

**CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR**  
**MEMO**

No. 477.../CSJA/Computer/2023

Bilaspur, dated 16-5:2023

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 Computer Skill Enhancement Programme for the Ministerial Staff of all the District Courts (Total Program 23) as per **Annexure-B** of Academic Calendar at all the District Headquarters.

**Ref.:** Academic Calendar for the year 2023-24.

Sir/Madam,

On the subject and reference cited above, as directed, it is requested that necessary arrangements may be made to organize Computer Skill Enhancement Programme for the Ministerial Staff of all the District Courts (Total Program 23) as per **Annexure-B** of Academic Calendar at the District Headquarters.

You are also requested to nominate the participants.

The Resource Persons are to be arranged by the District & Sessions Judge .  
The subjects/topics to be covered are annexed herewith.

Breakfast, tea-biscuits, lunch, evening snacks and 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:

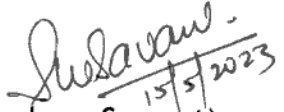
“(i)	Breakfast	-	Rs. 94/- per head;
(ii)	Tea-biscuits at noon	-	Rs. 15/- per head;
(iii)	Lunch	-	Rs. 280/- per head;
(iv)	Evening Snacks	-	Rs. 35/- per head;
(v)	Mineral water	-	Rs. 40/-(2 litres) per head.”

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.

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.: Annexure- B of Academic Calendar as well as copy of training program and the subject/topics.**

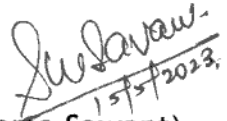
  
(Sushma Sawant)  
Director

Endt. No. 478.../CSJA/Computer/2023

Bilaspur, dated 16-5-2023

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

## **CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR**

**Proposed dates for One Day Training Programme on CIS cum Ubuntu Linux  
Operating System for Court Employees of  
Subordinate Judiciary of Chhattisgarh for the Year 2023-2024**

Sl. No.	Date of District	Date of Training	Approx. No. of participants
1.	Balod	1. 17/06/2023 2. 18/06/2023	Ideal number of participants for one day training – Not more than 40
2.	Balodabazar	1. 17/06/2023 2. 18/06/2023	Ideal number of participants for one day training – Not more than 40
3.	Bastar	1.17/06/2023 2.18/06/2023	Ideal number of participants for one day training – Not more than 40
4.	Bemetara	1.17/06/2023	Ideal number of participants for one day training – Not more than 40
5.	Bilaspur	1.17/06/2023 2.18/06/2023 3. 08/07/2023 4. 09/07/2023	Ideal number of participants for one day training – Not more than 40
6.	Dantewada	1.17/06/2023 2.18/06/2023	Ideal number of participants for one day training – Not more than 40
7.	Dhamtari	1.17/06/2023 2.18/06/2023	Ideal number of participants for one day training – Not more than 40
8.	Durg	1.17/06/2023 2.18/06/2023 3. 08/07/2023 4. 09/07/2023	Ideal number of participants for one day training – Not more than 40
9.	Janjgir-Champa	1.17/06/2023 2.18/06/2023 3. 08/07/2023	Ideal number of participants for one day training – Not more than 40
10.	Jashpur	1.17/06/2023 2.18/06/2023	Ideal number of participants for one day training – Not more than 40
11.	Kanker	1.17/06/2023 2.18/06/2023	Ideal number of participants for one day training – Not more than 40
12.	Kawardha	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40
13.	Kondagaon	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40
14.	Korba	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40

15.	Korea	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40
16.	Mahasamund	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40
17.	Mungeli	1. 08/07/2023 2. 09/07/2023	Ideal number of participants for one day training – Not more than 40
18.	Raigarh	1. 17/06/2023 2. 18/06/2023 3. 08/07/2023	Ideal number of participants for one day training – Not more than 40
19.	Raipur	1. 17/06/2023 2. 18/06/2023 3. 08/07/2023 4. 09/07/2023	Ideal number of participants for one day training – Not more than 40
20.	Rajnandgaon	1. 17/06/2023 2. 18/06/2023 3. 08/07/2023	Ideal number of participants for one day training – Not more than 40
21.	Surajpur	1. 17/06/2023 2. 18/06/2023	Ideal number of participants for one day training – Not more than 40
22.	Surguja	1. 17/06/2023 2. 18/06/2023 3. 08/07/2023	Ideal number of participants for one day training – Not more than 40
23.	Balrampur	1. 17/06/2023 2. 18/06/2023	Ideal number of participants for one day training – Not more than 40


# **CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR**

## **Training on Ubuntu Linux Operating System cum CIS to the Judicial Officers of Chhattisgarh State for the Year 2023-24**

**Note-** For the Phase-I & Phase-II Computer Skill Enhancement Programme for the Ministerial Staff of the District Court the Technical Persons will cover the given topics as Resource Person.

Sessions No.	Subject/ Topic
1.	<ul style="list-style-type: none"><li>➤ Inauguration &amp; Introduction of Master Trainers</li><li>➤ Need for continuous training and sensitisation of stakeholders.</li><li>➤ Process re-engineering</li><li>➤ Advanced Concepts of Ubuntu and its Features.</li><li>➤ LibreOffice and Making of PDF with accessibility.</li><li>➤ PDF Document PDF &amp; PDF/A nad Accessibility Check</li><li>➤ Unicode (adding Unicode fonts)</li><li>➤ OCR &amp; ICR</li><li>➤ Importance of Digitization, Metadata, SOP of eCommittee, Stage and activity of digitization- Pre-scanning, scanning, Post-scanning.</li><li>➤ Email+Kavach</li><li>➤ Making accessible pdf</li><li>➤ use of digital signature</li><li>➤ difference between intranet/ internet/ inchet</li><li>➤ use of VPN certificate for data replication</li><li>➤ Overview of eFiling, ePay, Virtual Court and Nstep</li><li>➤ Precaution in using Laptop &amp; iPad.</li></ul>
2.	<p><b>Case Information System (CIS Software) Part-I</b></p> <ul style="list-style-type: none"><li>➤ Overview of Case Information System (CIS Software)</li><li>➤ The difference amongst CNR, Filing No. &amp; Registration No.</li><li>➤ Master and Admin menu, also taken on Board, Recall &amp; Restore.</li><li>➤ Difference between FORA &amp; FAOR</li><li>➤ Dashboard</li><li>➤ Qmenu, Calendar, Peshi Register</li><li>➤ Today's Cases (Civil, Criminal and Total)</li><li>➤ Un-dated Cases (Civil, Criminal and Total)</li><li>➤ My Disposal this Month (Civil, Criminal and Total)</li><li>➤ My pending Cases (Civil, Criminal and Total)</li><li>➤ Case Type Wise Top Pending Cases.</li><li>➤ Pendency Chart</li><li>➤ Search Bar</li><li>➤ Admin Menu</li><li>➤ Taken on Board</li></ul>

	<ul style="list-style-type: none"> <li>➤ Urgent Case</li> <li>➤ Proceeding Modification</li> <li>➤ Litigants Modification, LR's entry, Advocate Modification</li> <li>➤ Modify Next Date &amp; Purpose</li> <li>➤ Case Proceeding and exhibit entry.</li> <li>➤ Filing Proceedings</li> <li>➤ Daily Proceedings</li> <li>➤ Victim entry and Under-Trial entry.</li> <li>➤ IA filing and Proceedings</li> <li>➤ Use of Appeal Filing Module.</li> <li>➤ Order and Judgment uploading</li> </ul>
	<b>Lunch Break</b>
4.	<p><b>Case Information System (CIS Software) Part-2</b></p> <ul style="list-style-type: none"> <li>➤ Civil-Criminal Process (NSTEP)</li> <li>➤ Work Done Sheet</li> <li>➤ B Diary</li> <li>➤ Undertrial information</li> <li>➤ Delay Management</li> <li>➤ Proceedings Correction</li> <li>➤ Litigant Updation</li> <li>➤ Mediation &amp; Lok Adalat</li> <li>➤ Query Builder</li> <li>➤ DJPMC</li> <li>➤ ICJS/ Pretrial</li> <li>➤ Faster System (SC &amp; HC)</li> <li>➤ eSewa Kendra / eFiling Help Desk</li> <li>➤ Digitally Accessible legal ecosystem.</li> <li>➤ Video Conferencing and Rule of VC</li> <li>➤ Live Streaming and Rule of Live Streaming</li> </ul>
5.	<p><b>Electronic Case Management Tools &amp; eCourts-related Websites</b></p> <ul style="list-style-type: none"> <li>➤ eCourts service mobile app &amp; JustIS app</li> <li>➤ e-Committee website (<a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li> <li>➤ NJDG(<a href="http://njdg.ecourts.gov.in/njdg_intra/login.pnp?msg=">http://njdg.ecourts.gov.in/njdg_intra/login.pnp?msg=</a> )</li> <li>➤ eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia v6/">https://services.ecourts.gov.in/ecourtindia v6/</a> )</li> <li>➤ Free text judgment search of various High Courts &amp; eSCR (<a href="https://judgments.ecourts.gov.in/">https://judgments.ecourts.gov.in/</a> )</li> <li>➤ Scope of AI, Block Chain in Indian and District Judiciary</li> <li>➤ <b>Interaction &amp; Feedback</b></li> </ul>

  
 Garima Sharma  
 (Additional Director)  
 CSJA