



**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 24<sup>th</sup> November 2005]

Phone: 0177-2779960  
e-Mail: [ja-hp@nic.in](mailto:ja-hp@nic.in)

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

**Dated:** 4.9.2019

To

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

**Subject:** A two-day training programme on “CIS National Core Version 3.1” for ministerial staff working in subordinate courts of Himachal Pradesh on 16<sup>th</sup> September, 2019 and 17<sup>th</sup> September, 2019.

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 Administrative Officers, Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Stenotypists working in your Civil & Sessions Division on 16.9.2019 and 17.9.2019 in the Judicial Court Complex at Una.

I may, therefore, request you to please nominate the 15 officials from your Civil & Sessions Division to undergo this training 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 make available Conference Hall/Video Conference Hall alongwith facilities of Computers, Projector, Screen etc. on scheduled dates, services of Master Trainers namely, Shri Shri Anurag Sharma, Criminal Ahlmad working in your Civil & Session Division are also required to conduct this training programme and matter regarding reservation of accommodation for stay of undersigned, her driver and one official may kindly be taken up with the competent authority.

Thanking you,

Yours faithfully,

  
(Abira Basu)  
Deputy Director

**Endst. No.** HPJA/ CIS/NCV 3.1/MS/2017 4158

**Dated:** 4.9.2019

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. Shri Anurag Sharma (Master Trainer), Criminal Ahlmad O/o the Ld. District & Sessions Division, Una, H.P. with direction to impart aforesaid training programme on scheduled dates.
6. The System Analyst of Academy with the direction to upload it in the Academy website.

  
Deputy Director



## HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

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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, Una

Period: **Two Days**

Date & Day	Session	Topic	Faculty
16.9.2019 Monday		<b>Registration of Participants (9:45 AM to 10:00AM)</b>	
	<b>I</b>	<ul style="list-style-type: none"><li>➤ Q Menu</li><li>➤ Query Search (Search Pending Cases, Disposed Cases or Both</li><li>➤ Dash Board</li><li>➤ Configure Establishment</li><li>➤ Masters and Unification</li><li>➤ Filing of Cases</li><li>➤ Appeal Filing</li><li>➤ Proceedings Correction</li><li>➤ Objections and Scrutiny</li><li>➤ Registration</li><li>➤ IA Filing (IA can be filed in Civil/Criminal Cases)</li><li>➤ Urgent case</li></ul>	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer) O/o District & Sessions Judge, Una
	<b>II</b>	<ul style="list-style-type: none"><li>➤ Random Allocation</li><li>➤ Case Type Judge</li><li>➤ Police Station Master and Arrangements</li><li>➤ Case Proceedings</li><li>➤ Bulk Proceedings</li><li>➤ Bulk Disposal</li><li>➤ Court Event and DCMS</li><li>➤ Process Generation</li><li>➤ Linking and Grouping of Cases</li></ul>	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer) O/o District & Sessions Judge, Una
	<b>III</b>	<ul style="list-style-type: none"><li>➤ Judgment Order Templates</li><li>➤ Issue charge framing</li><li>➤ Order sheet/Roznama</li><li>➤ Delay Status</li><li>➤ Under Trail</li><li>➤ Litigation Updation</li><li>➤ Appellate Info</li><li>➤ Mediation</li><li>➤ Lok Adalat</li></ul>	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer) O/o District & Sessions Judge, Una
	<b>IV.</b>	<ul style="list-style-type: none"><li>➤ Remand (Pre-Trial)</li><li>➤ Charge Sheet/Summary</li><li>➤ Various Reports</li><li>➤ Return Reports</li></ul>	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer) O/o District & Sessions Judge, Una