

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE ::
WEST GODAVARI :: ELURU**

Present :- **Purushottam Kumar Chintalapudi,**
Principal District Judge, West Godavari, Eluru.

SUB :- e-Courts Phase-III Capacity Building Trainings – Nomination of Judicial Officers as Ubuntu-cum-CIS Master Trainers and Ubuntu Master Trainers and Ubuntu Master Trainer for conducting the ECT_5_2024 (Phase-III Capacity Building Training) as proposed by the Hon'ble e-Committee, Supreme Court of India for the benefit of Court Mangers and Administrative Head Staff (Administrative Officers) under District Judiciary through online mode on 07.12.2024 – Nomination of the Staff Members in the Unit of West Godavari to attend the Training Programme – Orders – Issued.

REF :- 1. Hon'ble High Court's proceedings order in ROC.No.933/2024, Dt.04.12.2024.
2. Office Note Dt.05.12.2024 and orders thereon.

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ORDER :: DATED : 06-12-2024

In view of the directions of the Hon'ble High Court under the reference 1st cited, the Principal District and Sessions Judge, West Godavari, Eluru, passed the following Order :-

Sri M. Suneel Kumar, Special Judge for trial of cases under SCs & STs (POA) Act, 1979-cum-VIII Additional District Judge, Eluru, is nominated as Ubuntu-cum-CIS Master Trainer and Ubuntu Master Trainer to impart training to the District Judiciary staff members.

The following Staff Members working in the District Judiciary are nominated to attend the **e-Courts Phase-III Capacity Building Training on 07.12.2024** (Saturday) between 09:45 AM to 05:00 PM.

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
<u>ELURU</u>		
1.	M. SANKARA RAO, Chief Administrative Officer	Principal District Court, West Godavari, Eluru
2.	D. SRINIVAS, Superintendent.	
3.	REDDY SRINIVASA RAO Superintendent.	

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
4.	P. GURIVI NAIDU, Senior Assistant.	
5.	P. SAIRAM, Junior Assistant.	
6.	K. UDAYA SRINIVASA RAO, Superintendent.	I Additional District Court, Eluru, working on deputation in Special Mobile Court, Eluru.
7.	S. GEETHA, Senior Superintendent.	II Additional District Court, Eluru.
8.	V. RAGHAVENDRA RAO, Senior Assistant.	II Additional District Court, Eluru.
9.	J. VENKATA RAO, Senior Superintendent.	V Additional District Court, Eluru, working in deputation in I Additional District Court, Eluru.
10.	G. AMARNADH, Chief Administrative Officer.	Family Court-cum-VII Additional District Court, Eluru
11.	P. SRINIVASA RAO, Junior Assistant.	Family Court-cum-VII Additional District Court, Eluru
12.	K. SUVARNA RAJU, Superintendent.	Special Judge for trial of cases under SCs & STs (POA) Act, 1979-cum-VIII Additional District Judge, Eluru.
13.	A. MADHAVI LATHA, Junior Assistant.	Special Judge for trial of cases under SCs & STs (POA) Act, 1979-cum-VIII Additional District Judge, Eluru.
14.	T. BALAJI SUBRAHMANYAM, Senior Superintendent.	POCSO Court, Eluru, working on deputation in Principal District Court, Eluru.
15.	V. MANIKYALA RAO, Superintendent.	POCSO Court, Eluru, working on deputation in Principal Civil Judge's Court (Senior Division), Eluru.
16.	M. RAMU, Senior Assistant.	Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Eluru.
17.	M.L.S. KUMARI Senior Superintendent.	Principal Civil Judge's Court (Senior Division), Eluru, working on deputation in VIII Additional District Court, Eluru.
18.	R. PRASANNA LAKSHMI, Junior Assistant.	Additional Civil Judge's Court (Senior Division), Eluru.
19.	S. SARATH, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Eluru.
20.	B. DHANA LAKSHMI, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Eluru.
21.	B.V.V. SATYANARAYANA, Superintendent.	I Additional Civil Judge's Court (Junior Division), Eluru.
22.	V. CHAITANYA LAKSHMI, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Eluru.
23.	B. RAMESH, Junior Assistant.	II Additional Civil Judge's Court (Junior Division), Eluru.
24.	N. BASAVA SANKARAM, Junior Assistant.	Special Judicial Magistrate of I Class (Mobile) Court, Eluru.
25.	R. NAGA SARALA, Junior Assistant.	Special Judicial Magistrate of I Class (Excise) Court, Eluru.
26.	M. SULOCHANA, Senior Assistant.	Principal Civil Judge's Court (Junior Division), Nidadavole, working on deputation in II Additional Civil Judge's Court (Junior Division), Eluru.

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
<u>BHIMAVARAM</u>		
27.	R. SUDHAKARA RAO, Superintendent.	Principal Civil Judge's Court (Junior Division), Eluru, working on deputation in I Additional Civil Judge's Court (Junior Division), Bhimavaram.
28.	G. PRADEEP KUMAR, Superintendent.	I Additional Civil Judge's Court (Junior Division), Bhimavaram, working on deputation in III Additional District Court, Bhimavaram.
29.	MD. REHAMAN, Typist	I Additional Civil Judge's Court (Junior Division), Bhimavaram, working on deputation in III Additional District Court, Bhimavaram.
30.	S. MALLESWARA GUPTA, Senior Assistant.	Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Bhimavaram.
31.	B. JYOTHI KUMARI, Senior Superintendent.	Civil Judge's Court (Senior Division), Bhimavaram.
32.	M. CHAKRADHAR, Junior Assistant.	Civil Judge's Court (Senior Division), Bhimavaram.
33.	A. BALA KRISHNA, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Bhimavaram.
34.	K.A. PALLAPA RAO, Senior Superintendent.	Civil Judge's Court (Junior Division), Bhimadole, working on deputation in Principal Civil Judge's Court (Junior Division), Bhimavaram.
35.	K.CH. MOUNIKA, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Bhimavaram.
36.	V. PEDDI RAJU, Typist.	II Additional Civil Judge's Court (Junior Division), Bhimavaram.
37.	D. CHANDRA SEKHARA RAO, Senior Superintendent.	Civil Judge's Court (Senior Division), Tadepalligudem, working on deputation in II Additional Civil Judge's Court (Junior Division), Bhimavaram.
<u>TANUKU</u>		
38.	K. MALLESWARI, Senior Superintendent.	Special Judge for trial of cases under SCs & STs (POA) Act, 1979-cum-VIII Additional District Judge, Eluru, working on deputation in Civil Judge's Court (Senior Division), Tanuku.
39.	G.P. HEPSIBA, Senior Assistant.	Principal Civil Judge's Court (Senior Division), Eluru, working on deputation in Civil Judge's Court (Senior Division), Tanuku.
40.	K. VENKANNA, Superintendent.	II Additional Civil Judge's Court (Junior Division), Eluru, working on deputation in Principal Civil Judge's Court (Junior Division), Tanuku.
41.	B. TUMMANNA Superintendent.	Principal Civil Judge's Court (Junior Division), Tanuku, working on IV Additional District Court, Tanuku.
42.	T. AYYAPPA REDDY, Junior Assistant.	Civil Judge's Court (Senior Division), Tadepalligudem, working on deputation in IV Additional District Court, Tanuku.
43.	B. BALA BALAJI, Junior Assistant.	Civil Judge's Court (Senior Division), Tanuku.
44.	KONGARAPU SRINIVASA RAO, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Tanuku.

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
45.	K. RAMBABU, Typist.	Principal Civil Judge's Court (Junior Division), Tanuku.
46.	Y. DURGA PRASAD, Typist.	I Additional Civil Judge's Court (Junior Division), Tanuku.
47.	P. BHASKARA RAO, Senior Assistant.	Family Court, Eluru, working on deputation in I Additional Civil Judge's Court (Junior Division), Tanuku.
48.	Y. BHAVANI PRASAD, Superintendent.	II Additional Civil Judge's Court (Junior Division), Tanuku.
49.	R. SYAMALA DEVI, Typist.	II Additional Civil Judge's Court (Junior Division), Tanuku.
50.	T. SIVA RAMA KRISHNA, Junior Assistant.	II Additional Civil Judge's Court (Junior Division), Tanuku.
<u>KOVVUR</u>		
51.	D. SUJATHA, Chief Administrative Officer.	IX Additional District Court, Kovvur.
52.	G. SEETAIAH PANTHULU, Senior Superintendent.	IX Additional District Court, Kovvur.
53.	G. SATYA SAI BABA Superintendent.	IX Additional District Court, Kovvur, working on deputation in Principal Civil Judge's Court (Senior Division), Kovvur.
54.	K. DURGA PRASAD, Senior Assistant.	Principal Civil Judge's Court (Senior Division), Kovvur.
55.	D.V.S.H. RAMA SESHU, Senior Assistant.	II Additional Civil Judge's Court (Junior Division), Kovvur, working on deputation in Principal Civil Judge's Court (Senior Division), Kovvur.
56.	V. BABU RAO, Superintendent.	Principal Civil Judge's Court (Junior Division), Kovvur.
57.	B. SUBBA RAO, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Kovvur.
58.	G. GANESWARA RAO, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Kovvur.
59.	I. RAJESWARI, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Kovvur.
60.	BHARIDE SRINIVASA RAO, Superintendent.	II Additional Civil Judge's Court (Junior Division), Kovvur.
61.	N. SATYAM, Junior Assistant.	II Additional Civil Judge's Court (Junior Division), Kovvur.
<u>NARSAPUR</u>		
62.	R. SIVA RAMA RAJU, Senior Superintendent.	X Additional District Court, Narsapur.
63.	P. SURESH, Junior Assistant.	X Additional District Court, Narsapur.
64.	B.V.U. RAMBABU Field Assistant.	X Additional District Court, Narsapur.
65.	V. RADHA KRISHNA, Superintendent.	II Additional Civil Judge's Court (Junior Division), Bhimavaram, working on deputation in Principal Civil Judge's Court (Junior Division), Narsapur.
66.	K. RAMESH KUMAR, Senior Superintendent.	Civil Judge's Court (Senior Division), Narsapur.

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
67.	S. SIVA GIRI, Senior Assistant.	Civil Judge's Court (Senior Division), Narsapur.
68.	S. RAVI KIRAN, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Narsapur.
69.	A. HARI PRASAD, Superintendent.	I Additional Civil Judge's Court (Junior Division), Narsapur.
70.	V.H.P. KUMAR, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Narsapur.
71.	A.S.V. PRASAD, Typist.	I Additional Civil Judge's Court (Junior Division), Narsapur.
<u>TADEPALLIGUDEM</u>		
72.	V. NARASIMHA MURTHY, Senior Superintendent.	I Additional District Court, Eluru, deputed to work in XI Additional District Court,
73.	K.V. KRISHNA REDDY, Senior Superintendent.	XI Additional District Court, Tadepalligudem, working on deputation in Civil Judge's Court (Senior Division), Tadepalligudem.
74.	MUKKU SRINIVASA RAO, Senior Assistant.	XI Additional District Court, Tadepalligudem.
75.	NARGANA SRINIVASA RAO, Junior Assistant.	XI Additional District Court, Tadepalligudem.
76.	SYED ADIL PASHA, Junior Assistant.	Civil Judge's Court (Senior Division), Tadepalligudem.
77.	L. NUTHANA, Superintendent.	II Additional Civil Judge's Court (Junior Division), Tadepalligudem.
78.	A. VIMALAVATHI, Typist.	II Additional Civil Judge's Court (Junior Division), Tadepalligudem.
79.	A. LAKSHMI DEVI, Superintendent.	I Additional Civil Judge's Court (Junior Division), Tadepalligudem.
80.	L. SRINIVASA RAO, Junior Assistant.	I Additional Civil Judge's Court (Junior Division), Tadepalligudem.
81.	S. SURESH, Superintendent.	Principal Civil Judge's Court (Junior Division), Tadepalligudem.
82.	B. APPA RAO, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Tadepalligudem.
<u>PALAKOL</u>		
83.	M. UMA MAHESWARA RAO, Superintendent.	Additional Civil Judge's Court (Junior Division), Palakol.
84.	J. SOMESWARA RAO, Senior Assistant.	Principal Civil Judge's Court (Junior Division), Palakol.
85.	K.S. TRIVENI, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Palakol.
86.	M.V. APPA RAO, Typist.	Principal Civil Judge's Court (Junior Division), Palakol.
87.	V. SIMHADRI, Typist.	Additional Civil Judge's Court (Junior Division), Palakol.
<u>NIDADAVOLE</u>		
88.	D. KODANDA RAMA MURTHY, Superintendent.	Principal Civil Judge's Court (Junior Division), Nidadavole.
89.	K.V.S. RAJAMANNAR, Junior Assistant.	Principal Civil Judge's Court (Junior Division), Nidadavole.

S.No.	Name & Designation of the Staff Member (Sarvasri)	Place of Working
90.	V. CHANDRA MOULI, Junior Assistant.	Additional Civil Judge's Court (Junior Division), Nidadavole.
<u>JANGAREDDIGUDEM</u>		
91.	Y.L.N. MURTHY, Superintendent.	Judicial Magistrate of I Class Court, Jangareddigudem.
92.	Y. VEERRAJU, Junior Assistant.	Judicial Magistrate of I Class Court, Jangareddigudem.
93.	T. SWAROOPA RANI, Superintendent.	Principal Civil Judge's Court (Junior Division), Narsapur, working on deputation in Civil Judge's Court (Junior Division), Jangareddigudem.
94.	B.L. SAROJINI DEVI, Typist.	Civil Judge's Court (Senior Division), Narsapur, working on deputation in Civil Judge's Court (Junior Division), Jangareddigudem.
95.	M. VIJAYA KUMARI, Junior Assistant.	Civil Judge's Court (Junior Division), Jangareddigudem.
96.	CH. GOWTHAMI APOORVA, Junior Assistant.	Civil Judge's Court (Junior Division), Jangareddigudem.
<u>CHINTALAPUDI</u>		
97.	B. SATYANARAYANA, Senior Superintendent.	Civil Judge's Court (Senior Division), Tanuku, working on deputation in Civil Judge's Court (Junior Division), Chintalapudi.
98.	K. RATNA KUMARI, Junior Assistant.	Special Mobile Court, Eluru, working on deputation in Civil Judge's Court (Junior Division), Chintalapudi.
99.	N. BHIKSHAM, Junior Assistant.	Civil Judge's Court (Junior Division), Chintalapudi.
100.	R.S.L. PRASANNA, Junior Assistant.	Civil Judge's Court (Junior Division), Chintalapudi.
<u>BHIMADOLE</u>		
101.	P. RAGHU, Senior Superintendent.	POCSO Court, Bhimavaram, working on deputation in Civil Judge's Court (Junior Division), Bhimadole.
102.	U.V. ANJANEYA PRASAD, Junior Assistant.	Civil Judge's Court (Junior Division), Bhimadole.

All the Judicial Officers are hereby requested to permit the above staff members of their respective Courts to attend the online Training Programme as per the schedule mentioned above.

- Note :-**
1. The nominated Staff Members shall attend the Online Training Programme without fail.
 2. All staff members who are nominated shall fill the participation form submitted through Google Form without fail by 9:45 AM.
 3. All the nominated Staff Members shall appear at their respective places with all writing and study material by 9:45 AM.

4. The staff members shall carefully attend the training session and give utmost importance to this change management organized for more transparency, accountability, and ease of working.
5. The concerned Nazarats shall arrange necessary refreshments for the nominated staff members.
6. The Presiding Officers of the respective Courts shall ensure that there is an uninterrupted power supply or, alternatively, that generators are maintained in good condition.
7. A senior Staff Member from the Senior Court shall monitor the process of training.
8. The Computer Section is directed to communicate the schedule and any time-to-time updates well in advance to all participants.
9. The nominated Staff Members in Eluru Station shall attend physically at Principal District Court's Court Hall. The other Staff Members nominated from the respective Courts shall attend through online mode at the Court Hall of senior most Court, and accordingly arrangements are to be made.
10. The concerned superintendents of the said Senior Court shall make all necessary arrangements to accommodate the trainee staff.
11. The concerned Superintendents of the said Senior Court are instructed to submit the attendance sheet to the Principal District Court, Eluru, for onward submission of the same to the Hon'ble High Court.

C. Purnima Das
PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU

Encl :

Copy Training Schedule.

To

The individuals through the officers concerned.

Copy to :

1. All the Judicial Officers in the Unit.
2. The Chairman, PLAPUS, Eluru.
3. The Secretary, DLSA, Eluru.
4. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, OP-Cell, P.Tr Section of the Principal District Court, Eluru.
5. The In-charge System Officer (e-Courts project), Principal District Court, Eluru, with a direction to place the same in the Principal District Court's website and send e-mails to all the Officers.

214. NO. 7971
20. 6-12-2024



	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sub Topics 	
Introduction	<ul style="list-style-type: none"> Introduction of trainers Focus of training Change Management 	



	<ul style="list-style-type: none"> ○ Concept and need for change management ○ 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 	
	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Core & Periphery ○ Various types of masters ○ Editing masters data ○ Logging in to CIS ● Dashboard <ul style="list-style-type: none"> ○ Overview of Dashboard Data and Functions including Dynamic Opening Side Menu ● Q -Menu <ul style="list-style-type: none"> ○ Calendar module in CIS ● Sidebar and various menu entries in sidebar ● Miscellaneous <ul style="list-style-type: none"> ○ Workflow of a case ○ Balance sheet ○ Balance sheet generation in CIS ● Transfer of judicial officers in CIS ● Daily data uploading to CIS ● Case proceedings ● Delay management <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none">● 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<ul style="list-style-type: none">○ OCR & ICR○ Generation of accessible PDF Documents● Other features of CIS	
	<ul style="list-style-type: none">● 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	<ul style="list-style-type: none">● Process generation● Process data entry & Role of Court User● Draft generation● Upload process● Copy the previous process● Publish process● Process acknowledgement● Process status● NSTEP<ul style="list-style-type: none">○ Utility of NSTEP mobile application in service of civil processes.● NSTEP Web interface<ul style="list-style-type: none">○ District Admin User / Nazarat Branch Incharge	



	<ul style="list-style-type: none"> ■ Manage Bailiff/Process Server (Add & Modify) ■ Manage Process Admin/Nazir (Add & Modify) ■ Process Admin / Nazir <ul style="list-style-type: none"> ● Consume Data ● Process Allocation ● Process Delivery ● NSTEP Mobile application <ul style="list-style-type: none"> ○ View Allocated Processes ○ Capture Photo and Signature ○ Save Location ○ Upload Status ● eCourts Services mobile app <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ● Consuming cases in CIS from e filing and ICJS portals <ul style="list-style-type: none"> ○ New cases ○ Efiling in existing cases ○ IA filing ● Efiling videos and manual
State-specific topics	<ul style="list-style-type: none"> ● 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 e-filing assistance initiatives- eg: e-filing 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 &	<ul style="list-style-type: none"> ● Importance of data security ● Open data ● Password management ● Data auditing ● Data accuracy in CIS <ul style="list-style-type: none"> ○ Need of data accuracy ● Steps to be taken to maintain data health
Digitisation of Court records	<ul style="list-style-type: none"> ● Importance of digitisation ● Principles <ul style="list-style-type: none"> ○ Metadata and its importance ● Standard Operating Procedures(SOP) for digitisation of ecommittee



	<ul style="list-style-type: none"> • Hardware and software requirements & Management of digitisation • Types of PDF documents <ul style="list-style-type: none"> ◦ PDF & PDF/A • OCR & ICR 	
State-Specific topics	<ul style="list-style-type: none"> • Stage of digitisation in each state of District Court records • State-Specific Digitisation priority & standard workflow of digitisation • State-Specific stages of digitisation- <ul style="list-style-type: none"> ◦ 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to <ul style="list-style-type: none"> ◦ Procurement of electronic hardware equipments ◦ Deployment <ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> • Principles of Video conferencing <ul style="list-style-type: none"> ◦ One to one ◦ One to many ◦ Many to many ◦ Hybrid hearing • VC equipments- Procurement, management and optimum use <ul style="list-style-type: none"> ◦ Setting up VC <p>Setting up Hybrid hearings</p>	
	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none">• GIMS (Sandes) App• SMS push and pull services• Automated email• NJDG<ul style="list-style-type: none">○ Various types of pendency statistics available in NJDG• Live streaming• SUVAS<ul style="list-style-type: none">○ New eservices introduced on a nationwide basis till the date of the training	
State-Specific topics	<ul style="list-style-type: none">• State-Specific eservices, such as:<ul style="list-style-type: none">○ 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		