



RAJASTHAN HIGH COURT

**HIGH COURT OF JUDICATURE FOR RAJASTHAN
BENCH AT JAIPUR**

S.B. Criminal Miscellaneous (Petition) No. 4993/2023
CNR: RJHC020627582023 | URN: CRLMP / 9644U / 2023

Pramod Kumar son of Shri Mahesh Chand

-----Petitioner

Versus

State Of Rajasthan and Ors.

-----Respondents



JUSTICE ANOOP KUMAR DHAND

(In Chamber)

Order

02/09/2026

Reportable

1. This Court while hearing S.B. Criminal Misc. Petition No.4993/2023 passed the following order on 27.07.2026, which reads as under:

“Today, while hearing the matters through Paperless Module 2.0, it has been found by this Court that in various cases, scanned copies of complete documents have not been uploaded by the dealing persons of the Sections. In absence thereof, it becomes very difficult for this Court to decide the matters.

The instant matter is one of the glaring examples, where the scanned copy of the main file of S.B. Criminal Misc. Petition No.4993/2023 itself has not been uploaded, rather a scanned copy of the stay application thereof has only been uploaded.

Let explanation of the person concerned be called for not uploading the scanned copy of the main petition bearing S.B. Criminal Misc. Petition No.4993/2023.

List on 06.08.2026. In the meantime, the Public Prosecutor is directed to call for the factual report of investigation, conducted so far.”

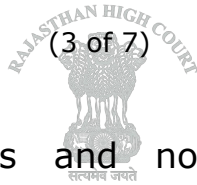
2. Pursuant to the aforesaid order, the Concerned Clerk as well as the authorized signatory on behalf of M/s. Enhira Software



(Export) Limited, the firm assigned with the work of scanning and digitization of case files of this Court, have furnished their respective explanations.

3. The explanations received from the above persons are not found to be satisfactory. If at all there was any electricity outage on 25.06.2026 and 26.06.2026, the file/paper/documents could have been uploaded on the next working days, but no such sincere efforts were made by the person concerned. The main petition was not uploaded, only the stay petition was uploaded, which caused great inconvenience to this Court, while paperless hearing the petition on the said day. Almost every day it has been noticed by this Court that a very casual approach is adopted by the persons responsible for uploading the petitions/ reply/ rejoinder/ applications/ additional affidavit/ documents on the portal of Paperless Module. Such lethargic approach of the concerned person causes difficulty to the Courts working on Paperless Module.

4. However, while taking a lenient view in the matter, this Court wants to place its displeasure on record in the manner in which the present matter has been dealt with by the concerned persons, who are responsible for uploading the scanned copies of petitions/ documents/ reply/ rejoinder/ applications/ additional affidavits. This Court expects from them that henceforth they will remain more careful in future while uploading each and every petitions/ documents/ reply/ rejoinder/ applications/ additional affidavits on the record immediately on its presentation by the respective



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counsels and the parties and no lapse/deficiency will be notices/found on their part while discharging their duties.

5. Let this petition be consigned to record.

6. It has been brought into notice of this Court that a Standing Order was passed by the Registrar General on 02.11.2020 regarding roles and responsibilities of High Court Staff regarding scanning of pending/fresh files of Criminal cases and Paperless Courts. This Standing Order is reproduced as under:

"RAJASTHAN HIGH COURT

Standing Order

S.No.19../5.0./2020

Dated:-02.11.2020

**Sub: Roles and responsibilities of High Court Staff
regarding scanning of pending/fresh files of
Criminal Cases and Paperless Courts.**

Scanning and digitization of pending/ fresh files of criminal cases has been started and Hon'ble courts dealing with bail matters have been made functional in Paperless mode at Rajasthan High court, Jodhpur and Jaipur Bench. Other categories of criminal cases will also be taken up in paperless courts in second phase.

Roles and responsibilities of the staff for the tasks of Scanning and Paperless courts are enclosed. All the concerned staff has been given training accordingly.

Therefore, it is enjoined upon all concerned to ensure strict compliance of their respective roles and responsibilities.

By Order

Registrar General

Date:-2.11.2010





**SCANNING OF PENDING FILES OF CRIMINAL
CASE AND PAPERLESS COURTS
ROLES AND RESPONSIBILITIES OF HIGH COURT**

STAFF

- It will be ensured by AOJ of Centralized Filing Section that files of all newly filed criminal cases are sent to Scanning Station after registration and classification well within time so that scanning and other task are completed before the files are listed in Cause List.
- All tagged files (related to same FIR or order) will also be sent for scanning along with main case file.
- Documents filed in cases, the files of which have already been scanned, will also be sent to the Scanning Station for scanning.
- It will be the duty of concerned staff (who is presently doing the task of tagging the files related to same FIR or order) to mark the tagging in computer programme.
- It will be the duty of concerned digit or dealing clerk to ensure that e-file is complete in all respect and all the papers available on physical file have been scanned.
- Before sending any scanned file for listing before Hon'ble Court, concerned digit or dealing clerk will again ensure that e-file is complete in all respect and all the papers of physical file have been scanned.
- Whenever new document will be filed or any new order will be passed in already scanned file, concerned digit or dealing clerk will also get the same scanned and will place the scanned papers in e-file at appropriate place by inserting/ appending/ replacing the same for which specific provisions have been made in the computer programme.





He/She will also bookmark the new document, if required.

- After disposal of scanned file, concerned digit or dealing clerk will check the entire e-file and physical file and will certify that e-file is complete in quality and quantity. If scanning of any paper is required due to missing or bad quality, he will get it done as per requirement.
- Cause List Section and Court Staff will check that all the main files and tagged files are available in the system for view. If any file is missing, they will ask the concerned clerk to get the file scanned.
- Extensive training of computer programmes related to above tasks has been given to all concerned. Refresher training courses will also be organized. Still, if any staff has doubt or difficulty in using computer programmes, they may contact in Computer Cell."

7. Much time has passed after issuance of the Standing Order dated 02.11.2020. This order needs suitable amendments as it is confined to criminal matters only and it is required to be applicable to all kinds of matters of this Court. The Standing Order dated 02.11.2020 should not be confined to criminal cases only, as presently we are undergoing to the new era of technology and in process of shifting to the paperless Court functioning in all kinds of matters pending in Civil/Criminal/Writ/Miscellaneous cases.

8. We are living in a new era of technology. The concept of administration of justice has undergone a sea change. The traditional system of bulky paper files, physical handling and manual listing is gradually becoming obsolete. The Hon'ble Supreme Court of India through its e-Committee has already



given a clarion call for a complete transformation from physical to digital and paperless Courts.

9. The introduction of Paperless Module / Hybrid Hearing in the Rajasthan High Court is a revolutionary step towards achieving the goal of speedy, transparent and accessible justice. The paperless functioning is not merely a technical upgradation; it is a paradigm shift in the justice delivery system. It saves time of the Court, reduces the burden on the Registry, minimizes loss/damage of record and ensures 24x7 access of pleadings to the Hon'ble Judges and above all, as it is eco-friendly also.

10. However, this Court has noticed that the objective of paperless Courts is being frustrated due to casual approach of the stakeholders as observed in the present case. In many cases, the pleadings, documents, reply, rejoinder, application, order-sheets etc. are not being uploaded on the server / CIS / DMS in time. The Court is required to hear the matters without complete scanned record on the Paperless Module, which causes great inconvenience to the Court and delay in dispensation of justice.

This Court vide Standing Order dated 02.11.2020 had issued directions for paperless functioning but the said order was confined to criminal matters only. Much time has passed since then.

11. Now, the time has come to make paperless functioning applicable to all kinds of matters pending before this Court - be it Civil, Criminal, Writ or Miscellaneous matters instituted at Principal Seat at Jodhpur or Bench at Jaipur. For that, it is imperative to fix specific roles and responsibilities of each and every stakeholder - the Dealing Clerks/Assistants, Court Masters, Filing Section,





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Stamp Reporters, Registry and the concerned Officers to ensure that each and every paper of every file is scanned, bookmarked, indexed and uploaded on the same day, without fail.

Unless accountability is fixed, the dream of a paperless Court will remain on papers only.

12. Accordingly, the Registrar (Judicial) is directed to place this order before Hon'ble the Chief Justice from the administrative side for seeking approval for issuance of a comprehensive and amended Standing Order fixing the responsibility of all stakeholders and making paperless module mandatory for all jurisdictions of this Court.

(ANOOP KUMAR DHAND),J

KuD