



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, 2779944

Telefax: 0177-2779960

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

Ref. No. HPJA/ CIS/ MS/2022 /587

Dated: 02.06.2025

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Chamba, H.P.
3. The District & Sessions Judge, Kinnaur at Rampur, H.P
4. The District & Sessions Judge, Mandi, H.P
5. The District & Sessions Judge, Sirmaur at Nahan, H.P

Subject: ECT_08_2024-Refresher Training Programme on NSTEP/CIS 4.0 NCV for ministerial staff working in District Judiciary of Himachal Pradesh on 9.6.2025 & 10.6.2025.

Sirs/Madam,

“Jai Hind”

I have the honour to say that the Academy is going to organize **ECT_08_2024-Refresher Training Programme on NSTEP/CIS 4.0 NCV** 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, Shimla, Chamba, Kinnaur at Rampur, Sirmaur at Nahan & Mandi. The schedule and venue of the training programme would be as follows:-

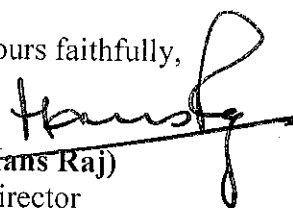
Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
9.6.2025	10.6.2025	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14	Shimla = 10 Mandi = 08 Chamba = 04 Kinnaur at Rampur = 04 Sirmour at Nahan = 04

I may, therefore, request your goodself to please nominate the officials to attend the aforesaid training from your Civil & Sessions Division. **Preference may be given to those officials who have not attended any training programme for past one year in this Academy.**

The accommodation for the stay of participants shall be provided by the Academy on twin sharing basis, however, no family member/relative are permitted to stay in the Hostel. The curriculum of the training programme enclosed herewith may also be circulated amongst the officials nominated please.

Thanking you,

Yours faithfully,

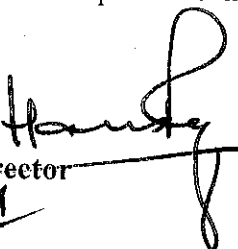

(Hans Raj)
Director

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

1587 Dated: 02.06.2025

Copy forwarded to:

1. 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;(email only).
2. The Secretary to Hon'ble Mr. Justice Vivek Singh Thakur, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please.(email only).
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please; (email 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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ECT_08_2024-Refresher Training Programme on NSTEP/CIS 4.0 NCV 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
9.6.2025		Registration of Participants (9:45 AM to 10:00AM)	
9.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum-CJM, Sirmaur at Nahan
9.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum-CJM, Sirmaur at Nahan
9.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum-CJM, Sirmaur at Nahan

9.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum- CJM, Sirmaur at Nahan
10.6.2025	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 3.2 	Shri Bhupesh Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum- CJM, Sirmaur at Nahan
10.6.2025	II	<ul style="list-style-type: none"> ➤ NSTEP – Execution-Explanation and Discussion ➤ e-Filing and integration with CIS 3.2 	Shri Bhupesh Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum- CJM, Sirmaur at Nahan
10.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum- CJM, Sirmaur at Nahan
10.6.2025	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 Kondal, Sheristedar, O/o C Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla Shri Bhupinder Singh, Reader O/o Senior Civil Judge-cum- CJM, Sirmaur at Nahan
		➤ Valediction	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.