

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE CUM - SPECIAL JUDGE
(PC ACT) (CBI), ROUSE AVENUE DISTRICT COURT: NEW DELHI**


CIRCULAR

Pursuant to the directions received from Delhi Judicial Academy and approval of Ld. Principal District & Sessions Judge (HQs.), Tis Hazari Courts, Delhi vide letter no. 40411-416/Comp.-Br./CIS 3.2/TRG./THC/2020 dated 09.11.2020, training programme on CIS 3.2 for all Judicial Officers posted in Rouse Avenue District Court is scheduled to be held in virtual mode through CISCO WEBEX meeting app as per below mentioned schedule date and time.

District Court Complex	Dates of Training	Time	Name of Master Trainers
Rouse Avenue District Court	23/11/2020 & 24/11/2020	4:00 pm to 6:00 pm	Sh. Arul Varma and Sh. Visvesh

All Judicial Officers posted at Rouse Avenue District Court, New Delhi are requested to attend the training programme (Annexure-A) on CIS 3.2 as per aforementioned date and time for which a link shall be sent one hour prior to the scheduled time.

This circular has been issued with the prior approval of Ld. Principal District & Sessions Judge (Officiating), Rouse Avenue District Court, New Delhi.



(Harish Kumar)
Spl. Judge (PC Act) (CBI)/
Officer In-Charge (Computers)
RADC, New Delhi.

No.E-21454-21503/Comp./RADC/ND/2020

Dated: 11/11/2020

Copy digitally forwarded for information and necessary action to:

1. Ld. Principal District & Sessions Judge (HQs.), Tis Hazari Courts, Delhi.
2. Ld. Principal District & Sessions Judge (Officiating), Rouse Avenue Courts, New Delhi.
3. The Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
4. All Judicial Officers posted at RADC, New Delhi with the request to attend the training programme as per schedule.
5. Sh. Arul Varma, Ld. CMM, Central District, Tis Hazari Courts, Delhi.
6. Sh. Visvesh, Ld. MM (NI Act-06), Central District, Tis Hazari Courts, Delhi.
7. P.S. to Ld. Principal District & Sessions Judge, RADC, New Delhi.
8. Dealing official Layers & Website Committee, Tis Hazari Court Complex to upload the same on Layers/Website.
9. Reader to the undersigned.


Spl. Judge (PC Act) (CBI)/
Officer In-Charge (Computers)
RADC, New Delhi.

**Module for two days' Training Programme on CIS 3.2
(in the year 2020)**

Description	Day	Duration
<p align="center"><u>Session – I</u></p> <p>Establishment in NC CIS</p> <ul style="list-style-type: none"> ✓ Concept of Establishment ✓ Benefits of establishment for Litigant, Lawyer and Court Staff ✓ Method of deciding the establishment ✓ Establishment Code, CNR ✓ Calendar, Kiosk <p>Masters</p> <ul style="list-style-type: none"> ✓ Creation of Master ✓ Importance of Masters ✓ Mapping of Police Station and Acts for ICJS ✓ Unification ✓ Judge period master <p>e-Filing (CIS)</p> <ul style="list-style-type: none"> ✓ E-Filing Dashboard ✓ Consume ✓ Verify ✓ Allocation ✓ View E- file 	First	1 Hr.
<p align="center"><u>Session - II</u></p> <p>CIS Flow</p> <ul style="list-style-type: none"> ✓ Filing ✓ Allocation / Random Allocation ✓ Objections / Scrutiny ✓ Registration <p>Case Proceedings</p> <ul style="list-style-type: none"> ✓ Daily Case Proceedings ✓ Disposal ✓ Uploading Daily Orders / Judgments ✓ Restore ✓ Taken on Board ✓ Order / Judgment templates <p>Summon / Notices</p> <ul style="list-style-type: none"> ✓ Process Generation (Civil / Criminal) ✓ Generating Auto Summons ✓ Print / Publish Process ✓ Status of Process ✓ Concept of NSTEP 	First	1 Hr.

Session – III

Transfer of a Case

- ✓ Within establishment transfer
- ✓ Transfer of a case in other establishment
- ✓ Bulk Transfer
- ✓ Query Builder

Delay Reason

- ✓ Case Wise Delay
- ✓ Bulk Delay status
- ✓ Delay Dash Board
- ✓ Delay reason / Closure
- ✓ Data Health Card, Balance Sheet, Cause List

Importance of Complete and Accurate Data Entry
Avoiding undated cases – Tips

Second

1 Hr.

Session – IV

Interoperable Criminal Justice System

- ✓ Concept of ICJS
- ✓ Dashboard
- ✓ ICJS Configuration
- ✓ Year end initialization

ICJS Flow

- ✓ Consume FIR
- ✓ Consume Charge sheet
- ✓ Reconsume FIR / Charge Sheet
- ✓ Verify FIR / Charge Sheet
- ✓ View E-Charge Sheet
- ✓ Allocation
- ✓ Registration

Pre Trial Module

- ✓ FIR Register
- ✓ Remand
- ✓ Bail
- ✓ Bail order uploading
- ✓ Entry of Date of Arrest and Release

Second

1 Hr.