



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District Shimla-14

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Phone: 0177-2779960

e-Mail: ja-hp@nic.in

Telefax: 0177-2779960

Web: www.hpsja.nic.in

Ref. No. HPJA/ CIS/NCV 3.1/MS/2017

Dated: 13.8.2019

To

The District & Sessions Judge,
Civil and Sessions Division, Hamirpur, H.P.

Subject: Two days training programme on "CIS National Core Version 3.1" for ministerial staff working in subordinate courts of Himachal Pradesh on 2nd September, 2019 and 3rd September, 2019 at Judicial Court Complex, Hamirpur.

Sir,

"Jai Hind"

I have the honour to say that the Academy is going to organize two days training programme on "**CIS National Core Version 3.1**" for the Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Steno-typists working in your Civil & Sessions Division on 2.9.2019 and 3.9.2019 in the Judicial Court Complex at Hamirpur.

I may, therefore, request your goodself to kindly nominate aforesaid 15 officials from your Civil & Sessions Division to undergo this training programme on the scheduled dates. However, it is requested that you are kindly ensure that the officials, who are to superannuate within a period of one year, may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them.

It is also requested that to kindly provide following amenities to organize the aforesaid training programme in the smooth manner:-

| Sr. No. | Name of Amenities |
|---------|---|
| 1. | One Video Conference Hall alongwith facilities of Computers, Projector, Screen etc. |

| | |
|----|--|
| 2. | The services of System Officer are also required to assist the Master Trainer namely, Shri Rajesh Kumar Criminal Ahlmad, O/o District & Sessions Judge, Bilaspur during this training programme |
| 3. | Reservation of the accommodation from 1.9.2019 to 3.9.2019: 1. One VIP set required for the stay of Deputy Director. 2. One room is required for stay of CIS Master Trainer, namely, Shri Rajesh Kumar, Criminal Ahlmad 3. One room is required for stay of driver of Deputy Director. |
| 4. | One Class-IV required to be deputed for making training arrangement. |

Thanking you,

Yours faithfully,


(Abira Basu)
Deputy Director

Endst. No. HPJA/ CIS/NCV 3.1/MS/2017 3836

Dated: 13.8.2019

Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), for information, please;
2. The Secretary to Hon'ble Mr. Justice Tarlok Singh Chauhan, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please: (By e-mail only)
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. The Central Project Co-ordinator, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
5. The System Analyst of Academy with the direction to upload it in the Academy website.


Deputy Director



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District, Shimla-171014

{Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November, 2005}

Phone: 0177-2779960

Telefax: 0177-2779960

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

Two days Training Programme on "CIS 3.1 National Core Version for Ministerial Staff" working in subordinate courts of Himachal Pradesh

Venue : Judicial Court Complex, Hamirpur

Period: **Two Days**

| Date & Day | Session | Topic | Faculty |
|--------------------|---------|---|--|
| 2.9.2019 Monday | | Registration of Participants (9:45 AM to 10:00AM) | |
| | I | <ul style="list-style-type: none">➤ Q Menu➤ Query Search (Search Pending Cases, Disposed Cases or Both)➤ Dash Board➤ Configure Establishment➤ Masters and Unification➤ Filing of Cases➤ Appeal Filing➤ Proceedings Correction➤ Objections and Scrutiny➤ Registration➤ IA Filing (IA can be filed in Civil/Criminal Cases)➤ Urgent case | Shri Rajesh Kumar, Criminal Ahlmad, (Master Trainer), O/o the District & Sessions Judge, Bilaspur Sh. Pardeep Kumar, System Officer, O/o District & Sessions Division, Hamirpur |
| | II | <ul style="list-style-type: none">➤ Random Allocation➤ Case Type Judge➤ Police Station Master and Arrangements➤ Case Proceedings➤ Bulk Proceedings➤ Bulk Disposal➤ Court Event and DCMS➤ Process Generation➤ Linking and Grouping of Cases | Shri Rajesh Kumar, Criminal Ahlmad, (Master Trainer), O/o the District & Sessions Judge, Bilaspur Sh. Pardeep Kumar, System Officer, O/o District & Sessions Division, Hamirpur |
| | III | <ul style="list-style-type: none">➤ Judgment Order Templates➤ Issue charge framing➤ Order sheet/Roznama➤ Delay Status➤ Under Trail➤ Litigation Updation➤ Appellate Info➤ Mediation➤ Lok Adalat | Shri Rajesh Kumar, Criminal Ahlmad, (Master Trainer), O/o the District & Sessions Judge, Bilaspur Sh. Pardeep Kumar, System Officer, O/o District & Sessions Division, Hamirpur |
| | IV. | <ul style="list-style-type: none">➤ Remand (Pre-Trial)➤ Charge Sheet/Summary➤ Various Reports➤ Return Reports | Shri Rajesh Kumar, Criminal Ahlmad, (Master Trainer), O/o the District & Sessions Judge, Bilaspur |