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No. : SDC/63/2025
Date: 08/10/2025

To,
The Principal Judge, City Civil Court, Ahmedabad.
The Principal Judge, Family Court (All the Family Courts).
The Principal District Judge (All the District Courts).
The President, Industrial Court, Ahmedabad.
The Chief Judge, Small Causes Court, Ahmedabad.
The Chief Judicial Magistrate, Ahmedabad City.

Subject: Scanning and Digitization of legacy records of District Courts.

Sir/Madam,

With reference to the subject noted above, this is to state that, **“Workflow Mechanism for Scanning of Papers/ Files to be Preserved Permanently for District Courts”**, has been approved by Hon’ble the Chief Justice and the Hon’ble Judges of Digitalisation - Sub Committee [of Disposed off Cases] of High Court and District Courts. Therefore, you are requested to initiate the Scanning and Digitization of legacy records of your District Court establishments immediately, by following the workflow mechanism prescribed for preparation, scanning, checking and verification of legacy case records of the District Judiciary.

Sincerely,

REGISTRAR GENERAL

Encl.: A copy of approved “Workflow Mechanism for Scanning of Papers/ Files to be Preserved Permanently for District Courts”

Workflow Mechanism for Scanning of Papers/ Files to be Preserved Permanently for District Courts.

As the Scanning and Digitization of legacy records of the District Judiciary across the State is required to be initiated, this workflow mechanism is prescribed for preparation, scanning, checking and verification of legacy case records of the District Judiciary.

1. PREPARATION AND LEGAL FRAMEWORK:

- 1.1. All District Courts/ Judicial Establishments are to commence the scanning of legacy records, starting with the oldest case records available in their jurisdiction. The process will focus exclusively on those portions of records that are mandated for permanent preservation, in strict adherence to the provisions outlined in the Civil and Criminal Manuals.
- 1.2. **The Civil Manual Rule No. 490 mandates preservation of File “A” forever i.e. Permanently, which contains following papers:**
 - a. Complaint or Petition
 - b. Judgement or Final Order
 - c. Preliminary and Final Decree
 - d. Any other papers which the Presiding Judge may with the previous permission of the District Judge order to be placed in file “A”
- 1.3. **The Criminal Manual Para No. 363 Provides that, papers in List “A” i.e.**
 - a. Judgments of Court of Session.
 - b. Such papers in cases of historical or scientific value, as in the opinion of the Sessions Judge should be preserved permanently.

2. MANPOWER AND CRITERIA

- 2.1. Each District Court shall deploy necessary manpower for operating scanners. Such manpower may be employed by way of outsourcing subject to availability of grants for the same.

- 2.2. Each District Court shall designate personnel from its permanent staff to serve as **Checkers** and **Verifiers**. The role of Checker to be assigned to the staff member belonging to the rank of **Assistant Clerk or higher (preferably having experience of minimum 5 years)**, while the role of Verifier to be entrusted to the person not below the rank of **Senior Clerk or Superintendent (preferably having experience of minimum 5 years)**.
- 2.3. Each District Court shall deploy necessary staff or assign duty for carrying out legacy data entry, administrative work and miscellaneous work of Scanning and Digitization Project.

3. MONITORING:

- 3.1. Regular monitoring responsibility shall be assigned to the committee, made for Scanning and Digitization with overall supervision by the Principal District Judge/Principal Judicial Officer of establishment, which shall consist of following members:
1. One Additional District Judge posted at the District Headquarter.
 2. One Judicial Officer who is a Master Trainer, or a Judicial Officer who has undergone specialized training in scanning and digitization. In case Master Trainer or such Officer are not available then any Officer in the cadre of Senior Civil Judge.
 3. Registrar/Additional Registrar of the Establishment.
 4. Court Manager if posted at the District Court.
 5. Record Keeper.
- 3.2. For Ahmedabad District, the Committee formed at City Civil Courts shall monitor Scanning & Digitization Projects of Family Courts and Small Cause Courts of Ahmedabad District. For Industrial/ labour Courts at Ahmedabad the Committee as mentioned in 3.1 above shall be formed at the establishment of Industrial Court, Ahmedabad.
- 3.3. Except for the Judicial District of Ahmedabad, The Committee formed at the District Courts shall monitor Scanning & Digitization

Project of Family Courts, Small Causes Courts and Industrial/Labour Courts of concerned District.

4. TECHNICAL SUPPORT:

- 4.1. The **System Officer/Assistant** shall provide complete technical support throughout the scanning operation for all the Judicial Establishments within the Districts.

5. REGISTERS:

- 5.1. There shall be a register of Scanning and Digitization of Legacy Records (As prescribed in Annexure-D) containing the details such as records called from Record Room, records received from the Record Room for digitization with case numbers, date of Scanning, date of Return to the record room and Remarks if any regarding missing paper and any other remarks. The entries of inward and outward of record shall be done regularly.

- 5.2. The entry of any missing paper of Part "A" in civil cases and List "A" in criminal cases is to be entered in the Register and necessary intimation is to be made to the Principal Judicial Officer.

- 6.** For ease of implementation, **stage-wise workflow** is outlined below for ready reference.

7. STAGE-WISE WORKFLOW:

Stage 1: Preparation

- i. Records of disposed cases are to be called from the Record Room by the Scanning & Digitization Cell.
- ii. Record Room shall send the records after ensuring pagination of File 'A' in Civil Cases and List 'A' Papers in Criminal cases.
- iii. Necessary entry with inward number and date be made in the register of the records received.
- iv. The data entry operator will generate the **CNR number** through the DCIS legacy module and shall enter **necessary metadata as prescribed in Annexure - A.**
- v. Papers in the files which are required to be preserved permanently are to be unbound and mended if torn/ damaged.

Stage 2: Scanning

- i. The papers which are required to be preserved permanently shall be scanned in PDF/A format with OCR in English, Hindi and Gujarati. The software and tools to be used for scanning and OCR is given in Scanning Softwares and Tools Guide enclosed as Annexure - B.
- ii. Staff deputed for scanning of the legacy records shall be called Scan Operator.
- iii. Scanned files are to be uploaded by the scan operator in the GUJSWAS (Disposed) module.

Stage 3: Checking

- i. After uploading of scanned files by the Scan Operator, the concerned user (Checker) shall apply/update necessary bookmarks for the scanned files through the Bookmarking facility available in the GUJSWAS (Disposed) module,
- ii. During this process, the Checker will also check the following defects in the file :
 - Page is missing (not scanned)
 - The quality of the scanned page is not good.
 - Page is not properly scanned
 - OCR result is not good
 - OCR is not proper in respective language
 - Duplicate page found
 - The text in the scanned file is not legible.
 - Metadata is missing/improper/insufficient.
- iii. If any issue is found or any corrections are required, the Checker shall decline the scanned files, which would be then automatically reverted back to the concerned Scan Operator who had scanned the same.
- iv. Thereafter the Scan Operator shall remove the defects raised by Checker and then will select the case number of the Concerned Court Establishment, in which the scanned files are to be submitted and thereafter will re-upload the scanned PDF/A of the legacy case records. The GUJSWAS (Disposed) module will then automatically forward these PDF/A files to the Checker with notification in the GUJSWAS (Disposed) module.

- v. After correctly updating all the bookmarks for both the PDF/A files and checking the files as above, the Checker shall apply his/her digital signature and submit the files in GUJSWAS (Disposed) module.
- vi. The GUJSWAS (Disposed) module will automatically forward the scanned files to the Verifying Officer with notification in the GUJSWAS (Disposed) module to be shown to the Verifying Officer.

Stage 4: Verification

- i. The Verifying Officer would do overall verification and shall verify the correctness and appropriateness of the metadata and scanned files uploaded and checked. as the same would be finally stored for submission to the High Court Repository for permanent preservation.
- ii. Apart from verifying the **defects mentioned at 3(ii)**, if any, the bookmarks should be properly looked into as these would be part of the automatic index to be provided for search and retrievability.
- iii. If any issue is found or any corrections are required, the Verifying Officer shall decline the scanned files, which would be then automatically reverted back to the concerned Checker, who had checked the same or the Scan Operator, who scanned the file, as the case may be.
- iv. If the file is declined by the Verifier:
 - **Due to defects relating to Scan Operator raised during the verification:** The Scan Operator shall remove the defect(s) raised by Verifier and then will re-upload the scanned PDF/A of the scanned files. The GUJSWAS (Disposed) module will then automatically forward these PDF/A files to the Checker with notification in the GUJSWAS (Disposed) module.
 - **Due to defects relating to Checker raised during the verification:** The Checker shall remove the defect(s) raised by Verifier and then the Checker shall apply his/her digital signature and submit the files in GUJSWAS (Disposed) module for verification process. Thereafter, the GUJSWAS (Disposed) module will automatically forward the scanned file to the Verifying Officer with notification in the GUJSWAS (Disposed) module.

- v. The Verifying Officer, after successful verification of the scanned files, shall apply his/her digital signature and submit the same in the GUJSWAS (Disposed) module.

Stage 5: Storage

- i. The verifying officer, after successful verification of the scanned files, shall download the Digitally Signed PDF/A file from the GUJSWAS (Disposed) module and proceed to store in the NAS (Network Attached Storage) provided to the concerned district, which can be sent to the Repository of the High Court in future for permanent preservation.
- ii. The storage path/directory structure of a verified PDF/A file to be followed is as mentioned below:
 - <districtname>_district
 - Establishment_Code
 - Year <Last_4_digits_of_CNR>
 - CNR
 - PDF/A file

Example file Path :

ahmedabad_district/GJAH01/1960/GJAH010001231960/GJAH010001231960.pdf

Annexure - A

Minimum Metadata required to be entered

- Court Number/Name
- FIR details in case of Criminal Record.
- Party Details
- Advocate Details
- Act(s) and Section(s)
- Date of Disposal
- The other data/fields as mentioned in CIS is to be entered if available.

Annexure - B Scanning Softwares & Tools Guide

1. **OCRTHYPDF:** Used for manually OCR pdf documents

Commands to install:

- I. **GUI software for OCR:** sudo snap install ocrthypdf
- II. **Gujarati language engine:** sudo apt install
tesseract-ocr-guj
- III. **Hindi language engine:** sudo apt install tesseract-ocr-hin

2. **PDF Arranger:** Used to arrange pages in PDF

Command to install: sudo apt install pdfarranger

3. **NAPS2:** Open source software for scanning documents using scanner

Command to install: sudo apt install naps2

4. **PDFSAM:** Utility for different operations on PDF like Merge, Split etc.

Commands to install: sudo apt install pdfsam

5. **J PDF Bookmark:** Utility for different operations on PDF like Merge, Split etc.

Download link: <https://sourceforge.net/projects/jpdfbookmarks/>

[Run JAR file to open software]

6. **eGujCourtSigner:** For applying digital signature in PDF

Standard Setting for HP HighSpeed Scanner 9120fn2:

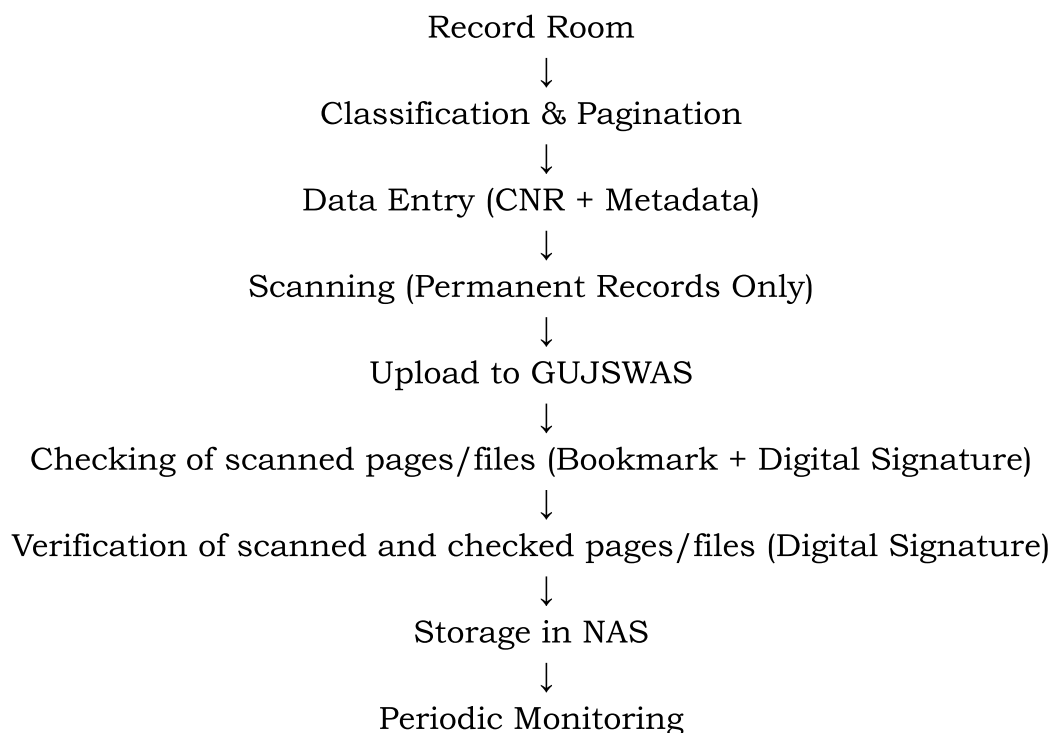
Original Sides: Two sided	Content Orientation: Portrait
Original Size: Legal/A3	Background Cleanup: 8
Darkness: 7	Contrast: 5
Sharpness: 1	Cropping Options: Crop to content
High Compression: Yes	File Type: PDF
Resolution: 300dpi	Color/Black: black and gray
Suppress blank pages: Yes	Multifeed Detection: No

Standard Setting for Fujitsu fi7700 Scanner in NAPS2:

Paper Source: Duplex(ADF)/Glass	Bit-depth: Grayscale
Page Size: Legal/A3	Horizontal Align: Right
Resolution: 300 dpi	Scale: 1:1
Brightness: 50	Contrast: 50
Image Quality: 20	Exclude Blank Page: Yes
While Threshold: 70	Coverage Threshold: 2
Deskew Scanned Pages: Yes	Crop to page size: Yes

Annexure - C

Flow-chart for ready reference



Annexure - D

FORMAT OF REGISTER OF SCANNING AND DIGITIZATION OF LEGACY RECORDS

POTLA (BUNDLE) NO. _____

Sr. No	Case Number	Date of Record called for	Date of receiving of case file from Record Room	Date of scanning	Date of Return to the Record room	Remarks as to any missing papers	Any other Remarks