

No. LD/Admin/419-20/2023

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR
Law, Justice, Parliamentary Affairs and Human Rights Department

'Muzaffarabad'

Dated: 14.04.2023

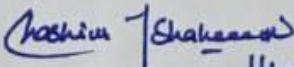
To

✓ **The Section Officer,**
Secretariat Information Technology,
Azad Govt. of the State of Jammu and Kashmir,
Muzaffarabad.

SUBJECT: **SRS Report Regarding Digitalization of Law Department.**

Sir,

With reference to your letter No.SIT/743-45/2023 dated 01.03.2023, I am directed to enclose herewith the vetted draft of Software Requirements Specification (SRS) report "Digitalization of Law Department" for further necessary action, please.

Encl:-16 Pages**duly signed and stamped by undersigned**
14-04-2023**(Kh. Hashim Shaheen)**

Section Officer (Vetting)

Ph. 921108

Cc.

1. The Director General AJ&K Information Technology Board.
2. Master Copy.

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Software Requirements Specification (SRS)

For

Digitization of Law, Justice, Parliamentary Affairs and Human Rights Department AJ&K

Version

1.1

Prepared

By

Nettech (Pvt) Ltd

____ April, 2023

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1.1 Purpose

The purpose of this project is to ease the daily routine work in Law Department AJ&K and provide the best possible solution to work in paperless environment. The entire file sharing and management related work will be handled very efficiently with this software. E-share and management will ease office work by doing file transfer online. This will help to save time and increase processing work. In E-Sharing files are shifted from one to another member online and after completion, concerned official will be able to download and save it for the purpose of record keeping. This will save the time and improve work efficiency.

1.2 Scope

There are five modules of this project:

- A. E-File Sharing
- B. Case Handling
- C. Human Resource
- D. Assets Management (Stationary & IT Equipment)
- E. Admin
- F. Koha Library



2. E-file Sharing

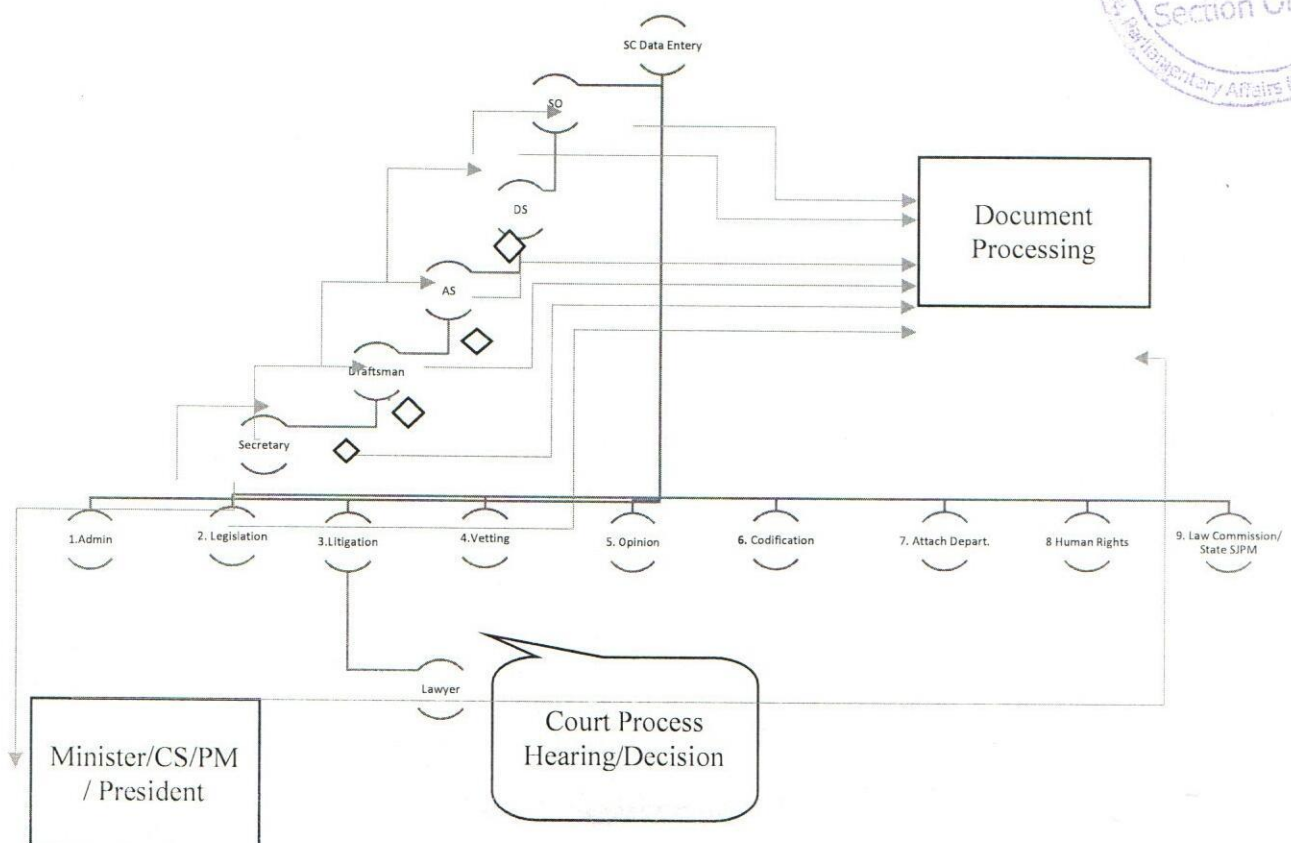
2.1 Overview

Currently manual paper system is used in Law Department of AJ&K and the purpose of new system is to make a paperless environment. The proposed system will allow users to use English as well as Urdu language/ keyboards layout.

Benefits of going paperless environment

- Saves Time. Time spent filing, organizing and searching for paper documents is time that could be spent on more productive tasks.
- Saves Space.
- Saves Money.
- Ease Transfer of Information.
- Promotes the Environment.
- Boosts Security.

Proposed System



- Forward the Letter, Draft, summary for approval where required (English/Urdi).
 - Able to Approve (with notes and signature/ Bio-metric verification optional and forward to next level).
 - See the Details Current/pending/approved files on his/her Dashboard.
 - Can track the file through File ID No./Date / subject.
- Deputy Secretary (DS)**
- Will be able to change the assigned section if not relevant.
 - Can upload/attach the relevant documents through Scanner.
 - Add the noting, received from Section Officer in the noting area (English/Urdi).
 - Create /edit the Letter, Draft, summary in parallel to noting, (English/Urdi language).
 - Forward the Letter, Draft, summary for approval where required (English/Urdi).
 - Can send back to Section Officer for comments /changes in the Drafting /noting area
 - Able to Approve (with notes and signature/ Bio-metric verification optional), and forward to next level
 - See the Details Current/pending/approved files on his/her or lower tier dashboard
 - Can Track the file through File ID No./Date wise/ Subject wise
- Additional Secretary (AS)**
- Will be able to change the assigned section, if not relevant.
 - Can upload/attach the relevant documents through Scanner.
 - Add the Draft received from Deputy Secretary in the noting area (English/Urdi).
 - Create /edit the Letter, Draft, summary in parallel to noting, (English/Urdi) keyboard should be enabling.



2.2.1 Main Roles:

Dispatcher/Receiver:

- Will receive the document manually and enter into the dispatch/ receive register.
- Forward the same to the relevant Officer or Section manually.
- Relevant officer forwards the same to the concerned section through proper channel manually.

Superintendent / Assistant / Section Clerk:

- Add or create the file.
- Assign the dispatch File No. and Case ID.
- Assign the section.
- Attach/scan the require files.
- Will be able to change the assigned section.
- Upload/attach the relevant documents through Scanner.
- Put up note/draft in the noting area (English /Urdu) or upload the scan noting.
- Able to forward to next level (with note and signature/ Bio-metric verification (optional).
- See the details current/pending/approved files on the dashboard.
- Can track the file through File ID No./date wise/ subject wise.

Section Officer (SO)

- Will be able to change the assigned section, if not relevant to his section.
- Can send back to Section Clerk with comments for changes in the Drafting / noting area or any other area.
- Can upload/attach the relevant documents through Scanner.
- Add the Draft/ notes in the noting area (English /Urdu) or upload the scan noting.
- Create /edit the Letter, Draft, summary parallel to noting (English



- Forward the Letter, Draft, summary for approval where required (English /Urdu)
- Accord approval or forward the Letter, Draft, summary for approval
- Can send back to Deputy Secretary for comments /changes in the Drafting / noting area
- Can edit the Letter, Draft, summary
- Able to Approve with notes and signature/ Bio-metric verification optional and forward to next level
- See the Details Current/pending/approved files in his or lower tier dashboard
- Can Track the file through File ID No./Date wise/ Subject wise

Draftsman

- Will be able to change the assigned section.
- Can upload/attach the relevant documents through Scanner
- Add his noting in noting area
- Can send back to Additional Secretary/Deputy Secretary for comments /changes in the Drafting / noting area.
- Create /edit the Letter, Draft, summary in parallel to noting, (English /Urdu) keyboard should be enabling.
- Forward the Letter, Draft, summary for approval where required (English /Urdu)
- Can send back to AS for comments in the noting area.
- Able to Approve with notes and signature/ Bio-metric verification optional and forward to next level
- See the Details Current/pending/approved files on the Dashboard.
- Can Track the file through File ID No./Date wise/ Subject wise

Secretary

- Can upload/attach the documents
- Add in noting area received from lower tier.
- Add the notes in the noting area.



- Can send back to lower tier for comments /changes in the Drafting / noting area.
- Create /edit the Letter, Draft, summary.
- Can forward the Letter, Draft, summary for approval.
- Able to Approve (with notes and signature/ Bio-metric verification optional) through system
- See the Details Current/pending/approved files on his or lower tier Dashboard.
- Can send to the Government for Approval, (Minister, Chief Secretary, and Prime minister).

Litigation Section:

Area of litigation section shall contain option for list of important cases which will be updated by the relevant counsel through mobile app. Lawyer of relevant case shall have option to comment or upload relevant documents through Scanning.

2.2 E-Sharing

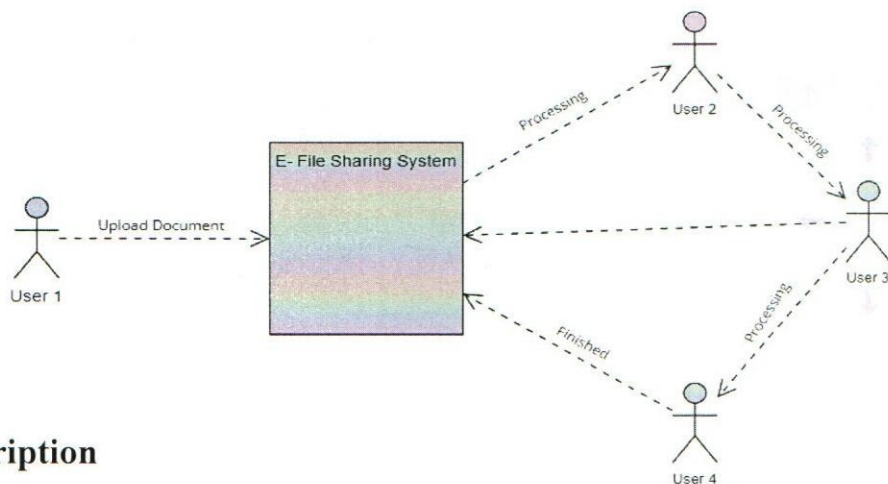
- E-Sharing is intended to provide a service to users to facilitate with the software with updated features. All of document sharing services are provided very efficiently which make the daily task smooth and make ease for user to perform all tasks. One of the important features in E-Sharing is E-File sharing system. This system provides users to upload and share document with any one of employee in the Law department. This feature help employee to share documents with each other without any hustle.

A context diagram that depicts that major external interfaces and user types is shown in Figure 1

Software Requirements Specification for E-file Sharing System

**Figure 1 - E-File Sharing System Context
Diagram**





2.3 Overall Description

2.4.1 System Interfaces.

- This section describes each system interface.

E-sharing system shall have interfaces with the following external system services:

- Maintains records of E-filing system. E-share is required to interface with the data store to populate it and to obtain user details including login information with other details.
- Maintains a data store of employee's information. E-sharing is required to interface with the data store to populate it and to obtain user details including login information while ultimately ensuring that all relevant data is recorded by this service.
- The E-sharing GUI to provide exact user details for the data store should be a primary focus of the user interface development. The GUI should accommodate the ability to be expanded of gathering of further data and expansion of the system.

2.4.2 User Interfaces.

E-sharing shall interface to the following classes of users:

- **System Administrator:** This class of user has special privileges with respect to control of employees accounts and system initialization.
- **Registered Employees:** This class of user is able to access non-administrative features of E-sharing. As a result of registration with



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E-share, the registered employees can access all the standard user functions.

2.4.3 Hardware and Software Operating Environment

E-share software shall operate on any Windows, OS2 and Unix based operating systems, 64Mbytes memory, 300MHz processor, and 30Mbytes free disk space.

2.4.4 Communications Interfaces.

E-share software online based approach shall operate over a Transmission Control Protocol/Internet Protocol (TCP/IP) based network.

2.4.5 Operations

After start-up and initialization, E-Share software shall normally operate in an unattended mode without a need for administrative user interaction.

2.4.6 Site Adaptation Requirements

- E-Share shall have no initialization sequences.
- E-Share shall have no features that must be modified to adapt E-Share to a particular installation.

2.4 User Characteristics

E-Share users and administrators are not expected or required to have significant technical expertise to operate E-Share. E-Share must accommodate English language users as a minimum with clear method to expansion and multilingual options on future releases.



3. Case Handling (Litigation)

3.1 Users

There will be three type of user involve in it.

Section Clerk

- Assign the Lawyer to the Department after taking the approval from SO.

- Upload the notification of relevant Lawyer & Department on User Portal
- Assign the Case to the Lawyers.

Section Officer

- Assign the Lawyer to the Department and Case.
- SO will be communicate with layer regarding the CASES and will follow them. Whenever SO will login to system, he/she will see the CASES update on the dashboard and can comment against the selected CASE, and able to see the history of CASE hearing.

Lawyer

- Lawyer will communicate with SO through system and will update the case status and upcoming hearing details via app which will be design by Nettech to connect the lawyer to send the data online/offline into the system.
- SMS and Email alert about cases Facility for Focal Persons/ Lawyers of the Concern Department.

4. Human Resource

Admin will be able to perform following actions for Human Resource

4.1 Account/User Management.

- Add Employee
- Name
- Date of Joining / Transfer
- Job Status (Permanent/ Ad-hoc/Temporary)
- Notes/Upload Document
- Assigned Section
- Signature
- Set password for portal (if require)
- Assign role (if require)
- Status (Active/Inactive)
- Date of Transfer out



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- 4.2 Leave Management
- Need to keep record of leaves
- Show the status how many employees on leave on a present date.
- Whenever leave will be approved an assigned person need to add the entry in system
- Leave date
- Leave days
- Leave type (P Leave, C leave, Maternity leave, ex-Pakistan leave, Study leave, Medical Leave
- Upload the approved leave copy/document.

4.2 Assets Management (Stationary & IT Equipment)

- Admin will be able to perform following action for Assets Management
- Add Item from the backend (like in stationary pen, paper etc. or in IT Equipment category Mouse, LCD etc.)
- Categories and Item will be manage able (Add/Edit/Delete) through admin panel
- Whenever item received assigned user will add inventory into system and after that will able to dispatch item from inventory to relevant section. And stock will be managed in back end.
- Generate the Demand from the System from section wise (Section Officer Level) and send for the approval to the Section Officer (Admin). After the approval the stationary, IT items tonner etc will be issued to the concern Section



4.2.1 Reporting Area

- List of files Section wise/ received, in process/Dispose of monthly/ yearly.
- List of File pending (reason).
- List of Cases section wise.
- List of total No. of cases assign/Dispose of / in process.

- List of cases by Lawyer Name:
- List of Employees.
- List of Today's Employees on Leave.
- List of Total Files /in process / Pending/ Dispose off Monthly / Yearly.
- Details of Items issued section wise.
- SMS and Email Alert report regarding Cases department wise/Lawyer.

5. Specific Requirements

External interface requirements

5.1 User interfaces.

- A registered user with basic computer knowledge shall be able to perform all available EShare tasks after 15 minutes of experience.
- A System administrator user with basic computer knowledge shall be able to perform all available E- Share tasks after 15 minutes of experience.
- E-Share shall accommodate users who are color blind.
- E-Share shall not accommodate users with sight impairment.
- E-Share shall operate in the English language, as a minimum.
- All error messages generated by E- Share shall indicate the specific cause of the error and action that can be taken by the user to resolve the error.



5.2 System features

- In system features the detailed requirements for E-Share, organized by primary system features. A feature is an externally desired service provided by E-SHARE that requires a sequence of inputs to affect the desired result.

5.3 System Access

- System Access provides capability for the user to create an account (i.e. register), login to that account.
- The unique identifier for each account shall be comprised of a user-login

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name.

- E-Share shall have a fixed login name by the System Administrator; however, password change option is available if required.
- During account creation, E-SHARE shall provide capability after his/her registration in HR which allows the user to input the user's choice for password.
- During account creation, E-Share shall require the Non-Registered user to input a confirmation of their chosen password.
- Each login username or email shall be unique within E-Share and data store.
- Upon Non-Registered user request for an existing login name, E-Share shall reject the duplicate login name request and provide the appropriate error message to the user.
- E-Share shall provide capability for any user to modify their current password after successful login.
- E-Share shall provide capability for the administrator user to modify registered users accounts after successful login.
- E-Share shall provide capability for any user to request a password reminder to be displayed with submission of their E-SHARE login name, without logging on to E-SHARE.
- E-Share shall provide capability for an administrator user to view all registered user's details.

5.4 E-file Sharing System

- E-Share a complete solution of file or document sharing system which includes
- All registered employees having their accounts which help them to monitor their performance and able to share documents with each other.
- File sharing system will minimize the time wastage and increase the productivity of the Law Department.
- Any user will able to upload a file and share it with any other user within office, the next user has right to share this document to further more



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employees and vice versa.

- All the users who have rights for viewing file can download it on any stage.

5.5 System Administration and Management

- System Management provides capability for the systems administrator to manage the registered user accounts and system details.
- E-Share shall provide a system administrator account with system administration capabilities.
- The system administrator shall be able to manage user accounts including the following:
- E-Share shall allow the system administrator to search for and find a particular user account.
- Initiate deletion of a user account including deletion of all related details stored on that user account.
- Able to view attendance report, salary report, award list and other HR services.
- Will create and assign departments to all employees.

6.1 Initialization and Shutdown

- Initialization starts E-Share for either the first time, initial load, or subsequent to a previous shutdown.
- Where deemed appropriate, E-Share shall install required software including pre-configured configuration files to prepare the system for an Initial Load.
- E-Share shall automatically run upon installation of the required software or on any subsequent insertion of the CD-ROM on the same system.



6.2 Software System Attributes

Reliability

- E-Share shall go through rigorous Testing phases to ensure premium reliability
- E-Share will continue to provide a reliable service only impeded by such external device sun reliability.

Availability

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- E-Share remains available continuously during all tasks.
 - E-Share shall accommodate multiple users on the system at a given time frame.

Security

- E-Share shall use a login-logout system which requires user information
- E-Share shall provide any secure socket layer (SSL) technology.

Maintainability

- E-Share software shall normally operate in an unattended mode without a need for administrative user interaction.
- Coding of E-Share shall have description headers and code body shall be clearly commented.

Portability

- E-Share shall operate on any Windows, OS2 and Unix based operating systems.
- E-Share shall require a web browser.

6.3 Data Store Requirements

This section defines the structure and inter-relationship used for persistent data storage.

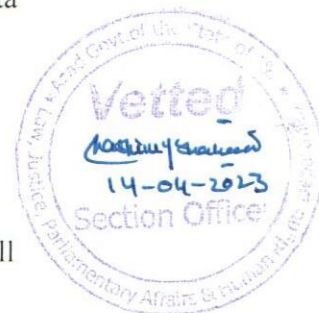
6.3.1 Data store.

- E-Share shall provide a persistent data store such as a relation database.
- Any Data store provided by E-Share shall be capable of holding all information required by E-Share
- It is envisaged to use multiple table capable of dividing data into subsets for minimum duplication.
- Data will be stored in the servers which is available on LAN network in Law Department.

6.3.2 Admin

Admin will have the following access:

- Admin will be able to Add/Edit/Delete portal users
- Will be able to Add/Edit/Delete Employee
- Control the Inventory Item
- Able to Add/Edit/Delete section.



7.1 Koha Library System

Client Requirement

As per client's request to have Koha as a library system, it will be install on the server can be configured by the NETTEC private limited. As it is a third party tool we cannot make any amendments but we do the customization according the demand of the Law department AJ&K.

7.2 Services.

After successful deployment of this Software to the Law Department AJ&K the software development Company *Nettech (Pvt) Limited*, will provide free of cost support and services to the Law Department for at least one year. The Company will bound to fix the bugs, which may be raised during the year.

THE END

