

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**ORDER**

Dated Guwahati, the <sup>14</sup> May, 2020

**No. HC.V- 77/2011 (Pt-I)/ 284 /Estt. ##** This is for information to all concerned that one **e-Seva Kendra in the Filing Section of the Principal Seat of the Gauhati High Court (old block) will be made operational w.e.f. 15.05.2020.**

Following facilities shall be provided in the e-Seva Kendra :

1. Handling inquiries about case status, next date of hearing and other details.
2. Facilitate online applications for certificate copies and other such filing.
3. Facilitate eFiling of petitions right from scanning of hardcopy petitions, appending eSignatures, uploading them into CIS and generation of filing number.
4. To assist in online purchase of eStamp papers/ePayments.
5. To help in apply and obtain Aadhaar based digital signature.
6. Publicize and assist in downloading the Mobile App of eCourts for Android and IOS.
7. Facilitate in booking of eMulakat appointment for meeting relatives locked in Jail.
8. Handling queries about Judges on leave.
9. Handling queries about location of the particular Court, its cause-list and whether the case is taken up for hearing or not.
10. Guide people on how to avail free legal services from District Legal Service Authority, High Court Legal Service Committee and Supreme Court Legal Service Committee.
11. Facilitate disposal of traffic challan in virtual Courts as also online compounding of traffic challans and other petty offences.
12. All other queries and assistance in respect of facilities which are digitally available under eCourt Project.
13. Explain method of arranging and holding a video conference court hearing.
14. Provide soft copy of judicial orders/judgments via email, WhatsApp or any other available mode.

Accordingly, the following staff of the Filing Section of this Registry are assigned duties in the eSeva Kendra on rotational basis and as per the roster arrangement.

1. Sri Anil Kr. Singha, SJA
2. Sri Lakshyadhar Bora, SJA
3. Sri Mrinal Malakar, SJA
4. Smt. Kabita Mahanta, JA

5. Sri Lalsang Limsong, JA
6. Sri Hriday Ranjan Malakar, JA

The In-charge of the Filing Section shall make the roster arrangement of the aforesaid staff for performing duties in the eSeva Kendra. Further, the In-Charge of the Filing Section shall ensure compliance of the above order.

By order,

*Sdlr*

**REGISTRAR (ESTT.)**

**Memo No. HC.V-77/2011 (pt-I)/ 284A/Estt. # Dated 14.5.2020**

**Copy for information to :-**

1. The Registrar (Vigilance)/ (Admn./Judl./Estt), Gauhati High Court, Guwahati.
2. The Registrar cum Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High
4. The Joint Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
5. The Dy. Registrar \_\_\_\_\_, Gauhati High Court, Guwahati
6. The Assistant Registrar, \_\_\_\_\_, Gauhati High Court, Guwahati.
7. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
8. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
9. The Librarian- cum- Research Officer, Gauhati High Court, Guwahati.
10. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice \_\_\_\_\_  
Gauhati High Court, Guwahati.
11. The Project Manager, Gauhati High Court, Guwahati with a request to upload this order in the High Court website.
12. The Chief Security Officer, Gauhati High Court, Guwahati.
13. The A.O.(J) \_\_\_\_\_, Gauhati High Court, Guwahati.
14. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati.
15. The Systems Officer, Gauhati High Court, Guwahati.
16. The CA to the Registrar General.
17. All persons concerned.
18. The Order File

*Sdlr*  
14/5/20

**REGISTRAR (ESTT.)**

*Sdlr*  
14/5/20