PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL

PRESENT: SRI G.KABARDHI
PRINCIPAL DISTRICT JUDGE, KURNOOL

Dis. No.: 4846/e-Courts/2026 **Date: 20.08.2026**

Sub: e-Courts Project – Capacity Building Training Programme – ECT_9_2026_Refresher Programme for Court Staffs scheduled on 22.08.2026 (Saturday) – Orders - Issued.

Ref: 1.The Letter of A.P.Judicial Academy in ROC.No. 217/APJA/2026, dated: 15.07.2026.
2.The Letter of the Hon'ble High Court of A.P., in ROC.No.718/2026-CPS, Dated: 19.08.2026.
3.Proceedings of the Hon'ble High Court of A.P., Order ROC.No.718/2026-B.SPL.Dated:19.08.2026.

** ** **

The undersigned is pleased to pass the following:

O R D E R

In pursuance of the letter and proceedings of the Hon'ble High Court of Andhra Pradesh cited in the references, the A.P. Judicial Academy is conducting ECT_9_2026 – Refresher Programme for Court Staff through the Nominated Master Trainer (Smt G.C.Asifa Sulthana, Additional Civil Judge (Senior Division), Kadapa) in online mode. The training programme is scheduled to be held on 22.08.2026 (Saturday), from 10:00 A.M. to 5:00 P.M.

Accordingly, one Superintendent, one Senior Assistant and two Junior Assistants from each Court in Kurnool District shall attend the said training programme through online mode from their respective Court Complexes.

Where more than one Court is functioning in the same Court Complex, the nominated staff of all such Courts shall assemble at one Court by using Video Conference equipment in the said Court Complex and attend the training programme collectively through online mode.

PRINCIPAL DISTRICT JUDGE
KURNOOL

Enclosures:

Copy of the Letter of the A.P. Judicial Academy in ROC No.217/APJA/2026, dated 15.07.2026.

Copy to:

All the Judicial Officers in Kurnool District.

The Nodal Officer, Addl. Civil Judge (Senior Division), Kurnool.
The System Officer, District Court, Kurnool.

ANDHRA PRADESH JUDICIAL ACADEMY

UNDER THE AEGIS OF HON'BLE HIGH COURT OF ANDHRA PRADESH

LALAM SRIDHAR,
ADDITIONAL DIRECTOR
F.A.C. DIRECTOR

KAZA (V), GUNTUR DISTRICT,
PIN CODE:522508,
andhrapradeshjudicialacademy@gmail.com.

DISTRICT & SESSIONS COURT
21 JUL 2026
CHIEF ADMINISTRATIVE OFFICER
KURNOOL

ROC.NO.217/APJA/2026, dated 15.07.2026.

To

All Unit Heads in the
State of Andhra Pradesh

Sir,

21/7/2026

Sub: Andhra Pradesh Judicial Academy – eCommittee Training Programmes (ECT) for the Academic Year 2026–27 – Transmission of Schedule – Request for issuing necessary instructions and causing nominations of respective stakeholders as participants, from time to time, as per schedule - Reg.

Ref: Office Note, dated 14.07.2026, placed before the Hon'ble President, Board of Governors of A.P.J.A and Instructions thereof.

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Adverting to the Subject and references cited above, I am to submit that, in compliance of the directions of the Hon'ble eCommittee of Supreme Court of India, the Andhra Pradesh Judicial Academy has scheduled various eCommittee Training (ECT) Programmes during the Academic Year 2026–27 for Judicial Officers, High Court Staff, District Judiciary Staff and Advocates/Advocate Clerks across the State.

Therefore, as directed under reference cited above, I am herewith transmitting the schedule of e-Committee Training Programmes (ECT) for the Academic Year 2026-27, as Annexure-I, with a request to take note of the schedule and take necessary steps for conducting respective programmes, and also to cause nominations accordingly for participation in the respective programmes, from time to time, as per the schedule and in compliance of the instructions that may be issued

Rec. 5720 21/7/26

by the Hon'ble High Court from time to time. Further, the list of subjects/topics to be covered under respective programmes is annexed herewith as Annexure-II.

Yours faithfully,

ADDITIONAL DIRECTOR
F.A.C. DIRECTOR
A.P. JUDICIAL ACADEMY

Enclosures:

1. Annexure-I – Schedule of ECT Programmes for the Academic Year 2026-27.
2. Annexure-II – List of subjects/topics to be covered under respective programmes.

GUTTALA GOPI
REGISTRAR GENERAL

AMARAVATI,
Dt: .08.2026.

ROC.NO.718/2026-CPS

To
All the Unit Heads,
In the State of Andhra Pradesh.

Sir/Madam,

Sub: HIGH COURT – COMPUTER SECTION – eCourts - Phase III – Capacity Building Training Programme ECT_9_2026, "Refresher Programme for Court Staff" scheduled on 22.08.2026 (Saturday) for the staff of District Judiciary either through offline or online mode through Ubuntu Master Trainers – Instructions – Regarding.

Ref: Letter received from Andhra Pradesh Judicial Academy vide ROC.No.217/APJA/2026 dated: 15.07.2026

-o0o-

I invite your attention to the subject and reference cited above,

As directed, I am to inform that the Hon'ble eCommittee, Supreme Court of India proposed to conduct a Training Programme on the topic P16-ECT_9_2026 "Refresher Programme for Court Staff" through Andhra Pradesh Judicial Academy scheduled on 22.08.2026 (Saturday) for the staff of District Judiciary working in your respective units by the Resource Persons nominated from the Judicial Officers.

In this connection, all the Principal District Judges are instructed to nominate participants working under your control for the aforesaid training programme and to issue necessary proceedings to the nominated participants.

I am to further inform that Principal District Judges are permitted to conduct the aforesaid training programme either through online or offline mode, as may be found feasible to the respective Principal District Judge.

A copy of the syllabus and list of resource persons for the aforesaid Training Programme are enclosed herewith for your ready reference. Further, I request

you to direct the concerned to take the attendance of the participants and forward the attendance sheet to the Registrar (IT-cum-CPC) to enable the Registry to forward the same to the Hon'ble eCommittee, Supreme Court of India.

Yours Sincerely,

19/8

REGISTRAR GENERAL

Encl:a/a

Copy to:
The Director, Andhra Pradesh Judicial Academy.

PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI



SUB: e-courts Phase III Capacity Building Training – Nomination of certain Judicial Officers as CIS-cum-Ubuntu Master Trainers for Conducting the Capacity Building Training Programme through the Andhra Pradesh Judicial Academy on ECT_9_2026, "Refresher Programme for Court Staff which is scheduled on 22.08.2026 for the staff of District Judiciary - Relief Arrangements – Orders issued- Regarding

READ: Letters Roc.No.217/APJA/2026, dated 15.07.2026 from the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.718/2026-B.SPL. DATED:19.08.2026

Having considered the letter of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, the High Court has made the following order:-

The following Judicial Officers are nominated to participate as CIS-cum-Ubuntu Master trainers for conducting the ECT_9_2026, "Refresher Programme for Court Staff which is scheduled on 22.08.2026 for the staff of District Judiciary either through offline or online mode found feasible by the Prinicipal District and Sessions Judge, concered.

SL. NO.	DISTRICT	NAME & DESIGNATION OF THE OFFICERS
1.	Ananthapuramu And Chittoor	**T.Vasudevan** Ubuntu-cum-CIS master Trainers & Civil Judge (Senior Division) Penukonda, Ananthapuramu.
2.	Krishna & Guntur	**SRI MEEJURI SUNEEL KUMAR** Ubuntu-cum-CIS master Trainers & II-Additional District and Sessions Judge, Vijayawada.
3.	Kurnool & Kadapa	**SMT G.C.ASIFA SULTHANA** Ubuntu Master Trainers & Additional Civil Judge (Senior Division), Kadapa.
4.	Prakasam and Nellore	**SRI K.P.SAIRAM,** Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division)-cum-Additional Chief Judicial Magistrate, Vijayawada.
5.	Srikakulam and Vizianagaram	**SRI P.GOVARDHAN** Ubuntu-cum-CIS master Trainer & VI Additional District and Sessions Judge(Fast Track Court), Kakinada.

e-courts

6.	East Godavari and West Godavari	**SRI G.BHUPAL REDDY,** Ubuntu-cum-CIS master Trainers & Special Judge for trial of Commercial Disputes, Special Court for Trial of Commercial Disputes, Vijayawada.
7.	Visakhapatnam	**SRI CH.PAVAN KUMAR,** Ubuntu Master Trainer & II Additional Civil Judge (Senior Division), Visakhapatnam.

All the Units Heads are requested to make necessary incharge arrangements to the nominated Judicial Officers and inform the same the High Court.

REGISTRAR (VIGILANCE)

To

1. The officers and incharges concerned (along with enclosures).
2. The Registrar General, High Court of Andhra Pradesh (for information).
3. The Registrar (I.T)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to upload the same in the High court's website).
4. The Principal District Judges, Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.
5. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
6. The Additonal Director, A.P. Judicial Academy, Mangalagiri, Guntur District.
7. The District Treasury Officers, Ananthapuramu, Chittoor, Krishna, Guntur, Vizianagaram,Srikakulam, East Godavari District, west Godavari, Kadapa, Prakasam, Visakhapatnam, Nellore, Kurnool. (with a request to inform the same to concerned Sub Treasury Officers)

8. ECT_9_2022 - Refresher Programme for Court Staff

Description of Programme:-	Refresher Programme for court staff
Training Code :	ECT_9_2022
Target Group :-	Staff of District Judiciary
Place of Training :-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC
No. of Days :-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands on Training:-	As far as possible, yes
Resource persons (Suggestive) :	Judicial Officer Master trainers selected by the Judicial Academy, with the assistance of technical staff of district judiciary and NIC officials

Colour Coding:

National Topics	
State-Specific topics	
Optional Topics	

Day 1		
Session No.1	**Time:** (minutes):**25**	**Tentative time table: 10.00 a.m. – 10.25 a.m.**
Main Topic	• **Sub Topics**	

Introduction	• Introduction of trainers
	• Focus of training
	• Change Management
	  o Concept and need for change management
	  o Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment.
	• Change management through training
	  o Training and capacity building of non judicial officers in courts in computerization
	  o Need for technology absorption by public officials
	• Role of non judicial officers including DSAs, System Administrators	

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	and Court Managers in effective implementation of ICT in judiciary	
Session No.2	**Time:** (minutes):60	**Tentative time table: 10.25 a.m. - 10.35 a.m.**

Data management	• Importance of data security
	  ○ Value of data
	  ○ Open data
	  ○ Password management
	• Data auditing	

Session No.3	**Time:** (minutes):25	**Tentative time table: 10.35 a.m. - 11.00 a.m.**

Introduction to computers & word processing	• Basic idea about Computers
	  ○ Brief overview about operating systems
	  ○ Ecommittee customised ubuntu
	  ○ Word processing software-Libreoffice
	  ○ Basic tips to use a word processor efficiently
	• Internet based communications-An overview	

Session No.4	**Time:** (minutes):20	**Tentative time table: 11.00 a.m. - 11.20 a.m.**

Ecourts project	• Introduction to ecommittee
	  ○ Brief history of ICT in judiciary
	  ○ NEGP & ecommittee
	• Introduction to ecourts project
	  ○ Role of
	  ▪ Department of Justice
	  ▪ eCommittee
	  ▪ NIC
	  ▪ High Court Computerisation Committee
	  ▪ Central Project Coordinator
	  ▪ Directorate of IT
	  ▪ District Court Computerisation Committee
	  ▪ Nodal Officers
	  ▪ Ubuntu-CIS Master Trainers
	  ▪ Advocate Master Trainers
	  in implementation of ecourts project
	• Phases of ecourts project
	• Overview, utility & services idea of the e-initiatives of the Hon'ble Supreme Court
	  ○ "ecourts.gov.in" portal.
	  ○ National Judicial Data Grid (NJDG).
	  ○ Facilities provided
	  ○ Different USER categories available in NJDG.
	  ○ eFiling software
	  ○ ePayment
	  ○ Virtual Court
	  ○ Inter-operable Criminal Justice System (ICJS)
	  ○ Different pillars of ICJS.
	  ○ eCourts Mobile Application	

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	• Ecourts assistance
	  ○ Efiling helpdesks
	  ○ Esewa kendra
	• Help vidcos & manual

State-Specific topics	• State-Specific agreements and policy for effective implementation of ecourts project • State-Specific-stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines
Break	
Session No.5	**Time:** (minutes):**30** **Tentative time table: 11.30 a.m. - 12.00 p.m.**

Case Information System -I	• Basic idea about CIS
	  ○ Core & Periphery
	  ○ Workflow in CIS
	  ○ Various types of masters
	  ○ Editing masters data
	  ○ Logging in to CIS
	• Dashboard
	• Q -Menu
	• Side bar and various menu entries in sidebar
	  ○ Masters-types & importance
	  ○ Mapping with national code
	• Search Menu
	• Importance of case types
	• Transfer of judicial officers in CIS
	• Daily data uploading to CIS
	• Case proceedings
	• Delay management
	• CIS and Case Flow Management Rules
	• CIS in work management
	• Importance of Data integrity in CIS
	  ○ Need for accurate, Complete and regular Data Entry in CIS Software by the Court Staff.
	• Managing undated cases

Session No.6	**Time:** (minutes):**30** **Tentative time table: 12.00 p.m. - 12.30 p.m.**

Case Information System-II	• Case Proceedings
	  ○ Court event
	  ▪ Issues framed
	  ▪ Witness examined
	  ▪ Written statement
	  ▪ Legal heir
	  ▪ Delay Reason
	  ○ Delay management
	  ○ Recall case
	  ○ Marking of contested and uncontested case
	  ○ Difference between purpose of listing and adjournment

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	• Pleading guilty
	  ○ Importance of pleading guilty
	  ○ Training in identification and assignment of plead guilty cases
	  ○ Plead guilty order generation
	  ○ Marking of Plead guilty cases
	  ○ Bulk proceedings of plead guilty cases
	  ○ Bulk disposal of plead guilty cases
	  ○ Order and Judgment Templates of plead guilty cases
	• Importance of Document indexing & index register
	• Property module
	  ○ Filing of property
	  ○ Property statements or reports
	  ○ Property of disposed and pending cases
	• Appeal filing
	• Appellate information

Session No.7	**Time:** (minutes):**30** **Tentative time table: 12.30 p.m. - 01.00 p.m.**

Case Information System-III	• Judgement/order uploading
	  ○ Generating QR code incorporated Judgment /Order template
	  ○ Uploading Digitally signed Judgment/Order
	• A-diary generation
	• B diary
	• Undertrial
	• Lok Adalat/Mediation
	• Proceedings Reports
	• Monitoring through CIS
	• Remand
	• Bail
	• Release
	• Charge sheet/summary
	• Chargesheet/summary received report
	• Pretrial order uploading
	• Other features of CIS
	• Generation of various statistical statements in CIS
	• Training on e-Sewa to the staff
	• Types of PDF
	  ○ OCR & ICR
	• Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts.

Break	
Session No.8	**Time:** (minutes):**40** **Tentative time table: 02.00 p.m. - 02.40 p.m.**
Process Management	• Process generation • Process data entry • Draft generation • Upload process

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	• Copy previous process • Publish process • Process acknowledgment • Process status • NSTEP • NSTEP Web interface • NSTEP Mobile application
Session No.9	**Time:** (minutes):**30** **Tentative time table: 02.40 p.m. - 03.10 p.m.**
Efiling & ICJS	• Consuming cases in CIS from efiling and ICJS portals o New cases o Efiling in existing cases o IA filing • Importance of Document indexing
	• Salient features of State-Specific efiling rules-for example, Electronic Filing Rules for Courts (Kerala),2021 & Online electronic filing (E-Filing) of cases in the High Court and Subordinate Courts of Tripura Rules, 2021. • State-Specific efiling assistance
Break	
Session No.10	**Time:** (minutes):**30** **Tentative time table: 03.15 p.m. - 03.45 p.m.**
Video Conferencing	• VC equipments- Procurement, management and optimum use • Setting up VC & operating VC equipments • Setting up Hybrid hearings • Etiquette of non judicial officers during VC & hybrid hearings
	• State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Salient features of State-Specific VC rules-for example,Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018
Session No.11	**Time:** (minutes):**30** **Tentative time table: 03.45 p.m. - 04.15 p.m.**
Electronic Hardware Management	Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of ecourts Project Phase-II. Types of Electronic Hardware • Electronic waste management including EWM Rules, 2016 with 2018 amendments
State-Specific topics	• Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to o Procurement of electronic hardware equipments o Deployment ▪ Electronic Hardware register eg: HAMOS, Asset register & annual physical verification of IT Assets, data entry in Inventory management Software etc

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	▪ AMC management ▪ Laptop issue, handling & management protocol • Disposal of electronic hardware equipments	
Session No.12	**Time:** (minutes):**30**	**Tentative time table: 04.15 p.m. - 04.45 p.m.**
Other Important topics	• Concept of paperless courts • JUSTIS app • GIMS (Sandes) app • Google play store • Official Email o Handling of "email.gov.in" portal with KAVACH authentication in mobile as well as in PC. o Email integration in google • Other e-initiatives such as Epay, SMS push and pull services, automated email, NJDG, live streaming etc. • New eservices introduced on a nationwide basis till the date of the training	
	• Transliteration software o State-Specific transliteration software o Regional language fonts • New eservices introduced in the state till the date of the training	
Session No.13	**Time:** (minutes):**15**	**Tentative time table: 04.45 p.m. - 05.00 p.m.**
Discussion & doubts		

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Capacity Building Training Programme on 22.08.2026

Microsoft Teams Link:

https://teams.microsoft.com/meet/45257613787649?p=JyATstXxCSdVf9VZIF

Meeting ID: 452 576 137 876 49
Passcode: va9uC9wE