

TAMIL NADU STATE JUDICIAL ACADEMY

REFRESHER TRAINING PROGRAMMES ON UBUNTU OPERATING SYSTEM AND CASE INFORMATION SYSTEM FOR STAFF MEMBERS OF JUDICIAL MINISTERIAL SERVICE

ON 23rd JUNE, 2018 / 30th JUNE, 2018, AT DISTRICTS' HEADQUARTERS

PROGRAMME SCHEDULE

10.00 a.m. – 11.00 a.m.	<u>Introduction to CIS software</u> <ul style="list-style-type: none"> • What is CIS 1.0, 2.0, 3.0? • What is www.ecourts.gov.in, NJDG? • District Judiciary Web pages Usage and Importance • Importance of complete and accurate data entry • Role of staff in CIS 	<u>Basic Icons under CIS</u> <ul style="list-style-type: none"> • Dash Home • Navigation pane • Search Box • Calendar • Security Check for Role management
11.00 a.m. – 12.00 noon	<u>Day-to-day use of CIS</u> <ul style="list-style-type: none"> • Daily proceedings • 'A' diary • Taken on Board (Advance hearing of cases) • Restoration of cases • Transfer of cases • Order/deposition uploading 	<u>Filing counter and Filing workflow (FORA)</u> <ul style="list-style-type: none"> • Filing->Objections->Registration->Allocation • Civil /Criminal/Caveat /IA filing • Hide cases option • Adding Immovable/movable property • Adding Legal Heirs, Uploading Photo • Printing Acknowledgment
12.00 noon – 12.15 p.m.	TEA BREAK	
12.15 pm. – 01.15 p.m.	<u>Report Generation</u> <ul style="list-style-type: none"> • Query builder • Pending and Disposal statements • Monthly statements and balance sheets • 5 years and 10 years old cases list • 'A' diary, Cause list 	<ul style="list-style-type: none"> • Stayed Cases Report • Automated unit calculation (Work-done statement) • Senior citizen and women cases list • Case History report
01.15 pm. – 02.00 p.m.	LUNCH BREAK	
02.00 pm. – 03.00 p.m.	<u>Ubuntu Operating System</u> <ul style="list-style-type: none"> • Ubuntu and its importance • File and folder creation (Organised file, folder management) • Dash Home • Data recovery – Back up in Ubuntu 	<ul style="list-style-type: none"> • Clipboard Manager • Short-cut key usage Alt+Tab • PDF Mod, PDF chain application • Scanning and print out/ Print to file option • Taking screenshot, print screen option
03.00 pm. – 03.15 p.m.	TEA BREAK	
03.15 pm. – 04.15 p.m.	<u>Libre Office Writer</u> <ul style="list-style-type: none"> • Alignment and formatting judgments, decree • Avoiding the five common mistakes • Spell checking and Grammar • Track changer option 	<ul style="list-style-type: none"> • Use of Find and Replace option • Converting Judgment/deposition into PDF format • Importance of Unicode fonts in Tamil Typing
04.15 pm. – 05.15 p.m.	<u>PRACTICAL SESSION</u>	
	<u>Hands on CIS</u> <ul style="list-style-type: none"> • Posting daily proceedings; 'A' diary generation • Cause list generation; Order uploading • Searching cases in CIS and Kiosk utility • Filing of cases; Reports generation 	<u>Hands-on Ubuntu writer</u> <ul style="list-style-type: none"> • Formatting official letter • Formatting judgment • Converting judgment/deposition into PDF