



HIMACHAL PRADESH JUDICIAL ACADEMY

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

[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

Ref. No. HPJA/ CIS/ MS/2022

Dated: 2.9..2022

To

1. The District & Sessions Judge, Kangra at Dharamshala H.P.
2. The District & Sessions Judge, Kullu, H.P.
3. The District & Sessions Judge, Kinnaur at Rampur, 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 26th & 27th September, 2022.

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize a two-day training programme on “CIS National Core Version 3.1” for the Superintendents Grade-I/II, Senior Assistants, Junior Assistants, Clerks, P.A.s, Senior Scale Stenographers, Junior Scale Stenographers, Judgment Writers and Steno-typists etc. working in the establishments of Civil & Sessions Divisions, Kangra at Dharamshala, Kullu & Kinnaur at Rampur. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
26.9.2022	27.9.2022	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, Shimla-14	Kullu = 05 Kangra at Dharamshala = 10 Kinnaur at Rampur = 05

I may, therefore, request you to please nominate the left out officials who did not attend the aforesaid training from your Civil & Sessions Division to undergo this training on the scheduled dates. However, 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 may kindly be brought in the notice of participants that Academy is providing accommodation to the trainees. None of participants are allowed to bring their family/relatives and resides with them in the Academy accommodation.

Thanking you,

Yours faithfully,

sd/

(Rajeev Bali)

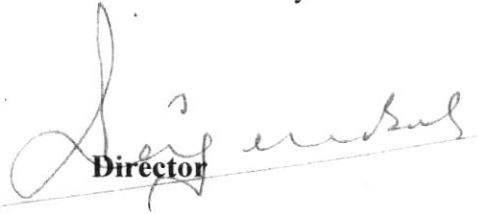
Director

Dated: 2.9.2022

Endst. No. HPJA/ CIS/NCV 2.0/MS/2022 2978

Copy forwarded to:

1. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
2. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron-in-Chief of the Academy), High Court of H.P, for information, please;
3. 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).
4. The System Analyst of Academy with the direction to upload it in the Academy website.


Director



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

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

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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 : Computer Lab, H.P. Judicial Academy

Period: **Two Days**

Date & Day	Session	Topic	Faculty
26.9.2022		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 Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
	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 Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
	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 Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan

	IV.	<ul style="list-style-type: none"> ➤ Remand (Pre-Trial) ➤ Charge Sheet/Summary ➤ Various Reports ➤ Return Reports ➤ Summary Reports ➤ Unit/Norms Calculation ➤ Judge Leave and Proceedings ➤ New NJDG ➤ NSTEP ➤ JUSTIS Mobile Application ➤ e-Filing Introduction ➤ e-Pay Introduction 	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
27.9.2022	I	<ul style="list-style-type: none"> ➤ NSTEP (National Service and Tracking of electronic Processes)- Demonstration and technical Preparedness ➤ Generation of Notices/Summons in CIS 3.1 	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
	II	<ul style="list-style-type: none"> ➤ NSTEP – Execution-Explanation and Discussion ➤ e-Filing and integration with CIS3.0 	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
	III	<ul style="list-style-type: none"> ➤ e-Pay demonstration and discussion on integration of Court Fee, Judicial Deposit and other type of fees ➤ Demonstration of New NJDG ➤ Tagging Court Complexes ➤ Resolving Issues ➤ Demonstration and discussion on new e-Courts Services App 	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
	IV	<ul style="list-style-type: none"> ➤ Demonstration and discussion on new JustIS Service App ➤ Demonstration and discussion one-Sign ➤ General Discussion on the topics 	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla Shri Bhupinder Singh, Record Keeper, O/o The Ld. District & Sessions Judge, Sirmour at Nahan
		<ul style="list-style-type: none"> ➤ Valediction 	Director/Joint Director/ Deputy Director, H.P. Judicial Academy

Timing of session:

I	Session	10:00 A.M. TO 11:15 A.M.
II	Session	11:30 A.M. TO 1:15 P.M.
III	Session	2:00 P.M. TO 03:15 P.M.
IV	Session	03:30 P.M. TO 5:00 P.M.
	Tea Breaks	11:15 A.M. TO 11:30 A.M. & 3:15 P.M. TO 3:30 P.M.
	Lunch Break	1:15 P.M. TO 2:00 P.M.