

# **THE GAUHATI HIGH COURT AT GUWAHATI**

(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

## **NOTIFICATION**

Dated- Guwahati, the 09<sup>th</sup> April, 2014

No.HC.VII-168/2013/**2155**/A ### Hon'ble the High Court has been pleased to direct the following System Administrators (SAs)-cum-CIS Trainers of Assam, Nagaland, Mizoram & Arunachal Pradesh to attend a two day Refresher Course Programme, as per the arrangement made below-

Sl. No.	State / Districts / Sub-Divisions	Name of trainees	Name of Master Trainer	Venue	Date of Training
<b>ASSAM &amp; ARUNACHAL PRADESH</b>					
1.	JORHAT	1. Sri Navacharan Jyoti Khound, LDA, O/o the District & Sessions Judge, Jorhat 2. Sri Joy Prakash Saikia, LDA, O/o the Chief Judicial Magistrate, Jorhat.	<b>Shri Utpal Kalita, LDA, O/o the District &amp; Sessions Judge, Sonitpur, Tezpur.</b>  <b>&amp;</b> <b>Shri Nilutpal Hazarika, LDA, O/o the Chief Judicial Magistrate, Golaghat</b>	<b>DISTRICT &amp; SESSIONS JUDGE'S COURT COMPLEX, TINSUKIA</b>	<b>03<sup>rd</sup> &amp; 04<sup>th</sup> May, 2014</b>
2.	MAJULI, JORHAT	Sri Hemanta Das, Copyist, O/o the SDJM(M), Majuli, Jorhat			
3.	SIVASAGAR	1. Sri Anjan Sarma, LDA, O/o the District & Sessions Judge, Sivasagar. 2. Sri Kailash Rajkonwar, LDA, O/o the Chief Judicial Magistrate, Sivasagar			
4.	SONARI, SIVASAGAR	Sri Biman Bordoloi, LDA, O/o the SDJM(M), Charaideo, Sonari			
5.	DIBRUGARH	1. Shri Uttam Hazarika 2. Shri Niten Chetia			
6.	TINSUKIA	1. Sri Suvarnagiri Borhazowal, LDA 2. Sri Bijoy Baruah, LDA			
7.	CHAPAKHOWA, SADIA, TINSUKIA	Sri Jayanta Pao, LDA			
8.	MARGHERITA, TINSUKIA	Sri Injat Nong Wakhet, LDA			
9.	LAKHIMPUR, NORTH LAKHIMPUR	1. Sri Dayananda Changmai, LDA, O/o the District & Sessions Judge, Lakhimpur, North Lakhimpur 2. Sri Bipul Saikia, LDA, O/o the Chief Judicial Magistrate, Lakhimpur, North Lakhimpur			
10.	DHAKUAKHAN A, LAKHIMPUR	Sri Anupam Das, LDA, O/o the SDJM(M),			

Sl. No.	State / Districts / Sub-Divisions	Name of trainees	Name of Master Trainer	Venue	Date of Training
		Dhakuakhana			
11.	DHEMAJI	1. Sri Kamal Ch. Das, LDA, O/o the Dist. & Sessions Judge, Dhemaji 2. Shri Chandra Saikia, LDA, O/o the CJM, Dhemaji.			
12.	JONAI, DHEMAJI	Sri Dipen Dutta, LDA, O/o the SDJM, Jonai			
13.	ARUNACHAL PRADESH	1. Shri Sidharth Ghosh, Stenographer Grade II, O/o the District & Sessions Judge, East Sessions Division, Tezu, Arunachal Pradesh 2. Shri Vikram Thapa, Stenographer Grade II, O/o the District & Sessions Judge, West Sessions Division, Yupia, Arunachal Pradesh			
14.	DHUBRI	1. Sri Jahangir Alom, LDA, O/o the Munsiff No. 1, Dhubri 2. Sri Dhiraj Barman, LDA, O/o the Munsiff No. 1, Dhubri 3. Sri Mantosh Prasad, LDA, O/o the Addl. District & Sessions Judge, Dhubri. 4. Sri Kartik Ch. Roy, LDA, O/o the Chief Judicial Magistrate, Dhubri	<b>Shri Dhrubajyoti Sarma, LDA, O/o the Chief Judicial Magistrate, Nagaon &amp; Shri Nilutpal Hazarika, LDA, O/o the Chief Judicial Magistrate, Golaghat.</b>	<b>DISTRICT &amp; SESSIONS JUDGE'S COURT COMPLEX, BONGAIGAO N</b>	<b>10<sup>th</sup> &amp; 11<sup>th</sup> May, 2014</b>
15.	KOKRAJHAR	1. Shri Kunja Bihari Roy, UDA, O/o the District & Sessions Judge, Kokrajhar 2. Shri Mukul Choudhury, LDA, O/o the District & Sessions Judge, Kokrajhar 3. Shri Sunjwafu Narzary, LDA, O/o the District & Sessions Judge, Kokrajhar 4. Shri Arup Nag, LDA, O/o the Chief Judicial Magistrate, Kokrajhar			
16.	GOSSAIGAON	Shri Ajit Kumar Brahma, UDA, O/o the SDJM(M), Gossaigaon			

Sl. No.	State / Districts / Sub-Divisions	Name of trainees	Name of Master Trainer	Venue	Date of Training
17.	BONGAIGAON	<ol style="list-style-type: none"> <li>1. Sri Nibaran Chandra Barman, LDA, O/o the District &amp; Sessions Judge, Bongaigaon.</li> <li>2. Sri Uday Das, LDA, O/o the Munsiff, North Salmara, Abhayapuri</li> <li>3. Sri Dhiman Adhikary, LDA, O/o the District &amp; Sessions Judge, Bongaigaon.</li> <li>4. Sri Purna Chandra Rabha, Copyist, O/o the Chief Judicial Magistrate, Bongaigaon.</li> </ol>			
18.	ABHAYAPURI	Sri Haren Chandra Ray, LDA, O/o the SDJM(M), North Salmara, Abhayapuri.			
19.	BIJNI	Sri Abhijit Medhi, Copyist, O/o the SDJM(M), Bijni			
20.	CACHAR, SILCHAR	<ol style="list-style-type: none"> <li>1. Smt. Pratima Deb, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>2. Smt. Swapna Chakraborty, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>3. Faruk Choudhury, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>4. Choudhury Hussain Ahmed, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>5. Anwar Hussain Mazumder, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>6. Pankaj Purkayastha, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> <li>7. Ramendra Kr. Singha, O/o the Dist. &amp; Sessions Judge, Cachar, Silchar</li> </ol>	<p><b>Shri Ashok Kumar Nath, Sheristadar, O/O the District &amp; Sessions Judge, East Sessions Division, Tezu, Arunachal Pradesh &amp;</b></p> <p><b>Shri Dhrubajyoti Sarma, LDA, O/o the Chief Judicial Magistrate, Nagaon</b></p>	<b>DISTRICT &amp; SESSIONS JUDGE'S COURT COMPLEX, CACHAR, SILCHAR</b>	<b>24<sup>th</sup> &amp; 25<sup>th</sup> May, 2014</b>
21.	KARIMGANJ	1. Samsul Alam Choudhury, U.D.A, O/o the District &			

Sl. No.	State / Districts / Sub-Divisions	Name of trainees	Name of Master Trainer	Venue	Date of Training
		Sessions Judge, Karimganj. 2. Joydeep Dey, Jr. Asstt., O/o the MACT, Karimganj. 3. Pankaj Das, U.D. Asstt., O/o the Chief Judicial Magistrate, Karimganj. 4. Rehan Ahmed, LDA, O/o the Chief Judicial Magistrate, Karimganj 5. Shri Partha Sarathi Das, LDA, O/o the District & Sessions Judge, Karimganj			
22.	HAILAKANDI	1. Sri Biraj Choudhury, Typist/Copyist, O/o the District & Sessions Judge, Hailakandi 2. Sri Abul Hassan Laskar, Typist / Copyist, O/o the District & Sessions Judge, Hailakandi 3. Sri Z.H. Mazumdar, LDA, O/o the Chief Judicial Magistrate, Hailakandi. 4. Sri Ratnadip Nath, Copyist, O/o the Chief Judicial Magistrate, Hailakandi.			
<b>NAGALAND</b>					
23.	DIMAPUR	1. Sri Hutovi Sema, Steno G-II, District Court, Dimapur 2. Smti Sharda, Computer Programmer, District Court, Dimapur	<b>Mr. Nilo Kheka S. Chishi, Bench Asstt., O/o the District &amp; Sessions Judge, Kohima, Nagaland.</b>  <b>&amp;</b> <b>Shri Nilutpal Hazarika, LDA, O/o the Chief Judicial Magistrate, Golaghat.</b>	DIMAPUR	<b>31<sup>ST</sup> May to 01<sup>ST</sup> June, 2014</b>
24.	KOHIMA	1. Smti Zutoli, Bench Asstt. 2. Smti. Kethokhrulu, UDA 3. Sri Yantso Tsope, LDA 4. Sri Thungdemo Yanthan, Computer Assistant, Registry of the Gauhati High Court, Kohima Bench			
25.	WOKHA	Sri Oren, LDA			
26.	MOKOKCHUN G	Sri Sentilong, Computer Asstt.			

Sl. No.	State / Districts / Sub-Divisions	Name of trainees	Name of Master Trainer	Venue	Date of Training
27.	ZUNHEBOTO	Smti. Nasapoli Khieya, LDA			
28.	TUENSANG	Sri Tongri Sangtam, UDA			
29.	MON	Sri Wanghen Chohwanlem, Steno-III			
30.	PEREN	Sri Peisile, LDA			
31.	LONGLENG	Smti. Imtinungla, LDA			
<b>MIZORAM</b>					
32.	AIZAWL	1. Lalrintluanga Ralte, Bench Clerk III 2. Lalawmpuia, Bench Clerk III 3. C.V. Lalawmpuia, Bench Clerk III 4. Lallawmkima, Bench Clerk III	<b>Mr. Nilo Kheka S. Chishi, Bench Asstt., O/o the District &amp; Sessions Judge, Kohima, Nagaland.</b>	<b>AIZAWL (NIC HALL)</b>	<b>28<sup>th</sup> &amp; 29<sup>th</sup> June, 2014</b>
33.	KOLASIB	Lalruatpuia, Bench Clerk III	&		
34.	CHAMPHAI	R. Lalnunpuia, Bench Clerk III	<b>Shri Utpal Kalita, LDA, O/o the District &amp; Sessions Judge, Sonitpur, Tezpur</b>		
35.	SERCHHIP	Lalhmingliana Hnamte, Bench Clerk III			
36.	MAMIT	H. Lalfakzuala, Bench Clerk III			
37.	LUNGLEI	1. Edenthari- Steno Grade III 2. Ngurdawli- Peshker 3. Mr. Daniel Lalramhluna, LDC, O/o the District & Sessions Judge, Lunglei, Mizoram			
38.	SAIHA	P.C. Lalnuntluangi- LDC			

The nominated participants are directed to attend their respective venue at 09:30 AM positively as per schedule.

The Master Trainers are to attend their respective venue, as per the schedule and impart training as per the course curriculum attached herewith.

*In respect of training to be held at Assam*, the District & Sessions Judges of Tinsukia, Bongaigaon & Cachar, Silchar are requested to make arrangement of Hall, adequate number of Computer Systems, Projector, Sound System, Extension Cords, Pen, Note Book, Breakfast, Tea / Snacks and working lunch etc. for the participants. Further, they are to supervise the entire training programme in their respective District.

The District & Sessions Judges of Jorhat, Sivasagar, Dibrugarh, Tinsukia, Lakhimpur, North Lakhimpur, Dhemaji, Dhubri, Kokrajhar, Bongaigaon, Cachar, Silchar, Karimganj, Hailakandi, Sonitpur, Tezpur, Golaghat & Nagaon are requested to ensure circulation of this Notification to the nominated participant(s) as well as the Master Trainers of his / her respective District.

The participating staff except the staff of Tinsukia, Bongaigaon & Cachar, Silchar will be entitled to TA & DA as admissible under the Rules which can be drawn from their respective establishments.

**The Joint Registrar, Gauhati High Court, Itanagar Bench is requested to ensure circulation of this Notification to the nominated participants as well as the Master Trainer of his State. He is further to inform them that they will be entitled to TA & DA as admissible under the rules which can be drawn from their respective establishments.**

*In respect of training to be held at Dimapur, Nagaland, the Registrar, Gauhati High Court, Kohima Bench is requested to make arrangement of Hall, adequate number of Computer Systems, Projector, Sound System, Extension Cords, Pen, Note Book, Breakfast, Tea / Snacks and working lunch etc. for the participants in coordination with the District & Sessions Judge, Dimapur. Further, he is requested to ensure circulation of this Notification to the nominated participant(s) as well as the Master Trainer.*

**The District & Sessions Judge, Dimapur is to supervise the entire training programme to be held at Dimapur.**

The participating staff except the staff from Dimapur will be entitled to TA & DA as admissible under the Rules which can be drawn from their respective establishments.

*In respect of training to be held at Aizawl, Mizoram, the Registrar, Gauhati High Court, Aizawl Bench is requested to make arrangement of Hall, adequate number of Computer Systems, Projector, Sound System, Extension Cords, Pen, Note Book, Breakfast, Tea / Snacks and working lunch etc. for the participants in coordination with the District & Sessions Judge, Aizawl. Further, he is requested to ensure circulation of this Notification to the nominated participant(s) as well as the Master Trainer.*

**The District & Sessions Judge, Aizawl is to supervise the entire training programme to be held at Aizawl.**

The participating staff except the staff from Aizawl will be entitled to TA & DA as admissible under the Rules which can be drawn from their respective establishments.

The participants have to arrange their own accommodation during the course of training.

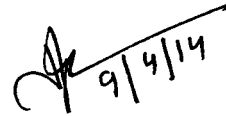
By order,  
Sd/- K.S. Pathak  
**JOINT REGISTRAR (PM & P) / CPC**

Memo NO. HC.VII-168/2013/2156 - 2178/A , Dated- 09.04.2014

Copy forwarded for information and necessary action to :-

1. Shri Talwant Singh, Member Judicial, E-Committee, Supreme Court of India.
2. Shri Ashok T. Ukrani, Member (Management & HR) E-Committee, Supreme Court of India.
3. The Registrar (Vigilance / Admn. / Judl.) Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. **The District & Sessions Judge, Jorhat / Sivasagar / Dibrugarh / Tinsukia / Lakhimpur, North Lakhimpur / Dhemaji / Dhubri / Kokrajhar / Bongaigaon /**

- Cachar, Silchar/ Karimganj / Hailakandi/ Sonitpur, Tezpur/ Golaghat / Nagaon.
6. **The Registrar, Gauhati High Court, Kohima Bench / Aizawl Bench. . He is requested to move the State Govt. for releasing the fund in this connection from the respective head of 13<sup>th</sup> Finance Commissions award.**
  7. **The District & Sessions Judge, Dimapur, Nagaland.**
  8. **The District & Sessions Judge, Aizawl, Mizoram.**
  9. **The Joint Registrar, Judl. / Recruitment / Vig. & Estt / Admn.-I., Gauhati High Court, Guwahati.**
  10. **The Joint Registrar, Gauhati High Court, Itanagar Bench, Naharlagun.**
  11. **The OSD-cum-Joint Director (Officiating), Judicial Academy, Assam.**
  12. **The Dy. Registrar (Finance), Gauhati High Court, Guwahati.**
  13. **Shri Sumitav Saikia, Technical Director, NIC, Assam State Centre.**
  14. **The System Analyst, Gauhati High Court, Guwahati. He is requested to upload the notification immediately in the official website of the Gauhati High Court, Guwahati.**
  15. **The Private Secretary to Hon'ble Mr. Justice Hrishikesh Roy, Gauhati High Court, Guwahati, for favour of His Lordship's kind information.**
  16. **The Private Secretary to Hon'ble Mr. Justice Ujjal Bhuyan, Gauhati High Court, Guwahati for favour of His Lordship's kind information.**
  17. **The C.A. to the Registrar General, Gauhati High Court, Guwahati.**
  18. **Shri Ashok Kumar Nath, Sheristadar, O/O the District & Sessions Judge, East Sessions Division, Tezu, Arunachal Pradesh**
  19. **Shri Utpal Kalita, LDA, O/o the District & Sessions Judge, Sonitpur, Tezpur.**
  20. **Shri Dhruvajyoti Sarma, LDA, O/o the Chief Judicial Magistrate, Nagaon**
  21. **Shri Nilutpal Hazarika, LDA, O/o the Chief Judicial Magistrate, Golaghat.**
  22. **Mr. Nilo Kheka S. Chishi, Bench Asstt., O/o the District & Sessions Judge, Kohima, Nagaland.**
  23. **Office File.**

 9/9/14

**JOINT REGISTRAR (PM & P) / CPC**

**E-Committee, Supreme Court of India**

**First Day Session wise Schedule for Two Day Refresher Course of System Administrator cum CIS Trainers  
on Case Information Software (CIS) – Unified National Core(UNC) CIS Version 1.0**

Session	Session Topics	Session Objectives
<b>I - LECTURE</b> <b>Concept of Establishment in CIS National Core version (10.00 to 11.30)</b>	<ul style="list-style-type: none"> <li>➤ Concept of Establishment in CIS and its benefits for litigants, lawyers and Court Staff</li> <li>➤ Method of deciding the establishment of a Court</li> <li>➤ Workflow of Filing → Objections (Scrutiny) → Registration → Allocation</li> <li>➤ Central Filing Centre and its importance in the concept of Establishment</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to quickly decide about correct establishment of a Court</li> <li>● Clarity about implementation of Central Filing Mechanism alongwith Establishment concept</li> <li>● Understanding distinction between Transfer &amp; Make Over (Allocation) of a case and its effect on case numbering</li> </ul>
<b>II - PRACTICAL</b> <b>Master &amp; User Creation in CIS UNC 1.0 (11.30 to 13.30)</b>	<ul style="list-style-type: none"> <li>➤ Installation of CIS at a new site</li> <li>➤ Upgradation of CIS to new version</li> <li>➤ Creation and updation of Local Masters.</li> <li>➤ User Creation</li> <li>➤ Master Tables of Case Type, Purpose (Stage), Nature of Case, Police Station etc.</li> <li>➤ Understanding case-type wise numbering pattern</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding the importance and implications of masters in CIS UNC 1.0</li> <li>● Understanding of all issues involved in making the CIS Installation work in a new setup</li> <li>● Case Numbering Discipline in CIS and its importance in Establishment</li> </ul>
<b>III - PRACTICAL</b> <b>CIS Functionalities for Central Filing Centre (14.00 to 16.00)</b>	<ul style="list-style-type: none"> <li>➤ Filing of cases</li> <li>➤ Scrutiny (Objections) of cases filed</li> <li>➤ Registration of Cases</li> <li>➤ Allocation of Registered Cases.</li> <li>➤ Central Filing Centre implementation in CIS</li> </ul>	<ul style="list-style-type: none"> <li>● CIS aspects involved in shifting from Court Room Filing/Registration to Central Filing Mechanism</li> <li>● Management of centrally unified numbering system for case type within the establishment</li> </ul>
<b>IV - PRACTICAL</b> <b>Functionalities of CIS UNC 1.0 for Court User (16.00 to 17.30)</b>	<ul style="list-style-type: none"> <li>➤ Undated Matters</li> <li>➤ Daily Proceedings</li> <li>➤ Updation of Disposal</li> <li>➤ Uploading Orders/Judgments.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to manage procedures in CIS for Court functions</li> <li>● Ability to upload daily orders &amp; judgments in CIS</li> </ul>
<b>17.30 -18.00</b>	<b>Question-Answer Session</b>	



**E-Committee, Supreme Court of India**

**Second Day Session wise Schedule for Two Day Refresher Course of System Administrator cum CIS Trainers  
on Case Information Software (CIS) – Unified National Core(UNC) CIS Version 1.0**

Session	Session Topics	Session Objectives
<b>I - PRACTICAL</b> Process Issuance Functionalities of CIS UNC 1.0 (10.00 to 11.30)	<ul style="list-style-type: none"> <li>➤ Causelist Generation</li> <li>➤ Setting up templates for Notice/Summons/Warrants locally</li> <li>➤ Generating Process (notice/summons/warrants) Reports in CIS (DJPMMS) &amp; Query for search</li> </ul>	<ul style="list-style-type: none"> <li>● Getting useful and meaningful reports from CIS</li> <li>● Issuing Court Process from the CIS</li> <li>● Searching for required information in CIS using different parameters</li> </ul>
<b>II - PRACTICAL</b> Transfer of Cases in CIS UNC 1.0 (11.30 to 13.30)	<ul style="list-style-type: none"> <li>➤ Committal of Cases</li> <li>➤ Transfer of Case within Establishment</li> <li>➤ Transfer of Case outside Establishment</li> <li>➤ Bulk-transfer of Cases</li> <li>➤ Effect of transfer on numbering of cases</li> </ul>	<ul style="list-style-type: none"> <li>● Clarity and expertise in transferring cases within &amp; outside establishment and its implication in numbering of cases</li> <li>● Understanding of Distinction between Making Over, Transfer and Committal of cases</li> </ul>
<b>III - PRACTICAL</b> Introduction to Ubuntu-Linux Server (14.00 to 16.00)	<ul style="list-style-type: none"> <li>➤ Ubuntu-Linux Server File System</li> <li>➤ User-Interface of Ubuntu-Linux</li> <li>➤ Working with Files and Folders in Ubuntu-Linux</li> <li>➤ Installing/using Printers etc. with Ubuntu-Linux</li> </ul>	<ul style="list-style-type: none"> <li>● SA-cum-CIS Trainer should be comfortable with Ubuntu-Linux environment and should be able to do the basic computing tasks using an Ubuntu-Linux system.</li> </ul>
<b>IV - PRACTICAL</b> Demonstration of eCourts Portal (16.00 to 17.30)	<ul style="list-style-type: none"> <li>➤ What is National Judicial Data Grid (NJDG)</li> <li>➤ eCourts National Portal – ecourts.gov.in</li> <li>➤ Services provides through ecourts.gov.in - Case Status, Causelists &amp; Orders/Judgments</li> <li>➤ District Court Websites</li> <li>➤ Learning Tools on eCourts Portal</li> <li>➤ CIS Manuals and Tutorial Videos</li> <li>➤ How to use Manual &amp; Tutorials (CBTs)</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to use all facilities of ecourts.gov.in</li> <li>● Searching case information in ecourts.gov.in</li> <li>● Understanding of importance of data uploading</li> <li>● Litigant centric service delivery through eCourts National Portal</li> <li>● Updating District Court websites</li> <li>● Using Computer Base Tutorials (CBTs)</li> </ul>
<b>17.30 -18.00</b>	<b>Question-Answer Session</b>	

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