

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE: WEST GODAVARI.
PRESENT: SIRIPURAPU SREEDEVI,
PRINCIPAL DISTRICT JUDGE.**

Sub: APJA - Training Programmes, ECT_13_2025 "Computer Skill Enhancement Programme- Level-1 & II, and ECT-16- 2025 "Ecourts Programme" is schedule to be held on 21-02-2026 (Saturday) and 22-02-2026 (Sunday) respectively at the District Headquarter - Order- issued - Reg.

Ref: 1) Hon'ble High Court's letter in Roc.No.77/202-B.SPL Dated 23.01.2026.
2) Hon'ble High Court's proceedings in Order Roc. No.77/2026-B.SPL, Dated 23.01.2026.
3) Office Note dated 31.01.2026 and orders thereon.

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The Hon'ble High Court in the letter reference 1st cited supra, has proposed to conduct a training programmes ECT_13_2025 "Computer Skill Enhancement Programme - Level-1 & II, and ECT-16- 2025 "Ecourts Programme" which is schedule to be held on 21-02-2026 (Saturday) and 22-02-2026 (Sunday) respectively in the District Headquarter for all the Judicial Officers of all cadres in the District Judiciary of West Godavari District.

Further, the Hon'ble High Court in the reference 2nd cited supra has also issued proceeding by nominating the following Judicial Officers as Ubuntu-cum-CIS Master Trainer and Ubuntu Master Trainer to participate as Resource Persons for conducting of the said training programmes.

S. No.	Name of the Judicial Officer
1	Sri V.Sreenivasa Siva Ram, Ubuntu Master Trainer & Registrar (Vigilance), High Court of Andhra Pradesh.
2	Sri S. Kamalakara Reddy, Ubuntu Master Trainer & Registrar (Judicial), High Court of Andhra Pradesh.
3	Sri V. Raghunath, Ubuntu Master Trainer & I Additional Civil Judge (Junior Division), Eluru, West Godavari District.
4	Sri P.V. Naga Ranjit Kumar, Ubuntu Master Trainer & I Additional Civil Judge (Junior Division), Tanuku, West Godavari District.

In accordance with the instructions from the Hon'ble High Court in the reference cited 1st and 2nd cited supra, the Principal District Judge, West Godavari is pleased to pass the following.

All the Judicial Officers of all cadres in the District Judiciary of West Godavari District, as well as the nominated Ubuntu Masters and Ubuntu-cum- CIS Master Trainers (Judicial Officers) resource persons are required to participate in the specified programs which is scheduled to be held on 21.02.2026 (Saturday) and 22.02.2026 (Sunday) respectively at the Godavari Samavesa Mandir in District Collectorate premises, Eluru.

Further, all the Judicial Officers are requested to bring their Acer Laptops which were provided by the Hon'ble High Court of Andhra Pradesh with full battery charged and with updated Ubuntu 24.04 LTS customized version in their laptops.


Principal District Judge,
W.G., Eluru.

To

- 1) All the Judicial Officers working in the unit of West Godavari District.
- 2) The Superintendents (Accounts & Nazareth, OP Cell) are directed to coordinate the necessary arrangements at the venue and to submit the bills as per the instructions in the letter reference 1st cited supra in this regard.
- 3) The System Officer is directed to make the necessary technical arrangements in this regard.

Copies to :

- 1) The Registrar (Vigilance), High Court of A.P, Nelapadu, Guntur for Information.
- 2) The Registrar (Judicial), High Court of A.P, Nelapadu, Guntur for Information.
- 3) The Director, A.P Judicial Academy, Kaza Village, Chinakakani (P.O.), Guntur District for information.
- 4) The Registrar, (IT-Cum Central Project Coordinator), High Court of A.P for information.

Dis.No. 1053
Dated: 16.02.2026.

REVISED SYLLABUS

ECT_13_2022 Computer Skill Enhancement Programme – Level I & II and ECT 16_2022 E-Court Programme at District Headquarters

Description of Programme:-	Computer Skill Enhancement Programme–Level I & II, and E-Court Programme at District Headquarters
Training Code:	ECT_13_2022 AND ECT_16_2022
Target Group:-	Judicial Officers of District Judiciary (All Cadre)
Place of Training:-	District Head Quarters through State Judicial Academy
No.of Days:-	2
Mode of Training:	Offline/Online/Hybrid
Hands on Training	(Yes) strongly recommended
Resource persons (Suggestive):	Existing Master Trainers (Judicial Officers) of the State along with Technicians/Officials from amongst NIC/High Court/District Court digitization personnel/Technical experts

DAY 1: Computer Skill Enhancement Programme – Level I & II

Session No I	Time (in Minutes) 15 Minutes	Time 10.00 AM to 10.15 AM	Resource Persons
Main Topic	Sub Topic		
Orientation and Overview of the Program	• Brief overview of eCourts project • Role of various stakeholders including Department of Justice, eCommittee, NIC, High Court Computerization Committee, Central Project Coordinator, Directorate of IT, District Court Computerization Committee, Nodal Officers, Ubuntu- CIS Master Trainers, & Advocate Master Trainers in implementation. • Overview of latest initiatives of e-Committee and current phase of e-Courts project.		

Session No 2	Time (in Minutes) 30 Minutes	Time 10.15 AM to 10.45 AM	Resource Persons
Main Topic	Sub Topic		
Overview of Computer Infrastructure : Hardware	- 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 Components (Computers-desktops & laptops, Peripherals including printers, Photocopying equipment, Scanners, VC equipment, Cables, UPS, Network equipment & accessories including Wi-fi solutions). - Electronic waste management Rules, 2022. - Brief overview of High Court specific policy and procedure for ICT assets (Procurement, Deployment, AMC management, Management, Disposal).		

Session No 3	Time (in Minutes) 45 Minutes	Time 10.45 AM to 11.30 AM	Resource Persons
Main Topic	Sub Topic		
Overview of Computer Infrastructure : Software	- Open source vs. patented/proprietary Operating system options (Windows / Mac / Linux). - Ubuntu Linux- features & benefits (Ubuntu overview & version 24.04 LTS features - Desktop environment navigation). (GNOME/Caja file manager) - Workspace management & window controls - System settings - Ubuntu-Linux File System (Home Folder, Desktop, Documents, Downloads, Location/Path of files). - Using the File Browser nautilus. - Understanding the use of Copy To, Move To, Other Pane (F3) - Accessing recently copied data/clipboard. - Typing in Indian Languages (Selecting Keyboard Input Language, Using specific Keyboard Layout). - Using a webcam; Taking a screenshot. - Other useful applications.		

11.30 to 11.45 AM Tea Break

Session No 5	Time (in Minutes) 75 Minutes	Time 11.45 AM to 01.00 PM	Resource Persons
Main Topic	Sub Topic		
Working with day-to-day Applications: LibreOffice Writer	- Basic tips, Saving, Keyboard Shortcuts, Formatting, Automatic saving, Auto text, Auto Correct, Table of contents, Find and replace text, Spell checker, Header/Footer, Inserting Date/Time/Footnote/ Endnote, Bullets/Numbering, Page Numbering, Viewing/Printing documents); Working with Tables. Inserting Comments, Redact, password protecting documents. Simple calculations, - Extensions in LibreOffice Writer - Extracting all images from documents at once - LibreOffice wizard PDF Tips (Conversion to as PDF in Ubuntu-Linux, Generation of accessible PDF Documents and uploading only accessible and digitally signed PDF documents, converting JPEG/PNG to PDF, PDF Editing Tools in UBUNTU, Merging and splitting of PDF Files, How to bookmark a PDF Document).(Tips, practice, demonstration) Metadata in pdf's. Indexing/Table of contents.		

1.00 PM to 2.00 PM Lunch break

Session No 6	Time (in Minutes) 30 Minutes	Time 02.00 PM to 02.30 PM	Resource Persons
Main Topic	Sub Topic		
Working with day-to-day Applications: LibreOffice calc	LibreOffice Calc Basics		

Session No 7	Time (in Minutes) 30 Minutes	Time 02.30 PM to 03.00 PM	Resource Persons
Main Topic	Sub Topic		
Working with day-to-day Applications: LibreOffice Impress	LibreOffice Impress Basics		

Session No 8	Time (in Minutes) 30 Minutes	Time 03.00 PM to 03.30 PM	Resource Persons
Main Topic	Sub Topic		
Software installation	• Synaptic Package Manager(Graphical) • Snap • Flatpak		

3.30 PM to 3.45 PM Tea Break

Session No 9	Time (in Minutes) 60 Minutes	Time 03.45 PM to 04.45 PM	Resource Persons
Main Topic	Sub Topic		
Working in Cyberspace, Basics of Networking and Data Security	• Working in Cyberspace (Internet Overview, Web browser, Toolbar/Hyperlinks, Internet Safety and Tips, Firefox tips, Search Tips, Privacy and Data Protection). Data Management and Security (Importance of data security, Open data, Password management, Data auditing, Management of Data on devices and Cloud). • Basics of Networking (Local Area Networks, Wide Area Networks, Virtual Private Networks, Use of Networks in file sharing/printing). • Security (Importance of data security, Open data, Password management, Data auditing, Management Of Data on devices and Cloud).		

Session No 10	Time (in Minutes) 15 Minutes	Time 04.45 PM to 05.00 PM	Resource Persons
Main Topic	Sub Topic		
Discussion & Doubts	• General discussion and doubts.		

Day 2 ECT_16_2022 – E-Court Programme at All – District Headquarters

Session No 1	Time (in Minutes) 90 Minutes	Time 10.00 AM to 11.30 AM	Resource Persons
Main Topic	Sub Topic		
Case Information System(CIS)	- Overview of Dashboard Data and Functions; Core & Periphery; Various types of Masters; Q - Menu; Daily data uploading to CIS; Workflow of Case; Balance Sheet; - Court Proceedings (Undated Cases, Bulk proceedings, Linked Cases, Update Case Information); Urgent Case option (Why/Where to find/reports); Order & Judgment - Uploading; Delay Management; Issues framed, Witnesses examined, Appearance, Written statement); Disposing the case; Next date; Reason for adjournment; Purpose of listing; Presence; Digital display boards; Proceedings correction;		

11.30 AM to 11.45 AM Tea Break

Session No 2	Time (in Minutes) 75 Minutes	Time 11.45 AM to 01.00 PM	Resource Persons
Main Topic	Sub Topic		
Case Information System(CIS)	Cause lists (Civil/Criminal); Additional Party Details (Change Advocate, Legal Heir, Witness Information); Management Reports (Civil & Criminal Reports, Monthly Statement); Lok Adalat; Mediation; Query Builder; QR Code on Orders and Judgments.		

01.00 PM to 02.00 PM Lunch Break

Session No 3	Time (in Minutes) 30 Minutes	Time 02.00 PM to 02.30 PM	Resource Persons
Main Topic	Sub Topic		
Video Conferencing and Hybrid Hearing:	- Video Conferencing - Judgments of VC - Advantages of VC - VC equipment - Creation of accounts Scheduling of meetings - Panels - Viewing Modes Recording of meetings - Hybrid Hearing - Video Conferencing Rules & Tips		

Session No 4	Time (in Minutes) 30 Minutes	Time 02.30 PM to 03.00 PM	Resource Persons
Main Topic	Sub Topic		
ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module	- E-filing - E-filing module - Versions - Data consumption of e-filing to CIS - E-filing of cases - Integration with CIS - Movement of file through E-filing portal and CIS - Objections in E-Filing vs Objections in CIS - Case data entry-connection with e-filing - ICJS Module - Consumption of FIR - Consumption of Charge Sheet - Charge sheet/summary - Charge sheet/summary received report - Pre-trial - Remand - Bail - Release - Pretrial order uploading		

Session No 5	Time (in Minutes) 30 Minutes	Time 03.00 PM to 03.30 PM	Resource Persons
Main Topic	Sub Topic		
Overview of Digitization	- Importance of Digitization - Principles - Metadata and its importance - Standard Operating Procedures (SOP) of eCommittee for digitization - Hardware and software requirements & Management of digitization - Types of PDF documents - PDF & PDF/A - OCR & ICR - Stages of digitization in each state of High Court records/District Court records - State-Specific Digitization priority & standard workflow of digitization - State-Specific stages and activities of digitization- - Pre-scanning - Scanning - Post-scanning		

3.30 PM to 3.45 PM Tea Break

Session No 6	Time (in Minutes) 45 Minutes	Time 03.45 PM to 04.30 PM	Resource Persons
Main Topic	Sub Topic		
Electronic Case Management Tools (ECMT) for Judges	• JustIS Application: Practice/Demonstration • Justice Clock • NJDG • Digital Signature Key- Installation and working		

Session No 7	Time (in Minutes) 30 Minutes	Time 04.30 PM to 05.00 PM	Resource Persons
Main Topic	Sub Topic		
Discussion & Doubts	• General discussion and doubts.		