

### Instruction regarding CIS detailing duties of officials.

<b>Sr. No.</b>	<b>Designation</b>	<b>Responsibilities regarding CIS</b>
1.	Reader	<ol style="list-style-type: none"><li>1. Daily proceedings</li><li>2. Disposal of Cases</li><li>3. Registration &gt; <b>Case Objections</b></li><li>4. To enter business and exhibits pertaining to the cases listed on particular date.</li><li>5. To enter detail of witnesses.</li><li>6. Presentees of the Parties.</li></ol>
2.	Ahlmad / Copy Clerk.	<ol style="list-style-type: none"><li>1. To ensure that all the files are entered, having CIS generated number.</li><li>2. Registration &gt; Case Registration and entry of first listing date.</li><li>3. To enter Additional Party Details and subsequent information / particulars as &amp; when required.</li><li>4. To provide the lists of transferee cases and cases received by transfer, to the Server Room and ensure that the same get transferred to the court concerned.</li></ol>
3.	Judgment Writer /Stenographer	<ol style="list-style-type: none"><li>1. Uploading of judgment/daily orders, relating to total number of cases highlighted in the CIS generated cause list.</li></ol>