OFFICE OF THE PRINCIPAL DISTRICT JUDGE: KURNOOL

Dis.No.812/Estt/2026 Dated 09-02-2026

# CIRCULAR

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|---|---|
| Sub: | **TRAINING PROGRAMME at KURNOOL HEADQUARTERS ON 21-02-2026 & 22-02-2026** - Conducting of ECT_13_2025 "**Computer Skill Enhancement Programme-Level-1 & II, and ECT-16-2025 "Ecourts Programme"** to the Judicial Officers at Kurnool District Headquarters - **Scheduled to be held on 21-02-2026 & 22-02-2026** - Participation - Regarding. |
| Ref: | Proceedings of the Hon'ble High Court of Andhra Pradesh in ROC Order ROC No.77/2026-B.SPL., dated 23-01-2026. |

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In obedience to the direction of the Hon'ble High Court of Andhra Pradesh, ECT_13_2025 "**Computer Skill Enhancement Programme-Level-1 & II, and ECT-16-2025 "Ecourts Programme"** will be conducted at Kurnool District Headquarters **on 21-02-2026 & 22-02-2026** to all the Judicial Officers working in the Kurnool Unit.

Therefore, all the Judicial Officers working in the Kurnool District Judiciary are hereby required to attend the two (2) days training programme sheduled to be held on 21-02-2026 & 22-02-2026 in Principal District Court, Kurnool, without fail.

Any deviation in this regard, will be viewed seriously.

PRINCIPAL DISTRICT JUDGE,
KURNOOL

To,

1) All the Judicial Officers working in Kurnool district (Including Secretary, District Legal Servcies Authority, Kurnool).

2) The I Additional District Judge, Kurnool, with a request not to entertain any kind of leave to any Judicial Officers during the date fixed.

(P.T.O)

3) The Chief Judicial Magistrate-cum-Principal Civil Judge (Senior Division), Kurnool, to direct the concerned to make necessary **INCHARGE ARRANGEMENTS** to the concerned on 21-02-2026 and 22-02-2026.

4) The Central Nazir, Central Nazarath Section, Principal District Court, Kurnool, with a direction to make necessary arrangements, for the above training Programme.

5) The Senior Superintendent (Accounts), Principal District Court, Kurnool.

6) The Court Manager, Principal District Court, Kurnool.

7) The Superintendent, OP Cell/Statistics/Protocol, Principal District Court, Kurnool, with a direction to make necessary arrangements for their accommodation, on the above said dates well in advance, if necessary.

8) The System Officer, Principal District Court, Kurnool, to make necessary technical arrangements to the above training programme.

The System Officer, District Court, Kurnool, with a direction to upload the same in the District Court's Official website.

# REVISED SYLLABUS

## ECT_13_2022 Computer Skill Enhancement Programme – Level I & II and ECT 16_2022 E-Court Programme at District Headquarters

| Description of Programme:- | Computer Skill Enhancement Programme–Level I & II, and E-Court Programme at District Headquarters |
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| Training Code: | ECT_13_2022 AND ECT_16_2022 |
| Target Group:- | Judicial Officers of District Judiciary (All Cadre) |
| Place of Training:- | District Head Quarters through State Judicial Academy |
| No.of Days:- | 2 |
| Mode of Training: | Offline/Online/Hybrid |
| Hands on Training | (Yes) strongly recommended |
| Resource persons (Suggestive): | Existing Master Trainers (Judicial Officers) of the State along with Technicians/Officials from amongst NIC/High Court/District Court digitization personnel/Technical experts |

DAY 1: Computer Skill Enhancement Programme – Level I & II

| Session No I | Time (in Minutes) 15 Minutes | Time 10.00 AM to 10.15 AM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Orientation and Overview of the Program** | • Brief overview of eCourts project<br>• Role of various stakeholders including Department of Justice, eCommittee, NIC, High Court Computerization Committee, Central Project Coordinator, Directorate of IT, District Court Computerization Committee, Nodal Officers, Ubuntu- CIS Master Trainers, & Advocate Master Trainers in implementation.<br>• Overview of latest initiatives of e-Committee and current phase of e-Courts project. | | |

| Session No 2 | Time (in Minutes) 30 Minutes | Time10.15 AM to 10.45 AM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Overview of Computer Infrastructure : Hardware** | • Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II.<br>• Types of Electronic Hardware Components (Computers-desktops & laptops, Peripherals including printers, Photocopying equipment, Scanners, VC equipment, Cables, UPS, Network equipment & accessories including Wi-fi solutions).<br>• Electronic waste management Rules, 2022.<br>• Brief overview of High Court specific policy and procedure for ICT assets (Procurement, Deployment,<br>AMC management, Management, Disposal). | | |

| Session No 3 | Time (in Minutes) 45 Minutes | Time 10.45 AM to 11.30 AM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Overview of Computer Infrastructure : Software** | • Open source vs. patented/proprietary Operating system options (Windows / Mac / Linux).<br>• Ubuntu Linux- features & benefits (Ubuntu overview & version 24.04 LTS features - Desktop environment navigation).<br>• (GNOME/Caja file manager) - Workspace management & window controls - System settings<br>• Ubuntu-Linux File System (Home Folder, Desktop, Documents, Downloads, Location/Path of files).<br>• Using the File Browser nautilus.<br>• Understanding the use of Copy To, Move To, Other Pane (F3)<br>• Accessing recently copied data/clipboard.<br>• Typing in Indian Languages (Selecting Keyboard Input Language, Using specific Keyboard Layout).<br>• Using a webcam; Taking a screenshot.<br>• Other useful applications. | | |

11.30 to 11.45 AM Tea Break

| Session No 5 | Time (in Minutes) 75 Minutes | Time 11.45 AM to 01.00 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Working with day-to-day Applications: LibreOffice Writer** | • Basic tips, Saving, Keyboard Shortcuts, Formatting, Automatic saving, Auto text, Auto Correct, Table of contents, Find and replace text, Spell checker, Header/Footer, Inserting Date/Time/Footnote/ Endnote, Bullets/Numbering, Page Numbering, Viewing/Printing documents); Working with Tables. Inserting Comments, Redact, password protecting documents. Simple calculations,<br>• Extensions in LibreOffice Writer<br>• Extracting all images from documents at once<br>• LibreOffice wizard<br>• **PDF Tips** (Conversion to as PDF in Ubuntu-Linux, Generation of accessible PDF Documents and uploading only accessible and digitally signed PDF documents, converting JPEG/PNG to PDF, PDF Editing Tools in UBUNTU, Merging and splitting of PDF Files, How to bookmark a PDF Document).(Tips, practice, demonstration) Metadata in pdf's.<br>• **Indexing/Table of contents.** | | |

1.00 PM to 2.00 PM Lunch break

| Session No 6 | Time (in Minutes) 30 Minutes | Time 02.00 PM to 02.30 PM | Resource Persons |
|---|---|---|---|
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| **Main Topic** | **Sub Topic** | | |
| **Working with day-to-day Applications: LibreOffice calc** | • LibreOffice Calc Basics | | |

| Session No 7 | Time (in Minutes) 30 Minutes | Time 02.30 PM to 03.00 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Working with day-to-day Applications: LibreOffice Impress** | • LibreOffice Impress Basics | | |

| Session No 8 | Time (in Minutes) 30 Minutes | Time 03.00 PM to 03.30 PM | Resource Persons |
|---|---|---|---|
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| **Main Topic** | **Sub Topic** | | |
| **Software installation** | • Synaptic Package Manager(Graphical)<br>• Snap<br>• Flatpak | | |

3.30 PM to 3.45 PM Tea Break

| Session No 9 | Time (in Minutes) 60 Minutes | Time 03.45 PM to 04.45 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Working in Cyberspace, Basics of Networking and Data Security** | • Working in Cyberspace (Internet Overview, Web browser, Toolbar/Hyperlinks, Internet Safety and Tips, Firefox 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).<br>• Basics of Networking (Local Area Networks, Wide Area Networks, Virtual Private Networks, Use of Networks in file sharing/printing).<br>• Security (Importance of data security, Open data, Password management, Data auditing,Management Of Data on devices and Cloud). | | |

| Session No 10 | Time (in Minutes) 15 Minutes | Time 04.45 PM to 05.00 PM | Resource Persons |
|---|---|---|---|
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| **Main Topic** | **Sub Topic** | | |
| **Discussion & Doubts** | • General discussion and doubts. | | |

## Day 2 ECT_16_2022 – E-Court Programme at All – District Headquarters

| Session No 1 | Time (in Minutes) 90 Minutes | Time 10.00 AM to 11.30 AM | Resource Persons |
|---|---|---|---|
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| **Main Topic** | **Sub Topic** | | |
| **Case Information System(CIS)** | • Overview of Dashboard Data and Functions; Core & Periphery; Various types of Masters; Q - Menu; Daily data uploading to CIS; Workflow of Case; Balance Sheet;<br>• Court Proceedings (Undated Cases, Bulk proceedings, Linked Cases, Update Case Information); Urgent Case option (Why/Where to find/reports); Order & Judgment<br>• Uploading; Delay Management; Issues framed, Witnesses examined, Appearance, Written statement); Disposing the case; Next date; Reason for adjournment; Purpose of listing; Presence; Digital display boards; Proceedings correction; | | |

11.30 AM to 11.45 AM Tea Break

| Session No 2 | Time (in Minutes) 75 Minutes | Time 11.45 AM to 01.00 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Case Information System(CIS)** | • Cause lists (Civil/Criminal); Additional Party Details (Change Advocate, Legal Heir, Witness Information); Management Reports (Civil & Criminal Reports, Monthly Statement); Lok Adalat; Mediation; Query Builder; QR Code on Orders and Judgments. | | |

01.00 PM to 02.00 PM Lunch Break

| Session No 3 | Time (in Minutes) 30 Minutes | Time 02.00 PM to 02.30 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Video Conferencing and Hybrid Hearing:** | • Video Conferencing<br>  ○ Judgments of VC<br>  ○ Advantages of VC<br>  ○ VC equipment<br>  ○ Creation of accounts Scheduling of meetings<br>  ○ Panels<br>  ○ Viewing Modes Recording of meetings<br>  ○ Hybrid Hearing<br>• Video Conferencing Rules & Tips | | |

| Session No 4 | Time (in Minutes) 30 Minutes | Time 02.30 PM to 03.00 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module** | • E-filing<br>  ○ E-filing module<br>  ○ Versions<br>  ○ Data consumption of e-filing to CIS<br>  ○ E-filing of cases<br>  ○ Integration with CIS<br>  ○ Movement of file through E-filing portal and CIS<br>  ○ Objections in E-Filing vs Objections in CIS<br>  ○ Case data entry-connection with e-filing<br>• ICJS Module<br>  ○ Consumption of FIR<br>  ○ Consumption of Charge Sheet<br>  ○ Charge sheet/summary<br>  ○ Charge sheet/summary received report<br>• Pre-trial<br>  ○ Remand<br>  ○ Bail<br>  ○ Release<br>  ○ Pretrial order uploading | | |

| Session No 5 | Time (in Minutes) 30 Minutes | Time 03.00 PM to 03.30 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Overview of Digitization** | • Importance of Digitization<br>• Principles<br>  ○ Metadata and its importance<br>• Standard Operating Procedures (SOP) of eCommittee for digitization<br>• Hardware and software requirements & Management of digitization<br>• Types of PDF documents<br>  ○ PDF & PDF/A<br>  ○ OCR & ICR<br>• Stages of digitization in each state of High Court records/District Court records<br>• State-Specific Digitization priority & standard workflow of digitization<br>• State-Specific stages and activities of digitization-<br>  ○ Pre-scanning<br>  ○ Scanning<br>  ○ Post-scanning | | |

3.30 PM to 3.45 PM Tea Break

| Session No 6 | Time (in Minutes) 45 Minutes | Time 03.45 PM to 04.30 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Electronic Case Management Tools (ECMT) for Judges** | • JustIS Application: Practice/Demonstration<br>• Justice Clock<br>• NJDG<br>• Digital Signature Key- Installation and working | | |
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| Session No 7 | Time (in Minutes) 30 Minutes | Time 04.30 PM to 05.00 PM | Resource Persons |
|---|---|---|---|
| | | | |
| **Main Topic** | **Sub Topic** | | |
| **Discussion & Doubts** | • General discussion and doubts. | | |