

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No. ~~23~~ 24/CSJA/ECT_12_/2022

Bilaspur, dated 06.01.2023

To,

The 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 ECT_12_2022, Computer Skill Enhancement Programme Level I & II for Advocate/Advocate Clerk at District Headquarters on the dates and modes as proposed by CPC. (S. No. 88B)

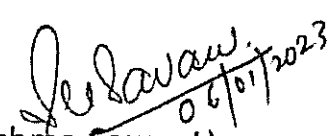
Sir/Madam,

As per Academic Calendar for the year 2022-23, ECT_12_2022, Computer Skill Enhancement Programme Level I & II for Advocate/Advocate Clerk is to be organized at District Headquarters on the dates and modes as proposed by CPC. (S. No. 88B)

Accordingly, as directed, it is requested to you to arrange training programme ECT_12_2022, Computer Skill Enhancement Programme Level I & II for Advocate/Advocate Clerk at District Headquarters through Master Trainer Advocates of your Districts on the feasible dates and mode proposed by CPC.

You are further requested to provide necessary assistance through Technical Persons to the Master Trainer Advocates who will provide above training.

Encl.: CPC Letter dated 07/12/2022 alongwith enclosures.


(Sushma Sawant)

Director

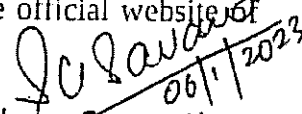
Bilaspur, dated 06.01.2023

APL 12/1

Endt. No. ~~23~~ 24/CSJA/ECT_12_/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.


(Sushma Sawant)
Director

HIGH COURT OF CHHATTISGARH, BILASPUR

Information Letter

No. 14939/CPC/2022

Bilaspur, dated 07th December, 2022

To,

The Additional Director,
Chhattisgarh State Judicial Academy,
Bodri, Bilaspur.

Subject:- Regarding Programme no. 88B according to approved academic calendar 2022-23.

Reference:- Your memo no. 940 dated 05.12.2022

On the subject and reference cited above, as directed, I am enclosing herewith a list (Annexure-'A') of nominated Advocates master trainer as resource persons to impart one day training to the Advocates and Advocate Clerks of Chhattisgarh State on workshop of Programme no. 88B "EC_12_2022 Computer Skill Enhancement Programme Level I & II. The said training programme be conducted either through online or physical, in which you are feasible. Further, the proposed date (Options) are the 17th or 18th December-2022, 14th or 15th January-2023 OR 21st or 22nd January-2023 or any other date in which you are feasible for conducting the above training programme.

It is also requested to direct the technical persons of the District Headquarters that they will assist to the Advocate Master Trainers during the training, so that the same may be concluded uninterruptedly.

This is for your kind information and necessary action.

Encl. As above.

Office/Additional Director
Bilaspur
07/12/2022




Shakti Singh Rajput
Registrar (Computerization)-Cum-
Central Project Co-ordinator

Annexure-A

List of Master Trainers (Advocates)

Sr. No.	High Court	Certificate No.	Name of the Advocate	Bar Registration Number	Name of Bar Association
1	Chhattisgarh	A/CG/1179/2021	Dhananjay Mishra	167/2015	SURGUJA AT AMBIKAPUR
2	Chhattisgarh	A/CG/1180/2021	Diwakar Gupta	106/2011	SURGUJA AT AMBIKAPUR
3	Chhattisgarh	A/CG/1181/2021	Santosh Kumar Gupta	194/1997	SITAPUR DIST-SURGUJA
4	Chhattisgarh	A/CG/1182/2021	Kanhalya Lal Gupta	119/1999	SITAPUR DIST-SURGUJA
5	Chhattisgarh	A/CG/1183/2021	Kamal Upadhyay	CG-2269-1995	District Bar Association Balod
6	Chhattisgarh	A/CG/1184/2021	Sanjay Kumar Sahu	CG-0124-2007	District Bar Association Balod
7	Chhattisgarh	A/CG/1185/2021	Saba Khan	CG/534/2013	Balodabazar
8	Chhattisgarh	A/CG/1186/2021	Narendra Sahu	CG/1060/2006	Bhatapara
9	Chhattisgarh	A/CG/1187/2021	Ankit Sharma	CG/290/2018	Bhatapara
10	Chhattisgarh	A/CG/1188/2021	Prashant Tiwari	CG/14/2009	Simga
11	Chhattisgarh	A/CG/1189/2021	Prashant Sen	CG/2638/1997	Simga
12	Chhattisgarh	A/CG/1190/2021	Ganesh Kumar Banjare	CG/140/2008	Bilaigarh
13	Chhattisgarh	A/CG/1191/2021	Vishnu Sahu	CG/962/2010	Bilaigarh
14	Chhattisgarh	A/CG/1192/2021	Devanand Lehre	CG/421/2004	Bhatgaon
15	Chhattisgarh	A/CG/1193/2021	Jeevan Lal Kurre	CG/668/2004	Bhatgaon
16	Chhattisgarh	A/CG/1194/2021	Rajkumar Sahu	CG/641/2005	Kasdol
17	Chhattisgarh	A/CG/1195/2021	Udit Ram Nishad	CG/73/2003	Kasdol
18	Chhattisgarh	A/CG/1196/2021	Avinash Gupta	CG/1045/2006	Ramanujganj
19	Chhattisgarh	A/CG/1197/2021	Rakesh Pandey	CG/663/2008	Ramanujganj
20	Chhattisgarh	A/CG/1198/2021	Jalagopal Agrawal	CG/1124/88	Rajpur
21	Chhattisgarh	A/CG/1199/2021	Sunil Singh	CG/277/06	Rajpur
22	Chhattisgarh	A/CG/1200/2021	Jagat Narayan Kishuwaha	CG/2725/1996	Wadrafnagar
23	Chhattisgarh	A/CG/1201/2021	Harihar Prasad Yadav	CG/528/1985	Wadrafnagar
24	Chhattisgarh	A/CG/1202/2021	Sanjay Gupta	CG/0661/2001	Balrampur
25	Chhattisgarh	A/CG/1203/2021	Deepak Prasad Gupta	CG/196/2011	Balrampur
26	Chhattisgarh	A/CG/1204/2021	Pradeep Sharma	CG/435/2017	Bemetara
27	Chhattisgarh	A/CG/1205/2021	Rahul Sahu	CG/357/2017	Bemetara
28	Chhattisgarh	A/CG/1206/2021	Ravi Kumar Pandey	CG-1099-2001	Bilaspur

29	Chhattisgarh	A/CG/1207/2021	Vijay Swarnkar	CG-1813-2001	Bilaspur
30	Chhattisgarh	A/CG/1208/2021	Ritesh Kumar Gupta	CG-571-2007	Pendraroad
31	Chhattisgarh	A/CG/1209/2021	Ompakash Soni	CG-668-2018	Pendraroad
32	Chhattisgarh	A/CG/1210/2021	Ajay Pal Sonkar	CG-448-2013	Takhatpur
33	Chhattisgarh	A/CG/1211/2021	Girish Kumar Kashyap	CG-589-2008	Takhatpur
34	Chhattisgarh	A/CG/1212/2021	Harish Lal	CG-998-1995	Kota
35	Chhattisgarh	A/CG/1213/2021	Akrosh Tiwari	CG-2746-1998	Kota
36	Chhattisgarh	A/CG/1214/2021	R.B. Sahu	CG-319-2003	Bilha
37	Chhattisgarh	A/CG/1215/2021	Indal Verma	CG-755-2010	Bilha
38	Chhattisgarh	A/CG/1216/2021	Radheshyam Mishra	CG-184-2010	Marwahi
39	Chhattisgarh	A/CG/1217/2021	Gendral Kenwat	CG-156-2009	Marwahi
40	Chhattisgarh	A/CG/1218/2021	Kshitij Dubey	CG/1165/2003	District Bar Association Dantewada
41	Chhattisgarh	A/CG/1219/2021	Ashok Kumar Mishra	CG/2479/1997	District Bar Association Dantewada
42	Chhattisgarh	A/CG/1220/2021	Ravi Manohar Date	CG/344/1981/ADV	District Bar Association Dhamtari
43	Chhattisgarh	A/CG/1221/2021	Neeraj Dhar Tiwari	CG/1273/1994/ADV	District Bar Association Dhamtari
44	Chhattisgarh	A/CG/1222/2021	Jaiprakash Sahu	CG/939/2001/ADV	Tahsil Bar Association Kurud
45	Chhattisgarh	A/CG/1223/2021	Jagesh Solanke	CG/794/2003/ADV	Tahsil Bar Association Nagari
46	Chhattisgarh	A/CG/1224/2021	Abhishek Jain	CG/287/2015/ADV	Tahsil Bar Association Nagari
47	Chhattisgarh	A/CG/1225/2021	Kamlesh Kumar Sahu	CG-0497-2007	Taluka Bar Association Patan
48	Chhattisgarh	A/CG/1226/2021	Ajay Shrivastava	CG-838-2003-ADV	Jagdarpur
49	Chhattisgarh	A/CG/1227/2021	Krishna Kumar Soni	CG-367-2004-ADV	Jagdarpur
50	Chhattisgarh	A/CG/1228/2021	Narshingh Kumar Jaiswal	CG/627/2009/	Taluka Bar Association Malkharoda
51	Chhattisgarh	A/CG/1229/2021	Purushottam Sahu	CG/883/03	Taluka Bar Association Malkharoda
52	Chhattisgarh	A/CG/1230/2021	Kamlesh Kumar Sahu	CG/1298/2010	District Bar Association Janjgir (Akalara)
53	Chhattisgarh	A/CG/1231/2021	Uday Varma	CG3191/1996/	Taluka Bar Association Sakti
54	Chhattisgarh	A/CG/1232/2021	Dharmendra Prasad Sone	CG1624/2000/	Taluka Bar Association Sakti
55	Chhattisgarh	A/CG/1233/2021	Dhananjay Kumar Kahara	CG/248/2005/	Taluka Bar Association Dabhara
56	Chhattisgarh	A/CG/1234/2021	Anil Kumar Kashyap	CG/430/2008/	Taluka Bar Association Nawagarh
57	Chhattisgarh	A/CG/1235/2021	Sandip Kumar Dewangan		Taluka Bar Association Pamgarh
58	Chhattisgarh	A/CG/1236/2021	Ashok Kumar Mirre		Taluka Bar Association Pamgarh
59	Chhattisgarh	A/CG/1237/2021	Umesh Kumar Gupta	CG/3044/1999 23/10/99	Taluka Bar Association Champa

60	Chhattisgarh	A/CG/1238/2021	Laksheshwar Prasad Kewat	CG/1148/2010	Taluka Bar Association Champa
61	Chhattisgarh	A/CG/1239/2021	Indrajeet Rathore	CG/350/2015	District Bar Association Janjgir
62	Chhattisgarh	A/CG/1240/2021	Vishal Tiwari	CG/5055/2000	District Bar Association Janjgir
63	Chhattisgarh	A/CG/1241/2021	Gauri Lal Ratre	CG/206/2010	Taluka Bar Association Jaijaipur
64	Chhattisgarh	A/CG/1242/2021	Mansay Tandan	CG/417/2013	Taluka Bar Association Jaijaipur
65	Chhattisgarh	A/CG/1243/2021	Sandeep Kumar Pathak	CG-487-2003-	District Bar Association Jashpur
66	Chhattisgarh	A/CG/1244/2021	Satendra Jolhe	CG-382-2015-	District Bar Association Jashpur
67	Chhattisgarh	A/CG/1245/2021	Mohammed Firoj Uddin	CG-197-2001-ADV	KUNKURI Taluka Bar associations
68	Chhattisgarh	A/CG/1246/2021	Gulshan Singh	CG-362-2012-ADV	KUNKURI Taluka Bar associations
69	Chhattisgarh	A/CG/1247/2021	Mohan Ram Yadav	CG-725-2005-ADV	Pathalgaon. Bar Association Jashpur
70	Chhattisgarh	A/CG/1248/2021	Rajesh Kumar Patel	CG-7C-2009-ADV	Pathalgaon. Bar Association Jashpur
71	Chhattisgarh	A/CG/1249/2021	Ravindra Kumar Gupta	CG/23/2012-ADV	Bagicha, Taluka Bar Association Dist-Jashpur
72	Chhattisgarh	A/CG/1250/2021	Rupesh Jain	CG/210/2015-ADV	Bagicha, Taluka Bar Association Dist-Jashpur
73	Chhattisgarh	A/CG/1251/2021	Abhishek Jain	CG/333/2012/ADV	District Association Kanker
74	Chhattisgarh	A/CG/1252/2021	Dinesh Kumar Yadav	CG/367/2015/ADV	District Association Kanker
75	Chhattisgarh	A/CG/1253/2021	Rajesh Tiwari	CG-969/ADV/2000	Bar Association Bhanupratappur District- U.B. Kanker
76	Chhattisgarh	A/CG/1254/2021	Rajesh Nair	CG-784/ADV/2005	Taluka Bar Association Kanker
77	Chhattisgarh	A/CG/1255/2021	Atit Parihar	31	District Advocate Bar Association Kawardha
78	Chhattisgarh	A/CG/1256/2021	Chandra Bhusan Rajput	113	District Advocate Bar Association Kawardha
79	Chhattisgarh	A/CG/1257/2021	Nishant Dutta	CG/464/2011	District Bar Association Kondagaon
80	Chhattisgarh	A/CG/1258/2021	Gorav Jain	CG/661/2006	District Bar Association Kondagaon
81	Chhattisgarh	A/CG/1259/2021	Dinesh Dhruw	CG/499/2008	District Bar Association Kondagaon
82	Chhattisgarh	A/CG/1260/2021	Durgesh Joshi	CG/138/2002	District Bar Association Kondagaon
83	Chhattisgarh	A/CG/1261/2021	J.S. Rathore	CG/85/1991	District Bar Association Narayanpur
84	Chhattisgarh	A/CG/1262/2021	Jitendra Shukla	CG/217/2004	District Bar Association Narayanpur
85	Chhattisgarh	A/CG/1263/2021	Ravi Kumar Shukla	699/2009	Korba
86	Chhattisgarh	A/CG/1264/2021	Amit Kumar Sahu	10/2017	Korba
87	Chhattisgarh	A/CG/1265/2021	Girwar Sahu	385/2002	Kartala
88	Chhattisgarh	A/CG/1266/2021	Rajendra Dubey	398/2008	Kartala
89	Chhattisgarh	A/CG/1267/2021	Santosh Das Manikpuri	476/2008	Pali
90	Chhattisgarh	A/CG/1268/2021	Upawan Khairwar	253/2011	Pali

91	Chhattisgarh	A/CG/1269/2021	Ravi Ahuja	150/2015	Katghora
92	Chhattisgarh	A/CG/1270/2021	Shobha Ram Kariyare	785/2010	Katghora
93	Chhattisgarh	A/CG/1271/2021	Anurag Sharma	676/2019	District Bar Association Mahasamund
94	Chhattisgarh	A/CG/1272/2021	Rishi Kumar Sharma	641/2001	District Bar Association Mahasamund
95	Chhattisgarh	A/CG/1273/2021	Girish Shrivastav	328/2005	District Bar Association Mahasamund
96	Chhattisgarh	A/CG/1274/2021	Rajendra Kumar Das	04/2000	Bar Association Saraipali
97	Chhattisgarh	A/CG/1275/2021	Bhupendra Kumar Bhol	883/2006	Bar Association Saraipali
98	Chhattisgarh	A/CG/1276/2021	Raju Dewangan	241/2007	Bar Association Pithora
99	Chhattisgarh	A/CG/1277/2021	Nareshwar Patel Sailani	852/1996	Bar Association Pithora
100	Chhattisgarh	A/CG/1278/2021	Vijaydhvaj Jagdalla	1176/2006	Bar Association Basna
101	Chhattisgarh	A/CG/1279/2021	Rajkumar Chauhan	1033/2003	Bar Association Basna
102	Chhattisgarh	A/CG/1280/2021	Ajay Kumar Kashiya	cg/766/2005	District bar Association mungeli
103	Chhattisgarh	A/CG/1281/2021	Rajnikant Singh Thakur	cg/332/2009	District bar Association mungeli
104	Chhattisgarh	A/CG/1282/2021	Sanjay Tripathi	cg/2244/1999	Taluka Bar Association Lormi dist Mungeli
105	Chhattisgarh	A/CG/1283/2021	Phool Singh Yadav	CG/4142/2000	District Bar Association Raigarh
106	Chhattisgarh	A/CG/1284/2021	Kalika Dutt Pandey	CG/870/2002	District Bar Association Raigarh
107	Chhattisgarh	A/CG/1285/2021	Chudamani Behra	SBC/CG/221/2014	Tehsil Gharghoda Bar Association, District Raigarh
108	Chhattisgarh	A/CG/1286/2021	Devendra Kumar Panda	293/1989	Tehsil Gharghoda Bar Association, District Raigarh
109	Chhattisgarh	A/CG/1287/2021	Vivekanand Shukla	CG/548/2011	Tehsil Dharamjaigarh Bar Association, District Raigarh
110	Chhattisgarh	A/CG/1288/2021	Ashish Kumar Mishra	CG/90/2006	Tehsil Sarangarh Bar Association, District Raigarh
111	Chhattisgarh	A/CG/1289/2021	Ramkhilawan Jaiswal	CG/288/2004	Tehsil Kharsiya Bar Association, District Raigarh
112	Chhattisgarh	A/CG/1290/2021	Rakesh Puri	CG-1887-1998	RAIPUR
113	Chhattisgarh	A/CG/1291/2021	Dinesh Kumar Dewangan	CG-2913-1998	RAIPUR
114	Chhattisgarh	A/CG/1292/2021	S.K.Tiwari	CG-0585-1997	TILDA
115	Chhattisgarh	A/CG/1293/2021	Ram Wadhwa Tilda	CG-2180-1998	TILDA
116	Chhattisgarh	A/CG/1294/2021	Anushashan-Sahu Rajim	CG--739-2001	RAJIM
117	Chhattisgarh	A/CG/1295/2021	Ramnarayan Sahu	CG-0910-2008	RAJIM
118	Chhattisgarh	A/CG/1296/2021	Rakesh Chaulhan	CG-0191-2009	GARIYABAND
119	Chhattisgarh	A/CG/1297/2021	Mukesh Mishra	CG-0606-1998	GARIYABAND
120	Chhattisgarh	A/CG/1298/2021	Praveen Mall	CG-3303-1998	Rajnandgaon
121	Chhattisgarh	A/CG/1299/2021	Harsh Rai	CG-0112-2019	Rajnandgaon

122	Chhattisgarh	A/CG/1300/2021	Vivek Mahobia	CG-725-2008	Dongargah
123	Chhattisgarh	A/CG/1301/2021	Millind Verma	CG-48-2014	Dongargah
124	Chhattisgarh	A/CG/1302/2021	Niraj Jha	CG-672-2002	Khairagrh
125	Chhattisgarh	A/CG/1303/2021	Sandeep Das	CG-326-2010	Khairagrh
126	Chhattisgarh	A/CG/1304/2021	Gajendra Thakre	CG-3447-1999	Chhulkhadan
127	Chhattisgarh	A/CG/1305/2021	Saurabh Shrivastava	CG-158-2012	Chhulkhadan
128	Chhattisgarh	A/CG/1306/2021	Kamal Tekam	CG-2826-1999	Ambagarh Chowki
129	Chhattisgarh	A/CG/1307/2021	Imroj Kuresi	CG-14-2009	Ambagarh Chowki
130	Chhattisgarh	A/CG/1308/2021	Sushma Yadav	CG 247/2017/adv	Bar Association Surajpur
131	Chhattisgarh	A/CG/1309/2021	Puneeta Dewangan	CG 258/2017/adv	Bar Association Surajpur
132	Chhattisgarh	A/CG/1310/2021	Navin Kumar Navik	CG 340/2018/adv	Bar Association Pratappur
133	Chhattisgarh	A/CG/1311/2021	Rajan Giri	CG 1141/2005/adv	Bar Association Pratappur



11.ECT_12_2022- Computer Skill enhancement Programme- Level I & II

Description of Programme:-	Computer Skill enhancement Programme- Level I & II
Training Code :	ECT_12_2022
Target Group :-	Advocate/ Advocate Clerk
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 Judge of the district concerned
Hands on Training:-	As far as possible, yes
Resource persons (Suggestive) :	Advocate Master trainers of the same and neighbouring district

Colour Coding:

National Topics

State-Specific topics

Optional Topics

Day 1		
Session No. 1	Time: (minutes) 20	Tentative time table: 10.00 a.m. – 10.20 a.m.
Main Topic	• Sub Topics	
Orientation	• Introduction of trainers • Focus of training • Change Management ◦ Concept and need for change management ◦ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. ◦ Change management through training • Need for continuous training and sensitisation of stakeholders	



	• Training methodology • Role of advocates in the e initiatives ◦ Advocate as a game changer • Role of Advocate clerk in the advancement of ICT in Judicial System	
Session No.2	Time: (minutes) 20	Tentative time table: 10.20 a.m. - 10.40 a.m.
Introduction to ecommittee and ecourts project	• Brief history of ICT in judiciary • National e-governance Programme (NeGP) • Ecommittee ◦ Constitution ◦ Hierarchy • E-courts project ◦ Aim of ecourts ◦ Phases of ecourts project-Phase I, II & III ◦ Thrust of phase II & III ◦ eCourts project getting Digital India Award 2020 ◦ Stakeholders of ecourts project • Ecourts services available to advocate	
Session No.3	Time: (minutes) 20	Tentative time table: 10.40 a.m. - 11.00 a.m.
Importance of document scanning	• Different types of Scanners- ◦ Hardware ◦ Mobile Apps ■ Free ■ Paid • Making Accessible PDFs ◦ Scanning to PDF & JPEG-difference ◦ Scanning and combining documents ◦ Ensuring legibility and visibility of the scanned documents ◦ Optimum size of scanned document and managing size of document • Uploading documents	
Session No.3	Time: (minutes) 20	Tentative time table: 10.40 a.m. - 11.00 a.m.
Importance of document scanning	• Different types of Scanners- ◦ Hardware ◦ Mobile Apps ■ Free ■ Paid • Making Accessible PDFs ◦ Scanning to PDF & JPEG-difference ◦ Scanning and combining documents ◦ Ensuring legibility and visibility of the scanned documents ◦ Optimum size of scanned document and managing size of document • Uploading documents	



Session No.4	Time: (minutes) 20	Tentative time table: 11.00 a.m. - 11.15 a.m.
E-filing Introduction	• E-filing Versions • Importance of e-filing • Advantages of e-filing cases • e-filing website ◦ How to access ◦ Features of the website • Data consumption of e-filing to CIS	
Break		
Session No.5	Time: (minutes) 35	Tentative time table: 11.25 p.m. - 12.00 p.m.
Features of e-filing portal-State-Specific	• Advocate profile • Dashboard • Partner management • Case filing • Vakalat • Pleadings • E Payment • Applications • Portfolio • Clerk module	
Session No.6	Time: (minutes) 35	Tentative time table: 12.00 p.m. - 12.35 p.m.
E-filing Registration & Case filing-State-Specific	• Registration of advocates on e-filing portal • Registration process of others in e-filing portal • Steps to file a case • Uploading pleadings in an existing case • Case management • Partner and client management	
Session No.7	Time: (minutes) 10	Tentative time table: 12.35 p.m. - 12.45 p.m.
E-filing assistance-State-Specific	• Helpdesks for e-filing • E-Sewa Kendras & facilities available therein • Kiosks • E-filing videos and manual	
Session No.8	Time: (minutes) 20	Tentative time table: 12.45 p.m. - 01.05 p.m.
E-filing Rules	• Overview of State Specific e-filing rules, for eg: Electronic Filing Rules for Courts (Kerala) 2021	
Session No.9	Time: (minutes) 20	Tentative time table: 01.05 p.m. - 01.25 p.m.
Video Conferencing	• Advantages of Video Conferencing • Hybrid Hearings • VC Hardware & software-Basic requirements	



	• VC Connectivity-Basic requirements • Video Conferencing	
	• Salient features of State-Specific VC software such as peoplelink, Webex etc. • Salient features of State-Specific VC Rules	
Session No.10	Time: (minutes):35	Tentative time table: 01.25 p.m. - 01.45 p.m.
Other Electronic case management services & tools for advocates	• Outline of Citizen centric services provided under eCourts Project. • Brief outline of e-Courts Management tools for advocates ◦ eCourts Services Mobile Application. ■ Obtaining case related information ◦ KIOSK Services ■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK • New eservices introduced on a nationwide basis till the date of the training	
Session No.11	Time: (minutes):30	Tentative time table: 04.35 p.m. - 04.45 p.m.
Digitisation of Court records	• Importance of digitisation • Digitization workflow, management & usage. • Different types of records • Meta data • Digitisation SOP	
Optional topics	• Introduction to computers ◦ Operating systems ■ MS Windows 7/8/10/11 • Introduction to MS Windows ◦ Components of Windows ◦ Ubuntu-Linux-A brief overview ◦ Advantages of Open Source over proprietary software ◦ Working with Operating Systems ■ Desktop & Taskbar ■ System Date & Time ■ File Management File Extensions ◦ PDF & Rolders ◦ Creating PDF for e-Filing ◦ Connecting Scanner/Printer • Word Processing Software ◦ Microsoft Office, LibreOffice, OpenOffice ■ MS Word, LibreOffice & OpenOffice Writer - An Overview ■ Common Commands ◦ Starting Microsoft Word ◦ Find and replacing text ■ Use of spell checker ■ Header/ Footer ■ Inserting Date, Time, Footnote, Head Note etc. ■ Working with Columns	



	■ Bullets/ Numbering ■ Change Case ■ Tables ■ Page Numbering ■ Viewing/Printing documents ● Browser ○ Google Chrome, Mozilla Firefox ○ Toolbar ○ Hyperlinks ○ Problems loading a page ○ Working with Search Engines ○ Printing webpage ● e-Mail: An Overview ○ Creating email account ○ Short Messaging System ○ Downloading & Uploading files ● New eservices introduced in the state as periphery development or otherwise till the date of the training	
Session No.12	Time: (minutes): 15	Tentative time table: 01.45 p.m. - 02.00 p.m.
Discussion & doubts		