

- New Mail
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Mail

Reminder Add task Snooze

"ICT & eCourts Induction Programme for the newly recruited DJS Officers" Programme Code ECT_17_2024 scheduled for 8th - 9th January, 2025 from 01:45 pm to 05:00 pm, through Delhi Judicial Academy.

DJ Delhi Judicial Academy 1:58 PM

RAM SINGH, Secretariat to Pr Distt and SJ, PS to PDJ CUM SPL JUDGE CBI ...

Respected Sir/Madam,

As per the direction of the Hon'ble High Court of Delhi, the Delhi Judicial Academy shall be conducting the "ICT & eCourts Induction Programme for the newly recruited DJS Officers" Programme Code ECT_17_2024 scheduled for 8th - 9th January, 2025 (Half Day- Post Lunch), from 01:45 pm to 05:00 pm at District Head Quarters through Delhi Judicial Academy, through online mode using Cisco Web-Ex Online Meeting Platform, .

Please find enclosed herewith Nominations already received from the Districts as Annexure -A. A copy of approved schedule of the programme is enclosed as Annexure -B and format for attendance is placed at Annexure -C.

The meeting link for joining the session online through Cisco WebEx, is mentioned below: https://dhcdja.webex.com/meet/dja.dhc.vc2 Meeting id:1667982044 without Password

Your good self is therefore, requested to kindly direct the concerned Section to share the aforementioned meeting link and programme schedule at Annexure-B with the nominated Judicial Officers (Annexure-A) for attending the aforesaid training programme on 08th and 09th January, 2024 by using the aforesaid meeting link.

The above mentioned meeting link may also be provided to the Officers nominated lateron (if any) for attending the aforementioned programme.

Further, it is requested to direct the concerned Section to send attendance of the participants to this Academy as per Annexure -C, after completion of the said programmes at the earliest for further necessary action.

With Regards

(Pawan Singh Rajawat) Additional Director/ Programme Coordinator 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

Migration Status	608
Total emails	608
Migrated to Mailbox	608
Migrated to govDrive	0
Failed emails	0



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

No.- 408-415 /Judl./North/RC/Delhi

Dated:- 07/01/2024

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

- 1/ Ms. Shreejee Abbot, JMFC, Digital Traffic Court, North District, Rohini Courts, Delhi.
- 2/ Ms. Priyanka, JMFC, NI Act, Digital Court-02, North District, Rohini Courts, Delhi.
- 3/ Ms. Ankita Bhatia, Civil Judge, North District, Rohini Courts, Delhi.
- 4/ Sh. Upender Kumar, Relieving JMFC, North District, Rohini Courts, Delhi.
- 5/ Ms. Mohini Meena, Relieving JMFC, North District, Rohini Courts, Delhi.
6. PS to Ld. Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
7. Branch In-charge, Computers, Rohini Courts, Delhi is directed to get this Order uploaded on Website.
8. Branch In-charge, R&I is directed to get this Order uploaded on LAYERS.

Umed

(Umed Singh Grewal)
Officer In-charge, Judicial Branch
Rohini Courts, Delhi

**List of nominated for ICT & eCourts Induction Programme for the newly recruited Civil Judges
(DJS Officers -2023 Batch)**

Training code ECT_17_2024 Online from 01:45 pm to 05:00 pm

Dated: 08th and 9th January, 2025

Sl. No.	Name of the Judicial Officers Mr./Ms./Dr./Ml.	Designation	District	Place of Posting
1	Abhay Choudhary	JMFC(NI-Act)-04	Central	THC
2	Vaibhav Garg	JMFC- 11	Central	THC
3	Nitika	JMFC(NI-Act), Digital Court	Central	THC
4	Anubhav Bijalwan	JMFC (NI-Act)-03	Central	THC
5	Amit Rana	JMFC (NI-Act) -06	Central	THC
6	Deepika	JMFC(Digital Traffic Court)	Central	THC
7	Gowri Reghunath	JMFC-10	Central	THC
8	Akshay Prakash	Relieving JMFC/Civil Judge	Central	THC
9	Shreya Singh	JMFC (NI-Act)-05	Central	THC
10	Gaurav Ujjwal	Relieving JMFC/Civil Judge	Central	THC
11	Rangat Ghirra	Relieving JMFC/Civil Judge	Central	THC
12	Anugya Chauhan	Relieving JMFC/Civil Judge	Central	THC
13	Bhagwat Prasad meena	Relieving JMFC/Civil Judge	Central	THC
14	Pranjal Gangwar	JMFC (NI Act), Digital Court-02	Central	THC
15	Deshma Golechha	JMFC (NI Act) -07	Central	THC
16	Aradhna	JMFC (NI Act) -01	Central	THC
17	Saysha Chadha	JMFC	Central	THC
18	Pooja Suhag	JMFC (NI Act), Digital Court-01	Central	THC
19	Bhawna Rattan	Under Training	Central	THC
20	Rahul Katare	Under Training	Central	THC
21	Anushtha Srivastava	Under Training	Central	THC
22	Ms shruti Saraswat	Under Training	Central	THC
23	Nirmala Singh	Under Training	Central	THC
24	Disha Langan	Under Training	Central	THC
25	Amit Kumar	Under Training	Central	THC
26	Sukriti Jha	JMFC (NI Act), Digital Court-02	West	THC
27	Manisha Blau	JMFC (NI Act), Digital Court-03	West	THC
28	Sidhant Krishan Singh	JMFC (NI Act) -03	West	THC
29	Shubham Gupta	JMFC (NI Act) -04	West	THC
30	Shraddha Srivastava	JMFC-09	West	THC
31	Atisha Jain	JM First Class (Digital Traffic Court)	West	THC
32	Danveer	Relieving JMFC/ Civil Judge	West	THC
33	Sanyam Jain	Relieving JMFC/ Civil Judge	West	THC
34	Surabhi Sethi	JMFC (NI Act) -02	West	THC
35	Ankit Solanki	JMFC (NI Act), Digital Court-01	West	THC
36	Vanshika Mehta	JMFC NI Act Digital Court 2	Shahdara	KKD
37	Ashima Lakhanpal	JMFC NI Act Digital Court 1	Shahdara	KKD
38	Ishita Bhardwaj	JM First Class (Digital Traffic Court)	Shahdara	KKD
39	Isha Rana	JMFC (NI Act)	Shahdara	KKD
40	Rahul Saini	JMFC 08	Shahdara	KKD
41	Anshul Negi	Relieving JMFC/ Civil Judge	Shahdara	KKD
42	Neha Jarwal	Relieving JMFC/ Civil Judge	Shahdara	KKD
43	Satendra Pal Singh	Relieving JMFC/ Civil Judge	North East	KKD
44	Meenakshi Meena	Relieving JMFC/ Civil Judge	North East	KKD
45	Ravisha Sidana	JMFC (NI Act) Digital Court	North East	KKD
46	Pranjali Prakash	JM First Class (Digital Traffic Court)	North East	KKD
47	Shiva Parashar	JMFC (NI ACT) (Digital Court-01)	East	KKD

48	Sanya Singh	JMFC-06	East	KKD
49	Kunal Soni	JMFC(Digital Traffic Court)	East	KKD
50	Tanmay Batham	Relieving JMFC/Civil Judge	East	KKD
51	Prema Rai	Relieving JMFC/Civil Judge	East	KKD
52	Sandeep	Relieving JMFC/Civil Judge	East	KKD
53	Garima Garg	JMFC (NI-Act) DC-01	North West	Rohini
54	Parul Sharma	JMFC (NI-Act) DC-02	North West	Rohini
55	Kashish Bajaj	JMFC (Digital Traffic Court)	North West	Rohini
56	Urvi Gupta	Relieving JMFC/ Civil Judge	North West	Rohini
57	Gaurav Singal	Relieving JMFC/ Civil Judge	North West	Rohini
58	Puneet Negi	Relieving JMFC/ Civil Judge	North West	Rohini
59	Jayanti Chander	JMFC (NI ACT) Digital Court-02	North West	Rohini
✓ 60	Shreejee Abbot	JM First Class (Digital Traffic Court)	North	Rohini
✓ 61	Priyanka	JM First Class (NI Act) Digital Court	North	Rohini
✓ 62	Ankita Bhatia	Civil Judge	North	Rohini
✓ 63	Upender Kumar	Relieving JMFC/Civil Judge	North	Rohini
✓ 64	Mohini Meena	Relieving JMFC/Civil Judge	North	Rohini
65	Kahkashan Jabin	JMFC (NI ACT) Digital Court-03	South	Saket
66	Ariba Khan	Relieving JMFC/Civil Judge	South	Saket
67	Anubhav Sharma	Civil Judge-01	South	Saket
68	Tuhina Mardi	Relieving JMFC/Civil Judge	South	Saket
69	Anshul Agnihotri	JMFC (NI ACT)-03	South East	Saket
70	Anjali Singh	JMFC (NI ACT) Digital Court-02	South East	Saket
71	Prithvi Joshi	JMFC (NI ACT) Digital Court-03	South East	Saket
72	Nandini Garg	JMFC (Digital Traffic Court)	South East	Saket
73	Isha Thakur	Civil Judge-03	South East	Saket
74	Shubhangi Aggarwal	Relieving JMFC/Civil Judge	South East	Saket
75	Sapna Kumari	Relieving JMFC/Civil Judge	South East	Saket
76	Jyoti	Relieving JMFC/Civil Judge	South East	Saket
77	Surbli Gupta	JMFC (NI Act)-07	South West	Dwarka
78	Lydia Francisca Kerketta	JMFC (NI Act) Digital Court- 03	South West	Dwarka
79	Sonica Meena	JMFC (NI Act) Digital Court -02	South West	Dwarka
80	Shiv Kumar	JMFC (NI Act) Digital Court- 01	South West	Dwarka
81	Aastha Sharma	JMFC (NI Act)- 09	South West	Dwarka
82	Radha Kulshreshtha	JMFC (NI Act) Digital Court- 07	South West	Dwarka
83	Nitin Shah	JMFC (NI Act) Digital Court -08	South West	Dwarka
84	Shubhamjot Kaur Rakhra	JMFC (NI Act) -10	South West	Dwarka
85	Shubhangi Srivastava	JMFC (NI Act) Digital Court -05	South West	Dwarka
86	Nandini Sharma	JMFC (NI Act) Digital Court- 09	South West	Dwarka
87	Surabhi Rastogi	JMFC (NI Act) Digital Court- 10	South West	Dwarka
88	Akanksha Singh	JMFC (NI Act) Digital Court- 11	South West	Dwarka
89	Neelmani Sharma	JMFC (NI Act) Digital Court- 12	South West	Dwarka
90	Mayank Singhal	JMFC (Digital Traffic Court)	South West	Dwarka
91	Suneet Anand	Relieving JMFC/ Civil Judge	South West	Dwarka
92	Arvind Tomar	JMFC (NI Act) 4	South West	Dwarka
93	Deepaka Yadav	JMFC (NI Act) Digital Court- 06	South West	Dwarka
94	Surbli Sharma	JM First Class (NI Act)	New Delhi	PHC
95	Nishi Jindal	JM First Class (NI Act)	New Delhi	PHC
96	Vidushi Garg	JM First Class (Digital Traffic Court)	New Delhi	PHC
97	Nishtha Mehtani	JM First Class (NI Act) Digital Court	New Delhi	PHC
98	Hala Quamar	Relieving JMFC/Civil Judge	New Delhi	PHC
99	Shivam Gupta	JM First Class (NI Act) Digital Court	New Delhi	PHC
100	Pallavi Tyagi	Relieving JMFC/Civil Judge	New Delhi	PHC
101	Priyanka Devi	Relieving JMFC/Civil Judge	New Delhi	PHC

DELHI JUDICIAL ACADEMY

Programme name : ICT & eCourts Induction Programme for the newly recruited Civil Judges
 Programme Code : (ECT_17_2024)
 Duration : 02 Days (8th and 9th January, 2025)- Post Lunch Sessions from 01:45 pm to 05:00 pm
 Participants : Newly Recruited Civil Judges Junior Division
 Venue : Through Virtual Mode using CISCO WebEx
 Programme Director : Mr. Rajesh Kumar Singh, Director (Academics)/ Chairperson (Officiating), Delhi Judicial Academy
 Programme Coordinator : Mr. Pawan Singh Rajawat, Additional Director, Delhi Judicial Academy

DAY 1

Date & Day	Session	Main Topic	Sub Topics	Resource Person
<p style="text-align: center;">Day 1 08.01.2025 (Wednesday)</p>	<p>Session I</p> <p>01:45 pm - 03:15 pm</p>	<p>Orientation and Overview of the Program</p>	<ul style="list-style-type: none"> • Introduction of trainers • Focus of training • Change Management <ul style="list-style-type: none"> ○ 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 sensitisation of stakeholders • Brief overview of eCourts project <ul style="list-style-type: none"> ○ Role of Department of Justice, eCommittee, NIC, High Court Computerisation Committee, Central Project Coordinator, Directorate of IT, District Court Computerisation Committee, Nodal Officers, Ubuntu-CIS Master Trainers & Advocate Master Trainers in implementation of eCourts project ○ Phases of eCourts project ○ Main thrust of Draft Vision Document for Phase III 	<ul style="list-style-type: none"> • Mr. Sushil Anuj Tyagi, ASJ, Central, THC
		<p>Overview of Computer Infrastructure: Hardware (Electronic Hardware Management)</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Computers-desktops & laptops ○ Peripherals including printers ○ Photocopying equipment ○ Scanners ○ VC equipment ○ Cables ○ UPS ○ Network equipment & accessories including Wi-Fi solutions • Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments 	

		<p>Overview of Computer Infrastructure: Software</p>	<ul style="list-style-type: none"> • Computer Software <ul style="list-style-type: none"> ○ Operating System ○ Application Software • Types of operating system • Open source vs. patented/ proprietary • Operating system options <ul style="list-style-type: none"> ○ Windows ○ Mac ○ Linux. • Ubuntu Linux- features & benefits • New features in version 20.4 • Ubuntu-Linux File System <ul style="list-style-type: none"> ○ 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- <ul style="list-style-type: none"> ○ 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 03:15 pm to 03:30 pm				
	<p>Session II</p> <p>03:30 pm</p> <p>-</p> <p>05:00 pm</p>	<p>Case Information System (CIS): Revisiting Familiar Concepts</p>	<ul style="list-style-type: none"> • 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 • Postings and Transfer of judicial officers in CIS • Daily data uploading to CIS • Concept of FAOR or FORA. Workflow of Case 	<ul style="list-style-type: none"> • Mr. Sushil Amuj Tyagi, ASJ, Central, THC

			<ul style="list-style-type: none"> • Balance Sheet • Filing- <ul style="list-style-type: none"> ○ Cases ○ Caveat ○ Appeal filing ○ IA filing • Objections <ul style="list-style-type: none"> ○ Specifying objections ○ Objection compliance date ○ Check slip ○ Scrutiny list ○ Objection Compliance board • Registration- <ul style="list-style-type: none"> ○ Registration of case ○ Data entry ○ Change of registration date ○ Registration Reports ○ Case Extra info, etc. ○ Unregistered Cases • Allocation- <ul style="list-style-type: none"> ○ Individual & Bulk ○ Random ○ Reports. 	
		<p style="text-align: center;">Case Information System (CIS): Court Proceedings</p>	<ul style="list-style-type: none"> • Court Proceedings- • Case proceedings <ul style="list-style-type: none"> ○ Undated Cases ○ Bulk proceedings, ○ Linked Cases ○ Update Case Information ○ Urgent Case: <ul style="list-style-type: none"> ■ 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 	

			<ul style="list-style-type: none"> ○ Exhibits ○ Court event & DCMS ○ Issues framed ○ Witnesses examined ○ 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 	
		<p style="text-align: center;">Case Information System (CIS): Important Modules (With special emphasis on new Modules)</p>	<ul style="list-style-type: none"> ● Cause lists- <ul style="list-style-type: none"> ○ Civil ○ Criminal ● Additional Party Details- <ul style="list-style-type: none"> ○ Change Advocate, ○ Legal Heir, ○ Witness Information, ● Management Reports- <ul style="list-style-type: none"> ○ Civil & Criminal Reports, ○ Monthly Statement and other reports. ● Transfer of Cases- <ul style="list-style-type: none"> ○ Individual, ○ Bulk ○ Establishment Transfer ● Lok Adalat- Assign Cases, Disposal, Reports. ● Mediation ● Query Builder. ● Overview of Admin Module- <ul style="list-style-type: none"> ○ Case Restoration, ○ Taken on Board, ○ Modify Case Details, ○ Modify Business. ○ Case Conversion. ○ Delete cases etc. 	

			<ul style="list-style-type: none">● Overview of Masters Module.● Overview of the User Module.● Plead Guilty -<ul style="list-style-type: none">○ Plead Guilty cases & Proceeding○ Virtual Court Cases○ Consume○ Verification	
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DAY 2

Date & Day	Session	Main Topic	Sub Topics	Resource Person
<p align="center">Day 2 09.01.2025 (Thursday)</p>	<p align="center">Session III 01:45 pm - 03:15 pm</p>	<p align="center">ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module</p>	<ul style="list-style-type: none"> • E-filing <ul style="list-style-type: none"> ○ E-filing 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. • ICJS Module <ul style="list-style-type: none"> ○ Consumption of FIR. ○ Consumption of Charge sheet ○ Charge sheet/summary ○ Charge sheet/summary received report • Pre-trial <ul style="list-style-type: none"> ○ Remand ○ Bail ○ Release ○ Pretrial order uploading 	<ul style="list-style-type: none"> • Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka • Mr. Saurabh Goyal, JMFC, South West, Dwarka
		<p align="center">Electronic Case Management Tools (ECMT) for Judges and Court Staff</p>	<ul style="list-style-type: none"> • Help desks for e-filing • E-Sewa Kendras & facilities available therein • Kiosks • E-filing videos and manual • Salient features of e-filing rules Delhi • Just IS Application: Practice/ Demonstration • Sandes (GIMS) Application • NSTEP <ul style="list-style-type: none"> ○ Process generation ○ Process data entry ○ Draft generation 	

			<ul style="list-style-type: none"> ○ Upload process ○ Copy previous process ○ Publish process ○ Process acknowledgment ○ Process status ○ NSTEP Web interface ○ NSTEP Mobile application ● 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 ● New eservices introduced on a nationwide basis till the date of the training ● Other/ <i>State specific</i> tools, portals, applications, etc. ● New eservices introduced in the state till the date of the training 	
Break 03:15 pm to 03:30 pm				
	IV 03:30 pm - 05:00 pm	Working with day-to-day Applications: PDF Tools, Speech to Text Software, etc.	<ul style="list-style-type: none"> ● PDF Tips <ul style="list-style-type: none"> ○ 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 ● Working with Speech to Text Software <ul style="list-style-type: none"> ○ <i>State specific</i> software ○ <i>State specific</i> regional language support and fonts 	<ul style="list-style-type: none"> ● Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
	Overview of Video Conferencing and Hybrid Hearing: Way Forward	<ul style="list-style-type: none"> ● Principles of Video conferencing <ul style="list-style-type: none"> - One to one - One to many - Many to many - Hybrid hearing ● Judgments on VC ● Advantages of VC 		

			<ul style="list-style-type: none"> • VC equipments- Procurement, management and optimum use <ul style="list-style-type: none"> - Setting up VC - Setting up Hybrid hearings • VC Etiquette 	
			<ul style="list-style-type: none"> • State specific VC software procured for court video conferencing-for e.g.: Cisco Webex, People link, google meet, Zoom etc. • Salient features of state specific VC rules for Delhi 	
		Overview of Digitization	<ul style="list-style-type: none"> • Importance of digitisation • Principles <ul style="list-style-type: none"> ◦ Metadata and its importance • Standard Operating Procedures(SOP) for digitisation of eCommittee • Hardware and software requirements & Management of digitisation • *Types of PDF documents <ul style="list-style-type: none"> ◦ PDF & PDF/A ◦ OCR & ICR 	
			<ul style="list-style-type: none"> • Stage of digitisation in each state of <ul style="list-style-type: none"> ◦ District Court records • State specific Digitisation priority & standard workflow of digitisation • State specific stages and activities of digitisation- <ul style="list-style-type: none"> ◦ Pre-scanning ◦ scanning ◦ Post-scanning 	
			<ul style="list-style-type: none"> • Discussion and Doubts 	