



## HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District Shimla-14  
[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

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**Ref. No.** HPJA/ ICT Awar Programme/2022/

**Dated:** 31.10.2022

To

1. The District & Sessions Judge, Solan, H.P.
2. The District & Sessions Judge, Mandi, H.P.
3. The District & Sessions Judge, Bilaspur, H.P.
4. The District & Sessions Judge, Kullu

**Subject:** **Two-hour Online ICT Awareness Programme on e-Filing and e-Courts services” for Superintendents (Through Google Meet) working in subordinate courts of H.P on 14<sup>th</sup> November, 2022 ( 3.00 p.m to 5.00p.m)**

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize **Online Awareness Programme on “eFiling and eCourts Services” for Superintendents working in subordinate courts of Himachal Pradesh ( through Google Meet) 3.00 p.m to 5.00 p.m** working in the establishments of Civil & Sessions Divisions, Mandi, Solan, Bilaspur & Kullu . The schedule of the training programme would be as follows:-

Schedule		Online	Number of participants required to be nominated from Civil & Sessions Division:
From	Time		
14.11.2022	3.00 p.m to 5.00 p.m)	(Through Google Meet)	Mandi = 8 Solan = 6 Bilaspur = 3 Kullu =3

A copy of curriculum is annexed herewith for kind perusal, please.

I may, therefore, request you to please nominate the aforesaid officials from your Civil & Sessions Divisions to undergo this training on the scheduled date(s). However, it is requested that kindly ensure that the officials, who are to superannuate within a period of one year may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them.

You are requested to kindly send list of the participants with their e-mail IDs and contact number to the Academy by email only), who are to participate in the course(s) so that matter is processed further, enabling the Academy to make arrangements to organize the Two-hours Online Awareness Programme on "eFiling and eCourts Services" for Superintendents working in subordinate courts of Himachal Pradesh (through Google Meet). To this effect google meet link/code will be provided by the Academy through SMS/email.

Thanking you,

Yours faithfully,

*sd/-*  
**(Rajeev Bali)**  
Director

**Endst. No.** . HPJA/ ICT Awar Programme/2022/ 3501  
Copy forwarded to:

**Dated:** 31.10.2022

1. The System Analyst of Academy with the direction to upload it in the Academy website.

*Rajeev Bali*  
**Director**

### Curriculum

Two-Hours Online ICT Awareness Programme on “eFiling and eCourts Services for Superintendent of Civil & Sessions Divisions Solan, Mandi, Bilaspur & Kullu on 14.11.2022( 3.00 p.m to 5.00 p.m) through Google Meet.

Date	Time	Topic	Name of Master Trainer
14.11.2022	3.00 p.m to 5.00 p.m	<ul style="list-style-type: none"><li>* <b>Overview of eCourts project</b></li><li>* <b>eCourts related Websites</b></li><li>* <b>eCourts Services Mobile App</b><ul style="list-style-type: none"><li>✓ Case Management:</li><li>✓ Get Case Status/causelist/orders</li><li>✓ My Cases/Export and Import</li><li>✓ QR scan option and its utility for Advocates</li><li>• <b>Service Delivery in Court Complexes</b><ul style="list-style-type: none"><li>✓ eSewa Kendra</li><li>✓ Kiosks</li><li>✓ Digital display boards</li><li>✓ How to appear in Video Conferencing</li></ul></li><li>• <b>Other eServices:</b><ul style="list-style-type: none"><li>✓ Online certified copies</li></ul></li></ul></li></ul>	Shri Bhupesh Kaundal, Reader G-III, O/o the Civil Judge-cum-JMIC, Court No. 3, Shimla
		<ul style="list-style-type: none"><li>✓ eFiling</li><li>✓ ePay</li><li>✓ NEW NJDG</li><li>✓ Virtual courts</li><li>✓ ePayment portal of court fee, Fine, civil deposits:</li><li>✓ NSTEP- National Service and Tracking of Electronic Processes</li><li>✓ Help Manuals &amp; Videos in Regional Languages.</li></ul>	