

**HIGH COURT FOR THE STATE OF TELANGANA**

**R.O.C.NO.4024/OP CELL/2019**

**DATED: 20-12-2019**

**CIRCULAR**

Sub: Subordinate Courts – Reflecting correct status of Court Proceedings in C.I.S. 3.1 Software – Issuance of certain instructions – Regarding.

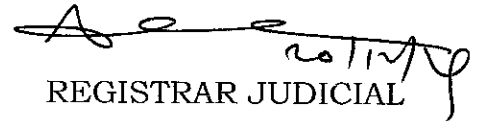
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It is noticed that the Chief Ministerial Officers/Data Entry Operators/Typists entrusted with the work of updating the Court proceedings and all entries in the C.I.S. 3.1 Software are not entering them correctly and accurately while updating the Case Status information, including Judgments and Orders; thereby resulting in receiving several complaints against showing incorrect data.

Therefore, all the Unit Heads in the State of Telangana are directed to instruct the Presiding Officers working in their respective Units to see that the Chief Ministerial Officers/Data Entry Operators/Typists entrusted with the work of updating the Court proceedings, to enter the data correctly and accurately answering all the fields in C.I.S. 3.1 software.

Any deviation in following the aforementioned instructions will be viewed seriously.

The receipt of this Circular may be acknowledged.

  
REGISTRAR JUDICIAL

To

All the Unit Heads (with a request to circulate to all the Judicial Officers in their Unit).

Copy to:

- 1) All the Registrars, High Court for the State of Telangana.
- 2) The Registrar (IT-cum-Central Project Co-ordinator) for directing the concerned to place the circular in the High Court's web site.
- 3) The Personal Secretary to the Hon'ble Judges (for placing the circular before Hon'ble Judges for kind perusal).
- 4) The Section Officer, Statistics Section (for information and necessary action)
- 5) The Section Officer, Special Officers' Section (for codification)