

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPU
MEMO

No. 4500/CSJA/Online Workshop/2022

Bilaspur, dated 02.07.2022

To,

1. The Registrar General,
High Court of C.G. Bilaspur.
2. The District & Sessions Judge,
Bilaspur/ Durg/ Korba/ Raipur/
Rajnandgaon/ Janjgir Champa/ Raigarh/
Surguja(Ambikapur)

Sub.: Regarding Online Workshop of all Court Managers on the subject **"Role of Court Managers Review of their Functions and How to make their services More Effective & ECT_5_2022"** scheduled to be held on **09/07/2022**.

XXXX

XXXX

As directed, I am to inform you that as per the approved Academic Calendar for the year 2022-23, one day Online Workshop of all Court Managers on the subject **"Role of Court Managers Review of their Functions and How to make their services More Effective & ECT_5_2022"** is scheduled to be organized on **09/07/2022 from 11.00 a.m. onwards** by CSJA, Bilaspur. I am further to inform you that Digital Platform/link to join the online workshop will be shared with all the participants by CSJA.

You are, therefore, requested to circulate it amongst all the Court Managers posted in your Office/District with a direction that they shall remain present in the concerned Office/Civil Court premises on **09/07/2022 by 10.30 a.m. positively in the prescribed uniform and attend the online Workshop.**

A further request is made that in case of exigency any of the Court Manager is not present in his/her headquarter or place of posting and is present in other district within the State, he/she shall attend the Online Workshop from nearest Civil Court building where he/she is at present with an oral information to the

concerned District & Sessions Judge. All the District & Sessions Judges are requested to accommodate him/her.

Encl. Syllabus & Topics

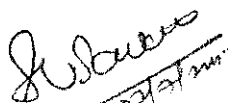

(Sushma Sawant)
Director

Endt.No.451/CSJA/Online Workshop/2022

Bilaspur, dated 02.07.2022

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.
3. All Court Managers, High Court of C.G./ Bilaspur/ Durg/ Korba/ Raipur/ Rajnandgaon/ Janjgir Champa/ Raigarh/ Surguja(Ambikapur) for information and necessary action with a direction that that they shall remain present in the concerned Office/Civil Court premises on **09/07/2022 by 10.30 a.m. positively in the prescribed uniform** and attend the online Workshop.


(Sushma Sawant)
Director

adabus for Training Programme of Administrative Officer and Court Manager - 2022

**Session
No.**

Topics

1

- Ubuntu Desktop Environment Tips
- Advanced Applications Features of Ubuntu-Linux
- Data Recovery in Ubuntu-Linux
- File Storage Devices Management
- Unicode (adding unicode fonts and hard typing)
- Making accessible pdf
- Digital Signature (Concept, methodology & importance)
- How to digitally sign a PDF file in Ubuntu-Linux
- Wi-fi printer installation
- Different Web-Browsers Tips & Techniques (Firefox Chrome Edge Brave)
- NJDGit https://njdgit.ecourts.gov.in/njdgit/extra_login.php?msg...
- e-Courts services mobile app
- email- Kvaach
- Difference between intranet internet nlenet

2

- Overview of CIS 3.2 & Periphery
- Difference between FORA & FAOR and Master & Admin
- Difference amongst CNR, Filing No. & Registration No. also Taken on Board, Recall & Restore
- Admin (Proceeding modification, Transfer of cases)
- Case proceeding (Daily proceeding, Order/Judgement upload, B Diary)
- Query Builder DIPMC
- ADR Corner
- Case Type Wise Top Pending Cases
- Pendency Chart
- Search Bar
- Local masters
- Filing of Case Appeal filing
- Proceeding Correction (including unregistered cases)
- Objections and Securing
- Case Proceedings
- Recall of Case
- Display Board Management: Called-in Progress- Completed
- Court Event and DCMS
- Issues Framed
- Process Generation
- Process Generation in Civil Criminal or Plead Guilty Case
- Issue charge framing
- Under Trial
- Disposal Monitoring Balance Sheet
- Downloading Data
- Proceeding of Unregistered Cases - filing proceeding
- ICJS Nstep
- e-filing ePay Virtual Court
- Easter

3

FAQ Discussion