

**CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR**

**//MEMO//**

No. 10...../CSJA/Computer Training/2025

Bilaspur, dated 03 .01.2025

To,

The Principal District & Sessions Judge,  
Durg.

**Subject:** Regarding arrangements for Computer Skill Enhancement Program Level I & II (ECT\_13\_2024) and E-court Program (ECT\_16\_2024) of all Judicial Officers posted in Durg Division including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) scheduled to be held on 08/02/2025 at Durg.

XXXX

XXXX

On the subject cited above, it is to inform you that as per Hon'ble eCommittee Special Drive Training and Outreach Program through the State Judicial Academies Calendar for 2024, a Computer Skill Enhancement Program Level I & II (ECT\_13\_2024) and E-court Program (ECT\_16\_2024) of all Judicial Officers posted in Durg Division including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) is scheduled to be held on 08/02/2025 at Durg.

As directed, you are requested to select venue at Durg. All the Judicial Officers of Durg Division (Distt. Durg/Kabirdham/Rajnandgaon/Balod/Bemetara) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) shall participate. They shall observe the decent attire i.e. sober colour Shirt, Trouser, Coat & Tie for male Officers and sober colour Saree or Suit with coat for the female Officers during Training Program.

You are further requested to purchase bags, pens, writing pad and pen drive for reading material amounting to upto Rs. 1,34,550/- The details of approximate rate of articles for all the participants are as under:

- |    |             |   |                   |
|----|-------------|---|-------------------|
| 1. | Bags        | - | Upto Rs. 72,000/- |
| 2. | Pens        | - | Upto Rs. 4500/-   |
| 3. | Writing Pad | - | Upto Rs. 4050/-   |
| 4. | Pen drive   | - | Upto Rs. 54,000/- |

You are also requested to purchase the articles under C.G. Store Purchase Rules, 2022 and distribute them to the participants. You will submit bills of actual



number of articles which were provided to the participants who were present during Training Program and the vendor details to the office of CSJA, Bilaspur after completion of training program.

**The Session of (ECT\_13\_2024) and E-court Program (ECT\_16\_2024) will be conducted after completion of the Sessions of Cluster Computer Training Program.**

You are also requested to depute 2 Technical Persons and 3 Class-IV employees to provide help. They shall also be provided with tea and lunch as per the approved rates of the Academy.

You are also requested to make arrangements for the Guests.

Please send the detailed report with attendance sheet and expenditure immediately after completion of the Training Program alongwith vouchers to the Academy.

**Encl.: Topics and list of Resource Persons.**

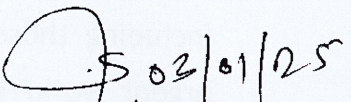
  
(SANTOSH KUMAR ADITYA)  
DIRECTOR

Endt. No. 11./CSJA/Cluster Computer Training/2025

Bilaspur, dated 03.01.2025

Copy to:

1. S.O. to Registrar General, High Court of CG, Bilaspur for information.
2. CPC for directing the In-charge, NIC for uploading the memo on the official website of CSJA.

  
(SANTOSH KUMAR ADITYA)  
DIRECTOR



**Annexure-A**

**List of Resource Persons (Master Trainers) and the topics for Computer Skill Enhancement Program Level I & II of Durg Division (ECT\_13\_2024) (E-Court Program at all District Headquarters ECT\_16\_2024) scheduled to be held on February 2025 at Durg**

S. N.	Subject	Name of the Resource Persons (Master Trainers)
1.	<ul style="list-style-type: none"><li>➤ Ubuntu OS: An introduction and hands on</li><li>➤ JustIS Mobile App</li><li>➤ eCourts Mobile App</li><li>➤ ICJS</li><li>➤ Nstep</li><li>➤ eFiling/ePay</li></ul>	<p><b>Shri Aditya Joshi,</b> Officer-on-Special Duty, High Court of Chhattisgarh, Bilaspur.</p> <p><b>Shri Vivek Netam,</b> IV Civil Judge Senior Division, Durg.</p>
2.	<ul style="list-style-type: none"><li>➤ CIS:</li><li>➤ FORA/FAOR</li><li>➤ DJPMC:Bale Sheet (Importance)</li><li>➤ Downloading of data in various Format</li><li>➤ Finding Old Pending case</li><li>➤ Updation of Litigants/Advocates/Legal Heirs</li><li>➤ Consuming data: FIR/Charge Sheet</li><li>➤ Use of DSCs</li><li>➤ Uploading of data on air</li><li>➤ Beware for undated cases</li></ul>	<p><b>Smt. Shivani Singh,</b> III Addl. Judge to the Court I, Civil Judge Sr. Div. Durg.</p>

*12-12-24*