



Uttar Pradesh Electricity Regulatory Commission

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Launch of UPERC eCourt application

With digitization taking a front seat in carrying out various day-to-day activities in organizations and the increasing reliance on technology to overcome the challenges posed by Covid-19 situation for smooth functioning of official work, Uttar Pradesh Electricity Regulatory Commission is going to launch eCourt application on 1st November 2021 which will streamline petition filing, processing and disposal process which will result in enhancing productivity and transparency. e-Court application will not only help parties/litigants to remotely file their petitions, track the progress of their cases, file in replies and rejoinders, but will also automate and streamline the workflows adopted.

1. **Registration:** Stakeholders can register them on UPERC eCourt portal. '**eCourt User Manual**', which will be released when the application is launched, will explain the step by step procedure registration process with the help of screenshots. After creating the account, users can access their respective dashboards containing their petitions and their status.

2. **Filing of Petition:**

a. After login into the portal, user need to fill in the basic details in the '**Home**' tab. On saving this form, a '**Temporary Reference Number (TRN)**' will be generated. You can also save the petition as draft and submit it later. After the generation of Temporary Reference Number, the user may proceed to fill in other information such as Petitioner Details, Respondent Details, Fee, Documents, etc. Users are advised to fill in the information in a sequential manner as they appear in the application.

b. **Uploading documents:**

i. Documents should be prepared in MS Office or Open Office which should then be **converted into PDF format and Digitally Signed for uploading**. If there are annexures which are not in text format and has to be uploaded in petition, then these should be scanned, converted into PDF, and Digitally Signed before uploading.

- ii. A single file upload size is 5 MB or less. If documents to be uploaded are more than 5 MB, then there is a provision to upload multiple files.
- iii. It should be ensured that the documents are numbered and bookmarked aptly for easy reference.
- iv. The process for uploading documents will be explained in eCourt User Manual.

c. **Fee Payment:** Petition fee can be submitted through bank draft or NEFT/RTGS. The proof of fee deposit (draft number, date, UTR number, scanned draft/ transaction details, etc) should be entered in the Payment tab. If fee is deposited through bank draft, then it should be submitted along with hard copies of the petition in the Commission's office.

UPERC Bank details where requisite fee may be electronically transferred:

UP Electricity Regulatory Commission

PUNJAB NATIONAL BANK

RKU Mandi Parishad Building, Vibhuti Khand, Gomtinagar, Lucknow.

A/c: 2408010100015729

RTGS/NEFT IFS Code: PUNB 0619400

MICR Code: 226024040

- 3. Once the Petition is submitted, a unique **Diary Number** is generated by the system against the petition filed. The petitioner can view the submitted petition in their dashboard.
- 4. The physical filing of the petition/documents will continue as before (in accordance with the provisions of the UPERC Conduct of Business Regulations, 2020, as amended from time to time) till the time stakeholders get accustomed to eCourt portal. An eCourt helpdesk will be set up in UPERC Office to facilitate users if they face any issues while creating account/ filing petitions on the portal. Once the stakeholders get accustomed to eCourt portal, fresh instructions will be issued regarding the restricted scope of physical filing, which will be bare minimum, but essential for record purposes. From 1st April 2022, it will be mandatory to file petition/ documents in eCourt portal.
- 5. The filed petition is scrutinized in UPERC, and in case a defect is found, the Petition Officer will send the petition back to the petitioner on the portal. Notification of the same is sent via SMS to the petitioner. The petitioner will be able to see the petition in his dashboard under Defective Case tab.
- 6. The petitioner may rectify the deficiency raised and re-submit it through the interface.

7. If no deficiency is found, a unique Case Number is generated. The parties in the case will be notified through SMS on the phone numbers as registered in the petition.
8. For filing additional documents such as replies/ counters/ rejoinders/ submissions etc. relating to any petition, Petition-wise search is permitted to upload the documents pertaining to any case using Diary Number/Case Number.
9. For any queries related to eCourt application, please contact:

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Secretary

UPERC eCourt

Frequently Asked Questions

1. When will e-filing begin in UPERC?

e-filing will begin in UPERC from 1st November 2021 on eCourt portal. Physical filing will continue as before till the time stakeholders get accustomed to eCourt portal. From 1st April 2022 it will be mandatory to file petition/ documents in eCourt portal.

2. What is new user registration?

New user registration is the process of registration for the first-time user who wants to avail the facilities provided in UPERC eCourt portal. Once registered, the user can file petitions, submit additional documents during the course of proceedings, view petition status, etc. on the portal.

3. Who can register for access to e-filing portal?

Stakeholders can register under the following categories:

- i. Organization
- ii. Advocate/Law Firm
- iii. Individual

4. What are the requirements for registration?

- i. For advocate registration – Bar Council Registration number and Mobile Number
- ii. For Company – CIN number
- iii. For an individual – Mobile number

5. What is e-Filing?

e-Filing is Electronic Filing of Petitions/Reply/Rejoinder/Written submissions and other related documents by any stakeholder or person before the Uttar Pradesh Electricity Regulatory Commission through UPERC eCourt portal.

6. How to fill Respondent's information in the portal

Petitioners will be able to select the parties as respondents who have registered themselves on the eCourt portal. Petitioners can select respondents from the from a dropdown list

available on the 'Respondents' page while filing the petition. The party's details will be populated accordingly. However, if the party is not registered in the portal, the Petitioner has the facility to manually fill Respondent's details.

7. How will the user track the status of petition filed?

Users will get a **Diary Number** for all future references. With this diary number, user can track the status of petition on dashboard which can be accessed by logging into eCourt portal. Also, once the petition has been scrutinized by the UPERC for any deficiency, the case number and date of hearing will be communicated to the concerned parties through SMS. However, users are advised to regularly log into the application to check the updates in the petition.

8. Will the physical filing of petition/ documents continue?

The physical filing of the petition/documents will continue as before (in accordance with the provisions of the UPERC Conduct of Business Regulations, 2020, as amended from time to time) till the time stakeholders get accustomed to eCourt portal. An eCourt helpdesk will be set up in UPERC Office to facilitate users if they face any issues while creating account/ filing petitions on the portal. Once the stakeholders get accustomed to eCourt portal, fresh instructions will be issued regarding the restricted scope of physical filing, which will be bare minimum, but essential for record purposes. From 1st April 2022, it will be mandatory to file petition/ documents in eCourt portal.

9. Is there a manual for the eCourt Application?

A complete step by step guide for filing the petition with all necessary screenshots will be provided in the user manual available on the website and application. Should one feel that he requires any further assistance, he can seek help by mailing on ecourt@uperc.org or contacting eCourt helpdesk: @8881444426.

10. What are the steps involved in e-Filing?

- i. Creation of account through New User Registration option available on the portal. This will be one-time exercise and the user should use the created login to file petitions.
- ii. User needs to enter Petitioner and Respondent information.

- iii. All the files/documents related to petition should be uploaded. All documents should be digitally signed. Documents should be prepared in MS Office or Open Office which should then be converted into PDF format for uploading.
- iv. Information of fees as per UPERC Fees and Fine Regulations has to be entered. Fee is payable through Bank draft /NEFT/ RTGS. The image of draft or UTR receipt has to be uploaded in the Payment section. If fee is deposited through bank draft, then it should be submitted along with hard copies of the petition in the Commission's office.
- v. System generated Diary Number is provided to all the e-filed petitions for future reference and correspondence.

11. What is the file size which can be uploaded? Is there a provision to upload documents more than the prescribed maximum document size?

A single file upload size is 5 MB or less. If documents to be uploaded are more than 5 MB, then there is a provision to upload multiple files in the application. The process for uploading documents will be explained in eCourt User Manual.

12. What are Draft Petitions?

The petitions which are in the process of being filed but are yet to be finally submitted to UPERC are termed as draft petitions. Changes can be made on draft petitions before finally submitting them. It should be understood that all petitions are draft petitions till diary number is generated. The draft petition(s) can only be viewed / edited by the concerned User till the same is e-filed/submitted to UPERC. Once the diary number is generated, no changes can be made in the petition, unless it is sent back to rectify any error or deficiency.

13. Will the respondents see the petition in dashboard?

Petition can be seen by respondents in their dashboard. However, it is the responsibility of petitioner to serve hardcopies and verify with them regarding the same. UPERC will not hold any responsibility for the same.