

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**

No. 5742-5744/Genl./NE/KKD/2025/Delhi

Dated 10 JUL 2025

Subject: "Computer Skill enhancement Programme- Level I & II," Programme Code ECT_12_2025 for Advocate/Advocate Clerk is scheduled on 13th August, 2025 (01 day), physically at Delhi Judicial Academy, as per Approved Calender for ECT Programmes from April 2025 to March 2026.

Forwarded copy of the above cited e-mail dated 15.07.2025, alongwith its annexure be sent to Secretary, Shahdara Bar Association to send the nominations of 10 Advocate/Advocate Clerk for above said training programmes & copy be also sent to the Member Secretary, DLSA, North-East District with request to send the names of 05 LACs/LACs Clerk to attend the said training progamme, on or before 25.07.2025, to General Branch, North-East District, KKD Courts, Delhi for onward transmission to Hon'ble High Court of Delhi & Delhi Judicial Academy. Further copy of the aforesaid e-mail be also sent to Computer Branch, Karkardooma Courts, for necessary compliance.

1. The Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi for information and & compliance and requested to display on the Notice board for wider publicity.
2. The Secretary, DLSA, North-East District for information and necessary compliance.
3. Branch Incharge, Computer Branch, KKD Courts, Delhi for information and direction to upload the same in the Website.

**Officer Incharge (General Branch)
North-East District, KKD Courts, Delhi**

Subject: "Computer Skill enhancement Programme- Level I & II," Programme Code ECT_12_2025 for Advocate / Advocate clerk is scheduled on 13th August, 2025 (01 day), physically at Delhi Judicial Academy, as per Approved Calendar for ECT Programmes from April 2025 to March 2026. 681
16/7/25

CPC, Delhi High Court < cpc-del@ajj.gov.in >

Tue, 15 Jul 2025 4:05:09 PM +0530

To "PDJ HQs Delhi"<pdj-central@ddc.nic.in>,"Viresh Panwar"<pdj-east@ddc.nic.in>,"PDJ Office New Delhi District"<pdj-newdelhi@ddc.nic.in>,"Ram Janma Prasad"<pdj-north@ddc.nic.in>,"PDJ Office North East"<pdj-northeast@ddc.nic.in>,"PDJ OFFICE NORTH WEST ROHINI"<pdj-northwest@ddc.nic.in>,"PS to PDJ CUM SPL JUDGE CBI RADC"<pdj-racc@ddc.nic.in>,"Tilak Raj"<pdj-shahdara@ddc.nic.in>,"RAM SINGH"<pdj-south@ddc.nic.in>,"PDJ OFFICE SOUTH EAST SAKET"<pdj-southeast@ddc.nic.in>,"Secretariat to Pr Distt and SJ"<pdj-southwest@ddc.nic.in>,"VIKAS BHARDWAJ"<pdj-west@ddc.nic.in>,"Member Secretary, Delhi SLSA "<dslsa-co@nic.in>

Cc "Arun Bhardwaj"<rg.dhc@nic.in>,"Delhi Judicial Academy"<dja@nic.in>,"divya.malhotra"<divya.malhotra@ajj.gov.in>,"Rajeev Kumar"<aoj-cpc@dhc.nic.in>

Respected Sir(s)/Madam(s),

Please see the trailing email received from Delhi Judicial Academy regarding Training Programme "Advocate/ Advocate Clerk ECourts Programme at District Headquarters", (Programme Code ECT_12_2025) scheduled for 13.08.2025, physically at Delhi Judicial Academy.

Accordingly, you are requested to send the nomination as requested in the trailing email at the earliest directly to the Delhi Judicial Academy under intimation to this office.

With Regards,

Jay Thareja
Joint Registrar (Judicial)/Central Project Coordinator (CPC)
High Court of Delhi.

General Branch

Sir

POSS/NOE/KWD
16/7/25

From: "Delhi Judicial Academy" <dja@nic.in>
To: "CPC, Delhi High Court" <cpc-del@ajj.gov.in>
Cc: sachinsngwn@yahoo.com
Sent: Monday, July 14, 2025 4:58:07 PM
Subject: Subject: "Computer Skill enhancement Programme- Level I & II," Programme Code ECT_12_2025 for Advocate / Advocate clerk is scheduled on 13th and 14th August, 2025 (02 days), physically at Delhi Judicial Academy, as per Approved Calendar for ECT Programmes from April 2025 to March 2026.

Dear Sir,

As per the approval of the Hon'ble High Court of Delhi, a "Computer Skill enhancement Programme- Level I & II," Programme Code ECT_12_2025 for Advocate / Advocate clerk" was to be scheduled for 13th and 14th August, 2025 (02 days), physically at Delhi Judicial Academy.

It is submitted that in ECT_4_2025 Programme held on 16.04.2025, only 43 Advocate/Advocate Clerks attended the programme out of 240 nominated Advocate/Advocate Clerks from the Bar Associations of the various District Courts Complexes in Delhi.

faced lot of issues in receiving the Nominations of Advocate/Advocate Clerks from some Associations.

Keeping in view the topics /aspects to be covered in the subject Training Programme and the issues in obtaining nominations from Bar Associations and abysmally low participation of Advocate/ Advocate Clerks, it has been proposed by the Faculty:

- i. To conduct the subject programme only for 01 day on **13th August, 2025** instead of 02 days as approved earlier.
- ii. To call the nominations of LACs/LAC's Clerks from the DSLSA from each District in addition to calling nominations of Advocate/ Advocate Clerks from various Bar Associations from Districts.

The schedule for the Subject Programme is attached as **Annexure-A**. The format of Nomination for the subject programme is attached as **Annexure-B**.

In view of the above, it is requested that:

- i. The Ld. Principal District & Sessions Judges may be requested to give necessary direction to the Section concerned for sending 10 nominations of Advocate/Advocate Clerks from the Bar Association at their respective Court Complexes in the format attached as Annexure-B and to inform the nominated Advocate/ Advocate Clerk for attending the programme on 13th August, 2025 physically at Delhi Judicial Academy.
- ii. The Ld. Member Secretary, DSLSA may be requested to give necessary direction to the Section concerned for sending 05 nominations of LACs/LAC's Clerks in the DSLSA from each District in the format attached as Annexure-B and also inform the nominated LACs/LAC's Clerks for attending the programme on 13th August, 2025 physically at Delhi Judicial Academy.

Regards,

Sachin Sangwan
Additional Director
Delhi Judicial Academy



DELHI JUDICIAL ACADEMY

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

Office: 011-20892191

Email: dja@nic.in; delhijudicialacademy@gmail.com

Website: judicialacademy.nic.in

2 Attachment(s)

Annexure-A.pdf
595.8 KB

Annexure-B.pdf
96.9 KB

[illegible]

Time: 10:00 am to 05:00 pm

DELHI JUDICIAL ACADEMY

Programme name : Computer Skill Enhancement Programme- Level I & II (ECT_12_2025).
Programme Code : (ECT_12_2025)
Duration : One day (13th August, 2025)
Participants : Advocate/ Advocate Clerks and LACs/LAC's Clerks from Districts
Venue : Auditorium Hall, Delhi Judicial Academy.
Programme Director : Mr. Rajesh Kumar Singh, Director (Academics), Delhi Judicial Academy
Programme Coordinator : Mr. Sachin Sangwan, Additional Director, Delhi Judicial Academy

Date & Day	Session & Timing	Main Topic	Sub Topics
13.08.2025 (Wednesday)	<u>Session-I</u> 10:00 am to 11:30 am	Orientation	• Introduction of trainers • Focus of training • Change Management ○ Concept and need for change management ○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. ○ Change management through training • Need for continuous training and sensitization of stakeholders
			• Training methodology • Role of advocates in the e initiatives ○ Advocate as a game changer ○ Role of Advocate clerk in the advancement of ICT in Judicial System
		Introduction to eCommittee and eCourts project	• Brief history of ICT in judiciary • National e-governance Programme (NeGP) • Ecommittee ○ Constitution ○ Hierarchy • E-courts project ○ Aim of eCourts ○ Phases of eCourts project-Phase I, II&III ○ Thrust of phase II & III

			○ eCourts project getting Digital India Award 2020 ○ Stakeholders of ecourts project • Ecourts services available to advocate
		Importance of document scanning	• Different types of Scanners- ○ Hardware ○ Mobile Apps ■ Free ■ Paid • Making Accessible PDFs ○ Scanning to PDF & JPEG-difference ○ Scanning and combining documents ○ Ensuring legibility and visibility of the scanned documents ○ Optimum size of scanned document and managing size of document • Uploading documents
	11:30 am to 11:45 am	Tea Break	
	Session-II 11:45 am to 01:15 pm	E-filing Introduction	• E-filing Versions • Importance of efilng • Advantages of efilng cases • Efilng website ○ How to access ○ Features of the website • Data consumption of efilng to CIS
		Features of efilng portal State-Specific	• Advocate profile • Dashboard • Partner management • Case filing • Vakalath • Pleadings • EPayment • Applications • Portfolio • Clerk module

		Efiling-Registration & Case filing- State-Specific	• Registration of advocates on e-filing portal • Registration process of others in e-filing portal • Steps to e-file a case • Uploading pleadings in an existing case • Case management • Partner and client management
		Efiling assistance- State-Specific	• Helpdesks for e-filing • E-Sewa Kendras & facilities available therein • Kiosks • E-filing videos and manual
		Efiling Rules	• Overview of the "e-filing Rules of the High Court of Delhi, 2021"
	01:15 pm to 01:45 pm	Lunch Break	
	01:45 pm to 03:15 pm	Video Conferencing	• Advantages of Video Conferencing • Hybrid Hearings • VC Hardware & software-Basic requirements
			• VC Connectivity-Basic requirements • Video Conferencing
			• Salient features of Webex Video Conferencing software • Salient features of "High Court of Delhi Rules for Video Conferencing for Courts 2021".
		Other Electronic case management services & tools for advocates	• Outline of Citizen centric services provided under eCourts Project. • Brief outline of e-Courts Management tools for advocates ◦ eCourts Services Mobile Application. • Obtaining case related information ◦ KIOSK Services • Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK • New eservices introduced on a nationwide basis till the date of the training
	03:15 pm to 03:30 pm	Tea Break	

		Digitisation of Court records	• Importance of digitisation • Digitization workflow, management & usage. • Different types of records • Meta data • Digitisation SOP
		Optional Topics	• Introduction to computers ◦ Operating systems ■ MS Windows 7/ 8/ 10/ 11 • Introduction to MS Windows ◦ Components of Windows ◦ Ubuntu-Linux-A brief overview ◦ Advantages of Open Source over proprietary software ◦ Working with Operating Systems ■ Desktop & Taskbar ■ System Date & Time ■ File Management :File Extensions. ◦ PDF & Folders ◦ Creating PDF fore-Filing ◦ Connecting Scanner / Printer • Word Processing Software ◦ Microsoft Office, Libre Office, Open Office ■ MSWord, Libre Office & Open Office -Writer- An Overview ■ Common Commands • Starting Microsoft Word • Find and replacing text ■ Use of spell checker ■ Header / Footer ■ Inserting Date, Time, Footnote, Head Note etc. ■ Working with Columns ■ Bullets/ Numbering ■ Change Case ■ Tables ■ Page Numbering ■ Viewing/ Printing documents • Browser

Session-IV

**03:30 pm
to
05:00 pm**

			○ Google Chrome, Mozilla Firefox ○ Toolbar ○ Hyperlinks ○ Problems loading a page ○ Working with Search Engines ○ Printing webpage ● e-Mail: An Overview ○ Creating email account ○ Short Messaging System ○ Downloading & Uploading files ● New eservices introduced in the state as periphery development or otherwise till the date of the training
			● Discussion & doubts