

No.1365 Spl./C.B.6

From

The Registrar General,  
Punjab & Haryana High Court,  
Chandigarh.

To

All the District & Sessions Judges,  
in the States of Punjab, Haryana & U.T. Chandigarh.

Dated, Chandigarh the 13.08.2014.

**Subject:- Instructions regarding uploading of complete & updated data on CIS, National Judicial Data Grid and High Court Server on daily basis.**

Sir,

I am directed to refer you on the subject cited above and to inform that this Court is closely monitoring the updation of data as available on CIS, NJDG, [www.ecourts.gov.in](http://www.ecourts.gov.in) and High Court server of all Sessions Divisions in the States of Punjab, Haryana & U.T. Chandigarh. In this ongoing exercise of scrutiny of content entered by all the District/Sub-Divisional Courts on CIS/NJDG, it has been noted that case details entered in the CIS by various Courts are not accurate and complete. Various fields like parties' names, addresses, nature of case, advocate's name and hearing details are missing. List of witnesses are also not available. Many cases otherwise listed before a court in the cause lists, do not appear in CIS. The cause lists are still not being generated from CIS and are fully/partly hand- written/manually typed. In many cases, next date of hearing and purpose of hearing is not entered in CIS thereby leading to a considerable number of 'undated cases'.

In this regard, it is again emphasized that all the cases pending in each court shall be entered in CIS with complete and accurate information. All cases listed on each day of hearing needs to be updated in respect of the following fields mandatorily:

1. Parties names, name of witnesses and their complete postal addresses with mobile numbers, if any;
2. Nature of case i.e. in criminal cases, the details of the FIR No, the date and the offences charged; whereas in civil cases brief description of the nature of the case, alongwith description of Act/Statute. It shall not be sufficient to mention that it is suit for injunction or declaration but it should be mentioned that suit pertains to say right of inheritance, or of title etc.;
3. Advocate's name with Mobile number and email ID, if any;
4. The purpose of next date of hearing must be entered along with next date.
5. Next date be entered daily (i.e. when case is fixed in court). If next date is not entered on daily basis it would reflect in undated cases on next day.

It is further emphasized that the court staff shall meticulously comply with the following instructions:

1. The judgment writers & stenographers should upload the daily orders and judgments on CIS as soon as the same are signed by Judicial Officers.
2. The data entered in CIS should be in line with figures disclosed in monthly reports.
3. Physical verification of files with CIS records be done regularly on quarterly basis and both must be in synchronization with each other.
4. Undated cases must be brought to ZERO.
5. Incremental updation of data on NJDG as well as High Court server shall be ensured on daily basis at 4:00 P.M. and thereafter at 7:00 P.M. by which time, entry of Case Status & Next Date of hearing in all cases in all courts on that day should be completed.
6. Data verification exercise shall be initiated in each Court by the Ahlmads or the Readers as the case may be, every day in respect of the cases listed on that day so that the entire data is updated in one cycle of the listing of cases.

It is further highlighted that updated record would facilitate generation of accurate Cause List from CIS as well as sending of SMS to Advocates and parties. Complete Names and addresses of the parties and the Witnesses shall facilitate generation of summons through CIS. It shall be the duty of Presiding Officers to ensure that no case is left undated in CIS. Accuracy and fullness of data in CIS is required to be verified in all cases in all Courts. The completeness or absence of data is subject to check through the available software.

You are, therefore, requested to use NJDG monitoring tool on regular basis for which username and password has already been conveyed. Appropriate action shall be initiated by the Judicial officers in case of non-compliance of these instructions by their staff. Court Managers shall be directed to monitor the staff for compliance of these instructions. You are further requested to ensure updation of data in CIS and circulate these instructions amongst the Judicial Officers and all the court officials posted in your Sessions Divisions for strict compliance.

Yours faithfully,

**Sd/-**

OSD (Computerization & U.T.)  
for Registrar General