Ravinder Dudeja
D.H.J.S
Director (Academics) /
Chairperson (Officiating)

CS-875
12/10/2020

ज्ञान दर्शन और चरित्र
Delhi Judicial Academy

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DJA/Acd./Trg./CIS 3.2/1376/2020/ 4102

08th October, 2020

To

1. Sh. Girish Kathpalia, Principal District & Sessions Judge, HQs, Central, THC
2. Ms. Sujata Kohli, Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue
3. Ms. Poonam A. Bamba, Principal District & Sessions Judge, South, Saket
4. Sh. Deepak Jagotra, Principal District & Sessions Judge, East, KKD
5. Sh. Narottam Kaushal, Principal District & Sessions Judge, South-West, Dwarka
6. Sh. Yashwant Kumar, Principal District & Sessions Judge, Shahdara, KKD
7. Ms. Neena Bansal Krishna, Principal District & Sessions Judge, South-East, Saket
8. Sh. Dharmesh Sharma, Principal District & Sessions Judge, West, THC
9. Sh. Dinesh Kr. Sharma, Principal District & Sessions Judge, New Delhi, PHC
10. Sh. Suresh Kr. Gupta, Principal District & Sessions Judge, North-West, Rohini
11. Ms. Swaran Kanta Sharma, Principal District & Sessions Judge, North, Rohini
12. Dr. Sudhir Kumar Jain, Principal District & Sessions Judge, North-East, KKD

Sub: **Training Programme for the Judicial Officers on CIS 3.2**

Respected Sir/Madam,

As per the approved Training Calendar of 2020 Training Programme on CIS for all the Judicial Officers is required to be conducted in all the District Courts.

A module of training programme on CIS has been received from Sh. Virender Kr. Bansal, Chairman, Centralized Computerization Committee, Tis Hazari Courts which is enclosed as Annexure-'A'.

Ld. OIC (Computer)
Ld. OIC (Judl.)

May I request you to arrange for four hours virtual Training Programme on CIS 3.2 as per Annexure-A for all the Judicial Officers at respective Court Complexes. Such programme is to be conducted during the year 2020 itself.

PDJJ (SHD)
12/10/2020

The details about the proposed dates of Training Programme and the names of Resource Persons be sent to us for our record.

Thanking you,

Yours faithfully,

(Ravinder Dudeja)

Encl: As above

DJA/Acd./Trg./CIS 3.2/1376/2020/
Copy to:
The Hon'ble Chairperson, Judicial Education & Training Programme Committee, High Court of Delhi, New Delhi for information ***(through e-mail)***

(Ravinder Dudeja)

Annexure- 'A'

Module for two days' Training Programme on CIS 3.2 (in the year 2020)

Description	Day	Duration
Session – I **Establishment in NC CIS** ✓ Concept of Establishment ✓ Benefits of establishment for Litigant, Lawyer and Court Staff ✓ Method of deciding the establishment ✓ Establishment Code, CNR ✓ Calendar, Kiosk **Masters** ✓ Creation of Master ✓ Importance of Masters ✓ Mapping of Police Station and Acts for ICJS ✓ Unification ✓ Judge period master **e-Filing (CIS)** ✓ E-Filing Dashboard ✓ Consume ✓ Verify ✓ Allocation ✓ View E- file	**First**	**1 Hr.**
Session - II **CIS Flow** ✓ Filing ✓ Allocation / Random Allocation ✓ Objections / Scrutiny ✓ Registration **Case Proceedings** ✓ Daily Case Proceedings ✓ Disposal ✓ Uploading Daily Orders / Judgments ✓ Restore ✓ Taken on Board ✓ Order / Judgment templates **Summon / Notices** ✓ Process Generation (Civil / Criminal) ✓ Generating Auto Summons ✓ Print / Publish Process ✓ Status of Process ✓ Concept of NSTEP	**First**	**1 Hr.**

Session – III **Transfer of a Case** ✓ Within establishment transfer ✓ Transfer of a case in other establishment ✓ Bulk Transfer ✓ Query Builder **Delay Reason** ✓ Case Wise Delay ✓ Bulk Delay status ✓ Delay Dash Board ✓ Delay reason / Closure ✓ Data Health Card, Balance Sheet, Cause List **Importance of Complete and Accurate Data Entry** **Avoiding undated cases – Tips**	**Second**	**1 Hr.**
Session – IV **Interoperable Criminal Justice System** ✓ Concept of ICJS ✓ Dashboard ✓ ICJS Configuration ✓ Year end initialization **ICJS Flow** ✓ Consume FIR ✓ Consume Charge sheet ✓ Reconsume FIR / Charge Sheet ✓ Verify FIR / Charge Sheet ✓ View E-Charge Sheet ✓ Allocation ✓ Registration **Pre Trial Module** ✓ FIR Register ✓ Remand ✓ Bail ✓ Bail order uploading ✓ Entry of Date of Arrest and Release	**Second**	**1 Hr.**