

Proposed Training Module on CIS for Court Staff		
Time 9:30 AM	Registration	
Session 1	<ul style="list-style-type: none"> <li>• Key features of CIS 3.0</li> <li>• Filing</li> <li>• Objection</li> <li>• Registration</li> <li>• Allocation</li> </ul>	Shri. F.S.Sangma and Shri. T.T.M.Sangma
Session 2	<ul style="list-style-type: none"> <li>• Court User under CIS 3.0</li> <li>• Daily Updation of data under CIS</li> <li>• Generation of Reports</li> <li>• Disposal</li> </ul>	Shri. F.S.Sangma and Shri. T.T.M.Sangma
Session 3	<ul style="list-style-type: none"> <li>• Practical Session</li> </ul>	(NIC Technical Staff)

## **Requirements**

- **Projector.**
- **Work station for each district with functional CIS software attached to dummy server.**

- Circulate questionnaire to the selected Court staff to gauge their knowledge on the functioning of CIS.
- Questionnaire to be circulated at least week prior and the replies to be emailed to the resource person at least two days prior to training day.

Email ID: [f s sangma@yahoo.com](mailto:f_s_sangma@yahoo.com)

temsusangma@gmail.com

#### **Proposed Questionnaire**

1. Is CIS functional in your district
2. Are you familiar with the basic functionalities of CIS.
3. Are you computer literate?
4. What is your present role in CIS or functioning of Court.