

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No..1050/CSJA/ECT Programs/2025

Bilaspur, dated 2 .09.2025

To,

The Principal 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 One Day Refresher Program for Court Staffs at District Headquarter (ECT_9_2025) by clubbing it with One Day Refresher Program for Court Staffs and N-step Training (ECT_8_2025) through **Online mode** in the month of September, 2025 on a date to be fixed by the Principal District & Sessions Judges as per their availability.

xxxx

xxxx

On the subject and reference cited above, as per e-Courts Capacity Building Phase III Calendar of Chhattisgarh State Judicial Academy for the Academic Year 2025-26, it is to inform you that (1) One Day Refresher Program for Court Staffs and N-step Training (ECT_8_2025) & (2) One Day Refresher Program for Court Staffs at District Headquarter (ECT_9_2025) are to be organized on a date to be fixed by the Principal District & Sessions Judges in the Month of September, 2025 at their District Headquarters.

It is submitted that both the ECT Programmes are clubbed with each other and will be organized through **Online Mode**. Digital Platform/link to join the Online Training will be shared by the CSJA through System Officers of all the districts.

Total 30 Court Staffs posted at District Headquarter are to participate in the Programmes. Hence, a request is made to you to nominate 30 Administrative Head, Court staff, Nazarat and Process Servers of your District to participate in the Programmes on a date to be fixed by you in the month of September, 2025 as per your availability. You shall nominate same 30 Administrative Head, Court staff, Nazarat

and Process Servers of your District for the above programmes. They shall attend the Online Training Programmes from their District Court Premises. They shall wear decent attire during Training Programmes.

It is, therefore, requested to you to make necessary arrangements for organization of above said Training Programs at the District Headquarter in the month of September, 2025.

Breakfast, tea, lunch, evening snacks and mineral 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. 125/- per head;
(ii) Classroom Tea	-	Rs. 30/- per head;
(iii) Lunch	-	Rs. 285/- per head;
(iv) Evening Tea with Snacks	-	Rs. 45/- per head
(including 2 litres Mineral water 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.

It is also pertinent to mention here that bags, pens, writing pad and pen drive for reading material amounting to Rs. 35,850/- for each District (In total Rs. 8,24,550/- for 23 districts) would be required to be purchased. The details of approximate rate of articles are as under:

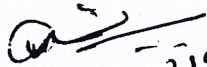
1. Bags	-	Upto Rs.600/-per head.
2. Pens	-	Upto Rs.50/- per head.
3. Writing Pad	-	Upto Rs.45/- per head.
4. Pen drive for reading material	-	Upto Rs.500/- per head.

A request is also made to you to purchase the articles under C.G. Store Purchase Rules, 2022 and distribute them to the participants. You shall submit bills of actual number of articles which were provided to the participants who were present during Training Programmes and the vendor details to the office of CSJA, Bilaspur after completion of training programmes.

The expenditure incurred in organizing the said Training Programmes will be borne by the Academy.

Please send the detailed compliance report with attendance sheet and expenditure incurred immediately after completion of the Programmes along with vouchers to the Academy at the earliest.

Encl.: The subject/topics along with list of Resource Persons.

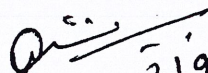

21/9/25
(Nidhi Sharma Tiwari)
DIRECTOR, CSJA

Endt. No. 1051/CSJA/ECT Programs/2025

Bilaspur, dated 2.09.2025

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.


21/9/25
(Nidhi Sharma Tiwari)
DIRECTOR, CSJA

List of the Resource Persons and the Topics

S. No.	Topics
1.	Virtual Court - Traffic and Transport
2.	eSummons, NSTEP
3.	eShakshya
4.	CIS 4.0
5.	NJDG
6.	eCourt Services
7.	eFiling
8.	Video Conferencing and Hybrid Hearings
9.	FASTER
S. No.	Proposed Resource Persons:
1.	Shri Naresh Kumar Choudhary, AR (IT)
2.	Shri Prince Kashyap, Software Engineer
3.	Shri Siddharth Tiwari, Assistant Programmer
4.	Shri Asif Khan, Assistant Grade I
5.	Shri Govinda Singh Ratre, Assistant Programmer