

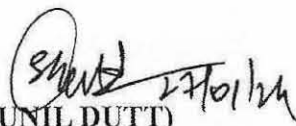
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.F2(1)/Cir./Admn.(N/W)/RC/2024/ 4077-4153

Date: 27/01/2024

Copy forwarded for information and necessary action to:-

1. All the concerned officials posted in North-West District, Rohini Courts, Delhi with the direction to attend the programme as per programme schedule at Annexure B, through virtual mode, by using the meeting link mentioned in the circular.
2. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
3. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi.
4. The Record Officer, North-West District, Rohini Courts, Delhi.
5. The Dealing official in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.


(SUNIL DUTT)
Branch In-Charge
Administration Branch- I & II
North-West District
Rohini Courts, Delhi

Email

KULVEER KUMAR

Fwd: Refresher Programme for Court Staff of District Judiciary (ECT_9_2024).

From : G K Mathur <judlbrnw.ddc@ddc.nic.in>
Subject : Fwd: Refresher Programme for Court Staff of District Judiciary (ECT_9_2024).
To : KULVEER KUMAR <pdj-northwest@ddc.nic.in>

Sat, Jan 27, 2024 12:22 PM

4 attachments

From: "Delhi Judicial Academy" <dja@nic.in>
To: "G K Mathur" <judlbrnw.ddc@gov.in>
Sent: Saturday, January 27, 2024 12:13:53 PM
Subject: Refresher Programme for Court Staff of District Judiciary (ECT_9_2024).

Respected Sir/Madam,

Please find enclosed herewith letter dated 27.01.2024 along with its enclosures for placing the same before the Ld. Principal District and Sessions Judge for kind perusal.

This correspondence may be treated as urgent.

Regards

Training Branch

DJA



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; delhijudicialacademy@gmail.comWebsite: judicialacademy.nic.in

— 3 NW 27.1.24.pdf
447 KB

— ANNEXURE-A.pdf
332 KB

*Let OLC Admin. Br. to inform officials as annexed.
Let OLC Computer Br. for information*

OK

*P. DASS (NW)
27/1/24*

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

Through e-mail only
27th January, 2024

No. DJA Trg. ECT 2024 1771/2024 690
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: Refresher Programme for Court Staff of District Judiciary (ECT_9_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 e-Courts Phase-III- Capacity Building Training. A Refresher Programme for Court Staff of District Judiciary (ECT_9_2024) is scheduled to be conducted on 29th and 30th January, 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_9_2024	2	Refresher Programme for Court Staff	Staff of District Judiciary	29-30 January, 2024 (from 04:00 pm to 06:45 pm)

The nomination list of Staff members for the aforesaid programme is enclosed as **Annexure-A**.
The Programme schedule is enclosed as **Annexure-B**.

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

https://dhdja.webex.com/join/dja.dhe.vcl
Meeting id:1666962693 without Password

It is requested that nominated staff members 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.

With regards,

Encl : As above

No. DJA Trg. ECT 2024 1771/2024
Copy to:

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

Yours faithfully,

Aditi Choudhary
(Dr. Aditi Choudhary)
27th January, 2024

sef/-
(Dr. Aditi Choudhary)

Annexure 'A'

List of nominated officials for Refresher Programme for Court Staff (District Judiciary)
Training code ECT_9_2024
Dated: 29 & 30 January, 2024

Sl. No.	Name of the Official	Designation	District	Place of Posting
1	Shailender Sharma	Sr. JA	East	KKD
2	Pooja Chauhan	JA	East	KKD
3	Jai Shree	JA	East	KKD
4	Amit Kumar	JA	East	KKD
5	Kapil Solanki	JA	East	KKD
6	Mohit Nagi	JA/Ahlmad	East	KKD
7	Pradeep Kumar	JA/Ahlmad	East	KKD
8	Precti Saini	JA/Ahlmad	East	KKD
9	Neel Kamal Kujur	JA/Ahlmad	East	KKD
10	Jitender Pal Singh	JA/Ahlmad	East	KKD
11	Saryu	JA/Ahlmad	East	KKD
12	Madan Singh Mehra	JA	East	KKD
13	K. Bindu	JA	East	KKD
14	Manish	JA	East	KKD
15	Sunita Sharma	JA	East	KKD
16	Pradeep	JA/Ahlmad	East	KKD
17	Harish Singh	JJA	East	KKD
18	Vinod	JJA/Assistant Ahlmad	East	KKD
19	Amit Aswal	JA/Ahlmad	East	KKD
20	Ram Gopal Sharma	JA/Ahlmad	East	KKD
21	Anand Kumar	JA/Ahlmad	East	KKD
22	Sarika	JA/Assistant Ahlmad	East	KKD
23	Pushpa	JJA/Assistant Ahlmad	East	KKD
24	Subhash Chand	JA/Ahlmad	East	KKD
25	Mukesh Dalal	JJA/Assistant Ahlmad	East	KKD
26	Ankit Kumar	JJA/Assistant Ahlmad	East	KKD
27	Mithilesh Kumari	JA/Ahlmad	East	KKD
28	Anil Rana	JJA/Assistant Ahlmad	East	KKD
29	Sanjeev Barua	JJA/Assistant Ahlmad	East	KKD
30	Rahul	JJA/Assistant Ahlmad	East	KKD
31	Reena Sharma	JA/ Ahlmad	East	KKD
32	Pratibha Bhati	JA/ Ahlmad	East	KKD
33	Rohan	JJ A/Assistant Ahlmad	East	KKD
34	Ravinder Singh	JA/Ahlmad	East	KKD
35	Khcm Singh Chauhan	JA/Ahlmad	East	KKD
36	Girish Ranjan Jena	JJ A/Assistant Ahlmad	East	KKD
37	Indra Pratap Singh	JA/Assistant Ahlmad	East	KKD
38	Sachin Prakash	JJ A/Assistant Ahlmad	East	KKD
39	Sanya Jain	JA/Assistant Ahlmad	East	KKD
40	Meena Shukla	JA/Assistant Ahlmad	East	KKD
41	Raj Kumar	JA/Reader	North-East	KKD
42	Anshul Saxena	JA/Ahlmad	North-East	KKD
43	Nitin Mathpal	JJA/Asstt. Ahlmad	North-East	KKD
44	Narender Kumar Sharma	SJA/Reader	North-East	KKD
45	Neerja Verma	JA/Ahlmad	North-East	KKD
46	Harsh Rathi	JJA/ Asstt. Ahlmad	North-East	KKD
47	Gulshan Kumar Malik	SJA/Reader	North-East	KKD

5

101	Arvind Lal	JA/Reader	North-East	KKD
102	Kalyan Singh	JA/Ahlmad	North-East	KKD
103	Meenakshi Bhutani	JA/Reader	North-East	KKD
104	Surya Kumar	JA/Ahlmad	North-East	KKD
105	Nayana Verma	JJA/Asstt. Ahlmad	North-East	KKD
106	Shaveta Manocha	SJA/Reader	North-East	KKD
107	Devinder Singh	JA/Ahlmad	North-East	KKD
108	Hema Kumari	JJA/Asstt. Ahlmad	North-East	KKD
109	Kamal Kishore	SJA	North-East	KKD
110	Ghanshyam Kumar Divedi	JA/Ahlmad	North-East	KKD
111	Pratiyasha	JJA/Asstt Ahlmad	North-East	KKD
112	Amit Kumar Sharma	JA/Reader-cum-Ahlmad	North-East	KKD
113	Yashbir	JJA/ Asstt. Ahlmad	North-East	KKD
114	Kanwar Lal	AHLMAD/JA	North-West	Rohini
115	Vicky Bhardwaj	ASSTT. AHLMAD/JJA	North-West	Rohini
116	Suman Rana	AHLMAD/JA	North-West	Rohini
117	Pinki	ASSTT. AHLMAD/JJA	North-West	Rohini
118	Yashpal Dagar	AHLMAD/JJA	North-West	Rohini
119	Subhash Kumar	ASSTT. AHLMAD/JJA	North-West	Rohini
120	Haroon	AHLMAD/JA	North-West	Rohini
121	Ncha Arora	ASSTT. AHLMAD/JA	North-West	Rohini
122	Sandeep Bansal	AHLMAD/JA	North-West	Rohini
123	Anurag Balyan	ASSTT. AHLMAD/JJA	North-West	Rohini
124	Vijay Dabas	AHLMAD/JA	North-West	Rohini
125	Prince Chillar	ASSTT. AHLMAD/JJA	North-West	Rohini
126	Vipin Verma	AHLMAD/JA	North-West	Rohini
127	Vicky	ASSTT. AHLMAD/JA	North-West	Rohini
128	Vartika Rai Pradhan	AHLMAD/JA	North-West	Rohini
129	Raj Kumar	ASSTT. AHLMAD/JJA	North-West	Rohini
130	Naveen Kumar	AHLMAD/JA	North-West	Rohini
131	Anita Garg	ASSTT. AHLMAD/JA	North-West	Rohini
132	Shiwani Wadhwa	AHLMAD/JA	North-West	Rohini
133	Manish Kumar	ASSTT. AHLMAD/JJA	North-West	Rohini
134	Vinod Kumar	AHLMAD/JA	North-West	Rohini
135	Suman	ASSTT. AHLMAD/JJA	North-West	Rohini
136	Amit Kumar Schrawat	AHLMAD/JA	North-West	Rohini
137	Vikas Khari	ASSTT. AHLMAD/JA	North-West	Rohini
138	Jyoti Hasti	AHLMAD/JA	North-West	Rohini
139	Manisha Singh	ASSTT. AHLMAD/JJA	North-West	Rohini
140	Ajay Kumar	AHLMAD/JA	North-West	Rohini
141	Naveen	ASSTT. AHLMAD/JA	North-West	Rohini
142	Pankaj Singhal	AHLMAD/JA	North-West	Rohini
143	Manish Kumar	ASSTT. AHLMAD/JJA	North-West	Rohini
144	Anurag Bhardwaj	AHLMAD/JA	North-West	Rohini
145	Krishna Saini	ASSTT. AHLMAD/JA	North-West	Rohini
146	Pradeep Kumar Rana	AHLMAD/JA	North-West	Rohini
147	Ekta Gandhi	ASSTT. AHLMAD/JA	North-West	Rohini
148	Rajeev Kumar	AHLMAD/JA	North-West	Rohini
149	Sonia Mann	ASSTT. AHLMAD/JJA	North-West	Rohini
150	Anil Kumar	AHLMAD/JA	North-West	Rohini
151	Tamanna Mann	ASSTT. AHLMAD/JJA	North-West	Rohini
152	Neeta	AHLMAD/JA	North-West	Rohini
153	Jagvinder Mann	ASSTT. AHLMAD/JJA	North-West	Rohini

154	Sachin Chandna	AHLMAD/JJA	North-West	Rohini
155	Urmila	ASSTT. AHLMAD/JJA	North-West	Rohini
156	Dinesh Kumar	AHLMAD/JA	North-West	Rohini
157	Ashutosh Antil	ASSTT. AHLMAD/JJA	North-West	Rohini
158	Vandana Sharma	AHLMAD/JA	North-West	Rohini
159	Uday Singh	ASSTT. AHLMAD/JJA	North-West	Rohini
160	Pradeep Sehrawat	AHLMAD/JJA	North-West	Rohini
161	Renu	ASSTT. AHLMAD/JJA	North-West	Rohini
162	Randhir Singh Dahiya	AHLMAD/JJA	North-West	Rohini
163	Gaurav Rana	ASSTT. AHLMAD/JJA	North-West	Rohini
164	Hira Ballabh Pujari	AHLMAD/JA	North-West	Rohini
165	Sonal Jose	ASSTT. AHLMAD/JA	North-West	Rohini
166	Amit Bansal	AHLMAD/JA	North-West	Rohini
167	Hrishav Raj	ASST. AHLMAD/JJA	North-West	Rohini
168	Rajesh Kumar	AHLMAD/JA	North-West	Rohini
169	Nandan Singh	ASSTT. AHLMAD/JJA	North-West	Rohini
170	Seema Mehta	AHLMAD/JA	North-West	Rohini
171	Purnima	ASSTT. AHLMAD/JJA	North-West	Rohini
172	Amit Kumar	AHLMAD/JA	North-West	Rohini
173	Sarita	ASSTT. AHLMAD/JJA	North-West	Rohini
174	Rakesh Kumar	AHLMAD/JA	North-West	Rohini
175	Manoj Sharma	ASSTT. AHLMAD/JJA	North-West	Rohini
176	Pancham Singh Rawat	AHLMAD/JA	North-West	Rohini
177	Vinod Kumar	ASSTT. AHLMAD/JJA	North-West	Rohini
178	Suresh Pajiyar	READER-CUM-AHLMAD/SJA	North-West	Rohini
179	Mohit Kumar Bairwa	/PA	North-West	Rohini
180	Gaurav Kanojia	READER-CUM-AHLMAD/JJA	North-West	Rohini
181	Sangam Wadhwa	/PA	North-West	Rohini
182	Kamal Kumar	READER-CUM-AHLMAD/JA	North-West	Rohini
183	Swaraj Kumari	/PA	North-West	Rohini
184	Jatin Mathur	READER-CUM-AHLMAD/JJA	North-West	Rohini
185	Bhawana	/PA	North-West	Rohini
186	Naveen Kumar	AHLMAD 01/JJA	North-West	Rohini
187	Sumit Dabas	AHLMAD 02/JJA	North-West	Rohini
188	Shiv Kumar	AHLMAD 03/JJA	North-West	Rohini
189	Madhu Sudan Pandey	JA		Rouse Avenue
190	Varun Gupta	PA		Rouse Avenue
191	Anju Singh	SR. PA		Rouse Avenue
192	Bhavana Malhotra	SR. PA		Rouse Avenue
193	Hukum Chand	JA		Rouse Avenue
194	Saurabh Kumar	JJA		Rouse Avenue
195	Sanjay Kumar	SJA		Rouse Avenue
196	Rahul Kumar	JA		Rouse Avenue
197	Sujata Prasad	PA		Rouse Avenue
198	Ajay Kumar	PA		Rouse Avenue
199	Kavitha Prabhal	SJA		Rouse Avenue
200	Sattar Ali	JA		Rouse Avenue
201	Rohil Kumar	JJA		Rouse Avenue
202	Narsingh Dass Sharma	SR. PA		Rouse Avenue
203	Sandeep Kumar	PA		Rouse Avenue
204	Ashok Kumar	JA		Rouse Avenue
205	Narender Singh Rawat	SR. PA		Rouse Avenue
206	Abhishek Adhikari	PA		Rouse Avenue

ANNEXURE-'B'**DELHI JUDICIAL ACADEMY**

Programme Name : Refresher Programme for Court Staff
Programme Code : (ECT_9_2024)
Duration : Two Days (29th and 30th January, 2024 from 04:00 pm to 06:45 pm.)
Participants : Staff of District Judiciary
Venue : Through Virtual Mode using CISCO WebEx
Programme Coordinator : Mr. Pawan Singh Rajawat, Additional Director, Delhi Judicial Academy

Date & Day	Session	Sub Topics	Resource Person
Day 1 29.01.2024 (Monday)	I	<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• Concept of FAOR or FORA. Workflow of Case in Delhi• Balance Sheet• Filing- Cases, Caveat. Allocation- Individual & Bulk, Random, Reports.• Registration-Objection, Registration of case, Registration Reports, Suit Register Report, Case Extra info etc.• Unregistered Cases• Undated Cases• Court Proceedings- Case proceedings, Bulk proceedings, Process Generation, IA filing, Linked Cases, Update Case Information, Urgent Case, Order & Judgement Uploading, Judges Leave, Delay Management etc.• Plead Guilty- Plead Guilty cases & Proceeding, Virtual Court Cases-Consume, Verification.	<ul style="list-style-type: none">• Mr. Rajeev Kumar, Judl. Assistant/ District System Administrator, Computer Branch, Tis Hazari Courts, Delhi• Mr. Ravi Verma, DSA/ JA (South-East), Saket Courts, New Delhi
	II	<ul style="list-style-type: none">• Proceeding Reports- Cause lists-Civil & Criminal, Registers, Disposal Report.• Additional Party Details- Change Advocate, Legal Heir, Witness Information, Register of Stayed matters.• Management Reports-Civil & Criminal Reports, Monthly Statement and other reports.• Pretrial and ICJS.• Transfer of Cases- Individual, Bulk and Establishment Transfer. Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments	

Date & Day	Session	Sub Topics	Resource Person
Day 2 30.01.2024 (Tuesday)	III	<ul style="list-style-type: none"> • Lok Adalat- Assign Cases, Disposal, Reports. • Query Builder. • Overview of Admin Module -Case Restoration, Taken on Board, Modify Case Details, Modify Business, Case Conversion, Split Cases, Delete cases etc. • Overview of Masters Module. • Overview of User Module. • Digital Signature Key- Installation and working. • LAYERS- Working, Quarterly Statement etc. 	<ul style="list-style-type: none"> • Mr. Rajeev Kumar, Judl. Assistant/ District System Administrator, Computer Branch, Tis Hazari Courts, Delhi
	IV	<ul style="list-style-type: none"> • E-filing module. • NSTEP • Calendar • KIOSK • Justice Clock • NJDG/e-Courts Website • E-court App • DMS 	<ul style="list-style-type: none"> • Mr. Ravi Verma, DSA/ JA (South-East), Saket Courts, New Delhi