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HARYANA GOVERNMENT

HOME DEPARTMENT

Notification

The 1st October, 2025

No. 12/264/2019-4HG-IV.— In exercise of the powers conferred under sub-section (1) and (2) of section 64 and clause (i) of section 530 and other enabling provisions of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023), the Governor of Haryana hereby makes the following rules, namely:-

1. (1) These rules may be called the Haryana Electronic Processes (Issuance, Service and Execution) Rules, 2025.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. (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 for the collection of data and execution of instructions;
 - (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" means electronic communication as defined under section 2(1)(i) of the Sanhita;
 - (f) "eSign" 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 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;

Short title and commencement.

Definitions.

- (g) "e-summons application" means the e-summons application developed and updated from time to time by the National Crime Records 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) "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;
- (j) "Sanhita" means the Bhartiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023);
- (k) "seal" means image of the seal of the Court;
- (l) "State" means the State of Haryana;
- (m) "State Government" means the Government of the State of Haryana in the administrative department;
- (n) "State Nodal Agency" means the State Nodal Agency constituted under rule 11 of these rules;
- (o) "summons" means any summons issued under the Sanhita;
- (p) "Summons cell" means the summons cell as constituted under rule 15 of these rules.
- (q) "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 (Central Act 46 of 2023); the Bharatiya Nyaya Sanhita, 2023 (Central Act 45 of 2023); the Bharatiya Sakshya Adhinyam, 2023 (Central Act 47 of 2023) and the Information Technology Act, 2000 (Central Act 21 of 2000).

Form of
summons and
mode and
manner of
service of
e-summons.

3. (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.

Mode and
manner of
service of
e-summons by
police officer
and other public
servants.

4. When the Court does not possess required electronic address/contact details of the person to whom a summon is intended to be served or when the summon issued under rule 3 is not served, it may direct the same to be served by the summons 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 the
form of
electronic
communication.

5. Every process issued in the 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 also bear the image of the seal of the Court and eSign.

Manner of
e-sign and seal
of Court.

6. 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, is clearly mentioned. The summons generated in electronic form shall bear the seal of the court and eSign of the appropriate officer of the Court or the Reader or any other 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.

7. Where the process generated in electronic form is received on CCTNS or e-summons 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.

- 8.** The Officer-in-charge of the Police Station shall ensure that the verified details relating to address, disclosed electronic mail address, phone number and messaging application used by the accused or witnesses, as the case may be, are recorded during arrest, investigation or inquiry and entered in CCTNS. Such details shall also be mentioned in the police report under section 193 of the Sanhita. If any of such details is not available, the Officer-in-charge of the Police Station shall make an endorsement to that effect in the case diary under section 192 of the Sanhita:
- Recording of verified details relating to address, disclosed electronic mail address etc. during arrest, investigation or enquiry.
- 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.
- 9.** 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. If any of such information is not available, the complainant shall make an endorsement to that effect.
- Complainant to provide details relating to address, disclosed electronic mail address etc. in case of private complaint.
- 10.** 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.
- Transmission, maintenance and use of details relating to address, disclosed electronic mail address etc.
- 11.** There shall be a State Nodal Agency comprising of the following officers namely: -
- State Nodal Agency.
- (1) Inspector General of Police (Law and Order) : Chairperson
 - (2) Assistant Inspector General of Police (Administration) : Member Secretary
 - (3) A representative of Legal Remembrancer not below the rank of Additional Legal Remembrancer : Member
 - (4) Additional Director (HQ)/District Attorney (HQ) Member of Prosecution Department : Member
- 12.** (1) The State Nodal Agency shall monitor and review the working of the District Nodal Agencies.
- Role of State Nodal Agency.
- (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, 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.
- 13.** There shall be a District Nodal Agency in every District in the State consisting of the following officers, namely: -
- District Nodal Agency.
- (1) Deputy Commissioner of Police (HQ)/Superintendent of Police : Chairperson
 - (2) Any Judicial officer, as may be authorized by the concerned District & Sessions Judge : Member Secretary
 - (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

Role of District Nodal Agency.	14. (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. (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, 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.
Summons cell.	15. 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 and Rule 4 of these rules.
Duties of summons cell and maintenance of records.	16. (1) The summons cell shall be responsible for proper and timely service of process received under Rule 4 above. (2) The Summons Cell shall maintain a record of all process for each police station in the district received under Rule 4 of these rules in Register no. V Part II prescribed under rule 22.55 of the Punjab Police Rules, 1934 as applicable to the State of Haryana including the following information, namely:- (i) Name of the person in whose name process is issued (ii) Correspondence and permanent address (iii) Name of father/mother/spouse/adult member of family of person (iv) Aadhar number of the person (v) Mobile number of the person (vi) E-mail ID (if any) (vii) Name of the Court issuing the process (viii) Particulars of case including CNR Number (if any), FIR Number, Police Station etc. (ix) Date of issue of process (x) Date of receiving of process by the summons cell (xi) Date of Appearance in the court, as mentioned in the process (xii) Whether served/executed or not. If not served/executed, reasons thereof (xiii) Date of service/execution of process (xiv) Details of the person upon whom the summon was served (xv) Mode of service of summon (physically or through electronic communication) (xvi) Name of the means of electronic communication (xvii) Date of receipt of unexecuted warrant (xviii) Date of cancellation of process, if any. (3) A Register containing information under sub-rule (2) above shall be maintained by the registrar or any other officer of the Court nominated for this purpose, for summons issued under rule 3 of these rules. (4) The register under this rule shall be maintained either in electronic form or physical form or both.
Forwarding of summons issued in pursuance of rules 3 and 4.	17. The officer of the court, officer-in-charge of the police station or any sub-ordinate officer deputed by him or any process serving official upon receipt of summons issued in pursuance of rules 3 and 4 above may forward the summons on the disclosed electronic mail address, phone number or messaging application of the person summoned.
Presumption of service of summons by electronic mail.	18. (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. (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 is delivered. Explanation- For the purposes of this rule acknowledgement means an acknowledgement given by way of-

(a) any communication with 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 by him.

19. (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.

Presumption of service of summons by any other electronic communication.

(2) Any such acknowledgement by the person to whom summons have been served by such electronic means shall be treated as valid service of such summons

Explanation- For the purposes of this rule acknowledgement means an acknowledgement given by way of-

(a) any communication with 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 by him.

20. In case email address/contact number/messaging application relating to the person summoned are not available, the summon serving official/person shall make an entry in this regard in the remarks column in the format prescribed under rule 16 and after taking printouts in duplicate of the summon issued in electronic mode, shall execute the same in accordance with the procedure prescribed under Chapter VI of the Sanhita.

Procedure of service of summons when email address/contact number/messaging application of the person are not available.

21. When summons are not served by an electronic mail or other mode of electronic communication, or delivery is disrupted, remains undelivered or bounces back for any other reason, the concerned officer shall prepare a report in that regard containing all details including mobile number, messaging application and screenshot/ photo of the application and shall execute the same in accordance with the procedure prescribed under Chapter VI of the Sanhita.

Procedure when summons cannot be served by electronic communication.

22. In case of 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.

Service of warrants etc. issued in electronic mode.

23. 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 photograph with the recipient, which shall form part of the report of the service.

Acknowledgement when process served or executed through other than electronic mode.

24. Upon due service/non-service, execution/non execution of the process, the Police officer or process serving official shall transmit the service report along with relevant documents including, bail bonds, photographs, acknowledgment, if any, to the concerned Court in electronic form through CCTNS or e-summons 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.

Transmission of report upon service/non service, execution/non execution of process to the Court.

25. The Court, upon receiving the report in electronic form under rule 24, may act upon such report as deemed appropriate. Such report or printout of such report shall be deemed to be the original for the purpose of satisfaction regarding the service/execution of the process.

Presumption about report received in electronic form.

26. Where any process is issued in cases relating to offences under sections 64 to 71 of the Bharatiya Nyaya Sanhita (Central Act 45 of 2023) or offences against woman or child or offences under the Protection of Children from Sexual Offences Act, 2012 (Central Act 32 of 2012) and the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act 2 of 2016), the concerned officer shall ensure that the identity of the victim is not revealed in any manner in course of service or execution.

Identity of victim not to be disclosed.

Non disclosure
of certain
details to the
accused.

27. 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.

Repeal and
savings.

28. (1) The Haryana Summons (Service Through Electronic Communication) Rules, 2025 are hereby repealed:

Provided that all action done or taken under the rules so repeal shall be deemed to have been done under these rules.

(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.

Rules not
interrogation of
any other law.

29. 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.

DR. SUMITA MISRA,
Additional Chief Secretary to Government Haryana,
Home Department.