

HIGH COURT OF ORISSA: CUTTACK

Letter No. OHC-COMP-CIS-0003-2026- 11492 (30)/Dated:29.07.2026

From

Soumya Sourav,
Central Project Coordinator

To

The District Judge (All)

Sub: Mandatory inclusion of Case Number Record (CNR) Number on Digital and Certified Copies of Orders and Judgments – "One Case One Data" Initiative.

Respected Madam/ Sir,

I am directed to invite your kind attention to the communication dated 02.06.2026 received from the Hon'ble Supreme Court of India (enclosed), regarding implementation of "One Case One Data" initiative launched by Hon'ble the Chief Justice of India.

The initiative aims to establish an integrated case-management ecosystem across the Indian judiciary by eliminating errors arising from repetitive manual data entry as cases move from the District Courts and High Courts to the Hon'ble Supreme Court of India. To facilitate this, a new module has been implemented in the Integrated Case Management Information System (ICMIS) of the Hon'ble Supreme Court, enabling automatic retrieval of case-related information from the digital repositories of the High Courts and District Courts. The CNR Number of the challenged matter serves as the key trigger for such retrieval.

You are, therefore, requested to kindly take necessary steps to ensure that, henceforth, the CNR Number of every case is prominently reflected - preferably in the heading area - on all orders and judgments (available on NJDG) as well as on the certified copies.

You are further requested to circulate these instructions among all Judicial Officers and concerned staff under your control for strict compliance. Adoption of this practice will facilitate seamless retrieval of case-related information by the Hon'ble Supreme Court and strengthen the "One Case One Data" initiative.

The matter may kindly be accorded top priority.

Encls: As above

Yours faithfully,


Central Project Coordinator

Sir/Madam,

A new module, implemented in this Hon'ble Court's Case Management software (ICMIS), enables electronic fetching of case-related information from the digital case-data repositories of High Courts and/or District Courts, thereby avoiding errors which otherwise get introduced during manual data-entry process. The entry of CNR number of the challenged matter is a key trigger point for this automatic retrieval. Accordingly, cooperation of the High Courts is solicited to ensure that the CNR number for every matter is duly reflected in their orders and judgments.



You are therefore requested to take appropriate steps so that, henceforth, the CNR number of each matter (whether in the High Court or in a District/Taluka Court) is reflected conspicuously - preferably in heading area - on the digital copies of orders and judgments (which are available on the NJDG) as well as on the certified copies. Wherever applicable, standardized templates (as per the enclosed manual) be used in the CIS to generate orders/judgments with CNRs. Adopting such practice will aid the Registry to smoothly and reliably fetch case-related information from earlier-courts using the new module, and accordingly, will immensely strengthen the One Case One Data initiative.

With regards,

Bharat
(Bharat Parashar)

To,

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Orders and Judgments

Case Information System (CIS)

May 2026

eCommittee, Supreme Court of India

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The Orders and Judgment facility in the Case Information System (CIS) facilitate courts to digitally generate, store, and publish judicial orders and judgments. It offers **standardized templates** for drafting orders and judgments. These facilities help reduces manual errors and ensures timely availability of judicial decisions for both court users and the public.

- Download templates – individual or in bulk
- Upload orders and judgements - individual or in bulk
- View Reports

1.1.1.1 Download template

Templates are provided in CIS to generate orders and judgements. Standard case information required for drafting orders and judgments — such as **cause title, advocates representing the parties, date of filing, the presiding judge's name with designation, CNR, registration date, QR code etc.** — is **automatically populated** through the selected case template. The system generates these details seamlessly, reducing manual entry and ensuring accuracy. The downloaded templates are provided in an **editable format (.odt files)**, allowing authorized users to make necessary modifications before finalization and digital signing.

- Navigation: [Court Proceedings](#) > [Orders and Judgment](#) > [Orders and Judgment Template](#)

CIS provides 14 standardized templates for the generation of orders and judgments.

[illegible]

1.1.2 Bulk template download

Templates can be downloaded in bulk i.e. templates for multiple cases are downloaded simultaneously.

Select template required for the required cases and click on 'Generate Template' button.

A folder containing all the orders and judgments will be available for download. Click on 'Order Judgments' button to download the folder. Folder is downloaded in '.tar.gz' format.

Navigation: [Court Proceedings](#) > [Orders and Judgment](#) > [Bulk Templates](#)

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Bulk Templates

☒ Civil ☐ Criminal

Sr. No.	Case No.	Party Name	Type of Order
1	☒ Civil MA./53/2018(Main case)	X0000000000000000 VxX000000000000000	Ex parte Judgment template ▾

[Generate Template](#)
[Order Judgements](#)

1.2 Order Judgement Uploading

The form is used for uploading the order pdf, generated after editing the .odt template file.

- Select the case and upload the pdf file. File name is displayed after uploading. Uploaded pdf can be reviewed by clicking the 'Preview' link
- Select the 'Order Date' and 'Type of Order'. If order is in local language, select the corresponding checkbox. If the order is final order/judgment, select the corresponding checkbox.
- Click on Upload button, success message will be displayed.

Civil/Criminal Order

☒ Civil ☐ Criminal *Case No.: Civil M.A./53/2018

Old IA: ()

Petitioner: XXXXXXXXXXXXXXXXXXXXXXXX

Respondent: XXXXXXXXXXXXXXXXXXXXXXXX

Disposal Date: 14-07-2025

*Upload: [Choose File](#) _250310022019471.pdf [Preview](#)

0%

*Order Date: 14-07-2025

*Type of Order: Charge-22

Order in Local Language: ☐

Final Order / Judgment: ☐

☒ The order/judgment uploaded above are verified and correct. The same can be published on the website

[Upload](#)

Civil/Criminal Order

[Addition successful](#)

☒ Civil ☐ Criminal *Case No.: Select

Old IA: ()

*Upload: [Choose File](#) No file chosen

100% [Files uploaded successfully](#)

*Order Date: 14-07-2025

*Type of Order: Select

Order in Local Language: ☐

Final Order / Judgment: ☐

☐ The order/judgment uploaded above are verified and correct. The same can be published on the website

[Upload](#)

1.3 Reports

1.3.1 Judgement/ Final Order Not Uploaded Report

The report lists the cases for which orders are pending for uploading. User can also view the report for uploaded orders by selecting corresponding radio button. Report can be downloaded in PDF, Excel and CSV formats.

Judgment/Final Order Not Uploaded Report

☒ Order Not Uploaded ☐ Order Uploaded

*Court No.: 1-SHRI GIRISH R. AG

*From Date: 01-01-2025 *To Date: 14-07-2025 [Go](#)

DISTRICT AND SESSIONS COURT XXXXXXXXXXXXXXXX
Principal District and Sessions Judge, XXXXXXXX
SHRI XXXXXXXXXXXXXXXX

From Date: 01-01-2025 To Date: 14-07-2025
Order Not Uploaded

Search:

[pdf](#) [Excel](#) [CSV](#)

S.No.	Case No.	Petitioner Name	Respondent Name	Date of Decision
1	Civil M.A./277/2018	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	10-07-2025
2	Spl Case MSEB/94/2018	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	10-07-2025
3	Spl Case MSEB/691/2018	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	10-07-2025
4	Spl Case MSEB/327/2019	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	10-07-2025
5	Spl Case MSEB/340/2019	XXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX	10-07-2025

Showing 1 to 5 of 5 entries

Previous **1** Next

1.3.2 Uploaded and Not Uploaded Count

It displays counts for orders that are pending upload and those that have been uploaded.



