प्रिति,

अपर मुख्य सचिव / प्रमुख सचिव / सचिव,
मध्यप्रदेश शासन,
समस्त विभाग, वंत्रालय,
वल्लभ भवन, भोपाल.

विषय:- Regarding the usage of online certified copying software system and to consume the online copying fees with the help of the module.

संदर्भ:- मध्यप्रदेश उच्च न्यायालय कार्यालय के ज्ञापन ग्र. Reg.(IT)(SA)/2020/537 जबलपुर दिनांक 17.03.2020.

उपरोक्त विषयांतर्गत निवेदन है कि उच्च न्यायालय संदर्भित पत्र के माध्यम से ऑनलाइन कॉपिंग फीस को उच्च न्यायालय के ऑनलाइन स्टाफ फाइड कॉपिंग सॉफ्टवेयर सिस्टम के माध्यम से कन्व्यूम करने के विस्तृत दिशा निर्देश प्रेषित किए गए है।

संदर्भित ज्ञापन एवं संलग्न विस्तृत दिशा निर्देश (Manual) की छायाप्रति प्रेषित करते हुए निवेदन है कि उपरोक्तानुसार कॉपिंग फीस को कन्व्यूम करने संबंधी कार्यवाही अपने विभाग में करने का कष्ट करे साथ ही अपके विभाग के अधीनस्थ आने वाले अन्य शासीक कार्यालयों / एजेंसीयों / ट्रिब्यूनल्स आदि को अपने स्तर से यह दिशा निर्देश उपलब्ध कराएँ।

सर्वस्विधि हेतु उक्त दिशा निर्देश की प्रति विधि विभाग की वेबसाइट www.law.mp.gov.in से भी प्राप्त की जा सकती है।
अट: कृपया उपरोक्तानुसार कार्यवाही हेतु संबंधितों को निर्देशित करने का कष्ट करें।

संलग्न:- उपरोक्तानुसार.

[नाम]
सचिव,
म.प्र. शासन, विधि एवं विधायी कार्य विभाग
HIGH COURT OF MADHYA PRADESH
PRINCIPAL SEAT – JABALPUR

No. Reg(IT)(SA)/2020/537 Jabalpur, Dated:-----------

:: MEMO::

To,

The Principal Secretary,
Law & Legislative Affairs Department,
Government of Madhya Pradesh Vindyachal Bhawan,
Bhopal- 462011

Sub:- Regarding online certifying copying software system.

As directed, under the subject cited above, it is to inform that Hon'ble the Chief Justice vide order dated: 03.03.2020 has been pleased to permit to communicate all the respective Departments of State Government / State Government undertaking cooperation / State Government Agencies and Public Tribunals regarding the usage of online certified copying software system and to consume the online copying fees with the help of the module.

The detailed manual for use of online certifying copying software system is enclosed for kind perusal and further necessary action.

Therefore, please circulate the same to all respective Departments of State Government / State Government undertaking cooperation / State Government Agencies and Public Tribunals accordingly.

(F.H. QAZI)
SPSA(SA)

Encl: As above.
Scheme for implementation of online certified copying software at High Court and Sub-ordinate courts of Madhya Pradesh.

The procedure for accepting online application for certified copy is as follows:-

A. Procedure for disposed of cases

1. The online application page on the official website can be accessed by anyone.
2. On access for online application for certified copy at the main page of the official website, the user will have to apply by using his mobile number.
3. After authentication through OTP, application form will be open for the litigant to complete the required details for certified copy.
4. After log-in the information will show the details of case i.e. parties name, name of the counsel, details of the ready scanned documents available in particular case. In case any document which litigant desires to get certified copy and not already scanned, then litigant can submit their requirement in highlighted box.
7. The user will need to click Button under "Apply" column for required documents.

8. On this page the user have to update the following information:
   i. Update the email ID, Postal address, Pin code etc.
   ii. The user will have to select required document in the "apply" tab to get the certified copy.
   iii. The user will have to select purpose for which document is required i.e. either personal or for official use.
   iv. The user will have to select the mode of delivery of certified copy i.e. through counter or by post or on email / official website (this option will be implemented in phase-II)
   v. After filling the such information applicant will have to accept the terms as follows "I have read and verified above content and I know that above amount will not be refunded.", after that the user will have to click the payment button.
charge, whereas through Post, postal charges as per weight of the copy shall be applicable.

9. Once user clicks on “Payment” Button, the treasury portal for payment will be open.

10. Now the user will need to select the payment option
   a. For internet banking user will have to select the name of the bank from the list.
   b. If user wants to pay by using Debit / Credit Card, user has to choose “Other Banks and Debit / Credit Card” option from the list.
13. After successful payment, the user will get a payment receipt on the High Court of Madhya Pradesh website. After the payment is completed, the user does not have to click anywhere else the application number will not be generated.
PROCEDURE TO CONSUME THE ONLINE CERTIFIED COPY IN
HIGH COURT AND SUB ORDINATE COURTS OF MADHYA PRADESH AND
OTHER STATE GOVERNMENT DEPARTMENT

1. The certified copy will be consumed through the official website of High Court of Madhya Pradesh (https://mphc.gov.in/cocc)

2. To consume the online certified copy user will have to input their mobile number to generate the OTP for authentication and user gets the OTP through SMS.

3. The generated OTP will be verified as shown below. After 3 wrong attempts the user’s mobile number will be “BLOCKED” for 30 minutes.

OTP sent successfully. Please enter OTP to verify.
6. If user entered the wrong details then message for the wrong details will be displayed as shown in below screenshot. In this case wrong Unique Key will be entered so that "INVALID KEY" message will be shown.

**High Court of Madhya Pradesh**

<table>
<thead>
<tr>
<th>BENCH</th>
<th>APPLICATION NUMBER</th>
<th>YEAR</th>
<th>KEY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jabalpur</td>
<td>9924</td>
<td>2020</td>
<td>7qwm-62gs-cltx</td>
</tr>
</tbody>
</table>

The user's mobile will be **BLOCKED** for 30 minutes, if he entered wrong details more than 3 times.

7. It is noted that unique key will be consumed **only once**, after that it will be nullified and cannot be used further for consumption of certified copy. If the Unique key used anywhere after consumption then "Key Already Consumed" message will be displayed and cannot processed anyway.

**High Court of Madhya Pradesh**

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