

HIGH COURT OF SIKKIM
GANGTOK

No 11/COMP/HCS

Date: 03.07.2017

CIRCULAR

It is to inform to all that Software Engineers of Computer cell of the Registry of High Court of Sikkim have developed a web-enabled application software called "File Tracking System Ver 1.0" based on the work flow of the Registry, High Court of Sikkim.

The Software has been implemented on 09.05.2017 in the High Court of Sikkim to automate the process of tracking the file movement for speedy work flow, easy tracking, improving efficiency and transparency, record management and enforcing a uniform working procedure.

It is a web based application developed in Open Source Framework which monitors and records the file movements. It is an integrated package having features of creating the new files, updating its status, tracking the file movements, dispatching of files, attaching the documents, searching of files, monitoring the pending/dispatched files and most importantly, it is hosted in a highly secured server with disaster recovery facility.

Officials with relevant user credentials only can access the software using a LAN Internet connectivity. It is a role-based system with definite work area for each & every authorized users. The manual is also available with the Software Engineers in the Computer Cell of the Registry in case of more information required by users.

All Officers and Staff working in different sections of this Registry are hereby informed to comply with the above software application and render necessary assistance to use the same effectively.

By Order,

Sd/-
(N. G. Sherpa)
REGISTRAR GENERAL

Memo No. **3336-57/COMP/HCS**

Date: **03.07.2017**

Copy to:-

- 1 Chief Protocol Officer.
- 2 The Joint Registrar-cum-Sr. Judgment Writer/P.P.S. to Hon'ble Chief Justice.
- 3 The Principal Private Secretary to Hon'ble Judge.
- 4 The Private Secretary to Hon'ble Judge.
- 5 All Section In-charge.
- 6 P. A. to Registrar General.
- 7 P. A. to Registrar/C.P.C.
- 8 The Judicial Section, High Court of Sikkim.
- 9 The Account Section, High Court of Sikkim.
- 10 The Confidential Section, High Court of Sikkim.
- 11 The Library, High Court of Sikkim.
- 12 The General Section, High Court of Sikkim.
- 13 The Establishment Section, High Court of Sikkim.
- 14 The Dispatch Section, High Court of Sikkim.
- 15 The Computer Cell, High Court of Sikkim.
- 16 The Protocol Section, High Court of Sikkim.
- 17 Notice Board.
- 18 File.
- 19 Guard File.

REGISTRAR/C.P.C.