# Standard Operating Procedure (SOP)

# for

# eSummon Platform




**Prepared for**

## State and Central Investigating Agencies

**By**

**MHA Informatics Division - II**

**National Informatics Centre**
**Ministry of Electronics & Information Technology, New Delhi**

# SoP for using eSummon Platform

## I. Authorization of User

- Through ICJS Admin Login: District or Police Station Admin will authorize users for using eSummon App. Alternatively; CCTNS application can do API integration for authorized user synchronization with ICJS for using eSummon platform.
- Each authorized user has to register himself/herself on Meri Pehchaan.

## II. Generation of Process (Annexure A)

- Generation of Court Processes – The Courts must generate electronic summons through CIS/NSTEP and make these processes available for consumption by ICJS system electronically.
- Acceptance of Compliance – Once the processes are allocated and served by concerned State/UT police official, the record details or compliance details must be consumed by Courts through APIs mentioned.

## III. Viewing & Allocation of Summons from Web Application (Annexure B)

- Visit URL https://icjs.gov.in/esummons/ Click on "**Login"** button then navigate to login options, use registered Mobile Number in order to login on to eSummon web application.
- On user's dashboard click on counter of **"Pending for Allocation"**. List of Processes Pending for Allocation will display. Click on **"View More"** to view the Summon/Warrant details. Click on the **"Pdf" icon** in order to view the summons pdf.
- In the List of Processes Pending for allocation select checkbox (***user may select multiple checkbox at a time***) and click on **"Allocate"** button, list of delivery officers will be displayed. Select delivery Officer for allocation of summon and click on **"Submit"** button in order to allocate summon to delivery officer.

## IV. Viewing and Compliance of Summon through Mobile Application (Annexure C)

- Download eSummon Mobile application from mSeva Mobile app Store. (https://apps.mgov.gov.in/details?appid=2452)

- Users have to use registered Mobile Number in order to login on to eSummon mobile application.
- On User's dashboard click on the counters of **"Pending for Delivery"**, list of summons pending for delivery will display. Click on **"Process Id"** in order to view the summon details. To view the summon pdf, user can click on the **"PDF" icon**.
- In the list of summons pending for delivery, click on **"Forward Icon"** and select the **Execution details** (i.e. Delivery Type, Execution type, Select execution date, Select execution submit date and enter remark) and upload the photograph and take signature of legal recipient and click on **"Save"** button in order to summon compliance.

## V. Compliance back to Court

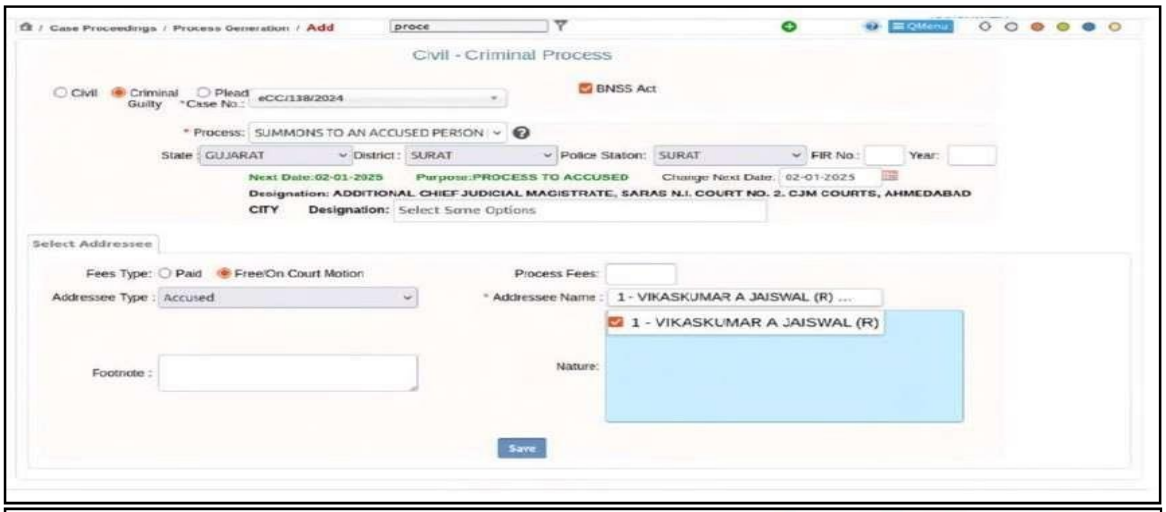
- There are two APIs which need to be integrated in CIS System through which CIS system users will be able to fetch the compliance details done by Police users.

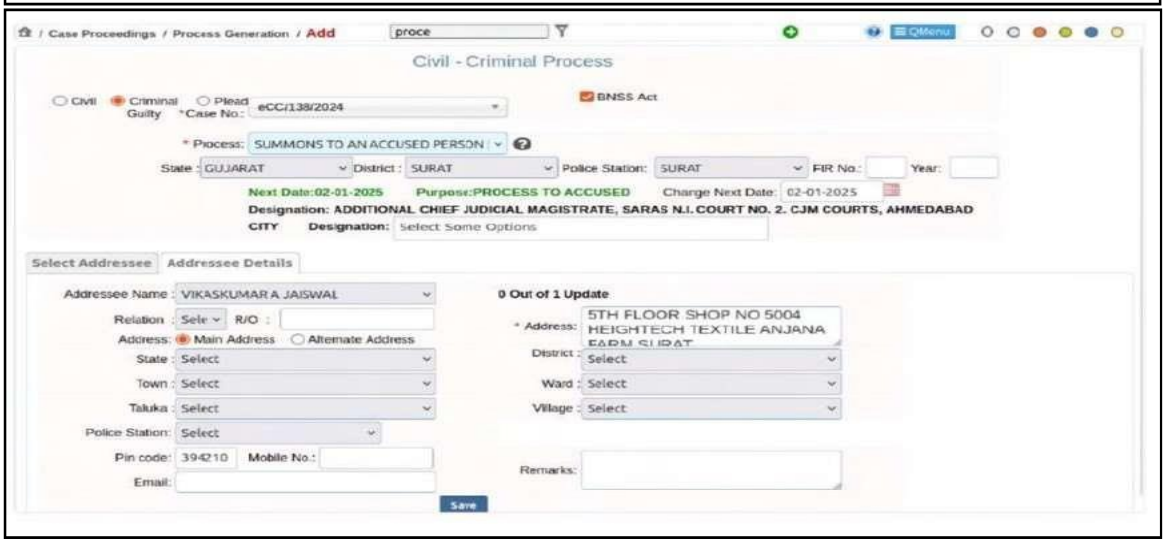
**********

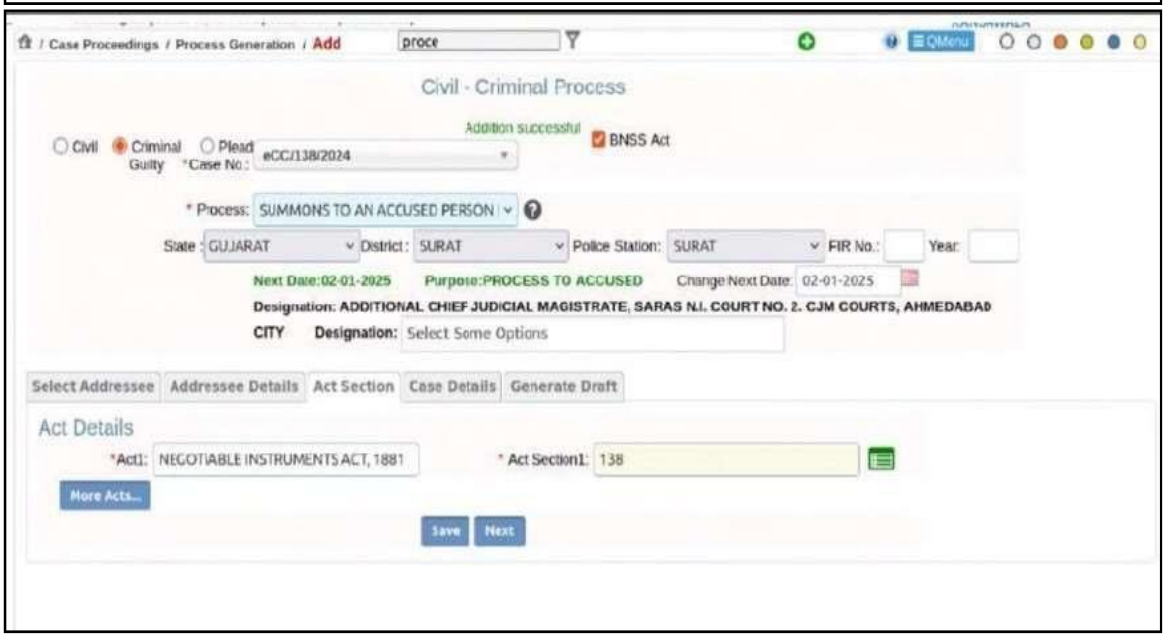
# Annexure A

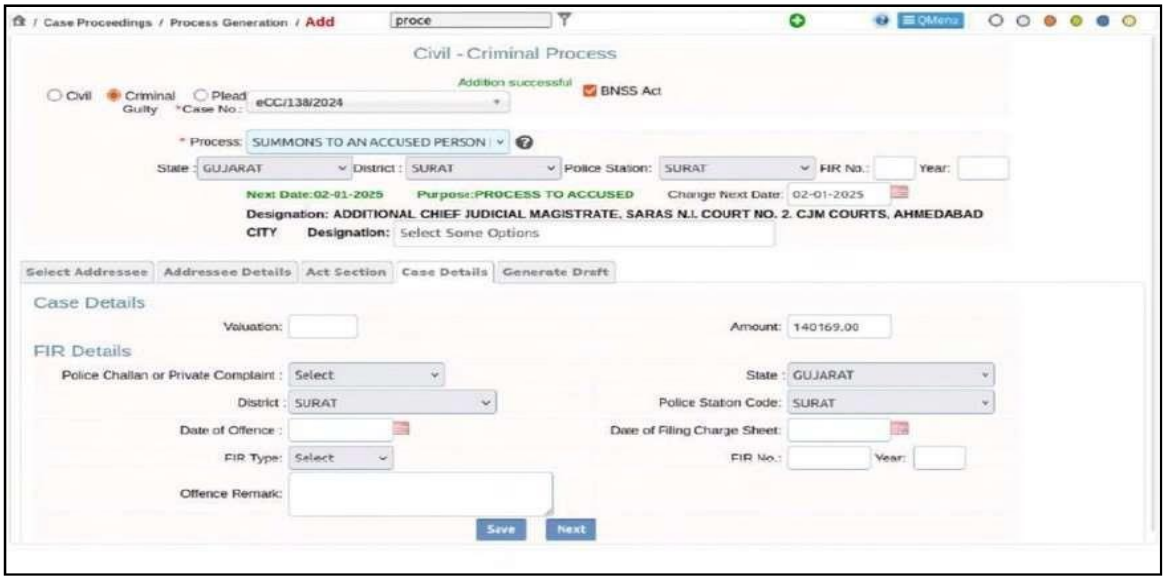
## Enablement by Court

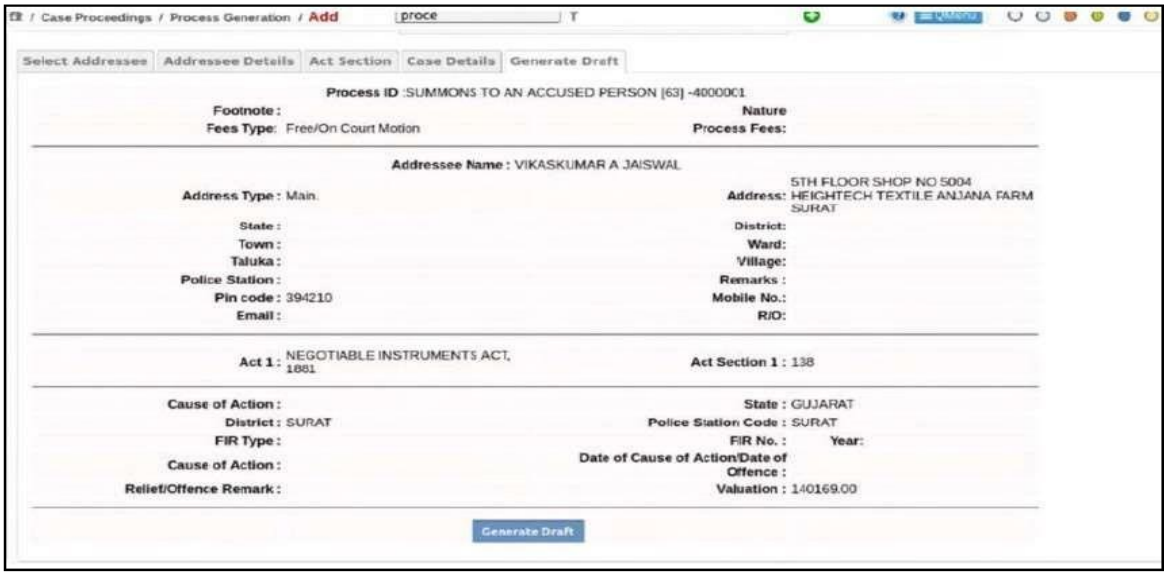
1. **<u>Summon Generation @ CIS System</u>:** Summons will be generated and published on CIS System.

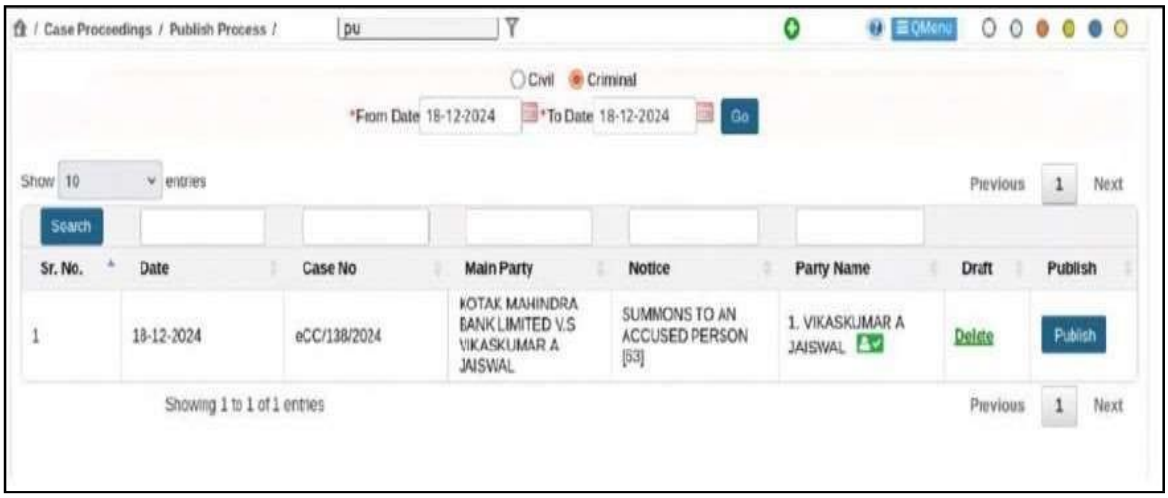


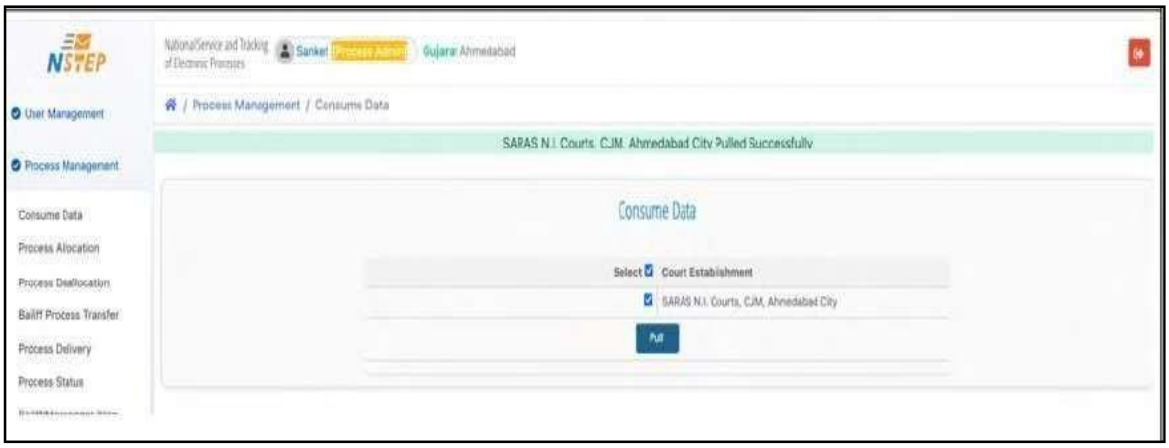




/ Case Proceedings / Process Generation / Add
proce
QMenu
Civil - Criminal Process
Addition successful
Civil
Criminal
Plead Guilty
*Case No :
eCC/138/2024
BNSS Act
* Process:
SUMMONS TO AN ACCUSED PERSON
State :
GUJARAT
District :
SURAT
Police Station:
SURAT
FIR No.:
Year:
Next Date:02-01-2025
Purpose:PROCESS TO ACCUSED
Change Next Date:
02-01-2025
Designation: ADDITIONAL CHIEF JUDICIAL MAGISTRATE, SARAS N.I. COURT NO. 2, CJM COURTS, AHMEDABAD CITY
Designation:
Select Some Options
Select Addressee
Addressee Details
Act Section
Case Details
Generate Draft
Case Details
Valuation:
Amount:
140169.00
FIR Details
Police Challan or Private Complaint :
Select
State :
GUJARAT
District :
SURAT
Police Station Code:
SURAT
Date of Offence :
Date of Filing Charge Sheet:
FIR Type:
Select
FIR No.:
Year:
Offence Remark:
Save
Next

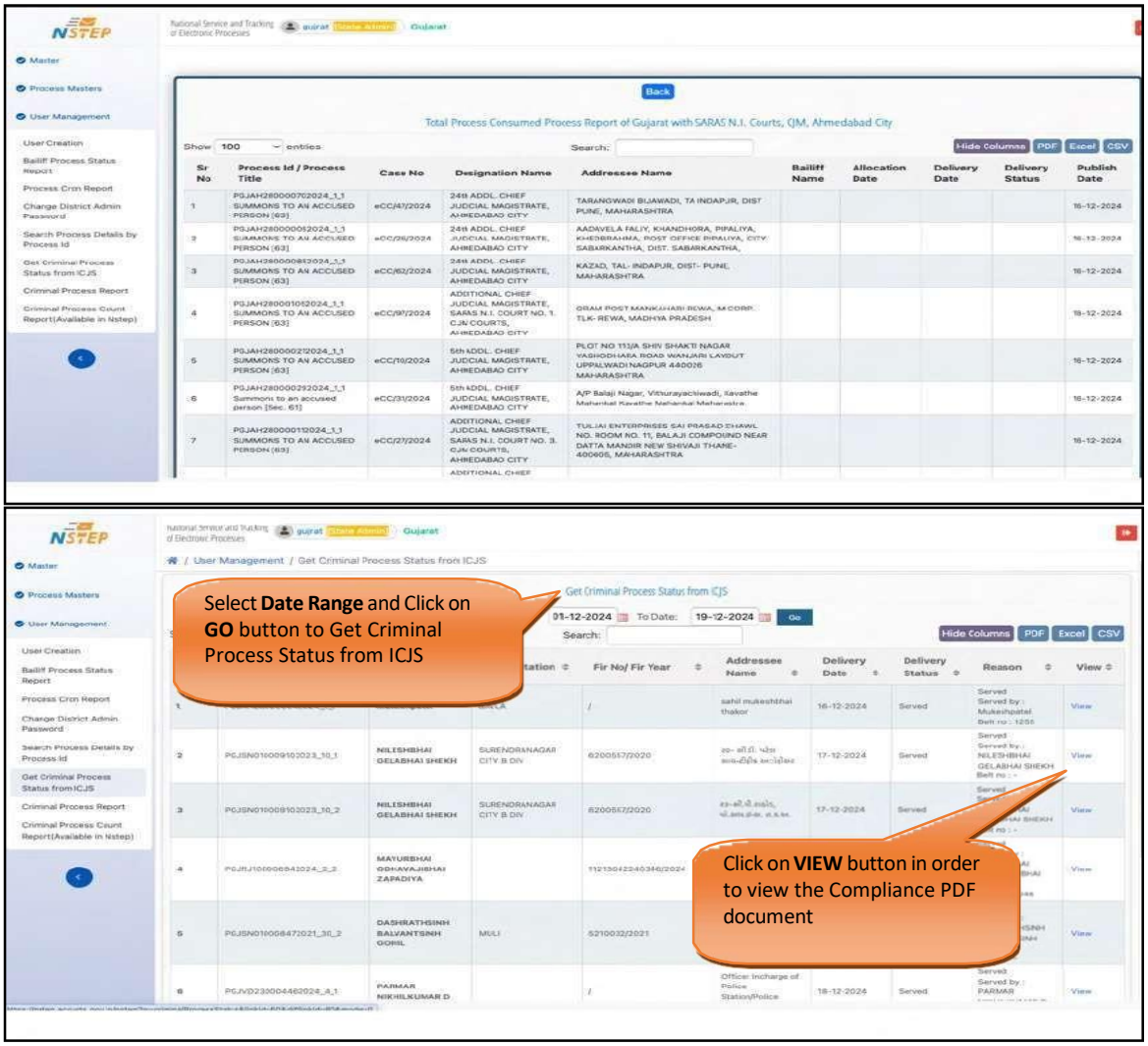

/ Case Proceedings / Process Generation / Add
proce
QMenu
Select Addressee
Addressee Details
Act Section
Case Details
Generate Draft
Process ID :SUMMONS TO AN ACCUSED PERSON [63] -4000001
Footnote :
Nature
Fees Type: Free/On Court Motion
Process Fees:
Addressee Name : VIKASKUMAR A JAISWAL
Address Type : Main
Address: 5TH FLOOR SHOP NO 5004 HEIGHTECH TEXTILE ANJANA FARM SURAT
State :
District:
Town :
Ward:
Taluka :
Village:
Police Station :
Remarks :
Pin code : 394210
Mobile No.:
Email :
R/O:
Act 1 : NEGOTIABLE INSTRUMENTS ACT, 1881
Act Section 1 : 138
Cause of Action :
State : GUJARAT
District : SURAT
Police Station Code : SURAT
FIR Type :
FIR No. :
Year:
Cause of Action :
Date of Cause of Action/Date of Offence :
Relief/Offence Remark :
Valuation : 140169.00
Generate Draft

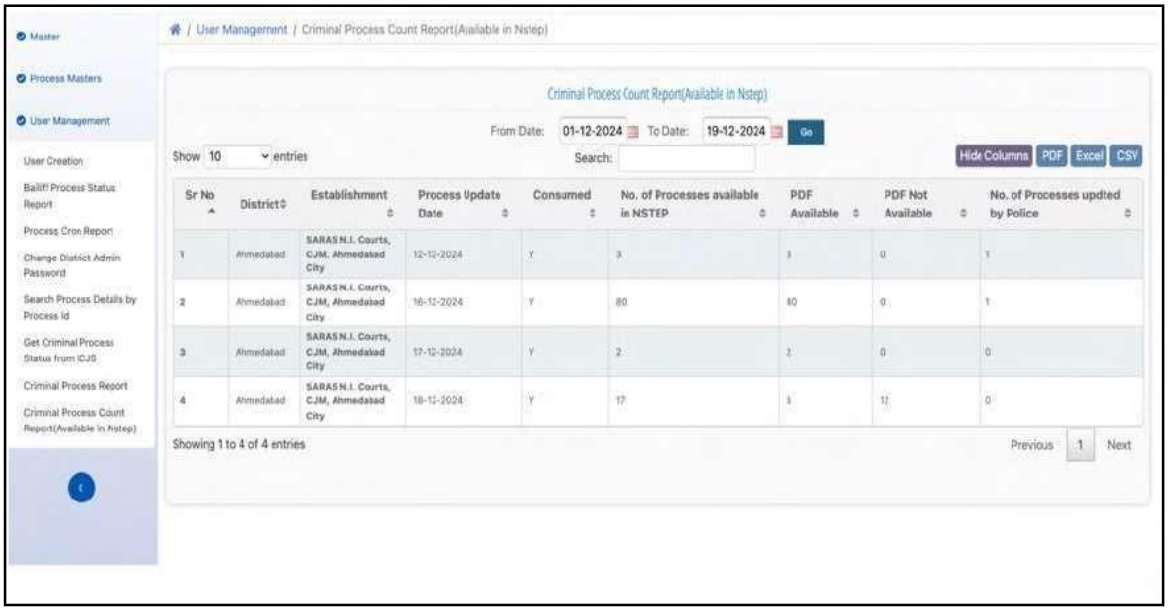

/ Case Proceedings / Publish Process /
pu
QMenu
Civil
Criminal
*From Date 18-12-2024
*To Date 18-12-2024
Go
Show 10 entries
Previous 1 Next
Search
Sr. No.
Date
Case No
Main Party
Notice
Party Name
Draft
Publish
1
18-12-2024
eCC/138/2024
KOTAK MAHINDRA BANK LIMITED V.S VIKASKUMAR A JAISWAL
SUMMONS TO AN ACCUSED PERSON [63]
1. VIKASKUMAR A JAISWAL
Delete
Publish
Showing 1 to 1 of 1 entries
Previous 1 Next

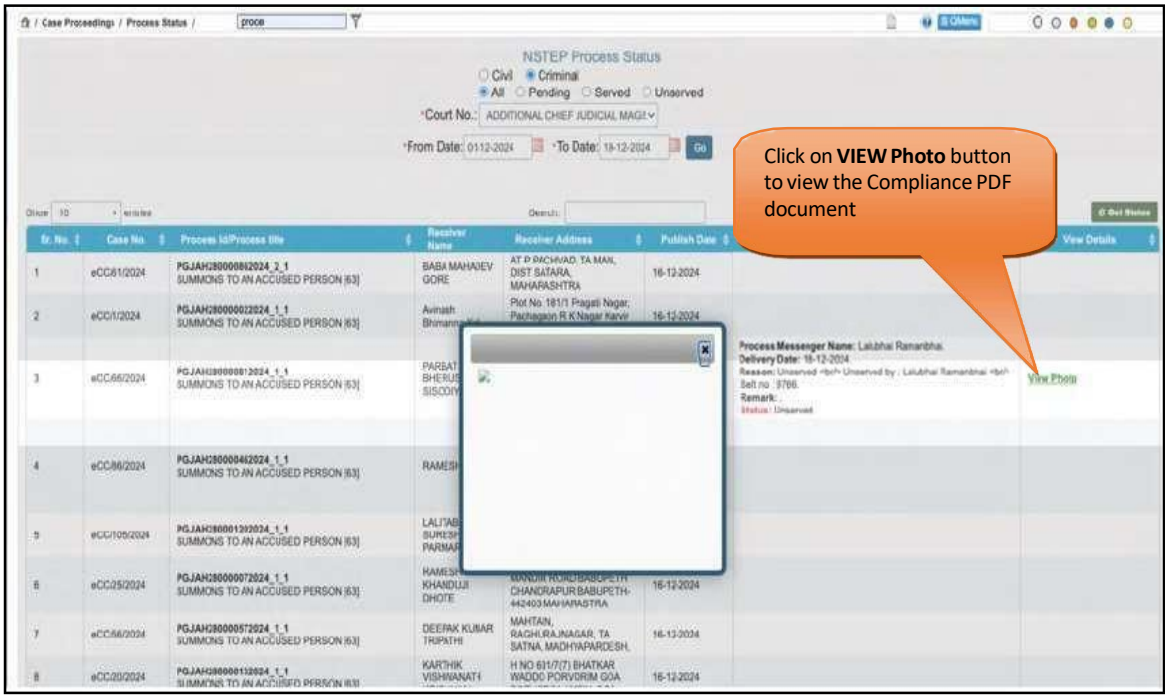
2. **Processes Consumption @ NSTEP**: Processes data should be consumed/pull at NSTEP System for all Court establishments.




3. **View Status of Compliance from ICJS System:**



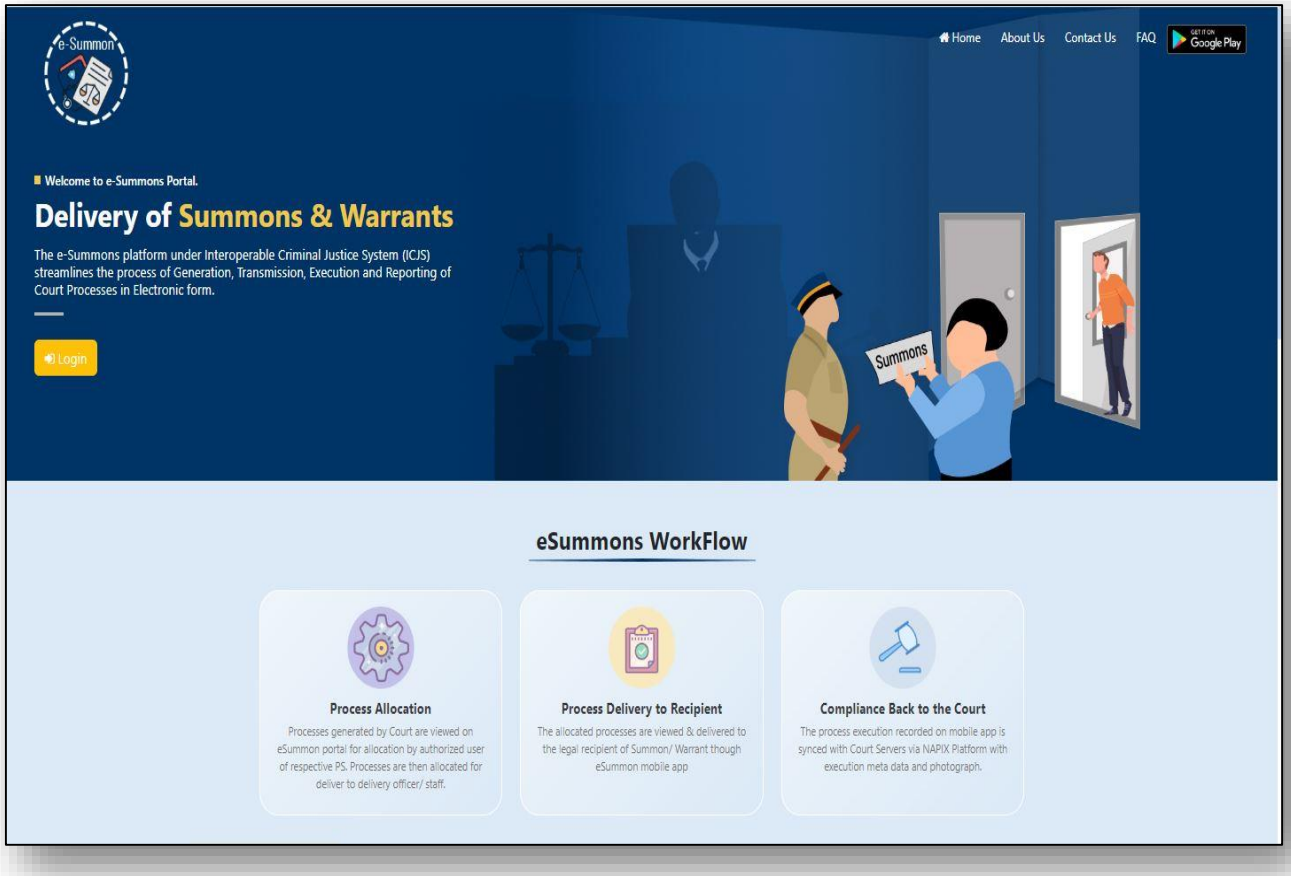

Master
Process Masters
User Management
User Creation
Bailiff Process Status Report
Process Cron Report
Change District Admin Password
Search Process Details by Process Id
Get Criminal Process Status from ICJS
Criminal Process Report
Criminal Process Count Report(Available in Nstep)
/ User Management / Criminal Process Count Report(Available in Nstep)
Criminal Process Count Report(Available in Nstep)
From Date: 01-12-2024 To Date: 19-12-2024 Go
Show 10 entries
Search:
Hide Columns PDF Excel CSV
Sr No | District | Establishment | Process Update Date | Consumed | No. of Processes available in NSTEP | PDF Available | PDF Not Available | No. of Processes updted by Police
1 | Ahmedabad | SARAS N.I. Courts, CJM, Ahmedabad City | 12-12-2024 | Y | 3 | 3 | 0 | 1
2 | Ahmedabad | SARAS N.I. Courts, CJM, Ahmedabad City | 16-12-2024 | Y | 80 | 80 | 0 | 1
3 | Ahmedabad | SARAS N.I. Courts, CJM, Ahmedabad City | 17-12-2024 | Y | 2 | 2 | 0 | 0
4 | Ahmedabad | SARAS N.I. Courts, CJM, Ahmedabad City | 18-12-2024 | Y | 17 | 5 | 12 | 0
Showing 1 to 4 of 4 entries
Previous 1 Next


/ Case Proceedings / Process Status /
proce
NSTEP Process Status
Civil Criminal
All Pending Served Unserved
*Court No.: ADDITIONAL CHIEF JUDICIAL MAGI
*From Date: 01-12-2024 *To Date: 19-12-2024 Go
Sr. No. | Case No. | Process Id/Process title | Receiver Name | Receiver Address | Publish Date | View Details
1 | eCC/61/2024 | PGJAH280000862024_2_1 SUMMONS TO AN ACCUSED PERSON [63] | BABA MAHADEV GORE | AT P PACHVAD, TA MAN, DIST SATARA, MAHARASHTRA | 16-12-2024
2 | eCC/1/2024 | PGJAH280000022024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | Avinash Bhimanna | Plot No.181/1 Pragati Nagar, Pachagaon R K Nagar Karvi | 16-12-2024
3 | eCC/66/2024 | PGJAH280000812024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | PARBAT BHERUS SISODIY | Process Messenger Name: Lalubhai Ramanbhai. Delivery Date: 16-12-2024 Reason: Unserved Unserved by : Lalubhai Ramanbhai Belt no : 9766. Remark: Status : Unserved | View Photo
4 | eCC/86/2024 | PGJAH280000462024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | RAMESH
5 | eCC/105/2024 | PGJAH280001202024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | LALITAB SURESH PARMAR
6 | eCC/25/2024 | PGJAH280000072024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | RAMESH KHANDUJI DHOTE | CHANDRAPUR BABUPETH- 442403 MAHARASTRA | 16-12-2024
7 | eCC/56/2024 | PGJAH280000572024_1_1 SUMMONS TO AN ACCUSED PERSON [63] | DEEPAK KUMAR TRIPATHI | MAHTAIN, RAGHURAJNAGAR, TA SATNA, MADHYAPARDESH, | 16-12-2024
8 | eCC/20/2024 | PGJAH280000112024_1_1 | KARTHIK VISHWANATH | H NO 631/7(7) BHATKAR WADDO PORVORIM GOA | 16-12-2024
Click on **VIEW Photo** button to view the Compliance PDF document

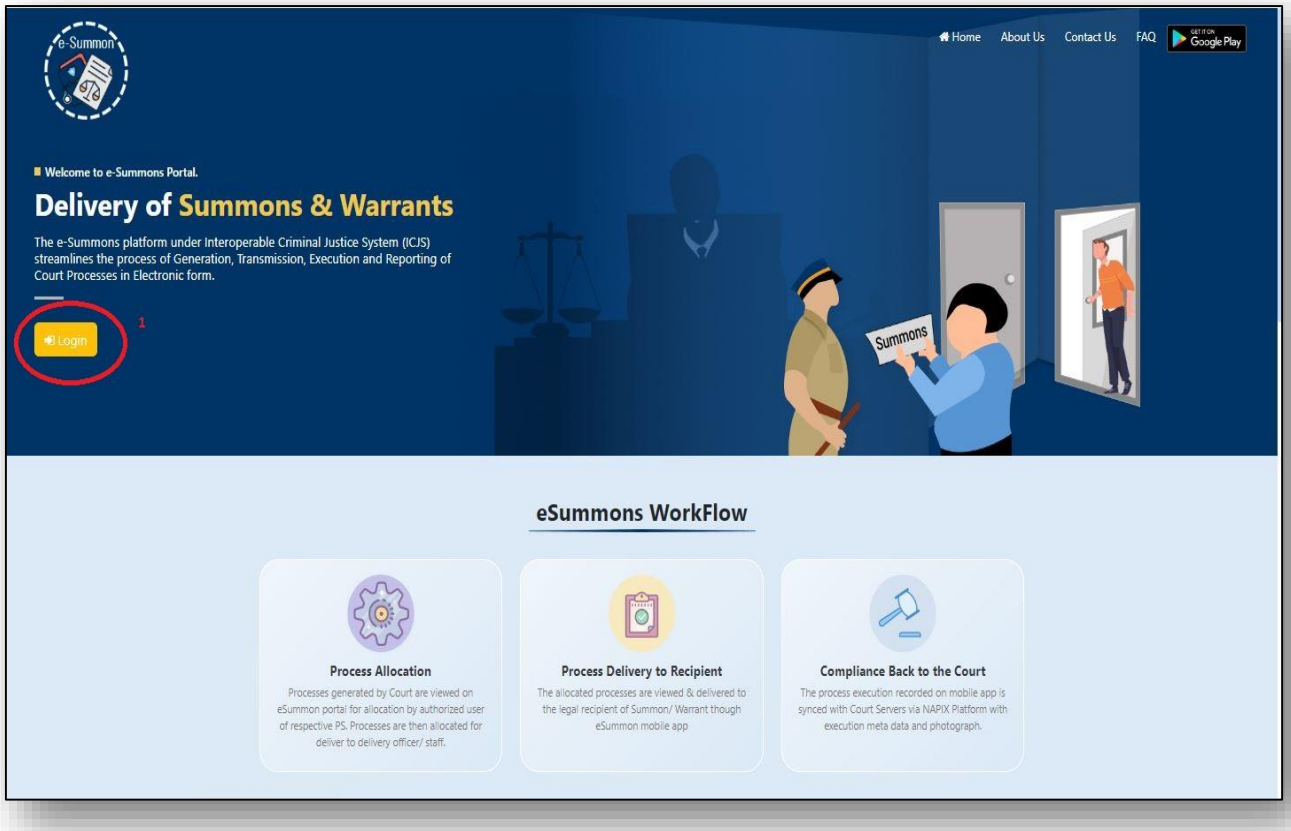
# Annexure B

# USER MANUAL FOR e-Summon WEB APPLICATION

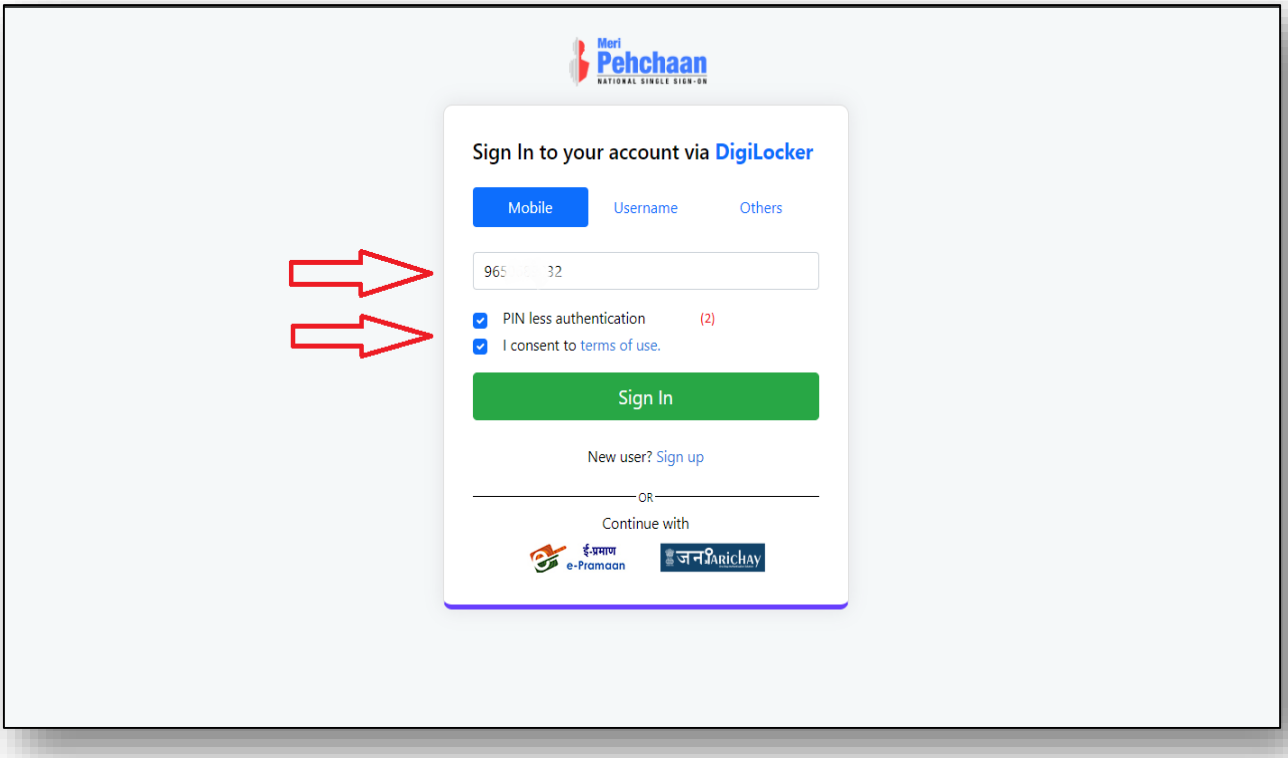
1. Visit to the URL https://icjs.gov.in/esummons/. Following Page will be displayed.

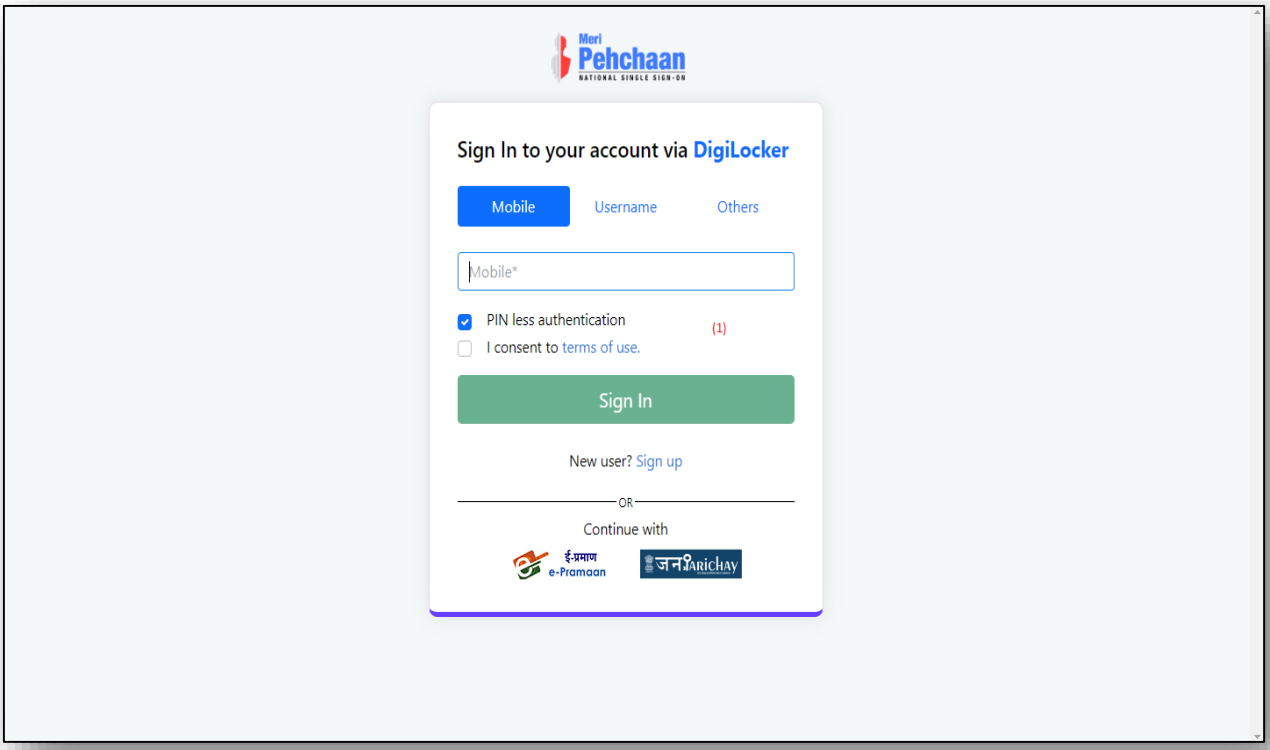



2. Now press the login button on the screen.
3. Following image will be displayed.



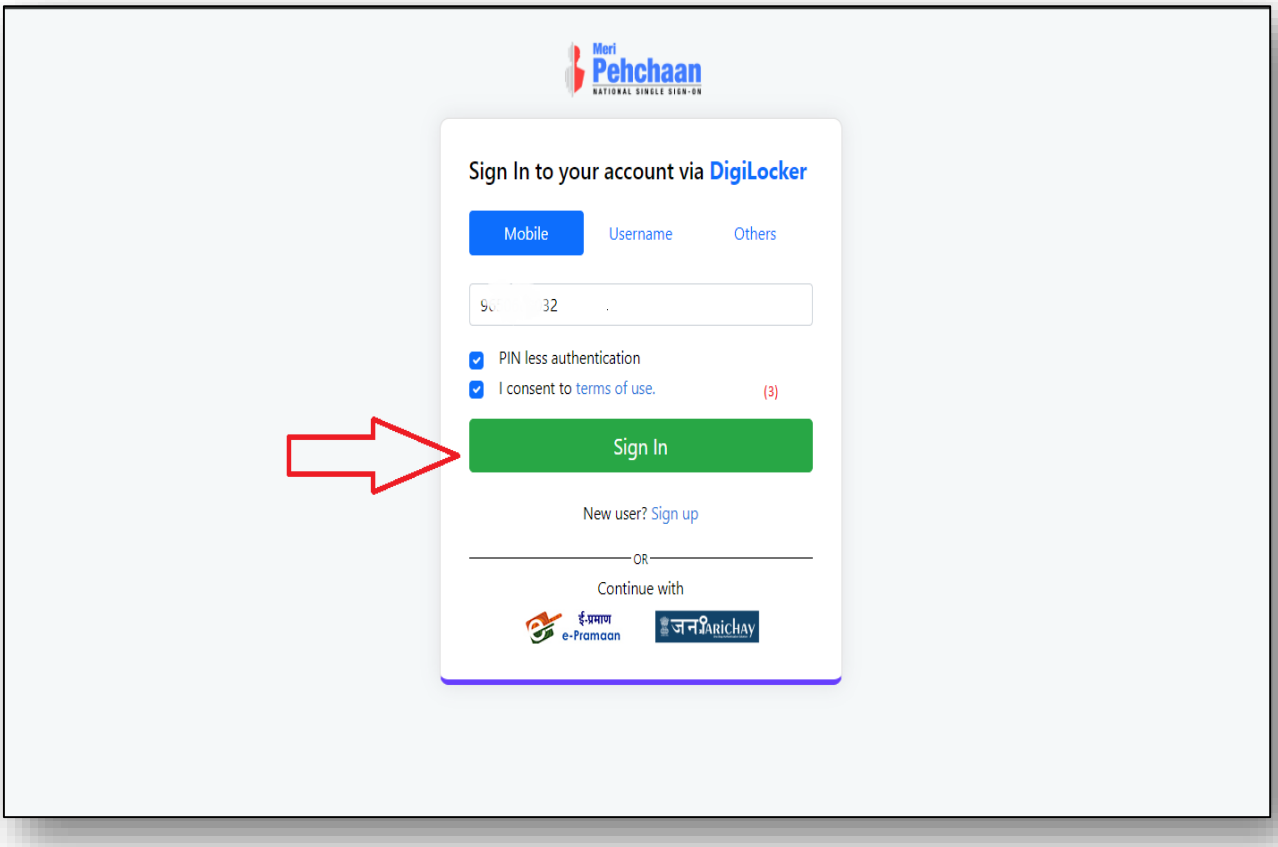
4. Now enter your “mobile no” which is registered in both ICJS and Digi Locker and mark the “Pin less authentication” & “I Consent to terms of use” check boxes as shown in the screen.



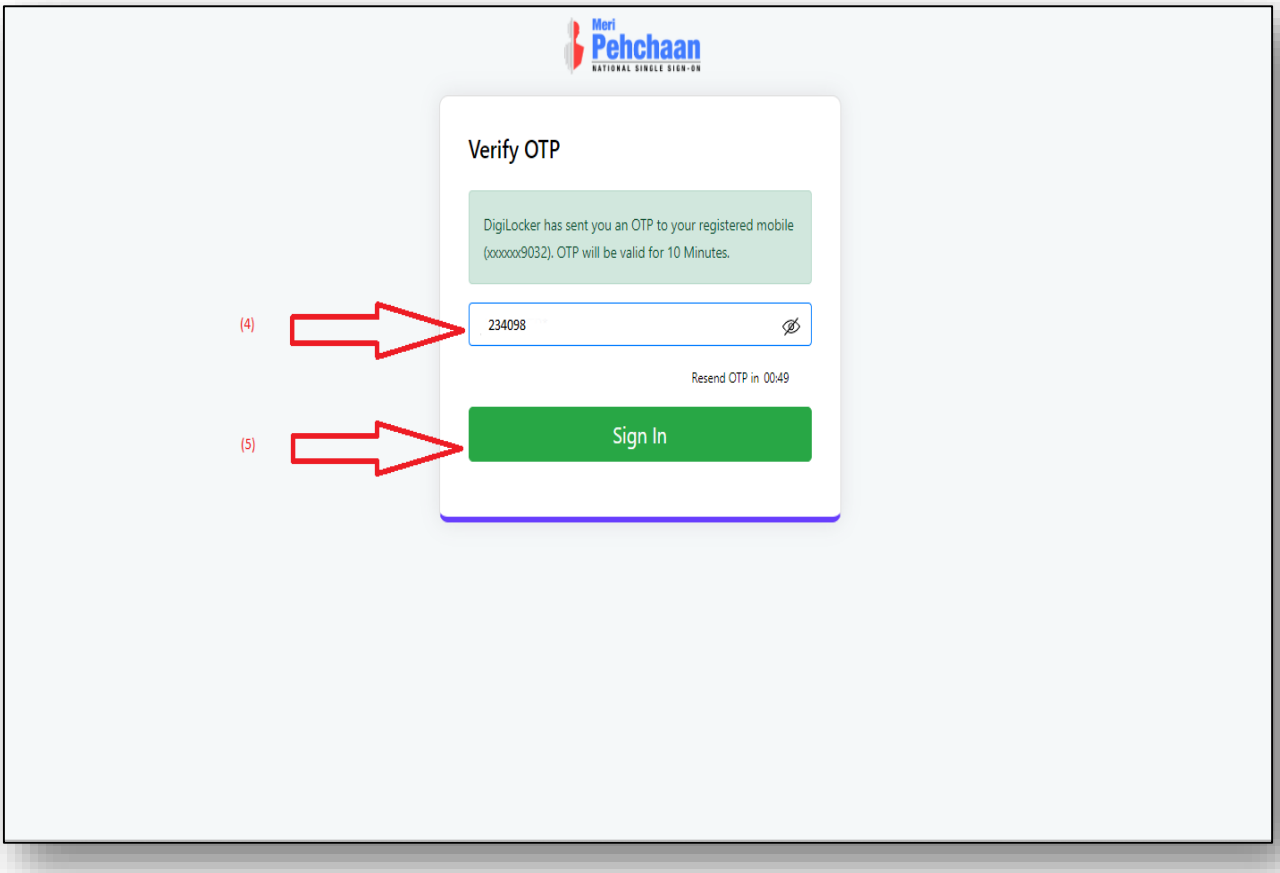




** Note: In case you don’t have a digilocker account but you are registered for esummons in ICJS, Kindly make your digilocker account by pressing “Sign up” button as shown in the above screen.

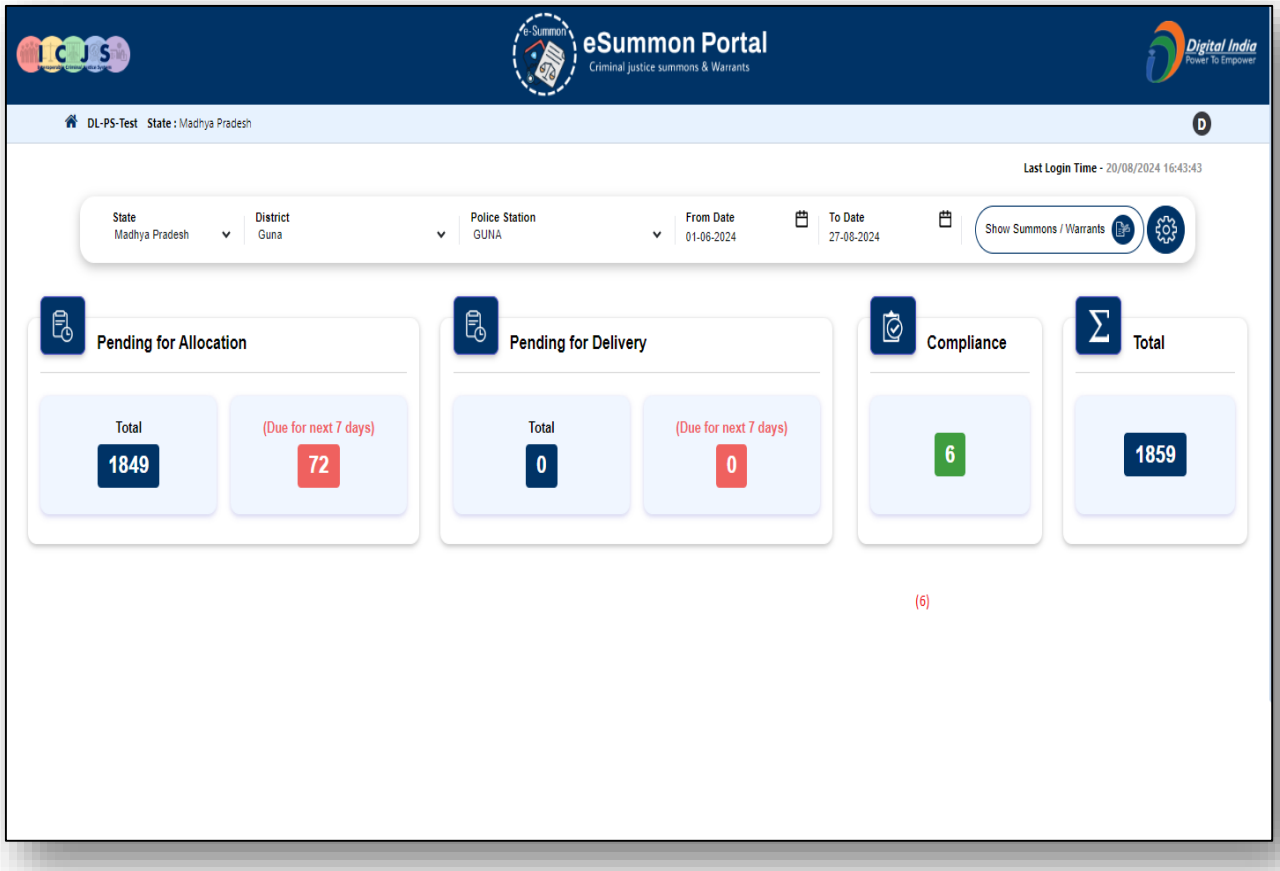
5. Now Press Sign In button as shown in the screen below.




6. After pressing “Sign In” button following image will be displayed. An OTP will be sent to your mobile. Enter the OTP and press Sign In button as shown in the screen below.

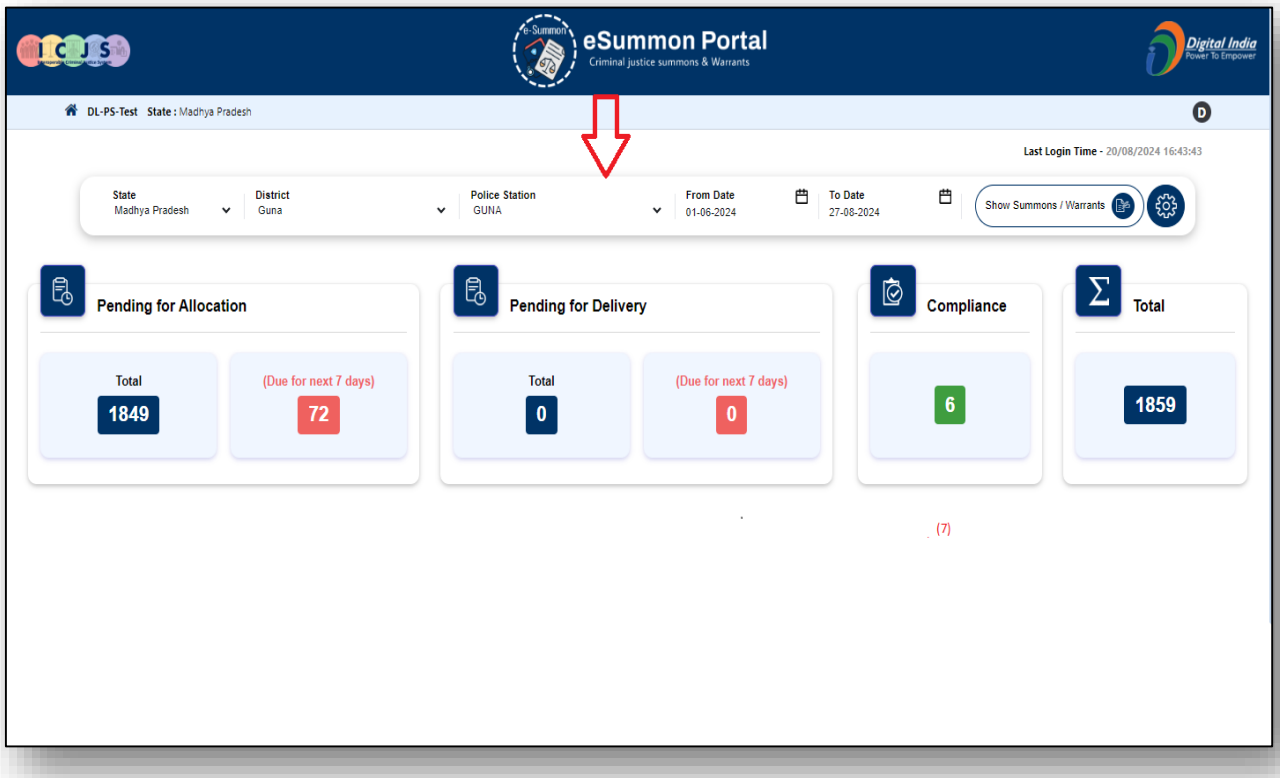


7. Following image will be displayed after successful Sign In.



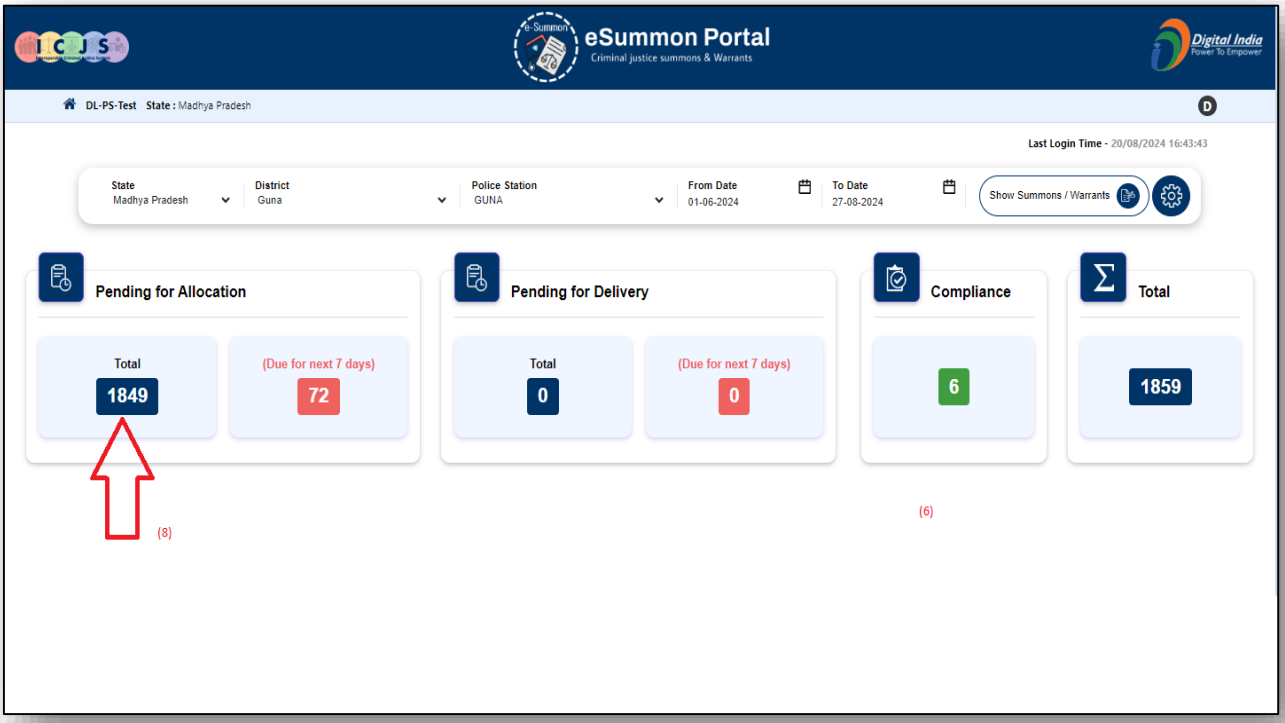

(6)

8. You can use filters to see summons and warrants Police Station and Date Range Wise. State and District fields are already fixed. Although the default date range is fixed for current month.

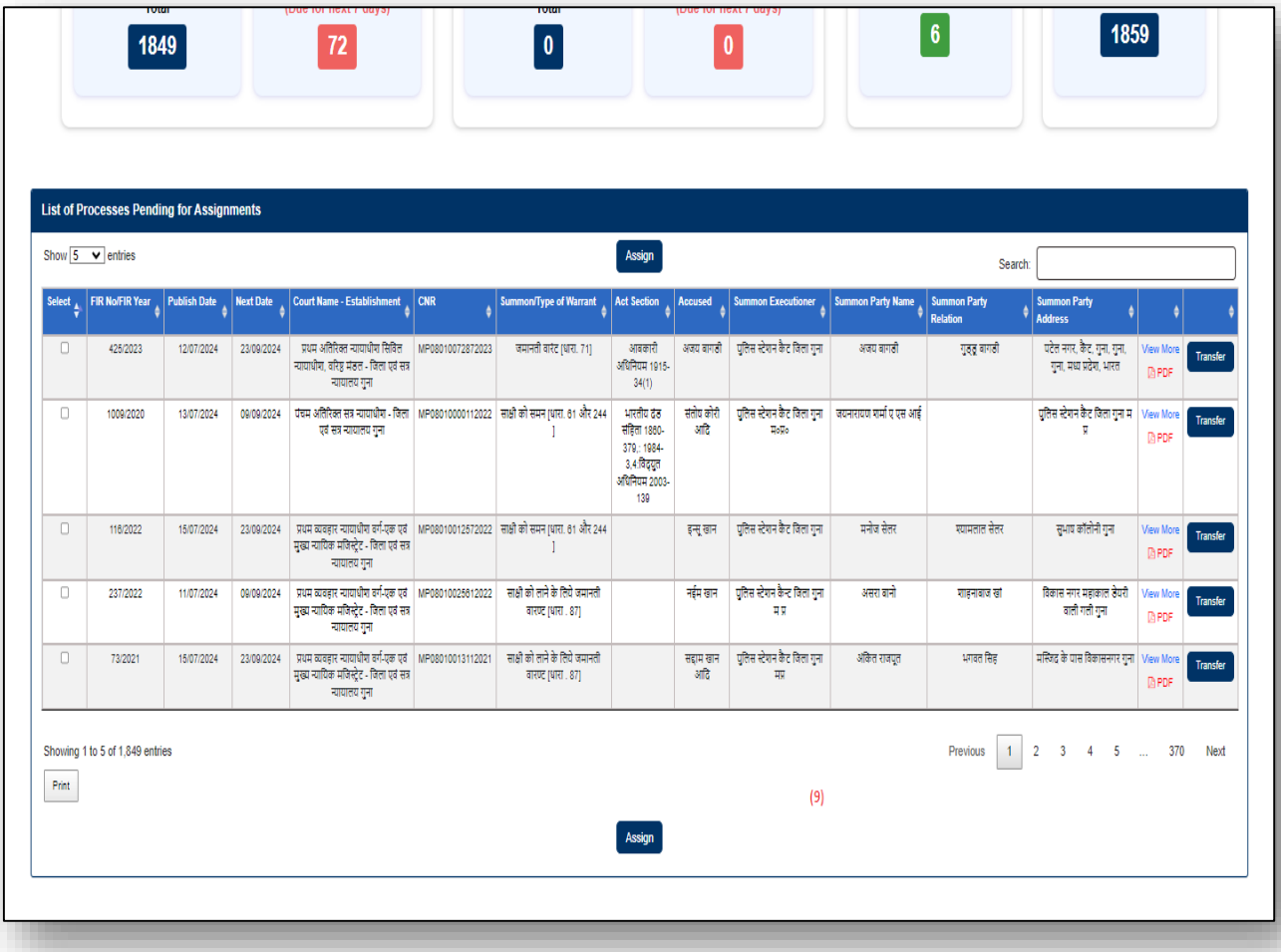



(7)

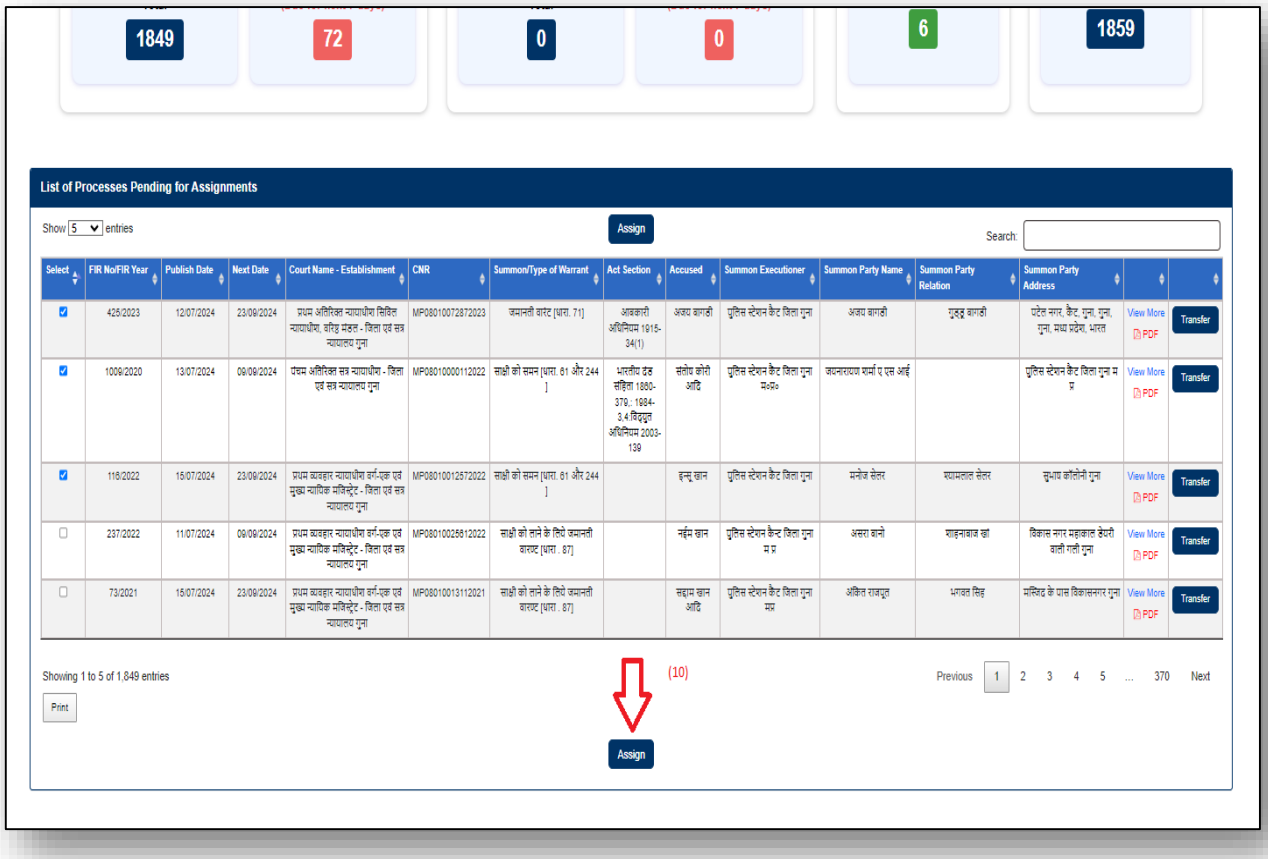
9. Now the user can see the cases Pending for allocation by pressing the Numbers (No of cases pending for allocation) below the Total Sign in Pending for allocation Card as shown below.



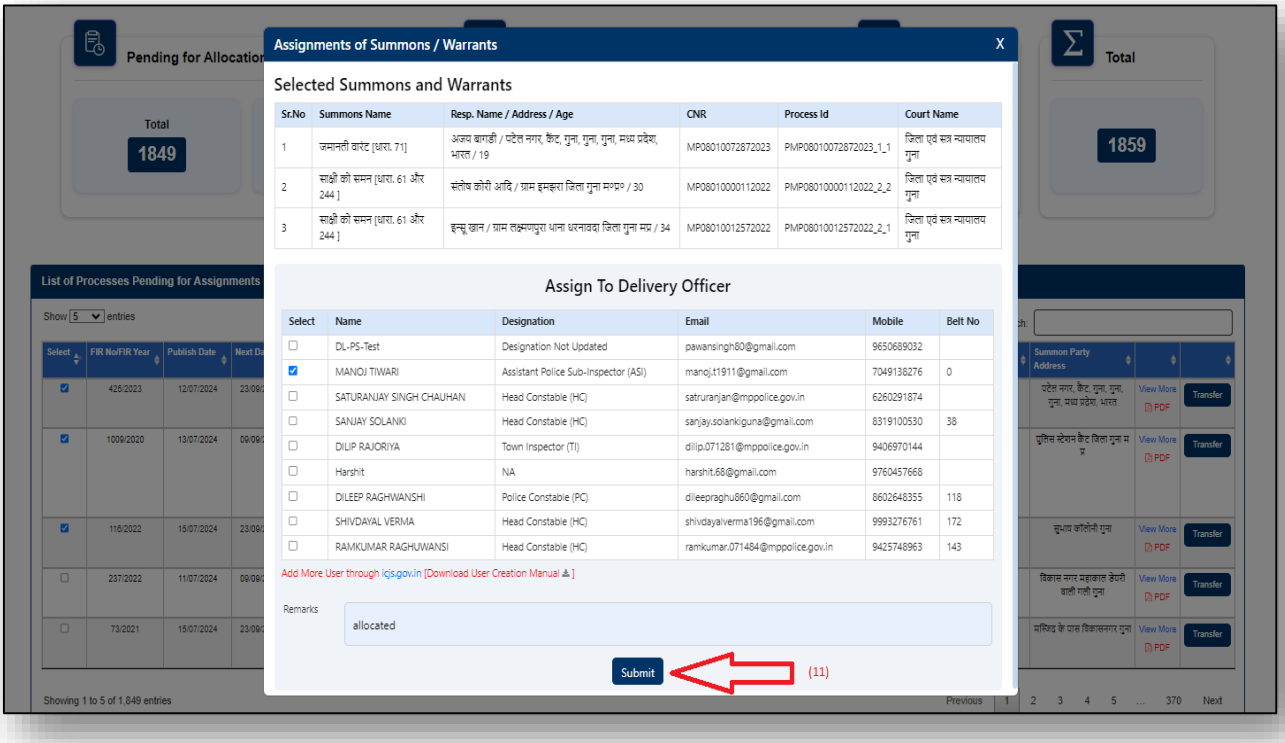

10. Following image will be displayed.



11. Now mark the FIR which is to be allocated to the allocatee and press Assign button as shown in the image below. In a time one or more than one FIR could be selected.

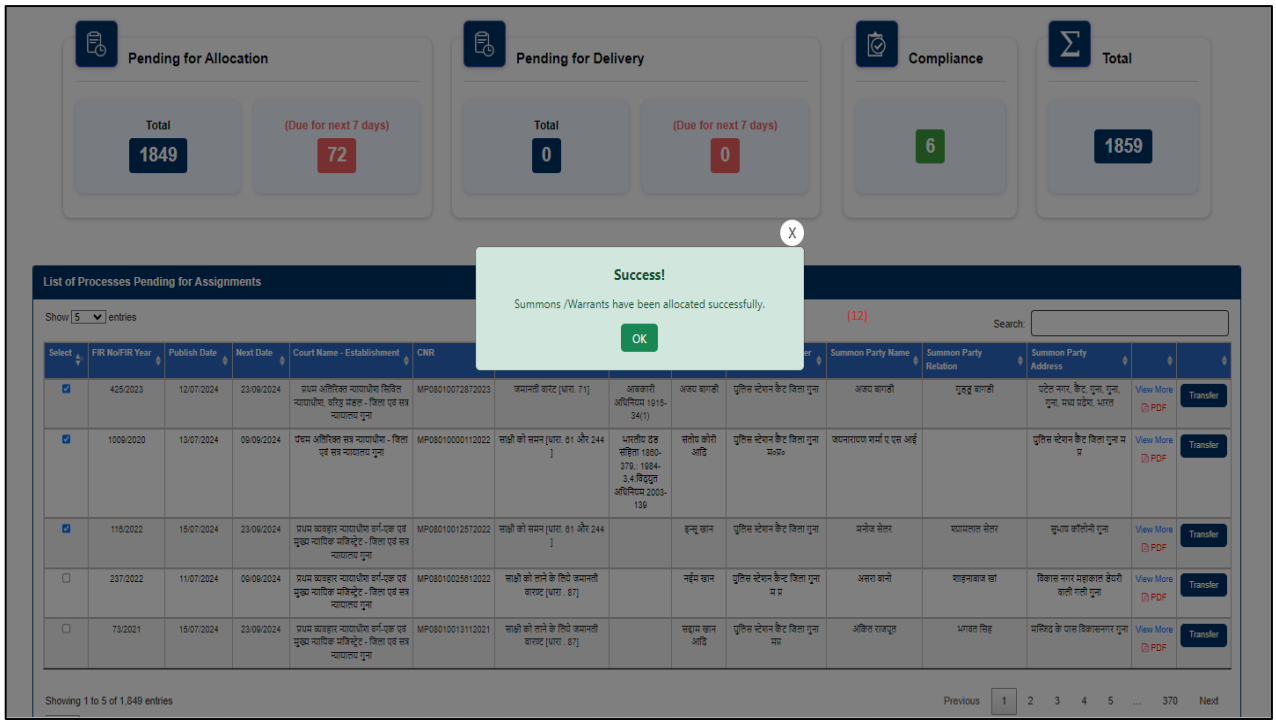



12. After Pressing the Assign button following image will be displayed. Select the name of officer you want to assign the Summon/Warrant to and press submit button as shown in the screen below and write the respective “Remarks”.

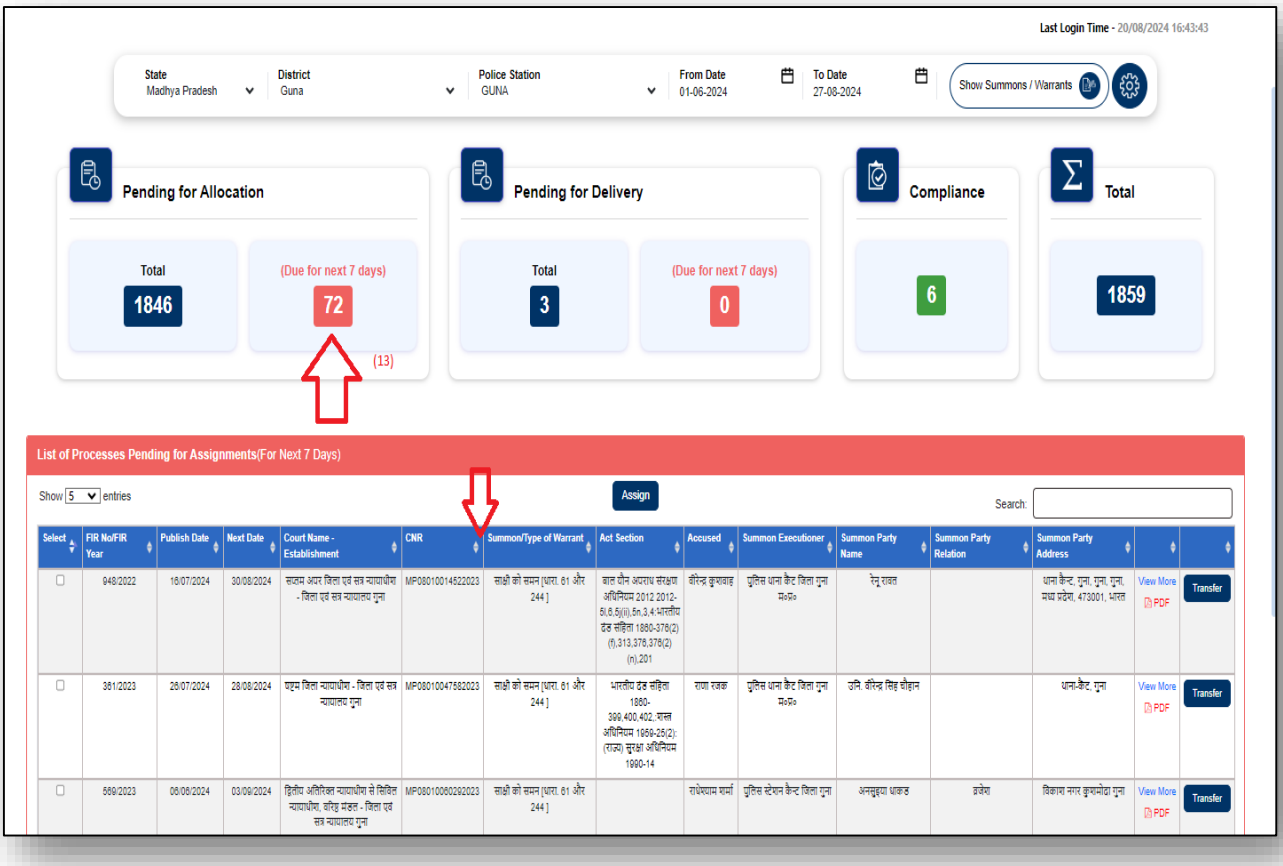


** Note In case a new Allocatee needed to be added in this list, User may download and follow the manual shown in the above screen.

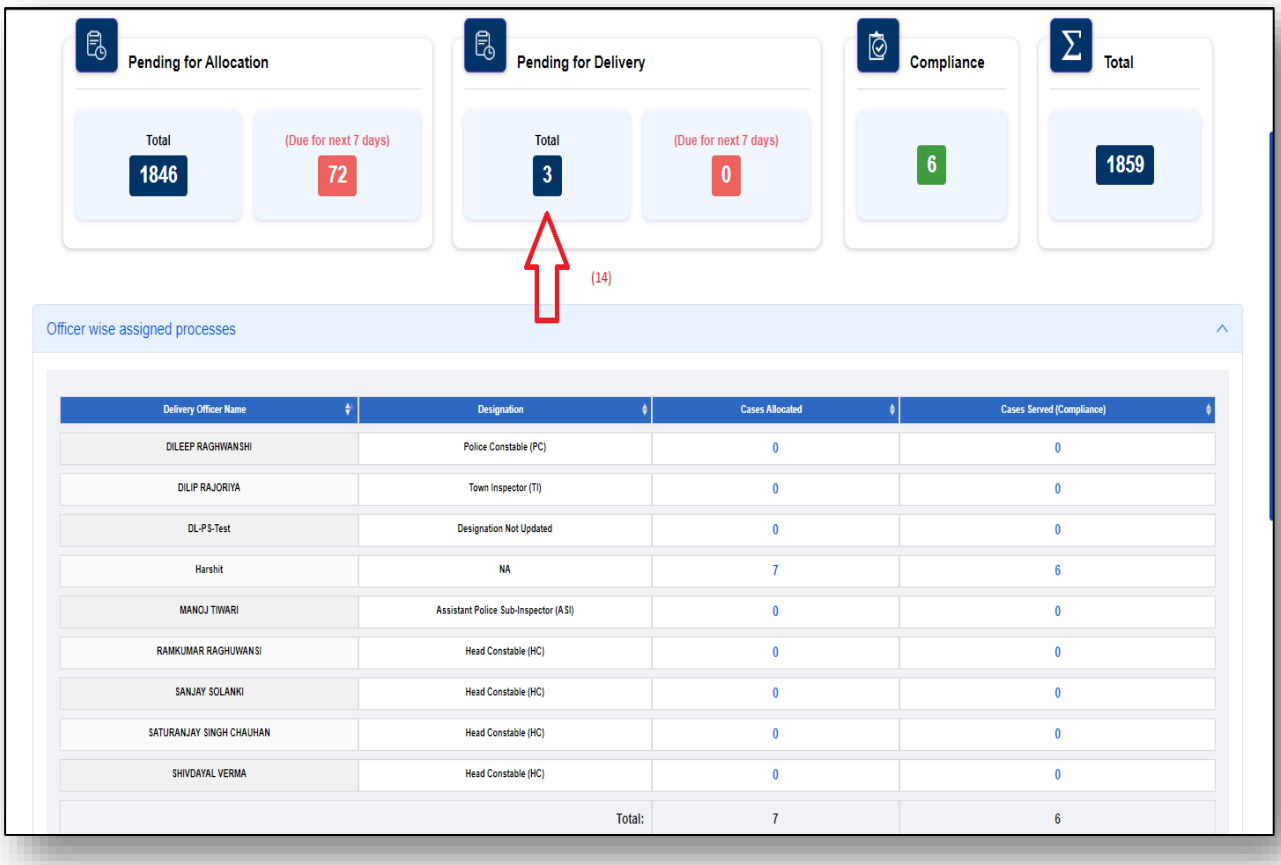
13. A success message will be shown once the FIR/Warrants are allotted to the Allocatee. Press “ok” button to close the dialogue box.



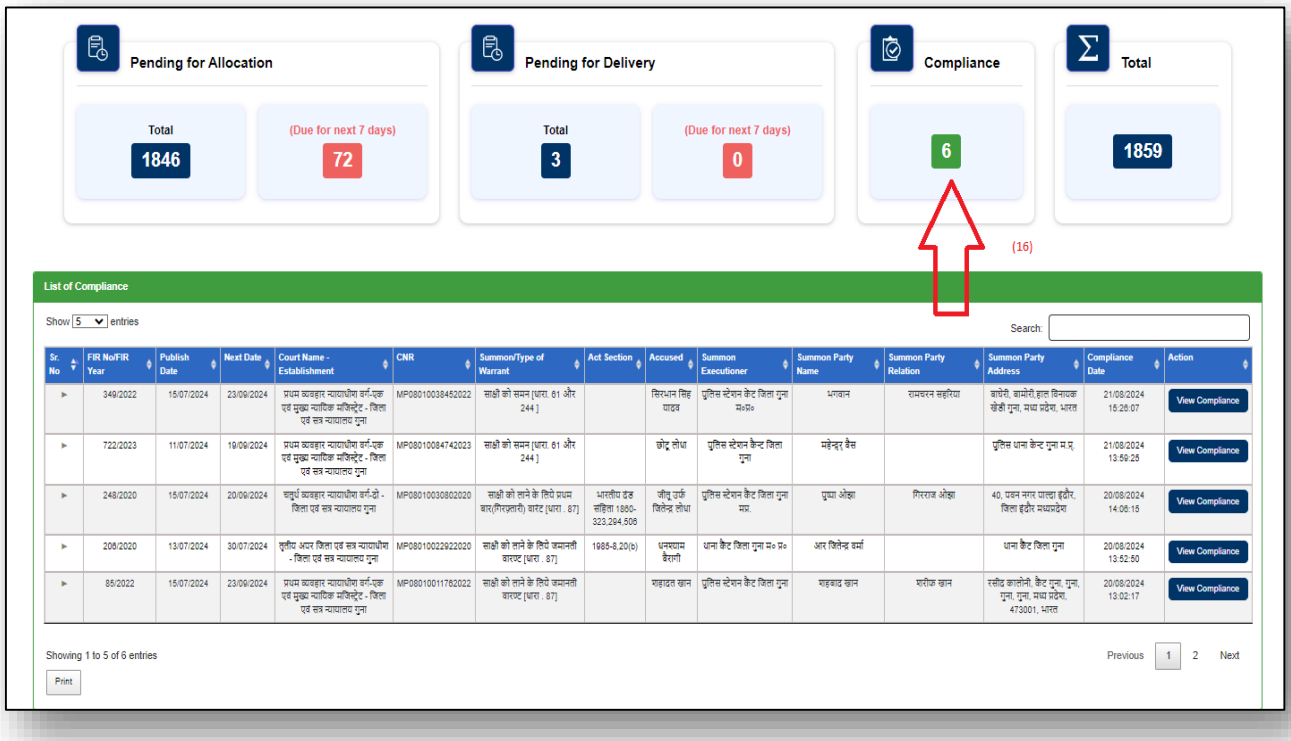

14. User can also check the cases which are pending for allocation in next Seven Days by pressing the number below “Due for Next 7 Dates” card below “Pending for Allocation” as shown in screen below.

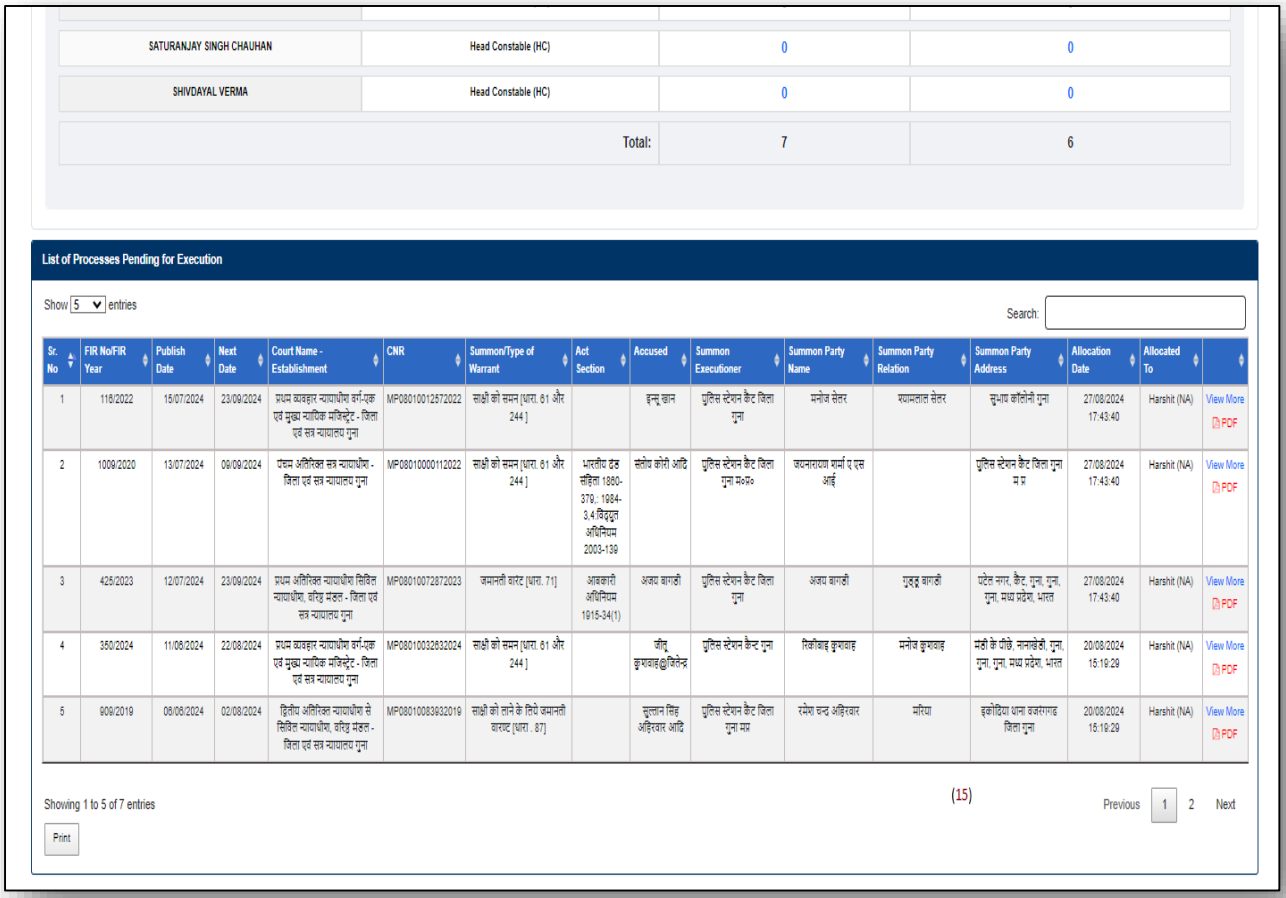


15. User can also check the Summon Warrant which are Pending to be delivered by pressing the “Total” Card below “Pending for Delivery” card as shown in screens below.



16. User can also view the cases which are in compliance status by pressing the Total “Numbers” below compliance card as shown in screen below.




**Note : It is to be noted that the above mentioned flow is for Allocator only. The process for the Allocatee will be done on the mobile application of eSummons.

……..**……..**…….

# Annexure C

# USER MANUAL FOR e-Summon MOBILE APP

Section I - Installation Guide

Section II - Summon Delivery- Mobile App

## Section I - Installation Guide

1. e-Summon Mobile app can be installed on Android phones from mSeva. (https://apps.mgov.gov.in/details?appid=2452 )
2. It is possible that your mobile doesn't allow to Install third-party apps without the Google Play Store. For granting permissions, follow the below steps:

   For Android® 12 & higher
   - Navigate to: Settings icon > go to {Apps}.
   - Tap Menu icon (upper-right)
   - Tap Special access.
   - Tap Install unknown apps
   - Select the unknown app then tap the Allow from this source.

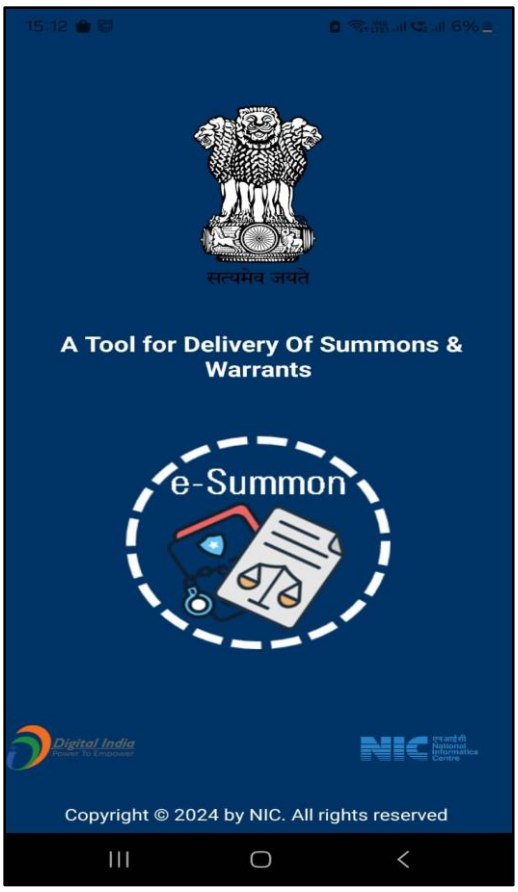
## Section II - Summon Delivery – Mobile App

The e-Summon Mobile application is designed for use by authorized Delivery Officers assigned to court processes. This application facilitates the capture of execution details through mobile devices on which the app is installed.

The application provides a list of assigned processes and displays court documents in PDF format, which include details about the individuals to whom summonses are to be served.
The concerned users have to download & install the e-Summon mobile app on their Android devices.

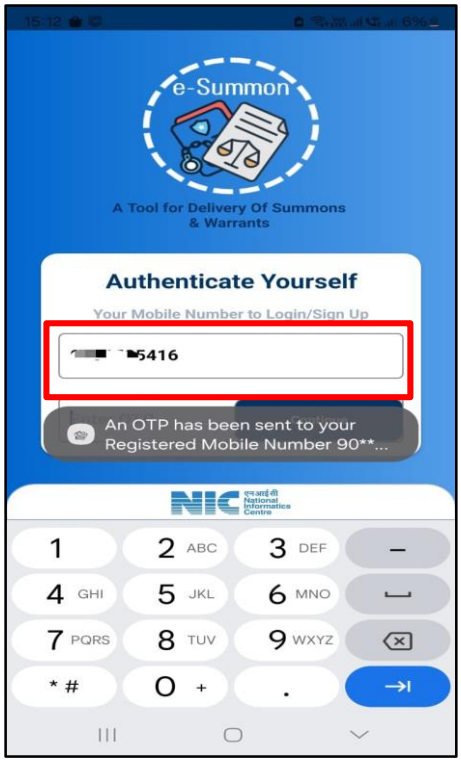
## Splash Screen

On clicking the e-Summon app icon, the below e-Summon splash screen will be launched.



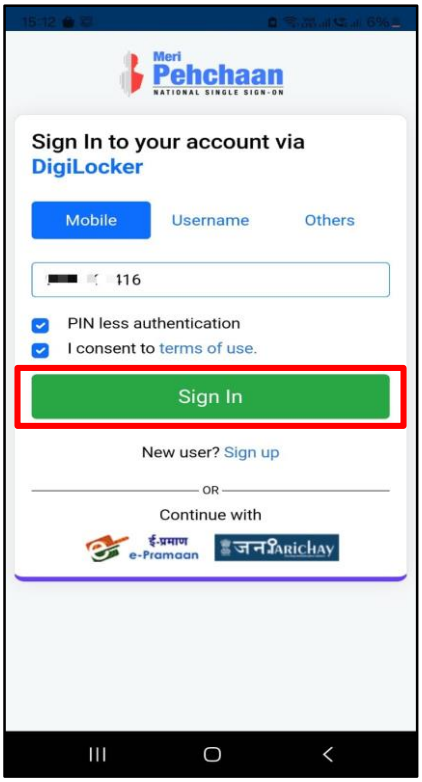
## Login

The authorized users will login on APP using their registered mobile number. The users have to enter the mobile number and the OTP received.



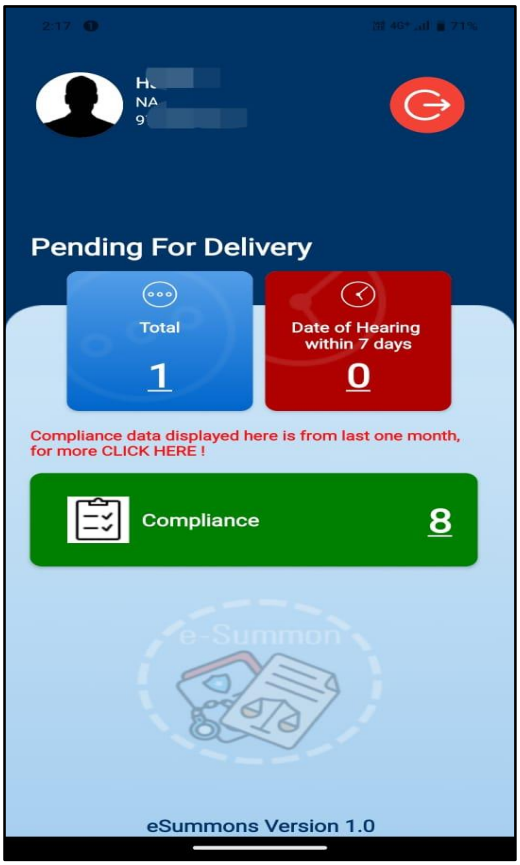

It's a two-factor authentication process, post entering the correct OTP user will be redirected to **'Meri Pehchaan'** NSSO.

***Note:** User should be registered on Meri Pehchaan.



# Dashboard

Post login, the dashboard will appear show casing the count of Processes, **Pending for delivery** and **Compliance**.




## Pending for delivery: -

Processes that are yet to be delivered by the delivery officer will be showcased under 2 cards viz.:

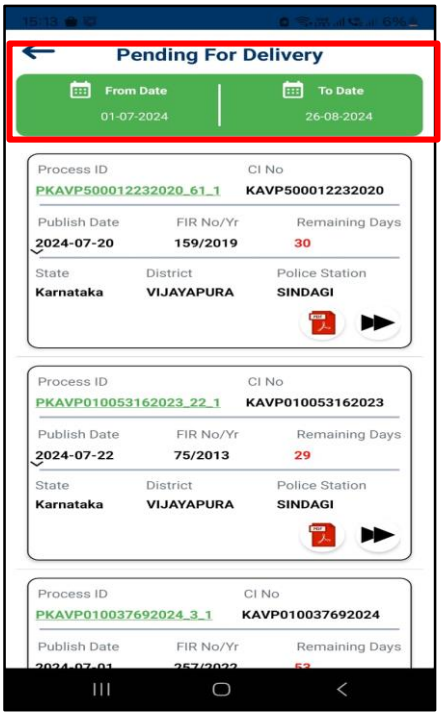
### Total

Total no. of Processes pending for delivery will be showcased on this card.

### Date of Hearing within 7 days

Count of Processes that are pending for delivery and has date of hearing within 7 days will appear under this card.

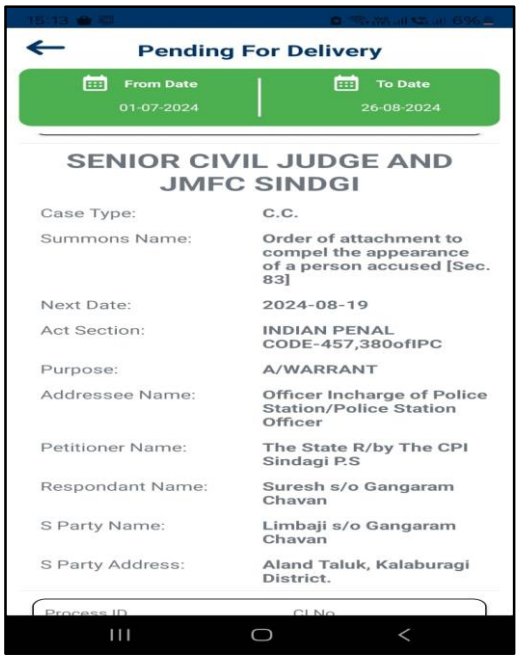
Further on clicking either of the counts, the list of pending Processes can be viewed.




Date range filter can be used to narrow down the result set.

## View Summon Details

On clicking the **Process ID**, the summon details can be viewed.



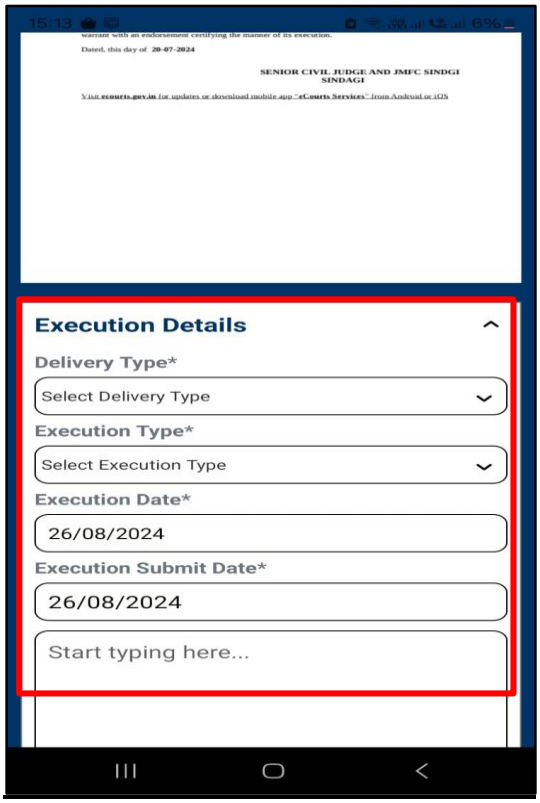

## Summon PDF copy

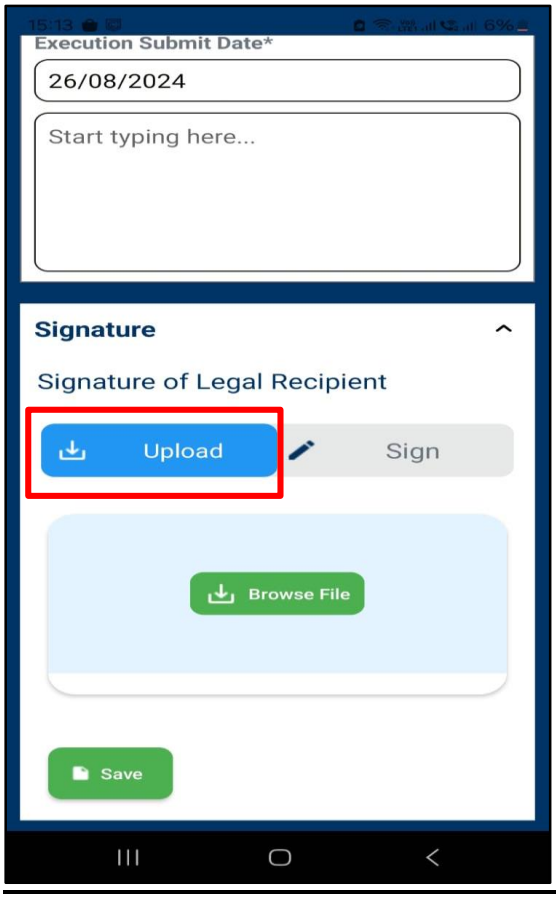
To view the summon pdf, user can click on PDF ( ) button.

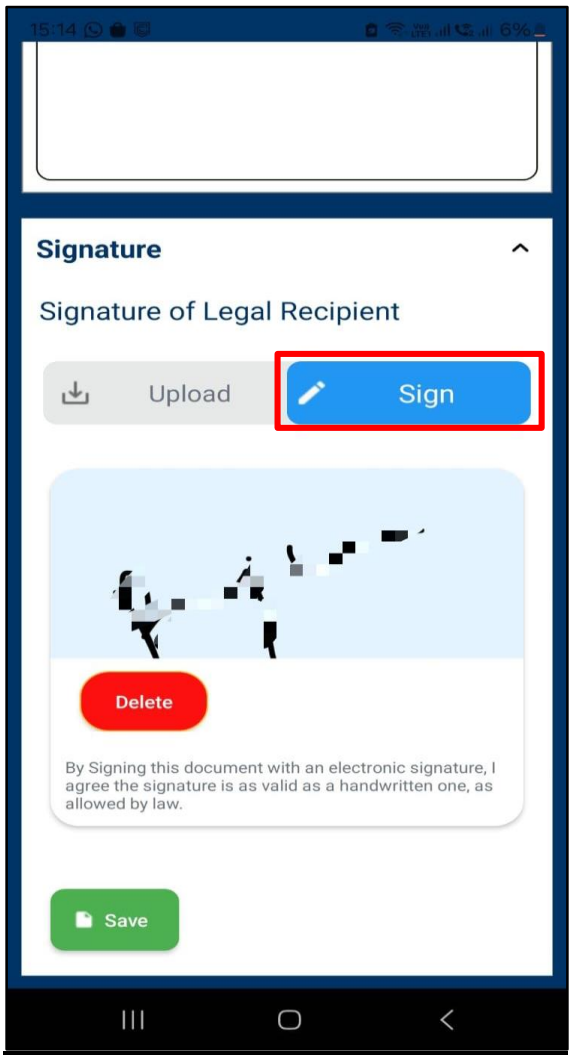



Summon Compliance

Further, user has to click on the Forward ICON ( ) for compliance by providing the required details.

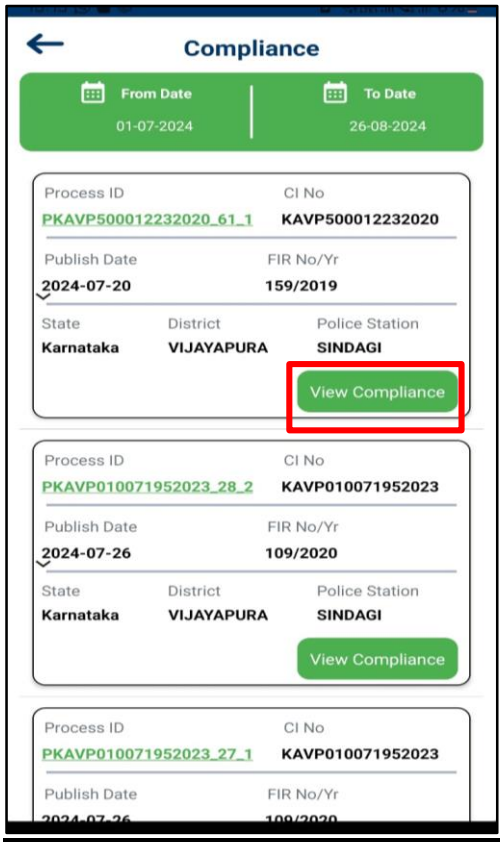



Execution Submit Date*
26/08/2024
Start typing here...
Signature
Signature of Legal Recipient
Upload
Sign
Browse File
Save

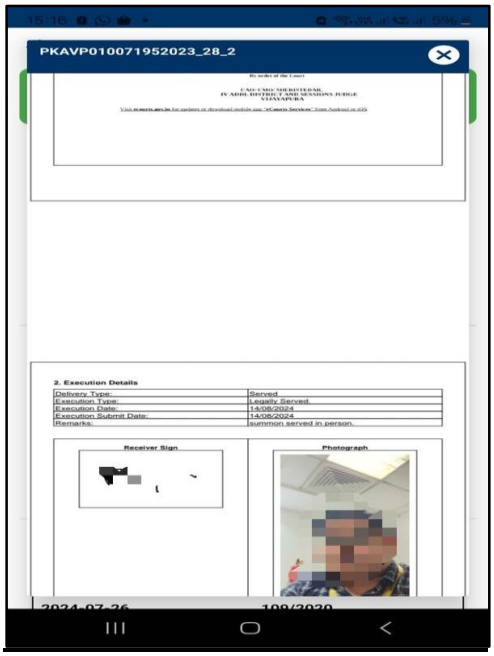

Signature
Signature of Legal Recipient
Upload
Sign
Delete
By Signing this document with an electronic signature, I agree the signature is as valid as a handwritten one, as allowed by law.
Save

## Compliance:-

This displays the count of Processes in which compliance has been done or has been successfully delivered. On clicking the count, the list of compliance/ delivered Processes of last 1 month will appear.




Further on clicking the View Compliance button, the Court Summon PDF, execution details along with receiver's signature and photograph can be viewed.




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