

No. 62/8/2025-6HR-I
HARYANA GOVERNMENT
HUMAN RESOURCES DEPARTMENT
(HUMAN RESOURCES-I BRANCH)

Dated Chandigarh, the 16th May, 2025

To

1. All the Administrative Secretaries to Government, Haryana.
2. All the Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of all the Boards/Corporations in State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All the Deputy Commissioners and Sub, Divisional Officers (Civil) in the State of Haryana.
6. The Registrar, Punjab and Haryana High Court, Chandigarh.

Subject: Adoption of Video Conferencing Facility in Proceedings of Various Commissions/Authorities in the State of Haryana

Sir/Madam,

I am directed to invite your attention to the subject cited above and to inform you that the New Criminal Laws explicitly promote the use of audio-visual electronic means for all proceedings, through enabling provisions such as:

- Section 336 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Evidence of public servants, experts, police officers in certain cases), and
 - Section 530 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Trial and proceedings to be held in electronic mode).
2. Additionally, the Hon'ble Supreme Court of India, in Civil Appeal Nos. 23-24 of 2024 in Special Leave to Appeal (C) Nos. 8575-8576 of 2023, titled "The State of Uttar Pradesh & Others Vs. Association of Retired Supreme Court and High Court Judges at Allahabad & Others", has formulated a Standard Operating Procedure (SOP) that also promotes the appearance of government officials through Video Conference.
 3. In view of the above, the State Government vide Notification No. 2/18/2024-5JJ (1) dated 31.01.2025, Department of Administration Justice (copy enclosed) has notified the establishment of Designated Conferencing Facilities. These facilities may be utilized for the appearance of government officials via video conference in all Commissions and Authorities functioning as quasi-judicial bodies.
 4. Accordingly, it is requested that the use of Video Conferencing facilities be adopted in the proceedings of following Commissions/Authorities in the State of Haryana:-
 - i. Haryana Human Rights Commission
 - ii. Haryana State Commission for Women
 - iii. Haryana Backward Classes Commission
 - iv. Haryana Scheduled Castes Commission
 - v. Haryana Right to Service Commission
 - vi. State Information Commission, Haryana
 - vii. State Police Complaint Authority, Haryana
 5. The above instructions should be complied with strictly in letter and spirit. Any laxity in this regard shall be viewed seriously.

Yours faithfully,



Superintendent, Human Resources-I
for Chief Secretary to Government Haryana

INTERNAL DISTRIBUTION

PS/CPSCM
PS/CS
PS/ACS Home
PS/DGP, Haryana

No.2/18/2024-5Jf-1
Government of Haryana
Administration of Justice Department

Dated, Chandigarh the 5th February, 2025.

To

1. All Administrative Secretaries to Government of Haryana
2. All Head of Department/Boards/Corporations in State of Haryana
3. All the Divisional Commissioners in the State of Haryana
4. All the Deputy Commissioners in the State of Haryana
5. Advocate General, Haryana
6. Director General of Police, Haryana
7. Director of Prosecution (General), Haryana
8. Vice Chancellor, PGIMS, Rohtak.
9. All the Directors of Government Medical Colleges in State of Haryana.
10. All the State Heads of the Nationalised Banks in the State of Haryana.
11. Managing Director, HARCO Bank.

Subject: Compliance of notification related to 'Designated Places' for examination of witness through audio-video electronic means as envisaged under Section 265, Section 266 and Section 308 of the Bhartiya Nagrik Suraksha Sanhita (BNSS), 2023.

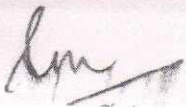
With reference to the subject cited above, a notification dated 31.01.2025 has been published in Extra-Ordinary Gazette of Haryana Government related to 'Designated Places' for examination of witness through audio-video electronic means as envisaged under Section 265, Section 266 and Section 308 of the Bhartiya Nagrik Suraksha Sanhita (BNSS), 2023 (copy attached).

2. The requisite infrastructure for Video Conferencing Rooms/Facility must be in place immediately with the following facilities:-

- (i) Desktop, Laptop, Mobile devices with internet connectivity and printer;
- (ii) Device ensuring uninterrupted power supply;
- (iii) Camera;
- (iv) Microphones and speakers;
- (v) Display unit;
- (vi) Document visualizer;
- (vii) Provision of a firewall;
- (viii) Adequate seating arrangements ensuring privacy;
- (ix) Adequate lighting; and
- (x) Availability of a quiet and secure space

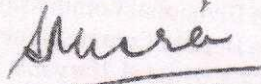
3. A Coordinator must be present both at the Court Point and the Designated Place from which any required person is to be examined or heard, therefore, for smooth functioning an officer not below the rank Superintendent/Deputy Superintendent must be nominated as Coordinator.

4. Further, the video conferencing facilities at Designated Places shall comply with the High Court of Punjab and Haryana Rules, 2021 for video conferencing for Courts as amended from time to time.



5. As per note 1 of the notification dated 31.01.2025, the Deputy Commissioner concerned shall ensure immediate establishment, continuous maintenance and smooth functioning of each video conferencing rooms/facilities at such Designated Places from concerned office/department within the jurisdiction of respective district. Any delay on account of budget requirement or any other such reasons will not be considered a valid pretext for non compliance of these instructions.

The above instructions should be complied with strictly **within one week** in its true letter and spirit and compliance report is to be sent to incicell94@gmail.com. Any laxity in this regard shall be viewed seriously.



Dr. Sumita Misra, IAS,
Additional Chief Secretary to Government, Haryana,
Administration of Justice Department

Endst No. 2/18/2024-5JJ(I)

Dated, Chandigarh the 05.02.2025

1. Registrar General, Punjab & Haryana High Court, Chandigarh for information.
2. Superintendent, Home IT Cell, Haryana Civil Secretariat, Chandigarh with the request to upload these instructions along with notification dated 31.01.2025 on website of Home Department under intimation to this office.



Superintendent Jail & Judicial-I,
for Additional Chief Secretary to Government, Haryana,
Administration of Justice Department

CC:

1. PS to CPSCM for information of CPSCM.
2. PS to CS for information of CS.

11. सभी सरकारी महिला उद्धार गृहों, संरक्षण गृहों, नारी निकेतन में वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा।
12. किशोर न्याय बोर्ड और जिला बाल कल्याण समितियों के कार्यालयों में वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा।
13. सभी जिला कार्यक्रम अधिकारियों, महिला तथा बाल विकास विभाग, हरियाणा के कार्यालयों में वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा।
14. राष्ट्रीयकृत बैंकों की जिला स्तर पर मुख्य सबसे बड़ी शाखा और राज्य सरकार के स्वामित्वधीन सभी बैंकों की मुख्य सबसे बड़ी शाखा में वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा।

टिप्पण:-

1. उपरोक्त उल्लिखित वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा में से प्रत्येक की तत्काल स्थापना, निरंतर रखरखाव और सुचारु संचालन संबंधित विभाग के जिला प्रमुख का कर्तव्य होगा, जो जिले के उपायुक्त के निकट पर्यवेक्षण और नियंत्रण में होगा।
2. क्रम संख्या 8, 11 और 12 पर उल्लिखित वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा का उपयोग ऐसे गवाहों के लिए अभिहित स्थान के रूप में किया जाएगा, जो केवल उनके संबंधित कर्मचारी, निवासी या कैदी हैं। क्रम संख्या 13 पर उल्लिखित वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा केवल महिलाओं और बच्चों के लिए होगी।
3. क्रम संख्या 7, 10 और 14 पर उल्लिखित वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा उनके संबंधित कर्मचारियों द्वारा विशेष रूप से उपयोग के लिए होगी। क्रम संख्या 9 पर उल्लिखित वीडियो कॉन्फ्रेंसिंग कक्ष/सुविधा के मामले में, उनके संबंधित कर्मचारियों और रोगियों/परिचारकों के अलावा, इसमें सभी डॉक्टर/पंजीकृत चिकित्सा व्यवसायी चिकित्सा/कर्मचारी शामिल होंगे।

डॉ. सुमिता मिश्रा,
अपर मुख्य सचिव, सरकार, हरियाणा,
न्याय प्रशासन विभाग।

HARYANA GOVERNMENT
ADMINISTRATION OF JUSTICE DEPARTMENT

Notification

The 31st January, 2025

No. 2/18/2024-5JJ(1).— In exercise of the powers conferred under the second proviso to sub-section (3) of section 265, second proviso to sub-section (2) of section 266 and section 308 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (Central Act 46 of 2023) and in supersession of Haryana Government, Administration of Justice Department, notification no. 2/18/2024-5JJ(1) dated the 7th December, 2024, the Governor of Haryana hereby notifies the following places as designated place for the purpose of examination of witnesses by audio video electronic means, namely:-

1. All the Court rooms/ video conferencing room/ facility in all District Courts of the State.
2. Video conferencing room/ facility in the office of the State Legal Services Authority and District Legal Services Authorities including Mediation centres.
3. Video conferencing room/ facility in the Haryana Civil Secretariat, Chandigarh and New Haryana Civil Secretariat, Sector-17, Chandigarh.
4. Video conferencing room/ facility at all the State Head Quarters/ State Level offices of all the Departments/Boards/Corporations/ Commissions/ Authorities/ Bureaus of the State Government.
5. Video conferencing room/facility in Haryana Bhawan, Copernicus Marg, New Delhi and Haryana Niwas at Chandigarh.

6. Video conferencing room/facility in the offices of Divisional Commissioners, Deputy Commissioner/District Magistrates, Sub-Divisional Magistrates, Block Development and Panchayat offices, Tehsil and Sub-Tehsil offices.
7. Video conferencing room/ facility in the offices of Police Headquarter, State Headquarters of other wings of police like Vigilance, State Crime, Narcotics etc., Inspector General of Police, Commissioners of Police, Superintendents of Police, Deputy Superintendents of Police and all Police Stations.
8. Video conferencing room/facility established in all the Jails in the State of Haryana.
9. Video conferencing room/facility in PGIMS Rohtak, Government Hospitals, Government/ Government Aided Medical Colleges, Community Health Centres.
10. Video conferencing room/facility established at Forensic Sciences Laboratory, Madhuban, Karnal, its Regional Centres in the State and the Government Cyber Labs in the State.
11. Video conferencing room/facility in all Government run Women Rescue Homes, Protection Homes, Nari Niketan.
12. Video conferencing room/facility in the offices of Juvenile Justice Board and District Child Welfare Committees.
13. Video conferencing room/facility in the offices of all District Programme Officers, Women and Child Development Department, Haryana.
14. Video conferencing room/facility in the main/ largest branch at District Level of Nationalised Banks and in the main/ largest branch of all Banks owned by the State Government.

Note. -

1. Immediate establishment, continuous maintenance and smooth functioning of each of the above cited video conferencing rooms/ facility shall be the duty of the Head of the district of the concerned Department under close supervision and control of the Deputy Commissioner of the district.
2. The video conferencing room/facility mentioned above at serial numbers 8, 11 and 12 shall be used as designated place for such witnesses who are their respective staff, residents or inmates only. The video conferencing room/facility mentioned at serial number 13 shall be exclusively for women and children.
3. The video conferencing room/facility mentioned above at serial numbers 7, 10 and 14 shall be for exclusive use by their respective staff; in case of the video conferencing room/facility mentioned at serial number 9, besides their respective staff and patients/attendants, it shall include all doctors/registered medical practitioners/medical staff.

DR. SUMITA MISRA,
Additional Chief Secretary to Government, Haryana,
Administration of Justice Department.

VIDEO CONFERENCING GUIDELINES
ISSUED BY THE HIGH COURT OF PUNJAB
AND HARYANA

**Guidelines for the Conduct of Court Proceedings
between Courts and Remote Sites and the VC
facilities setup at other places in the States of
Punjab, Haryana and U.T., Chandigarh**

Introduction

Video conference facilities enabling audio and visual communication between persons at different locations have now been installed in:

- Punjab and Haryana High Court
- All the District and Sub-divisional Courts in the States of Punjab, Haryana and U.T., Chandigarh
- All the prisons in the States of Punjab, Haryana and U.T., Chandigarh
- All the laboratories in the States of Punjab, Haryana and U.T., Chandigarh including Hospitals, Medical Colleges and CFSL Lab at Chandigarh.

Video-conferencing facilities provide Courts in Punjab, Haryana and U.T., Chandigarh with the capacity to receive evidence and submissions from witnesses or persons involved in Court proceedings in circumstances where it would be expensive, inconvenient or otherwise not desirable for a person to attend a Court in person. An over-riding factor is that use of video-conferencing in any particular case must be consistent with furthering the interests of justice and should cause minimal disadvantage to the parties.

and the Indian Evidence Act, 1872 shall apply to recording of evidence by video conference.

1.4 Video conferencing facilities can be used in all matters including remands, bail applications and in civil and criminal trials where a witness is located intrastate, interstate, or overseas. However, these guidelines will not apply to proceedings under section 164 of Cr.P.C.

1.5 The guidelines applicable to a Court will *mutatis mutandis* apply to a Local Commissioner appointed by the Court to record the evidence.

2. Appearance by video conference

2.1 A Court may either *suo moto* or an application of a party or a witness, direct by reasoned order that any person shall appear before it or give evidence or make a submission to the Court through video conference.

2.2 The schedule of Video Conference shall be communicated to remote site well in advance so as to avoid conflict of time slots at remote site.

3. Preparatory arrangements for video conference

3.1 There shall be Co-ordinators both at the Court point as well as at the remote point.

3.2 In the High Court, Registrar (Computerization) shall be the co-ordinator at the Court point.

3.3 In the District Courts, official-in-charge of the Video Conferencing Facility (holding the post of Senior judicial Assistant/Senior Personal Assistant or above) nominated by the District Judge shall be the co-ordinator at the Court point.

Rescue Home or any other responsible official deputed by him.

(vii) Wherever co-ordinator is to be appointed at the remote point under Clause 3.4 sub-Clause (ii), (iii), (iv), (v) & (vi), the Court concerned will make formal request through District Judge concerned to concerned official.

(viii) In case of any other person, as may be ordered by the Court.

3.5 The co-ordinators at both the points shall ensure that the minimum requirements as mentioned in the Guideline No.4 are in position at Court point and the remote point and shall conduct a test between both the points well in advance, to resolve any technical problem so that the proceedings are conducted without interruption.

3.6 It shall be ensured by the co-ordinator at the remote point that:-

(i) the person to be examined or heard is available and ready at the Court / room earmarked for the video conference at least 30 minutes before the scheduled time.

(ii) no other recording device is permitted except the one installed in the Court / video conferencing room.

(iii) entry into the Court / video conferencing room will be regulated.

3.7 It shall be ensured by the co-ordinator at the Court point that the Co-ordinator at the remote point has certified copies or soft copies of all or any part of Court record in a sealed cover directed by the Court sufficiently in advance of the scheduled video conference.

5. Cost of video conferencing

5.1 In criminal cases, the expenses of the video conference facility including expenses of preparing soft copies/certified copies of the Court record for sending to the co-ordinator at the remote point and fee payable to translator/interpreter/special educator, as the case may be, and to the co-ordinator at the remote point shall be borne by such party as the Court directs taking into account the Rules and Orders of the Punjab High Court, Vol.III, Chapter 9, Part A.

5.2 In civil cases, as a general rule, the party making the request for recording evidence by video conference shall bear the expenses.

5.3 No one shall be allowed to record Video Conference, except with the prior approval of Court.

5.4 In other cases, the Court may make an order regarding expenses as it considers appropriate taking into account rules/instructions regarding payment of expenses to complainant and witnesses as may be prevalent from time to time.

6. Procedures generally

6.1 The identity of the person to be examined shall be confirmed by the Court with the assistance of the co-ordinator at remote point at the time of recording of the evidence.

6.2 In civil cases, party requesting for recording statement of the person to be examined by video conferencing shall confirm to the Court location of the person, his willingness to be examined by video conferencing, place and facility of such video conferencing.

appropriate measures to protect his privacy keeping in mind his age, gender and physical condition.

6.8 Where a party or a lawyer requests that in the course of video-conferencing some privileged communication may have to take place, Court will pass appropriate directions in that regard.

6.9 The audio shall be recorded at the Court point. An encrypted master copy with hash value shall be retained in the Court as part of the record. Another copy shall also be stored at any other safe location for backup in the event of any emergency. Transcript of the evidence recorded by the Court shall be given to the parties as per applicable rules. A party may be allowed to view the master copy of the audio recording retained in the Court on application which shall be decided by the Court.

6.10 The co-ordinator at the remote point shall be, paid such amount as honorarium as may be decided by the Court in consultation with the parties.

6.11 In case any party or his/her authorized person is desirous of being physically present at the remote point at the time of recording of the evidence, it shall be open for such party to make arrangements at party's own costs including for appearance/representation at the remote point subject to orders to the contrary by the Court.

7. Putting documents to a person at remote point

If in the course of examination of a person at remote point by video conference, it is necessary to put a document to him, the Court may permit the document to be put in appropriate manner.

decided by the Court consistent with furthering the interests of justice.
