HIGH COURT OF ORISSA, CUTTACK

NOTIFICATION

No. 1143 Dated: 20.11.2026

With a view to expediting the service of summons issued by courts upon Government employees in electronic mode and promoting the use of information technology in the administration of justice, it is hereby notified that, with effect from 01.12.2026, service of summons issued by courts upon officers and employees serving under the Government of Odisha and its departments, shall be effected in electronic mode through the Summons Management System integrated with the HRMS Portal, accessible at: **https://summon.odisha.gov.in**

1. Mode and Procedure of Electronic Service

1.1 The authorised Summon Manager of the concerned Court shall upload the summons on the Summons Management System, entering therein the requisite case particulars, the details of the Government officers and employees concerned, the date and time of appearance and such other particulars as may be prescribed.

1.2 A digital copy of the summons, duly issued by the concerned Court, shall be transmitted electronically to the concerned Government official through the HRMS Portal. An alert intimating the issue of the summons shall simultaneously be sent by SMS and e-mail to the mobile number and e-mail ID of the official registered on the HRMS Portal.

1.3 The concerned Government official shall log in to the HRMS Portal and view the summons under the designated **'SUMMONS'** section, where the particulars of the summons shall be available for viewing and downloading it for necessary action.

1.4 The system shall generate and maintain the electronic acknowledgement and the relevant service particulars, including the Process Acknowledgement Number, the details of the recipient, the date and time of viewing or receipt and such other relevant information as is available in the system.

1.5 The concerned Summon Manager shall monitor the status of service through the Summons Dashboard, Summons Register and other reporting facilities available in the system.

2. Recording of Evidence through Video Conferencing

2.1 The evidence of Government officials, including Scientific Officers, Police Officers, Medical Officers and other persons required to depose in their official capacity, shall ordinarily be recorded through Video Conferencing, in accordance with *Rule 13(14) of the High Court of Orissa and District Courts Use of Electronic Communication and Audio-Video Electronic Means Rules, 2025.*

2.2 Accordingly, the summons issued to such officials shall, wherever applicable, specify the date and the precise time slot fixed for recording of their evidence through Video Conferencing and the concerned Court shall make the necessary arrangements to facilitate such recording.

2.3 Notwithstanding the foregoing, the Court may, either suo motu or on an application made by any party, for reasons to be recorded in writing, require the concerned Government official to remain physically present before the Court for his deposition.

3. Legal Validity and Evidentiary Value of Electronic Service

3.1 Any summons duly issued by a competent Court and served electronically upon a Government official through the aforesaid Summons Management System, where such service is acknowledged by the official or evidenced by the system-generated electronic acknowledgement or service record, **shall be treated as valid and effective service and shall have the same legal force, validity, effect and evidentiary value as service effected through physical mode**, subject to the applicable provisions of law and the directions of the Court concerned.

3.2 Where electronic service has been duly completed and acknowledged through the system, no separate physical service of the same summons

shall ordinarily be required, unless the issuing Court otherwise directs or the applicable law so requires.

4. Duties of Government Departments and Officials

4.1 All Government Departments, Heads of Departments, Offices and other Government establishments shall ensure that their officers and employees access the HRMS Portal regularly, and in particular the designated 'SUMMONS' section thereof, to ascertain whether any summon has been issued to them.

4.2 Every Government official upon whom summons is served electronically shall:

(i) on receipt of the SMS or e-mail alert on his or her registered mobile number or e-mail ID, check the 'SUMMONS' section of the HRMS Portal;

(ii) acknowledge and take note of the summons received through the HRMS Portal;

(iii) download and preserve the electronic copy of the summons;

(iv) take necessary steps to ensure his or her appearance before the concerned Court on the date and time specified therein; and

(v) communicate the particulars of the summons to the controlling authority concerned, wherever necessary.

4.3 The Heads of Departments and controlling authorities shall ensure that the facility is brought to the notice of all officers and employees under their administrative control and that necessary instructions are issued for regular monitoring of the 'SUMMONS' section of the HRMS Portal.

5. Monitoring and Maintenance of Records

5.1 The Summons Management System shall maintain an electronic record of all summons generated, viewed, acknowledged, replied to or recalled, as the case may be.

5.2 The concerned Courts shall periodically monitor the status of summons through the dashboard and reports available in the system. Where the status of service remains pending, unsuccessful or unacknowledged, the concerned Court may take such appropriate steps as it considers necessary, including resorting to physical service.

5.3 The system-generated acknowledgement, service particulars and relevant electronic records shall be preserved for future reference and verification.

6. Implementation by the District Judiciary

6.1 All District Judges shall ensure effective implementation of the aforesaid mechanism within their respective jurisdictions and shall issue necessary instructions to the concerned Courts and authorised Summon Managers for its proper use.

7. Transitional Provisions

7.1 During the initial period of implementation, the concerned Courts may resort to physical service wherever electronic service cannot be completed or the circumstances of the case so warrant.

7.2 Nothing in this Notification shall affect the existing procedure for physical service of summons upon persons other than Government officials, or in cases where physical service is specifically required by law or directed by the Court.

8. Miscellaneous

8.1 The aforesaid arrangement is intended to supplement and streamline the existing process of service of summons by adopting digital technology, and to ensure timely communication of judicial processes to Government officials. All users shall refer to and follow the Standard Operating Procedure (SOP) enclosed herewith for guidance and compliance.

8.2 All concerned shall take necessary steps to ensure strict compliance with this notification.

By Order of the High Court

20.11.2026

(Dr. Bhagyalaxmi Rath)
Registrar General
High Court of Orissa

Memo No. 1144 **(5) / Dated** 20**.11.2026**

Copy forwarded to:

1. The Additional Chief Secretary to Government of Odisha, General Administration & Public Grievance (G.A. & P.G.) Department, Bhubaneswar.
2. The Additional Chief Secretary to Government of Odisha, Home Department, Bhubaneswar.
3. The Principal Secretary to Government of Odisha, Law Department, Bhubaneswar.
4. The Principal Secretary to Government of Odisha, Health & Family Welfare Department, Bhubaneswar.
5. The Executive Director, General Administration & Public Grievance Department, Government of Odisha, Bhubaneswar,

For kind information and necessary action, with a request to ensure wide dissemination of the aforesaid instructions among all Government officers and employees and to sensitise them to the use of the Summons Management System.

20.11.2026

Registrar General
High Court of Orissa

Memo No. 1145 **(100) / Dated** 20.11.2026

Copy forwarded to:

1. The District & Sessions Judge, ... (All).
2. The Presiding Officer, Industrial Tribunal, Bhubaneswar / Rourkela.
3. The Presiding Officer, State Education Tribunal, Odisha, Bhubaneswar.
4. The Director of Public Prosecution, Odisha, Bhubaneswar.
5. The Chairman, Administrative Tribunal, Odisha, Bhubaneswar Bench / Cuttack Bench.
6. The Second Motor Accident Claims Tribunal (2nd MACT), Berhampur / Sambalpur.
7. The Chairman, Odisha Sales Tax Tribunal, Cuttack.
8. The Member Secretary, Odisha State Legal Services Authority (O.S.L.S.A.), Cuttack.
9. The Member, State Transport Appellate Tribunal (S.T.A.T.), Sector-6, Plot No. 1437, Block-9, Abhinaba Bidanasi, Cuttack.
10. The Judge, Family Court, ... (All).
11. The Additional District Judge-cum-Special Judge (Vigilance) / Addl. Special Judge (Vigilance) (All), Cuttack / Bhubaneswar.
12. The Additional District Judge-cum-Special Judge (CBI), Court No. 1, Bhubaneswar.
13. The Chairman, Arbitration Tribunal, Odisha, Bhubaneswar.
14. The Presiding Officer (Member), State Co-operative Tribunal, Bhubaneswar.
15. The Presiding Officer, Labour Court, Bhubaneswar / Jeypore / Sambalpur.
16. The Commissioner of Hindu Religious Endowments, Bhubaneswar.
17. The Director, Odisha Judicial Academy, Cuttack.
18. The Special Railway Magistrate, Khurda Road at Jatni / Titilagarh.
19. The Authorized Officers / Special Judge, Special Court, Cuttack / Bhubaneswar.

20. The Special Officer (Special Court), Bhubaneswar / Cuttack.
21. The Legal Advisor, State Vigilance Organization, Cuttack.
22. The Presiding Officer, LAR & R Authority, Cuttack / Berhampur / Sambalpur.
23. The Secretary, Lokayukta, Odisha, Bhubaneswar.
24. The Registrar, Odisha Human Rights Commission, Bhubaneswar.
25. The Registrar, Odisha Real Estate Appellate Tribunal (O.R.E.A.T.), Bhubaneswar.
26. The Adjudicating Officer, Odisha Real Estate Regulatory Authority (ORERA), Bhubaneswar.
27. The Secretary, State Consumer Disputes Redressal (C.D.R.) Commission, Cuttack.
28. The Presiding Officer, Odisha State Waqf Board / Waqf Tribunal, Old Secretariat, Cuttack.

For information and necessary action, with a request to bring this Notification, along with the enclosed Standard Operating Procedure (SOP), to the notice of all concerned under your administrative control.

20.11.2026

Registrar General
High Court of Orissa

Standard Operating Procedure	
1	Standard Operating Procedure-cum- User Manual for Government Employees
2	Standard Operating Procedure-cum- User Manual for Courts

SUMMONS MANAGEMENT SYSTEM

Facilitating Electronic Service of Judicial Process through Integrated Digital Infrastructure

HIGH COURT OF ORISSA, CUTTACK

In collaboration with

Centre for Modernising Government Initiative (CMGI), Government of Odisha

Standard Operating Procedure- cum- User Manual for Government Employees

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7. Inspection of Judicial Summons & Electronic Service Acknowledgement
8. Responding to a Summons / Submitting Leave of Absence
9. Technical Grievance Redressal & Support
10. Essential Compliance Guidelines (Do’s and Don’ts)

1. Introduction & Statutory Context

The Summons Management System (SMS) is an integrated judicial-administrative technology initiative developed collaboratively by the High Court of Orissa and the Centre for Modernising Government Initiative (CMGI), Government of Odisha. The system has been established to provide a secure, technology-enabled framework for the electronic issuance, transmission, institutional service and monitoring of judicial processes directed to State Government employees.

Through direct integration with the Human Resource Management System (HRMS) Odisha portal, Government officers can receive, inspect, verify and formally respond to court summons electronically, thereby minimizing dependence on legacy paper-based process serving channels.

The initiative aims to enhance transparency, administrative accountability and operational efficiency across the process-service lifecycle, facilitating timely compliance with directions issued by the Courts.

This manual provides sequential procedural guidance for official respondents to:

- Authenticate credentials securely on the HRMS Odisha portal;
- Access the dedicated My Summon dashboard from the central portal;
- Inspect the register of judicial processes issued to their office;
- Examine the certified summons document and generate the verifiable Summon Service Acknowledgement; and
- Submit a formal written response or prayer for rescheduling (for instance, when personal appearance before the Court on the appointed date is precluded due to exigencies of public service).

2. Prerequisites for Access

Prior to initiating access, officers should ensure the following credentials and technical assets are ready:

- Valid HRMS User ID and Password. (In case of forgotten credentials, utilize the “Forgot your password?” self-service utility on the login interface).
- Active mobile telephone number registered with the HRMS database (mandatory for Dual-Factor OTP verification).
- A computer terminal or mobile device with a reliable internet connection and an updated, standards-compliant web browser.

- Any official document supporting a request for leave or rescheduling (such as an administrative tour directive, election duty order, or medical certificate), formatted strictly as a PDF file not exceeding 2 MB in file size.

> Advisory Note: The screenshots in this manual display representative sample data. Specific details, case numbers, and dates reflected on your dashboard will correspond to your official profile and pending proceedings.

3. Authentication to HRMS Odisha

Open your web browser and navigate to the official HRMS Odisha portal at apps.hrmsodisha.gov.in. The authentication page is displayed.

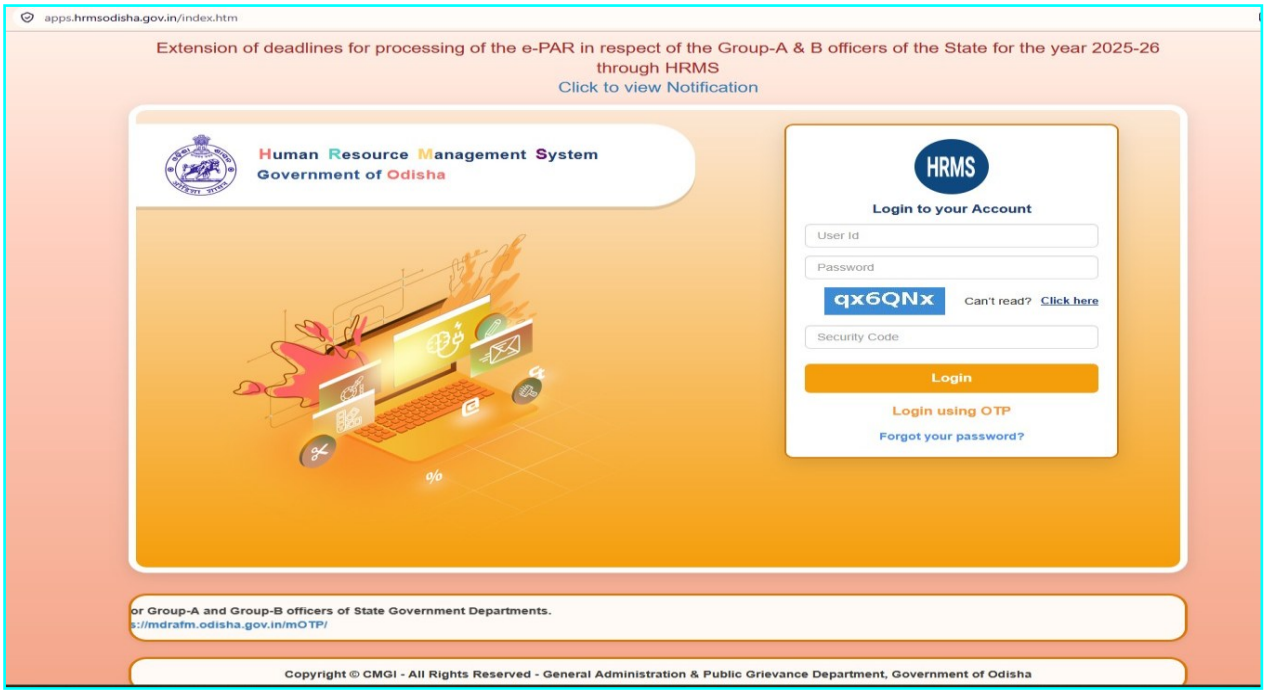


Figure 1: HRMS Odisha login page

Authentication with User ID and Password

1. Enter your official HRMS User Id in the first field.
2. Enter your confidential Password in the subsequent field.
3. Read the alphanumeric characters displayed in the security captcha image (for example, “qx6QNx”) and transcribe them precisely, maintaining exact case sensitivity, into the Security Code box. If the image is unclear, click Click here beside “Can’t read?” to generate a refreshed code.
4. Click the orange Login button to proceed.

Alternative Authentication Options

- **Login using OTP – Facilitates secure sign-in via a One-Time Password delivered to your verified mobile number.**
- **Forgot your password? – Initiates self-service credential reset in case of lost or expired passwords.**

> Advisory: Official administrative notifications and circulars appear in red text above the login box. Click "Click to view Notification" to review relevant government advisories.

4. The HRMS Dashboard

Upon successful authentication, the central administrative Dash Board is displayed, structured into the following operational sections:

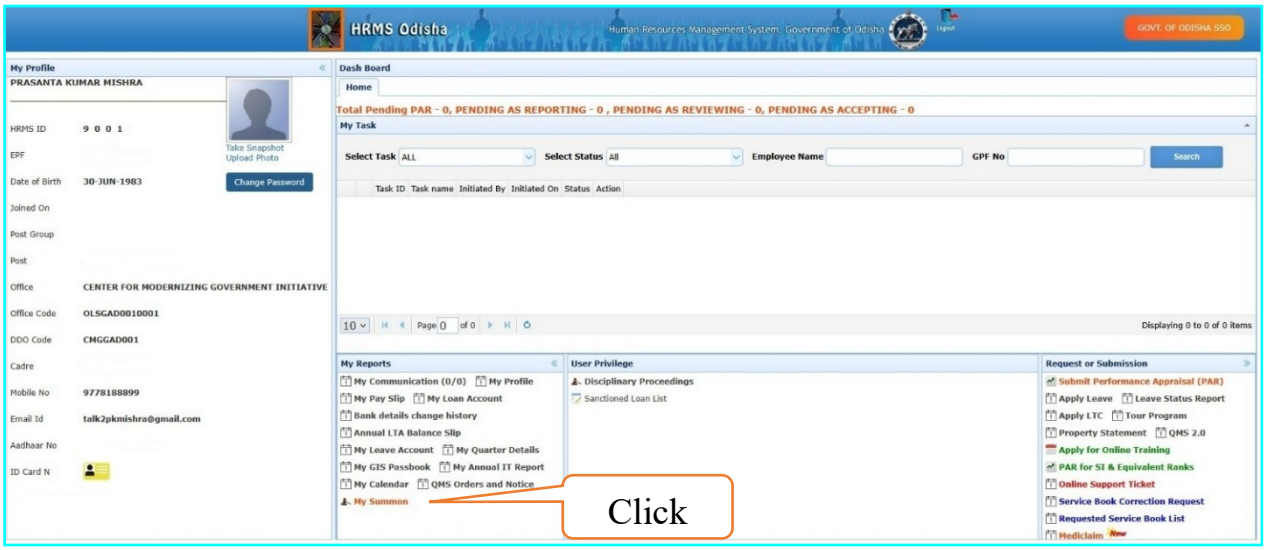


Figure 2: HRMS Odisha dashboard (Home tab)

Functional Area	Scope and Description
My Profile (left)	Displays official personnel particulars: Name, HRMS ID, Date of Birth, Office Establishment, Office Code, DDO Code, Registered Mobile Number, Email ID, and Photograph. Controls to Change Password, Take Snapshot, and Upload Photo are situated here.
Dash Board – Home tab	Consolidates pending Performance Appraisal Report (PAR) items and the My Task action pane, filterable by Task Type, Operational Status, Employee Name, or GPF/PRAN Number.

Functional Area	Scope and Description
My Reports	Provides direct links to your service records, including My Pay Slip, My Leave Account, My Profile, and the judicial module My Summon.
User Privilege	Displays role-based administrative authorities and functions delegated to your account.
Request or Submission	Shows transactional departmental modules, including Apply Leave, Tour Program, and Online Support Ticket.

> Statutory Notice: Officers must ensure that the mobile telephone number and email address recorded under My Profile remain accurate and current at all times to facilitate effective receipt of judicial communication.

5. Accessing the "My Summon" Portal

1. On the central dashboard, navigate to the My Reports panel located towards the lower pane.
2. Click on My Summon (highlighted in orange with a judicial gavel icon).
3. A dedicated workspace tab titled My Summon opens adjacent to the primary Home tab. This constitutes the Summons Management portal.

You may alternate between administrative duties and the summons register by toggling between these tabs, or close the My Summon workspace by clicking the small "×" icon beside its title.

6. Understanding the Summons List

The Summons Management registry provides an itemized list of every judicial process issued to you, recorded row by row. In this regard, relevant SMS and email notifications will be sent to the user's registered mobile number and email ID, as updated in the 'My Profile' section.



Figure 3: Summons Management page (My Summon tab)

Column Identifier	Procedural Definition & Scope
Sl No.	Running sequential serial index.
Process Ack No	Unique Electronic Process Acknowledgement Number (for example, ECODCTK0000312026). This tracking reference must be cited in all formal communications concerning the matter.
Court Name	The presiding Court of competent jurisdiction from which the process has emanated.
Case Details	The substantive case classification, registration number, and universal Case Record (CNR) Number.
Point of Contact	Designated Court Liaison Officer / Summons Manager/ Process Assistant and contact telephone number for official communication, in case of any clarification/ VC Scheduling.
Date of Appearance	The appointed calendar date and time fixed for your personal appearance or official representation before the Bench.
Document	Red PDF icon. Opens the full, certified judicial summons signed and issued under the authority of the Court.
Actions	Blue navigation arrow. Launches the formal Response Application interface.
View Summon	Blue document icon. Generates the certified electronic Summon Service Acknowledgement.
Status	Reflects the recorded operational progress of the process (remains blank until formal entry is logged).

> Directive: Inspect the Date of Appearance immediately upon receipt of notice. If an unavoidable official exigency prevents attendance on the date fixed, submit an online representation well in advance of the scheduled hearing.

7. Viewing the Summons Document and Acknowledgement

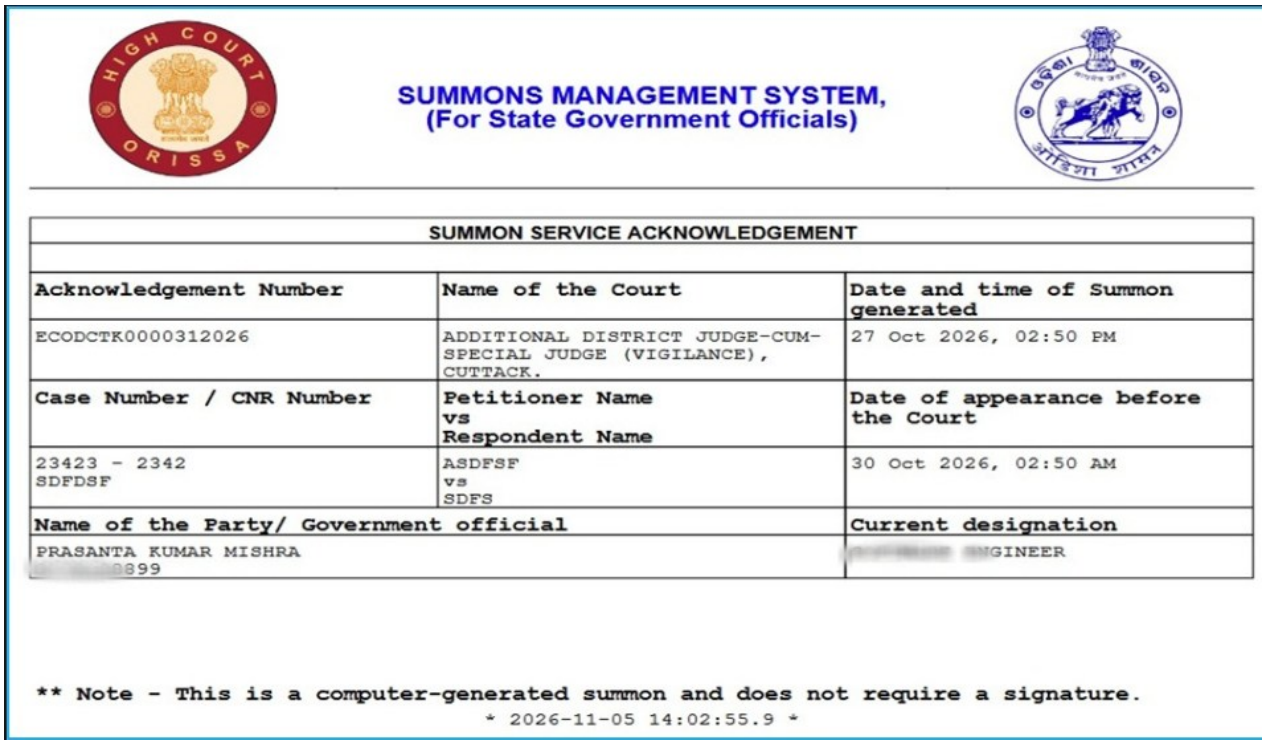
7.1 Retrieving and Inspecting the Summons Document

1. In the row of the relevant summons, click the red PDF icon located under the Document column.

2. The certified summons document opens. Read it carefully to examine the operative directions and return date, and save or print a copy for your official records.

7.2 Viewing the Summon Service Acknowledgement

1. Click the blue document icon located under the View Summon column.
2. The formal Summon Service Acknowledgement record opens, as illustrated below.



SUMMONS MANAGEMENT SYSTEM,
(For State Government Officials)

SUMMON SERVICE ACKNOWLEDGEMENT

Acknowledgement Number	Name of the Court	Date and time of Summon generated
ECODCTK0000312026	ADDITIONAL DISTRICT JUDGE-CUM-SPECIAL JUDGE (VIGILANCE), CUTTACK.	27 Oct 2026, 02:50 PM
Case Number / CNR Number	**Petitioner Name vs Respondent Name**	**Date of appearance before the Court**
23423 - 2342 SDFDSF	ASDFSF vs SDFS	30 Oct 2026, 02:50 AM
Name of the Party/ Government official		**Current designation**
PRASANTA KUMAR MISHRA [redacted]899		[redacted]NGINEER

** Note - This is a computer-generated summon and does not require a signature.
* 2026-11-05 14:02:55.9 *

Figure 4: Summon Service Acknowledgement

Record Field	Information Recorded
Acknowledgement Number	The unique, system-generated process tracking number (identical to the Process Ack No).
Name of the Court	Presiding judicial forum issuing the summons.
Date and time of Summon generated	Official timestamp denoting when the judicial mandate was settled and issued digitally.
Case Number / CNR Number	Official case identifier and universal e-Courts Case Record Number.
Petitioner Name vs Respondent Name	Array of parties to the underlying litigation.

Record Field	Information Recorded
Date of appearance before the Court	Stipulated calendar date and time fixed by the Bench for attendance.
Name of the Party / Government official	Official name and contact mobile number of the recipient as recorded in the system.
Current designation	Departmental post held according to the HRMS establishment rolls.

Legal Validity: Pursuant to standard electronic judicial procedure, this acknowledgement is system-generated upon electronic transmission and does not require physical endorsement or manual signature.

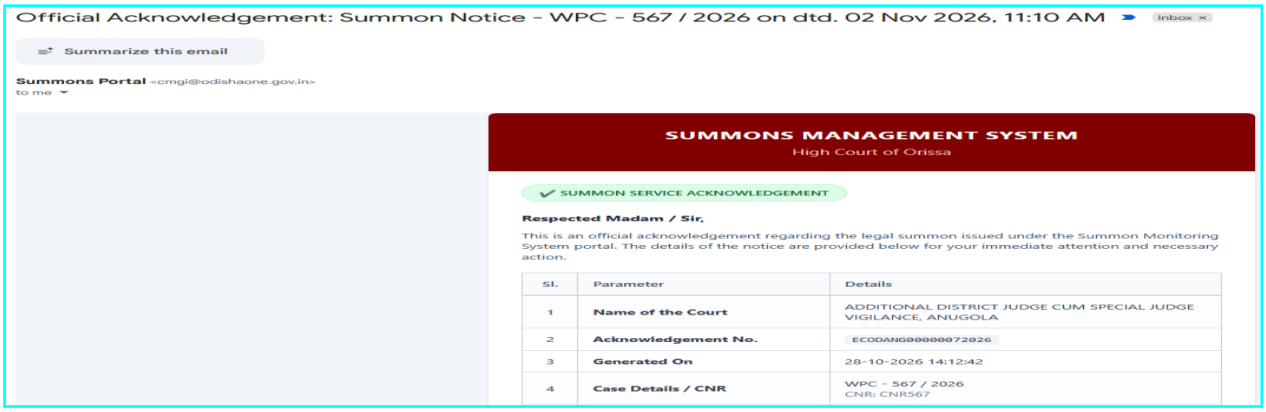
Discrepancy Protocol: If your name, mobile number, or substantive designation shown in this record contains any clerical error, immediately apprise the court's Point of Contact listed on the My Summon page, and initiate corrective updates through your establishment DDO.

7. 3 SMS and e-Mail ALERT AND ACCESS BY THE GOVERNMENT OFFICIAL

1. Upon generation of the summons, an SMS and e-Mail alert is sent to the mobile number registered against the concerned Government official in the HRMS Portal, intimating the availability of an e-Summons.

2. An illustrative SMS alert and e-Mail is reproduced below:

"You are required to appear before the Court of <Court Name, Location> on <Date>. Please check the e-Summons served through your HRMS login ID: <HRMS ID>."



3. Upon receipt of the SMS alert, the concerned Government official shall:

(i) Log in to the HRMS Portal using the authorised login credentials;

(ii) Open the designated **SUMMONS** section;

(iii) View and acknowledge the summons available in the portal;

(iv) Download and preserve the electronic copy of the summons; and

(v) Take necessary steps to ensure appearance before the concerned Court on the date and at the time specified in the summons.

4. The Government official shall ordinarily appear through Video Conferencing, wherever applicable, in accordance with the relevant provisions of the *High Court of Orissa and District Courts Use of Electronic Communication and Audio-Video Electronic Means Rules, 2025*, subject to the directions and arrangements of the concerned Court.

5. Government officials seeking clarification regarding a summon may consult the designated Summon Manager. Contact details are accessible on the respective HRMS portal within the SUMMON details tab (refer to the attached screenshot).

6. The concerned Court may require the witness to remain physically present for examination wherever considered necessary, in accordance with the applicable Rules and the directions of the Court.

7. The concerned Government official shall communicate the particulars of the summons to the respective controlling authority, wherever necessary, to facilitate timely compliance and necessary administrative arrangements.

8. Responding to a Summons

If you are precluded from appearing before the Court on the date fixed due to verified administrative exigencies, urgent public duty, or medical grounds, inform the Court online in advance through the Response form.

1. On the My Summon registry, click the blue reply arrow situated under the Actions column in the relevant row.
2. The formal Response window opens.
3. Under Reason, the default option Unable to Appear is selected.
4. In Suitable Date, click the date field (or the calendar icon) and select the earliest subsequent date, in dd/mm/yyyy format, on which you will be able to attend the Court proceedings.
5. If supporting proof is available, click Browse… under Upload Document and select the certified annexure from your computer. Only PDF files not exceeding 2 MB are accepted.
6. In the Reason text box, draft a succinct, respectful, and factual statement explaining the grounds preventing appearance on the date fixed.
7. Click Save to formally submit your representation to the Court registry. Click Close if you wish to exit the window without submitting.

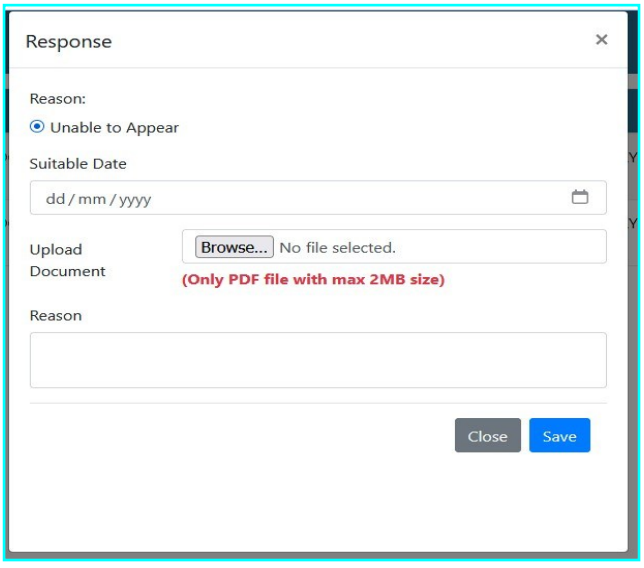


Figure 5: Response window

Interface Field	Requirement & Description
Reason	Standard default parameter pre-selected as “Unable to Appear”.

Interface Field	Requirement & Description
Suitable Date	Proposed alternative appearance date selected via the calendar picker (dd/mm/yyyy).
Upload Document	Legible supporting official annexure (optional/as applicable; PDF format only, maximum file size 2 MB).
Reason (text box)	Clear, respectful, and formal explanation addressed to the Court setting out the grounds of absence.
Close / Save	Save registers the official representation on the Court dashboard; Close discards inputs and exits.

Verification Prior to Submission: Carefully verify the proposed alternative date, attached document, and explanation before clicking Save. Record the Process Ack No for your files. After saving, return to the My Summon page to verify that the Status column reflects the recorded submission.

9. Technical Grievance Redressal and Support

Grievance Encountered	Remedial Procedural Measure
Security captcha text is illegible.	Click “Click here” adjacent to “Can’t read?” to generate a refreshed security code.
Authentication password forgotten.	Click “Forgot your password?” on the login screen, or sign in using the “Login using OTP” option.
The My Summon page displays no records.	No judicial processes are currently pending against your profile. If formal notice was anticipated, contact the Court Point of Contact to verify that your HRMS Employee ID has been linked to the case records.
Document upload fails in the Response dialog.	Confirm that the attachment is strictly in PDF format and does not exceed 2 MB. Re-save or compress the file before re-attempting upload.
Inquiry concerning summons details or proceedings.	Contact the designated Court Point of Contact listed against that record in the My Summon table, quoting the unique Process Ack No and CNR Number.

10. Quick Reference: Do's and Don'ts

Mandatory Compliance (Do)

- Ensure that your mobile telephone number and email ID are accurate and up to date under the 'My Profile' section to facilitate the timely receipt of relevant SMS and email notifications for your convenience
- Check the My Summon portal regularly and note the Date of Appearance immediately.
- Submit your response well before the scheduled date of appearance if official duties prevent personal attendance.
- Log out from the HRMS portal upon concluding your session, particularly when accessing via shared office terminals.

Procedural Prohibitions (Don't)

- Do not disclose or delegate your HRMS User ID, password, or authentication OTP to unauthorized staff.
- Do not upload supporting files in formats other than PDF, or files exceeding the 2 MB limit.
- Do not ignore a judicial summons. Submitting an online response serves as an administrative representation; it does not replace or supersede any formal order or direction passed by the Court.

**** GO TO TOP ****

SUMMONS MANAGEMENT SYSTEM

Facilitating Electronic Service of Judicial Process through Integrated Digital Infrastructure

HIGH COURT OF ORISSA, CUTTACK

In collaboration with

Centre for Modernising Government Initiative (CMGI), Government of Odisha

Standard Operating Procedure -cum- User Manual for Courts

HIGH COURT OF ORISSA, CUTTACK

STANDARD OPERATING PROCEDURE (SOP)

For Electronic Transmission and Service of Summons Upon Government Officials Through the Summons Management System Integrated with The HRMS Portal.

1. OBJECTIVE

The objective of this Standard Operating Procedure (SOP) is to prescribe a uniform procedure for the electronic transmission and service of summons upon officers and employees of the Government of Odisha through the Summons Management System (SMS), integrated with the Human Resources Management System (HRMS) Portal.
The procedure is intended to facilitate expeditious service of summons, ensure proper electronic acknowledgement, enable real-time monitoring of service status and minimise delays associated with physical transmission of judicial processes.

2. SCOPE AND APPLICABILITY

2.1. This SOP shall apply to all Courts in the District Judiciary and other Courts covered by the Notification of the High Court of Orissa, which issue summons to officers and employees serving under the Government of Odisha and its Departments.

2.2. The procedure prescribed herein shall apply to electronic service of summons upon Government officials. The existing procedure for physical service upon other persons shall remain unaffected.

3. ACCESS TO THE SUMMONS MANAGEMENT SYSTEM

3.1. The authorised Summon Manager of each concerned Court shall access the Summons Management System through the official portal:

https://summon.odisha.gov.in

3.2. The Summon Manager shall log in using the User ID and password officially provided for the purpose.

3.3. The login procedure shall be as follows:

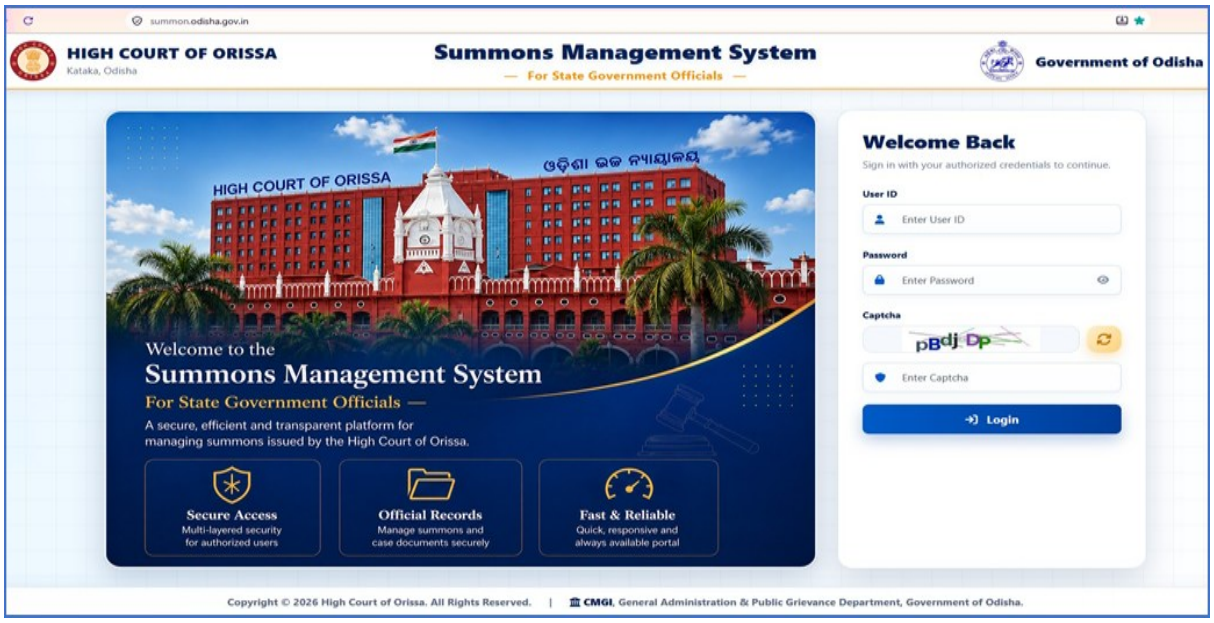
(i) Open the above portal using a web browser;

(ii) Enter the authorised User ID and Password;

(iii) Enter the Captcha displayed on the login page; and

(iv) Click on the **Login** button to access the Dashboard.

3.4. The Summon Manager shall use the credentials officially allotted to him/her and shall not share such credentials with any unauthorised person.



4. PREPARATION AND UPLOADING OF SUMMONS

4.1. Before initiating electronic transmission, the Summon Manager shall ensure that the summons has been duly issued by the competent Court and is ready for electronic service.

4.2. The Summon Manager shall select the **New Summon** option from the left-hand navigation menu of the portal.

4.3. The particulars under the **Summon Details** section shall be entered carefully, including:

(i) Court Name;

(ii) CNR Number, wherever available;

(iii) Case Number and Case Year;

(iv) Case Category;

(v) Petitioner Name;

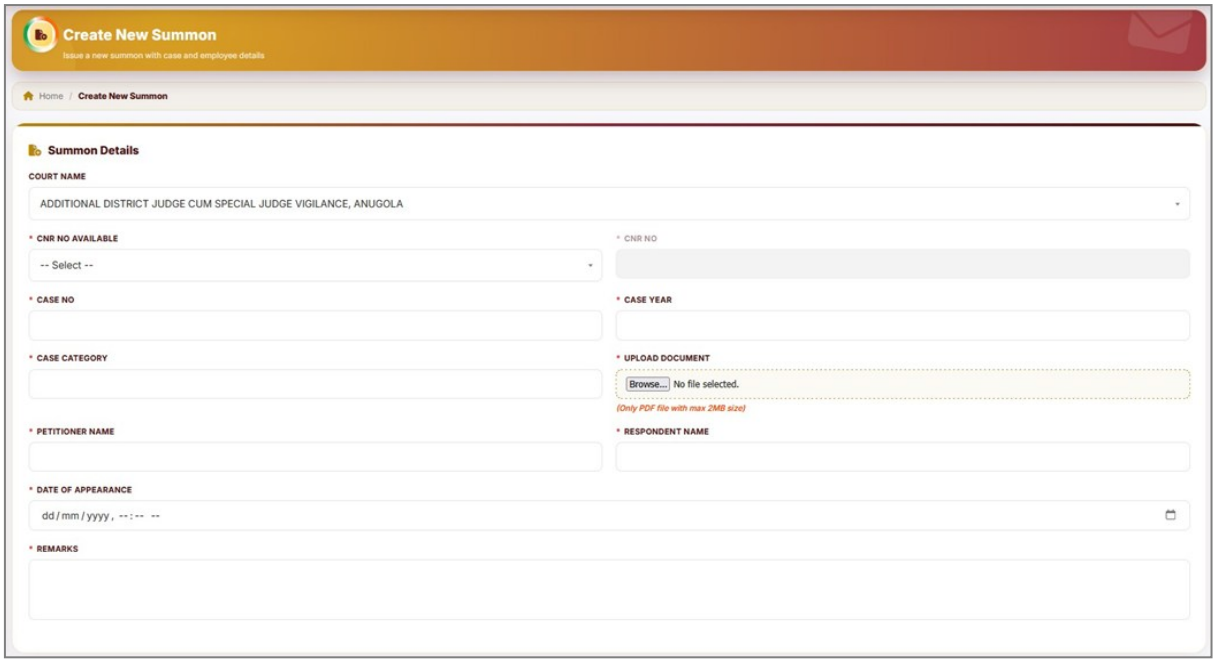
(vi) Respondent Name;

(vii) Date and Time of Appearance; and

(viii) Remarks, wherever necessary.

4.4. A digitally accessible copy of the summons, duly issued by the Court, shall be uploaded in PDF format.

4.5. The uploaded PDF document shall not exceed **2 MB** in size. The Summon Manager shall ensure that the document is legible, complete and correctly corresponds to the case concerned.



4.6. The date and time of appearance shall be entered accurately in the prescribed format (dd/mm/yyyy and hh AM/PM). The date and time specified in the uploaded summons shall correspond with the particulars entered in the portal.

5. IDENTIFICATION AND SELECTION OF THE GOVERNMENT OFFICIAL

5.1. After entering the case particulars, the Summon Manager shall proceed to the **Employee Details** section.

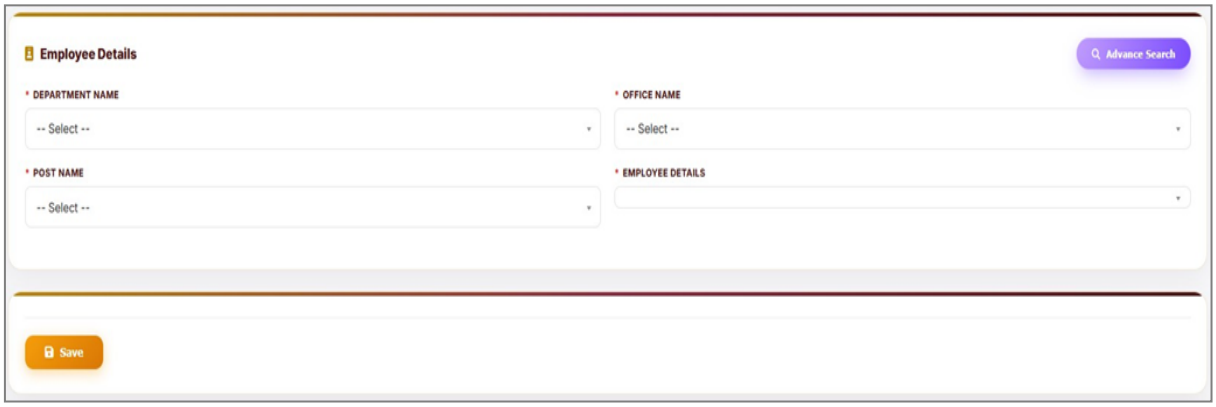
5.2. The Government employee upon whom the summon is required to be served shall be identified by selecting the following particulars from the available dropdown menus:

(i) Department Name;

(ii) Office Name;

(iii) Post Name; and

(iv) Employee Details.



5.3. Where the concerned official is not readily available in the dropdown list, the **Advance Search** facility may be used.

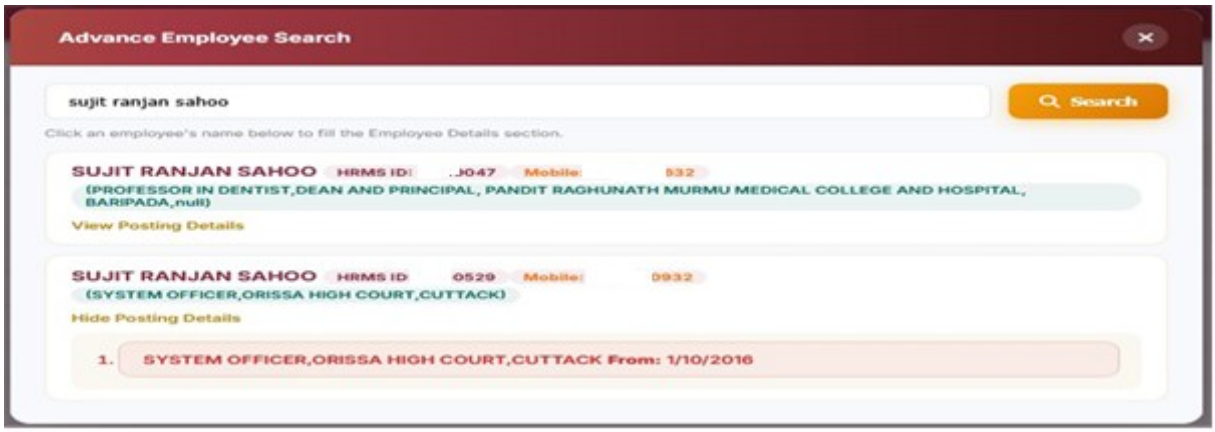
5.4. Under Advance Search, the Summon Manager shall:

(i) Enter the name of the Government official in the search box;

(ii) Click on the Search button;

(iii) Examine the matching employee records, including HRMS ID, mobile number and current post/office; and

(iv) Select the correct employee by clicking on the employee's name.



5.5. The Summon Manager shall verify the identity, HRMS ID, mobile number, designation and office details of the selected official before saving the summons.

5.6. Special care shall be taken to ensure that the summons is transmitted to the correct Government official and not to another employee having a similar name or designation.

6. SAVING AND ELECTRONIC TRANSMISSION OF SUMMONS

6.1. After completing the Summon Details and Employee Details sections, the Summon Manager shall verify all mandatory fields and the uploaded PDF document.

6.2. Upon verification, the Summon Manager shall click the **Save** button provided at the bottom of the page.

6.3. The summons particulars shall thereby be saved in the Summons Management System and the digitally accessible copy of the summons shall be transmitted electronically to the concerned Government official through the HRMS Portal, in accordance with the system workflow.

6.4. The system shall generate and maintain the relevant process particulars, including the **Process Acknowledgement Number (Process Ack. No.)**, for identification and subsequent tracking of the summons.

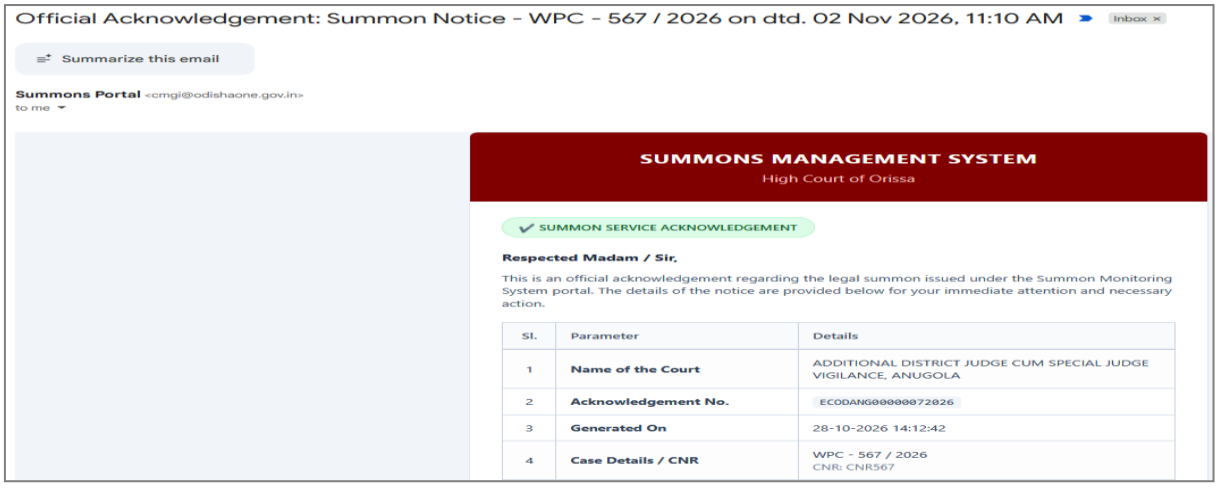
6.5. The Summon Manager shall verify the availability of the saved summons in the Summons Register and ensure that the relevant particulars have been correctly recorded.

7. SMS and e-Mail ALERT AND ACCESS BY THE GOVERNMENT OFFICIAL

7.1. Upon generation of the summons, an SMS and e-Mail alert is sent to the mobile number registered against the concerned Government official in the HRMS Portal, intimating the availability of an e-Summons.

7.2. An illustrative SMS alert and e-Mail is reproduced below:

"You are required to appear before the Court of <Court Name, Location> on <Date>. Please check the e-Summons served through your HRMS login ID: <HRMS ID>."


Official Acknowledgement: Summon Notice – WPC – 567 / 2026 on dtd. 02 Nov 2026, 11:10 AM

Inbox ×

Summarize this email

Summons Portal <cmgi@odishaone.gov.in>
to me

SUMMONS MANAGEMENT SYSTEM
High Court of Orissa

SUMMON SERVICE ACKNOWLEDGEMENT

Respected Madam / Sir,

This is an official acknowledgement regarding the legal summon issued under the Summon Monitoring System portal. The details of the notice are provided below for your immediate attention and necessary action.

Sl.	Parameter	Details
1	**Name of the Court**	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA
2	**Acknowledgement No.**	ECODANG00000072026
3	**Generated On**	28-10-2026 14:12:42
4	**Case Details / CNR**	WPC - 567 / 2026 CNR: CNR567

7.3. Upon receipt of the SMS alert, the concerned Government official shall:

(i) Log in to the HRMS Portal using the authorised login credentials;

(ii) Open the designated **SUMMONS** section;

(iii) View and acknowledge the summons available in the portal;

(iv) Download and preserve the electronic copy of the summons; and

(v) Take necessary steps to ensure appearance before the concerned Court on the date and at the time specified in the summons.

7.4. The Government official shall ordinarily appear through Video Conferencing, wherever applicable, in accordance with the relevant provisions of the *High Court of Orissa and District Courts Use of Electronic Communication and Audio-Video Electronic Means Rules, 2025*, subject to the directions and arrangements of the concerned Court.

7.5. Government officials seeking clarification regarding a summon may consult the designated Summon Manager. Contact details are accessible on the respective HRMS portal within the SUMMON details tab (refer to the attached screenshot).

7.6. The concerned Court may require the witness to remain physically present for examination wherever considered necessary, in accordance with the applicable Rules and the directions of the Court.

7.7. The concerned Government official shall communicate the particulars of the summons to the respective controlling authority, wherever necessary, to facilitate timely compliance and necessary administrative arrangements.

8. MONITORING OF SERVICE THROUGH THE DASHBOARD

8.1. The Summon Manager shall regularly monitor the status of summons through the **Dashboard** of the Summons Management System.

8.2. The Dashboard provides a consolidated view of summons activity through the following status cards:

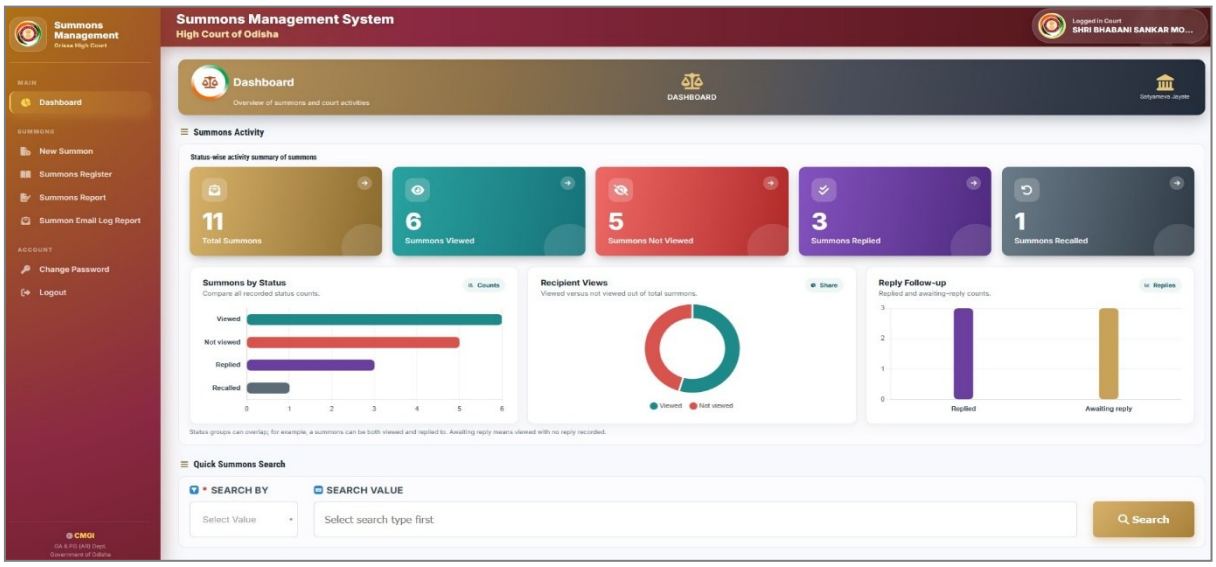
(i) Total Summons;

(ii) Summons Viewed;

(iii) Summons Not Viewed;

(iv) Summons Replied; and

(v) Summons Recalled.



8.3. The Summon Manager shall periodically examine the above status cards to identify summons which have not been viewed or acknowledged and summons for which a reply has not been recorded.

8.4. The **Quick Summons Search** facility available on the Dashboard may also be used to trace a particular summons by selecting any of the following search parameters:

(i) Process Ack. No.;

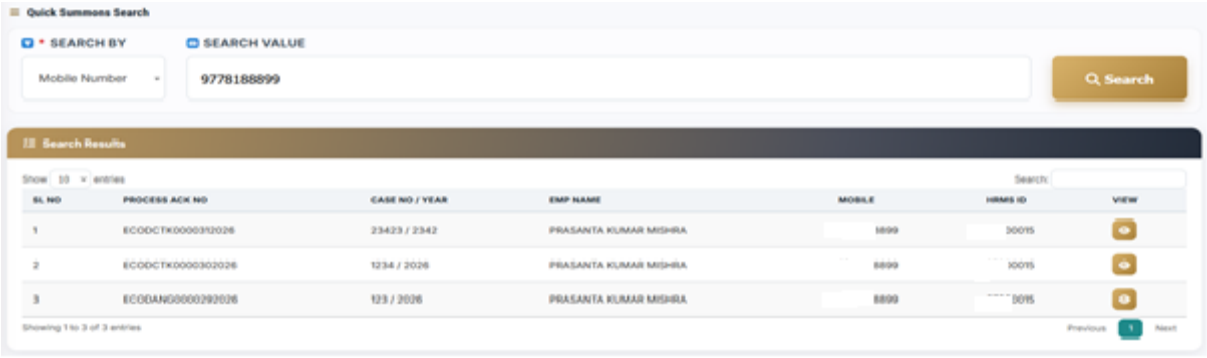
(ii) CNR Number;

(iii) Employee Name;

(iv) HRMS ID; or

(v) Mobile Number.

8.5. The Summon Manager shall take appropriate follow-up action in cases where the summons remains unviewed, unacknowledged or otherwise pending.



9. MAINTENANCE AND VERIFICATION OF SUMMONS REGISTER

9.1. The Summon Manager shall use the **Summons Register** option to view and monitor all summons generated by the concerned Court.

9.2. The register may be accessed by selecting the mandatory **From Date** and **To Date** fields and clicking on the Search button.

9.3. The Summons Register contains, inter alia, the following particulars:

(i) Court Name;

(ii) Process Ack. No.;

(iii) Case Details;

(iv) Date of Appearance;

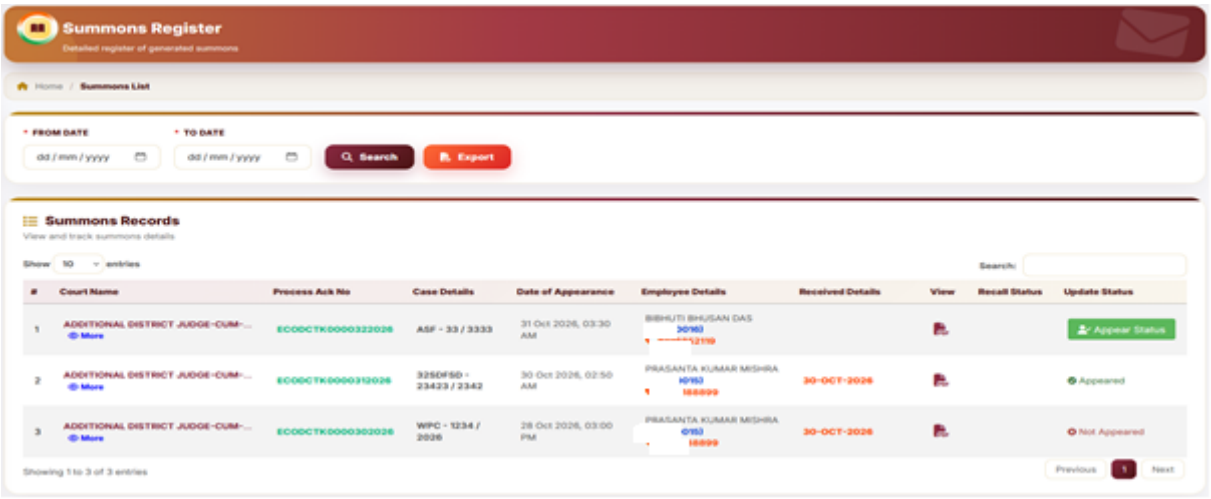
(v) Employee Details, including name, HRMS ID and mobile number;

(vi) Received Details, wherever available;

(vii) View details;

(viii) Recall Status; and

(ix) Update Status.



9.4. The Summon Manager shall verify the entries periodically and ensure that the electronic service particulars are properly reflected in the register.

9.5. The PDF icon available under the **View** column may be used to download the corresponding summons acknowledgement document for record and verification.

9.6. The **Export** facility may be used to generate and preserve the summons list for the selected period.

SUMMONS MANAGEMENT SYSTEM
(For State Government Officials)

SUMMONS LIST OF ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA , From 01-08-2026 - To 31-10-2026

#	Court Name	Process Ack No	Case Details	Date of Appearance	Employee Details	View Date	Recall Status
1	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000005 2026	WPC - 159 / 2026	31 Oct 2026, 10:30 AM	SHRI SUJIT RANJAN SAHOO (129), (0932)		
2	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000004 2026	WPC - 147 / 2026	31 Oct 2026, 10:30 AM	SHRI PRASANTA KUMAR MISHRA (103), (188899)		
3	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000003 2026	WPC - 123 / 2026	28 Oct 2026, 11:30 AM	SHRI PRASANTA KUMAR MISHRA (103), (18899)		
4	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000002 2026	WP(C) - 12345 / 2026	20 Oct 2026, 10:30 AM	SHRI PRASANTA KUMAR MISHRA (1 15), (188899)	13-OCT-2026	
5	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000001 2026	WP(C) - 123 / 2026	12 Oct 2026, 11:10 AM	SHRI PRASANTA KUMAR MISHRA (103), (88899)	07-OCT-2026 dddddds 08-OCT-2026	
6	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000004 2025	WPC - 12345 / 2026	28 Sep 2026, 11:30 AM	SHRI MANOJ KUMAR NAYAK (08), (323)	16-AUG-2025 test 16-AUG-2025	
7	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000003 2025	WPC - 145 / 2026	25 Sep 2026, 11:--- AM	SHRI SHANTANU KUMAR MAHAPATRA (1 104), (4356)	28-SEP-2025	demo recall remark 14-08-2025 11:31:44 AM
8	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000002 2025	WPC - 134 / 2026	25 Sep 2026, 11:30 AM	SHRI SATYA RANJAN RAUT (13), (97555)	14-AUG-2025 assad 14-AUG-2025	
9	ADDITIONAL DISTRICT JUDGE CUM SPECIAL JUDGE VIGILANCE, ANUGOLA	ECODANG0000001 2025	WPC - 123 / 2026	27 Sep 2026, 11:30 AM	SHRI MANOJ KUMAR NAYAK (1 908), (1 15323)	16-AUG-2025	

10. RECALL OF SUMMONS

11.1. Where a summons already generated is required to be recalled pursuant to an order or direction of the competent Court, the Summon Manager shall use the **Recall** facility available in the Summons Register.

11.2. The procedure for recall shall be as follows:

(i) Open the Summons Register and locate the relevant summons;

(ii) Click on the red **Recall** button appearing against the concerned summons;

(iii) Enter the reason for recall in the **Recall Remark** field, which is mandatory; and

(iv) Click on the **Recall** button to complete the process.

11.3. The Summon Manager shall ensure that the recall is made only in accordance with the order or direction of the competent Court and that the reason for recall is properly recorded.

11.4. The recall particulars, including the recall remark and date/time, shall be retained in the system-generated record.

11. UPDATING APPEARANCE STATUS

12.1. After the scheduled date of appearance, the Summon Manager shall update the appearance status of the concerned Government official in the Summons Register, wherever the facility is available and applicable.

12.2. The following procedure shall be followed:

(i) Open the Summons Register;

(ii) Locate the relevant summons and click on the green **Appear Status** button;

(iii) Select the appropriate Appearance Status from the dropdown menu;

(iv) Select the Mode of Appearance;

(v) Enter remarks, if required; and

(vi) Click on the **Update** button.

12.3. The appearance status shall be updated on the basis of the actual court record and shall not be entered merely on the basis of the SMS alert or viewing of the summons.

12. MONITORING OF ACKNOWLEDGEMENT EMAIL STATUS

10.1. The Summon Manager shall periodically access the **Summon Email Log Report** from the left-hand navigation menu.

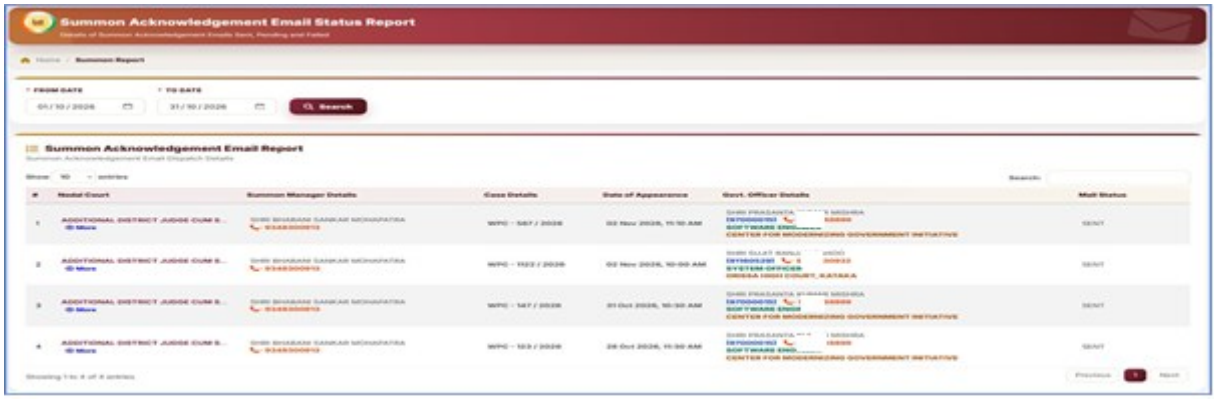
10.2. The report may be generated by selecting the mandatory From Date and To Date and clicking on the Search button.

10.3. The report provides details of acknowledgement email notifications triggered upon generation of summons and indicates their delivery status, categorised as:

(i) Sent;

(ii) Pending; and

(iii) Failed.



10.4. The Summon Manager shall examine the report and identify any pending or failed email notifications for necessary follow-up, wherever required.

10.5. The email log shall be treated as a record of email communication status and shall not, by itself, be treated as proof of service of summons.

13. REPORTS AND PERIODIC REVIEW

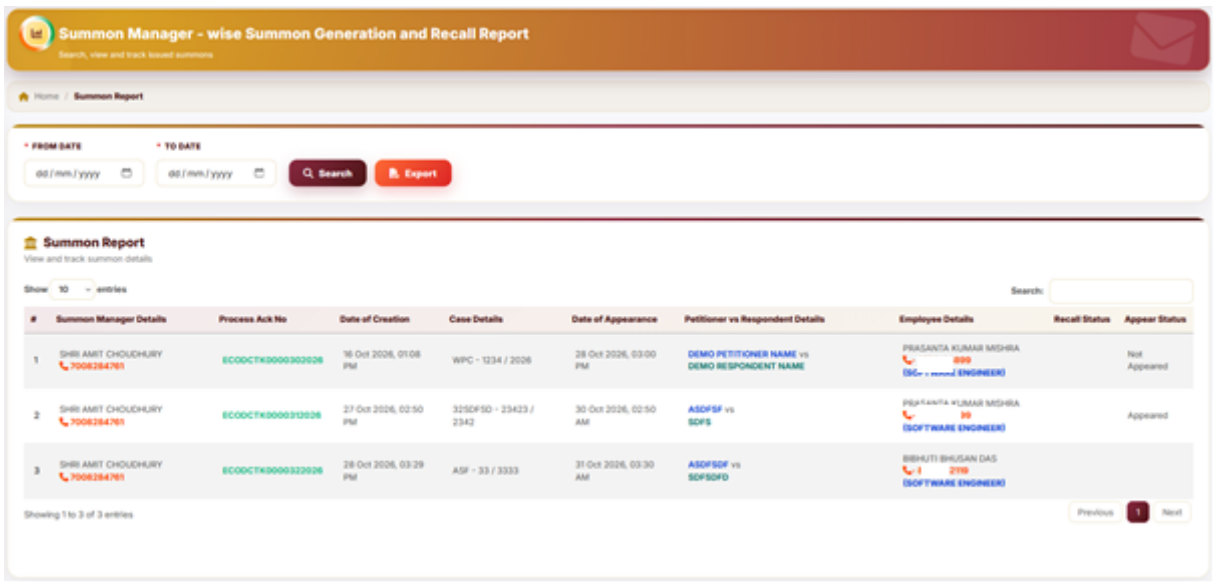
13.1. The Summon Manager shall utilise the **Summons Report** facility for reviewing summons generated and recalled during a specified period.

13.2. The report may be generated by selecting the From Date and To Date and clicking on the Search button.

13.3. The report contains particulars such as Summon Manager details, Process Ack. No., case details, date of appearance, petitioner/respondent details and employee details.

13.4. The report may be exported and preserved for administrative monitoring and review.

13.5. The Presiding Officer or the officer authorised by the District Judge may periodically review the status of electronic summons, particularly those remaining unviewed, unacknowledged or pending.



14. LEGAL VALIDITY AND PRESERVATION OF ELECTRONIC RECORDS

14.1. A summons duly issued by a competent Court and served electronically upon a Government official through the Summons Management System, where such service is duly acknowledged or evidenced by the system-generated electronic acknowledgement/service record, shall be treated in accordance with the Notification of the High Court and the applicable provisions of law.

14.2. The electronic acknowledgement and service particulars maintained in the system shall be preserved for future reference and verification.

14.3. The Process Acknowledgement Number, recipient details, date and time of viewing/receipt and other relevant service particulars available in the system shall be relied upon for monitoring and verification of service.

14.4. Once electronic service has been duly completed and acknowledged through the system, separate physical service of the same summons shall ordinarily not be necessary, unless otherwise directed by the Court concerned or required under applicable law.

15. ACTION IN CASE OF PENDING, UNSUCCESSFUL OR UNACKNOWLEDGED SERVICE

15.1. Where the status of a summons remains pending, unsuccessful or unacknowledged, the Summon Manager shall bring the matter to the notice of the Presiding Officer or the appropriate authority.

15.2. The concerned Court may take appropriate steps to secure service, including resorting to physical service wherever considered necessary.

15.3. During the initial implementation and stabilisation period, physical service may be adopted wherever electronic service cannot be completed or where the circumstances of the case so warrant.

15.4. The status of such cases shall be periodically reviewed until appropriate steps for service have been taken.

16. RESPONSIBILITIES OF THE DISTRICT JUDICIARY

16.1. All District Judges shall ensure effective implementation of this SOP in their respective jurisdictions, in accordance with the directions of the High Court.

16.2. The District Judges shall ensure that:

(i) An authorised Summon Manager is designated for each concerned Court;

(ii) The designated Summon Managers are provided with the necessary login credentials and are adequately familiarised with the system;

(iii) The prescribed procedure for electronic transmission of summons is followed;

(iv) The status of summons is periodically monitored;

(v) Necessary instructions are issued to the concerned Courts and staff for proper utilisation of the portal; and

(vi) Any technical or operational difficulty encountered during implementation is brought to the notice of the appropriate authority for necessary resolution.

17. SECURITY AND CONFIDENTIALITY

17.1. The Summon Manager shall maintain the confidentiality of login credentials and shall not permit unauthorised access to the Summons Management System.

17.2. The summons and related electronic records shall be handled strictly for official purposes.

17.3. The Summon Manager shall log out of the portal after completion of the work, particularly when using a shared computer.

17.4. The Summon Manager shall periodically update their account password and must mandatorily change the default password provided by the Nodal Court during the registration process to ensure account security and prevent unauthorized access.

17.5. Any suspected unauthorised access, incorrect transmission or other security-related issue shall be reported promptly to the appropriate authority.

18. GENERAL INSTRUCTIONS

18.1. The Summons Management System shall be used for electronic transmission of summons upon Government officials in accordance with the Notification and directions issued by the High Court from time to time.

18.2. The introduction of electronic service shall supplement and streamline the existing process and shall not affect physical service upon persons other than Government officials or in cases where physical service is specifically required by law or directed by the Court.

18.3. All concerned shall ensure strict compliance with this SOP and the relevant directions of the High Court.

18.4. Any clarification regarding the operational use of the portal may be sought from the appropriate administrative/technical authority designated for the purpose.