PRINCIPAL DISTRICT COURT, EAST GODAVARI, RAJAMAHENDRAVARAM: DATED 04-02-2026.

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Communicated the copy of the Hon'ble High Court ROC.NO.2178/2025-CPS, Dated 03-02-2026 along with the revised syllabus, to all the **Judicial Officers working in the unit of East Godavari District** for information and compliance.

The tentative schedule for the training programs ECT-13-2025 "Computer Skill Enhancement Programme - Level I & II" and ECT-16-2025 "eCourts Programme" is enclosed for ready reference.

Prl. District Court, East Godavari,
Rajamahendravaram, Dt.04-02-2026.

Sunitha 4.2.26
PRINCIPAL DISTRICT JUDGE

Encl: 1. Copy of the Hon'ble High Court Letter.
2. Copy of the Revised Syllabus.
3. Tentative schedule for the training programs Day-1 and Day-2.

To

All the Judicial Officers working in the unit of East Godavari District

Copies to

1. The **Superintendents (Accounts & Nazareth, OP Cell)** are directed to coordinate and make necessary arrangements at the venue.
2. The System Officer is directed to make the necessary technical arrangements in this regard.

Dis 1103
4/2/26

ELT 4

DISTRICT COURT
RAJAMAHEN VARAM.
RECEIVED
04 FEB 2026
PRL. DISTRICT JUDGE

D. YEDUKONDALU,
REGISTRAR (IT-cum-CPC)

AMARAVATI,
Dt: 03-02-2026.

ROC.NO.2178/2025-CPS

To
All the Unit Heads

Sir/Madam,

Sub: HIGH COURT – COMPUTER SECTION – eCourts – Phase III – Revised Syllabus of Capacity Building Training Programme on the topics ECT_13_2025 and ECT_16_2025 – Information – Regarding.

Ref: Proceedings, dated:23.01.2026 of the Registrar (Vigilance).

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I invite your attention to the subject and reference cited above.

As directed, I am to inform you that, under Phase III of the eCourts Project of the Hon'ble eCommittee, Supreme Court of India, the Training Programmes on the topics ECT_13_2025 "Computer Skill Enhancement Programme – Level-1&II", and ECT_16_2025 "e-Courts Programme", are scheduled to be conducted at District Headquarters of Ananthapuramu, Chittoor, Krishna, Guntur, Vizianagaram and Srikakulam on 07.02.2026 and 08.02.2026, and at East Godavari, West Godavari, Kadapa, Prakasam, Visakhapatnam, Nellore and Kurnool Districts on 21.02.2026 and 22.02.2026.

Circulate to all

4/2/26

A copy of the revised syllabus prescribed on the aforesaid topics is enclosed herewith for your ready reference.

3/2/26

REGISTRAR (IT-cum-CPC)

Encl:a/a

Copy to:

The Director, Andhra Pradesh Judicial Academy, Kaja, Guntur.
Registrar (IT-cum-CPC).

E-Courts

ETC_13_2025:
TENTATIVE SCHEDULE FOR THE CAPACITY BUILDING
DAY 1: TRAINING PROGRAMME
ON
"COMPUTER SKILL ENHANCEMENT PROGRAMEE - LEVEL- I & II"
on Saturday, the 21st Day of February-2026.

VENUE OF THE TRAINING:	:	**1st floor of the DLSA Building, Principal District Court Complex, Rajamahendravarm.**
GROUP PHOTO	:	09:45 AM
INAUGURAL SESSION	:	09:50 AM to 10:00 AM
INVITING THE DIGNITARIES TO THE DIAS BY	:	**Smt C. Ramya,** III Additional Civil Judge (Junior Division), Rajamahendravaram
		Presentation of Splings
1. **SUNITHA GANDHAM** Principal District & Sessions Judge,East Godavari, Rajamahendravaram.	:	--
2. **Sri P.Govardhan,** Ubuntu-cum-CIS Master Trainer & VI Additional District Judge, Kakinada, East Godavari.	:	**Smt N. Reddy Prasanna,** Principal Civil Judge (Junior Division), Rajamahendravaram
3. **Sri K.P.Sai Ram** Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division), Vijayawada	:	**Smt Nizam Sarada,** Principal Civil Judge (Junior Division), Ramachandrapuram
4. **Sri G.Karthik,** Ubuntu Master Trainer & III Additional Civil Judge (Junior Division), Visakhapatnam.	:	**Smt M. Vijaya Rameswari,** Principal Civil Judge (Junior Division),Pithapuram
5. **Sri L.Gopinath** Ubuntu Master Trainer & Civil Judge (Junior Division), Prathipadu.	:	**Smt K. Hima Bindu,** Civil Judge (Junior Division), Razole
Thought of the Day by	:	**Sri G. Sreenivasa Reddy,** V Addl. Civil Judge (Junior Division), Rajamahendravaram
Welcome address and introduction of Ubuntu- cum-CIS Master Trainer as Resource persons	:	**SUNITHA GANDHAM** Principal District & Sessions Judge, East Godavari, Rajamahendravaram.

Day 1: Training Programme ETC_13_2025.

Session No	Time	Main Topic
1	10:00 AM to 10:15 AM	Orientation and Overview of the Program
2	10:15 AM to 10:45 AM	Overview of Computer Infrastructure: **Hardware**
3	10:45 AM to 11:30 AM	Overview of Computer Infrastructure: **Software**
TEA BREAK - 11: 30 AM to 11: 45 AM		
4	11:45 AM to 01:00 PM	Working with day-to-day Applications: **Libre Office Suites Writer.**
LUNCH BREAK - 01: 00 PM to 02: 00 PM		
5	02:00 PM to 02:30 PM	Working with day-to-day Applications: **Libre Office Calc**
6	02:30 PM to 03:00 PM	Working with day-to-day Applications: **Libre Office Impress**
7	03:00 PM to 03:30 PM	Software Installation
TEA BREAK - 03: 30 PM to 03:45 PM		
8	03:45 PM to 04:45 PM	Working in Cyberspace, Basics of Networking and Data Security
9	04:45 PM to 05:00 PM	Discussion & Doubts

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ETC_16_2025:
TENTATIVE SCHEDULE FOR THE CAPACITY BUILDING
DAY 2: TRAINING PROGRAMME
ON
"Ecourts Programme"
on Sunday, the 22nd Day of February-2026.

VENUE OF THE TRAINING:	:	**1st floor of the DLSA Building, Principal District Court Complex, Rajamahendravarm.**
INVITING THE DIGNITARIES TO THE DIAS BY	:	**10 :00 AM** **Sri T. Veera Raghavendra Rao,** IV Additional Civil Judge (Junior Division), Rajamahendravaram

1. **Sri P.Govardhan,**
Ubuntu-cum-CIS Master Trainer &
VI Additional District Judge, Kakinada, East Godavari.

2. **Sri K.P.Sai Ram**
Ubuntu Master Trainer &
VI Additional Civil Judge (Senior Division), Vijayawada

3. **Sri G.Karthik,**
Ubuntu Master Trainer &
III Additional Civil Judge (Junior Division), Visakhapatnam.

4. **Sri L.Gopinath**
Ubuntu Master Trainer &
Civil Judge (Junior Division), Prathipadu, East Godavari

Thought of the Day by : **Smt N. Usha Lakshmi Kumari,**
VI Additional Civil Judge (Junior Division), Kakinada
(Mobile Court)

Day 2: Training Programme- ECT_16_2025.

Session No	Time	Main Topic
1	10:00 AM to 11:30 AM	Case Information System (CIS)
TEA BREAK - 11: 30 AM to 11: 45 AM		

Cont ..2..

Session No	Time	Main Topic
2	11:45 AM to 01:00 PM	Case Information System (CIS)
LUNCH BREAK - 01: 00 PM to 02: 00 PM		
3	02:00 PM to 02:30 PM	Video Conferencing and Hybrid Hearing
4	02:30 PM to 03:00 PM	ICT Tools for moving towards paperless Courts: e-filing, ICJS and Pre-Trail Module
5	03:00 PM to 03:30 PM	Overview of Digitization
TEA BREAK - 03: 30 PM to 03:45 PM		
6	03:45 PM to 04:30 PM	Electronic Case Management tools (ECMT) for Judges
7	04:30 PM to 05:00 PM	Discussion & Doubts

Felicitations

Vote of Thanks by : **Smt Shaik Shireen,**
V Additional Civil Judge (Junior Division),Kakinada

REVISED SYLLABUS

ECT_13_2022 Computer Skill Enhancement Programme – Level I & II and ECT 16_2022 E-Court Programme at District Headquarters

Description of Programme:-	Computer Skill Enhancement Programme–Level I & II, and E-Court Programme at District Headquarters
Training Code:	ECT_13_2022 AND ECT_16_2022
Target Group:-	Judicial Officers of District Judiciary (All Cadre)
Place of Training:-	District Head Quarters through State Judicial Academy
No.of Days:-	2
Mode of Training:	Offline/Online/Hybrid
Hands on Training	(Yes) strongly recommended
Resource persons (Suggestive):	Existing Master Trainers (Judicial Officers) of the State along with Technicians/Officials from amongst NIC/High Court/District Court digitization personnel/Technical experts

DAY 1: Computer Skill Enhancement Programme – Level I & II

Session No I	Time (in Minutes) 15 Minutes	Time 10.00 AM to 10.15 AM	Resource Persons
Main Topic	**Sub Topic**		
Orientation and Overview of the Program	• Brief overview of eCourts project • Role of various stakeholders including Department of Justice, eCommittee, NIC, High Court Computerization Committee, Central Project Coordinator, Directorate of IT, District Court Computerization Committee, Nodal Officers, Ubuntu- CIS Master Trainers, & Advocate Master Trainers in implementation. • Overview of latest initiatives of e-Committee and current phase of e-Courts project.		

Session No 2	Time (in Minutes) 30 Minutes	Time10.15 AM to 10.45 AM	Resource Persons
Main Topic	**Sub Topic**		
Overview of Computer Infrastructure : Hardware	• Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II. • Types of Electronic Hardware Components (Computers-desktops & laptops, Peripherals including printers, Photocopying equipment, Scanners, VC equipment, Cables, UPS, Network equipment & accessories including Wi-fi solutions). • Electronic waste management Rules, 2022. • Brief overview of High Court specific policy and procedure for ICT assets (Procurement, Deployment, AMC management, Management, Disposal).		

Session No 3	Time (in Minutes) 45 Minutes	Time 10.45 AM to 11.30 AM	Resource Persons
Main Topic	**Sub Topic**		
Overview of Computer Infrastructure : Software	• Open source vs. patented/proprietary Operating system options (Windows / Mac / Linux). • Ubuntu Linux- features & benefits (Ubuntu overview & version 24.04 LTS features - Desktop environment navigation). • (GNOME/Caja file manager) - Workspace management & window controls - System settings • Ubuntu-Linux File System (Home Folder, Desktop, Documents, Downloads, Location/Path of files). • Using the File Browser nautilus. • 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; Taking a screenshot. • Other useful applications.		

11.30 to 11.45 AM Tea Break

Session No 5	Time (in Minutes) 75 Minutes	Time 11.45 AM to 01.00 PM	Resource Persons
Main Topic	**Sub Topic**		
Working with day-to-day Applications: LibreOffice Writer	• Basic tips, Saving, Keyboard Shortcuts, Formatting, Automatic saving, Auto text, Auto Correct, Table of contents, Find and replace text, Spell checker, Header/Footer, Inserting Date/Time/Footnote/ Endnote, Bullets/Numbering, Page Numbering, Viewing/Printing documents); Working with Tables. Inserting Comments, Redact, password protecting documents. Simple calculations, • Extensions in LibreOffice Writer • Extracting all images from documents at once • LibreOffice wizard • **PDF Tips** (Conversion to as PDF in Ubuntu-Linux, Generation of accessible PDF Documents and uploading only accessible and digitally signed PDF documents, converting JPEG/PNG to PDF, PDF Editing Tools in UBUNTU, Merging and splitting of PDF Files, How to bookmark a PDF Document).(Tips, practice, demonstration) Metadata in pdf's. • **Indexing/Table of contents.**		

1.00 PM to 2.00 PM Lunch break

Session No 6	Time (in Minutes) 30 Minutes	Time 02.00 PM to 02.30 PM	Resource Persons
Main Topic	**Sub Topic**		
Working with day-to-day Applications: LibreOffice calc	• LibreOffice Calc Basics		

Session No 7	Time (in Minutes) 30 Minutes	Time 02.30 PM to 03.00 PM	Resource Persons
Main Topic	**Sub Topic**		
Working with day-to-day Applications: LibreOffice Impress	• LibreOffice Impress Basics		

Session No 8	Time (in Minutes) 30 Minutes	Time 03.00 PM to 03.30 PM	Resource Persons
Main Topic	**Sub Topic**		
Software installation	• Synaptic Package Manager(Graphical) • Snap • Flatpak		

3.30 PM to 3.45 PM Tea Break

Session No 9	Time (in Minutes) 60 Minutes	Time 03.45 PM to 04.45 PM	Resource Persons
Main Topic	**Sub Topic**		
Working in Cyberspace, Basics of Networking and Data Security	• Working in Cyberspace (Internet Overview, Web browser, Toolbar/Hyperlinks, Internet Safety and Tips, Firefox tips, Search Tips, Privacy and Data Protection). Data Management and Security (Importance of data security, Open data, Password management, Data auditing, Management of Data on devices and Cloud). • Basics of Networking (Local Area Networks, Wide Area Networks, Virtual Private Networks, Use of Networks in file sharing/printing). • Security (Importance of data security, Open data, Password management, Data auditing,Management Of Data on devices and Cloud).		

Session No 10	Time (in Minutes) 15 Minutes	Time 04.45 PM to 05.00 PM	Resource Persons
Main Topic	**Sub Topic**		
Discussion & Doubts	• General discussion and doubts.		

Day 2 ECT_16_2022 – E-Court Programme at All – District Headquarters

Session No 1	Time (in Minutes) 90 Minutes	Time 10.00 AM to 11.30 AM	Resource Persons
Main Topic	**Sub Topic**		
Case Information System(CIS)	• Overview of Dashboard Data and Functions; Core & Periphery; Various types of Masters; Q - Menu; Daily data uploading to CIS; Workflow of Case; Balance Sheet; • Court Proceedings (Undated Cases, Bulk proceedings, Linked Cases, Update Case Information); Urgent Case option (Why/Where to find/reports); Order & Judgment • Uploading; Delay Management; Issues framed, Witnesses examined, Appearance, Written statement); Disposing the case; Next date; Reason for adjournment; Purpose of listing; Presence; Digital display boards; Proceedings correction;		

11.30 AM to 11.45 AM Tea Break

Session No 2	Time (in Minutes) 75 Minutes	Time 11.45 AM to 01.00 PM	Resource Persons
Main Topic	**Sub Topic**		
Case Information System(CIS)	• Cause lists (Civil/Criminal); Additional Party Details (Change Advocate, Legal Heir, Witness Information); Management Reports (Civil & Criminal Reports, Monthly Statement); Lok Adalat; Mediation; Query Builder; QR Code on Orders and Judgments.		

01.00 PM to 02.00 PM Lunch Break

Session No 3	Time (in Minutes) 30 Minutes	Time 02.00 PM to 02.30 PM	Resource Persons
Main Topic	**Sub Topic**		

Video Conferencing and Hybrid Hearing:	• Video Conferencing
	  ○ Judgments of VC
	  ○ Advantages of VC
	  ○ VC equipment
	  ○ Creation of accounts Scheduling of meetings
	  ○ Panels
	  ○ Viewing Modes Recording of meetings
	  ○ Hybrid Hearing
	• Video Conferencing Rules & Tips		

Session No 4	Time (in Minutes) 30 Minutes	Time 02.30 PM to 03.00 PM	Resource Persons
Main Topic	**Sub Topic**		

ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module	• E-filing
	  ○ E-filing module
	  ○ Versions
	  ○ 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
	  ○ Case data entry-connection with e-filing
	• ICJS Module
	  ○ Consumption of FIR
	  ○ Consumption of Charge Sheet
	  ○ Charge sheet/summary
	  ○ Charge sheet/summary received report
	• Pre-trial
	  ○ Remand
	  ○ Bail
	  ○ Release
	  ○ Pretrial order uploading		

Session No 5	Time (in Minutes) 30 Minutes	Time 03.00 PM to 03.30 PM	Resource Persons
Main Topic	**Sub Topic**		

Overview of Digitization	• Importance of Digitization
	• Principles
	  ○ Metadata and its importance
	• Standard Operating Procedures (SOP) of eCommittee for digitization
	• Hardware and software requirements & Management of digitization
	• Types of PDF documents
	  ○ PDF & PDF/A
	  ○ OCR & ICR
	• Stages of digitization in each state of High Court records/District Court records
	• State-Specific Digitization priority & standard workflow of digitization
	• State-Specific stages and activities of digitization-
	  ○ Pre-scanning
	  ○ Scanning
	  ○ Post-scanning		

3.30 PM to 3.45 PM Tea Break

Session No 6	Time (in Minutes) 45 Minutes	Time 03.45 PM to 04.30 PM	Resource Persons
Main Topic	**Sub Topic**		
Electronic Case Management Tools (ECMT) for Judges	• JustIS Application: Practice/Demonstration • Justice Clock • NJDG • Digital Signature Key- Installation and working		

Session No 7	Time (in Minutes) 30 Minutes	Time 04.30 PM to 05.00 PM	Resource Persons
Main Topic	**Sub Topic**		
Discussion & Doubts	• General discussion and doubts.		