

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

CIRCULAR

Roc.No.174/2022-CPS

DATED 11.11.2022

As directed in CrI.P.Nos.2608, 2656 and 4450 of 2014, dated 11.11.2022 by the Hon'ble the Chief Justice, High Court of Andhra Pradesh at Amaravati, all the Unit Heads are directed to instruct all the Subordinate Courts in their unit to make entries of all the cases in CIS Software properly and diligently. If any such failure in making entries in the CIS Software is found in any case, the Principal District Judge concerned will be held responsible and the High Court of Andhra Pradesh, Amaravati may direct disciplinary action against the Principal District Judge concerned for such failure.

All the Principal District Judges in the State are directed to communicate the copy of this circular to all the Judicial Officers working in their unit for scrupulously following the directions. Any deviation in this regard will be viewed seriously.

The receipt of this Circular may be acknowledged.

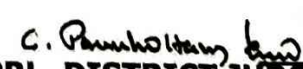

REGISTRAR (IT-CUM-CPC)

To

1. The Pr. Pvt. Secretary to the HCJ (for favour of information)
2. All the Personal Secretaries to the Registrars
(with a request to place the same before the Registrars for kind perusal)
3. All the Principal District Judges, State of Andhra Pradesh.
4. The Joint Registrar, Computer Section, High Court of A.P.
5. The Section Officer, Computer Section, High Court of A.P.
6. One Spare copy.

PRL. DISTRICT COURT : WEST GODAVARI : ELURU DATED : 12.11.2022.

Copy communicated to all the Judicial Officers in the Unit with a direction to make entries of all the cases in CIS software properly and diligently.


PRL. DISTRICT JUDGE,
W.G., ELURU.

Dis.No. 5903
Dated : 12.11.2022.

PRL. DISTRICT COURT : WEST GODAVARI : ELURU : DT. 02.01.2024

Hon'ble High Court's Circular Roc.No.174/2022-CPS dated 11.11.2022 communicated by Principal District Court in Dis. No. 5903 dated 12.11.2022 together with instructions of Principal District Court, W.G., Eluru in Dis.No. 5960, dt. 16.11.2022 and 6979, dt. 31.12.2022 are herewith re-communicated, with a direction to follow the Circular instructions of the Hon'ble High Court and Principal District Court, W.G., Eluru scrupulously.

C. Purnimashan
PRL. DISTRICT JUDGE,
W.G., ELURU.

To :

All the Judicial Officers working in the Unit of West Godavari.

Copy to:

The Superintendent (P.Tr), Bench Section, Accounts Section, Computer Section, Central Nazarath & O.P.Cell, Principal District Court, Eluru.

The Incharge System Officer, eCourts project, Principal District Court, Eluru is directed to send **emails** to all the Courts and Officers.

DIS NO. 7

DATE 2-1-2024



PRINCIPAL DISTRICT COURT

DATE: 16.11.2022.

eCourts/OPCELL

INSTRUCTIONS

Sub: Courts – Principal District Court – Case Information System 3.2 (CIS 3.2) Software – Data entry of all cases in CIS software properly and diligently – Standard Operating Procedure – Issued – Regarding.

- Ref:**
1. Principal District Court's Circular in Dis.No. 5784 dated 05.11.2022.
 2. High Court's Circular in ROC.No.174/2022-CPS, dated 11.11.2022.
 3. District Court's endorsement in Dis.No.5903, dated 12.11.2022.

In continuation to this Court's Circular 1st cited above and In the light of the directions of the Hon'ble High Court under reference 2nd cited above, further operating Procedure in making data entry of all cases in Case Information System 3.2 for the Trial Courts in the Unit of West Godavari, are hereby issued.

1. All the Judicial Officers are hereby directed to instruct the concerned Data Entry Operators to enter the details of cases i.e., Suits, Appeals, Criminal Appeals, Sessions Cases, Calendar Cases and all kinds of cases.
2. All are directed (Civil/ Criminal) to enter new Interlocutory Applications in the CIS software. The concerned are directed to enter I.A / CrI.M.P. Numbers in CIS software in I.A/ CrI.M.P. filing module.
3. All the Judicial Officers are directed to instruct the concerned to enter the I.As which are pending for delay condonation, delay in representation, Order 9 Rule 13 CPC, Order 9 Rule 7 CPC, CrI.M.P (bails), Transfer CrI.M.Ps and any other miscellaneous applications including CrI.M.P given after disposal of DVC of Maintenance Cases, CrI.M.P given after disposal of MC cases for execution.
4. All the Judicial Officers are hereby instructed to update the data regularly for main cases as well as I.A/ CrI.M.P.s, without fail. Officers are instructed to mention the I.A. or CrI.M.P. status on the main docket, so that, if any CIS data is verified, the status of the said I.A. or CrI.M.P. case would be reflected.
5. In CIS Software, for a given case (Civil or Criminal) number starts from one (1) and it is followed by two (2), three (3) in seriatim in

the said case. For each and every case, it happens to be 1, 2, 3 etc., In I.A Register, Irrespective of cases number in seriatim, generally we mention the number as I.A.No.121/2022 in O.S.No.1/2022. Hence, I.A or CrI.M.P number given in CIS should be kept in bracket besides I.A. Number given as per I.A register. For example I.A.No.121/2022 (CIS I.A.No.1/2022).

6. All the Judicial Officers are hereby instructed to see that no undated cases are pending. In case any technical fault such as BSNL leased line problems, Server problems and if data could not be uploaded to NJDG for any other reasons, they shall immediately address to the Principal District Court, which would be communicated to Hon'ble High Court and further the said Court shall send their Cause List and A-Diary to the District Court through e-mail so as to upload the same in the District Court website.
7. The concerned Nodal Officers of the Court Complex and Data Entry Operators as per list are responsible. Judicial Officers shall closely monitor the process.
8. Any undated cases shall be considered seriously calling for report from the concerned.
9. All the Judicial Officers are hereby directed to instruct the concerned to enter the Charge Sheets list, Copy Applications pendency list and NBWs in Google sheets on daily basis without fail.
10. The Bench Clerks are hereby directed to furnish proper data to the data entry operators.
11. All the Judicial Officers are hereby directed to instruct the concerned to upload the Judgments wherever unloaded Judgments are pending.
12. All the Administrative Officers, Superintendents, incharge Superintendents are directed to monitor the above subject and if any short fall, the same shall be placed before the Presiding Officer for further instructions.

C. Ramesh Kumar
PRL. DISTRICT JUDGE,
W.G., ELURU.

Encl:

- 1) List of Nodal Officers in the Unit of West Godavari.
- 2) List of Data entry operators.

To

1. All the Judicial Officers working in the Unit of West Godavari.
2. The System Incharge (eCourts), District Court, Eluru, is hereby directed to place the same in the web site of District Court and send emails to the Officers.

Dis No: 5960
Date: 16/11/22



PRINCIPAL DISTRICT COURT
eCourts

WEST GODAVARI, ELURU
Dated : 31.12.2022.

INSTRUCTIONS

Sub: District Judiciary - Principal District Court - Case Information System 3.2 (CIS 3.2) Software - Data entry of all cases in CIS software properly and diligently - Instructions - Issued - Regarding.

Ref : 1. Principal District Court's Circular in Dis.No.5784, dated 05.11.2022.

2. Hon'ble High Court's Circular in ROC No.174/2022-CPS, dated 11.11.2022.

3. District Court's endorsement in Dis.No.5903, dated 12.11.2022.

4. District Court's instructions in Dis.No.5960, dated 16.11.2022.

In reference to the Circulars of Hon'ble High Court and in continuation of the instructions of District Court, it is hereby instructed to all the Judicial Officers and the concerned staff to make entries of all the cases in CIS Software properly and diligently without fail.

(i) From the onset of new Calendar Year, all the Courts shall proceed in making entries of CC, OS, SC, EP (Civil and Criminal) including I.As/Crl.M.Ps (needless to say bail applications) in CIS Software only.

(ii) The System generated numbers in I.As/Crl.M.Ps are to be considered for each case

Ex : O.S.No.1/2023 - I.A.Nos.1/2023, 2/2023, 3/2023 etc.,

Ex : S.C/C.C.No.1/2023 - Crl.M.P.Nos.1/2023, 2/2023 etc.,

System will generate I.As/Crl.M.Ps numbers by itself for each case.

(iii) I.A.s/Crl.M.Ps numbers generated by System shall be maintained in the register.

(iv) Pre 2023, all the manual numbers of I.As/Crl.M.Ps shall be continued corresponding with CIS number generated already.

(v) From 2023 onwards, all the Suits, CCs, SCs, EPs etc., and I.As/Crl.M.Ps shall be invariably system generated only. The System generated I.A numbers and Crl.M.P numbers shall be maintained in the Register.

- (vi) The previous year I.As/Crl.M.Ps would be in continuation in parallel with system generated numbers. In pending cases, new I.As/Crl.M.Ps from the New Year shall be invariably through CIS Software only.
- (vii) If in the month of December, 2022 any I.A/Crl.M.P were registered in CIS Software has given I.A/Crl.M.P number as 1/2022 and in the new year in the same case CIS number if generated as 1/2023 do not be confused as 1/2022.
- (viii) Bail applications shall also be entered in CIS Software and the System generated number shall prevail.
- (ix) All orders in Criminal Cases i.e., bail orders or judgments shall be communicated to the learned counsels on record, concerned SHOs. If the Accused is in remand or undergoing sentence to be communicated to the concerned Jail authorities.
- (x) The Data Entry Operators are directed to make entries of e-mails of SHOs (which are enclosed herewith) of their respective Unit in CIS data including contact numbers of learned counsels, e-mails so that all bail orders/judgments in Criminal cases be sent to the concerned and in Civil matters copies of judgments/orders to be communicated to the learned counsels on record and to parties if e-mail IDs are provided.
- (xi) Especially bail orders shall be communicated to the concerned SHOs and the Jail authorities without fail.
- (xii) It is to inform that Hon'ble High Court has specifically gave directions with regard to the pendency of NBWs (emphasis - copy communicated).
- (xiii) All the Officers shall see that NBWs were executed properly and see that indiscriminately issuance of NBWs are to be avoided.
- (xiv) The Judicial Magistrate of First Class Courts working on criminal side should verify e-FIRs and e-Charge Sheets through ICJS daily and concerned Officer is directed to monitor the same fortnightly.
- (xv) Any applications I.As/Crl.M.Ps for delay condonation/set-aside exparte orders, petitions after closure of DVC/any disposal cases, in the concerned case I.A is to be entered.
- (xvi) The status of NBWs shall be displayed in Google sheet communicated to officers without fail.

The above instructions shall be followed scrupulously without fail.

C. Purnakrishnan
PRINCIPAL DISTRICT JUDGE,
W.G., ELURU.

To

All the Judicial Officers working in the Unit of West Godavari.

Copy to :

The In-charge System Officer, e-Courts project, Principal District Court, Eluru with a direction to upload the same in the official website of District Court.

Dis No: 6979
 Date: 31/12/2022