



## 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]

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Ref. No. HPJA/CIS/NCV/MS/2022-

Dated: 27.12.2025

To

1. The District & Sessions Judge, Kangra at Dharamshala, H.P.
2. The District & Sessions Judge, Una, H.P
3. The District & Sessions Judge, Bilaspur, H.P
4. The District & Sessions Judge, Hamirpur, H.P
5. The District & Sessions Judge, Mandi

**Subject:-** ECT\_08\_2025- Refresher Training Programme on "NSTEP/CIS 4.0 NCV" for ministerial staff working in subordinate courts of H.P. on 15.1.2026 & 16.1.2026.

Sirs,

**"Jai Hind"**

I have the honour to submit that the Academy is organizing ECT\_08\_2025- Refresher training programme on "NSTEP/CIS 4.0 NCV" for the Superintendents Grade-I/II, Senior Assistants, Junior Assistants, Clerks, P.S./P.A.s, Stenographers, Judgment Writers and Steno-typists etc. working in the establishments of Civil & Sessions Divisions, Kangra at Dharamshala, Una, Bilaspur, Hamirpur & Mandi on 15.1.2026 & 16.1.2026 in the Academy premises. . 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		
15.1.2026	16.1.2026	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14	Kangra at Dharamshala =10 Una =06 Bilaspur =04 Hamirpur =04 Mandi =06

I may therefore, request your goodself to please nominate the officials from your Civil & Sessions Division to attend the aforesaid training. The officials who have already undergone this training may not be nominated.

The accommodation for the stay of participants shall be provided by the Academy on 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,

*sd/*

(Hans Raj)  
Director

Dated: 27.12.2025

Endst. No. HPJA/CIS/NCV/MS/2022- 4015

Copy forwarded to:-

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron-in-Chief of the Academy), for information, please, (by email only).
2. The Secretary to Hon'ble Mr. Justice Ajay Mohan Goel, Judge, Hon'ble High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please. (by 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.

*Hans Raj*  
Director

ECT\_08\_2025-Refresher Training Programme on “NSTEP/CIS 4.0 NCV” for ministerial staff working in subordinate courts of H.P on 15.1.2026 & 16.1.2026 in the Academy premises.

<b>Date</b>	<b>Sessions</b>	<b>Topic</b>	<b>Faculty</b>
First day	Registration of participants 9.30 a.m to 10.00 a.m		
First day	1 <sup>st</sup> Session (10.00 a.m to 11.15 a.m)	<ul style="list-style-type: none"> <li>✓ What's New</li> <li>✓ New updates- An overview</li> <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> <li>✓ Query Builder</li> </ul>	
First day	2 <sup>nd</sup> Session (11.30 a.m to 1.00 p.m)	<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>	
First day	3 <sup>rd</sup> Session (2.00 p.m to 3.15 p.m)	<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>	
First day	4 <sup>th</sup> Session (3.30 p.m to 5.00 p.m)	<ul style="list-style-type: none"> <li>✓ Remand (Pre-Trial)</li> <li>✓ Charge Sheet/Summary</li> <li>✓ Various Reports</li> <li>✓ Return Reports</li> <li>✓ Summary Reports</li> <li>✓ Unit/Norms Calculation</li> <li>✓ Judge Leave and Proceedings</li> </ul>	

		<ul style="list-style-type: none"> <li>✓ New NJDG</li> <li>✓ NSTEP</li> <li>✓ JUSTIS Mobile Application</li> <li>✓ e-Filing Introduction</li> <li>✓ e-Pay Introduction</li> </ul>	
Second day	1 <sup>st</sup> Session (10.00 a.m to 11.15 a.m)	<ul style="list-style-type: none"> <li>✓ NSTEP (National Service and Tracking of electronic Processes)-Demonstration and technical Preparedness</li> <li>✓ Generation of Notices/Summons in CIS 4.0</li> </ul>	
Second day	2 <sup>nd</sup> Session (11.30 a.m to 1.00 p.m)	<ul style="list-style-type: none"> <li>✓ NSTEP – Execution-Explanation and Discussion</li> <li>✓ e-Filing and integration with CIS 4.0</li> </ul>	
Second day	3 <sup>rd</sup> Session (2.00 p.m to 3.15 p.m)	<ul style="list-style-type: none"> <li>✓ e-Pay demonstration and discussion on integration of Court Fee, Judicial Deposit and other type of fees</li> <li>✓ Demonstration of New NJDG</li> <li>✓ Tagging Court Complexes</li> <li>✓ Resolving Issues</li> <li>✓ Demonstration and discussion on new e-Courts Services App</li> <li>✓</li> </ul>	
Second day (Tuesday)	3.30 p.m to 4.30 p.m	<ul style="list-style-type: none"> <li>✓ Demonstration and discussion on new JustIS Service App</li> <li>✓ Demonstration and discussion one-Sign</li> <li>✓ General Discussion on the topics</li> <li>✓ Valediction</li> </ul>	

***Timing of training:***

<i>Tea Break</i>	<i>11.15 a.m to 11.30 a.m &amp; 3.15 p.m to 3.30 p.m</i>
<i>Lunch Break</i>	<i>1.00 p.m to 2.00 p.m</i>