

THE HIGH COURT OF MANIPUR
AT IMPHAL

O R D E R

Imphal, the 18th April, 2023

No. HCM/I-4/76-Estt.(IX)/Pt./ : In the interest of administrative convenience for the effective implementation of the E-Courts project Manipur, the Hon'ble Acting Chief Justice is pleased to make the transfer and posting of System Officers in the High Court and District Courts of Manipur as shown herein below against their names.

Sl. No.	Name of the System Officer	New Place of Posting	Reporting Officer	The Courts where he will provide technical support	Remarks
1.	Sh. Basudeva Sharma	District & Sessions Court, Imphal East	District & Sessions Judge, Imphal East	<ol style="list-style-type: none">1. District & Sessions Court, Imphal East2. Family Court, Imphal East3. Special Court, NDPS (FTC), Manipur4. Addl. District & Session Court(FTC), Manipur East5. MACT/Revenue/Co-opt Tribunal, Manipur6. POCSO No. 17. Civil Judge (Sr.Div), Imphal East8. CJM, Imphal East9. Civil Judge (Jr. Divn.)/JMFC, Imphal East10. Civil Judge (Jr.Div)/ JMFC, Jiribam	
2.	W. Basudev Singh	District & Sessions Court, Imphal West	District & Sessions Judge, Imphal West	<ol style="list-style-type: none">1. District & Sessions Court, Imphal West2. Family Court, Manipur3. Special Court, ND&PS, Manipur4. (FTC) CAW, Manipur5. Addl. District & Session Court (FTC), Manipur West6. POCSO No. 27. Civil Judge (Sr. Div), Imphal West	

				8. CJM, Imphal West 9. Civil Judge (Jr. Divn.)/ JMFC, Imphal West-I 10. Civil Judge (Jr.Div)/ JMFC, Imphal West - II	
3.	O. Rakesh Singh	District & Sessions Court, Thoubal	District & Sessions Judge, Thoubal	1. District & Sessions Court, Thoubal 2. Family Court, Thoubal 3. CJM/Civil Judge (Sr.Div), Thoubal 4. Civil Judge (Jr.Div)/JMFC, Thoubal 5. CJM/Civil Judge (Sr.Div), Chandel 6. Civil Judge (Jr.Div)/ JMFC, Moreh	
4.	Kh. Rajiv Singh	District & Sessions Court, Senapati	District & Sessions Judge, Senapati	1. District & Sessions Court, Senapati 2. CJM/Civil Judge (Sr. Div), Senapati 3. Civil Judge (Jr. Divn.)/ JMFC, Kangpokpi	The system officer will be stationed in the district from 11 th - 20 th of every month and he will be stationed at the High Court for the remaining days of the month.
5.	B. Sanatomba Sharma	District & Sessions Court, Bishnupur	District & Sessions Judge, Bishnupur	1. District & Sessions Court, Bishnupur 2. Family Court, Bishnupur 3. CJM/Civil Judge (Sr.Div), Bishnupur 4. Civil Judge (Jr. Divn.)/ JMFC, Bishnupur	From 1 st -15 th of every month, the system officer will be stationed at District and Sessions Court Bishnupur
		District & Sessions Court, Churachandpur	District & Sessions Judge, Churachandpur	1. District & Sessions Court, Churachandpur 2. Civil Judge (Sr. Divn.)/ CJM, Churachandpur 3. Civil Judge (Jr. Divn.)/JMFC, Churachandpur	From 16 th – till the end of every month, the system officer will be stationed at District and Sessions Court, Churachandpur

6.	L. Bulbul Sharma	District and Sessions Court, Ukhrul	District and Sessions Judge, Ukhrul	1. District & Sessions Court, Ukhrul 2. Civil Judge (Sr. Divn.)/CJM, Ukhrul 3. Civil Judge (Jr.Div)/JMFC, Ukhrul	The system officer will be stationed in the district for the first ten days of every month and he will be stationed at the High Court for the remaining days of the month.
7.	Th. Sunil Singh	High Court of Manipur	CPC, High Court of Manipur	High Court of Manipur	The system officer will look after District & Sessions Court, Tamenglong and CJM, Tamenglong
8.	N. Saratchandra Singh	High Court of Manipur	CPC, High Court of Manipur	High Court of Manipur	
9.	R.K. Thoithoisana Mangang	High Court of Manipur	CPC, High Court of Manipur	High Court of Manipur	

* The above list is not in order of seniority.

The role and responsibilities of the System Officers posted at District Courts is enclosed as **Annexure-'A'**.

This order shall come into force with effect from **20th April, 2023**.

By order etc.,

Sd/-

(Shubham Vashist)
Joint Registrar (Judl.)/CPC
HIGH COURT OF MANIPUR

Endt. No. HCM/I-4/76-Estt.(IX)/Pt./ 8564-79 Imphal, the 18th April, 2023

Copy to:

1. The Principal Secretary to Hon'ble The Acting Chief Justice, High Court of Manipur.
2. The P.S. to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
3. The P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, High Court of Manipur.

4. The P.S. to Registrar General, High Court of Manipur.
5. The District & Sessions Judges – Imphal East, Imphal West, Thoubal, Senapati, Bishnupur, Churachandpur, Ukhrul, Tamenglong.
6. The Registrar (Judicial)/(Vigilance), High Court of Manipur.
7. The Joint Registrar (Admn./PM&P), High Court of Manipur.
8. The Deputy Registrar (Accounts/Planning)/(Protocol)/(Admn.), Language Officer (Special Officer), High Court of Manipur.
9. All the Assistant Registrars/ Court Managers, High Court of Manipur.
10. The System Analyst, High Court of Manipur.
– request to upload the same on the official website of this Registry.
11. All Superintendents/Stamp Reporter/Court Officers/Protocol Officer/Computer Programmer, High Court of Manipur.
12. All Court Masters, High Court of Manipur.
13. All the System Officers, High Court of Manipur
14. Persons Concerned.
15. Guard File.


Joint Registrar (Judl.)/CPC
HIGH COURT OF MANIPUR

ROLE & RESPONSIBILITIES OF SYSTEM OFFICERS POSTED AT THE DISTRICT COURTS

- 1) He will report to the District and Session Judge and inform about the current ICT initiative undertaken by the Hon'ble e-Committee, Supreme Court of India and the High Court.
- 2) He will be required to maintain the inventory of hardware given under Phase II.
- 3) He needs to impart training to the staff for uploading the case status in the CIS, Additional features of CIS, use of hardware, Ubuntu, Implementation of NSTEP and ICJS, E-filing, Online Certified Copy, Primary and redundant connectivity, Gov Mail, E-office, FASTER, E-SCR, Virtual Court, Just IS APP, Digital Court, Video Conferencing, maintenance of Server and GeM etc.
- 4) He will be responsible for conducting the monthly meeting of the District Computer Committee, as well as drafting the resolution.
- 5) He will assist the District Judge in the procurement of items from GeM.
- 6) He will be required to visit all the Courts assigned to him once a week. He needs to prepare a report on the Court visit based on the format given by the Hon'ble Computer Committee, and have it signed by the presiding officer so that it can be placed before the Hon'ble Computer Committee.
- 7) He will be responsible for updating & Migrating the District Court website to S3WASS and updating Justice Clock content.
- 8) He will be responsible for scanning and digitizing case files that have been disposed of or that are pending before the District Courts.
- 9) He shall provide technical support to the District Court staff in a timely manner.
- 10) He shall be responsible for bringing new technology to the District Court.
- 11) He shall assist the District and Session Judge in preparing the yearly budget of the District Court to include funds for the maintenance of ICT equipment.
- 12) He will be responsible for coordinating with BSNL, NIC, DIT and vendors to resolve connectivity & technical issues in a timely manner.
- 13) He must prepare an action plan for every month for the effective implementation of the ICT initiative in the District Court, which he must submit to the CPC.
- 14) In order to ensure the successful implementation of the ICT plan, he needs to work closely with all stakeholders, including the Advocates of the District.

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- 15) He needs to impart training to the Judges, advocates and Staff in coordination with Manipur Judicial Academy from time to time as a part of the Hon'ble e-Committee Special Drive Training and Outreach Programme.
- 16) He needs to develop software to automate existing repetitive manual tasks of administrative and judicial work in the District Court, which consume unnecessary time for the staff.
- 17) He will be responsible for monitoring the work of the e-Sewa Kendra in that District.
- 18) He needs to compile the reports that are requested from time to time by the High Court through the CIS.
- 19) He needs to provide a weekly update to CPC either via video conferencing or in person regarding the District Court's ICT initiative.
- 20) He may be assigned the work from time to time under the instruction of the Hon'ble Computer Committee.

9/7