OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE-CUM-SPECIAL JUDGE (PC ACT) (CBI) ROUSE AVENUE COURT COMPLEX, NEW DELHI

CIRCULAR

In compliance of directions received from Delhi Judicial Academy, training programme has been scheduled for all the Judicial Offices posted at Rouse Avenue Court Complex, New Delhi under e-Committee Special Drive Training and Outreach Programme through the State Judicial Academy. The details of training programme are as under: -

Programme Code	No. of Days	Description	Target Group	Date of Training	Time	Venue	Name of Resource Person/Master Trainer	Mode of Training
ECT_16_ 2022	1	E-courts Programme at All-District Headquarter	All Judicial Officers of the District	23/07/2022 (Saturday)	10:00 AM to 05:00 PM	Meeting Room, First Floor, RADC, New Delhi.	Sh. Tarun Yogesh, Ld. POLC-08, RADC, ND Sh. Himanshu Tanwar, Ld. MM-10, South-East, Saket District Courts, Delhi.	Offline/ Online/ Hybrid

The meeting number is **25172487347** and password is **123456** (The meeting link will also be shared through whatsapp on mobile number). The Meeting Link is given as under:

https://districtcourtdelhi.webex.com/districtcourtdelhi/j.php?MTID=maebd8b95c126281f5e383ce7a0fda508

In view of the above, all the Judicial Officers, Rouse Avenue Court Complex, New Delhi are hereby requested to kindly attend the aforesaid training, as per schedule.

21/07/22

(VINAY KUMAR GUPTA)
Principal District & Sessions Judge
-cum-Special Judge (PC Act) (CBI)
Rouse Avenue Court Complex
New Delhi.

No. 20807C-20863C/F.50/Circular/Computer/RACC/ND/2022 Dated: 21.07.2022

Copy forwarded for information & necessary action to:

1. Delhi Judicial Academy, Sector-14, Dwarka, New Delhi-110078.
2. The Ld. Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
3. All Judicial Officers posted at RACC, New Delhi with the request to attend the aforesaid training programme as per schedule.
4. Sh. Tarun Yogesh, Ld. POLC-08/Master Trainer, RADC, New Delhi.
5. Sh. Himanshu Tanwar, Ld. MM-10/Master Trainer, South-East District, Saket Courts, Delhi.
6. P. S. to Ld. Principal District & Sessions Judge cum Special Judge (PC Act) (CBI), RACC, New Delhi.
7. The Branch In-charge, Caretaking, RACC, ND for making necessary arrangement/refreshment.
8. Website Committee, Tis Hazari Courts, Delhi for being uploaded on official website/Layers.
9. Concerned DSA Sh. Sudhir Saini, Judicial Assistant & ASAs Sh.Vikas Verma, Judicial Assistant and Sh. Mukesh Kumar, Junior Judicial Assistant for necessary assistance.
10. Reader to the undersigned.
11. Guard File.

21/07/22

Principal District & Sessions Judge
-cum-Special Judge (PC Act) (CBI)
Rouse Avenue Court Complex
New Delhi.

ECT_16_2022

Description of Programme:-	Ecourts Programme at All-District Headquarters
Training Code :	ECT_ *16*_2022
Target Group :-	All Judicial Officers of the District
Place of Training :-	At District Head Quarters through State Judicial Academy
No. of Days :-	1
Mode of Training:-	Offline/ Online/Hybrid
Hands on Training:-	Recommended
Resource persons (Suggestive) :	Existing Master Trainers (Judicial Officers) of the State

Consolidated Course Content (Suggested topics):

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
DAY 1					
1(a)	1	15	10.00 a.m. - 10.15 a.m.	**Orientation and Overview of the Program**	• Focus of training • Change Management • Need for training • Training methodology • Overview of latest initiatives of e-Committee and current phase of e-Courts project

1(b)	1	15	10.15 a.m. – 10.45 a.m.	**Overview of Computer Infrastructure: Hardware**	• Special emphasis on newly installed/ latest equipment/ new technology
					• ***State Specific*** Hardware
					• Hardware Components:
					  ○ Computers-desktops & laptops
					  ○ Peripherals including printers
					  ○ Photocopying equipment
					  ○ Scanners

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
					○ VC equipment ○ Cables ○ UPS ○ Network equipment & accessories including Wifi solutions ● Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments
1(c)	1	45	10.45 a.m. – 11.30 a.m.	**Overview of Computer Infrastructure: Software**	● Open source vs. patented/ proprietary ● Operating system options ○ Windows ○ Mac ○ Linux ● Ubuntu Linux- features & benefits ● New features in version 20.4 ● Ubuntu-Linux File System ○ Home Folder ○ Desktop ○ Documents ○ Downloads Folders ○ PDF (output folder for virtual pdf printer) Folder ○ ReadMe Folder ○ Location (Path) of files & folders in Ubuntu- Linux ● Using the File Browser ● Understanding the use of Copy To, Move To, Other Pane (F3) ● Accessing recently copied data/clipboard ● Typing in Indian Languages- ○ Selecting Keyboard Input Language ○ Using specific Keyboard Layout: ● Using a webcam with Ubuntu-Linux ● Taking a screenshot ● Force quit (force kill) an errant/misbehaving application ● Other useful applications
Break					
2(a)	1	30	11.45. a.m.- 12.15 p.m.	**Case Information System (CIS): Revisiting Familiar Concepts**	● Concept of Establishment in CIS. Concept of Login and Password. ● Overview of Dashboard Data and Functions including Dynamic Opening Side Menu ● Core & Periphery ● Various types of Masters ● Editing Masters data ● Q -Menu

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
					● Postings and Transfer of judicial officers in CIS ● Daily data uploading to CIS ● Concept of FAOR or FORA. Workflow of Case ● Balance Sheet ● Filing- ○ Cases ○ Caveat ○ Appeal filing ○ IA filing ● Objections ○ Specifying objections ○ Objection compliance date ○ Check slip ○ Scrutiny list ○ Objection Compliance board ● Registration- ○ Registration of case ○ Data entry ○ Change of registration date ○ Registration Reports ○ Case Extra info, etc. ○ Unregistered Cases ● Allocation- ○ Individual & Bulk ○ Random ○ Reports.
2(b)	1	30	12.15 p.m.- 12.45 p.m.	**Case Information System (CIS): Court Proceedings**	● Court Proceedings- ● Case proceedings ○ Undated Cases ○ Bulk proceedings, ○ Linked Cases ○ Update Case Information ○ Urgent Case: ■ Why Urgent Case Option? ■ Where to find urgent case option-Admin menu, Registration & court proceedings menu ■ Urgent case reports ○ Order & Judgement Uploading ○ Judges Leave ○ Delay Management etc. ○ On VC ○ Order passed ○ Exhibits ○ Court event & DCMS ○ Issues framed ○ Witnesses examined

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
					○ Appearance ○ Written statement ○ Disposing the case ○ Next date ○ Reason for adjournment ○ Purpose of listing ○ Presence ○ Digital display boards & Display board management ○ Proceedings correction ● Online copy application ● COVID case management
2(c)	1	30	12.45 p.m.- 01.15 p.m.	**Case Information System (CIS): Important Modules (With special emphasis on new Modules)**	● Cause lists- ○ Civil ○ Criminal ● Additional Party Details- ○ Change Advocate, ○ Legal Heir, ○ Witness Information, ● Management Reports- ○ Civil & Criminal Reports, ○ Monthly Statement and other reports. ● Transfer of Cases- ○ Individual, ○ Bulk ○ Establishment Transfer ● Lok Adalat- Assign Cases, Disposal, Reports. ● Mediation ● Query Builder. ● Overview of Admin Module- ○ Case Restoration, ○ Taken on Board, ○ Modify Case Details, ○ Modify Business, ○ Case Conversion, ○ Delete cases etc. ● Overview of Masters Module. ● Overview of the User Module. ● Plead Guilty- ○ Plead Guilty cases & Proceeding ○ Virtual Court Cases ○ Consume ○ Verification.
Break					
3	1	90	02.00 p.m.-	**ICT Tools for moving**	● E-filing ○ E-filing module

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
			03.30 p.m.	**towards paperless Courts: E-filing, ICJS and Pre-Trial Module**	○ Versions ○ Steps to e-file a case ○ Data consumption of e-filing to CIS ○ E-filing of cases ○ Integration with CIS ○ Movement of file through E-filing portal and CIS ○ Objections in E-Filing vs Objections in CIS ○ E-filing of interim applications ○ E-filing of documents ○ Case data entry-connection with e-filing ○ E-Pay: Facilitation of e-Payment of Court fees, fines and penalties by the Advocates/litigants and verification of Court fees purchased online. ● ***State Specific*** E-filing Rules ● ICJS Module ○ Consumption of FIR. ○ Consumption of Chargesheet ○ Charge sheet/summary ○ Chargesheet/summary received report ● Pre-trial ○ Remand ○ Bail ○ Release ○ Pretrial order uploading ● Utilisation of e-Sewa Kendra, eFiling helpdesk counters and VC Cabins as the citizen-centric hubs of a Court Complex for dissemination of various eCourts services.
Break					
4(a)	1	30	03.45 p.m. - 04.15 p.m.	**Electronic Case Management Tools (ECMT) for Judges and Court Staff**	● JustIS Application: Practice/ Demonstration ● Sandes (GIMS) Application ● NSTEP ○ Process generation ○ Process data entry ○ Draft generation ○ Upload process ○ Copy previous process ○ Publish process ○ Process acknowledgment ○ Process status ○ NSTEP Web interface ○ NSTEP Mobile application

Sr. No	Day	Time (minutes)	Tentative time table	Main Topic	Sub Topics
					● Justice Clock ● NJDG ● e-Courts Website and application ● Digital Signature Key- Installation and working. ● Official Email ● KAVACH ● Email integration in google ● SMS push and pull services, ● Automated email, ● Live streaming ● SUVAS ● Other/ ***State specific*** tools, portals, applications, etc.
4(b)	1	15	04.15 p.m. - 04.30 p.m.	**Working with day-to-day Applications: PDF Tools, Speech to Text Software, etc.**	● Working with Speech to Text Software ○ ***State specific*** software ○ ***State specific*** regional language support and fonts ● PDF Tips ○ Conversion to as PDF in Ubuntu-Linux ○ Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts ○ PDF Editing Tools in UBUNTU
4(c)	1	15	04.30 p.m. – 04.45 p.m.	**Overview of Video Conferencing and Hybrid Hearing: Way Forward**	● Video Conferencing ○ VC equipment ○ VC software ■ Vidyo ■ Cisco Webex ■ People link ■ Google meet ■ Zoom ■ Teams ■ Vconsole ○ Hybrid Hearing ● ***State specific*** Rules relating to video conferencing. ● Video Conferencing Tips
4(d)	1	15	04.45 p.m.- 05.00 p.m.	**Overview of Digitization**	● Standard workflow. ● ***State specific*** Digitisation SOP ● ***State specific*** Digitisation Software