

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No. 972...../CSJA/ECT Programs/2025

Bilaspur, dated 07.08.2025

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 (1) ECT_4_2025 Advocate/ Advocate Clerk e-Court Program at District Headquarter (One Day), (2) ECT_7_2025 of Advocate/ Advocate Clerk e-Courts Program at Taluka/ Village (One Day) and (3) ECT_12_2025 Computer Skill Enhancement Program Level I & II of Advocate/ Advocate Clerk at District Headquarter (Two Days) on a date to be fixed by the Principal District & Sessions Judges in the Month of August, 2025 at their District Headquarters.

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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) ECT_4_2025 Advocate/ Advocate Clerk e-Court Program at District Headquarter (One Day), (2) ECT_7_2025 of Advocate/ Advocate Clerk e-Courts Program at Taluka/ Village (One Day) and (3) ECT_12_2025 Computer Skill Enhancement Program Level I & II of Advocate/ Advocate Clerk at District Headquarter (Two Days) are to be organized on a date to be fixed by the Principal District & Sessions Judges in the Month of August, 2025 at their District Headquarters.

Approximately 30 Advocate/ Advocate Clerks of District/Taluka/Village Courts are to participate in each Program. Hence, a request is made to you to nominate 30 Advocate/ Advocate Clerks of their Districts/Taluka/Village to participate in each ECT Programme on a date to be fixed by you in the Month of August, 2025. You shall nominate same 30 Advocate/ Advocate Clerks for the above three programs.

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 August, 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 Programs on the given topics annexed herewith. They shall wear decent attire during Training Program.

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:

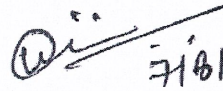
- | | | |
|-----------------------------------|---|-------------------------|
| 1. Bags | - | Upto Rs.600/-per head. |
| 2. Pens | - | Upto Rs.50/- per head. |
| 3. Writing Pad | - | Upto Rs.45/- per head. |
| 4. Pen drive for reading material | - | Upto Rs.500/- per head. |

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 Programs and the vendor details to the office of CSJA, Bilaspur after completion of training programs.

The expenditure incurred in organizing the said Training Programs 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.

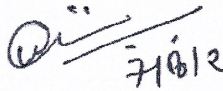

(Nidhi Sharma Tiwari)
DIRECTOR, CSJA

Endt. No. 973 /CSJA/ECT Programs/2025

Bilaspur, dated 07.08.2025

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.


(Nidhi Sharma Tiwari)
DIRECTOR, CSJA

Advocate/Advocate Clerk Training Program Topics

1.	<ul style="list-style-type: none">➤ Overview of eCourts project<ul style="list-style-type: none">◆ Introduction about eCommittee◆ Role of Advocate /Advocate Clerks
2.	<ul style="list-style-type: none">➤ Electronic Case management Tools for Advocates➤ eCourts related Websites<ul style="list-style-type: none">◆ eCommittee website (https://ecommitteesci.gov.in/)◆ NJDG(https://njdg.ecourts.gov.in/njdgnew/index.php)◆ eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/)◆ District Court Websites (https://districts.ecourts.gov.in)➤ How to get eCourts services 24 x 7<ul style="list-style-type: none">◆ Cause list/Judgments/Orders/Case Status◆ Automatic receipt of SMS and eMail on Court listing◆ SMS Push And Pull services◆ Benefits of registration of Advocates in Court CIS
3.	<ul style="list-style-type: none">➤ eCourts services mobile app for Advocates<ul style="list-style-type: none">◆ Case Management◆ Get Case status/causelist/orders◆ My Cases/ Export and Import

	<ul style="list-style-type: none"> ◆ QR scan option and its utility for Advocates
4.	<ul style="list-style-type: none"> ➤ Service Delivery in Court Complexes: <ul style="list-style-type: none"> ◆ eSewa Kendra ◆ Kiosks ◆ Digital display boards ➤ Other eServices: <ul style="list-style-type: none"> ◆ Online certified copies
5.	<ul style="list-style-type: none"> ➤ eFiling - the digital on line filing process <ul style="list-style-type: none"> ◆ Registration of Advocate in eFiling website. ◆ Steps to eFile a case. ◆ Advantages of eFiling ◆ Case portfolio management ◆ Know the case status any time
6.	<ul style="list-style-type: none"> ➤ Virtual Courts- Payment of online fine. ➤ ePayment portal of court fee, Fine, civil deposits. ➤ NSTEP- National Service and Tracking of Electronic Processes
7.	<ul style="list-style-type: none"> ➤ How to appear in Video Conferencing ➤ How to scan the document and make PDF ➤ Making Accessible PDFs ➤ Uploading documents
8	<ul style="list-style-type: none"> ➤ Interaction & Feedbacks

ECT_7_2025 Advocate/Advocate Clerk e-Courts Program at Taluka/Village at all Districts (ECT_7_2025) through Online Mode Syllabus	
1.	<ul style="list-style-type: none">➤ Overview of eCourts Project<ul style="list-style-type: none">◆ Introduction about eCommittee◆ Role of Advocate /Advocate Clerks
2.	<ul style="list-style-type: none">➤ Electronic Case management Tools for Advocates➤ eCourts related Websites<ul style="list-style-type: none">◆ eCommittee website (https://ecommitteesci.gov.in/)◆ NJDG(https://njdg.ecourts.gov.in/njdgnew/index.php)◆ eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/)◆ District Court Websites (https://districts.ecourts.gov.in)➤ How to get eCourts services 24 x 7<ul style="list-style-type: none">◆ Cause list/Judgments/Orders/Case Status◆ Automatic receipt of SMS and eMail on Court listing◆ SMS Push And Pull services◆ Benefits of registration of Advocates in Court CIS
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4.	<ul style="list-style-type: none">➤ Service Delivery in Court Complexes<ul style="list-style-type: none">◆ eSewa Kendra◆ Kiosks◆ Digital display boards

	<ul style="list-style-type: none"> ➤ Other eServices <ul style="list-style-type: none"> ◆ Online certified copies
5.	<ul style="list-style-type: none"> ➤ E-Filing the digital on line filing process <ul style="list-style-type: none"> ◆ Registration of Advocate in eFiling website ◆ Steps to eFile a case ◆ Advantages of eFiling ◆ Case portfolio management ◆ Know the case status any time
6.	<ul style="list-style-type: none"> ➤ Virtual Courts- Payment of online fine. ➤ ePayment- portal of Court fee, Fine , Civil deposits. ➤ NSTEP- National Service and tracking of Electronic Processes
7.	<ul style="list-style-type: none"> ➤ How to appear in Video Conferencing ➤ How to scan the document and make PDF ➤ Making Accessible PDFs ➤ Uploading documents
8.	<ul style="list-style-type: none"> ➤ Help desk for Advocates (if available in High court it can be informed) ➤ Help Manuals & Videos in Regional Languages
9.	<ul style="list-style-type: none"> ➤ Interaction & Feedback

Advocate/Advocate Clerk Training Program

Topics

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