PRINCIPAL DISTRICT COURT : : KADAPA

Establishment/ Dis.No: 7658

Date: 06.12.2024.

Communicated the copy of letter of the Hon'ble High Court of Andhra Pradesh, Amaravathi in R.O.C.No. 3634/2024- CPS, dated 05.12.2024.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

1. The V Additional District Judge, Rayachoty.
2. The VI Additional District Judge, Kadapa.
3. The VII Additional District Judge, Kadapa.
4. The Principal Civil Judge (Junior Division), Rayachoty.
5. The O.P. Cell incharge, District Court, Kadapa.
6. The System Officer, e-courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's website).
7. Stock file.

AMARAVATHI,
Dt: 05-12-2024.

ROC.NO.3634/2024-CPS

Sir/Madam,

R.NO
1597
6.12.24

Sub: eCourts - Phase-III – APJA - HIGH COURT – COMPUTER SECTION – eCourts Capacity Building Phase III – Training Programme on 07.12.2024 (Saturday) through online from 10:00 AM to 05:00 PM on ECT_5_2024 in all the Districts of Andhra Pradesh – Instructions – Regarding.

Ref: Letter received from Andhra Pradesh Judicial Academy vide ROC.No.11/APJA/2024, dated: 26.11.2024.

-oOo-

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

As directed, I am to inform that as per the Phase III of eCourts Project, Hon'ble eCommittee, Supreme Court of India, "ECT_5_2024" Training Programme is scheduled on 07.12.2024 (Saturday) between 10:00 AM to 05:00 PM through online mode for the benefit of Court Managers and Administrative Head Staff (Administrative Officers).

In this connection, I request the respective Unit Heads to take the assistance of Sri P.Govardhan, Ubuntu-cum-CIS Mater Trainer and C.N.Murthy, Ubuntu-cum-CIS Mater Trainer for North Andhra (Srikakulam, Vizianagaram, Visakhapatnam and East Godavari) Districts, Sri M. Sunil Kumar, Ubuntu-cum-CIS Mater Trainer and Ch.Pavan Kumar, Ubuntu Master Trainer for South Andhra (West Godavari, Krishna, Guntur, Prakasam and Nellore) Districts and similarly Sri G. Bhupal Reddy, Ubuntu-cum-CIS Mater Trainer and Smt. G.C.Asifa Sulthana, Ubuntu Master Trainer for Rayalaseema (Anantapuramu, Kadapa, Kurnool and Chittoor) Districts as zone wise resource persons to impart training through online on the above said topic.

I am herewith enclosing the topics and duration of the training schedule for ready reference. Further, I request you to send 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,

Y. *Lakshmana Rao*
05/12/24

REGISTRAR GENERAL

Encl:a/a

Copy to:
The Director, Andhra Pradesh Judicial Academy.

		● New eservices introduced in the state as periphery development or otherwise till the date of the training
Session No.11	Time: (minutes):15	Tentative time table: 01.45 p.m. - 02.00 p.m.
	Discussion & doubts	

4. ECT_5_2022 - Programme for Court Managers & Administrative Head Staffs of District Judiciary

Description of Programme:-	Programme for Court Managers & Administrative Head Staffs of District Judiciary
Training Code:	ECT_5_2022
Target Group:-	Administrative Head Staff & Court Managers from every District
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

Colour Coding:

National Topics	
State-specific topics	
Optional Topics	

Day 1		
Session No.1	Time: (minutes):30	Tentative time table: 10.00 a.m. - 10.30 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 the process towards the creation of a Paperless Court environment. • Need for continuous training and sensitisation of stakeholders • Role of CMOs and Court Managers in ensuring technology absorption by rank and file • Training and capacity building of court Staff in computerization in frequent intervals. • Training methodology • Introduction to ecommittee • Introduction to ecourts project
	• State-Specific agreements regarding implementation of ecourts project
Session No.2	**Time: (minutes):45** **Tentative time table: 10.30 a.m. - 11.15 a.m.**

Case Information System -I	• Concept of case management
	• Basic and important features of the Case Information System (CIS) Software of the District Judiciary
	• CIS in work management
	• Importance of Data integrity in CIS
	• Basic idea about CIS
	   o Core & Periphery
	   o Various types of masters
	   o Editing masters data
	   o Logging in to CIS
	• Dashboard
	   o Overview of Dashboard Data and Functions including Dynamic Opening Side Menu
	• Q -Menu
	   o Calendar module in CIS
	• Sidebar and various menu entries in sidebar
	• Miscellaneous
	   o Workflow of a case
	   o Balance sheet
	   o Balance sheet generation in CIS
	• Transfer of judicial officers in CIS
	• Daily data uploading to CIS
	• Case proceedings
	• Delay management
	   o New entries and updating reasons for delay in CIS
	• Filing- Cases, Caveat. Allocation- Individual & Bulk, Random, Reports
	   k. CIS and Case Flow Management Rules

	Break
Session No.3	**Time: (minutes):45** **Tentative time table: 11.30 a.m. - 12.15 p.m.**

Case Information System-II	• Registration
	• Unregistered Cases
	• Undated Cases
	• Court Proceedings
	• Plead Guilty module.
	• Proceeding Reports- Cause lists
	• Additional Party Details
	• Management Reports
	• Pretrial and ICJS.
	• Transfer of Cases
	• Judgement/order uploading
	• 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
	• Generation of various statistical statements in CIS
	• Query builder
	• Types of PDF
	   o OCR & ICR
	   o Generation of accessible PDF Documents
	• Other features of CIS

	• State-Specific periphery modules in CIS-eg: Surety module, victim information Uploading specification of PDF documents in the websites of the District Courts.

Session No.4	**Time: (minutes):45**	**Tentative time table: 12.15 p.m. - 01.00 p.m.**

Process Management	• Process generation
	• Process data entry & Role of Court User
	• Draft generation
	• Upload process
	• Copy the previous process
	• Publish process
	• Process acknowledgement
	• Process status
	• NSTEP
	  o Utility of NSTEP mobile application in service of civil processes.
	• NSTEP Web interface
	  o District Admin User / Nazarat Branch Incharge	

	■ Manage Bailiff/Process Server (Add & Modify)
	■ Manage Process Admin/Nazir (Add & Modify)
	■ Process Admin / Nazir
	  • Consume Data
	  • Process Allocation
	  • Process Delivery
	• NSTEP Mobile application
	  ○ View Allocated Processes
	  ○ Capture Photo and Signature
	  ○ Save Location
	  ○ Upload Status
	• eCourts Services mobile app
	  ○ Case Management
	  ○ Get Case status, cause list, orders
	  ○ My Cases-Export and Import
	  ○ QR scan option and its utility for Advocates

Break

Session No.5	Time: (minutes):45	Tentative time table: 02.00 p.m. - 2.45 p.m.

Efiling & ICJS	* Consuming cases in CIS from efiling and ICJS portals
	  ○ New cases
	  ○ Efiling in existing cases
	  ○ IA filing
	• Efiling videos and 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 • Salient features of state-specific e-filing rules. • State-Specific efiling assistance initiatives- eg: efiling helpdesks, Maintenance of digital database of Advocates of the District/Taluka Bar Associations and periodical updation of the Advocate details in the database, VC cabins, e seva kendras.	

Session No.6	Time: (minutes):15	Tentative time table: 02.45 p.m. - 03.00 p.m.
Data management &	• Importance of data security • Open data • Password management • Data auditing • Data accuracy in CIS ○ Need of data accuracy • Steps to be taken to maintain data health	
Digitisation of Court records	• Importance of digitisation • Principles ○ Metadata and its importance • Standard Operating Procedures(SOP) for digitisation of ecommittee	

	• Hardware and software requirements & Management of digitisation • Types of PDF documents ○ PDF & PDF/A • OCR & ICR

State-Specific topics	• Stage of digitisation in each state of District Court records
	• State-Specific Digitisation priority & standard workflow of digitisation
	• State-Specific stages of digitisation-
	  ○ Pre-scanning
	  ○ scanning
	  ○ Post-scanning

Session No.7	Time: (minutes):15	Tentative time table: 03.00 p.m. - 03.15 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 Hardwares • 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
	  ○ Procurement of electronic hardware equipments
	  ○ 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
	  ○ Management
	  ○ Disposal

Break

Session No.8	Time: (minutes):30	Tentative time table:03.30 p.m. - 04.00 p.m.

Video Conferencing	• Principles of Video conferencing
	  ○ One to one
	  ○ One to many
	  ○ Many to many
	  ○ Hybrid hearing
	• VC equipments- Procurement, management and optimum use
	  ○ Setting up VC
	Setting up Hybrid hearings

	• State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Basic idea about State-Specific VC rules-for example, Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018

Session No.9	Time: (minutes):45	Tentative time table: 04.00 p.m. - 04.45 p.m.
Other e-initiatives & miscellaneous topics	- GIMS (Sandes) App - SMS push and pull services - Automated email - NJDG - Various types of pendency statistics available in NJDG - Live streaming - SUVAS - New eservices introduced on a nationwide basis till the date of the training	
State-Specific topics	- State-Specific eservices such as: - ePay /Justice Clock/DMS - Services provided through district courts website - New eservices introduced in the state till the date of the training	
Session No.10	Time: (minutes):15	Tentative time table: 04.45 p.m.-05.00 p.m.
Discussion & doubts		