

From,

Registrar General,  
High Court of Uttarakhand,  
Nainital.

To,

1. All the District Judges, State of Uttarakhand.
2. Principal Judge/ Judges, Family Courts, State of Uttarakhand.
3. Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.
4. Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.
5. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Haridwar Road, Dehradun.
6. Chairman, State Transport Appellate Tribunal, H/o Dr.Poonam Gambhir, Vaidik Kaya Ayurvedic Centre, 1<sup>st</sup> Floor, H.No.85/1, Laxmi Road, (Near Favvara Chauk), Dehradun.
7. Director, Uttarakhand Judicial and Legal Academy, Bhowali, District Nainital.
8. Legal Advisor to Hon'ble the Governor, Raj Bhawan, Dehradun.
9. Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun.
10. Registrar, State Consumer Disputes Redressal Commission, H.N. 23/16, Circular Road, Dalanwala, Dehradun.
11. Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.
12. Presiding Officer, Labour Courts, Dehradun, Haridwar and Kashipur, District U.S. Nagar.
13. Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.
14. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, District Nainital.
15. Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
16. Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.
17. Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and U.S.Nagar.
18. Legal Advisor to Uttarakhand Public Service Commission, Haridwar.
19. Chairman, Uttarakhand Co-operative Tribunal, Dehradun.

C.L. No. 16 /UHC/IT Section/2023

Dated : 22/07/2023

**Subject: Regarding Complete and Accurate Data Entry in CIS Software.**

Madam/Sir,

It has been noticed by the Hon'ble Court that complete and accurate data entry in CIS software is not being taken up seriously by many Courts under the jurisdiction of Hon'ble High Court. The Reader/Ahelmad/Office Staff posted in the respective Courts are either unaware with the working of CIS or deliberately avoiding the feeding of complete and accurate entries. The Hon'ble Court is of the opinion that optimum utilization of CIS module may curb the delay in judicial proceedings and at the same time, will maintain transparency, accountability in judicial process and fix the responsibility of concerned staff.

In view of above, Hon'ble Court issues following directions for compliance in letter and spirit :-

1. For proper extraction of NJDG data in all the Courts under jurisdiction of Hon'be High Court, at the first instance, a virtual training be imparted to all concerned Court Staff in a phased manner by Master Trainers/System Officers/System Assistants of concerned District so that they will be well familiar with working of CIS.

2. At second instance and after training/queries, two months time be given to the concerned staff for practical working experience of CIS under the guidance of Presiding Officer, who shall submit a certificate to the concerned District Judge/Controlling Officer to the effect that the Court Staff assigned to their Court is well acquainted with the CIS.
3. At third instance, even then, if there is any deliberate irregularity committed by such Court Staff, then suitable disciplinary proceedings be initiated by the concerned District Judge/Controlling Officer on the report submitted by Presiding Officer and proper intimation be sent to the Hon'ble Court.

You are, therefore, requested to kindly impress upon all the judicial officers under your administrative control to comply with the above directions.

By the Orders of Hon'ble the Chief Justice

Sd/-  
(Anuj Kumar Sangal)  
Registrar General

**No. 3864/UHC/SERVER/XXXIV/2014**

**Dated: 22/07/2023**

Copy forwarded for information to:

1. P.P.S. to Hon'ble the Chief Justice with the request to place it before His Lordship for kind perusal
2. P.S. to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. P.S. to Registrar General.
4. All the Registrars of the Court.
5. Officer on Special Duty/C.P.C. of the Court.
6. Secretary, High Court Legal Services Committee of the Court.
7. Joint Registrar of the Court.
8. All the Deputy Registrars/Librarian/Assistant Registrars/Section Officers of the Court.
9. Deputy Registrar (I.T.) of the Court with request to upload it on the Official website of High Court of Uttarakhand.
10. Guard File.

Sd/-  
**Registrar General**