

CHANDIGARH ELECTRONIC PROCESS (ISSUANCE SERVICE AND EXECUTION) RULES , 2026

CHANDIGARH ADMINISTRATION HOME DEPARTMENT (POLICE BRANCH) NOTIFICATION 11-05-202-6 Date: In exercise of the powers conferred by sub-sections (1) and (2) of Section 64 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023) and other provisions enabling in this behalf, read with Government of India, Ministry of Home Affairs, Notification bearing S.O. No. 2506 (E) dated 28.06.2024, the Administrator, Union Territory, Chandigarh, is pleased to make the following Rules in consultation with the Honble High Court of Punjab & Haryana, for implementation of the provisions of clause (i) of Section 530 of Bharatiya Nagarik Suraksha Sanhita, 2023, namely:-

RULE 1: Short Title and Commencement (1) These rules may be called the Union Territory, Chandigarh Electronic Processes (Issuance, Service and Execution) Rules, 2026. (2) They shall come into force from the date of their publication in the Chandigarh Administration Gazette.

RULE 2: Definitions (1) In these rules, unless the context otherwise requires-

(a) "CCTNS" means Crime and Criminal Tracking Network and Systems, a system software used by the Police for the collection of data and execution of instructions; (b) "CIS" means Case Information System, a system software used by the District Judiciary and High Courts for the collection of data and execution of instructions; (2) (c) "Disclosed Electronic Mail Address" means the email account of a person or organization that is used by the person or organisation to send and receive messages over internet, and is shown to be admitted, or provided by such person or organization either personally or on a website or portal; (d) "District Nodal Agency" means the District Nodal Agency constituted under Rule 13 of these rules; (e) "Electronic Communication" shall have the same meaning as defined in Section 2(1)(i) of the Bharatiya Nagarik Suraksha Sanhita, 2023; (f) "electronic signature" means authentication of any electronic record by a subscriber or court, by means of an electronic technique specified in the Second Schedule of the Information Technology Act, 2000 (Central Act 21 of 2000) and includes digital signature. Also, when a process or report generated in electronic form is authenticated by means of electronic signature, it shall be deemed to be authenticated by signature of the person who affixed the electronic signature; (g) "e-summons application" means the software application developed and updated from time to time by the National Crime Record Bureau, Ministry of Home Affairs, Government of India for the purpose of issuance and service of process; (h) "High Court" means the High Court of Punjab and Haryana at Chandigarh; (i) "N-STEP" (the National Service and Tracking of Electronic Process) means a web-based application developed for electronic service and tracking of processes in complaint cases; (j) "Process" includes summons, warrant or any other forms set forth in the Second Schedule of the Sanhita, with such variations as the circumstances of each case may require, issued for the respective purposes as mentioned in the Sanhita. For the purpose of these rules, process means the summons and warrants issued by the courts only; (3) (k) "Rules and Orders" means the Rules and Orders of the Punjab and Haryana High Court; (l) "Sanhita" means the Bharatiya Nagarik Suraksha Sanhita, 2023 (Act No. 46 of 2023); (m) "Seal" means image of the seal of the Court; (n) "State" means the Union Territory of Chandigarh; (o) "State Government" means the Government of U.T. Chandigarh in the Administrative Department; (p) "State Nodal Agency" means the State Nodal Agency constituted under Rule 11 of these rules; (q) "Summons" means any summons issued under the Sanhita; (r) "summons cell" means the summons cell as constituted under Rule 15 of these rules; (s) "Warrant" means a warrant issued under the Sanhita and includes bailable warrant and non-bailable warrant. (2). Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Bharatiya Nagarik Suraksha Sanhita, 2023 (46 of 2023); the Bharatiya Nyaya Sanhita, 2023 (45 of 2023); the Bharatiya Sakshya Adhiniyam, 2023 (47 of 2023) and the Information Technology Act, 2000 (21 of 2000).

RULE 3: Form of Summons and Mode and Manner of Service of e- Summons (1) The Courts shall generate and issue process in electronic mode through CIS or e-summons application or any other software application developed by the National Crime Record Bureau, Ministry of Home Affairs, Government of India or State Government for this purpose from time to time, in such forms as set forth in the Second Schedule of the Sanhita, with such variations as the circumstances of each case may require. (2) Summons issued by the Court shall be served by an officer of the Court issuing it. (3) Summon serving official shall make an entry in the register so maintained under proviso to sub-section (I) of Section 64 of Bharatiya Nagarik Suraksha

Sanhita, 2023 and get the same served electronically through N-STEP or e- summons application. Such official may also get the summons served after taking printouts in duplicate of the summon issued in electronic mode and shall execute the same in accordance with the procedure prescribed under Chapter VI of the Sanhita.

RULE 4: Mode and Manner of Service of e-Summons by Police Officers and Other Public Servants When the Court does not possess required electronic address/contact details of the person to whom such process is intended to be served or when the process issued as per Rule 3 is not served, or Court is of the opinion that service has not been effected properly or if none appears, it may direct the same to be served by the summon cell or a police officer or any such public servant designated for the said purpose by the State Government.

Language and Form of Process Issued in Form of Electronic

RULE 5: Communication Every process issued in form of electronic communication under the Sanhita must ordinarily be written in the language of the court and shall be in an encrypted form of electronic communication and shall bear the Image of the seal of the Court and eSign.

RULE 6: Manner of eSign and Seal of Court Every process issued electronically shall contain eSign in such a manner that the name of the Court and the capacity in which the signatory or subscriber acts, should be clearly mentioned. The summons generated in electronic form shall bear image of the seal of the court and eSign of the appropriate officer of the Court or the Reader or any person authorized in writing in this regard as the case may be. Every warrant of arrest in electronic form shall be issued by eSign of the Presiding Officer of the Court and shall also bear the seal of the Court.

Presumption about the Process Generated in Electronic Form

RULE 7: Received on CCTNS/e-Summons/N-STEP Application Where the processes generated in electronic form are received on CCTNS or e- summons or N-STEP application or any other software application developed by the National Crime Record Bureau, Ministry of Home Affairs, Government of India or by State Government, for this purpose from time to time, through a secured system, in an encrypted or any other form of electronic communication, it shall be presumed to be issued by the Court. Further, any printout of such process shall have the same effect as issued in original for the purpose of its execution.

Recording of Verified Details Relating to Address, Disclosed

RULE 8: Electronic Mail Address etc. (1).The Officer-in-charge of the Police Station shall ensure that the verified details relating to address, recognised electronic mail address, phone number and messaging application used by the informant or victim or accused or witnesses, as the case may be, are recorded during arrest, investigation or inquiry and entered in CCTNS. (2).Such information shall also be entered in the Register maintained at the Police Station and in the Court (by the Ahlmad concerned) in compliance with proviso to sub-section (1) of section 64 of the Sanhita. If any of such information is not available, the Officer In-charge of the Police Station or Ahlmad shall make an endorsement to that effect in the Register. Such information may be amended on the basis of any further verification or on the basis of an application by such person. Provided that any such details may be amended from time to time by the Court on the basis of further verification or on the basis of an application by such person.

Complainant to Provide Details Relating to Address, Disclosed

RULE 9: Electronic Mail Address etc. in Case of Private Complaint Where a case is filed on the basis of a private complaint, the complainant shall provide the details relating to address, disclosed electronic mail address, phone number and messaging application of the accused and witnesses along with the complaint. Such details shall be entered by the concerned Ahlmad in compliance with the proviso to sub-section (1) of Section 64 of Bharatiya Nagarik Suraksha Sanhita, 2023. If any of such information is not available, the complainant shall make an endorsement to that effect.

RULE 10: Transmission, Maintenance and Use of Details Relating to Address, Disclosed Electronic Mail Address etc. The details relating to address, disclosed electronic mail address, phone number and messaging application shall be transmitted in electronic form and maintained in CIS and may be used for issuance of process. Such digital information shall form part of the register under Section 64 of the Sanhita.

RULE 11: State Nodal Agency There shall be a State Nodal Agency comprising of the following officers, namely:- (1)Inspector General of Police (Law and Order): Chairperson; (2) A representative of Legal Remembrancer not below the rank of Additional Legal Remembrancer: Member; (3) Additional Director (HQ)/District Attorney (HQ), Prosecution Department: Member; (4) Assistant Inspector General of Police (Administration): Member Secretary.

RULE 12: Role of State Nodal Agency (1) The State Nodal Agency shall monitor and review the working of the District Nodal Agencies. (2) The State Nodal Agency shall hold regular meetings, at least once in every month. (3) The State Nodal Agency may issue, from time to time, such directions or guidelines or clarification, not inconsistent with the Sanhita or these rules, as may be necessary for

efficient and effective service of process through electronic communication. RULE 13: District Nodal Agency There shall be a District Nodal Agency in every District in the State consisting of the following officers, namely:- (1) Deputy Commissioner of Police (HQ)/Superintendent of Police: Chairperson; (2) Any Judicial officer, as may be authorized by the concerned District & Session Judge: Member; (3) Deputy Director of Prosecution/Assistant Director of Prosecution/District Attorney: Member; (4) Assistant Commissioner of Police/Deputy Superintendent of Police (Supervisory Officer of Summons Cell): Member Secretary. RULE 14: Role of District Nodal Agency (1) The District Nodal Agency shall monitor and review the working of summons cell. (2). The District Nodal Agency shall ensure that summons/process are served properly and timely by the summons cell. 8 (3) The District Nodal Agency shall hold regular meetings, at least once in every month. (4) The District Nodal Agency may issue instructions to the summons cell as may be necessary, in consonance with the directions or guidelines etc. issued by the State Nodal Agency and the provisions of these rules and the Sanhita, for proper and timely service of summons/process. RULE 15: Summons Cell There shall be a summons cell at the District level headed by a police officer not below the rank of Sub-Inspector and shall comprise of sufficient number of police officials, to ensure the timely service of process issued by the Courts under the Sanhita. RULE 16: Duties of Summons Cell (1). The summons cell shall be responsible for proper and timely service of process. (2). The Summons Cell shall maintain a record of all summon/warrant for each police station in the district in Register no. 5 Part 11 prescribed in Form 22.55 of the Punjab Police Rules, 1934 as applicable to the Union Territory of Chandigarh, including the. following information, namely:- (i) Name of the person summoned/against whom warrant is issued; (ii) Correspondence and permanent address of the persons summoned/against whom warrant is issued; (iii) Name of father/mother/spouse/adult member of family of person summoned/against whom warrant is issued; (iv) Aadhar number of the person summoned/against whom warrant is issued; (v) Mobile number of the person summoned/against whom warrant is issued; (vi) E-mail ID (if any); (vii) Name of the Court issuing the summon; 9 (viii) Particulars of case including CNR Number (if any), FIR Number, Police Station etc.; (ix) Date of issue of summon/warrant; (x) Date of receiving of summon/warrant by the summons cell; (xi) Date of Appearance in the court, as mentioned in the summon; (xii) Whether served or not. If not served, reasons thereof; (xiii) Date of service of summon; (xiv) Details of the person upon whom the summon was served; (xv) Mode of service of summon (Physically or through communication); (xvi) Name of the means of electronic communication; (xvii) Date of receipt of unexecuted warrant; (xviii) Date of cancellation of process, if any. electronic (3). The register under this rule shall be maintained either in electronic form or physical form or both. Forwarding of Summons Issued in Pursuance of Rule 4 RULE 17: The Officer-in-charge of the Police Station or any Sub-ordinate Officer deputed by him or any officer/official of the Court upon receipt of summons issued in pursuance of Rule 4 shall also forward the summons on the disclosed electronic mail address, phone number or messaging application of the person summoned in addition to service by physical mode. RULE 18: Presumption of Service of Summons by Electronic Communication on an Organization or any Government Official/Government Entity (1). Where summons are served by way of electronic mail, service shall be deemed to have been made if the service provider generates acknowledgement of the delivery. 10 (2). When any summon is sent to a person or organization on disclosed electronic mail address, unless the delivery of the electronic mail is disrupted or bounced back for any reason whatsoever, the delivery shall be deemed to be effected: and unless the contrary is proved, be deemed to have been effected at the time at which the electronic mail would be delivered. RULE 19: Presumption of Service of Summons by any Other Electronic Communication (1). Where summons are served by way of any other electronic communication including messaging application, the acknowledgment shall form part of the report of the service and the report shall contain details including mobile number, messaging application and screenshot/photo of the application reflecting delivery of the communication. (2). Any such acknowledgement by the person to whom summons have been served by such electronic means may give rise to presumption of valid service of such summons. Explanation: Acknowledgement under this rule or under rule 18 means an acknowledgement given by- (a) any communication by the addressee, automated or otherwise; or (b) any conduct of the addressee, sufficient to indicate to the originator that the electronic record has been received. (3). Copy of such summons along with report of service shall be kept in record as a proof of service of summons. RULE 20; Service of Warrant etc. Issued in Electronic Mode In case the warrant or any other process required to be served in

person, is issued in electronic mode, the summons cell or officer-in-charge of the police station or any other police officer deputed for this purpose shall take a printout of the warrant or process and execute the same in accordance with the Sanhita. 11 RULE 21: Acknowledgement When Served Process Executed in Other than Through Electronic Mode Where any process is served or executed other than through electronic mode, the Police Officer or Process serving official while making service or executing the process shall take acknowledgement of the recipient and may capture photographs with the recipient, which shall form part of the report of the service. RULE 22: Transmission of Due Service or Non-Service of Summon to the Court Upon due service or non-service of the summon, the Police officer or process serving official shall transmit the service report along with relevant documents including photographs, acknowledgment, if any, to the concerned Court in electronic form through CCTNS or e-summons application or N-STEP or any other software application developed by the National Crime Record Bureau, Ministry of Home Affairs, Government of India or by State Government and approved by High Court, for this purpose from time to time. RULE 23: Presumption about Report Received in Electronic Form The Court, upon receiving the report in electronic form under Rule 22, may act upon such report as deemed appropriate. Such report or printout of such report duly signed by such serving official along with his complete designation and belt no. (if any) shall be deemed to be original for the purpose of satisfaction as the service/execution of the process. RULE 24: Identity of Victim Not to be Disclosed Where any process is issued in cases relating to offences under sections 64 to 71 of The Bharatiya Nyaya Sanhita (45 of 2023) or offences against woman or child or offences under 'The Protection of Children from Sexual Offences Act, 2012' and 12 'Juvenile Justice (Care and Protection of Children) Act, 2015', the concerned officer shall ensure that the identity of the victim is not revealed in any manner in course of service or execution. RULE 25: Non-Disclosure of Certain Details to the Accused The details relating to disclosed electronic mail address, phone number and messaging application of the victim and witnesses shall not be disclosed to the accused. RULE 26: Repeal and Savings (1) These Rules shall be in addition to and not in derogation of, any other law for the time being in force or rules made by the High Court for issuance, service and execution of process by the Court. (2) Any Rules, instructions and policy guidelines regarding service of process issued by the State Government prior to the commencement of these rules are hereby repealed to the effect and extent to their inconsistency with these rules. Dated, Chandigarh, the 6th May, 2026 qogg (By order and in the name of Administrator, Union Territory, Chandigarh) H. Rajesh Prasad, IAS Chief Secretary, UT Chandigarh. Dated:- A copy is forwarded to the Controller Printing & Stationary, UT, Chandigarh for publishing the above notification in the Chandigarh Administration Gazettee. Additional Secretary Home Chandigarh Administration