

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

NOTIFICATION

Dated: Guwahati, the 26th of August, 2020

No. HC.VII-348/Pt.-I/2012/2981/A #### Hon'ble the High Court has been pleased to nominate Shri Utpal Kalita, LDA, office of the District & Sessions Judge, Sonitpur, Tezpur, to attend the online Training of Trainers programme for the District System Administrator (DSA) on the topic "e-Courts Services and CIS 3.2", scheduled to be held on Saturday, 29th August, 2020, as per the training scheduled enclosed.

By order,
Sd/- R.A. Tapadar

REGISTRAR (JUDICIAL)

Memo No. HC.VII-348/Pt.-I/2012/2982-2987/A, dated 26.08.2020

Copy forwarded to:

1. Smti R. Arulmozhiselvi, Member (Human Resources), e-Committee, Supreme Court of India, for information.
2. The District and Sessions Judge, Sonitpur, Tezpur. She is requested to inform Shri Utpal Kalita, LDA, for attending the online training programme as per schedule.
3. The Joint Registrar (PM & P)/CPC for information and necessary action.
4. The Private Secretary to Hon'ble Mr. Justice N. Kotiswar Singh, Gauhati High Court, Guwahati, for favour of kind information.
5. The Project Manager/Programmer, Gauhati High Court, Guwahati. He is requested to upload the Notification immediately in the official website of the Gauhati High Court, Guwahati.
6. Office file.

R. A. Tapadar
26.08.20

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"> ➤ Nstep: <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.