

# JAMMU & KASHMIR JUDICIAL ACADEMY AT SRINAGAR

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[Tentative Programme Schedule]

## ONE DAY REFRESHER TRAINING PROGRAMME ON DIGITIZATION

FOR HIGH COURT BENCH SECRETARIES/DIGITIZATION OFFICIALS/STAFFS/READERS

at J&K Judicial Academy, Mominabad, Srinagar

**March 08, 2025 (Saturday)**

09:45 AM to 10:00 AM	10:00 AM to 11:30 AM	11:30 AM to 01:00 PM		01:15 PM to 02:30 PM	02:30 PM
<b><u>REGISTRATION</u></b>	<b><u>Session-I</u></b>	<b><u>Session-II</u></b>		<b><u>Session-III</u></b>	
10:00 AM to 10:15 AM	<b>CIS1.0(Case Information System)</b>	<b>DMS (Data Management System)</b>	<b>S H O R T</b>	<b>VIDEO CONFERENCING</b>	
<b><u>Welcome Address and Introduction by:</u></b>	<ul style="list-style-type: none"><li>▶ Filing &amp; Registration of Cases.</li><li>▶ Caveat/Document Filing</li><li>▶ Linking/De-Linking and grouping of Cases.</li><li>▶ Case Proceeding</li><li>▶ Roster Creation and Allocation</li><li>▶ Cause List Generation.</li><li>▶ e-Court (e-Causelist and Case's Digital File)</li><li>▶ Kiosk</li><li>▶ Steps involved in Applying and Developer Issuing of certified copy</li><li>▶ Certified Copy Issue Report.</li></ul>	<ul style="list-style-type: none"><li>• Brief about Document Management System</li><li>• Advantages of DMS.</li><li>• Working of DMS</li></ul>	<b>B R E A K</b>	<ul style="list-style-type: none"><li>• Zoom</li><li>• Webex</li><li>• BharatVC</li></ul>	<b>Interactive Session &amp; Feedback</b>
	<b>Resource Person(s):</b> <i>Initial Introduction by</i> Mr Fayaz Ahmed Qureshi (CPC)  <i>Practical Demonstration by:</i> Tajamul Hussain( Developer)	<b>Resource Person(s):</b> Mr Fayaz Ahmed Qureshi (CPC) Uzair Nazir (Senior System Officer)		<b>Resource Person(s):</b> Mr Fayaz Ahmed Qureshi (CPC) Uzair Nazir (Senior System Officer)	