HIGH COURT OF TRIPURA
AGARTALA

No. F.4(37)-HC/Vol.II/2019-20/15044   **Dated, Agartala, the 19ᵗʰ October, 2020**

N O T I F I C A T I O N

Hon'ble High Court of Tripura has been pleased to nominate the following DSAs (District System Administrators) as Trainers to impart training to the staff of the Subordinate Judiciary in the 3ʳᵈ phase of the **Online Training Program for the nominated Court Staffs by the TOT DSA(ECT-012-2020) on 'eCourts Services and CIS 3.2'** scheduled from **26ᵗʰ October 2020 to 29ᵗʰ October 2020** to be conducted online:

1. **Shri. Abhijit Paul,** DSA, Court of the District & Sessions Judge, West Tripura Judicial District, Agartala,

2. **Shri. Prabir Chakraborty**, DSA, Court of the District & Sessions Judge, Dhalai Judicial District, Ambassa,

3. **Shri. Abhishek Rakshit,** DSA, Court of the District & Sessions Judge, West Tripura Judicial District, Agartala,

4. **Shri. Febian Momin,** DSA, Court of the District & Sessions Judge, Unakoti Judicial District, Kailashahar,

5. **Shir. Jayanta Datta,** DSA, Court of the District & Sessions Judge, Gomati Judicial District, Udaipur,

6. **Shri. Banka Bihari Singha,** DSA, Court of the District & Sessions Judge, Dhalai Judicial District, Ambassa.

Sd/-

(D.M. Jamatia)
REGISTRAR GENERAL

No. F. 4(37)-HC/Vol.II/2019-20/15045-67   **Dated, Agartala, the 19ᵗʰ October, 2020**

Copy to:-

1. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge In-Charge, ICT including eCourts Project, High Court of Tripura, Agartala.

2. The Member (Human Resources), eCommittee, Hon'ble Supreme Court of India, New Delhi for kind information. (Email: mhr-ecommittee@aij.gov.in)

3. **The District & Sessions Judge,** South Tripura Judicial District, Belonia / Gomati Judicial District, Udaipur / West Tripura Judicial District, Agartala / Unakoti Judicial District, Kailashahar / North Tripura Judicial District, Dharmanagar / Khowai Judicial District, Khowai / Sepahaijala Judicial District, Sonamura/ Dhalai Judicial District, Ambassa for information and necessary action. The concerned District & Sessions Judges are also requested to nominate court staffs (not to exceed 50 per training group) and one Master Trainer for each District as Coordinators for each District to coordinate with the CPCs in conducting the training programme.

4. The Registrar (Judicial), High Court of Tripura.

5. The Registrar (Admn. P & M), High Court of Tripura.

6. The Joint Registrar, High Court of Tripura, Agartala.

7. Deputy Registrar (Judicial)-cum-CPC, High Court of Tripura for information and necessary action.

8. **Shri. Abhijit Paul,** DSA, Court of the District & Sessions Judge, West Tripura Judicial District, Agartala for information and necessary action.

9. **Shri. Prabir Chakraborty,** DSA, Court of the District & Sessions Judge, Dhalai Judicial District, Ambassa for information and necessary action.

10. **Shri. Abhishek Rakshit,** DSA, Court of the District & Sessions Judge, West Tripura Judicial District, Agartala for information and necessary action.

11. **Shri. Febian Momin,** DSA, Court of the District & Sessions Judge, Unakoti Judicial District, Kailashahar for information and necessary action.

12. **Shir. Jayanta Datta,** DSA, Court of the District & Sessions Judge, Gomati Judicial District, Udaipur for information and necessary action.

13. **Shri. Banka Bihari Singha,** DSA, Court of the District & Sessions Judge, Dhalai Judicial District, Ambassa for information and necessary action.

14. The System Analyst, High Court of Tripura, Agartala for uploading the said notification in the official website of the High Court of Tripura alongwith the Schedule of the Training Program.

15. The Sr. System Officer, eCourts Services, High Court of Tripura for information and necessary action. **He is requested to coordinate with all the DSAs on the days of training.**

16. Concerned File.

REGISTRAR GENERAL

S.No	Session	Subject
		E-Committee,Supreme Court of India .
		ECT-012-2020-"eCourts Services and CIS 3.2"
		(DAY -1 - (1.30 hrs)
1	30 min	➢ ROLE OF STAFF AS GAME CHANGERS .
		➢ **OVERVIEW OF RECENT ADVANCEMENTS OF ECOURTS PROJECT**
		➢ *Efiling, Epayments, Nsteps,ICJS, Viirtual courts, E-seva Kendras, Others*
		➢ **NEED OF THE HOUR**
		➢ *Complete and accurate date entry in CIS.*
		➢ *Data health card statistics- a matter of concern.*
		➢ *To achieve more accuracy of CIS Data*
		➢ *Importance of Complete and accurate data entry.*
		➢ *To make Delay reasons entry compulsorily*
2.	1 hrs	**UPDATED FEATURES OF CIS 3.2.**
		➢ ***Delay Management menu***
		➢ *Case wise delay.*
		➢ *Bulk delay status.*
		➢ *Delay dash board.*
		➢ *Delay reason/closure.*
		➢ ***Pre trail***
		➢ *FIR*
		➢ *Remand*
		➢ *Bail*
		➢ *Release*
		➢ *Pre trail application.*
		➢ *Bail/remand orders.*
		➢ *Pre trial order uploading.*
		➢ *Summary /Charge sheet*

S.No	Session	Subject
		E-Committee ,Supreme Court of India . **ECT-012-2020-"eCourts Services and CIS 3.2"** **(DAY -2 - (1.30 hrs)**
1.	1 hrs	*Efiling.* ➢ *Efiling of case at efiling portal.* ➢ *Advocate becoming a registered user.* ➢ *Party in Person becoming a registered user.* ➢ *Admin-Staff role at efiling portal.* ➢ *Approve the Registered user.* ➢ *Check and Approve the efiled Case.* ➢ *Send the case to CIS .* ➢ *Efiling -consume data at CIS.* ➢ *Scrutiny and Taking on file in CIS.*
2.	30 min	➢ *Appeal filing.* ➢ *Vertical integration of lower court data.* ➢ *Saves the data entry in appellate court.*

S.No	Session	Subject
		E-Committee ,Supreme Court of India .
		ECT-012-2020-"eCourts Services and CIS 3.2"
		(Day -3 - (1.30 hrs)
1.	1 hrs	*Nstep :* ➢ **Process Generation** ➢ *Generating auto summons.* ➢ *Uploading /Publish summons* ➢ *summon print and acknowledgment print.* ➢ *List of summons* ➢ *Process status monitoring* ➢ **Warrant auto generation.** ➢ *Generating arrest warrant.-steps.* ➢ *Upload /publish option.* ➢ *Warrant print and acknowledgment print.* ➢ *Warrant status monitoring* ➢ **Nstep app and service through process server.**
2.	30 min	➢ **Importance of Masters in CIS,** ➢ *Unification exercise,* ➢ *Mapping Police station and Act for ICJS,* ➢ *State Act Codification.* ➢ *Year end initialization*