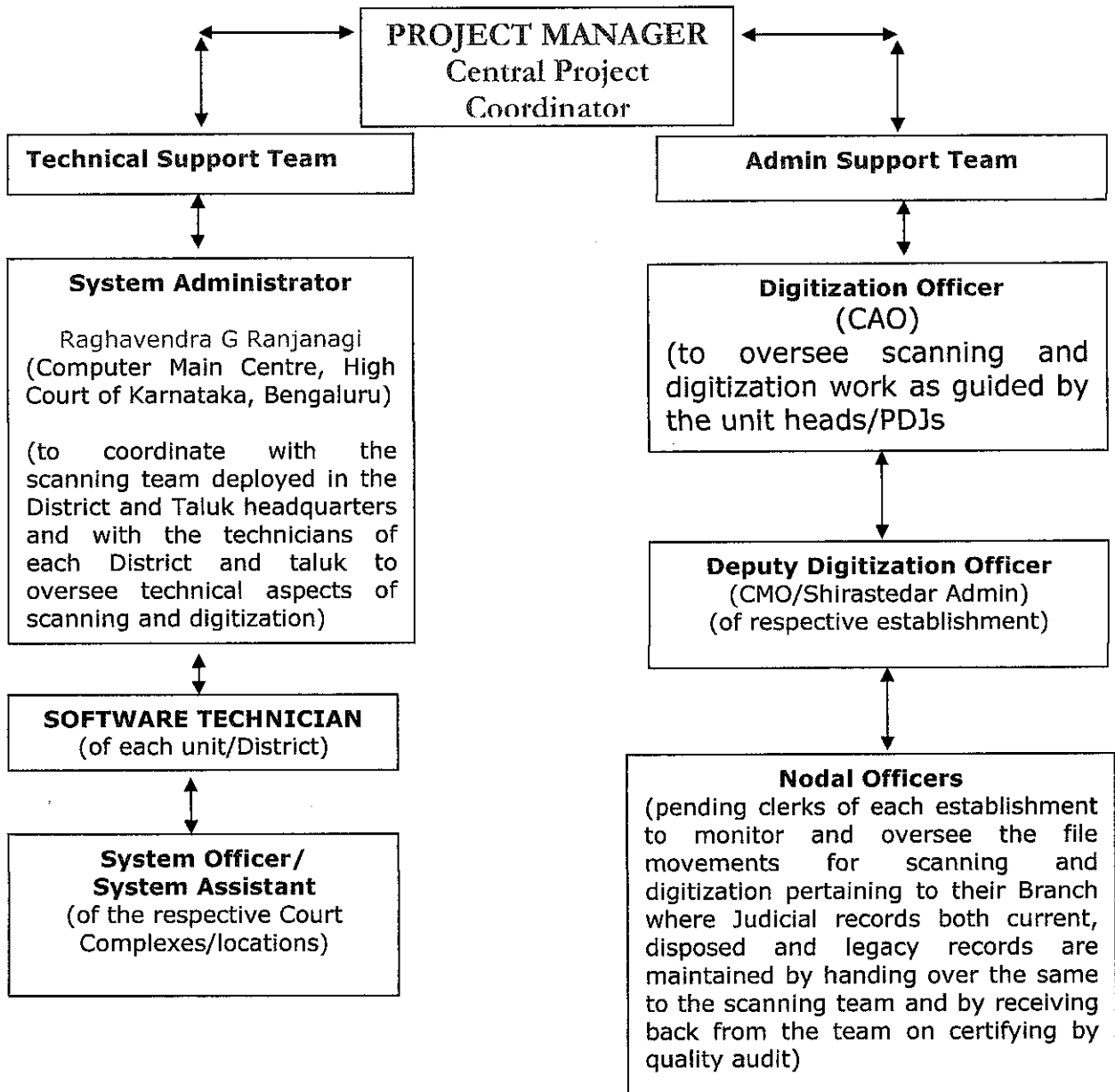
**DIGITIZATION CELL IN THE HIGH COURT OF KARNATAKA,  
PRINCIPAL BENCH, BENGALURU**



**DIGITIZATION CELL IN THE HIGH COURT OF KARNATAKA,  
BENCHES AT DHARWAD AND KALABURAGI**



**DIGITIZATION CELL IN THE COURTS LOCATED IN THE  
DISTRICT AND TALUKA HEADQUARTERS**





PRO-FORMA CERTIFICATE TO BE CERTIFIED BY THE  
NODAL OFFICER

QUALITY AUDIT CERTIFICATE  
(SCANNING AND DIGITIZATION)

This is to certify, I the undersigned .....(name)  
.....(designation) of .....(Branch) have verified  
the digitized records available in the system in comparison with physical  
records handed over and upon verification it is found the entire physical  
records replicates in the digitized mode and same contains indexing and  
cataloging with metadata captured from CIS.

**NAME:**

**DESIGNATION:**

**SIGNATURE:**

