

HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR
(Office of the Registrar Judicial)
CIRCULAR

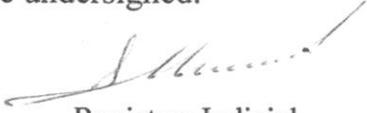
No. 03/RJS

Dated:- 2-1-20-19

It has been observed that while uploading the fresh files in the **Case Information System(CIS)**, data or requisite information of the cases is not organized systematically and records of the files are not being maintained with requisite information in the CIS, in fact some fields in the system in which the required clause is set compulsory, are not being entered into with required information/data, thereby leaving such important fields blank which have adverse impact upon the report generation, as no report is being generated due to inadequate information in the system.

It is, as such impressed upon all the **Data Entry Operators** especially the one who is entrusted to feed the fresh matters in the Filing Counter, to enter information in all the compulsory fields in the system and not to skip any field so that record of files is properly maintained in the Database.

Incharge NIC High Court Srinagar shall supervise the aforesaid work of Data Entry Operators and all concerned and submit report accordingly on weekly basis before the office of the undersigned.


Registrar Judicial
Srinagar.

No: 200-99

Dated: 02-01-19

Copy to:-

1. Incharge NIC High Court Srinagar to ensure proper data entry of the fresh files in the System by the concerned Data Operators and also uploading this Circular on the official website.
- 2-6. Shri _____ Data Entry Operator for compliance.
07. Incharge Filing Counter for compliance.
12. Asstt Registrar(Adm) for records.


Registrar Judicial,
Srinagar.