

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated: Guwahati, the 18th of September, 2020

NO. HC.VII-167(Pt.-VIII)/2014/3298/A : The Hon'ble Gauhati High Court has been pleased to nominate the following District System Administrators (DSAs) to attend the online course on "e-Courts Services and CIS 3.2" scheduled to be held on 26-09-2020:

Sl. No.	Name of DSA	Designation & Posting
1	Bhaskar Jyoti Das	L.D.A., o/o, SDJM, Margherita, Tinsukia, Assam
2	Dennis Lalrinliana	Bench Clerk – III, Kolasib, Mizoram
3	Dipul Boro	L.D.A., Kokrajhar, Assam
4	H. Lalfakzuala	Bench Clerk – III, Mamit, Mizoram
5	N.G. Chihie	Bench Clerk – III, Saiha, Mizoram
6	Ranjit Kumar Boruah	Sheristadar, Papum Pare, Arunachal Pradesh
7	Sasanka Shekhar Chakraborty	Copyist, Udalguri, Assam
8	Ashok Kumar Nath	Sheristadar, o/o, District & Sessions Judge, East Sessions Division, Tezu, Arunachal Pradesh
9	Daniel Lalramhluna	Lower Division Clerk, o/o, District & Sessions Judge, Lunglei, Mizoram
10	Dhruba Jyoti Sarmah	L.D.A., Nagaon, Assam
11	Naba Kanta Sarma	U.D.A., o/o, Chief Judicial Magistrate, Kamrup (M), Guwahati, Assam
12	Nile Kheka S. Chishi	Bench Assistant, o/o, District & Sessions Judge, Kohima, Nagaland
13	Nilutpal Hazarika	L.D.A., Golaghat, Assam
14	Paratha Sarathi Das	L.D.A., Karimganj, Assam

Further, Sri Utpal Kalita, L.D.A., o/o, District & Sessions Judge, Sonitpur, Tezpur, has been nominated as Resource Person to impart the aforesaid training.

The nominated participants are directed to attend the aforesaid course accordingly as per the enclosed Training Schedule.

By order,
Sd/- R.A. Tapadar,
Registrar (Judicial),
Gauhati High Court, Guwahati

Memo No. HC.VII-167(Pt.-VIII)/2014/ 3299-3307/A, Dated 18-09-2020
Copy forwarded for information and necessary action to:

1. Smt. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India.
2. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl / Itanagar Permanent Bench, Naharlagun.
He/she is requested to inform the nominated participant(s) of his/her State accordingly.
3. The District & Sessions Judge, Tinsukia / Kokrajhar / Udalguri / Nagaon / Kamrup (M) / Golaghat / Karimganj.
He/She is requested to inform the nominated participant(s) of his/her District accordingly.
4. The District & Sessions Judge, Sonitpur.
She is requested to inform the nominated Resource Person accordingly.
5. The Joint Registrar (PM&P)-cum-CPC, Gauhati High Court, Guwahati
6. The P.S. to Hon'ble Mr. Justice N. Kotiswar Singh, Gauhati High Court, Guwahati, for his Lordship's kind information.
7. The Project Manager, Gauhati High Court, Guwahati.
He is requested to upload the Notification in the website of the Gauhati High Court immediately.
8. The nominated Resource Person and participants concerned.
The Resource Person is directed to submit the online training completion report which will be circulated at the end of the training.
The nominated participants are directed to submit the online feedback form which will be circulated at the end of the training programme.
9. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

(The list of Officers hereinabove is not necessarily in order of seniority)

R. A. Tapadal
18.09.20
REGISTRAR (JUDICIAL)

CIS 3.2 REFRESHER TRAINING SCHEDULE FOR STAFFS

S.No	Session	Subject
1	09.15 AM – 10.15 AM	<ul style="list-style-type: none"> ➤ OVERVIEW OF THE RECENT ADVANCEMENTS OF ECOURTS PROJECT <ul style="list-style-type: none"> ▪ Efiling ▪ Nstep ▪ Epayments. ▪ ICJS ▪ Others. ➤ NEED OF THE HOUR <ul style="list-style-type: none"> • Complete and accurate date entry in CIS. • Data health card statistics- a matter of concern. • To achieve more accuracy of CIS Data • Importance of Complete and accurate data entry. ➤ ROLE OF STAFF AS GAME CHANGERS OF CIS.
2.	10.15 AM – 11.30 AM	<p>UPDATED FEATURES OF CIS 3.2.</p> <ul style="list-style-type: none"> ➤ Delay Management menu <ul style="list-style-type: none"> ▪ Case wise delay. ▪ Bulk delay status. ▪ Delay dash board. ▪ Delay reason/closure. ➤ Appeal filing. <ul style="list-style-type: none"> • Vertical integration of lower court data. • Saves the data entry in appellate court. ➤ Pre trail <ul style="list-style-type: none"> • FIR • Remand • Bail • Release • Pre trail application. • Bail/remand orders. • Pre trial order uploading. • Summary /Charge sheet
	11.30 AM – 11.45 AM	TEA BREAK
4	11.45 AM – 01.00 PM	<ul style="list-style-type: none"> ➤ Efiling. <ul style="list-style-type: none"> • Efiling of case at efiling portal. • Advocate becoming a registered user. • Party in Person becoming a registered user. • Admin-Staff role at efiling portal. <ul style="list-style-type: none"> ▪ Approve the Registered user. ▪ Check and Approve the efiled. ▪ Send the case to CIS . • Efiling -consume data at CIS. • Scrutiny and Taking on file in CIS.
5	01.00 PM – 01.45 PM	LUNCH BREAK
6	01.45 PM – 03.00 PM	<ul style="list-style-type: none"> ➤ <u>Nstep:</u> <ul style="list-style-type: none"> • Process Generation • Generating auto summons. <ul style="list-style-type: none"> • Uploading /Publish summons • summon print and acknowledgment print. • List of summons • Process status monitoring • Warrant auto generation. <ul style="list-style-type: none"> • Generating arrest warrant.-steps. • Upload /publish option. • Warrant print and acknowledgment print. • Warrant status monitoring • Nstep app and service through process server.
7	03.00 PM – 03.15 PM	TEA BREAK
8	03.15 PM – 04.15 PM	<ul style="list-style-type: none"> ➤ Importance of Masters in CIS, ➤ Unification exercise, ➤ Mapping Police station and Act for ICJS, ➤ State Act Codification, ➤ Year end initialization
9	04.15 PM – 05.15 PM	Interaction and feedback.