

# PROCEEDINGS OF THE PRICIPAL DISTRICT JUDGE, VIZIANAGARAM

Present: **Smt M.Babitha**,  
Principal District Judge, Vizianagaram.

**Sub:** **COMPUTER SECTION – e-Courts Project Phase - III – APJA - P16\_ECT\_9\_2026 - Capacity Building Training Programme-** Nomination for Staff Members relating to the Unit of Vizianagaram District Judiciary for participating the Online Training Programme on the topics “**Refresher Programme for Court Staff**” through Online mode – Scheduled to be held on **22-08-2026 (Saturday) between 10:00 A.M to 5:00 P.M**– Nomination of employees – Orders – Issued – Regarding.

**Ref:** 1. Hon'ble High Court's Proceedings in its ROC.No..718/2026-CPS, Dated 19.08.2026.  
2. Hon'ble High Court's Proceedings in its ROC.No..718/2026-B.SPL., Dated 19.08.2026.  
3. Letter received from the APJA in its ROC No.217/APJA/2026, Dated 15-07-2026.

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## **ORDER DATED:29.08.2026:**

In view of the above subject and reference cited, the undersigned is pleased to issue the following orders :-

The Staff members in the below mentioned cadre working in the Unit of Vizianagaram District Judiciary are hereby nominated to participate the **P16\_ECT\_9\_2026 – Capacity Building Training Programme** on the topics “**Refresher Programme for Court Staff**” through Online mode which is to be held on **22-08-2026 (Saturday) between 10:00 A.M to 5:00 P.M**. The scheduled topics are enclosed herewith as Annexure – I, which is proposed by the Hon'ble Judges, e-Committee of Supreme Court of India.

| <b>Name &amp; Designation of the Officer, who is nominated as Ubuntu-Cum-CIS Master Trainer for conducting the P16_ECT_9_2026 Training Programme as Resource Person for Vizianagaram and Srikakulam Districts.</b> | <b>The following Categories of employees are nominated to participate in P16_ECT_9_2026 Training Programme in the Vizianagaram District Judiciary.</b>                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sri P.Govardhan</b><br>Ubuntu-Cum-CIS Master Trainer &VI Additional District and Sessions Judge(Fast Track Court), Kakinada.                                                                                    | Chief Administrative Officers,<br>Senior Superintendents,<br>Superintendents,<br>Staff Members who are dealing with the Criminal Branch,<br>Junior Assistants and<br>Typists. |

In this connection, the above said Online Training Programme will be conducted through Video Conference by using Microsoft Teams Application. The Video Conference Link Will be provided in due course.

Contd..

In this regard, All the nominated staff members those who are working in the District Head Quarters are hereby directed to participate the above said Training Programme at the Court Hall, Principal District Court, District Court Complex, Vizianagaram and the staff members those who are nominated from the Taluka Court Complexes of Vizianagaram Unit are hereby directed to participate the above said Training Programme through online mode.

In this connection, the District System Administrator, System Officer and System Assistants, District Court, Vizianagaram are hereby directed to take necessary arrangements to conduct the above said training programme to the nominated staff members in coordination with the resource person for conducting the above said Training Programme in the Vizianagaram Unit.

In the above circumstances, All the Judicial Officers in the District are hereby directed to inform Staff members who are nominated from their respective Courts to make necessary arrangements to participate the above said training programme without fail and submit the compliance report along with attendance sheets, Opinion and Registration Forms and Photographs of the participated staff members and submit the original Bills if any expenditure incurred for conducting the above said training programme to this office on or before 24-08-2026. If any deviations in this regard will be viewed seriously.

//True Copy – By Order//

**Sd/- M.Babitha,**  
**Principal District Judge,**  
**Vizianagaram.**

*W. R. Babitha*  
20.08.26  
Chief Administrative Officer,  
District Court, Vizianagaram.

**To :**

1. All the Judicial Officers working in the Vizianagaram Unit.
2. The VI Additional District and Sessions Judge(Fast Track Court), Kakinada.
3. All the Nominated Staff members through the Concerned Court.

**Copy To :**

1. The Sr. Superintendents (HC, CN) and Superintendents (Translator, RK, OP Cell, CS), District Court, Vizianagaram.
2. The District System Administrator, Civil Judge Court(Junior Division), Kothavalasa, through Court.
3. The Court Manager, District Court, Vizianagaram.
4. The System Officer, District Court, Vizianagaram with a direction to upload the same in the District Court Website.

*Dis NO: 3547 Dated: 20.08.2026*

**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**

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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,

A handwritten signature in blue ink, appearing to be '19/8' with a stylized flourish above it.

**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**

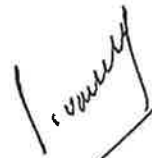
Having considered the letter of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, the High Court has made the following order:-

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 Principal District and Sessions Judge, concered.

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

|    |                                 |                                                                                                                                                                            |
|----|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. | East Godavari and West Godavari | <b>SRI G.BHUPAL REDDY,</b><br>Ubuntu-cum-CIS master Trainers & Special Judge for trial of Commercial Disputes, Special Court for Trial of Commercial Disputes, Vijayawada. |
| 7. | Visakhapatnam                   | <b>SRI CH.PAVAN KUMAR,</b><br>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

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| Day 1        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
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| Session No.1 | Time: (minutes):25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tentative time table: 10.00 a.m. – 10.25 a.m. |
| Main Topic   | • Sub Topics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| Introduction | <ul style="list-style-type: none"> <li>• Introduction of trainers</li> <li>• Focus of training</li> <li>• Change Management               <ul style="list-style-type: none"> <li>○ Concept and need for change management</li> <li>○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment.</li> </ul> </li> <li>• Change management through training               <ul style="list-style-type: none"> <li>○ Training and capacity building of non judicial officers in courts in computerization</li> <li>○ Need for technology absorption by public officials</li> </ul> </li> <li>• Role of non judicial officers including DSAs, System Administrators</li> </ul> |                                               |



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|                                             | and Court Managers in effective implementation of ICT in judiciary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                      |
| <b>Session No.2</b>                         | <b>Time: (minutes):60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Tentative time table: 10.25 a.m. - 10.35 a.m.</b> |
| Data management                             | <ul style="list-style-type: none"> <li>• Importance of data security               <ul style="list-style-type: none"> <li>◦ Value of data</li> <li>◦ Open data</li> <li>◦ Password management</li> </ul> </li> <li>• Data auditing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |
| <b>Session No.3</b>                         | <b>Time: (minutes):25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Tentative time table: 10.35 a.m. - 11.00 a.m.</b> |
| Introduction to computers & word processing | <ul style="list-style-type: none"> <li>• Basic idea about Computers               <ul style="list-style-type: none"> <li>◦ Brief overview about operating systems</li> <li>◦ Ecommittee customised ubuntu</li> <li>◦ Word processing software-Libreoffice</li> <li>◦ Basic tips to use a word processor efficiently</li> </ul> </li> <li>• Internet based communications-An overview</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                      |
| <b>Session No.4</b>                         | <b>Time: (minutes):20</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Tentative time table: 11.00 a.m. - 11.20 a.m.</b> |
| Ecourts project                             | <ul style="list-style-type: none"> <li>• Introduction to ecommittee               <ul style="list-style-type: none"> <li>◦ Brief history of ICT in judiciary</li> <li>◦ NEGP &amp; ecommittee</li> </ul> </li> <li>• Introduction to ecourts project               <ul style="list-style-type: none"> <li>◦ Role of                   <ul style="list-style-type: none"> <li>■ Department of Justice</li> <li>■ eCommittee</li> <li>■ NIC</li> <li>■ High Court Computerisation Committee</li> <li>■ Central Project Coordinator</li> <li>■ Directorate of IT</li> <li>■ District Court Computerisation Committee</li> <li>■ Nodal Officers</li> <li>■ Ubuntu-CIS Master Trainers</li> <li>■ Advocate Master Trainers</li> </ul> </li> </ul> </li> <li>in implementation of ecourts project</li> <li>• Phases of ecourts project</li> <li>• Overview, utility &amp; services idea of the e-initiatives of the Hon'ble Supreme Court               <ul style="list-style-type: none"> <li>◦ "ecourts.gov.in" portal.</li> <li>◦ National Judicial Data Grid (NJDG):</li> <li>◦ Facilities provided</li> <li>◦ Different USER categories available in NJDG.</li> <li>◦ eFiling software</li> <li>◦ ePayment</li> <li>◦ Virtual Court</li> <li>◦ Inter-operable Criminal Justice System (ICJS)</li> <li>◦ Different pillars of ICJS.</li> <li>◦ eCourts Mobile Application</li> </ul> </li> </ul> |                                                      |



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|                            | <ul style="list-style-type: none"> <li>• Ecourts assistance             <ul style="list-style-type: none"> <li>◦ Efiling helpdesks</li> <li>◦ Esewa kendra</li> </ul> </li> <li>• Help videos &amp; manual</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |
| State-Specific topics      | <ul style="list-style-type: none"> <li>• State-Specific agreements and policy for effective implementation of ecourts project</li> <li>• State-Specific-stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                      |
| <b>Break</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                      |
| <b>Session No.5</b>        | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Tentative time table: 11.30 a.m. - 12.00 p.m.</b> |
| Case Information System -I | <ul style="list-style-type: none"> <li>• Basic idea about CIS             <ul style="list-style-type: none"> <li>◦ Core &amp; Periphery</li> <li>◦ Workflow in CIS</li> <li>◦ Various types of masters</li> <li>◦ Editing masters data</li> <li>◦ Logging in to CIS</li> </ul> </li> <li>• Dashboard</li> <li>• Q -Menu</li> <li>• Side bar and various menu entries in sidebar             <ul style="list-style-type: none"> <li>◦ Masters-types &amp; importance</li> <li>◦ Mapping with national code</li> </ul> </li> <li>• Search Menu</li> <li>• Importance of case types</li> <li>• Transfer of judicial officers in CIS</li> <li>• Daily data uploading to CIS</li> <li>• Case proceedings</li> <li>• Delay management</li> <li>• CIS and Case Flow Management Rules</li> <li>• CIS in work management</li> <li>• Importance of Data integrity in CIS             <ul style="list-style-type: none"> <li>◦ Need for accurate, Complete and regular Data Entry in CIS Software by the Court Staff.</li> </ul> </li> <li>• Managing undated cases</li> </ul> |                                                      |
| <b>Session No.6</b>        | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Tentative time table: 12.00 p.m. - 12.30 p.m.</b> |
| Case Information System-II | <ul style="list-style-type: none"> <li>• Case Proceedings             <ul style="list-style-type: none"> <li>◦ Court event                 <ul style="list-style-type: none"> <li>■ Issues framed</li> <li>■ Witness examined</li> <li>■ Written statement</li> <li>■ Legal heir</li> <li>■ Delay Reason</li> </ul> </li> <li>◦ Delay management</li> <li>◦ Recall case</li> <li>◦ Marking of contested and uncontested case</li> <li>◦ Difference between purpose of listing and adjournment</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                      |



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|                             | <ul style="list-style-type: none"><li>● Pleading guilty<ul style="list-style-type: none"><li>○ Importance of pleading guilty</li><li>○ Training in identification and assignment of plead guilty cases</li><li>○ Plead guilty order generation</li><li>○ Marking of Plead guilty cases</li><li>○ Bulk proceedings of plead guilty cases</li><li>○ Bulk disposal of plead guilty cases</li><li>○ Order and Judgment Templates of plead guilty cases</li></ul></li><li>● Importance of Document indexing &amp; index register</li><li>● Property module<ul style="list-style-type: none"><li>○ Filing of property</li><li>○ Property statements or reports</li><li>○ Property of disposed and pending cases</li></ul></li><li>● Appeal filing</li><li>● Appellate information</li></ul>                                                                                                                                                                                    |                                                      |
| <b>Session No.7</b>         | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Tentative time table: 12.30 p.m. - 01.00 p.m.</b> |
| Case Information System-III | <ul style="list-style-type: none"><li>● Judgement/order uploading<ul style="list-style-type: none"><li>○ Generating QR code incorporated Judgment /Order template</li><li>○ Uploading Digitally signed Judgment/Order</li></ul></li><li>● A-diary generation</li><li>● B diary</li><li>● Undertrial</li><li>● Lok Adalat/Mediation</li><li>● Proceedings Reports</li><li>● Monitoring through CIS</li><li>● Remand</li><li>● Bail</li><li>● Release</li><li>● Charge sheet/summary</li><li>● Chargesheet/summary received report</li><li>● Pretrial order uploading</li><li>● Other features of CIS</li><li>● Generation of various statistical statements in CIS</li><li>● Training on e-Sewa to the staff</li><li>● Types of PDF<ul style="list-style-type: none"><li>○ OCR &amp; ICR</li></ul></li><li>● Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts.</li></ul> |                                                      |
| <b>Break</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |
| <b>Session No.8</b>         | <b>Time: (minutes):40</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Tentative time table: 02.00 p.m. - 02.40 p.m.</b> |
| Process Management          | <ul style="list-style-type: none"><li>● Process generation</li><li>● Process data entry</li><li>● Draft generation</li><li>● Upload process</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                      |



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|                                | <ul style="list-style-type: none"> <li>• Copy previous process</li> <li>• Publish process</li> <li>• Process acknowledgment</li> <li>• Process status</li> <li>• NSTEP</li> <li>• NSTEP Web interface</li> <li>• NSTEP Mobile application</li> </ul>                                                                                                                                                                                                                                                                                                     |                                                      |
| <b>Session No.9</b>            | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Tentative time table: 02.40 p.m. - 03.10 p.m.</b> |
| Efiling & ICJS                 | <ul style="list-style-type: none"> <li>• Consuming cases in CIS from efilng and ICJS portals               <ul style="list-style-type: none"> <li>◦ New cases</li> <li>◦ Efiling in existing cases</li> <li>◦ IA filing</li> </ul> </li> <li>• Importance of Document indexing</li> </ul>                                                                                                                                                                                                                                                                |                                                      |
|                                | <ul style="list-style-type: none"> <li>• Salient features of State-Specific efilng rules-for example, Electronic Filing Rules for Courts (Kerala),2021 &amp; Online electronic filing (E-Filing) of cases in the High Court and Subordinate Courts of Tripura Rules, 2021.</li> <li>• State-Specific efilng assistance</li> </ul>                                                                                                                                                                                                                        |                                                      |
| <b>Break</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                      |
| <b>Session No.10</b>           | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Tentative time table: 03.15 p.m. - 03.45 p.m.</b> |
| Video Conferencing             | <ul style="list-style-type: none"> <li>• VC equipments- Procurement, management and optimum use</li> <li>• Setting up VC &amp; operating VC equipments</li> <li>• Setting up Hybrid hearings</li> <li>• Etiquette of non judicial officers during VC &amp; hybrid hearings</li> </ul>                                                                                                                                                                                                                                                                    |                                                      |
|                                | <ul style="list-style-type: none"> <li>• State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc.</li> <li>• Salient features of State-Specific VC rules-for example,Electronic Linkage Rules for Courts, 2021 (Kerala) &amp; Tripura VC Rules, 2018</li> </ul>                                                                                                                                                                                                                                       |                                                      |
| <b>Session No.11</b>           | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Tentative time table: 03.45 p.m. - 04.15 p.m.</b> |
| Electronic Hardware Management | <p>Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II.</p> <p>Types of Electronic Hardware</p> <ul style="list-style-type: none"> <li>• Electronic waste management including EWM Rules, 2016 with 2018 amendments</li> </ul>                                                                                                                                                                                                                                                      |                                                      |
| State-Specific topics          | <ul style="list-style-type: none"> <li>• Brief overview of state/High Court specific policy and procedure for ICT assets (hardware &amp; software), if any, relating to               <ul style="list-style-type: none"> <li>◦ Procurement of electronic hardware equipments</li> <li>◦ Deployment                   <ul style="list-style-type: none"> <li>■ Electronic Hardware register eg: HAMOS, Asset register &amp; annual physical verification of IT Assets, data entry in Inventory management Software etc</li> </ul> </li> </ul> </li> </ul> |                                                      |



|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|                        | <ul style="list-style-type: none"><li>■ AMC management</li><li>■ Laptop issue, handling &amp; management protocol</li><li>● Disposal of electronic hardware equipments</li></ul>                                                                                                                                                                                                                                                                                                                                                                                              |                                                      |
| <b>Session No.12</b>   | <b>Time: (minutes):30</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tentative time table: 04.15 p.m. - 04.45 p.m.</b> |
| Other Important topics | <ul style="list-style-type: none"><li>● Concept of paperless courts</li><li>● JUSTIS app</li><li>● GIMS (Sandes) app</li><li>● Google play store</li><li>● Official Email<ul style="list-style-type: none"><li>○ Handling of "email.gov.in" portal with KAVACH authentication in mobile as well as in PC.</li><li>○ Email integration in google</li></ul></li><li>● Other e-initiatives such as Epay, SMS push and pull services, automated email, NJDG, live streaming etc.</li><li>● New eservices introduced on a nationwide basis till the date of the training</li></ul> |                                                      |
|                        | <ul style="list-style-type: none"><li>● Transliteration software<ul style="list-style-type: none"><li>○ State-Specific transliteration software</li><li>○ Regional language fonts</li></ul></li><li>● New eservices introduced in the state till the date of the training</li></ul>                                                                                                                                                                                                                                                                                           |                                                      |
| <b>Session No.13</b>   | <b>Time: (minutes):15</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tentative time table: 04.45 p.m. - 05.00 p.m.</b> |
| Discussion & doubts    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |