

Rajesh Kumar Singh

D.H.J.S

Director (Academics)



DELHI JUDICIAL ACADEMY

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

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Email: dja@nic.in

No. DJA/Trg./ECT 2024/1813/2024/ 4492

17th August, 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, West, Rohini
5. The Principal District & Sessions Judge, North, Rohini
6. The Principal District & Sessions Judge, South-West, Dwarka
7. The Principal District & Sessions Judge, East, KKD
8. The Principal District & Sessions Judge, South, Saket
9. The Principal District & Sessions Judge, Shahdara, KKD
10. The Principal District & Sessions Judge, North East, KKD
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" Programme Code ECT_09_2024 for Staff of District Judiciary, on 28th August, 2024 as per Approved Calendar for ECT Programmes from April 2024 to March 2025.

Ref.: Email dated 29th July, 2024 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 "Refresher programme for Court Staff" Programme Code ECT_9_2024" on 28th August, 2024 (Half Day- Post Lunch), for Staff of District Judiciary at District Head Quarter through SJA, from 01:45 pm to 05:00 pm .

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 inform the nominated staff members about attending the aforesaid training programme on 28.08.2024 by using the above shared meeting link as per the nomination list attached at **Annexure -A**.

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.

Thanking you,

Encl: As above

No. DJA/Trg./ECT 2024/1813/2024/

Copy to:

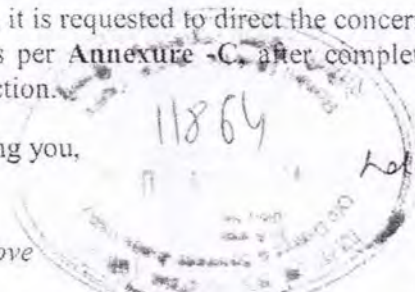
The Joint Registrar (Judicial) (CPC), High Court of Delhi, New Delhi

Yours faithfully,

(Rajesh Kumar Singh)

17th August, 2024

(Rajesh Kumar Singh)



Let OTC Adm. Bk
P. D. S. J. (N-W)
20/8/24

DELHI JUDICIAL ACADEMY

Programme Name	:	Refresher Programme for Court Staff
Programme Code	:	(ECT_9_2024)
Duration	:	Half Day (28 th August, 2024 from 01:45pm to 05:00 pm.)
Participants	:	Staff of District Judiciary
Venue	:	Through Virtual Mode using CISCO WebEx
Programme Director	:	Mr. Rajesh Kumar Singh, Director (Academics), Delhi Judicial Academy
Programme Coordinator	:	Mr. Pawan Singh Rajawat, Additional Director, Delhi Judicial Academy

Sessions & Time	Topics	Resource Person
Session-I (01:45 pm to 3:15 pm)	<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. Rajevee Kumar, Judl. Assistant/ DSA, Computer Branch, Tis Hazari Courts, Delhi
	<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 	
Break 03:15 pm to 3:30 pm		
Session-II (3:30 pm To 05:00 pm)	<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. Ravi Verma, DSA/ JA (South-East), Saket Courts, New Delhi
	<ul style="list-style-type: none"> • E-filing module. • NSTEP • Calendar • KIOSK • Justice Clock • NJDG/e-Courts Website • E-court App • DMS 	

44	SWATI PRIYA	JA	NORTH EAST	KKD
45	RAVI KUMAR	JA	NORTH EAST	KKD
46	UPASANA CHAWLA	JA	NORTH EAST	KKD
47	SWATI GAUTAM	JA	NORTH EAST	KKD
48	AMIT KUMAR BHADRI	JJA	NORTH EAST	KKD
49	HEMRAJ	JJA	NORTH EAST	KKD
50	ANKIT KUMAR	JJA	NORTH EAST	KKD
51	ANJU SINGH	SR. PA	RACC	RACC
52	SANJAY AMBAWAT	SR. PA	RACC	RACC
53	AMIT MAKHIJA	SR. PA	RACC	RACC
54	ANAND PRAKASH	SR. PA	RACC	RACC
55	GAYATRI BEJJIPURAM	SR. PA	RACC	RACC
56	GURMEET SINGH BAWA	PA	RACC	RACC
57	SANTOSH	PA	RACC	RACC
58	SURESH	PA	RACC	RACC
59	PAWAN KR. VERMA	PA	RACC	RACC
60	AJAY KUMAR	PA	RACC	RACC
61	MEENA ARORA	SR. JA	RACC	RACC
62	KANCHAN MANCHANDA	SR. JA	RACC	RACC
63	DIMPLE JASROTIA	SR. JA	RACC	RACC
64	TARUN AGGARWAL	JA	RACC	RACC
65	MUKESH KUMAR	JA	RACC	RACC
66	SABNAM	JA	RACC	RACC
67	RAJNI D KUMAR	JA	RACC	RACC
68	POKHRIYAL	JA	RACC	RACC
69	SAPNA	JJA	RACC	RACC
70	SAMEER RAJ SINGH	JJA	RACC	RACC
71	YATIN	JJA	RACC	RACC
72	MOHIT RAJOUR	JJA	RACC	RACC
73	NIKHIL	JJA	RACC	RACC
74	SUDHIR KUMAR	JJA	RACC	RACC
75	MANISH KUMAR	JJA	RACC	RACC
76	SUMIT RANA	JJA	RACC	RACC
77	KANCHAN KAPOOR	READER	NORTH	ROHINI
78	RAKESH KUMAR	READER	NORTH	ROHINI
79	RAJESH KUMAR	READER	NORTH	ROHINI
80	SUNIL DIMRI	READER	NORTH	ROHINI
81	PRADUMAN SAXENA	AHLMAD	NORTH	ROHINI
82	DHARMENDER DRALL	ASSTT. AHLMAD	NORTH	ROHINI
83	PARVEEN KUMAR	ASSTT. AHLMAD	NORTH	ROHINI
84	MUKESH KUMAR	ASSTT. AHLMAD	NORTH	ROHINI
85	PREETI	ASSTT. AHLMAD	NORTH	ROHINI
86	PRADEEP KUMAR	ASSTT. AHLMAD	NORTH	ROHINI
87	DEEPAK	READER	NORTH WEST	ROHINI
88	SUDESH VERMA	READER	NORTH WEST	ROHINI
89	MANESH RANA	READER	NORTH WEST	ROHINI
90	DHEERAJ KUMAR VERMA	READER	NORTH WEST	ROHINI
91	SANJAY NAGAR	READER	NORTH WEST	ROHINI
92	GEETA PANWAR GUSSAIN	READER	NORTH WEST	ROHINI
93	RAJESH	READER	NORTH WEST	ROHINI
94	SUKHDEV SINGH	READER	NORTH WEST	ROHINI

95	ALKA RANI DHAMIJA	READER	NORTH WEST	ROHINI
96	PAWAN KUMAR	READER	NORTH WEST	ROHINI
97	RAJAN SINGH	JJA	SOUTH EAST	SAKET
98	PRABHAKAR ANAND	JJA	SOUTH EAST	SAKET
99	RAVINDER SINGH	JJA	SOUTH EAST	SAKET
100	LOKESH MEENA	JJA	SOUTH EAST	SAKET
101	GEETA KANDARI	JJA	SOUTH EAST	SAKET
102	JITENDRA KUMAR	JJA	SOUTH EAST	SAKET
103	AMIT KUMAR TOPPO	JJA	SOUTH EAST	SAKET
104	ANURAG SHARMA	JJA	SOUTH EAST	SAKET
105	AMIT KUMAR	JJA	SOUTH EAST	SAKET
106	RITU	JJA	SOUTH EAST	SAKET
107	BRIJPAL SINGH	JA/AHLMAD	SOUTH	SAKET
108	PANDEY	JA/AHLMAD	SOUTH	SAKET
109	SAKSHI KHERA	JA/AHLMAD	SOUTH	SAKET
110	BHIM SINGH YADAV	JA/AHLMAD	SOUTH	SAKET
111	MD. MUSHTAQUE	JA/READER	SOUTH	SAKET
112	DHAN BAHADUR THAPA	JA/READER	SOUTH	SAKET
113	PRADEEP KUMAR	JJA/A.AHLMAD	SOUTH	SAKET
114	CHNDAN SINGH BORA	JA/READER	SOUTH	SAKET
115	ARUNA	JA/AHLMAD	SOUTH	SAKET
116	MAMTA CHOUDHARY	JJA/A.AHLMAD	SOUTH	SAKET
117	SHASHI KANT	PA	SOUTH	SAKET
118	PREETI	PA	SOUTH	SAKET
119	DEEPAK JOSHI	PA	SOUTH	SAKET
120	GULSHAN KUMAR	PA	SOUTH	SAKET
121	SAVITA CHOUDHARY	PA	SOUTH	SAKET
122	MANISHA KAUSHIK	JA	SOUTH WEST	DWARKA
123	SUMIT RANA	JJA	SOUTH WEST	DWARKA
124	SUJIT KUMAR	JJA	SOUTH WEST	DWARKA
125	USHA SHARMA	SJA	SOUTH WEST	DWARKA
126	SANJAY KR. LINGWAL	JA	SOUTH WEST	DWARKA
127	HEMRAJ	JJA	SOUTH WEST	DWARKA
128	NUTAN SANGWAN	JJA	SOUTH WEST	DWARKA
129	HARISH SHARMA	JJA	SOUTH WEST	DWARKA
130	SATBIR SINGH	JJA	SOUTH WEST	DWARKA
131	ANUPAMA	JA	SOUTH WEST	DWARKA
132	KUNDAN SINGH NAYAL	JA	SOUTH WEST	DWARKA
133	SANGEETA ARORA	SJA	SOUTH WEST	DWARKA
134	VIPIN KUMAR	JJA	SOUTH WEST	DWARKA
135	SANJEEV KUMAR	JA	SOUTH WEST	DWARKA
136	PREETY RANA	JJA	SOUTH WEST	DWARKA
137	KARTAR SINGH	JJA	SOUTH WEST	DWARKA
138	NEERAJ BISHT	SJA	SOUTH WEST	DWARKA
139	MANJU	JA	SOUTH WEST	DWARKA
140	RAKESH KUMAR YADAV	JA	SOUTH WEST	DWARKA
141	JAIDEEP MANN	JJA	SOUTH WEST	DWARKA
142	MANISHA	JA	SOUTH WEST	DWARKA
143	RAJEEV KUMAR	JA	SOUTH WEST	DWARKA
144	BACCHAN SINGH	SJA	NEW DELHI	PHC
145	CHANCHAL VAISH	SJA	NEW DELHI	PHC

146	SANJAY UPRETI	JA	NEW DELHI	PHC
147	RAM CHANDER	JA	NEW DELHI	PHC
148	JITENDER	JA	NEW DELHI	PHC
149	ASHOK KUMAR	JA	NEW DELHI	PHC
150	DEEPIKA MADAN	JA	NEW DELHI	PHC
151	SAI DASS BHATIA	JA	NEW DELHI	PHC
152	MAYANK	JJA	NEW DELHI	PHC
153	JAYANT GULATI	JJA	NEW DELHI	PHC
154	RAHUL KUMAR TISAWAR	PA	NEW DELHI	PHC
155	BABITA	PA	NEW DELHI	PHC
156	HEMLATA	SR. PA	NEW DELHI	PHC
157	HARMEET KAUR	PA	NEW DELHI	PHC
158	DEEPAK CHAUHAN	PA	NEW DELHI	PHC

Dejma n/a
WZ

(4)

Nomination list of Refresher Programme for Court Staff (District Judiciary)

Programme Code ECT_9_2024

Dated: 28th August, 2024

Sl. No.	Name of the Official	Designation	District	Place of Posting
1	CHITRA	JA	CENTRAL	THC
2	MAMTA SRIVASTAVA	JJA	CENTRAL	THC
3	RUCHI	JJA	CENTRAL	THC
4	ALKA	JJA	CENTRAL	THC
5	SUNITA SHARMA	JJA	CENTRAL	THC
6	AASHISH KUMAR	JJA	WEST	THC
7	SHREYA SINGH	JJA/A. AHLMAD	WEST	THC
8	SUSHEEL KUMAR	JJA/A. AHLMAD	WEST	THC
9	CHANDAN ASSIWAL	JJA/A. AHLMAD	WEST	THC
10	LAXMI GAUR	JJA/A. AHLMAD	WEST	THC
11	VEENA	JJA/A. AHLMAD	WEST	THC
12	ABHISHEK MANN	JJA/A. AHLMAD	WEST	THC
13	DIVYANSHU KUMAR	JJA/A. AHLMAD	WEST	THC
14	SATISH KUMAR	JJA/A. AHLMAD	WEST	THC
15	VISHAL	JJA/A. AHLMAD	WEST	THC
16	ANKITA SANDHIR	JJA/A. AHLMAD	WEST	THC
17	MANISHA SINGH	JJA/A. AHLMAD	WEST	THC
18	ANKUR MORYA	JJA/A. AHLMAD	WEST	THC
19	GEETA	JJA/A. AHLMAD	WEST	THC
20	RAJESH KUMAR	JJA/A. AHLMAD	WEST	THC
21	AKSHAY KUMAR	JJA	SHAHADRA	KKD
22	BRAJESH	JJA	SHAHADRA	KKD
23	GOVINDA	JJA	SHAHADRA	KKD
24	LALIT SAINI	JA	SHAHADRA	KKD
25	PANKAJ SHARMA	JJA	SHAHADRA	KKD
26	RAMESH KUMAR	JJA	SHAHADRA	KKD
27	SACHIN CHAUDHARY	JJA	SHAHADRA	KKD
28	SONU THAKUR	JJA	SHAHADRA	KKD
29	MEENU GUPTA	JA	SHAHADRA	KKD
30	MONIKA	JJA	SHAHADRA	KKD
31	SAHIL	JA	EAST	KKD
32	RAJVANSH	SR. JA	EAST	KKD
33	KAJAL	JA	EAST	KKD
34	KULDEEP	JA	EAST	KKD
35	RUPESH	JA	EAST	KKD
36	RAJIV KUMAR	JA	EAST	KKD
37	MANINDER PAL SINGH	JJA	EAST	KKD
38	NIDA PRAVEEN	JJA	EAST	KKD
39	UDITA	JJA	EAST	KKD
40	SWATI PRIYA	JJA	EAST	KKD
41	POONAM SHARMA	SJA	NORTH EAST	KKD
42	AJAY KUMAR	SJA	NORTH EAST	KKD
43	KAILASH CHAND	JA	NORTH EAST	KKD