OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE NW, ROHINI COURTS, DELHI

To

The Additional Director
Delhi Judicial Academy,
Sector-14, Dwarka, New Delhi-110078.

Sub: Nomination for "Computer Skill Enchancement Programme- Level I & II," Programme Code ECT 13 2025 for Judicial Officers of District Judiciary (All Cadre) scheduled for 10th September-2025 (Wednesday), physically at Delhi Judicial Academy.

Sir,

Kindly refer to email dated 11.08.2025, on the subject cited above, whereby the nominations of Judicial Officers for Programme Code ECT_13_2025 scheduled for 10th September 2025 has been sought.

In this regard, it is informed that the following Judicial Officers are nominated for the said programme:-

S.no	Name of the Judicial Officer	Designation	District	Place of Posting
1	Ms. Preeti Agrawal Gupta	District Judge(Commercial Court)-01	North West	Rohini Court
2	Sh. Prashant Kumar	ASJ (Electricity)	North West	Rohini Court
3	Ms. Rajani Ranga	ASJ-01(POCSO)	North West	Rohini Court
4	Sh. Anuj Kumar Singh	Senior Civil Judge	North West	Rohini Court
5	Sh. Vivek Beniwal	Additional Chief Judicial Magistrate	North West	Rohini Court

Thanking you,

Regards

14/8/25

(GURVINDER PAL SINGH)
PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST, ROHINI COURTS, DELHI

No. 12638-45/F.2 (2)/Judl./NW/RC/2025 Dated 14/8/25

Copy for information & necessary action to:-

1. Ld. Joint Registrar (Judicial)/Central Project Coordinator (CPC), Hon'ble High Court of Delhi, New Delhi.
2. Judicial Officers concerned.
3. Officer In-Incharge, Computer Branch, Rohini Courts, Delhi

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

14/8/25

Annexure-B

DELHI JUDICIAL ACADEMY

Programme name : **Computer Skill enhancement Programme-Level I & II**
Programme Code : **(ECT_13_2025)**
Duration : **One Day (10th September, 2025)**
Participants : **Judicial Officers of District Judiciary (All Cadre)**
Venue : **Seminar Hall, 2nd Floor, Delhi Judicial Academy**
Programme Director : **Mr. Rajesh Kumar Singh, Director (Academics)/ Chairperson (Officiating), Delhi Judicial Academy**
Programme Coordinator : **Mr. Sachin Sangwan, Additional Director, Delhi Judicial Academy**

Date & Day	Sessions & Time	Main Topic	Sub Topics	Resource Person(s)
10.09.2025 (Wednesday)	Session-I 10:00 am to 11:30 am	Orientation and Overview of the Program	• Need for training • Overview of latest initiatives of e-Committee and current phase of e-Courts project	
		Overview of Computer Infrastructure: Hardware	• Special emphasis on newly installed/ latest equipment/ new technology • Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments • ***State Specific* Hardware procurement & management**	
		Overview of Computer Infrastructure: Software	• Open source vs. patented/proprietary • Ubuntu Linux- features & benefits • New features in version 24.04 • Ubuntu-Linux File System o 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- o Selecting Keyboard Input Language o Using specific Keyboard Layout: • Using a webcam with Ubuntu-Linux • Taking a screenshot • Force quit (force kill) an errant/misbehaving application - Other useful applications	
	Tea Break 11:30 am to 11:45 am			
	Session-II 11:45 am to 01:15 pm	Working with day-to-day Applications: Office Suites, PDF Tools, Speech to Text Software, etc.	• LibreOffice Writer/ Word Processor Tips o Free software vs. Paid software o Basic tips to use a word processor efficiently o Saving document o Keyboard Shortcuts o Formatting o Automatic saving o Auto text o Auto Correct o Table of contents o Miscellaneous o Find and replacing text o Use of spell checker o Header/ Footer	

			○ Inserting Date/Time. ○ Footnote, Endnote, etc ○ Bullets/ Numbering ○ Page Numbering ○ Viewing/Printing documents • Working with Speech to Text Software ○ Tips, practice & demonstration • Working with Tables • LibreOffice Calc ○ Use of Spreadsheets in Court work ○ Calculation of Units ○ Administrative work • LibreOffice Presentation • PDF Tips ○ 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 ○ How to convert JPEG, PNG etc. format to PDF format ○ PDF Editing Tools in UBUNTU ○ Merging and splitting of PDF Files ○ How to bookmark a PDF Document	
Lunch Break 01:15 pm to 01:45 pm				
	Session-III **01:45 pm to 03:15 pm**	**Video Conferencing and Hybrid Hearing: Way Forward**	• Working with Speech to Text Software ○ State specific software ○ State specific regional language support and fonts • Video Conferencing ○ Judgments on VC ○ Advantages of VC ○ VC equipment ○ Creation of accounts ○ Scheduling of meetings ○ Panels ○ Viewing Modes ○ Recording of meetings ○ Hybrid Hearing • Video Conferencing Tips • *State specific softwares for video conferencing (Cisco Web-Ex)* • *State specific* Rules relating to video conferencing.	

			Tea Break 03:15 pm to 03:30 pm	
	Session-IV **03:30 pm to 05:00 pm**	**Working in Cyberspace, Basics of Networking and Data Security**	• Working in Cyberspace • Internet: An Overview / Web browser Toolbar / Hyperlinks Problems loading a page / Working with Search Engines / Printing webpage ○ Internet Safety and Tips ○ Firefox Web browser-tips ○ Search Tips ○ Privacy and Data Protection • Data Management and Security ○ Importance of data security ○ Open data ○ Password management ○ Data auditing ○ Management of Data on devices and Cloud • Basics of Networking: ○ Local Area Networks ○ Wide Area Networks ○ Virtual Private Networks ○ Use of Networks in file sharing, printing, etc	
		An Introduction to Servers	• Basics of Servers ○ Different components of a Server ○ RAID Configuration ○ Latest tech/ trends in Servers • How to create a replica of Server	
			Discussion & Doubts	