# CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR
## MEMO

No.1285/CSJA/Computer/2024　　　　　　　Bilaspur, dated 6.12.2024

To,

        The Principal District & Sessions Judge,
        Mungeli/Raigarh.

**Sub.:**　　Regarding organization of Advocate/Advocate Clerk e-Court Programme at Taluka/Village of the nominated Ministerial Staff & Advocates of District Mungeli & Raigarh (ECT_7_2024) scheduled to be organized by the Principal District & Sessions Judge on a date to be fixed in the month of January, 2025 at District Headquarter.

**Ref.:**　　Hon'ble e-Committee Special Drive Training and Outreach Program through the State Judicial Academies Calendar for 2024.

<center>xxxx　　　　　　　　　xxxx</center>

On the subject and reference cited above, as per Hon'ble e-Committee Special Drive Training and Outreach Program through the State Judicial Academies Calendar for 2024, it is to inform you that Advocate/Advocate Clerk e-Court Programme at Taluka/Village of the nominated Ministerial Staff & Advocates of District Mungeli & Raigarh (ECT_7_2024) is scheduled to be organized by the Principal District & Sessions Judge on a date to be fixed in the month of January, 2025 at District Headquarter.

It is to inform you that as per the approved Academic Calendar for the year 2024-25, Computer Skill Enhancement Program for Ministerial Staff of District Courts and Advocates of District & Taluka Courts for the District Mungeli and Raigarh is to be organized at the District Headquarter.

It is therefore, requested to you to nominate Court Staffs and Advocates of District Judiciary (in total approximately 50 persons) to participate in the ECT Programme on a date to be fixed by you in the Month of January, 2025.

It is further requested to you to make arrangement of Resource Persons for imparting training.

It is also requested to you to make necessary arrangements for organization of ECT Training Program on the **same date at the District Headquarter in continuation**

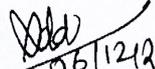of Computer Skill Enhancement Program.

It is also requested to you to purchase the articles under C.G. Store Purchase Rules, 2022 and distribute them to the participants. The details of approximate rate of articles are as under:

1. Bags      -      Upto Rs.800/- per head.
2. Pens      -      Upto Rs.50/- per head.
3. Writing Pad -      Upto Rs.45/- per head.
4. Pen drive      -      Upto Rs.500/- per head.

You shall 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.

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.1286./CSJA/Computer/2024          Bilaspur, dated 6.12.2024

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

Case Type Wise Top Pending Cases.

Pendency Chart

Search Bar

Local masters

Filling of Case Appeal filing

Proceeding Correction (including unregistered cases)

Objections and Secrutiny

Case Proceedings

Recall of Case

Display Board Management: Called-in Progress- Completed

Court Event and DCMS

Issues Framed

Process Generation

Process Generationin 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 | Ubuntu Desktop Environment Tips |
| | Advanced Applications/Features of Ubuntu-Linux |
| | Data Recovery in Ubuntu-Linux |
| | File/Storage Devices Management |
| | Unicode (adding unicode fonts and hindi typing ) |
| | Making accessible pdf |
| | Digital Signature (Concept, methodology & importance) |
| | How to digitally sign a PDF file in Ubuntu-Linux |
| | Wi-fi printer installation |
| | Different Web-Browsers Tips & Techniques (Firefox/Chrome/Edge/Brave) |
| | NJDG( https://njdg.ecourts.gov.in/njdg_intra/login.php?msg = ) |
| | e-Courts services mobile app |
| | email+Kavach |
| | Difference between intranet/internet/nicnet |
| 2 | Overview of CIS 3.2 & Periphery |
| | Difference between FORA & FAOR and Master & Admin |
| | Difference amongst CNR, Filing No. & Registeration No. also Taken on Board, Recall & Restore. |
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Faster