

HIGH COURT OF MADHYA PRADESH, JABALPUR

//ORDER//

No. CSA/2023/ 64

Jabalpur, dated: 28-12-2023

The Data Entry Operator or Human Resource from outsourcing, deputed in the courts, will have to perform the following activities and duties to assist the courts for the smooth functioning of digital courts.

I) Internet connectivity and ERP Application:-

1. Check all the digital equipment like Computers/UPS/Printers/Cameras /Wi-fi/Display Board etc.) installed in the Court and PA/PS sitting area are working properly.
2. Ping IP Address 172.16.180.4 (For Local LAN Connectivity).
3. Ping IP Address 8.8.8.8 (for Internet Connectivity).
4. Login in ERP (erp.mphc.gov.in) software in Chrome browser. Check cases randomly to ensure that PDF are opening properly.
5. Check the Chrome browser with latest updates.
6. Data Entry Operator OR Human Resource from Outsourcing will assist the Lawyers at the time of hearing of cases for accessing the documents on their electronic dashboard.

II) Live Streaming:-

1. Ensure that Live Streaming of concerning Court Room starts at 10:00 A.M. positively.
2. Ensure proper availability of audio and video quality for Live Streaming :-
 - a) Internally in the Court Room (Local MIC and Speaker).

- b) On Video Conferencing platform i.e. Cisco Webex or any other platform.
 - c) On Streaming platform YouTube or any other platform.
3. If Court is going to start after 02:00 P.M. even in such situation; the Live Streaming must start at 10:00 A.M. An appropriate message should be displayed for the viewer such as 'The Court shall start after 2:00 P.M.
 4. In case of unavailability of the Hon'ble Judges, inform the IT Section in advance or immediately.
 5. Data Entry Operator OR Human Resource from Outsourcing would not take any leave without informing to the IT Section.
 6. In case of any issue or problem then the Data Entry Operator OR Human Resource from Outsourcing must inform the IT Section or on EPBX 313 immediately.
- III) The Data Entry Operator OR Human Resource from Outsourcing will have to work in digitization cell in non-working court days for digitization work.
- IV) The duties of Data Entry Operator OR Human Resource from Outsourcing may be changed / updated by the competent authority time to time as per the requirement. The duties will be assigned by the IT Section of the High Court on 01st day of every month. One Data Entry Operator OR Human Resource from Outsourcing will be provided to each Hon'ble Court.

BY ORDER OF HON'BLE CHIEF JUSTICE


(MANOJ KUMAR SHRIVASTAVA)
REGISTRAR GENERAL

Endt. No.

Jabalpur, dated

Copy forwarded to :-

1. P.P.S. to Hon. Chief Justice, High Court of M.P., Jabalpur.
2. Secretary to Hon. Shri/Smt. JusticeHigh Court of Madhya Pradesh, Jabalpur/ Bench at Indore/Gwalior, for information of their Lordship.
3. Secretary to Registrar General, High Court of M.P., Jabalpur for information.
4. Secretary to Principal Registrar (ILR & Exam)/ (Vig.)/(Judicial)/ Registrar (Admin)/ Registrar (IT) / Chief System Analyst/Senior Principal System Analyst(SA), High Court of M.P., Jabalpur for information.
5. Principal Registrar, High Court of M.P. Bench at Indore/Gwalior for information and necessary action.
6. Principal System Analyst (Network and Communication Technology) Bench at Indore for information and necessary action.
7. M/s T & M Services Consulting Pvt. Ltd., Mumbai & All Data Entry Operators OR Human Resource from outsourcing, deputed in the Hon'ble Courts.

Sd/-

(KULDEEP SINGH KUSHWAH)
CHIEF SYSTEM ANALYST