

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No. ⁹⁹⁴...../CSJA/ECT Programs/2026

Bilaspur, dated 11.09.2026

To,

The Principal District & Sessions Judge,
Balod/Baloda-Bazar/Balrampur at Ramanujganj/Bemetara/
Bilaspur/ Dantewada/Dhamtari/Durg/ Janjgir Champa/
Jashpur/Jagdalpur/Kanker/ Kawardha /Kondagaon/Korba/
Korea at Baikunthpur /Mahasamund/ Mungeli/Raigarh/Raipur/
Rajnandgaon/Surajpur/Surguja(Ambikapur).

Sub: Regarding Organization of One Day Refresher Program for Court Staffs and N-step Training (**ECT_8_2026**) & One Day Refresher Program for Court Staffs at District Headquarter (**ECT_9_2026**) **by clubbing with each other** through **Online mode** in the month of September, 2026 on **19/09/2026**.

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On the subject and reference cited above, as per the directions of Hon'ble e-Committee, Supreme Court of India,, it is to inform you that One Day Refresher Program for Court Staffs and N-step Training (**ECT_8_2026**) & One Day Refresher Program for Court Staffs at District Headquarter (**ECT_9_2026**) **by clubbing with each other** are to be organized through **Online mode** in the month of September, 2026 on **19/09/2026** at the District Headquarters.

Digital Platform/link to join the Online Training will be shared by the CSJA through System Officers of all the districts.

Total **30** Court Staffs posted at District Headquarter are to participate in the Program. Hence, a request is made to you to nominate **30** Administrative Head, Court staff, Nazarat and Process Servers of your District to participate in the Program on **19/09/2026**. They shall attend the **Online** Training Programmes from their District Court Premises. They shall wear decent attire during Training Programmes.

It is, therefore, requested to you to make necessary arrangements for organization of above said Training Program at the District Headquarter.

Breakfast, tea, lunch, evening snacks and mineral water have to be arranged by District team for the participants and Resource Persons in the above Program as per the approved rates of the Academy which is as follows:

"(i)	Breakfast	-	Rs. 125/- per head;
(ii)	Classroom Tea	-	Rs. 30/- per head;
(iii)	Lunch	-	Rs. 285/- per head;
(iv)	Evening Tea with Snacks-		Rs. 45/- per head
(including 2 litres Mineral water per head)"			
plus 5% GST			

You are requested to depute 2 Technical Persons and 3 Class IV staff to assist and provide help. They shall also be given food as per the approved rates of the Academy.

It is also pertinent to mention here that bags, pens, writing pad and pen drive for reading material amounting to **Rs. 35,850/-** for each District (In total **Rs. 8,24,550/- for 23 districts**) would be required to be purchased. The details of approximate rate of articles are as under:

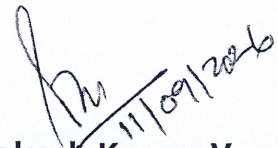
1.	Bags	-	Upto Rs.600/-per head.
2.	Pens	-	Upto Rs.50/- per head.
3.	Writing Pad	-	Upto Rs.45/- per head.
4.	Pen drive for reading material	-	Upto Rs.500/- per head.

A request is also made to you to purchase the articles under C.G. Store Purchase Rules, 2022 and distribute them to the participants. You shall submit bills of actual number of articles which were provided to the participants who were present during Training Programmes and the vendor details to the office of CSJA, Bilaspur after completion of training programmes.

The expenditure incurred in organizing the said Training Program will be borne by the Academy.

Please send the detailed compliance report with attendance sheet and expenditure incurred immediately after completion of the Program along with vouchers to the Academy at the earliest.

Encl.: The subject/topics & minute to minute program along with list of Resource Persons.

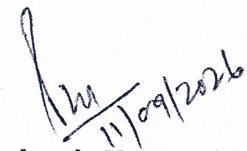

(Rakesh Kumar Verma)
ADDITIONAL DIRECTOR

Endt. No. ⁹⁹⁵...../CSJA/ECT Programs/2026

Bilaspur, dated | .09.2026

Copy to :

1. S.O. to Registrar General, High Court of C.G. Bilaspur for information.
2. CPC for directing the In-charge, NIC for uploading the memo on the official website of CSJA.


(Rakesh Kumar Verma)
ADDITIONAL DIRECTOR

HIGH COURT OF CHHATTISGARH, BILASPUR

MEMO

No. 16098 /CPC/2026

Bilaspur, dated 11 /09/2026

To,

The Addl. Director,
Chhattisgarh State Judicial Academy,
Bilaspur (C.G.)

Sub.:— **Resource Persons and Topics for Refresher Program for Court Staffs and N-step Training (ECT_8_2026) through online mode and for Refresher Program for Court Staff at District Headquarter through SJA (ECT_9_2026) scheduled in the month of September, 2026, probably on 19/09/2026.**

Ref.:— Your Memo No. 938/CSJA/Computer Training/2026 dated 20.08.2026.

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Respected Sir,

On the subject cited above, through referred memo, Resource Persons and Topics were sought for **Refresher Program for Court Staffs and N-step Training (ECT_8_2026) through online mode and for Refresher Program for Court Staff at District Headquarter through SJA (ECT_9_2026) scheduled in the month of September, 2026, probably on 19/09/2026.**

Therefore, as directed, the Resource Persons and Topics sought for Refresher Program for Court Staffs and N-step Training (ECT_8_2026) through online mode and for Refresher Program for Court Staff at District Headquarter through SJA (ECT_9_2026), is as under:

S.No.	Topics	Proposed Resource Persons
1.	Fine Module	Shri Prince Kashyap, Computer Programmer
2.	N-STEP	Shri Asif Khan, Network Engineer
3.	e-Summons	Shri Vivek Dubey, Software Engineer

This is for your kind information and necessary action.



(Vivek Kumar Verma)
Registrar (Computerization)-cum-
Central Project Co-ordinator

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

One Day Refresher Program for Court Staffs and N-step Training on (ECT_8_2026)
and
One Day Refresher Program for Court Staffs at District Headquarter on (ECT_9_2026)

through Online mode

Date - 19/09/2026 (Saturday)

Time	Subject/Topic
11:00 AM to 12:15 PM	➤ Virtual Court – Traffic and Transport ➤ eSummons NSTEP ➤ eShakshya ➤ CIS 4.0 Shri Prince Kashyap, Computer Programmer, High Court Computer Cell. - Shri Asif Khan, Network Engineer, High Court of Chhattisgarh. - Shri Vivek Dubey, Software Engineer, High Court Computer Cell.
12:15 PM to 12:45 PM	Break
12:45 PM to 02:00 PM	➤ NJDG ➤ eCourt Services ➤ eFiling ➤ Video Conferencing and Hybrid Hearings ➤ Faster Shri Prince Kashyap, Computer Programmer, High Court Computer Cell. - Shri Asif Khan, Network Engineer, High Court of Chhattisgarh. - Shri Vivek Dubey, Software Engineer, High Court Computer Cell.
02:00 PM	Lunch-Departure

Note - This is a tentative programme which may be changed according to the need and situation prevailing at that time.

19/09/2026
(Rakesh Kumar Verma)
Additional Director, CSJA