

*Dr. Aditi Choudhary*

*D.H.J.S*

Director (Academics)/  
Chairperson (Officiating)



**DELHI JUDICIAL ACADEMY**

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

011-20892191, 011-28036502 (O)

Email: dja@nic.in

No. DJA/Trg./ECT 2024/1771/2024/

20<sup>th</sup> February, 2024

To,

1. The Principal District & Sessions Judge (HQs), Central, THC
2. The Principal District & Sessions Judge, New Delhi, PHC
3. The Principal District & Sessions Judge, North-West, Rohini
4. The Principal District & Sessions Judge, South-West, Dwarka
5. The Principal District & Sessions Judge, West, THC
6. The Principal District & Sessions Judge, East, KKD
7. The Principal District & Sessions Judge, South, Saket
8. The Principal District & Sessions Judge, Shahdara, KKD
9. The Principal District & Sessions Judge, North-East, KKD
10. The Principal District & Sessions Judge, North, Rohini
11. The Principal District & Sessions-cum-Special Judge (PC Act) (CBI), Rouse Avenue
12. The Principal District & Sessions Judge, South-East, Saket

**Sub: Computer Skill Enhancement Programme -Level I & II for Judicial Officers of District Judiciary (All Cadre) (ECT\_13\_2024)**

Respected Madam/Sir,

As per directions of the Hon'ble High Court of Delhi the Delhi Judicial Academy is conducting ECT Programmes from January 2024 to March 2024 for the eCourts Phase-III- Capacity Building Training. **The Computer Skill Enhancement Programme -Level I & II for Judicial Officers of District Judiciary (All Cadre) (ECT\_13\_2024)** is to be conducted on 1<sup>st</sup> and 2<sup>nd</sup> March, 2024 from 04:00 pm to 06:45 pm, through Virtual Mode using Cisco-Webex online meeting platform.

The programme detail is mentioned hereunder:

| Sl. No. | Programme Code | No. of Days | Description                                       | Target Group  | Dates   |
|---------|----------------|-------------|---|---|---|
| 1.      | ECT_13_2024    | 2           | Computer Skill enhancement Programme-Level I & II | Judicial Officers of District Judiciary (All Cadre) | <u>01<sup>st</sup> -02<sup>nd</sup> March, 2024</u><br><u>(from 04:00 pm to 06:45 pm)</u> |

The nomination list of Judicial Officers for the aforesaid programme is enclosed as **Annexure-A**. The Programme schedule is enclosed as **Annexure-B**. The attendance sheet for this programme is enclosed at **Annexure-C**.

The meeting link for joining the session online through Cisco WebEx, is mentioned below:

<https://dhcdja.webex.com/meet/dja.dhc.vc1>

Meeting id:1666962693 without Password

The feedback form (Google Link) received from eCommittee, Hon'ble Supreme Court of India for all the ECT Programmes is mentioned below:

<https://forms.gle/Nkx966ZEETvP5xth8>

It is requested that nominated Judicial Officers as per Annexure-A posted in your District be kindly communicated about their nomination in the aforesaid programme through your good office for attending the programme as per programme schedule at Annexure-B, through virtual mode, by using the aforesaid meeting link and fill the aforesaid feedback form after completion of the programme. The concerned section may also be directed to send the attendance of the programme in respect of nominated Judicial Officers of concerned District in the format as per Annexure-C.

With regards,

Yours faithfully,

Encl.: As above

No. DJA/Trg./ECT 2024/1771/2024/

*Aditi Choudhary*  
(Dr. Aditi Choudhary)  
20<sup>th</sup> February, 2024

Copy to:

1. The Central Project Co-ordinator, High Court of Delhi, New Delhi.

*ed/-*  
(Dr. Aditi Choudhary)

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH): ROHINI COURTS: DELHI**

No.- 6746-6760 F2(2)/Judl./North/RC/Delhi

Dated:- 21/02/2024

**Copy & it's enclosures forwarded for information and necessary action to:-**

1. All the Judicial Officers, North District, Rohini Courts, Delhi
2. Ld. Officer In-charge, Computer Branch, Rohini Courts, Delhi.
3. PS to Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.

*(Gorakh Nath Pandey)*  
Officer In-charge, Judicial Branch  
Rohini Courts, Delhi

Email

Ram Janma Prasad

**Computer Skill Enhancement Programme -Level I & II for Judicial Officers of District Judiciary (All Cadre) (ECT\_13\_2024)**

**From :** Delhi Judicial Academy <dja@nic.in>  
**Subject :** Computer Skill Enhancement Programme -Level I & II  
for Judicial Officers of District Judiciary (All Cadre)  
(ECT\_13\_2024)  
**To :** Ram Janma Prasad <pdj-north@ddc.nic.in>, KARAN  
KAPOOR <judicialnt.ddc@gov.in>

Tue, Feb 20, 2024 01:03 PM

5 attachments

Respected Madam/Sir,

Please find enclosed herewith letter dated 20.02.2024 alongwith its enclosure and place the same before Ld. Principal District & Sessions Judge for kind perusal.



Delhi Judicial Academy

**DELHI JUDICIAL ACADEMY**

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

Office: 011-20892191, Fax: 011-28036687

Email: [dja@nic.in](mailto:dja@nic.in); [delhijudicialacademy@gmail.com](mailto:delhijudicialacademy@gmail.com)Website: [judicialacademy.nic.in](http://judicialacademy.nic.in)

- 10 NORTH.pdf  
601 KB
- ANNEXURE A NOMINATIONS.pdf  
489 KB
- ANNEXURE B.pdf  
405 KB
- ANNEXURE C.pdf  
287 KB



|     |                           |                                     |            |        |
|-----|---------------------------|-------------------------------------|------------|--------|
| 483 | Ankita Lal                | AST(FTC)                            | NORTH EAST | * KKD  |
| 484 | Shankar Narayanan         | AS-01 (POCSO)                       | NORTH EAST | KKD*   |
| 485 | Kapil Kumar               | ADJ-01                              | NORTH EAST | KKD    |
| 486 | Prayank Nayak             | CMM                                 | NORTH EAST | KKD    |
| 487 | Vipul Sandwar             | MM-02                               | NORTH EAST | KKD    |
| 488 | Sukhjeet Singh            | MM-3                                | NORTH EAST | KKD    |
| 489 | Pankaj Rai                | MM-01                               | NORTH EAST | KKD    |
| 490 | Sahil Monga               | MM-04                               | NORTH EAST | KKD    |
| 491 | Snehil Sharma             | MM (NI ACT) DIGITAL COURT           | NORTH EAST | KKD    |
| 492 | Sachin                    | MM (DIGITAL TRAFFIC COURT)          | NORTH EAST | KKD    |
| 493 | Seema Maini               | Principal District & Sessions Judge | NORTH      | ROHINI |
| 494 | Gorakh Nath Pandey        | District Judge (Commercial Court)   | NORTH      | ROHINI |
| 495 | Satish Kumar              | ASJ-03                              | NORTH      | ROHINI |
| 496 | Deepak Dabas              | ADJ-01                              | NORTH      | ROHINI |
| 497 | Sunil Kumar               | PO-MACT-01                          | NORTH      | ROHINI |
| 498 | Shafali Sharma            | ASJ-02                              | NORTH      | ROHINI |
| 499 | Shivali Bansal            | ADJ-03                              | NORTH      | ROHINI |
| 500 | Viplav Dabass             | ASJ                                 | NORTH      | ROHINI |
| 501 | Dhirendra Rana            | SPL JUDGE NDPS ACT                  | NORTH      | ROHINI |
| 502 | Meenu Kausluk             | ASJ-05 (POCSO)                      | NORTH      | ROHINI |
| 503 | Kishor Kumar              | ADJ-04                              | NORTH      | ROHINI |
| 504 | Sushil Kumar              | ASJ-04                              | NORTH      | ROHINI |
| 505 | Richa Manchanda           | PO-MACT-02                          | NORTH      | ROHINI |
| 506 | Amit Sahrawat             | ASJ-01 (POCSO)                      | NORTH      | ROHINI |
| 507 | Vikram Bali               | ADJ-02                              | NORTH      | ROHINI |
| 508 | Ajay Nagar                | ASJ (FTSC) (POCSO)                  | NORTH      | ROHINI |
| 509 | Neha Gupta Singh          | CMM                                 | NORTH      | ROHINI |
| 510 | Neeti Suri Mishra         | SCJ-cum-RC                          | NORTH      | ROHINI |
| 511 | Rakesh Kumar-li           | JSCC-cum-ASJ-Gdn                    | NORTH      | ROHINI |
| 512 | Niharika Kumar Sharma     | ACMM                                | NORTH      | ROHINI |
| 513 | Deepali Srivastava        | ACJ/CCJ/ARC                         | NORTH      | ROHINI |
| 514 | Neha Pandey               | MM-06                               | NORTH      | ROHINI |
| 515 | Himanshu Sehloth          | MM-03                               | NORTH      | ROHINI |
| 516 | Bhujali                   | MM-01                               | NORTH      | ROHINI |
| 517 | Pritu Raj                 | CIVIL JUDGE                         | NORTH      | ROHINI |
| 518 | Jyoti Nain                | MM-07                               | NORTH      | ROHINI |
| 519 | Saurabh Goyal             | MM-05                               | NORTH      | ROHINI |
| 520 | Ankur Panghal             | DLSA SECRETARY                      | NORTH      | ROHINI |
| 521 | Ajay Narwal               | MM-02                               | NORTH      | ROHINI |
| 522 | Preeti                    | MAHILA                              | NORTH      | ROHINI |
| 523 | Nidhi Chitkara            | MAHILA COURT-2                      | NORTH      | ROHINI |
| 524 | Swati Malik               | MM (NI ACT) DIGITAL COURT           | NORTH      | ROHINI |
| 525 | Rohit Kumar               | MM-04                               | NORTH      | ROHINI |
| 526 | Rajneesh Kumar Gupta      | Principal District & Sessions Judge | SOUTH EAST | SAKET  |
| 527 | Lal Singh                 | DJ (Commercial Court) - 01          | SOUTH EAST | SAKET  |
| 528 | Neelam Singh              | DJ (Commercial Court) - 02          | SOUTH EAST | SAKET  |
| 529 | Ajay Kumar Jain           | DJ (Commercial Court) - 03          | SOUTH EAST | SAKET  |
| 530 | Anu Grover Baliga         | DJ (Commercial Court) - 04          | SOUTH EAST | SAKET  |
| 531 | Bhupesh Kumar             | DJ (Commercial Court) - 05          | SOUTH EAST | SAKET  |
| 532 | Rajesh Kumar Singh        | DJ (Commercial Court) - 06          | SOUTH EAST | SAKET  |
| 533 | Nirja Bhatia              | DJ (Commercial Court) (Digital)-07  | SOUTH EAST | SAKET  |
| 534 | Raj Kumar Tripathi        | DJ (Commercial Court) - 08          | SOUTH EAST | SAKET  |
| 535 | Rahul Bhatia              | ADJ-01                              | SOUTH EAST | SAKET  |
| 536 | Munish Markan             | ADJ-02                              | SOUTH EAST | SAKET  |
| 537 | Sachin Mittal             | ADJ-03                              | SOUTH EAST | SAKET  |
| 538 | Gunjan Gupta              | ADJ-04                              | SOUTH EAST | SAKET  |
| 539 | Prabh Deep Kaur           | ADJ-05                              | SOUTH EAST | SAKET  |
| 540 | Mona Tardi Karketta       | ADJ-06                              | SOUTH EAST | SAKET  |
| 541 | SH. Sonu Agnihotri        | ADJ-07                              | SOUTH EAST | SAKET  |
| 542 | Pooran Chand              | ASJ-01 (POCSO)                      | SOUTH EAST | SAKET  |
| 543 | Sheetal Chaudhary Pradhan | ASJ-02                              | SOUTH EAST | SAKET  |
| 544 | Lovleen                   | ASJ-03                              | SOUTH EAST | SAKET  |
| 545 | Anil Varma                | ASJ-04+Special Judge (NDPS)         | SOUTH EAST | SAKET  |
| 546 | Vishal Singh              | ASJ-05                              | SOUTH EAST | SAKET  |
| 547 | Anu Aggrawal              | ASJ-06 (POCSO)                      | SOUTH EAST | SAKET  |
| 548 | Vipin Kharb               | ASJ-07                              | SOUTH EAST | SAKET  |
| 549 | Shivani Chauhan           | ASJ (FTSC) (POCSO)                  | SOUTH EAST | SAKET  |
| 550 | Surya Malik Grover        | ASJ (Special Judge FTC)             | SOUTH EAST | SAKET  |
| 551 | Sachin Sangwan            | ASJ(FTC)-01                         | SOUTH EAST | SAKET  |
| 552 | Rakesh Kumar li           | ASJ(FTC)-02                         | SOUTH EAST | SAKET  |

# DELHI JUDICIAL ACADEMY

**Programme name :** Computer Skill enhancement Programme-Level I & II  
**Programme Code :** (ECT\_13\_2024)  
**Duration :** Two Days (01<sup>st</sup> and 02<sup>nd</sup> March, 2024 from 04:00 pm to 06:45 pm.)  
**Participants :** Judicial Officers of District Judiciary (All Cadre)  
**Venue :** Through Virtual Mode using CISCO WebEx  
**Programme Coordinator :** Mr. Pawan Singh Rajawat, Additional Director, Delhi Judicial Academy

| Date & Day   | Session | Main Topic   | Sub Topics  | Resource Person   |
|--|---------|--|---|---|
| <b>Day 1</b><br><b>01.03.2024</b><br><b>(Friday)</b> | I       | Orientation and Overview of the Program  | <ul style="list-style-type: none"> <li>● Focus of training</li> <li>● Change Management</li> <li>● Need for training</li> <li>● Training methodology</li> <li>● Overview of latest initiatives of e-Committee and current phase of e-Courts project</li> </ul>  | <ul style="list-style-type: none"> <li>● Mr. Ankur Panghal, Full Time Secretary, DLSA, North, Rohini</li> <li>● Mr. Visvesh, MM (NI Act), Central Tis Hazari</li> </ul> |
|  | II      | Overview of Computer Infrastructure: Hardware  | <ul style="list-style-type: none"> <li>● Special emphasis on newly installed/ latest equipment/ new technology</li> <li>● Hardware Components:               <ul style="list-style-type: none"> <li>○ Computers-desktops &amp; laptops</li> <li>○ Peripherals including printers</li> <li>○ Photocopying equipment</li> <li>○ Scanners</li> <li>○ VC equipment</li> <li>○ Cables</li> <li>○ UPS</li> <li>○ Network equipment &amp; accessories including Wifi solutions</li> </ul> </li> <li>● Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments</li> <li>● <i>State Specific</i> Hardware procurement &amp; management</li> </ul>   |   |
|  | III     | Overview of Computer Infrastructure: Software<br><br>Working with day-to-day Applications: Office Suites, PDF Tools, Speech to Text Software, etc. | <ul style="list-style-type: none"> <li>● Open source vs. patented/ proprietary</li> <li>● Operating system options               <ul style="list-style-type: none"> <li>- Windows</li> <li>- Mac</li> <li>- Linux</li> </ul> </li> <li>● Ubuntu Linux- features &amp; benefits</li> <li>● New features in version 20.4</li> <li>● Ubuntu-Linux File System               <ul style="list-style-type: none"> <li>- Home Folder</li> <li>- Desktop</li> <li>- Documents</li> <li>- Downloads Folders</li> <li>- PDF (output folder for virtual pdf printer) Folder</li> <li>- ReadMe Folder</li> <li>- Location (Path) of files &amp; folders in Ubuntu- Linux</li> </ul> </li> <li>● Using the File Browser</li> <li>● Understanding the use of Copy To, Move To, Other Pane (F3)</li> <li>● Accessing recently copied data/clipboard</li> </ul> |   |

|  |    |  |  |
|--|----|--|--|
|  |    |  | <ul style="list-style-type: none"> <li>• Typing in Indian Languages- <ul style="list-style-type: none"> <li>- Selecting Keyboard Input Language</li> <li>- Using specific Keyboard Layout:</li> </ul> </li> <li>• Using a webcam with Ubuntu-Linux</li> <li>• Taking a screenshot</li> <li>• Force quit (force kill) an errant/misbehaving application</li> <li>• Other useful applications</li> </ul>   |
|  | IV | <p>Working with day-to-day Applications: Office Suites, PDF Tools, Speech to Text Software, etc.</p> | <ul style="list-style-type: none"> <li>• Libre Office Writer/ Word Processor Tips <ul style="list-style-type: none"> <li>○ Free software vs. Paid software</li> <li>○ Basic tips to use a word processor efficiently</li> <li>○ Saving document</li> <li>○ Keyboard Shortcuts</li> <li>○ Formatting</li> <li>○ Automatic saving</li> <li>○ Auto text</li> <li>○ Auto Correct</li> <li>○ Table of contents</li> <li>○ Miscellaneous</li> <li>○ Find and replacing text</li> <li>○ Use of spell checker</li> <li>○ Header/ Footer</li> <li>○ Inserting Date/Time.</li> <li>○ Footnote, Endnote, etc</li> <li>○ Bullets/ Numbering</li> <li>○ Page Numbering</li> <li>○ Viewing/Printing documents</li> </ul> </li> <li>• Working with Speech to Text Software <ul style="list-style-type: none"> <li>○ Tips, practice &amp; demonstration</li> </ul> </li> <li>• Working with Tables</li> <li>• LibreOffice Calc <ul style="list-style-type: none"> <li>○ Use of Spreadsheets in Court work</li> <li>○ Calculation of Units</li> <li>○ Administrative work</li> </ul> </li> <li>• LibreOffice Presentation</li> <li>• PDF Tips <ul style="list-style-type: none"> <li>○ Conversion to as PDF in Ubuntu-Linux</li> <li>○ Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts</li> <li>○ How to convert JPEG, PNG etc. format to PDF format</li> <li>○ PDF Editing Tools in UBUNTU</li> <li>○ Merging and splitting of PDF Files</li> <li>○ How to bookmark a PDF Document</li> </ul> </li> <li>• Working with Speech to Text Software <ul style="list-style-type: none"> <li>○ State specific software</li> <li>○ State specific regional language support and fonts</li> </ul> </li> </ul> |

## DAY 2

| Date & Day   | Session | Main Topic   | Sub Topics  | Resource Person   |
|--|---------|--|---|---|
| <b>Day 2</b><br><b>02.03.2024</b><br><b>(Saturday)</b> | I       | <b>Video Conferencing and Hybrid Hearing: Way Forward</b>            | <ul style="list-style-type: none"> <li>• Video Conferencing               <ul style="list-style-type: none"> <li>○ Judgments on VC</li> <li>○ Advantages of VC</li> <li>○ VC equipment</li> <li>○ Creation of accounts</li> <li>○ Scheduling of meetings</li> <li>○ Panels</li> <li>○ Viewing Modes</li> <li>○ Recording of meetings</li> <li>○ Hybrid Hearing</li> </ul> </li> <li>• Video Conferencing Tips</li> <li>• State specific softwares for video conferencing</li> <li>• State specific Rules relating to video conferencing</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Mr. Ankur Panghal, Full Time Secretary, DLSA, North, Rohini</b></li> <li>• <b>Mr. Visvesh, MM (NI Act), Central Tis Hazari</b></li> </ul> |
|  | II      | <b>An Introduction to Servers</b>                                    | <ul style="list-style-type: none"> <li>• Basics of Servers               <ul style="list-style-type: none"> <li>- Different components of a Server</li> <li>- RAID Configuration</li> <li>- Latest tech/ trends in Servers</li> <li>- How to create a replica of Server</li> </ul> </li> </ul>  |   |
|  | III     | <b>Working in Cyberspace, Basics of Networking and Data Security</b> | <ul style="list-style-type: none"> <li>• Working in Cyberspace</li> <li>• Internet: An Overview / Web browser Toolbar / Hyperlinks Problems loading a page / Working with Search Engines / Printing webpage               <ul style="list-style-type: none"> <li>○ Internet Safety and Tips</li> <li>○ Firefox Web browser-tips</li> <li>○ Search Tips</li> <li>○ Privacy and Data Protection</li> </ul> </li> <li>• Data Management and Security               <ul style="list-style-type: none"> <li>○ Importance of data security</li> <li>○ Open data</li> <li>○ Password management</li> <li>○ Data auditing</li> <li>○ Management of Data on devices and Cloud</li> </ul> </li> <li>• Basics of Networking:               <ul style="list-style-type: none"> <li>○ Local Area Networks</li> <li>○ Wide Area Networks</li> <li>○ Virtual Private Networks</li> </ul> </li> <li>Use of Networks in file sharing, printing, etc</li> </ul> |   |
|  | IV      |  | <ul style="list-style-type: none"> <li>○ Discussion &amp; Doubts</li> </ul>   |   |

## ATTENDANCE SHEET FOR ECT TRAININGS FROM JANUARY 2024 TO MARCH, 2024

NAME OF ACADEMY : Delhi Judicial Academy  
PROGRAMME NUMBER : ECT\_13\_2024  
PROGRAMME NAME : Computer Skill enhancement Programme-Level I & II  
DATE : 1<sup>ST</sup> – 2<sup>ND</sup> March, 2024

[illegible]