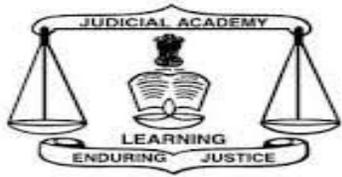


Statistic in CIS



In **CIS (Case Information System)**, **Statistics** means the **automated court-wise, judge-wise, and case-wise data reports** generated from the case records entered in CIS.

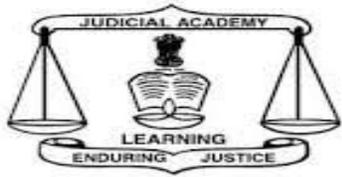
These statistics are heavily used in **Indian Courts under the eCourts Project** for monitoring, planning, and reporting.

Statistics in CIS are **real-time numerical reports** showing:

- Institution of cases
- Disposal of cases
- Pendency of cases
- Age-wise & category-wise breakup

All data is pulled directly from daily court work (filing, hearings, orders, disposal).

Statistic in CIS



Types of Menu available for Statistics in CIS

1. Query Builder :- is used to generate queries on filing up the given fields and generating reports

Pending

Disposal

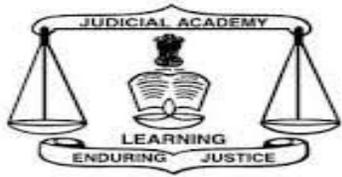
along with court name wise, act wise, date of Registration wise, and date of decision wise

2. DJPMC [District Judge Project Management Committee]

Under DJPMC the following Menu available for fetching statement in CIS

- Civil
- Criminal
- Pending Monitoring
- Disposal Monitoring
- Balance Sheet – Details of Case List along with Number
- Summary Reports – Complete establishment at a glance
- Returns- Net Performance report of Judicial Officer in a month range
- Cases Listed
- Monthly Statement
- Unit details
- Data health Card- MRI Scan of Data Entry in CIS

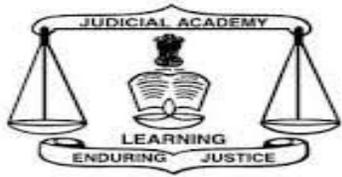
Statistic in CIS



We can also find stats in CIS from the dashboard

- Today cases : Criminal & Civil
- Undated cases
- Institution received transfer in the month
- Disposal in the month
- Pending cases
- Dormant /Sine die cases
- Echargesheet
- Efiled cases
- Judgment not uploaded
- Pending Process
- Mediation
- Lok Adalat
- Prisoner is not updated
- Pending Cases : Graphical & case type wise views
- Disposal Case: Graphical & case type wise views
- Delay Reason
- Daily cases fixed through Calender

Process Generation and Utility of NSTEP



Process Generation in CIS (Case Information System) is the module used to prepare, issue, and track court processes

Process Generation Menu available in CIS (Case Information System) under daily proceeding

– Civil Criminal Process

By which we can

Generate process through Process Generation

Upload the Process

Publish Process

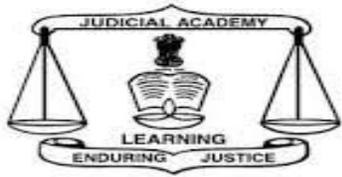
Process Acknowledgment /Print

Bulk Process Download

Process Status

Process Generation -1--When the next date is given or proceedings of the case is done, the case becomes available for generating the Process. --Every Process is unique in Nature. The Nature of Process controls Addressee type. --Process can be addressed to 7 different types of Addressee. Petitioner/Respondent/ (Both)/Witness/Police/Prison/DistrictMagistrate/Bailiff/ Other

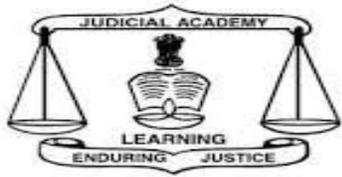
Process Generation and Utility of NSTEP



Publish Process--After draft is generated and found correct. Finally the process is to be published.--While Publishing the process Court user can again view the process of even delete the process (if some issue is seen)--Finally once the Process is published it cannot be modified and becomes available for allocation to the Process Server **through NSTEP**.

Print Process/Acknowledgement--Through this Menu Item the published processes can be printed and common acknowledgement can also be printed if the process ID is common.-- Every Process in the country will have a unique process number.

Process –ID -Example



Process -ID--Every Process will have unique number through out the country.--It will have the form of P-CNR-M-N--P – Process--CNR- CNR Number of the Case--M – Process Number (Serial number of the process within the case)--N- Addressee number (Serial number of Addressee within the Process ID

For Example: 1st Process generated in the case with CNR - MHAU010017612012 for 3 different parties will have the process IDs as

PMHAU010017612012_1_1 --- Sk. Nisar Sk. Ahmed, Galli No 26, New Bajipura, Aurangabad

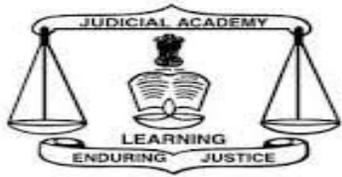
PMHAU010017612012_1_2 --- Sk. Imran Sk. Ahmed, Galli No 26, New Bajipura, Aurangabad

PMHAU010017612012_1_3 --Sk. Salman Sk. Ahmed, Galli No 26, New Bajipura,Aurangabad 2nd Process

generated in same Case for one single Other Party will have number as

PMHAU010017612012_2_1 --- A. B. Patil , Begampura Aurangabad

National Service and Tracking of Electronic Processes- NSTEP



NSTEP = National Service and Tracking of Electronic Processes

It is a **digital system integrated with CIS for electronic service and real-time tracking of court processes** like:

- Summons
- Notices
- Warrants

NSTEP is collaboration between

Case Information System (CIS)

NSTEP web application and

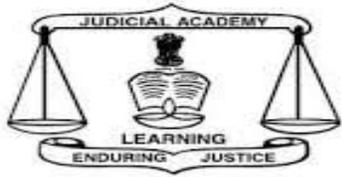
NSTEP mobile application

How NSTEP Works (Simple Flow)

- 1 Process generated in CIS
- 2 Process is linked with NSTEP ID
- 3 Assigned to Process Server / Police Station
- 4 Serving official uses NSTEP Mobile App
- 5 Updates:
 - Served / Unserved
 - Date & time
 - GPS location
 - Photograph (where enabled)
- 6 Status reflects in CIS instantly

The web portal is being launched for monitoring the status of Processes at www.nstep.ecourts.gov.in which work only through MPLS leased line in a secured manner

DOs in CIS



Case Registration

- ✓ Enter **correct case type, act, section, and year**
- ✓ Verify **party names, addresses, and advocate details**
- ✓ Use **proper case classification** (Civil/Criminal)
- ✓ Generate **CNR number** carefully and recheck before saving

Process Generation & NSTEP

- ✓ Generate process **only after order entry**
- ✓ Verify **address, police station, and mode of service**
- ✓ Track service status through **NSTEP**
- ✓ Update service details promptly

Daily Proceedings

- ✓ Update **daily orders on the same day**
- ✓ Select **correct next date & stage**
- ✓ Ensure order matches **judge's dictation**
- ✓ Upload orders/judgments wherever enabled

Data Security & Login

- ✓ Use **your own login ID** only
- ✓ Change passwords periodically
- ✓ Log out after work
- ✓ Report system errors to **NIC / CIS admin**

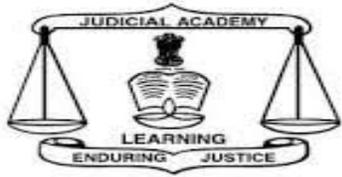
Statistics & DJPMC

- ✓ Check **institution, disposal, and pendency** regularly
- ✓ Verify **age-wise pendency** before DJPMC meetings
- ✓ Correct data errors immediately
- ✓ Cross-verify reports before submission to District Judge

Disposal Entry

- ✓ Enter **disposal on the same day of judgment/order**
- ✓ Select **correct disposal type & reason**
- ✓ Ensure **final order uploaded**
- ✓ Close all pending processes after disposal

DON'Ts in CIS



Disposal & Statistics

- ✘ Don't delay disposal entry
- ✘ Don't mark a case disposed without final order
- ✘ Don't manipulate statistics
- ✘ Don't ignore old cases affecting DJPMC reports

Security & Accountability

- ✘ Don't share login credentials
- ✘ Don't use another staff's ID
- ✘ Don't delete data without approval
- ✘ Don't ignore audit logs or warnings

Process & Service

- ✘ Don't generate process without court order
- ✘ Don't enter **fake or assumed service reports**
- ✘ Don't ignore unserved processes
- ✘ Don't bypass NSTEP where it is mandatory