

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No. 1336./CSJA/Computer/2024

Bilaspur, dated 7.12.2024

To,

The Principal District & Sessions Judge,  
Rajnandgaon/Surajpur.

**Sub.:** Regarding organization of Computer Skill Enhancement Program for Ministerial Staff of District Courts and Advocates of District & Taluka Courts for the District Rajnandgaon and Surajpur at the District Headquarter on the dates fixed as per their availability in the month of February, 2025.

**Ref.:** Academic Calendar for the year 2024-25.

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On the subject and reference cited above, as per the Academic Calendar for the year 2024-25, it is to inform you that a Computer Skill Enhancement Program for Ministerial Staff of District Courts and Advocates of District & Taluka Courts for the District Rajnandgaon and Surajpur at the District Headquarter is scheduled in the month of February, 2025.

It is, therefore, requested to you to make necessary arrangements for organization of above said Training Program at the District Headquarter on the date fixed as per your availability in the month of February, 2025.

It is further requested to you to nominate the participants and also to arrange the Resource Persons for addressing the participants in the Training Program on the given topics annexed herewith. They shall wear decent attire during Training Program.

Breakfast, tea, 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. 140/- per head;
(ii) Tea-biscuits at noon	-	Rs. 20/- per head;
(iii) Lunch	-	Rs. 360/- per head;
(iv) Evening Snacks	-	Rs. 40/- per head;
(v) Mineral water	-	Rs. 40/-(2 litres) per head."

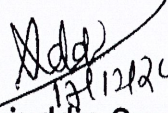


You are requested to depute 2 Technical Persons and 3 Class IV staff to assist and provide help. They shall also be given food as per the approved rates of the Academy.

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.: The subject/topics.**

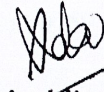
  
(Sirajuddin Qureshi)  
DIRECTOR, CSJA

Endt. No. 1337./CSJA/Computer/2024

Bilaspur, dated 17/12.2024

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.

  
(Sirajuddin Qureshi)  
DIRECTOR, CSJA



**Syllabus for Computer Skill Enhancement Program Level I & II**  
**(ECT 12 2024)**  
**for Advocate and Court Staff**

Session No.	Topics
1	<p>Ubuntu Desktop Environment Tips</p> <p>Advanced Applications/Features of Ubuntu-Linux</p> <p>Data Recovery in Ubuntu-Linux</p> <p>File/Storage Devices Management</p> <p>Unicode (adding unicode fonts and hindi typing )</p> <p>Making accessible pdf</p> <p>Digital Signature (Concept, methodology &amp; Importance)</p> <p>How to digitally sign a PDF file in Ubuntu-Linux</p> <p>Wi-fi printer installation</p> <p>Different Web-Browsers Tips &amp; Techniques (Firefox/Chrome/Edge/Brave)</p> <p>NJDG( <a href="https://njdg.ecourts.gov.in/njdg_intra/login.php?msg=">https://njdg.ecourts.gov.in/njdg_intra/login.php?msg=</a> )</p> <p>e-Courts services mobile app</p> <p>email+Kavach</p> <p>Difference between intranet/internet/nicnet</p>
2	<p>Overview of CIS 3.2 &amp; Periphery</p> <p>Difference between FORA &amp; FAOR and Master &amp; Admin</p> <p>Difference amongst CNR, Filing No. &amp; Registration No. also Taken on Board, Recall &amp; Restore.</p> <p>Admin (Proceeding modification, Transfer of case)</p> <p>Case proceeding (Daily proceeding, Order/Judgement upload, B Diary)</p> <p>Query Builder DJPMC</p> <p>ADR Corner</p>



	Case Type Wise Top Pending Cases.
	Pendency Chart
	Search Bar
	Local masters
	Filing of Case Appeal filing
	Proceeding Correction (including unregistered cases)
	Objections and Scrutiny
	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
	eFiling/ePay/Virtual Court
	Faster



**Syllabus for Hands on cluster Computer Training Programme of Court Staff for capacity building**

Session No.	Topics
1	<p>Ubuntu Desktop Environment Tips</p> <p>Advanced Applications/Features of Ubuntu-Linux</p> <p>Data Recovery in Ubuntu-Linux</p> <p>File/Storage Devices Management</p> <p>Unicode (adding unicode fonts and hindi typing )</p> <p>Making accessible pdf</p> <p>Digital Signature (Concept, methodology &amp; importance)</p> <p>How to digitally sign a PDF file in Ubuntu-Linux</p> <p>Wi-fi printer installation</p> <p>Different Web-Browsers Tips &amp; Techniques (Firefox/Chrome/Edge/Brave)</p> <p>NJDG( <a href="https://njdg.ecourts.gov.in/njdg_intra/login.php?msg=">https://njdg.ecourts.gov.in/njdg_intra/login.php?msg=</a> )</p> <p>e-Courts services mobile app</p> <p>email+Kavach</p> <p>Difference between intranet/internet/nicnet</p>
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