Steps to follow by an Industrial Tribunal during Digitalization.

- 1. Office Registration:
 - a. Online registration of Tribunals in kits.kerala.gov.in with their office and officer details

followed by approval of Tribunal Admin.

- b. An admin level user will be provided and communicated to the officer through mail.
- c. This admin level user can login and create the master tables like employee, main subject,

sub subject, seat etc. mapping of employees to the seat, subjects to the seat etc. assign

various menus and roles to seats

i. For court related subjects, The main subject should be "Court Cases" and the

sub subjects should be "ID Cases" with a cronym "ID", "ECC Cases" with a cronym

"ECC" and "EIC cases" with acronym "EIC" for maintaining Case registers

- ii. For other general subjects the main subject can be anything like "Establishment Matters" with sub subjects like "Telephone Bill", "Contingent Bills" etc with acronyms like "GEN" etc.In this case the file number will be like seat name/number/year eg:b1/25/2019.
- iii. All these subjects should be mapped to respective seats.
- d. Mapping of subjects to categories also should be done
 - i. All the case related subjects should be mapped to the Corresponding Categories available in the category selection. This will route the tapals to Case specific file flow.
 - ii. All the Non Case (General Subjects) need not be mapped separately. While

entering Tapal choose the category 'General File' or 'Remainder/Attachment',

- 2. Tapal Creation: After the initial procedures of master file creation and mapping of subject to
 - seat, seat to employee and subject to category we are ready to start tapal creation.
 - a. The tapal documents should be first scanned to pdf file and ready at the tapal seat computer.
 - b. The important details to be provided in the tapal entry are Address from tapal received, main subject, sub subject and Category of tapals and attachment. If it properly done the tapal will automatically forwarded to the reporting seat of subject dealing clerk and the reporting seat can distribute the tapal to the dealing seat.
 - c. In the beginning of Computerization, for the first tapal provision is there to correct the first tapal number to your currect tapal number. Then the subsequent tapal number will be automatically incremented.
 - d. If the tapal is concerned to a new case file or new General file, the seat can start working on the above tapal.

- e. If the tapal is a related to an existing file ... either a case file or a general file the following steps can be adopted.
 - i. The tapal is entered as usual.
 - ii. Then create an arising tapal for the existing file (either case related file or general file) and edit the tapal number if required to update an old tapal number.
 - iii. Work on this arising tapal to create the file (Case or General) and through back log entry option complete all the activities related to the file up to date.
 - iv. Now take the new tapal created and depends on the case or general file work on it. So that you can digitize your physical files one by one.
 - v. You can also digitize your old physical files by creating an arising tapal and convert it into a case or general file and through backlog option make it up to

date. So that while a new tapal comes you can start working with this file.

f. At first advised all tribunals to familiarize tapal creation for 2 – 3 days. You need to enter all the tapals irrespective of case or general. Once you familiarize tapal entry then you start working on files.

Note :

- Presently All the tribunal registration, employee creation, seat creation etc are already done
- In some tribunals creation of general subjects and their sub subjects are not
 - done and thus the mapping of those subjects with seat is also not done.
- These general subjects also need to be mapped with the category table