TAMIL NADU STATE JUDICIAL ACADEMY

Refresher Programme for Registry Staffs of High Court (ECT-15)

17.12.2022 (Saturday) through online

09.30 a.m. – 09.40 a.m.	➢ *Welcome Address* **Mr. S. MUTHU MAHARAJAN,** Deputy Director, TNSJA Regional Centre, Madurai
09.40 a.m. – 11.15 a.m.	➢ *Filing & Registration of Cases in CIS Software* • *Filing / Representation* • *A.E Allocation* • *Objection* • *Registration* **Mr. S. HEMACHANDAR,** Senior Systems Manager, High Court of Madras **Mr. J. VIJAY GANAPATHY**, System Analyst, Chennai (OD at High Court of Madras)
11.15 a.m. – 11.30 a.m.	**Tea Break**
11.30 a.m. – 01.15 p.m.	➢ *Important & Daily Usage Menus in CIS Software* • *Cause List Generation* • *Daily Proceedings* • *Report Generation on Daily Proceedings* • *Watermarking & Uploading of Orders in CIS* **Mr. S. HEMACHANDAR,** Senior Systems Manager, High Court of Madras **Mr. J. VIJAY GANAPATHY**, System Analyst, Chennai (OD at High Court of Madras)
01.15 p.m. – 01.30 p.m.	➢ *Interaction*