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By E-mail only

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To,
The Principal Judge, City Civil Court, Ahmedabad.
The Principal District Judge, all District Courts.
The President, Industrial Court, Ahmedabad.
The Principal Judge, all Family Courts.
The Chief Metropolitan Magistrate, Ahmedabad.
The Chief Judge, Small Cause Court, Ahmedabad.

Subject: Directions of Honourable the Chief Justice to ensure Complete, Accurate, Regular and Efficient (CARE) data updation in the Case Information System (CIS)

Sir/Madam,

With reference to the subject noted above, this is to state that, in the SCMS War Room, the pendency statistics of the District Judiciary and the High Court are regularly monitored based on various parameters i.e. age of the cases, case types, nature of cases, stage (purpose) of the cases, act-section involved in the case, etc. Upon observing various reports of pendency of District Judiciary of the State, Honourable the Chief Justice has been pleased to pass the following directions to the Judicial Officers and the staff concerned of all the Courts to ensure Complete, Accurate, Regular and Efficient (**CARE**) data updation in the CIS:

- a. **Complete, Accurate, Regular and Efficient (CARE) data updation in the CIS must be given utmost importance and priority by all the Judicial Officers and the officers/staff concerned.**
- b. **Henceforth, whenever a matter is listed, all the pending CARE data entry of the case be done without fail by the staff of the concerned Court; including (but not limited to) the following details:**
 - i. **Nature of the Case for the particular Case Type**
 - ii. **All the Acts-Sections involved in the case**

- iii. **Correct & exact stage (purpose) of the case for next listing of the case**
 - iv. **Complete FIR Details in all Police cases**
 - v. **Latest status of Under Trial Prisoners in the UTP matters**
 - vi. **Status of Stay in the matter stayed by any of the Superior Courts**
 - vii. **Next date of the case with accurate description of the proceedings of the day**
 - viii. **If the matter is disposed of on that day, order/judgment uploading with actual and accurate disposal type**
 - ix. **If the matter is adjourned, 'Delay Reason' in all matters which are more than 2 years old**
- c. **All the Principal District Judicial Officers should impress upon all concerned that, henceforth, a matter if listed but is found to lack CARE data updation by end of the day, the Court staff concerned shall be held responsible for the same. List of CIS usernames for the Court Staff must be as per the instructions already issued and should be shared by the Court establishments with the IT Cell of the High Court in soft copy from time to time.**
- d. **In all fresh cases being registered, the CARE data entry of Case Nature, Act-Section, FIR Details, stage for first listing must be updated by the Central Filing Centre (CFC) before allocation to the concerned Court. Concerned officer/staff of the CFC dealing with matter be made responsible for CARE data updating upto the stage of registration and allocation.**
- e. **All the Principal District Judicial Officers must, on a daily basis, check the reports on District Judicial Data Grid (DJDG) for monitoring the deficiency in the aforesaid CARE data updation and for analysis of the arrears.**
- f. **All the Judicial Officers must ensure uploading of all orders/judgments of the cases disposed of by the Judicial Officers during their tenure at the present station, without fail. For all non-uploading of Orders/Judgements,**

the concerned Judicial Officer and his/her assisting Stenographer at the relevant time, shall be held responsible.

- g. All the Principal Judicial Officers should scrupulously ensure that no cases unduly remain unattended without allocation to a Judicial Officer i.e. in a vacant Court without a Judicial Officer, in any CIS invalid Court (0, -1, -2) etc.
- h. Wherever, the Court Manager is posted, he/she must ensure the CARE data entry in all cases and submit weekly reports of compliance & non-compliance of CARE data entry to the Principal District Judicial Officer. Where the Court Manager is not posted, this task be assigned to the appropriate Officer by the concerned Principal District Judicial Officer.
- i. The Branches of the High Court Registry and all the Court Establishments of the District Judiciary must give utmost preference to making use of the data which is updated in the CIS, rather than resorting to manual collection and compilation of data.

It is requested to your goodself to ensure most scrupulous compliance of the aforesaid directions of Hon'ble the Chief Justice for **Complete, Accurate, Regular and Efficient (CARE) data updation in the CIS** and report compliance thereof to the High Court at the earliest.

Sincerely,

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REGISTRAR GENERAL