

No. 124 /RG/Spl./Misc. dated 8/1/2022

ORDER

**Re : Mandatory e-filing by offices of Additional Solicitor General of India/Standing Counsel of Union of India, Advocates General of the States of Punjab and Haryana respectively, Senior Standing Counsel/Standing Counsel/Public Prosecutor/ Additional Public Prosecutor of U.T. Chandigarh.**

In addition/modification of earlier circulated guidelines dated 14.01.2015, it is hereby notified that e-filing by the office of Additional Solicitor General of India/Standing Counsel of Union of India, Advocates General of the States of Punjab and Haryana respectively, office of Senior Standing Counsel/Standing Counsel/Public Prosecutor/Additional Public Prosecutor of U.T. Chandigarh shall be mandatory with effect from 1<sup>st</sup> January 2022. All main cases and applications filed on behalf of above mentioned offices shall be accepted only if these are filed through e-filing.

Following guidelines are framed issued in addition/modification of earlier circulated guidelines dated 14.01.2015 for the offices of Advocate General of State of Punjab and Haryana, office of Senior Standing Counsel/Standing Counsel/Public Prosecutor/Additional Public Prosecutor of U.T. Chandigarh and office of Additional Solicitor General of India/Standing Counsel of Union of India which read as under:

1. It will be mandatory for the offices of the Advocate General for the States of Punjab and Haryana, office of Senior Standing Counsel/ Standing Counsel/ Public Prosecutor/Additional Public Prosecutor of U.T. Chandigarh and office of Additional Solicitor General of India/Standing Counsel of Union of India to e-file the case w.e.f 01.01.2022. The Urgent cases filed through e-filing upto 12:00 noon on court working days will be scrutinized on same day and urgent cases filed after 12:00 noon will be scrutinized on next court working day.

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Ordinary cases filed through e-filing will be scrutinized as per their turn.


2. Online payment of Court Fee is mandatory in cases filed through e-filing.
3. The cases which are approved, accepted and forwarded to "Pending Scrutiny" stage by the Registry, e-filer will submit the printout/original paperbook, complete in all respects in the e-filing Cell of DRR Section with following note below the index:

*"I undertake that the hardcopy of the paperbook is same as softcopy filed through e-filing, after removal of objection raised by the registry, in all respect along with the page marking."*

4. The cases in which printout/original paperbook is submitted in the E-filing Cell of DRR Section from 10:00 A.M. to 12:00 noon will be listed on next court working day and the cases in which printout/original paperbook is submitted after 12:00 noon to 4:00 P.M. will be listed after a gap of one working day.

No, printout/original paperbook will be accepted before 10:00 A.M. and after 4:00 P.M.

5. In case the printout/original paperbook is not legible or the pages are missing, then the paperbook will be returned to the concerned official and the same will not lead to any kind of concession in time.
6. In case of urgent mentioning of e-filed case, e-filer would be required to submit the printout/original paperbook at the first stage along with e-filing acknowledgement receipt as per instructions regarding listing of mentioning matters issued by the Hon'ble High Court from time to time.

  
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7. In case of any technical failure on e-filing portal, an e-filer or litigant may revert to conventional/physical filing. A technical failure, including a failure of the e-filing system will not extend the period of limitation. The e-filer must ensure that a document is timely filed to comply with limitation and, wherever necessary the e-filer must file the document conventionally to meet the limitation.
8. In case of objection raised by the registry on e-filed case, it would reflect in the login of user at "Not Accepted" stage. No separate intimation will be provided by the registry in this regard. It will be the responsibility of the user to check the status/objections in their case.
9. In case, the objection raised by the registry exceeds the word limit then, it will be intimated to the e-filer through e-mail provided by the e-filer on index page of case file. Hence, *it is mandatory to provide e-mail ID of e-filer/office below the Index page of case file on which the said objection can be communicated.*
10. For any remarks/reply to the objections raised by the registry, the e-filer will be required to upload the scanned copy of the objections raised by the registry along with the remarks/reply of e-filer separately in addition to revised paper-book.  
The objection/reply sheet will be retained as "Part B" of the petition and the same should also be attached at the time of submitting the printout/original paperbook in the e-Filing Cell of DRR Section.
11. The case filed by the e-filer will be accepted subject to the filing of the case as per technical instructions/guidelines of e-filing (Already uploaded on website).

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12. The formatting of the petition should be according to rules of Hon'ble High Court already prescribed.
13. The Vakalatnama should be scanned and attached so that it contains the image of the Advocate Welfare Stamp affixed thereon.
14. Once all the Documents/Annexures like signature, acknowledgement of advance copy supplied, Vakalatnama etc. have been collated, they shall be attached in a single file having size not more than 20MB. In case, maximum size exceeds this limit, then user can split the paper-book in maximum two or three parts. Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings as annexure, it should be scanned as black & white, at a good resolution and saved as a Portable Document Format (PDF). It should not contain any water-mark.
15. At present there is no provision to file caveat under section 148 CPC through e-filing. *Hence, Caveat should be filed through physical mode only.*
16. The cases e-filed upto 31.12.2021 shall be dealt with as per the existing practice.
17. At present, the document filed through online mode i.e. "Documents" will not be entertained through e-filing.
18. The e-filing module "Deficit Court Fee" will only be utilized to remove the objections regarding deficiency of the court fees raised by the registry specifically in the cases filed through e-filing.
19. As regard filing of cases by the other stakeholders, government offices mentioned other than as above, the guidelines in existence

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will continue i.e. the e-filing will be accepted only after submission of physical paper-book along with e-filing acknowledgment receipt.”

For the purpose of this court record the paperbook filed by the e-filer will be scanned and uploaded on DMS and it will be treated as main paperbook for all intents and purposes. In respect of other stake-holders including Boards and Corporation of States, which are not represented by aforesaid offices, the guidelines dated 14.01.2015 shall continue to be operative.

  
8.1.2022  
(Sanjiv Berry)  
Registrar General

**Annexure –‘X’**

**E-filing instructions for e-filer (Annexure ‘X’)**

The e-filing for the offices of the Advocate General offices of States of Punjab and Haryana, office of Senior Standing Counsel/Standing Counsel/Public Prosecutor /Additional Public Prosecutor of U.T. Chandigarh and office of Additional Solicitor General of India/Standing Counsel of Union of India shall be mandatory with effect from 1st January 2022. The concerned staff of Advocate General offices of States of Punjab and Haryana, office of Senior Standing Counsel/Standing Counsel/Public Prosecutor /Additional Public Prosecutor of U.T. Chandigarh and office of Additional Solicitor General of India/Standing Counsel of Union of India may get training by NIC from 3.00 p.m. to 4.30 p.m. at ASD Lab on all working days.

All main cases and applications filed on behalf of above mentioned offices shall only be entertained if filed through e-filing, the cases after approval and acceptance will be forwarded to ‘Pending Scrutiny’ stage by the Registry.

The cases which are accepted and approved, e-filer will be required to submit the printout/original paperbook of the case in E-filing Cell.

The cases in which printout/original paperbook is submitted in the E-filing cell of DRR Section from 10:00 A.M. to 12:00 noon will be listed on next court working day and the cases in which printout/original paperbook is submitted after 12:00 noon to 4:00 P.M. will be listed after a gap of one working day.

No printout/original paperbook will be accepted before 10:00 A.M. and after 4:00 P.M.

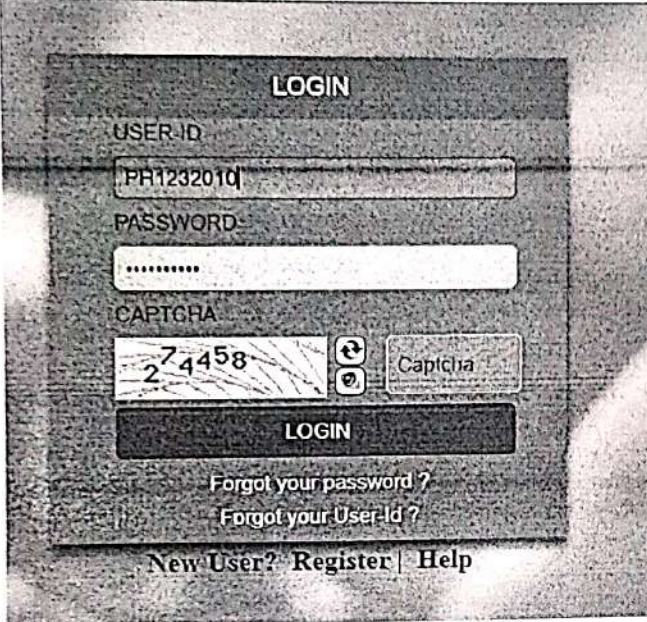
However in case of other stake holders the existing practice of e-filing and listing of cases will be continue.

These instructions will apply to Electronic Filing (e-filing) of cases filed in the Punjab and Haryana High court. The framing of e-filing rules are under consideration. Hence it will be effective from dates and for the categories of cases, as may be notified by the Chief Justice, Punjab and Haryana High Court from time to time.

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### Registration for new users as E-filer

1. Go to URL <https://phhc.gov.in/ediary/> for e-filing URL and necessary instructions or go directly to the e-filing link i.e. on <https://efiling-phc.ecourts.gov.in/>.
2. A new user can register using the 'REGISTER' option in the log in screen shown in Fig 1. For registration purpose.



LOGIN

USER-ID  
PH1232010

PASSWORD  
\*\*\*\*\*

CAPTCHA  
274458

Captcha

LOGIN

Forgot your password ?  
Forgot your User-Id ?

New User? Register | Help

3. Before initiating registration process, Mobile No. and Email ID should be registered in local CIS Software in DRR Branch. If it is not registered then scan copy of duly filled signed "Advocate Form" along with scan copy of ID Proof be sent to email i.e. on [phhcadvocateform@gmail.com](mailto:phhcadvocateform@gmail.com). Advocate form is available on the website of this court.
4. After registration, on below said screen fill all required details like mobile, email etc, Bar registration no. Should be in format P/1111/1111 All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. An OTP is generated and are sent to the registered mobile number.
5. After the OTP is validated, a new screen is displayed with a registration form where a User is required to upload photo, image of ID Card and to fill all details to complete the Registration process. In case of party in person, the Id proof to be uploaded must contain your name and date of birth, only then the approval for the e-filing account would be provided.
6. Once the registration process is complete, user can e-file his/her case.

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## E-filing Guide-lines

### **Important instruction to be followed during filing case through e-filing mode:**

1. The name of the Ist Petitioner and Ist Respondent shall be treated as title of the case. Hence user has to fill the same detail as mentioned on index page of the paper book. For example, if the title of the case mentioned on index page of the petitioner is "ABC AND ANOTHER" VS "XYZ AND OTHERS", then user has to fill the name of the Ist petitioner as "ABC AND ANOTHER" and Ist respondent as "XYZ AND OTHERS".
2. Complete detail related to the case, whichever is provided in paper book, is mandatory to fill at the time of e-filing of the case.
3. Entry of Name, Address, Age, Mobile Number, Aadhar card and Relation of Petitioner/Respondent should be same as provided in Memo of Party. (mandatory in case of petitioner)
4. Details of Extra petitioners/respondents are required to be entered in "Extra Party" field and it should be same as provided in "Memo of Party". LR's (if any) to be added under "Legal Heir" tab
5. In case user wants to file fresh case the user has to choose "New Case" option, the nomenclature of a fresh main case start with 'EC-PHHC01' and in case of application/CM user has to choose "Interim Application" (IA) option, the nomenclature for the application of an e-filed case is 'EA-PHHC01'. At present documents filing through online "Documents" mode will not be entertained in the registry of this Court. The e-filing module "Deficit Court Fee" will only be utilized to remove the objection of deficiency of court fee in cases filed through E-filing.
6. Advocate Affirmation and Party/Petitioner affirmation both are mandatory to be completed after filing or refiling of the case.
7. In case of application, if there is more than one application in a case or in an application, the same has to be filed each time separately. The scanned petition in this scenario will remain same. However, the e-filing acknowledgments will be different for each application filed within the single case.
8. Nomenclature (case type e.g. CWP,CR,LPA,CRM-M, etc ) of the case filed should be correct, if the nomenclature does not match with the petition or an objection is listed regarding the same, the e-filer would be





required to e-file the case with correct nomenclature and the already e-filed case will be discarded.

9. There will be no option to change the contents like petitioner and respondent details, once the case is e-filed and is at scrutiny stage. Any changes related to memo of party will lead to filing as a fresh case as there is no option on e-filing portal to edit the same.
10. The formatting of the petition should be according to the rules of Hon'ble Court already prescribed.
11. The Vakalatnama shall be scanned and attached so that it contains the image of the Advocate welfare stamp affixed thereon.
12. Once all the Documents/Annexures like signature, acknowledgement of advance copy supplied, Vakalatnama etc. have been collated they shall be attached in a single file having size not more than 20MB. In case of maximum size exceeded then user can split the paper-book in maximum two parts. Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings as annexure, it should be scanned as black & white, at a good resolution and saved as a Portable Document Format (PDF). It should not contain any water-mark.
13. In case of urgent mentioning of e-filed case, e-filer would be required to submit the printout/original paperbook at the first stage along with e-filing acknowledgement receipt as per instructions regarding listing of mentioning matters issued by the registry from time to time.
14. Online payment of court fee is mandatory in case of e-filing.
15. In case of any technical failure on e-filing portal, an e-Filer or litigant may revert to conventional/physical filing. A technical failure, including a failure of the e-filing system will not extend the period of limitation. The e-filer must ensure that a document is timely filed to comply with limitation and, wherever necessary the e-filer must file the document conventionally to meet the limitation.
16. In case of objection raised by the registry on e-filed case, it would reflect in the login of user at "Not Accepted" stage and no separate intimation will be provided by the registry. It will be the responsibility of the user to check the status/objections in their case. In this case the objections raised by the registry exceed the word limit then it will be intimated to



the e-filer through e-mail provided by the e-filer on index page of case file. Hence it is mandatory to provide e-mail ID of e-filer on below the Index page of case file.

17. The case filed by the e-filer will be accepted subject to the filing of the case as per technical instructions/guidelines of e-filing and other guidelines/rules and orders of the Punjab & Haryana High Court and instructions issued thereto from time to time.
18. For any remarks to be provided by the counsel regarding the objections raised by registry, the e-filer will have to upload the scanned copy of the objections raised by the registry along with the remarks/reply of e-filer separately in addition to revised paper-book. The objection/reply sheet will be retain as "Part B" of the case file and the same should also be attached at the time of submitting the printout/original paperbook in the e-Filing Cell of Registry.
19. The formatting of the petition should be according to rules of Hon'ble Court already prescribed.
20. At present there is no provision to file caveat under section 148 CPC through e-filing. Hence, Caveat should be filed through physical mode only.
21. The originals of the documents that are scanned and digitally signed either by e-filer at the time of e-filing should be preserved for production if so required by the court at any time. In any event, signed Vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved at least for a period of two years or more, if law provides, after the final disposal of the case: (Final disposal shall include disposal of appeals if any)
22. The responsibility of producing the originals and proving their genuineness, if required, shall be of the e-filer that has electronically filed the scanned copies thereof.
23. The cases e-filed upto 31.12.2021 shall be dealt with as per the existing practice.
24. For the purpose of this court record the paperbook filed by the e-filer will be scanned and uploaded on DMS and it will be the main paperbook for all intents and purposes

  
23-12-2021.  
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