

**OFFICE OF THE
PRINCIPAL DISTRICT AND SESSIONS JUDGE
SHOPIAN**

ORDER

NO: 161/PDJ/spn

Dated: 20.06.2025

Subject: Issues with regard to Undated Cases on CIS 4.0

As per the orders and circulars issued by Hon'ble High Court of Jammu and Kashmir and Ladakh from time to time regarding maintaining zero undated cases and entering the proper business in the case proceedings, many orders and circulars regarding the same were issued by this office from time to time but some courts mentioned below are not adhering to the directions passed by this Office. It is hereby impressed upon all the ahlimads of District Shopian that the cases of what so ever nature be updated on daily basis on CIS 4.0 with proper business (not bulk proceedings) and maintain zero undated status of cases on CIS 4.0, some ahlimads of courts of District Shopian are doing bulk case proceedings which is wrong practice as the Ld Advocates and litigants are not able to check the status of the cases online which creates great inconvenience for them.

The number of undated cases court wise is given below:

S No	Name of the Court	Civil	Criminal
01	Pr. District and Sessions Court Shopian	43	254
02	Chief Judicial Magistrate Shopian	6	322
03	Munsiff Judicial Magistrate Shopian	18	227
	Additional Special Mobile Magistrate	Nil	176

	Shopian		
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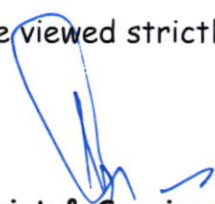
Further the Orders/ Judgments passed in the cases be immediately uploaded on CIS with digital signatures of the concerned Officer mentioning the CNR number on the Order/Judgment so that the Orders/Judgments will remain available for all the stake holders via NJDG(National Judicial Data Grid).

System Officer, e-Court Shopian is directed to properly verify the files and check the CNR No (Case Number Record) on all Orders/Judgments before issuing NOC for depositing record in the record room.

Incharge Record's is also directed to check and verify the files and check the seal and signature of e-Court on all disposed off cases.

As NSTEP (National Service and Tracking of Electronic Processes) has already been implemented in all Courts of across Jammu and Kashmir and in District Shopian, It has come to the notice of undersigned that some Courts in District Shopian are not executing the Warrants/summons/notices in criminal section through CIS 4.0. Concerned clerks of all Courts of District Shopian are hereby directed to issue Warrant/summons online only through CIS 4.0. Once the warrant or summon is generated through online mode concerned Police Station will automatically fetch these warrants/summons. Ld. Presiding Officers of District Shopian are impressed upon to direct their concerned Clerks/Staff to issue Warrants/e-Summons in criminal section through CIS 4.0. Report regarding summons/warrant is to be submitted to Hon'ble High Court of Jammu and Kashmir twice in a month.

The instant direction shall be compiled within its letter and spirit and any deviation from the said direction shall be viewed strictly.

 20/6/25
Pr. District & Sessions Judge
Shopian

NO: 392-394/PDj/SPN

Dated: 20.06.2025

Copy to:

1. Registrar IT Computers, Hon'ble High Court of Jammu and Kashmir for information.
2. All Judicial Officers of District Shopian for information and compliance.
3. System Officer, Shopian for uploading the same on Official website of District Shopian.