#### THE HIGH COURT OF KERALA

HCKL / 5266 / 2024 - A7

Kochi -682031 Date: 15-06-2024

#### **NOTICE**

It is decided to introduce e-Post service rendered by the INDIA POST as a new option for service of summons / notices / orders to respondents. At present, as a pilot phase, delivery of articles by e- Post will be made available only in Thiruvananthapuram District and this shall be extended to all districts of Kerala at the earliest, after due notice.

Using e-Post, the articles shall be delivered on a D+1 basis, i.e., on the next day of forwarding the articles to the dashboard of the Postal Department. Advocates can opt for sending notices through e-Post, if the Honourable Court has ordered service of notice either through e-Post or Speed Post and the advocate cannot opt for e-Post, if the service of notice is ordered to be through Registered Post.

Guidelines for Advocates/e-filers and Judicial Sections for using e-Post is appended herewith.

(By Order) Signed by P Krishna Kumar Date: 15-06-12024-13:58 REGISTRAR GENERAL

Encl:- Guidelines for delivery of articles through e-Post

To:-

The Advocate General, Ernakulam. The Director General of Prosecutions & State Public Prosecutor, Ernakulam. The Additional Advocates General, Ernakulam (2 copies). The Additional Director General of Prosecutions, Ernakulam (2 copies). The Deputy Solicitor General of India, Ernakulam. The President, Kerala High Court Advocates' Association, Ernakulam. The Chairman, Bar Council of Kerala, Ernakulam. The State Attorney, Advocate General's Office, Ernakulam. The Senior Counsel, Government of India (Taxes), Ernakulam. The President, Kerala High Court Senior Advocates' Association, Ernakulam. The President of Kerala Federation of Women Lawyers, Ernakulam. The Vice-Presidents, Kerala High Court Advocates' Association, Ernakulam. The Secretary, Rule Committee under Section 123 CPC, High Court.

The Secretary, Kerala High Court Advocates' Association, Ernakulam. The General Secretary, Kerala High Court Senior Advocates' Association, Ernakulam. The Secretary, Indian Law Institute, Ernakulam. The President, Kerala High Court Advocates' Clerks' Association, Ernakulam. The Registrars and the Additional Registrar (General Administration), High Court. The Director of the Kerala Judicial Academy, Athani. The Additional Director of the Kerala Judicial Academy, Athani. The Member Secretary, Kerala State Legal Services Authority, Ernakulam. The Director, Kerala State Mediation and Conciliation Centre, Ernakulam. The Deputy Director (IT), High Court. The Deputy Director of the Kerala Judicial Academy, Ernakulam The Assistant Director of the Kerala Judicial Academy, Ernakulam The Secretary, High Court Legal Services Committee, Ernakulam. The Joint Registrars, High Court The Deputy Registrars, High Court. The Protocol Officer, High Court. The Private Secretary to the Chief Justice, High Court. The Public Relations Officer, High Court. The Finance Officer, High Court The Manager (IT), High Court. The Assistant Registrars and the Chief Librarian, High Court. The Court Officer to the Chief Justice, High Court The Additional Public Relations Officer, High Court. The Private Secretaries to Judges, High Court. All Officers and Sections, High Court. The IT Section, High Court The Confidential Assistants to the Registrars, Director (KJA) and the Additional Registrar (General Administration). The Admn. Records Section, High Court The Notice Board, High Court The File/Stock. **Copy submitted to :** 

The Honourable the Chief Justice and the Honourable Judges

#### **GUIDELINES FOR SENDING NOTICE THROUGH E-POST**

- 1. In addition to sending notices to parties by Speed Post / Registered Post, an advocate or Party in Person can now send notices through e-Post. The e-filer has the option to choose e-Post if the Court has ordered delivery of notice through (i) Speed Post or (ii) e-Post or (iii) means of delivery not specified. However, when the Court orders service through Registered Post, the e-filer cannot choose the option of e-Post. Also, if the Court orders delivery of notice through e-Post, the e-filer has to choose e-Post only. For serving notice through e-Post, the e-filer has to first apply a process memo from his dashboard. It is to be noted that process memo can be filed by (i) an advocate who holds vakalath or MOA in the pending case (e-filed or digitized) or (ii) a Party in person if his mobile number is available in the pending case. After selecting the party/parties to whom the notice is to be sent, the e-filer can proceed to the payment of process memo court fees through the Treasury interface. After successful payment of the process memo court fees, the e-filer can proceed to submit the process memo request to the Section for Step 2.
- 2. Section Assistant views the details submitted by the e-filer in his inbox and verifies whether the address and Pincode entered is complete. He modifies the address and Pincode if needed. In case of more than one address, for example, 'residing at and now residing at', 'residing at and represented by' etc, the Section Assistant has to edit the same and enter only one specific address to which the notice is to be sent, along with the correct Pincode. The Section Assistant verifies whether the Court has ordered service of notice through Speed Post / e-Post, or the means of delivery has not been

specified. If the Court has ordered delivery of notice through Registered Post or Special Messenger, the Section Assistant rejects the application for process memo. The list of documents in the case is displayed in his dashboard, from which he can choose the set of documents required for sending notice. Based on this, the e-Post fee is calculated and displayed. The Section Assistant then sends the request back to the advocate/party in person.

- Advocate can do the payment of the Speed Post fees (calculated based on the documents selected by the Section Assistant) through the SBI Gateway and submit it back to the Section.
- 4. Section Assistant receives SMS alert when a notice is received in their inbox. Section Assistant confirms that the required payment amount is paid and will add the date of posting in the memo. Then the request is forwarded to the Section Officer.
- 5. Section Officer verifies the correctness and digitally signs the notice using Organisational Digital Signature, after which the notice is despatched.
- The digitally signed notice is received in the inbox of the e-Post nodal office to which the Pincode in the notice belongs.
- 7. Postal department downloads the notice and case file and sends the same to the recipient. The address of the recipient is also available for download. It may be noted that the articles will be delivered to the recipient's address on a D+1 basis, that is, one day after the Section Officer despatches the documents to the dashboard of Postal Department.

 Postal department can update the tracking ID, date of booking and date of delivery of article in the notice. Based on the delivery status, the Postal Department can update the status against each notice.

The screenshots explaining the entire process of service of notices through e-Post is given in the following pages.

#### 1. FILING OF PROCESS MEMO AND PAYMENT (E-FILER DASHBOARD)

Advocate should file a process memo using 'e-Post Notice' menu. Process memo can be applied from the dashboard by clicking e-Post Notice > File Notice.

	A Home > Dashboard			
<b>Q</b> Search	✓ Welcome to - ADVOCATE'S DASHBOARD			
💄 My Profile	Those who wish to move an existing case before the vacation Court si	hould file a petition under Section 8 through the op	tion for filing of IA.Fresh cases filed through online mode to be posted before th Attention! Online payment facility	ev. / fc
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Enter the Case Number. Choose whether the e-filer is filing the process memo as an advocate having vakalath / MOA in the case, or as a party in person.

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Process Memo » For vakalath Cases	
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Issue notice to *	Petitioner     Respondent
Parties *	Click to Choose
Court Fee *	16 PROCEED TO PAYMENT
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	Website Designed, Developed by High Level IT Cell, High Court of Kerala

Select the party for whom the notice is to be sent from the list of parties.

Home > Processmemo	
Process Memo » For vakalath Cases	
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Issue notice to *	O Petitioner   Respondent
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## Click on 'Proceed to Payment' button.

	Fields marked with * are mandatory
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Issue notice to *	Petitioner      Respondent
Parties *	×R1 AUTHOIRSED OFFICER THE FEDERAL BANK LTD, KIZHILAM BRANCH, ERNAKULAM, Pincode : 682015
Court Fee *	16 PROCEED TO PAYMENT

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Payment Gateway 2	🖤 Bank d'Banda	bank of india	
	indian Bank INDIAN BANK	Rev and la Indian Overseas Bank	Punjab National Bank
	Union Bank of India		

After successful payment, click on 'File Process Memo' button.

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Process Memo » For vakalath Cases	
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Enter OTP and click on 'Proceed'.

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Success message is displayed.

Home > processmemo			
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Case Type, No & Year *	WP(C)	· · · · · · · · · · · · · · · · · · ·	D Reset

# 2. VERIFICATION OF PROCESS MEMO AND CALCULATION OF E-POST FEES (SECTION ASSISTANT DASHBOARD)

Once the process memo is submitted by the advocate, the same will be visible in the inbox of the Section Assistant dashboard.

Click on 'Online Process Memo' menu to Proceed further.

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Click on 'Timeline' to view the timeline of the activities.

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Timeline of the notice can be seen.

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The Section Assistant verifies whether the Court has ordered service of notice through Speed Post / e-Post, or the means of delivery has not been specified. If the Court has ordered delivery of notice through Registered Post or Special Messenger, the Section Assistant can reject the application for process memo.

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Section Assistant can select the reason and enter remarks if any and return the process memo.

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CrI.MC 2625/2021 <ul> <li>REP. BY PUBLIC PROSECUTOR, HIGH COURT OF KERALA, ERNAKULAM 682 (IKAGS/2008)</li> <li>Filed By: P. THOMAS GEEVERGHESE (K/405/2008)</li> <li>Filed By: P. THOMAS GEEVERGHESE (K/405/2008)</li> <li>Filed By: P. THOMAS GEEVERGHESE (K/405/2008)</li> </ul> Petitioner Adv. FTHOMAS GEEVERGHESE (K/405/2008)/25461           Rep. Dy PUBLIC PROSECUTOR, HIGH COURT OF KERALA, ERNAKULAM 682 (IKAGS/2008)           Viete Details           0 ADDRESS*           PRP. DY PUBLIC PROSECUTOR, HIGH COURT OF KERALA, ERNAKULAM 682 (IKAGS/2008)           Kerala, <u>Brooder</u> : 0           NUBLIC PROSECUTOR, HIGH COURT OF KERALA, ERNAKULAM 682 (IKAGS/2008) <ul> <li>File By: P. THOMAS GEEVERGHESE (K/405/2008)</li> <li>File By: P. THOMAS GEEVERGHESE (K/405/2008)</li> <li>File By: P. THOMAS GEEVERGHESE (K/405/2008)</li> </ul> So ADDRESS*           PINCODE *           Set Enert <ul> <li>G82018</li> <li>G82018</li> <li>G82018</li> <li>G82018</li> </ul> Set Enert          So ADDRESS       Set Ele          So ADDRESS       So Steement Of Facts       Set Ele       Set Ele           Set Ele           Set Ele           Set Ele           Set Ele     <		Case Info		Notice to Party Info
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Exhibit P.3         View File         1           Exhibit P.3         View File         1           View File         1         1           View File         1         1           Affidavit 1         View File         2		Case File Index Synopsis Statement Of Facts Exhibit P.1	View File View File View File View File	1 2 6 2
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Section Assistant can choose the set of documents required. Based on this the epost fee is calculated and shown. The Section Assistant then returns the request back to the advocate for payment of e-post fees.

# ENOTICE-2024-000002 Date: 05/03/2024 Time: 03:35:07 pm Case Info Cr1.MC 2625/2021 PENDING JAIMON Vs STATE OF KERALA Petitioner Adv. PTHOMAS GEEVERGHESE (K/405/2008)-25461 Respondent Adv. GOVERNMENT PLEADER Digitized

#### Notice Details

#### TO ADDRESS \*

REP. BY PUBLIC PROSECUTOR, HIGH COURT OF KERALA, ERNAKULAM 682 018<br/>
hr-Kerala, Pincode : 0 PINCODE \*

#### Case File

#	Case File	View	No. of pages
~	Index	View File	1
<ul> <li>Image: A set of the set of the</li></ul>	Synopsis	View File	2
~	Statement Of Facts	View File	6
~	Exhibit P.1	View File	2
~	Exhibit P.2	View File	1
~	Exhibit P.3	View File	1
~	Exhibit4	View File	1
	Vakalatnama1	View File	1
	Affidavit 1	View File	2

CALCULATE SPEED POST FEE	e Post Fee(incl GST) :	106.2
	Speed Post Fee(incl GST) :	29.5
	Envelope Charge :	10
	Business Post Charge(incl GST) :	2.36
	Total	148.06
	Cancel   RETURN FOR PAYMENT	

# 3. PAYMENT OF E-POST FEES AND RESUBMISSION (E-FILER DASHBOARD)

Process memo will be available in the inbox of the e-filer. E-filer can do the further payment of E-Post fees through the SBI Gateway. After payment is completed, Advocate can submit the notice to the Section.

	✓ entries											Search:	
•	E-PROCESS No	٥	CASE No	٥	Notice To				٥	Status	\$		
	ENOTICE-2024-000005		Crl.MC 2625/2021		R1 - STATE OF KERAL REP. BY PUBLIC PRO Kerala, Pincode : 0	LA DSECUTOR, HIGH COURT OF R	KERALA, ERNAKULAI	M 682 018		e-POST PAYMENT PENDING		PROCEED PAYMER	TIV
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	Petitioner Adv.	P.TH	OMAS GEEVERG	HESE	(K/405/2008)-254	461	ERNAKULAM (	582 018 Kera	ala, Pincode	: 0			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> </ul>	P.THO	DMAS GEEVERG	HESE EADE	: <b>(К/405/2008)-25</b> - R	461	ERNAKULAM ( • To PINCODI • Filed By : P.	582 018 Kera E : 682018 THOMAS G	ela, Pincode	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> </ul>	P.TH dv. GO Case Fi Casefil	DMAS GEEVERG DVERNMENT PLE	HESE	r <b>(K/405/2008)-25</b> R	461 View View File	ERNAKULAM ( • To PINCODI • Filed By : P.	582 018 Kera E : 682018 THOMAS G No. 1 16	ala, Pincode EEVERGHES	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># 4</li> <li>1</li> </ul>	P.TH dv. GO Case F Casefil	DMAS GEEVERG DVERNMENT PLE ile	HESE	e (K/405/2008)-254	461 View View File	ERNAKULAM ( To PINCODI Filed By : P.	582 018 Kera E : 682018 THOMAS G No. 1 16	ala, Pincode	: 0 E(Advocate)			
	Petitioner Adv.     Respondent Adv     Digitized     #     1	P.TH dv. GO Case F Casefil	DMAS GEEVERG DVERNMENT PLP ile e	HESE	r (K/405/2008)-254 R e (	461 View View File post fee: Based on number	ERNAKULAM (	582 018 Kera E : 682018 THOMAS G No. 1 16 ge Rs.5/-	eEVERGHES	: 0 E(Advocate)			
	Petitioner Adv.     Respondent Adv.     Digitized	P.THO	DMAS GEEVERG DVERNMENT PLP ile e	HESE	r (K/405/2008)-254 R e (	461 View View File post fee: Based on number e Po Speed Po	ERNAKULAM (	582 018 Kerrs E: 682018 THOMAS G No 16 ge Rs.5/- 106.2 29.5	EEVERGHES	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># 0</li> <li>1</li> </ul>	P.THU	DMAS GEEVERG DVERNMENT PLP ile e	EADE	e (	461 View View File post fee: Based on number e Po Speed Po Er	ERNAKULAM (	882 018 Kers E: 682018 THOMAS G No 16 ge Rs.5/- 106.2 29.5 10	EEVERGHES	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># 0</li> <li>1</li> </ul>	P.THO	DMAS GEEVERG DVERNMENT PLB ile e	EADE	r R e f	461 View File View File e Po Speed Po Er Business Post C	ERNAKULAM ( ) To PINCODI ) Filed By : P. er of pages - Per pa ost Fee(incl GST) : ost Fee(incl GST) : invelope Charge : Charge(incl GST) :	<ul> <li>382 018 Kerz</li> <li>582 018</li> <li>THOMAS G</li> <li>No. 1</li> <li>16</li> <li>ge Rs.5/-</li> <li>29.5</li> <li>20.5</li> <li>10</li> <li>2.36</li> </ul>	EEVERGHES	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># (</li> <li>1</li> </ul>	P.THU	DMAS GEEVERG DVERNMENT PLB ile e	HESE	r R e f	461 View File view File e Po Speed Po Er Business Post C	ERNAKULAM ( ) TO PINCODI ) Filed By : P. er of pages - Per pa ost Fee(incl GST) : ost Fee(incl GST) : invelope Charge : Charge(incl GST) : Total	22 018 Ker.2 E 682018 THOMAS G No. 16 ge Rs.5/- 106.2 29.5 10 2.36 148.06	EEVERGHES	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># 0</li> <li>1</li> <li>0</li> </ul>	P.THU dv. GC	DMAS GEEVERG DVERNMENT PLB e e Remarks (if	any)	r R e f	461 View File view File e Po Speed Po Er Business Post C	ERNAKULAM ( ) TO PINCODI ) Filed By : P. er of pages - Per particular ost Fee(incl GST) : cost Fee(incl GST) : Total	82 018 Ker.2 E: 682018 THOM→S G No. 1 16 ge Rs.5/- 106.2 29.5 10 2.36 148.06 SBI E-PAY	EEVERGHES of pages	: 0 E(Advocate)			
	<ul> <li>Petitioner Adv.</li> <li>Respondent Adv.</li> <li>Digitized</li> <li># (</li> <li>1</li> <li>0</li> </ul>	P.THU dv. GC Case F Casefil	DMAS GEEVERG DVERNMENT PLB ile e	any)	R R e f	461 View File vote File vo	ERNAKULAM ( ) TO PINCODI ) Filed By : P. er of pages - Per pa ost Fee(incl GST) : ost Fee(incl GST) : invelope Charge : Charge(incl GST) : Total	582 018 Ker.2 E: 682018 THOMAS G No. 16 ge Rs.5/- 106.2 29.5 10 2.36 148.06 SBJ E-PAY	EEVERGHES of pages	: 0 E(Advocate)			



#### 4. VERIFICATION OF E-POST FEES AND GENERATION OF NOTICE

Show 10	✓ entries			Search:	
No*	E-PROCESS No \$	CASE No 🗘	Notice To ¢	Status 🗘	\$
1	ENOTICE-2024-000003	WP(C) 40859/2022	R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM , Pincode : 682025	e-PPOST FEE PAID & SUBMITTED	RAISE REFUND

Section Assistant confirms that the correct amount is paid. He then adds the date of posting in the memo.

The notice will be available in the inbox of the Section Assistant for marking the date in the notice.

Onli	ne Process N	Aemo » For No	otice Issue					
Show	10 🗸 entries						Search:	
#	e-Process No 🗢	Filed On 🗘	Case 🗢	Court Fee 🗘	Party	\$ Status 🗢	Actions	٠
1	ENOTICE-2024- 000003	20-03-2024 11:03:03	WP(C) 40859/2022	Rs. 16 🚍	R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PIRCOde : 682025	e-Post Fee Paid & Resubmitted	➡ PROCESS POST ■ VIEW	DRETURN
Showing	g 1 to 1 of 1 entries (f	iltered from 10 tota	al entries)				Previous	1 Next

Section Assistant will be able to select the date in the notice and click on the 'Generate Notice' button to generate the notice.

Case Info	Notice to Party Info
WP(C) 40859/2022 PENDING	▶ R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HO RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PIncode : 682025
ABDUL KAREEM .K.E VS PIRAMAL CAPITAL & HOUSING FINANCE LTD. Petitioner Adv. PTHOMAS GEEVERGHESE	Filed By : TEST(KL/000/2020)
Respondent Adv. P.PAULOCHAN ANTONY P	
Respondent Adv. P.PAULOCHAN ANTONY P e-Filed	
Respondent Adv. P.PAULOCHAN ANTONY P e-Filed ptice Details	
Respondent Adv. P.PAULOCHAN ANTONY P e-Filed ptice Details TO ADDRESS *Enter the entire address including pincode here	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone
Respondent Adv. P.PAULOCHAN ANTONY P e-Filed Dtice Details TO ADDRESS *Enter the entire address including pincode here PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone 682025
Respondent Adv. P.PAULOCHAN ANTONY P e-Filed Dtice Details TO ADDRESS *Enter the entire address including pincode here PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAMISSANCE, PALARIVATTOM, ERNAKULAM, Pincode : 682025	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone 682025 POSTING DATE *



Once notice is generated, click on 'View Notice' to view the details in the notice.

Casa lafa	Notice to Darts Infa
CLEBIND CLEBIND CLEBIND VUP(C) 40859/2022 PENDING ABDUL KAREEM .K.E VS PIRAMAL CAPITAL & HOUSING FINANCE LTD. Petitioner Adv. P.THOMAS GEEVERGHESE Respondent Adv. P.PAULOCHAN ANTONY P e-Filed	• R2 - AUTHORISED OFFICER         PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTE         RENAIAISSANCE, PALARIVATTOM, ERNAKULAM , Pincode : 682025         • Filed By : TEST(KL/000/2020)
eties Deteile	
otice Details	
DUICE DETAILS TO ADDRESS *Enter the entire address including pincode here	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone
TO ADDRESS *Enter the entire address including pincode here PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone 682025
TO ADDRESS *Enter the entire address including pincode here PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PIncode : 682025	PINCODE *Enter the pincode in the address here for mapping this notice to the post office zone 682025 POSTING DATE *



Section Assistant verifies the payment details and then forwards the same to the Section Officer.

e-P	ost Payment Details						
#	Transaction Date	e Post Fee	Speed Post Fee	Envelope Charge	Business Post Charge	Total Amount	Status
1	2024-03-20 11:23:45	118	29.5	10	2.36	159.86	SUCCESS
			<b>5</b> C	ancel 🗸 FORWARD TO SC			

e Fi	le		Process Mei	mo forwarded to SO						
4	#	Case File					( ок )	No. of pages		
5	1	Synopsis						2		
1	1	Statement Of Fac	ts			View File		5		
8	2	Affidavit				View File		1		
5	2	Exhibit.P1				View File		1		
8	2	Exhibit.P2				View File		з		
5	1	Exhibit P2(a)				View File		з		
5	2	Exhibit.P3				View File		2		
5	2	Vakalatnama				View File		1		
		Case File				View File				
os	t Payme	ent Details								
Т	ransaction D	Date	e Post Fee	Speed Post Fee	Envelope Ch	arge	Business Post Charge	Total Amo	unt Sta	atus
2	024-03-20 1	1:23:45	118	29.5	10		2.36	159.86	s	UCCESS

Notice will be available in the outbox of the Section Assistant.

Online Process Memo » For Notice Issue										
how 10 🗸 entries										
#	e-Process No 🗢	Filed On +	Case 🗢	Court Fee	₽arty ≎	Status 🗘	Actions \$			
1	ENOTICE-2024- 000003	20-03-2024 11:03:03	WP(C) 40859/2022	Rs. 16 📰	R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PINCODE : 682025	APPROVAL PENDING	VIEW MEMO			
2	ENOTICE-2024- 000002	16-03-2024 15:37:42	WP(C) 40859/2022	Rs. 16 📰	R1 - PIRAMAL CAPITAL & HOUSING FINANCE LTD. REPRESENTED BY ITS BRANCH MANAGER, 1ST FLOOR, KIMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PINCOBE : 682025	APPROVAL PENDING	VIEW MEMO			
howin	g 1 to 2 of 2 entries (filte	ered from 10 total er	tries)		1	Previou	s 1 Nex			

#### 5. DIGITAL SIGN AND APPROVAL OF NOTICE (SECTION OFFICER DASHBOARD)

Notice will now be available in the inbox of the Section Officer.

Onli	ne Process M	Iemo » For Notio	ce Issue				Search:
#	e-Process No 🗢	Filed On 🗘	Case 🗘	Court Fee	Party ¢	Status 🗘	Actions
1	ENOTICE-2024- 000003	20-03-2024 11:03:03	WP(C) 40859/2022	Rs. 16 🚍	R2-AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD. 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM , PIRCOB : 682025	Pending Approval	VERIFY PROCESS MEMO
2	ENOTICE-2024- 000002	16-03-2024 15:37:42	WP(C) 40859/2022	Rs. 16 📰	R1 - PIRAMAL CAPITAL & HOUSING FINANCE LTD. REPRESENTED BY ITS BRANCH MANAGER. 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PINCODE : 682025	Pending Approval	VERIFY PROCESS MEMO
ihowin	g 1 to 2 of 2 entries (fil	tered from 10 total e	entries)				Previous 1 Nex

Section Officer can verify the correctness, and click on the 'digitally sign' button.

Image: Transaction Date         e Post Fee         Speed Post Fee         Envelope Charge         Business Post Charge         Total Amount         Status           1         112.1         29.5         10         2.36         153.96         SUCCESS	Image: Transaction Date     e Post Fee     Speed Post Fee     Envelope Charge     Business Post Charge     Total Amount     Status       1     112.1     29.5     10     2.36     153.96     SUCCESS	Pos	st Payment Deta	ails					
1 112.1 29.5 10 2.36 153.96 SUCCESS	1 112.1 29.5 10 2.36 153.96 SUCCESS	1	Transaction Date	e Post Fee	Speed Post Fee	Envelope Charge	Business Post Charge	Total Amount	Status
				112.1	29.5	10	2.36	153.96	SUCCESS

Click on 'Download' to mark digital sign on the document.

HIGH COURT OF KERALA	
DOWNLOAD YOUR DIGITALLY SIGNED DOCUMENTS	
Action	
DOWNLOAD	
COURT OF	
E JAK	
marka walk	
×	

Click on 'Send to Post Office' button so that notice is despatched to the e-post dashboard for further processing.

Transaction Date	e Post Fee	Speed Post Fee	e Envelope	Charge	Business Post Charge		Total Amount	Status
	112.1	29.5	10		2.36		153.96	SUCCESS
		່ວ	Cancel 🗸 DIGITAL	LY SIGN SEND T	O POST OFFICE			
	Evolution 1							
M	Exhibit P2	192.168.1.	24 says			3		
	Exhibit P2(a)	Successfully	Signed			3		
	Exhibit.P3	,	5			2		
	Vakalatnama				( ок )	1		
	Case File							
				1				
e-Post F	ayment Details		-	-				
# Tran	saction Date	e Post Fee	Speed Post Fee	Envelope Charge	Business Post Charge		Total Amount	Status
1		112.1	29.5	10	2.30		153.96	SUCCESS
			Cancel	✓ DIGITALLY SIGN	SEND TO POST OFFICE			
					e			
			© 2019. Al Website Designed, De	l rights reserved to High veloped by High Level I	n Court of Kerala. T Cell,High Court of Kerala			

Sho Inte Nex Not Sho Cas

#### 6. REFUND REQUEST (E-FILER DASHBOARD)

E-filers can request for refund on a notice from their inbox until the notice is despatched from the Section Officer Dashboard.

Proce	ess Memo » Inbox							
Show 10	how 10 V entries Search:							
No*	E-PROCESS No 🗘	CASE No 🗘	Notice To	٠	Status	٥	\$	
1	ENOTICE-2024-000003	WP(C) 40859/2022 R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM , PIncode : 682025			PENDING AP	PROVAL	RAISE REFUND	
Showing 1	to 1 of 1 entries (filtered	from 10 total entries)				Pre	vious 1 Next	

The e-filer has to enter the reason for raising the refund request.

Home > processmemo			
Process Memo » Inbox			
Show 10 v entries		Search:	
No*         E-PROCESS No         CASE No         Notice To	¢	Status 🗘	\$
1 ENOTICE		PENDING APPROVAL	RAISE REFUND
Showing 1 to 1 of 1 e		Pre	vious 1 Next
Reason			
Reason for not to despatch			
Carkel SURMIT REFUND REQUEST			

🖀 Home > processmemo			
Process Memo » Indox			
Show 10 v entries		Sea	arch:
No*         E-PROCESS No         CASE No         Notice To	¢	Status	• •
1 ENOTICE-:		PENDING APPROV	AL RAISE REFUND
Showing 1 to 1 of 1 er e-Post Raise Refund			Previous 1 Next
Refund request raised successfully.			
	٠		

No *	E-PROCESS No \$	CASE No \$	Notice To ¢	Status 🗢	•
1	ENOTICE-2024-000003	WP(C) 40859/2022	R2-AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM , Pincode : 682025	REFUND RAISED	
howing 1	to 1 of 1 entries (filtered fro	m 10 total entries)		Previous 1	Next

7. APPROVAL OF REFUND REQUEST (SECTION OFFICER DASHBOARD)

Section officers can approve the refund request from their inbox. Once the Section Officer approves the refund request, the same is forwarded to the dashboard of the nodal office of e-Post for further processing.

Online Process Memo » For Notice Issue											
Show 10 🗸 entries Search: EN											
#	e-Process No 🗘	Filed On 🗘	Case 🗢	Court Fee	Party	\$	Status 🗘	Actions \$			
1	ENOTICE-2024- 000003	20-03-2024 11:03:03	WP(C) 40859/2022	Rs. 16 📰	R2 - AUTHORISED OFFICER PIRAMAL CAPITAL & HOUSING FINANCE LTD., 1ST FLOOR, KMM BUILDING, NEAR HOTEL RENAIAISSANCE, PALARIVATTOM, ERNAKULAM, PIRCODE : 682025		REFUND RAISED	APPROVE REFUND			
Showin	a 1 to 1 of 1 entries (fil	Itered from 10 total	entries)					Previous 1 Next			