

STANDARD OPERATING PROCEDURE for FASTER Cell, High Court at Calcutta

In view of the direction of the Hon'ble Supreme Court of India, one FASTER Cell has been created in the High Court at Calcutta and for the sake of convenience, the processes to be followed by the FASTER Cell are enumerated as below :-

- 1. Generation of the Order/Judgment:-** The Assistant Registrar (Court) types the Order/Judgment, generates pdf file of the same for uploading in the CIS and then digitally signs the pdf file. The Order/Judgment is then uploaded/pushed to FASTER Cell through the Periphery Application "Faster Cell Entry" by marking the Order/Judgment for transmission by the FASTER Cell. Assistant Registrar (Court) also enters the details of Correctional Home, if any and Subordinate Court details in the Remarks section of "Faster Cell Entry" at the time of submitting the Order/Judgment to the FASTER Cell.
- 2. FASTER Periphery Application in CIS:-** The High Court at Calcutta has created Periphery Applications namely, "FASTER Cell Entry" to facilitate transmission of court orders that are embedded with digital signatures by the Assistant Registrar (Court) to the FASTER Cell and another Periphery Application namely, "FASTER Cell List" to generate Memo of Parties with QR codes by the FASTER Cell.
- 3. Generation and digital signing of Memo of Parties in FASTER Cell:-** The FASTER Cell generates Memo of Parties after collecting all the necessary details from the concerned FASTER Cell entry made by Assistant Registrar (Court) in the Remarks Section of FASTER Cell Entry module.
- 4. Digital Certification of Order/Judgment and Memo of Parties in FASTER Cell:-** The digital institutional signature is used to authenticate

the Order/Judgment and Memo of Parties. It is embedded by the Officer of the FASTER Cell.

5. **Tracing out *jcn* ID of concerned stakeholders:-** The Judicial Communication Network (JCN) email ID of the Administrator of the FASTER Cell of the High Court at Calcutta is opened and the relevant *jcn* IDs of the concerned duty-holders are traced based on the information available about the trial court and jail.
6. **Transmission of digitally secured documents to the concerned stakeholders:-** Then the digitally secured documents are attached to an email and sent to the concerned duty-holders for necessary compliance. Apart from *jcn* email ID, another govt. email ID has been created in the name of Administrator of FASTER Cell and through such email digitally secured documents will also be sent to personal email IDs of concerned Judicial officers of Trial Court retrieved from the PIS system.

By order of the Court,

Sd/-

Registrar General