PROCEEDINGS OF THE DISTRICT JUDGE, VIZIANAGARAM

Present: **Smt. M. MEENA DEVI,**
1st Additional District Judge, Vizianagaram,
I/c. Principal District Judge, Vizianagaram.

***

Sub : **Ecourts Phase III Capacity Building Training –** Nomination of Staff Members relating the Unit of Vizianagaram District Judiciary for attending the ECT_9_2025 Training Programme through online mode on 17.05.2025 – Orders – Issued – Regarding.

Read : (**1**) Proceedings Order of the Honourable High Court of Andhra Pradesh, Amaravathi in ROC No.452/2025-B.SPL, dated 13.05.2025.

(**2**) Office Note dt.15.05.2025 and Orders thereon.

***

ORDER: DATED: .05.2025 :

In view of the Orders of the Hon'ble High Court of Andhra Pradesh, Amaravathi, in the reference 1st cited, the employees of following categories relating the Unit of Vizianagaram District Judiciary, are nominated to attend the ECT_9_2025 Training Programme, through online mode, to be held on 17.05.2025.

Name & Designation of the Officer, who was nominated as CIS-cum-Ubuntu Master Trainer for conducting ECT_9_2025 Training Programme **by the Hon'ble High Court.**	The following Categories of Employees are nominated to participate in ECT_9_2025 Training Programme **by the District Court, Vizianagaram.**
Sri **Ch. Pavan Kumar,** II Additional Civil Judge (Senior Division), Visakhapatnam.	Chief Administrative Officer, Senior Superintendent, Superintendent, Senior Assistant, Stenographers (Gr.I, II & III), Junior Assistant, Typist, Field Assistant, and Process Server

The nominated staff to participate in the said Training Programme relating to District Court complex, are hereby directed to assemble in the Conference Hall, District Court premises on 17.05.2025 (Saturday) at 09:45 A.M.

The nominated staff to participate in the said Training Programme relating to Mufissil Courts (except Bobbili and Parvathipuram courts) are hereby directed to attend the Training Programme at their respective Courts through ONLINE.

The nominated staff to participate in the said Training Programme relating to Bobbili Courts and Parvathipuram Courts are hereby directed to attend the Training Programme at one place at their respective stations, through ONLINE.

The said programme is to join from microsoft team meeting Id and pass code is here under :

Meeting ID : **465 892 060 6110**

Pass code : **Fe6Ae26k**

.....2...

All the Judicial Officers are hereby requested to allow the nominated staff members relating to their respective courts, to participate in the said Training Programme.

All the Chief Ministerial Officers are hereby directed to maintain the Attendance Sheets and after the Training Programme, submit the same to the District Court, Vizianagaram.

The System Officer is hereby directed to maintain the Attendance Sheets relating to the Courts situated in District Court complex and to submit the Attendance Sheets relating to the unit of Vizianagaram District Judiciary to the Hon'ble High Court of Andhra Pradesh, Amaravathi.

True Copy / By Order

RVJ Kamalakar
Administrative Officer
DISTRICT COURT
VIZIANAGARAM

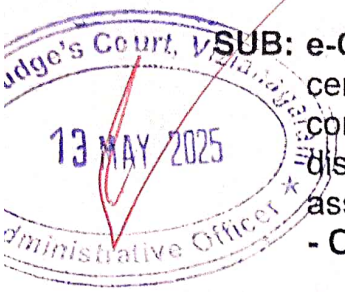
Sd/- M. Meena Devi,
1st Addl. Dist. Judge, Vizianagaram,
I/c. Principal District Judge,
Vizianagaram

To :

1. All the Judicial Officers in the Vizianagaram District Judiciary.
2. Sri P. Govardhan, XII Additional District & Sessions Judge, Visakhapatnam and Ubuntu cum CIS Master Trainer (Judicial Officer).
3. All the Chief Administrative Officers / Senior Superintendents / Superintendents relating to the unit of Vizianagaram District Judiciary, with a direction to download the Proceedings, from District Court website and place the same before their respective Judicial Officers.
4. The System officer, e-Courts Project, District Court, Vizianagaram, with a direction to send the copy of the above said Proceedings to all the Judicial Officers relating to the unit of Vizianagaram District Judiciary, through the respective **official mails of Judicial Officers** and to upload the same in District Court website **vizianagaram.dcourts.gov.in** and also place the same in the **group of Chief Ministerial Officers** of Vizianagaram Judicial District.

Dis.No. 2031 **Date:** 15 **.05.2025**

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 ECT_9_2025 training program to the staff of the district judiciary through online mode on 17.05.2025 with the assistance of technical staff of District Judiciary and NIC Officials **- Orders Issued - Regarding.**

READ: Letter Roc.No.216/APJA/2025, dated 01.05.2025 from the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.452/2025-B.SPL. DATED:13.05.2025

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

I

The following Judicial Officers are nominated to participate as CIS-cum-Ubuntu Master Trainers for conducting the ECT_9_2025 training program to the staff of the district judiciary through online mode on 17.05.2025 with the assistance of technical staff of District Judiciary and NIC Officials.

SL. NO	NAME AND DESIGNATION OF THE OFFICER	RESOURCE PERSON FOR THE DISTRICTS
1	Sri Ch.Pavan Kumar II Additional Civil Judge (Senior Division), Visakhapatnam.	Srikakulam Vizianagaram & Visakhapatnam
2	Sri P.Goverdhan, VI Additional District and Sessions Judge, Kakinada, East Godavari District.	East Godavari West Godavari
3	Sri M.Suneel Kumar, XII Additional District and Sessions Judge, Vijayawada, Krishna District.	Krishna Guntur
4	Sri A.Satyanand, II Additional District and Sessions Judge, Vijayawada, Krishna District.	Prakasam Nellore

Q.No 3192
13-5-25

5	Sri K.P.Sai Ram, VI Additional Civil Judge (Senior Division), Vijayawada, Krishna District.	Chittoor Kurnool
6	Smt. G.C.Asifa Sulthana, Additional Civil Judge (Senior Division), Kadapa.	Kadapa Ananthapuramu

All the Principal District and Sessions Judges are requested to make necessary incharge arrangements, if necessary, to the nominated Master Trainers and inform the same to the High Court.

II

All the Principal District Judges are requested to nominate the staff members in their respective Districts for undergoing said training programme on 17.05.2025.

III

All the Principal District Judges are instructed to conduct the said training programme by virtual mode only and submit the attendance sheet to the High Court.

Copy of the training schedule is enclosed herewith.

REGISTRAR (VIGILANCE)

To

1. The officers 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 direct the concerned to upload the proceedings in the High Court's website).

4. **THE PRINCIPAL DISTRICT AND SESSIONS 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 I ADDITIONAL DISTRICT AND SESSIONS JUDGES:**

   Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.

6. The Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.
7. The II Additional Civil Judge (Senior Division), Visakhapatnam.
8. The VI Additional District and Sessions Judge, Kakinada, East Godavari District.
9. The XII Additional District and Sessions Judge, Vijayawada, Krishna District.
10. The II Additional District and Sessions Judge, Vijayawada, Krishna District.
11. The VI Additional Civil Judge (Senior Division), Vijayawada, Krishna District.
12. The Additional Civil Judge (Senior Division), Kadapa.

13. THE DISTRICT TREASURY OFFICERS:

Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.

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	

	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 o Value of data o Open data o 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 o Brief overview about operating systems o Ecommittee customised ubuntu o Word processing software-Libreoffice o 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 o Brief history of ICT in judiciary o NEGP & ecommittee • Introduction to ecourts project o 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 o "ecourts.gov.in" portal. o National Judicial Data Grid (NJDG). o Facilities provided o Different USER categories available in NJDG. o eFiling software o ePayment o Virtual Court o Inter-operable Criminal Justice System (ICJS) o Different pillars of ICJS. o eCourts Mobile Application	

	• Ecourts assistance
	  o Efiling helpdesks
	  o Esewa kendra
	• Help videos & 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
	  o Core & Periphery
	  o Workflow in CIS
	  o Various types of masters
	  o Editing masters data
	  o Logging in to CIS
	• Dashboard
	• Q -Menu
	• Side bar and various menu entries in sidebar
	  o Masters-types & importance
	  o 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
	  o 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
	  o Court event
	  ▪ Issues framed
	  ▪ Witness examined
	  ▪ Written statement
	  ▪ Legal heir
	  ▪ Delay Reason
	  o Delay management
	  o Recall case
	  o Marking of contested and uncontested case
	  o Difference between purpose of listing and adjournment

	• Pleading guilty
	  o Importance of pleading guilty
	  o Training in identification and assignment of plead guilty cases
	  o Plead guilty order generation
	  o Marking of Plead guilty cases
	  o Bulk proceedings of plead guilty cases
	  o Bulk disposal of plead guilty cases
	  o Order and Judgment Templates of plead guilty cases
	• Importance of Document indexing & index register
	• Property module
	  o Filing of property
	  o Property statements or reports
	  o 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
	  o Generating QR code incorporated Judgment /Order template
	  o 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
	  o 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

	• 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	

	▪ 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		