

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

**The Presiding Officers,
All the courts of District Budgam.**

No. 1162-71/PD7B

Date: 15-07-2026

Subject: - Mentioning CNR number on the left top of the heading portion of the first page in all orders and judgment to facilitate integrated data management in ICMIS under 'one case one data' initiative.

Sir/ Madam,

Apropos to the subject cited above, please find enclosed herewith copy of circular No.20 of 2026/RG dated 14.07.2026 along with its enclosures received from office of the Registrar General, Hon'ble High Court of J&K and Ladakh for information and strict compliance.

Yours faithfully,



(O.P Bhagat)

**Principal District & Sessions Judge,
Budgam.**

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar General at Srinagar)

Subject:- Mentioning CNR Number on the left top in the heading portion of the first page in all Orders and judgments to facilitate integrated data management in ICMIS under 'One Case One Data' initiative.

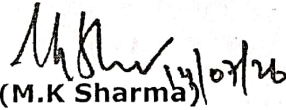
CIRCULAR

No.: 20 of 2026/RG

Dated: 14.07.2026

In continuation to the Circular No. 103 dated 22.02.2019 and in terms of the communication dated 02.06.2026 of Secretary General, Hon'ble Supreme Court of India (Copy enclosed as **Annexure- "A"**), it is hereby directed that all Judicial Officers posted in the District judiciary shall invariably use, wherever applicable, the standardized templates available in the Judgment Writing Module of CIS 4.0. In cases where, for any reason, the CNR number is not reflected in the manner envisaged in the communication dated 02.06.2026 of the Hon'ble Supreme Court, the same shall invariably be manually mentioned conspicuously, on the left top in the heading portion of the first page, of the orders and judgments.

By Order.


(M.K. Sharma)

Registrar General
Dated: 14.07.2026

No.: 30787-007/RG/GS

Copy to the:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh;
2. Secretary to Hon'ble Mr./Mrs. Justice _____;
.....for kind information of their Lordships;
3. Secretary General, Hon'ble Supreme Court of India;
4. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar;
5. Director, J&K Judicial Academy, Srinagar;
6. Registrar Rules, High Court of J&K and Ladakh, Srinagar;
7. Registrar Computers (I.T), High Court of J&K and Ladakh, Srinagar;
8. Registrar Judicial, High Court of J&K and Ladakh, Jammu/Srinagar;
9. All Principal District and Sessions Judge, UTs of J&K and Ladakh for information, necessary action and with the request to circulate the same amongst all trial courts under their jurisdiction.
10. CPC, e-Courts, High Court of J&K and Ladakh, Srinagar for information.
11. Incharge NIC, High Court of J&K and Ladakh, Srinagar for uploading the same on the official website of the High Court.
12. Incharge Library, High Court of J&K and Ladakh, Jammu/Srinagar for information and keeping the record of the same.
13. Order File.


Registrar General

Bharat Parashar
Secretary General
Supreme Court of India



 Tel.: 011-23384661
Fax: 011-23386178
E-mail: sg.office@sci.nic.in

New Delhi,
2nd June, 2026

Subject: Mentioning CNR number in orders and judgments of High Courts and District Courts to facilitate integrated data management in ICMIS.

Sir/Madam,

As you are aware, the "One Case One Data" initiative launched by the Hon'ble Chief Justice of India on 11th May, 2026, seeks to establish an integrated case-management ecosystem across the Indian judiciary. The primary objective of this initiative is to eliminate errors arising from repetitive manual entry of data as matters move from the District Courts or High Courts to the Supreme Court of India. To achieve foundational integration of data, enhance uniformity, and improve the integrity of case-related information maintained in this Hon'ble Court, coordinated efforts across all Courts are required.

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.

Bharat Parashar
Secretary General
Supreme Court of India



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E-mail: sg.office@sci.nic.in

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.

Your urgent personal intervention in this matter will be highly appreciated.

With regards,

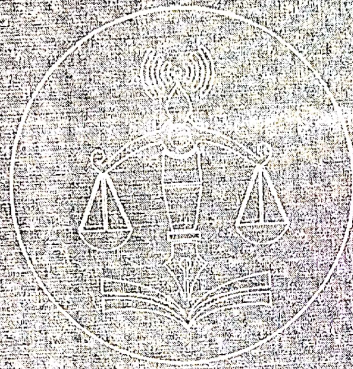
Yours sincerely,

Parashar 02/06/2026
(Bharat Parashar)

Encl.: as above.

To,

The Registrar Generals of all High Courts.



Orders and Judgments

Case Information System (CIS)

May 2025

Committee Supreme Court of India

Orders and Judgments in CIS

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1 Orders and Judgments

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 reduce manual errors and ensure timely availability of judicial decisions for both court users and the public.

Following facilities are available for orders and judgments-

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

1.1 Order and Judgment Templates

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.

- Select the case from dropdown or by entering the case number; case title and case status will be displayed
- Select the template and click on 'Generate Template' button. Link will be displayed to download the template. Click on the link to download the .odt file of the template.

Navigation: Court Proceedings > Orders and Judgment > Orders and Judgment Template

The screenshot displays the 'Judgment Writing' interface in the CIS. At the top, it says 'Judgment Writing' and 'Select Case No. Client Case No.'. Below this, there are fields for 'Civil' (selected) and 'Criminal', and a 'Case No.' field containing 'R.C.A.10009212014'. The 'Case Status' is 'Pending'. A 'Template Name' dropdown is set to 'Civil Judgement'. A 'Generate Template' button is visible. Below the button, a disclaimer states: 'Disclaimer: Templates are given only to provide assistance in judicial business, it is necessary to verify the contents and make suitable modifications, before generating final output.' At the bottom, there is a preview of the generated template, which includes a QR code, the case number 'R.C.A.10009212014', and other case details.

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

Orders and Judgments in CIS

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

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.

Orders and Judgments in CIS

1 Court Proceedings / Orders / Judgments / Upload / Add

Civil/Criminal Order

* Civil / Criminal * Case No:

Old ID:

Petitioner:

Respondent:

Original Date:

*Upload:

*Order Date:

*Type of Order:

Order in Local Language: ☐

Final Order / Judgment: ☐

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

1 Court Proceedings / Orders / Judgments / Upload / Add

Civil/Criminal Order

* Civil / Criminal * Case No:

Old ID:

*Upload:

*Order Date:

*Type of Order:

Order in Local Language: ☐

Final Order / Judgment: ☐

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

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.

1 Court Proceedings / Judgement/Final Order Not Uploaded Report / Report

Judgement/Final Order Not Uploaded Report

☐ Order Not Uploaded ☐ Order Uploaded

* Court No:

* From Date: * To Date:

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:

S.No.	Case No.	Petitioner Name	Respondent Name	Date of Decision
1	Civil MA/277/2018	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2025
2	Spl Case MSED/74/2018	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2025
3	Spl Case MSED/53/2018	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2025
4	Spl Case MSED/27/2018	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2025
5	Spl Case MSED/74/2019	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	10-07-2025

Showing 1 to 5 of 5 records

Previous Next

1.3.2 Uploaded and Not Uploaded Count

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

Orders and Judgments in CIS

Order Uploaded / Not Uploaded Count
Total No. of orders uploaded: 6720
Total No. of Orders Not Uploaded: 4068