

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

MEMO

No. ~~619~~ /CSJA/Methodology/2026

Bilaspur, dated 15/05.2026

To,

The Principal District & Sessions Judge,
Balod/Baloda-Bazar/Balrampur at Ramanujganj/Bemetara/
Bilaspur/Dantewada/Dhamtari/Durg/Janjgir Champa/
Jashpur/Jagdarpur/Kanker/Kawardha/Kondagaon/Korba/
Korea at Baikunthpur/Mahasamund/Mungeli/Raigarh/Raipur/
Rajnandgaon/Surajpur/Surguja(Ambikapur).

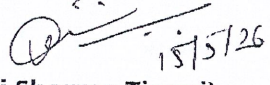
Sub: Regarding circulation of New Methodology of Institutional Training of Newly Appointed Civil Judges (Junior Division).

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As directed, I am to forward herewith the New Methodology of Newly Appointed Civil Judges (Junior Division) alongwith detailed break-up of training in **Field, Board & Academy** for ready reference.

Encl.: New Methodology along with detailed break-up.

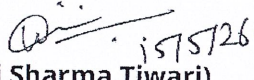

(Nidhi Sharma Tiwari)
DIRECTOR, CSJA

Endt. No. ~~620~~ /CSJA/Methodology/2026

Bilaspur, dated 15/05.2026

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

METHODOLOGY OF INSTITUTIONAL TRAINING OF NEWLY APPOINTED CIVIL JUDGES JUNIOR DIVISION

One Year Induction Training methodology of Newly Appointed Civil Judges (Junior Division) are as under:

DURATION- ONE YEAR (52 WEEKS)

	Duration	Phase & Place of Training
(i)	14 weeks	➤ First Phase Field Training in the respective place of posting.
(ii)	4 weeks	➤ First Phase Institutional Training at Academy.
(iii)	14 weeks	➤ Second Phase Field Training in the respective place of posting
(iv)	4 weeks	➤ Second Phase Institutional Training at Academy.
(v)	14 weeks	➤ Third Phase Field Training with Board in the respective place of posting.
(vi)	2 week	➤ Third and Final Phase Institutional Training at Academy.

“On completion of last part of the Institutional Training at CSJA, the **Director, CSJA with the prior approval of Hon’ble the Chief Justice, High Court of Chhattisgarh** shall issue a certificate of successful completion of Training at CSJA by the Trainee Judge. However, if the District Judge/CSJA is of the opinion that a Trainee Judge needs further training, they shall accordingly send a detailed report to the High Court specifically mentioning the areas in which training is required.”

Detailed break-up of Training in Field, Board and Academy are as:-

(i) First Phase of Field Training in the respective place of posting
(14 weeks):

During the **First phase** of Practical Training (Field) of fourteen weeks the trainee Judges will sit with Chief Judicial Magistrate / Civil Judge (Sr. Division) & Judicial Magistrates / Civil Judge (Jr. Division) and **OBSERVE** the Court Proceedings in the following manner :

FIRST EIGHT WEEKS

Observing Court Proceedings:

S.No.	Duration	Particulars
1.	Four Weeks	Sitting with Civil Judge Jr. Div / JMFC
2.	Four Weeks	Sitting with Civil Judge Sr. Div / CJM / ACJM

(Principal District & Sessions Judge may himself weekly monitor the scheduled training of the Trainee Judges or may nominate one or more observing Senior Judicial Officers for the same.)

Learning of Laws and Court Procedure :

Civil Laws

S.No.	Particulars
1.	Pleadings, Petitions and Affidavits.
2.	Processes and Process – Servers.
3.	Pleading with regard to limitation and law thereto.
4.	Adjournments.
5.	Hearing of suits and Examination of Witnesses.
6.	Judgment and Decree.
7.	Execution of Decree.
8.	Law related to return of plaint under Order 7 Rule 10 of the CPC and rejection of plaint under Order 7 Rule 11 of the CPC.

9.	Law and procedure related to Section 89 & O. 10-A of Civil Procedure Code.
10.	Commission.
11.	Suits by or against Government.
12.	Appointment of Receivers.
13.	Injunctions & Ex-Parte Injunction.
14.	Special rules relating to Acts other than the Code of Civil Procedure.
15.	The Arrangement, Preparation and Inspection of Records in the Trial Court (A) Division (B) The Title Page (C) The Table of Contents (D) The order-sheet (E) Document
16.	Transmission of Records to the District court's Record-Room.
17.	Fees and costs (Process, witness expenses, commission expenses etc.)
18.	Rules relating to registers, periodical returns, statements and annual reports.
19.	Rules regarding Legal Practitioners and Vakalatnamas.
20.	Chhattisgarh Civil Court act 1958
21.	Civil Rules and Order
22.	Miscellaneous.

*Subject mentioned above are not exhaustive, they are illustrative

Criminal Laws

S.No.	Particulars
1.	Observation of Court Proceedings.
2.	Procedure for Endorsement of receipt of F.I.Rs.
3.	Observation of Judicial Remand Proceedings.
4.	Observation of Police Remand Proceedings.
5.	Observation of Test Identification Parade Proceedings.
6.	Observation of Writing orders related to bail applications.
7.	Observation of Writing orders related to disposal of property.
8.	Observation of Charge Sheets.
9.	Observation of procedure for Framing of charges.
10.	Observation of Recording of Evidence.

11.	Observation of Trial of various types of cases.
12.	Observation of Sec. 313 Cr.P.C. / 351 BNSS Examination of Accused.
13.	Confession and Statements of Accused – Section 164, Cr.P.C / 183 BNSS.
14.	Complaints under Cr.P.C / BNSS.
15.	Commitment of cases to the Court of Sessions.
16.	General provisions as to Inquiries and Trials.
17.	Mode of Recording Evidence under Cr.P.C / BNSS.
18.	Judgment and Sentencing.
19.	Provisions as to Mentally Disabled Accused Cr.P.C/ BNSS.
20.	Commissions for Examination of Witnesses – Cr.P.C / BNSS.
21.	Disposal of Property in Cr.P.C / BNSS.
22.	Arrangements of Records of Criminal Proceedings and the order sheet of Court.
23.	Rules and Order (Criminal)
24.	The transmission of Records to the District court's Record Room.

*Subject mentioned above are not exhaustive, they are illustrative

TWO WEEKS
TRAINING IN THE SECTIONS OF DISTRICT COURTS
WITH REFERENCE TO PREVAILING RULES

OBSERVATION OF WORK IN THE NAZARAT

a) Day-1

Deputy Clerk of Court / Senior clerical staff shall impart training of Nazarat Section for one day, drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Civil & Criminal). Trainee Judge shall prepare brief notes of such training, detailing registers to be maintained by Nazarat Section.

Day-2

Trainee Judge shall carry out inspection and prepare hand written inspection notes and place them before Officer in Charge of that section.

OBSERVATION OF WORK IN THE COPYING

b) Day-1

Deputy Clerk of Court / Senior clerical staff shall impart training of Copying Section for one day, drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Civil & Criminal). Trainee Judge shall prepare brief notes of such training, detailing registers to be maintained by Copying Section. Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

OBSERVATION OF WORK IN THE MALKHANA

c) Day-1

Deputy Clerk of Court / Senior clerical staff, Malkhana shall impart training to Trainee Judge with regard to Malkhana Section, procedure related to valuable property and disposal of property deposited with Malkhana as per Judgment/orders of the respective courts, drawing attention of Trainee Judge towards the relevant provision contained in Rules and Orders (Criminal). Observe the Procedure of receiving, returning and disposal of Malkhanna.

Day-2

Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

OBSERVATION OF WORK IN THE ESTABLISHMENT AND ACCOUNTS SECTION

d) Day-1

Deputy Clerk of Court / Senior clerical staff shall impart training of Establishment and Accounts Section for one day drawing attention of Trainee Judge towards the relevant provision contained in Rules and

Orders (Civil and Criminal). Trainee Judge shall prepare brief notes of such training, detailing registers to be maintained by Establishment and Accounts Section.

Day-2

Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

OBSERVATION OF WORK IN THE S.W. & CENTRAL FILING

e) Day-1

Deputy Clerk of Court / Senior clerical staff shall impart training of S.W. Section & Central Filing Section. The focus will be on classification of court cases and to know priority based disposals.

Day-2

Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

OBSERVATION OF WORK IN THE RECORD ROOM

f) Day-1

Deputy Clerk of Court / Senior clerical staff shall impart training of Record Room for one day, drawing attention of Trainee Judge towards the relevant provision contained in Rules and orders (Civil & Criminal).

Day-2

Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

OBSERVATION OF WORK IN THE DIGITIZATION CENTRE

g) Day-1

The Centre In charge/Senior Clerical Staff shall impart one day's training on the digitization process, with particular emphasis on acquainting the

Trainee Judge with the scanning of records and the procedures involved therein. Trainee Judge shall carry out inspection and prepare hand written inspection notes and place it before Officer in Charge of that section.

FOUR WEEKS

Principal District & Sessions Judge in consultation with the concerned authorities shall arrange for the field visits of the trainee judges as under:

1. VISIT TO REVENUE OFFICES

- Collector / Additional Collector / ADM / SDM
- Tehsildar Office
- RI / Patwari Office

Observation of Maintenance of Revenue Records under The Chhattisgarh Land Revenue Code Act, 1959 (Such as Record of rights, B-1, P-II, Mutation entries etc.). Process of Collection of land revenue and other government dues, Revenue survey, Partition applications (Khata Vibhajan), Demarcation of land, Powers of Tehsildar, Revenue inspector, Patwari, Procedure of Lease, Some Important aspects of Chhattisgarh Revenue Book Circular.

2. VISIT TO DISTRICT TREASURY

- Observation of Maintenance of Records, Registers & Accounts.
- Observation of Processing of bills and reconciliation statements.

3. TRAINING AT DISTRICT LEGAL SERVICES AUTHORITY

- Observation of Lok Adalats.
- Observation of Legal Literacy Camp.

4. VISIT TO OFFICE OF DISTRICT REGISTRAR AND SUB-REGISTRAR

- Observation of registration of documents.
- Observation of various registers.

Registration of documents, Valuation of documents, Impounding of documents and Return of Court Fee. Instruments chargeable with stamp duty, documents

which are compulsorily registrable.

5. VISIT TO POLICE STATIONS

- Observation of General Diary, FIR Register and other Registers
- Interaction with the Superintendent of Police / ASP / DSP to understand the powers & functioning of police officers, as per Criminal laws and Police Act.

6. VISIT TO EXCISE DEPARTMENT.

7. VISIT TO PRISONS

- Central-Jail / District-Jail / Sub-Jail.
- Observation of Jail Manual, Various Register maintain thereto, Classification of Remission with respect to Laxman Naskhar Vs. Union of India, Powers of Jail Advisory Board, Calculation of Sentence.

8. VISIT TO JUVENILE JUSTICE BOARD / JUVENILE HOMES & OBSERVATION HOME

9. VISIT TO FOREST OFFICE

- DFO / SDO / RANGER / DY. RANGER
- Offences under Indian Forest Act, 1927 and Wildlife (Protection) Act, 1972, Preliminary Offence Report (POR) relating to offence committed under Indian Forest and Wild Life act, Search and seizure, Classification of forest (Reserved forest, protected forest and village forest)

10. VISIT TO GOVT. HOSPITALS

Observation of medico-legal cases (MLC), Postmortem

11. VISIT TO MEDIATION CENTER

* Trainee Judges shall prepare their notes in Register and they shall also maintain the same in soft copy in a computer provided by the Concerned Principal District and Sessions Judge

* Subject mentioned above are not exhaustive, they are illustrative and may be modified according to the conditions prevailing in the District. The Principal District and Sessions Judge may modify the sitting of Trainee Judges according to prevailing situations and the CSJA be intimated.

(ii) First Phase of Institutional Training at CSJA

(4 weeks):

The First Phase Institutional Training will focus on imparting training regarding subject based orientation, attitude, judicial ethics and development of skills required for dispensation of justice based on Constitutional vision of justice, basic human and fundamental rights of the individuals/citizens and approach and change of mindset towards the right-based attitudes of the judges regarding poor and marginalized sections of the society, particularly women, children, old age and disabled persons.

Emphasis will also be given for developing Core Judicial skills and effective communication Skill and administration/managerial skills required for case/Court/time/self/stress management including personality development.

Daily computer training for Trainee Judicial Officers in which key focus will be on use of Case Information System (CIS) for tasks such as data entry, issuing daily orders, generating cause lists, and tracking case progress. The program is designed to strengthen their proficiency in using e-Courts Services, NJDG dashboards, and digital signature. etc.

Weekly Visit to institutions such as the High Court Legal Services Authority, FSL, Police Station, Mental Hospital etc.

Apart from that, the training will also be focused on implementation of basic substantive and procedural laws of different branches so that the trainee judges may strengthen their core judicial skills and knowledge. **Focus will also**

be on practical training (Mock trial, Moot court, Subject based presentation) & Visual based training (Documentary and short Films based on legal Issues).

(iii) Second Phase of Field Training in the respective place of posting (14 weeks):

After completion of First Phase of Institutional Training, Trainee Judges will go back to their respective place of posting and will continue to sit with the Judicial officers in the Court as per the directions and guidance of the concerned Principal District & Sessions Judge.

(Principal District & Sessions Judge may himself weekly monitor the scheduled training of the Trainee Judges or may nominate one or more observing Senior Judicial Officers for the same.)

SIX WEEKS

During this period, the trainee Judge will sit with the Civil Judge Class I/Class II with whomsoever attached for the whole day and watch proceedings of each and every case and prepare notes. Trainee Judge shall do the writing of drafts orders with respect to particulars mentioned in the First phase of field training.

TWO WEEKS

During this period, the trainee Judge will sit with District & Additional Sessions Judge, where evidence is being recorded. Presiding Officer of the Court shall explain necessary provision related to recording of evidence. Trainee Judge shall prepare a notes thereof.

(In above 8 weeks, special emphasis should be given to the evidence recording via Video Conferencing and the rules prevailing thereto)

ONE WEEKS

During this period, with a view to learn practical working of the Court, the trainee judges shall observe the work and functions assigned to the Court staff, i.e.

1. Reader,
2. Execution Clerk,
3. Process Writer,
4. Deposition Writer

ONE WEEKS

Similarly, they shall observe the work and duties assigned to the employees of:

1. Nazarat Section,
2. Copying Section,
3. Malkhana,
4. Establishment, Accounts, S.W. Section and
5. Record Room.

During this period the trainee judges are required to make an in-depth study relating to various provisions, their importance during the Court/case hearing in respect of all the topics on which they were imparted short-term field visit trainings during the First Phase Field Training so that they become more acquainted with the subject-matters and are able to discharge their duties effectively as and when required.

FOUR WEEKS

Since Trainee Judges have undergone 28 weeks of Field and institutional training, therefore they will peruse Minimum **3 Criminal files** and minimum **2 Civil files** which are listed in the allocated court or in any court

where cases are fixed for Final hearing. The Trainee Judges will prepare her/his notes as per the arguments based upon facts and laws by the respective counsels and thereafter write down draft judgments in such cases in their own handwriting. After pronouncement of the regular judgment in the case by the Presiding Judge of the Court, she/he shall also go through the original judgments, the purpose being only to evaluate herself/himself. The Trainee Judge will place the draft judgment in her/his training file and shall forward the same for perusal, evaluation and guidance of the Principal District & Sessions Judge or the observing Senior Judicial Officer as may be nominated by the PDJ.

During all these periods, the concerned Principal District Judge & Sessions Judge shall provide records of 25 contested disposed of civil suits and criminal cases each. The Trainee Judges shall thoroughly study these records (from the stage of institution to the final disposal of the cases) and prepare their notes and identify causes for delay, if any, in each case, and in Civil cases frame issues, interim applications etc & in criminal cases framing of charges, examination of accused, write important order-sheets and judgments which shall be submitted to the Principal District & Sessions Judge or one or more observing Senior Judicial Officer as may be nominated by the PDJ, every week for their perusal and appropriate directions.

The Trainee Judges shall also have to submit the records of the aforesaid exercise during their Second Phase Institutional Training at CSJA for perusal and further guidance.

(iv) Second Phase of Institutional Training at CSJA

(4 weeks):

The Second Phase of the Institutional Training Programme would focus on subject based orientation & practical training regarding framing of issues,

framing of charges, recording of evidence, examination of accused, disposal of interim applications, writing of civil and criminal judgments, importance of landmark pronouncements of Hon'ble Supreme Court and High Courts thereon, the principles laid down therein and the way of citing case laws, while writing of judgments/orders etc.

During this period, the records relating to framing of issues, charges, judgment/order writing prepared by the trainee judges be examined by the officers of the Academy in order to assess the performance of their field training with a view to give further guidance.

During this period, role of judge in dispensation of justice and protecting the Constitutional rights as well as their approach towards the needy persons will be discussed. Required judicial ethics and skills through group discussions, presentation, mock trial, moot court by way of active participation and involvement of trainee judges so that every participant trainee judge may have an opportunity to develop his skills to place himself on the right track where he has to work throughout his judicial career.

Daily computer training for Trainee Judicial Officers in which key focus will be on use of Case Information System (CIS) for tasks such as data entry, issuing daily orders, generating cause lists, and tracking case progress. The program is designed to strengthen their proficiency in using e-Courts Services, NJDG dashboards, and digital signature. etc.

Weekly Visit to institutions such as the High Court Legal Services Authority, FSL, Police Station, Mental Hospital etc.

Focus will also be on practical training (Mock trial, Moot court, Subject based presentation) & Visual based training (Documentary and short Films based on legal Issues).

(v) Third Phase of Practical Training in the respective place of posting (14 weeks):

After completion of Second Phase Institutional Training, the trainee judges may hold independent Courts for practical training and for this purpose, they should be given:-

1. Simple civil cases in which both parties are present and issues are to be framed or trial is at initial stage.
2. Execution cases B-Class and
3. Criminal cases instituted on police report or on private complaint which are triable by the Magistrate Second Class in which the accused persons have appeared.

(Principal District and Sessions judge may use his discretion in allocation of cases with reference to above mentioned directions)

During this period, the trainee judge may be engaged in legal literacy camps/ legal awareness camps and other legal aid activities including Lok Adalats etc., since trainee judge shall hold regular court for practical training purpose with less number of civil/criminal cases as mentioned above and he can spare time for other programmes mainly concerned with District Legal Services Authority as and when required as directed by the Chairman of the DLSA under the guidance of the Secretary, DLSA.

(vi) Third and Final Phase of Institutional Training at CSJA (2 weeks):

After completion of Third Phase Practical Training at the respective place of posting, trainee judges will again be called in the Academy for a period of two weeks for their evaluation and impact assessment of field as well as institutional training so as to handle independent Court proceedings. The focus

of the third phase will also be on artificial intelligence in judicial management and potential legal & Judicial implications. Moreover, the Trainee judges will undergo training with reference to challenges and best practices in virtual court proceedings.

Daily computer training for Trainee Judicial Officers in which key focus will be on use of Case Information System (CIS) for tasks such as data entry, issuing daily orders, generating cause lists, and tracking case progress. The program is designed to strengthen their proficiency in using e-Courts Services, NJDG dashboards, and digital signature. etc.

The trainee judges shall also submit some of their judgments & orders in civil and criminal cases that were passed during the Third Phase Practical Training. The judgments/orders thus submitted by the trainee judicial officers shall be assessed and their short-coming will be discussed.

This phase will mainly concentrate on open interaction and discussion on various topics relevant for good judging. Methods of presentation by trainee judges and case study including problem solving exercises apart from other routine day-to-day work will be used so that every trainee judge use his reception power to the optimum level and get an opportunity to explore their in-built and yet concealed capabilities for better development of justice delivery system.