RJ No.103/2026

High Court of Karnataka,
Bengaluru,
Dated: 24.11.2026

CIRCULAR

Sub: Implementation of the RFID-based File Tracking Module in all branches of the High Court of Karnataka – Instructions – Reg.

The High Court of Karnataka has commenced the scanning and digitization of case files. As part of this process, the details of newly filed cases are recorded and linked to RFID tags, which are affixed to the files at the filing counters with effect from June 2026. RFID tags are also being affixed to files instituted prior to June 2026 as and when they are posted. To track the movement of files across various branches, the engineers of the High Court have developed a web-based File Tracking Module. The module links file details with RFID tags and records the movement of files across branches. It also helps to monitor the time taken by each branch and staff member to process files and enables the location of each file to be tracked from filing until disposal.

The Deputy Registrars, Assistant Registrars, Section Officers and Case Workers of all branches viz Filing, Scrutiny, Pending, Board, Tappal, Copying, Court Officers/Assistant Court Officers etc., have been registered on the module, and the necessary training has already been provided to them. Computers and RFID readers have also been installed in the respective branches. To ensure the effective use of the module and timely processing of files, the following instructions shall be followed by all concerned:

1. Scanning of RFID Tags: Every staff member shall log in to the module using their own login ID and scan the RFID tag of every file immediately upon receipt and before dispatch. The tag shall also be scanned whenever the file is received or sent at any subsequent stage or branch.

2. Responsibility of Staff: Each staff member shall ensure that the receipt and dispatch of every file handled by them are properly recorded in the module.

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3. Missed Scans and Missing RFID Tags: If a scan is missed, the staff member concerned shall immediately inform the Section Officer and ensure that the necessary entry is made. If a file does not have an RFID tag, or if the RFID reader, tag or module is not working properly, the matter shall be reported to the Section Officer immediately for necessary action.

4. Monitoring by Section Officers: The Section Officers shall regularly check whether the receipt and dispatch of files are properly recorded in the module. Any missed scans, delays or other issues shall be addressed promptly.

5. Weekly Compliance Reports: Every Section Officer shall submit a weekly compliance report to the Registrar (Judicial), indicating the regular use of the module, details of missed scans, files without RFID tags, technical problems and the action taken to resolve them. The reports shall be forwarded to the Registrar (Computers) for monitoring and necessary action.

6. Review and Compliance: The Registrar (Judicial) shall review the compliance reports, monitor the implementation of the module across all the branches and take necessary steps to address any difficulty or repeated instances of non-compliance. All staff members and Section Officers shall ensure the proper and regular use of the File Tracking Module. This will help to track files at every stage, identify delays, monitor processing time and improve the overall efficiency of file handling.

7. The Registrar (Judicial) shall ensure the effective implementation of these instructions in all branches of the High Court. These instructions shall be followed strictly with effect from November 26, 2026.

BY ORDER OF THE HON'BLE CHIEF JUSTICE
Sd/-
(M.CHANDRASHEKAR REDDY)
REGISTRAR GENERAL

To :

1. The AR-cum-P.S. to Hon'ble The Chief Justice

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2. All the Private Secretaries to the Hon'ble Judges
3. The Registrar (Vigilance and Infrastructure & Maintenance)/ Registrar (Judicial)/ Registrar (Administration and Protocol & Hospitality) / Registrar [Recruitment and (Court and Case Management) & (Statistics and Review)]/ Registrar (Computers).
4. The Additional Registrar General/Additional Registrar (Judicial), High Court of Karnataka at Dharwad and Kalaburagi Benches.
5. The Central Project Co-ordinator (CPC), with a request to webhost the Circular.
6. All the Court Officers and Assistant Court Officers.
7. The Joint Registrars and Deputy Registrars of Judicial side
8. The Assistant Registrars, Section Officers of Judicial side to circulate amongst the concerned officials.
9. Office Copy.