

**MOST URGENT**

**CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR**

**MEMO**

No. ~~2.15~~ 15/CSJA/ECT 004-2021(4th Phase) programme/2021 Bilaspur, dated 09.06.2021

To,

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

**Sub:** Regarding organization of ECT 004-2021 (4<sup>th</sup> Phase) online awareness programme for Advocates of your districts.

**Ref:** E-mail dated 04/06/2021 sent by the I/c Registrar (Computerization)-cum-CPC, High Court of CG, Bilaspur and E-mail dated 04/06/2021 sent by the Member (Human Resources), eCommitte, Supreme Court of India, New Delhi.

XXXX

XXXX

With reference to the subject cited above, as directed, I am to inform you that Hon'ble The Acting Chief Justice has been pleased to fix **Saturday, 19<sup>th</sup> June, 2021** for organizing ECT 004-2021 (4<sup>th</sup> Phase) online awareness programme for Advocates on the topic ***"Electronic Case Management Tools (ECMT) for Advocates"*** with your co-ordination.

You are, therefore, requested to ensure that the Master Trainer Advocate (Trainers) and Master Trainer Advocate of Districts (for management) as per **Annexure-A** and **Annexure-B** are informed through the officers of concerned Bar Associations and Judicial Officer Master Trainers/Moderators as per **Annexure-C** are informed to attend the inaugural ceremony of online ECT 004-2021 (4<sup>th</sup> Phase) online awareness programme for Advocates on the topic ***"Electronic Case***

***Management Tools (ECMT) for Advocates***” at 10 a.m. on 19<sup>th</sup> June, 2021. The officers of concerned Bar Associations shall be requested by the concerned District & Sessions Judge to inform the Advocates of their districts for attending the Online Training using Youtube link and thereafter submit online feedback with the help of Advocate Master Trainers..

Single youtube link would be created for participants by the technical person(s) of the High Court. A whatsapp group of persons involved in training programme would be created by the technical person(s) of the High Court.

Single VC link of google meet would be created for Advocate Master Trainer, Judicial Officer Master Trainer, Chhattisgarh State Judicial Academy, CPC and other persons involved in training programme by the technical person(s) of the High Court.

Training will be provided from District Court premises or as decided by Master Trainer Advocate with consultation with Judicial Officer Master Trainer (Moderators).

You are, therefore, requested to provide infrastructure and technical assistance for smooth conduct of training.

You are also requested to inform the concerned Bar Associations that the Advocate Master Trainer of each district will circulate the Youtube link to the members of their respective Bar Association and coordinate in training at their respective districts. Youtube link may also be provided on the website of High Court, State Judicial Academy and District Courts.

District Court Korea (Baikunthpur) will be managed by the coordinator advocate of District Surajpur.

After completion of training programme send the report to CSJA, Bilaspur at the earliest after getting it duly forwarded from you, as per the directions issued by eCommittee, Supreme Court of India, New Delhi, for placing before Hon'ble Chairman, Committee for Computerization of High Court and Subordinate Courts.

In case anything is not clear, please go through the Annexures and if required may contact the office of CPC/CSJA.

**Encl.: As above.**

  
(K.L. Charyani) 9/6/21

Director

Endt.No...../CSJA/ECT 004-2021(4<sup>th</sup> Phase) programme/2021 Bilaspur, dated 06.2021

Copy to:

1. S.O. to Registrar General, High Court of CG, Bilaspur for information.
2. The I/c Registrar (Computerization)-cum-CPC, High Court of CG, Bilaspur with a request to coordinate with the moderator/master trainer judicial officers for smooth conduction of training and to provide link for submission of online feedback by the trainee Advocates after attending the session and with a further request to direct I/c NIC, High Court of CG, Bilaspur for uploading the memo on the official website of CSJA.
3. The Secretary, High Court Bar Association, Bilaspur with a request to inform all concerned and particularly Shri Anukul Biswas, Master Trainer Advocate.
4. Shri Shakti Singh Rajput, I Additional District & Sessions Judge, Rajnandgaon;
5. Ku. Smita Ratnawat, V Addl. Dist. & Sessions Judge, Bilaspur;

Master Trainer Judicial Officers/Moderators with a request to monitor and coordinate the training programme as per schedule with other Master Trainer Advocates and make sure that trainee Advocates are informed about the training schedule and duly filled up online feed back forms are collected from the trainee Advocates and submit the same on official portal of eCommittee, Supreme Court of India.

  
(K.L. Charyani)  
Director

**Regarding online Advocate Training Program:-**

1. Single youtube link to be created for participants by the technical person of the High Court.
2. A whatsapp group of persons involved in training program to be created by the technical person of the High Court.
3. Single VC link of google meet to be created for Advocate MT, JO MT, SJA, CPC and other persons involved in training programme by the technical person of the High Court.
4. JO MT Shri. Shakti Singh Rajput (I Additional District & Sessions Judge, Raigarh) and Ms. Smita Ratnawat (V Additional District & Sessions Judge, Bilaspur) will be the moderators for monitoring purpose.
5. List of MT Advocates who will provide training enclosed as “**Annexure-A**”.
6. Training will be provided from District Court premises or as decided by MT Advocate with consultation with JO MT (Moderators), infrastructure and technical assistance will be provided by their respective District Court.
7. List of Advocate MT of each district who will circulate the youtube link to the members of their respective Bar Association and coordinate in training at their respective District, enclosed as “**Annexure-B**”.
8. Youtube link may also be provided on the website of High Court, State Judicial Academy, and District Courts.
9. Feedback from participants may be taken and submitted to the State Judicial Academy from their respective District Court.
10. Topics of the syllabus has been divided into 3 parts, which is mutually exchangeable before two days of the training date. Enclosed as “**Annexure-C**”.
11. District Court Korea (Baikunthpur) will be managed by the coordinator advocate of District Surajpur.
12. Email to be sent to all the District & Sessions Judges to ensure availability of necessary infrastructure and technical assistance at their for the training programme.

Sheet1

ANNEXURE-A					
SI NO.	ADVOCATE NAME	BAR REGISTRATION NUMBER	THE NAME OF BAR ASSOCIATION FOR WHICH THE ADVOCATE IS NOMINATED	CONTACT NUMBER	E-mail id
Master Trainer Advocate (Trainers)					
1	Shri Ravi Kumar Shukla	CG-699-2009	Korba	9685799226	ravikumarshukla96@gmail.com
2	Shri Umesh Kumar Gupta	CG-3044-1999	Janjgir	6232978108	advumeshguptachampa@gmail.com
3	Shri Anukul Biswas	CG-637-2007-Adv	High Court Bar Association, Bilaspur	9424295234	--
4	Saba khan	CG-534-2013	Balodabazar	9153447507	mustafasaba07@gmail.com
5	Shri Rakesh Puri	CG-1887-1998	Raipur	9329535300	adv.rakeshpuri@gmail.com
6	Shri Rajnikant Singh Thakur	CG-0332-2009	Mungeli	9926532133	thakur.rajnikantsingh@gmail.com

Sheet I

**Annexure-B**  
**Master Trainer Advocate of Districts (for management)**

Sl NO.	ADVOCATE NAME	BAR REGISTRATION NUMBER	THE NAME OF BAR ASSOCIATION FOR WHICH THE ADVOCATE IS NOMINATED	CONTACT NUMBER	E-mail id
1	Shri Kamal Upadhyay	CG-2269-1995	Balod	9893495707	kamalkumarupadhyay0357@gmail.com
2	Shri Indrajeet Rathore	CG-350-2015	Jangir	9770106128	kaibhrai298@gmail.com
3	Shri Sandeep Kumar Pathak	CG-487-2003-Adv	Jashpur	9406269689	pathaksandeep107@gmail.com
4	Shri Chandra Bhusan Rajput	CG-113-	Kawardha	9630202222	chrajput.kwd25@gmail.com
5	Shri Nishant Dutta	CG-464-2011	Kondagaon	7999710752	nishantdutta253@gmail.com
6	Shri Kamlesh Kumar Sahu	CG-497-2007	Durg	9098772203	kamleshkumaradv1@gmail.com
7	Shri Armit Kumar Sahu	CG-10-2017	Korba	8770222272	amitksahu302@yahoo.com, amitksahu302@gmail.com
8	Shri Deenbandhu Dewangan	CG-468-2013	Balodabazar	9039358208	advddewangan@gmail.com
9	Shri Avimash Gupta	CG-1045-2006	Ramanujganj	8889878171	adv_avinash11@rediffmail.com
10	Shri Abhishek Jain	CG-333-2012-Adv	Kanker	9479076555	abhishekjn@gmail.com
11	Shri Anukul Biswas	CG-637-2007-Adv	High Court Bar Association, Bilaspur	9424295234	--
12	Shri Pradeep sharma	CG-435-2017	Bemetara	9691372006	advpradeepsharma08@gmail.com
13	Indal Verma	CG-755-2010	Bilaspur	9981475138	indalvrn6@gmail.com
14	Shri Kshitij Dubey	CG-1165-2003	Dantewada	9425262604	xitizkumar@gmail.com

Sheet1

15	Shri Neeraj Dhar Tiwari	CG-1273-1994-Adv	Dhamtari	9893621089	neeraj_tiwari888@yahoo.co.in
16	Shri Ram Wadhwa	CG-2180-1998	Raipur	9425514214	1234@gmail.com
17	Shri Ajay Shrivastava	CG-0838-2003	Jagdalpur	9425259047	ajayshrivastava04@gmail.com
18	Shri Anurag Sharma	CG-0676-2019	Mahasamund	8319068120 9111274036	sharma7805907650@gmail.com
19	Shri Ajay Kumar Kashyap	CG-0766-2005	Mungeli	9131998599	aadiadvmungeli@gmail.com
20	Shri Dhananjay Mishra	CG-0167-2015	Surguja	8827112342 9300412342	mishra.djay@gmail.com
21	Shri Praveen Mall	CG-3303-1998	Rajnandgaon	9301737589	praveenrajadv@gmail.com
22	Shri Phool Singh Yadav	CG-4142-2000	Raigarh	9826646369	phoolsingh23.py@gmail.com
23	Shri Navin Kumar Navik	CG-0258-2017	Surajpur	8120550489	puncetadewan20@gmail.com

**Annexure-C**  
**Tentative Programme For Training of Advocates**

Date of Training -  **Saturday, 19<sup>th</sup> June 2021**  
 Mode of Training - Through Video Conferencing  
 App to be used - Google Meet  
 Total Advocate MT - 6  
 Time - 10:00 AM to 01:00 PM

Name of Judicial Officer Master Trainers (Moderators of Training Program)	Name of Advocate Master Trainer (who will provide training)	Topics to be covered in Training
1. Shri. Shakti Singh Rajput , (I Additional District & Sessions Judge, Raigarh)	1. Shri Ravi Kumar Shukla	<ul style="list-style-type: none"> <li>➤ Overview of eCourts project                             <ul style="list-style-type: none"> <li>◆ Introduction about eCommittee</li> <li>◆ Role of Advocate as a Game Changer</li> <li>◆ Key take aways of this training</li> <li>◆ eCourts project getting Digital India Award 2020</li> </ul> </li> <li>Electronic Case Management Tools for Advocates</li> <li>➤ eCourts related Websites                             <ul style="list-style-type: none"> <li>◆ eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li> <li>◆ NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li> <li>◆ eCourts services (<a href="https://services.ecourts.gov.in/ecourti">https://services.ecourts.gov.in/ecourti</a> <a href="https://services.ecourts.gov.in/ecourti">ndia_v6/</a>)</li> <li>◆ District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li> </ul> </li> <li>➤ How to get eCourts services 24 x 7                             <ul style="list-style-type: none"> <li>◆ Cause list/Judgments/Orders/Case Status</li> <li>◆ Automatic receipt of SMS and eMail on Court listing,</li> <li>◆ SMS Push And Pull services</li> </ul> </li> </ul> <p style="text-align: center;"><b>Benefits of registration of Advocates in Court CIS</b></p>
2. Ms. Smita Ratnawat  (V Additional District & Sessions Judge, Bilaspur)	2. Shri Umesh Kumar Gupta	

\* (Above topics will be covered by Adv. MT no. 1 & 2)



- ### ➤ Interaction & Feedbacks

ECT-004-2021-(4th Phase)

Online Awareness Programme for Advocates (Duration 3 hrs)

Topic: Electronic Case Management Tools (ECMT) for Advocates

Draft- Time Table

Duration	Topic
10.00 AM to 10.05 AM	<ul style="list-style-type: none"><li>➤ Opening remarks by ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)</li></ul>
10.05 AM – 10.15 AM	<ul style="list-style-type: none"><li>➤ Overview of eCourts project<ul style="list-style-type: none"><li>◆ Introduction about eCommittee</li><li>◆ Role of Advocate as a Game Changer</li><li>◆ Key take aways of this training</li><li>◆ eCourts project getting Digital India Award 2020</li></ul></li></ul>
10.15 AM to 10.35 AM	<ul style="list-style-type: none"><li>➤ Electronic Case Management Tools for Advocates</li><li>➤ eCourts related Websites<ul style="list-style-type: none"><li>◆ eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>◆ NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>◆ eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>◆ District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul></li><li>➤ How to get eCourts services 24 x 7<ul style="list-style-type: none"><li>◆ Cause list/Judgments/Orders/Case Status</li><li>◆ Automatic receipt of SMS and eMail on Court listing,</li><li>◆ SMS Push And Pull services</li><li>◆ Benefits of registration of Advocates in Court CIS</li></ul></li></ul>
10.35 AM – 10.55 AM	<ul style="list-style-type: none"><li>➤ eCourts services mobile app for Advocates<ul style="list-style-type: none"><li>◆ Case Management:</li><li>◆ Get Case status/causelist/orders</li><li>◆ My Cases/ Export and Import</li><li>◆ QR scan option and its utility for Advocates</li></ul></li></ul>

10.55 A.M-11.15 A.M	<b>TEA BREAK</b>
11.15 AM - 11.35 AM	<ul style="list-style-type: none"> <li>➤ <b>Service Delivery in Court Complexes:</b> <ul style="list-style-type: none"> <li>◆ eSewa Kendra</li> <li>◆ Kiosks</li> <li>◆ Digital display boards</li> </ul> </li> <li>➤ <b>Other eServices:</b> <ul style="list-style-type: none"> <li>◆ Online certified copies</li> </ul> </li> </ul>
11.35 AM -11.55 AM	<ul style="list-style-type: none"> <li>➤ <b>eFiling - the digital on line filing process</b> <ul style="list-style-type: none"> <li>◆ Registration of Advocate in eFiling website.</li> <li>◆ Steps to eFile a case.</li> <li>◆ Advantages of eFiling</li> <li>◆ Case portfolio management</li> <li>◆ Know the case status any time</li> </ul> </li> </ul>
11.55 AM - 12.15 PM	<ul style="list-style-type: none"> <li>➤ <b>Virtual courts</b> -Payment of online fine.</li> <li>➤ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li> <li>➤ <b>NSTEP</b> -National Service and Tracking of Electronic Processes</li> </ul>
12.15 PM - 12.35 PM	<ul style="list-style-type: none"> <li>➤ <b>How to appear in Video Conferencing</b></li> <li>➤ <b>How to scan the document and make PDF</b></li> <li>➤ <b>Making Accessible PDFs</b></li> <li>➤ <b>Uploading documents</b></li> </ul>
12.35 PM -12.45 PM	<ul style="list-style-type: none"> <li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li> <li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li> </ul>
12.45 PM - 1.00 PM	<ul style="list-style-type: none"> <li>➤ <b>Interaction &amp; Feedbacks</b></li> </ul>