

No. /CCTNS/OW/2023

O/o the SP (CCTNS)  
Puducherry  
Dated: 08.09.23

To  
All SHO's  
Puducherry UT

Respected Sir,

**Sub: SOP for e-filing of Charge Sheet - High Court Notification**

**Ref: Registrar (IT-cum-Statistics), High Court, Chennai - dt 30.08.23**

FR is the email received from the Registrar (IT-cum-Statistics), High Court, Chennai ([cpc-tn@aij.gov.in](mailto:cpc-tn@aij.gov.in)) address to DGP ([dgp@py.gov.in](mailto:dgp@py.gov.in)) is placed below for kind perusal wherein, it was informed that High Court Chennai has published the **Notification** in the official website that **e-filing of Charge Sheet** through **e-filing Portal** / website "<https://efiling.ecourt.gov.in/tn>" is made **mandatory** including for Criminal Appeal.

2. It is added that mode of filing all documents in PFD etc were detailed with following direction.

- A. All **Police Officials** to file the Charge Sheet only through **e-filing Portal**
- B. To upload all physical papers and supporting documents in a searchable **PDF format** (ie. **FIR, Remand Report, Arrest Card, Remand Extension, Arrest Intimation Memo**) through e-filing to reduce the usage of papers.
- C. **Circulate the SOP** towards filing of Chargesheet and uploading of all supporting documents through e-filing to all concerned.

3. **As directed by DGP**, the same is communicated to all SHO of Police Stations for necessary actions and to Director CRB, Nodal Officer to NCRB (CCTNS) for follow-up action. The documents cited were uploaded in Police Website <https://police.py.gov.in>.

4. Submitted seeking necessary compliance, Please

(Dr. S. Bascarane, PPS)  
Superintendent of Police (CCTNS)  
Puducherry

Copy submitted through email to:

1. **Government** - Secretary (CVO) & US (CVO / Home)
2. Secretary to **DGP**
3. Readers to **SSP's** (L&O / C&I / Karaikal / HQ)
4. All **SDPOs & SP's** (Traffic / FC / PCR Cell / VAC) - by email
5. Director (Social Welfare / Civil Supplies), DCR Excise