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24/1/25

"ICT & eCourts Induction Programme for newly recruited Direct District Judges"
Programme Code ECT_18_2024 scheduled for 4th and 6th February, 2025,
physically at Delhi Judicial Academy.

DJ Delhi Judicial Academy <dja@nic.in>
Fri, 24 Jan 2025 11:21:25 AM +0530

To "RAM SINGH" <pdj-south@ddc.nic.in>, "Secretariat to Pr Distt and SJ" <pdj-southwest@ddc.nic.in>, "PDJ Office HQ" <pdj-central@ddc.nic.in>, "Ram Janma Prasad" <pdj-north@ddc.nic.in>, "VIKAS BHARDWAJ" <pdj-west@ddc.nic.in>, "judicialbranch" <judicialbranch@yahoo.com>, "Judicial Branch SWD Dwarka Courts" <judicialbrsw.ddc@gov.in>, "Vivek Chaudhary" <judlbrne.ddc@gov.in>, "Gurpreet Singh" <judlbrddc@gov.in>, "Madan Mehra" <judleast.kkd.ddc@gov.in>, "Balbir Sharma" <judicialbrnd.ddc@nic.in>, "KARAN KAPOOR" <judicialnt.ddc@ddc.nic.in>

Cc "CPC, Delhi High Court" <cpc-del@aj.gov.in>, "pawan.rajawat" <pawan.rajawat@gmail.com>, "Computer Branch-Central" <computerbranchthc-hq@delhi.gov.in>, "Computer Branch South West Dwarka Courts Delhi" <compbrsw.ddc@gov.in>, "Sanjay Kumar Dubey" <computer-racc@gov.in>, "Patiala House Court" <patialahousecourts-dl@nic.in>, "Nalini Kumari" <karkardoomacourts-dl@nic.in>, "Computer Branch Rohini Court" <rohiniCourts-dl@nic.in>, "Ajay P.S. Kulayana" <saketcourts-dl@nic.in>

Email dated 10th January, 2025 of this Office in respect of subject mentioned above.

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 newly recruited Direct District Judges"** Programme Code ECT_18_2024 scheduled for **4th and 6th February, 2025**, physically at Delhi Judicial Academy.

Please find enclosed herewith Nominations of Judicial Officers already received from the Districts as Annexure -A. Copy of approved schedule of the programme is enclosed as Annexure -B.

Your good self is therefore requested to kindly direct the concerned Section to share the aforementioned programme schedule at Annexure-B with the nominated Judicial Officers (Annexure-A) for attending the aforesaid training programme on **4th and 6th February, 2025**, physically at Delhi Judicial Academy.

With Regards

(Pawan Singh Rajawat)
Additional Director/
Programme Coordinator
Delhi Judicial Academy

Ad. DIC (Judl.)

P. S. & SJLN

24.01.2025

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

NO 1677-82 F2(2)/Judl/North/RC/2025

Dated 27-01-25

Copy & its enclosure forwarded for information & necessary action to:-

1. Sh. Amit Sahrawat, ASJ-01 (PCSO), North District, Rohini Courts, Delhi.
2. Sh. Vikram Bali, DJ-02, North District, Rohini Courts, Delhi.
3. The Branch In-Charge, Pool Car Section, Rohini Courts, Delhi.
4. The Branch In-Charge, Computer Branch for uploading on Web-Site.
5. The Branch In-Charge, R&I Branch for uploading on Layers.
6. PS to Ld. PD&SJ North District, Rohini Courts, Delhi.



(UMED SINGH)

OFFICER IN-CHARGE (JUDL)/DJ COMMERCIAL-02
NORTH ROHINI COURTS DELHI

Annexure 'A'**Nomination list of "ICT & eCourts Induction Programme for Newly recruited Direct District Judges" Programme Code ECT_18_2024 scheduled for 02 days on 04th February, 2025 (Tuesday) and 06th February, 2025 (Thursday), physically at Delhi Judicial Academy**

Sl. No.	Name of Judicial Officer Mr./Ms/Dr./Md.	Designation	District	Court
1	Shagun Sharma	District Judge	Central	THC
2	Neeraj Sharma	ADJ	Central	THC
3	Abhishek Goyal	ASJ	Central	THC
4	Priyanka Bhagat	ASJ (SC-RC)	Central	THC
5	Jiten Mehra	ADJ	Central	THC
6	Sachin Sood	ADJ	Central	THC
7	Abhishek Srivastava	ADJ	Central	THC
8	Sandeep Kumar Sharma	ADJ	Central	THC
9	Hem Singh	District Judge	East	KKD
10	Pooja Jain	ADJ	East	KKD
11	Anil Kumar Paswan	ADJ	East	KKD
12	Vikas Garg	ADJ	East	KKD
13	Somitra Kumar	ADJ	East	KKD
14	Ashish Rastogi	ASJ-cum-ASJ (Electricity)	East	KKD
15	Harvinder Singh Johal	District Judge+Wakf Tribunal 2	New Delhi	PHC
16	Amit Sahrawat	ASJ (POCSO)	North	Rohini
17	Vikram Bali	ADJ	North	Rohini
18	Shankar Narayanan	ASJ (POCSO)	North-East	KKD
19	Atul Ahlawat	ASJ (FTC)	North-East	KKD
20	Gaurav	District Judge	Shahdara	KKD
21	Ankur Jain-II	ADJ	Shahdara	KKD
22	Mohammad Ehtesham	ADJ	Shahdara	KKD
23	Deepanker Mohan	ADJ	Shahdara	KKD

24	Abhitosh Pratap Singh Rathore	ADJ	South	Saket
25	Munish Bansal	ADJ	South	Saket
26	Yadvender Singh	ADJ	South	Saket
27	Sachin Mittal	ADJ	South-East	Saket
28	Gunjan Gupta	ADJ	South-East	Saket
29	Rahul Bhatia	ADJ	South-East	Saket
30	Shilpi M Jain	ADJ	South-West	Dwarka
31	Sumit Dalal	ADJ	South-West	Dwarka
32	Sudeep Raj Saini	PO MACT	South-West	Dwarka
33	Goma Dabas Gupta	District Judge	West	THC
34	Ankit Mehta	ASJ (SC-POCSO)	West	THC
35	Anil Chandhel	ADJ	West	THC
36	Shiv Kumar	ADJ	West	THC
37	Manoj Kumar Sharma	ADJ	West	THC

DELHI JUDICIAL ACADEMY

Programme name : ICT & eCourts Induction Programme for the newly recruited Direct District Judges
Programme Code : (ECT_18_2024)
Duration : Two Days (04th and 06th February, 2025)
Participants : Newly Recruited Direct District Judges
Venue : Seminar Hall, 2nd Floor, Delhi Judicial Academy (Hands on Training)
Programme Director : Mr. Rajesh Kumar Singh, Director (Academics)/ Chairperson (Officiating), Delhi Judicial Academy
Programme Coordinator : Mr. Pawan Singh Rajawat, Additional Director, Delhi Judicial Academy

Date & Day	Session & Time	Main Topic	Sub Topics	Resource Person
DAY 1				
04.02.2025 (Tuesday)	Session I 10:00 a.m. – 11:30 a.m.	Orientation and Overview of the Program	<ul style="list-style-type: none"> ● Focus of training ● Change Management ● Need for training ● Training methodology 	<ul style="list-style-type: none"> ● Mr. Sushil Anuj Tyagi, ASJ, Central, THC ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
		About e-Committee, Hon'ble Supreme Court of India and e-Courts Project	<ul style="list-style-type: none"> ● Overview on Policy and initiatives ● Phases of e-Courts Project and thrust of Phase-I, II and III of e-Courts Project. ● The role of DoJ, eCommittee, NIC and other (<i>State Specific</i>) agencies in e-Courts Project implementation. 	
		Introduction to Computer Infrastructure: Hardware	<ul style="list-style-type: none"> ● Basic Hardware ● <i>State Specific</i> Hardware: ● Types of Electronic Hardware <ul style="list-style-type: none"> ○ Computers-desktops & laptops ○ Peripherals including printers ○ Photocopying equipment ○ Scanners ○ VC equipment ○ Cables ○ Battery ○ UPS ○ Generator ○ Network equipment & accessories including Wifi solutions ● Procurement and Management of Electronic hardware in Courts <ul style="list-style-type: none"> ○ Electronic Hardware register ○ AMC management ○ Laptop handling management & protocol ● Maintenance of eRegisters, and generation of reports relating to IT hardware inventory (<i>State Specific</i>) and physical verification ● Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments 	
		Introduction to Computer	<ul style="list-style-type: none"> ● Basic Operating System Concepts ● Open source vs. patented/ proprietary 	

		Infrastructure: Software	<ul style="list-style-type: none"> Operating system options <ul style="list-style-type: none"> Windows Mac Linux 	
Break 11:30 a.m. – 11:45 a.m.				
Session II 11:45 a.m. - 01:15 p.m.		Introduction to Ubuntu: User interface and features	<ul style="list-style-type: none"> Why Ubuntu Linux- features & benefits Various distributions of Ubuntu-Linux & its version philosophy-LTS LTS (Long term support) versions Ubuntu-Linux updates Additional Software for Ubuntu-Linux 	<ul style="list-style-type: none"> Mr. Sushil Anuj Tyagi, ASJ, Central, THC Mr. Saurabh Goyal, JMFC, South West, Dwarka
		UBUNTU: Advance use- I: Files and Folders	<ul style="list-style-type: none"> e-Committee customized Ubuntu-Linux Gnome Desktop Applications & Places Menu Design Understanding the 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) 	
		UBUNTU: Advance use- II: Utilities and Applications	<ul style="list-style-type: none"> Accessing recently copied data/clipboard Creating new user and changing user/root passwords Typing in Indian Languages- <ul style="list-style-type: none"> Selecting Keyboard Input Language Using specific Keyboard Layout: Using a webcam with Ubuntu-Linux installing a new program in Ubuntu Linux 	
		UBUNTU: Advance use- III: Utilities and Applications (Continued)	<ul style="list-style-type: none"> Recording desktop movements & voice input (Screen Recorder with voice) Recording voice using Sound Recorder Taking a screenshot Force quit (force kill) an errant/misbehaving application The StarDict talking dictionary and other Dictionaries Text to speech (TTS) feature Other useful applications 	
Lunch Break 01:15 p.m. – 01:45 p.m.				
Session III 01:45 p.m. - 03:15 p.m.		Case Information System (CIS) – I: Introduction and Case Flow	<ul style="list-style-type: none"> Definition of CIS. Implementation, importance and benefits. 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 	

			<ul style="list-style-type: none"> ● Transfer of judicial officers in CIS ● Daily data uploading to CIS ● Concept of FAOR or FORA. Workflow of Case ● 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. 	<ul style="list-style-type: none"> ● Mr. Sushil Anuj Tyagi, ASJ, Central, THC ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
		<p style="text-align: center;">Case Information System (CIS) – II: 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. ○ Case Proceedings ○ Accessing daily proceedings ○ Proceedings data entry ○ On VC ○ Order passed ○ Exhibits 	

			<ul style="list-style-type: none"> ○ 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 	
Break 03:15 p.m. – 03:30 p.m.				
	Session IV 03:30 p.m. - 05:00 p.m.	Case Information System (CIS) – III: Important Modules	<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 	<ul style="list-style-type: none"> ● Mr. Sushil Anuj Tyagi, ASJ, Central, THC ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
		Case Information System (CIS) – IV: Important Modules (Continued)	<ul style="list-style-type: none"> ● 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. ● 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. 	

DAY 2

<p>06.02.2025 (Thursday)</p>	<p align="center">Session V 10:00 a.m. – 11:30 a.m.</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 ○ Importance of e-filing ○ Advantages of e-filing cases ○ Registration of advocates and litigants on e-filing portal ○ 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. ● <i>State Specific</i> E-filing Rules ● 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 ● Maintenance of digital database of Advocates of the District/Taluka Bar Associations and periodical updation of the Advocate details in the database. ● 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. 	<ul style="list-style-type: none"> ● Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
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Break 11:30 a.m. – 11:45 a.m.

	<p align="center">Session VI 11:45 a.m. - 01:15 p.m.</p>	<p align="center">Electronic Case Management Tools (ECMT) for Judges and Court Staff</p>	<ul style="list-style-type: none"> ● JustIS Application ● Sandes (GIMS) Application ● NSTEP <ul style="list-style-type: none"> ○ Process generation ○ Process data entry ○ Draft generation ○ Upload process ○ Copy previous process ○ Publish process 	<ul style="list-style-type: none"> ● Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
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			<ul style="list-style-type: none"> ○ 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 ● Other <i>State specific</i> tools. Portals, applications, etc. 	
Lunch Break 01:15 p.m. – 01:45 p.m.				
	Session VII 01:45 p.m. - 03:15 p.m.	Working with day-to-day Applications: Office Suites, PDF Tools, Speech to Text Software, etc.	<ul style="list-style-type: none"> ● LibreOffice Writer/ Word Processor Tips <ul style="list-style-type: none"> ○ Free software vs. Paid softwares ○ Advantages of LibreOffice vs. Word ○ Libre Office- Writer, Sheets ○ Basic tips to use a word processor efficiently ○ Saving document ○ Keyboard Shortcuts ○ Formatting ○ Automatic saving ○ Auto text ○ Auto Correct ○ Table of contents ○ Miscellaneous ● 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 ● Working with Tables ● LibreOffice Calc <ul style="list-style-type: none"> ○ Use of Spreadsheets in Court work ○ Calculation of Units ○ Administrative work ● LibreOffice Presentation ● 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 	<ul style="list-style-type: none"> ● Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
Break 03:15 p.m. -03:30 p.m.				

	<p style="text-align: center;"> Session VIII 03:30 p.m. - 05:00 p.m. </p>	<p style="text-align: center;"> Video Conferencing, Hybrid Hearing, working in Cyberspace and Data Security: Way Forward </p>	<ul style="list-style-type: none"> ● Video Conferencing <ul style="list-style-type: none"> ○ Judgments on VC ○ Advantages of VC ○ VC equipment ○ VC software <ul style="list-style-type: none"> ■ Vidyo ■ Cisco Webex ■ People link ■ Google meet ■ Zoom ■ Teams ■ Vconsole ○ Creation of accounts ○ Scheduling of meetings ○ Panels ○ Viewing Modes ○ Recording of meetings ○ Hybrid Hearing ● <i>State specific</i> Rules relating to video conferencing. ● Video Conferencing Tips ● Working in Cyberspace <ul style="list-style-type: none"> ○ Internet Safety and Tips ○ Firefox Web browser-tips ○ Search Tips ○ Privacy and Data Protection ● Data Management and Security <ul style="list-style-type: none"> ○ Importance of data security ○ Open data ○ Password management ○ Data auditing ○ Management of Data on devices and Cloud 	<ul style="list-style-type: none"> ● Mr. Himanshu Tanwar, Municipal Magistrate, South West, Dwarka ● Mr. Saurabh Goyal, JMFC, South West, Dwarka
		<p style="text-align: center;"> Digitization of Records </p>	<ul style="list-style-type: none"> ● Importance of Scanning and Digitization of Judicial Records and its standard workflow. ● Different types of records ● Principles of digitisation ● Meta data ● <i>State specific</i> Digitisation SOP ● <i>State specific</i> Digitisation Software 	