



## HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla-Mandi National Highway, District Shimla – 171014

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

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Ref. No.HPJA/eCommittee/2023-

Dated 13.09.2023

To

Ld. District & Sessions Judge(s),  
Shimla/Solan/Sirmour at Nahan/Una/Bilaspur/Mandi/Kullu/Hamirpur/  
Kangra at Dharamshala/ Kinnaur at Rampur/Chamba,  
Himachal Pradesh.

**[THROUGH EMAIL ONLY]**

**Subject: ECT\_07\_2022- Ecourts Programme for Advocates & Advocate Clerks on 30<sup>th</sup> September, 2023 from 3:00 PM to 4:00 PM.**

Sir,

“Jai Hind”

I have the honour to submit that as per email received from Hon’ble eCommittee, Supreme Court of India on the subject cited above whereby it is requested to conduct the Ecourts training programme for the Advocates and Advocate Clerks (once in 3 months) as suggestive course content circulated by the Hon’ble e-Committee, Supreme Court of India, through Offline/Online as may be found feasible by the Ld. District & Sessions Judge(s) of their respective Division(s), preferably in sub divisional court complexes, is scheduled to be held on **30.09.2023 from 3:00 PM to 4:00 PM.** The suggestive resource persons may be Judicial Officer (Master Trainers)/Advocate Master Trainers of the district/neighboring district as per list enclosed. The following links to online Attendance Sheet and Feedback Form may be circulated to all the participating Advocates:

**Link to online Attendance Sheet**

[https://docs.google.com/forms/d/e/1FAIpQLSdqSEKcuBMwOGwkYdcm8cjBGR9gYu1Wt1EQSnPDPmY3RWaXoA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdqSEKcuBMwOGwkYdcm8cjBGR9gYu1Wt1EQSnPDPmY3RWaXoA/viewform?usp=sf_link)

**Link to Feedback Form:**

[https://docs.google.com/forms/d/e/1FAIpQLSfzdmMCQbjCc7cu9j3Ml4e9l8wZR7tWIWmzMfq5f7dafgR28w/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfzdmMCQbjCc7cu9j3Ml4e9l8wZR7tWIWmzMfq5f7dafgR28w/viewform?usp=sf_link)

I may, therefore, request your goodself to conduct Ecourts training programme for the Advocates and Advocate Clerks of your respective Division(s) on 30.09.2023 from 3:00 PM to 4:00 PM, preferably in sub divisional court complexes and training completion



report as well as one digital photograph/Screenshot, may be sent to the Academy for further submission to the Hon'ble e-Committee, Supreme Court of India through email, at the earliest, please.

This is for your kind information and necessary action, please.

Thanking you.

Yours faithfully,

(Rajeev Bali)

Director

Dated 13.09.2023

Encl: As above.

Endst. No.: HPJA/eCommittee/2023-

2875

Copy forwarded for information to:

1. The Worthy Registrar General, High Court of Himachal Pradesh, Shimla.
2. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of H.P. (Hon'ble Patron-in-Chief of the Academy), Shimla.
3. The Secretary to Hon'ble Mr. Justice Vivek Singh Thakur, Judge, High Court of H.P. (Hon'ble President of the Academy); with the request to place this letter before His Lordship for kind perusal, please.
4. The System Analyst of the Academy with the direction to upload in the website of the Academy.

Director

**E Committee Supreme court of India ICT outreach programmes  
through the State Judicial Academies**

**TRAINING COMPLETION REPORT**

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- 1 Name of Civil & Sessions Division/Sub-Division:
- 2 Training code : ECT\_07\_2022
- 3 Date of the Training: 30.09.2023
- 4 Duration:
- 5 Mode of Training:
- 6 Name of the VC application used: (if online/ not applicable)
- 7 You tube link (if online through you tube)/ not applicable)
- 8 No. of Participants:
- 9 Names of the Trainers/resource person:
- 10 Suggestions if any regarding the Training:(3 bullet points)
  - -----
  - -----
  - -----
- 11 Enclosure:

(C ) One screenshot Photo.



## 6. ECT\_7\_2022 - Ecourts Programme for Advocates & Advocate Clerks

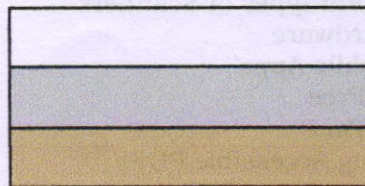
Description of Programme:-	Advocate/ Advocate Clerk ECourts Programme at Taluk/Village (Once in 3 months)
Training Code :	ECT_7_2022
Target Group :-	Advocate/Advocate Clerks
Place of Training :-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC preferably in sub divisional court complexes
No. of Days :-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands on Training:-	Strongly Recommended
Resource persons (Suggestive) :	Judicial Officer/ Advocate Master trainers of the district/neighbouring district

### Colour Coding:

National Topics

State-Specific topics

Optional Topics



Day 1	
Session No.1	Time: (minutes):20 Tentative time table: 10.00 a.m. - 10.20 a.m.
Main Topic	Sub Topics
Orientation	<ul style="list-style-type: none"> <li>● Introduction of trainers</li> <li>● Focus of training</li> <li>● Change Management               <ul style="list-style-type: none"> <li>○ Concept and need for change management</li> <li>○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment.</li> <li>○ Change management through training</li> </ul> </li> <li>● Role of advocates &amp; advocate clerks in the e-initiatives               <ul style="list-style-type: none"> <li>○ Advocate as a game changer</li> <li>○ Role of Advocate clerk in the advancement of ICT in Judicial System</li> </ul> </li> </ul>



	● Training methodology	
<b>Session No.2</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 10.20 a.m. - 10.40 a.m.</b>
Introduction to ecommittee and ecourts project	<ul style="list-style-type: none"><li>● Brief history of ICT in judiciary</li><li>● National e-governance Programme (NeGP)</li><li>● Ecommittee<ul style="list-style-type: none"><li>○ Constitution</li><li>○ Hierarchy</li></ul></li><li>● E-courts project</li><li>● Aim of ecourts</li><li>● Phases of ecourts project-Phase I, II &amp; III</li><li>● Thrust of phase II &amp; III<ul style="list-style-type: none"><li>○ eCourts project getting Digital India Award 2020</li></ul></li><li>● Stakeholder of ecourts project</li><li>● Ecourts services available to advocate</li></ul>	
<b>Session No.3</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 10.40 a.m. - 11.00 a.m.</b>
Importance of document scanning	<ul style="list-style-type: none"><li>● Scanning equipment and Other devices</li><li>● Different types of Scanners-<ul style="list-style-type: none"><li>○ Hardware</li><li>○ Mobile Apps<ul style="list-style-type: none"><li>■ Free</li><li>■ Paid</li></ul></li></ul></li><li>● Making Accessible PDFs<ul style="list-style-type: none"><li>○ Scanning to PDF &amp; JPEG-difference</li><li>○ Scanning and combining documents</li><li>○ Ensuring legibility and visibility of the scanned documents</li><li>○ Optimum size of scanned document and managing size of document</li></ul></li><li>● Uploading documents</li></ul>	
<b>Session No.4</b>	<b>Time: (minutes):15</b>	<b>Tentative time table: 11.00 a.m. - 11.15 a.m.</b>
E-filing Introduction	<ul style="list-style-type: none"><li>● E-filing Versions</li><li>● Importance of efilng</li><li>● Advantages of efilng cases</li><li>● efilng website<ul style="list-style-type: none"><li>○ How to access</li><li>○ Features of the website</li></ul></li><li>● Data consumption of efilng to CIS</li></ul>	
<b>Break</b>		
<b>Session No.5</b>	<b>Time: (minutes):30</b>	<b>Tentative time table: 11.45 a.m. - 12.15 p.m.</b>
Features of E-filing portal-State-Specific	<ul style="list-style-type: none"><li>● Advocate profile</li><li>● Dashboard</li><li>● Partner management</li><li>● Case filing</li></ul>	



	<ul style="list-style-type: none"><li>• Vakalath</li><li>• Pleadings</li><li>• E Payment</li><li>• Applications</li><li>• Portfolio</li><li>• Clerk module</li></ul>	
<b>Session No.6</b>	<b>Time: (minutes):15</b>	<b>Tentative time table: 12.15 p.m. - 12.30 p.m.</b>
E-filing-Registration & Case filing-State-Specific	<ul style="list-style-type: none"><li>• Registration of advocates on efilng portal</li><li>• Registration process of others in efilng portal</li><li>• Steps to efile a case</li><li>• Uploading pleadings in an existing case</li><li>• Case management</li><li>• Partner and client management</li></ul>	
<b>Session No.7</b>	<b>Time: (minutes):10</b>	<b>Tentative time table: 12.30 p.m. - 12.40 p.m.</b>
E-filing assistance-State-Specific	<ul style="list-style-type: none"><li>• Helpdesks for efilng</li><li>• E-Sewa Kendras &amp; facilities available therein</li><li>• Kiosks</li><li>• Efilng videos and manual</li></ul>	
<b>Session No.8</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 12.40 p.m. - 01.00 p.m.</b>
Efilng Rules	<ul style="list-style-type: none"><li>• Overview of State-Specific efilng rules, for eg: Electronic Filing Rules for Courts (Kerala),2021</li></ul>	
<b>Break</b>		
<b>Session No.9</b>	<b>Time: (minutes):75</b>	<b>Tentative time table: 01.45 p.m. - 03.00 p.m.</b>
Video Conferencing	<ul style="list-style-type: none"><li>• Introduction and advantages of Video Conferencing<ul style="list-style-type: none"><li>◦ Hybrid Hearings</li></ul></li><li>• VC Hardware &amp; software- Basic requirements</li><li>• VC Connectivity-Basic requirements</li><li>• Video Conferencing Etiquette</li></ul>	
	<ul style="list-style-type: none"><li>• <b>State-Specific</b> Video Conferencing Rules</li></ul>	
<b>Break</b>		
<b>Session No.10</b>	<b>Time: (minutes):75</b>	<b>Tentative time table: 03.30 p.m. - 04.45 p.m.</b>
Other Electronic case management services & tools for advocates	<ul style="list-style-type: none"><li>• Outline of Citizen centric services provided under eCourts Project.</li><li>• Brief outline of e-Courts Management tools for advocates<ul style="list-style-type: none"><li>◦ eCourts Services Mobile Application.<ul style="list-style-type: none"><li>■ Obtaining case related information</li></ul></li><li>◦ KIOSK Services<ul style="list-style-type: none"><li>■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK</li></ul></li></ul></li></ul>	



	<ul style="list-style-type: none"><li>• New eservices introduced on a nationwide basis till the date of the training</li></ul>	
Optional topics (To be included by adjusted timing of compulsory topics)	<ul style="list-style-type: none"><li>• Introduction to computers<ul style="list-style-type: none"><li>◦ Operating systems<ul style="list-style-type: none"><li>■ MS Windows 7, 8, 10 &amp; 11</li></ul></li></ul></li><li>• Introduction to MS Windows</li><li>• Components of Windows<ul style="list-style-type: none"><li>■ Ubuntu-Linux-A brief overview</li><li>■ Advantages of Open Source over proprietary software</li></ul></li><li>• Working with Operating Systems<ul style="list-style-type: none"><li>◦ Desktop &amp; Taskbar</li><li>◦ System Date &amp; Time</li><li>◦ File Management: File Extensions.</li><li>◦ PDF &amp; Folders</li><li>◦ Creating PDF for e-Filing</li><li>◦ Connecting Scanner/Printer</li></ul></li><li>• Word Processing Software<ul style="list-style-type: none"><li>◦ Microsoft Office, LibreOffice, OpenOffice<ul style="list-style-type: none"><li>■ MS Word, LibreOffice &amp; OpenOffice-Writer - An Overview</li><li>■ Common Commands</li></ul></li></ul></li><li>• Starting Microsoft Word</li><li>• Find and replacing text<ul style="list-style-type: none"><li>■ Use of spell checker</li><li>■ Header/ Footer</li><li>■ Inserting Date, Time, Footnote, Head Note etc.</li><li>■ Working with Columns</li><li>■ Bullets/ Numbering</li><li>■ Change Case</li><li>■ Tables</li><li>■ Page Numbering</li><li>■ Viewing/Printing documents</li></ul></li><li>• Browser<ul style="list-style-type: none"><li>◦ Google Chrome, Mozilla Firefox</li><li>◦ Toolbar</li><li>◦ Hyperlinks</li><li>◦ Problems loading a page</li><li>◦ Working with Search Engines</li><li>◦ Printing webpage</li></ul></li><li>• e-Mail: An Overview<ul style="list-style-type: none"><li>◦ Creating email account</li><li>◦ Short Messaging System</li></ul></li><li>• Downloading &amp; Uploading files</li></ul>	
<b>Session No.12</b>	<b>Time: (minutes):15</b>	<b>Tentative time table: 04.45 p.m. - 05.00 p.m.</b>
Discussion & doubts		

**List of Master Trainers (Judicial Officers) UCCIS & UMT**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>
1.	Shri Rajesh Kumar Tomar	District & Sessions Judge, Mandi
2.	Dr. Abira Basu	Additional District & Sessions Judge Poanta Sahib
3.	Shri Pratap Singh Thakur	Additional District & Sessions Judge C.B.I. Court, Shimla
4.	Dr. Parvinder Singh Arora	Additional District & Sessions Judge Fast Track Special Court (POCSO), Solan <b>Presently posted in the Registry of Supreme Court of India</b>
5.	Shri Aslam Beg	Senior Civil Judge-cum-ACJM, Theog (H.P.).
6.	Ms. Akshi Sharma	Senior Civil Judge-cum-ACJM, Court No. 1, Mandi (H.P.)
7.	Ms. Divya Jyoti Patial	Senior Civil Judge-cum-ACJM, Court No. 1, Sunder Nagar (H.P.)



### List of Master Trainers (Court Staff)

S. No.	Name of the Court Staff	Place of Posting
1	Sh. Bhupender Singh	Superintendent G-II, O/o District & Session Judge, Sirmour at Nahan
2	Sh. Rajesh Kumar	Naib Nazir, O/o the Civil Judge-cum-JMFC, Jhandutta, District Bilaspur
3	Sh. Tamender Lal	Superintendent G-II, O/o the Additional District & Session Judge-II, Mandi
4	Sh. Vyomesh Kaushal	Superintendent G-II, O/o the Senior Civil Judge-cum-CJM, Kangra at Dharamshala
5	Sh Anurag Sharma	Criminal Ahlmad, O/o the District & Sessions Judge, Una
6	Sh. Parveen Kumar	Criminal Ahlmad O/o the Civil Judge-cum JMFC, Chamba
7	Sh. Bhupesh Kondal	Reader, O/o the Civil Judge-cum-JMFC, Court No. 3, Shimla
8	Sh. Vinod Kumar	CCT, O/o the Additional District & Sessions Judge-I, Mandi

**List of Advocate Master Trainers**

S.No.	Name of the Advocate/BA Shri/Smt./Ms.	Mobile #	Email ID	Name of Bar Association
<b>High Court</b>				
1.	Sh. Amit Singh Chandel	9418081467	aschandel81@gmail.com, asc_advocate@yahoo.co.in	High Court of H.P. Shimla Bar Association.
2.	Sh.Aman Parth Sharma	9817041465	amanparth14@gmail.com	High Court of H.P. Shimla Bar Association.
3.	Sh.Ajay Sipahiya	9418061113	ajaysipahiya@gmail.com	High Court of H.P. Shimla Bar Association.
4.	Sh. Pranay Pratap Singh	7831055000	pranaysingh84@gmail.com	High Court of H.P. Shimla Bar Association.
<b>Shimla</b>				
1.	Sh. Rajan Kahol	9418900700	rajankahol@gmail.com	Shimla Bar Association
2.	Sh. Rohit Sharma	9816057161	vidhivaktas@gmail.com	Shimla Bar Association
3.	Sh. Narender Chauhan	9816594206	nc.shimla@gmail.com	Bar Association Theog.
4.	Hemant Singh Rathore	9816203595	advhsrathore@gmail.com	Bar Association Theog.
5.	Sh. Kapil Dev Advocate	8767000009	kvmghiyali@gmail.com	Bar Association Rohru.
6.	Sh. Umesh Sharma	9418042942	umesharma19@gmail.com	Bar Association Jubbal
7.	Sh. Yashwant Singh Pirta	9418107259	pirtayashwant@gmail.com	Bar Association Jubbal
8.	Sh. Sunil Kumar Negi	98056-50025	sunilnegi5@gmail.com	Bar Association, Rampur Bushahr, H.P.
9.	Sh. Rajiv Khewta	94180-32252	rajkhewta@gmail.com	Bar Association, Rampur Bushahr, H.P.
<b>Kinnaur</b>				
1.	Sh. Ram Singh	7018679995 9418109738	advnegiramsing@gmail.com	Bar Association, Kinnaur at Reckong Peo
2.	Sh. Manoj Negi	9459876345	golu0346@gmail.com	Bar Association, Kinnaur at Reckong Peo
<b>Sirmour</b>				
1.	Shri Amit Attri	9816153057	attri.amit382@gmail.com	District Bar Association Nahan
2.	Sh. Moin Iqbal	7018109016	moiniqbal567@gmail.com	District Bar Association Nahan
3.	Sh. Palvinder Singh	9816032006	adv.palvinder78@gmail.com	Taluka Bar Association Paonta Sahib
4.	Sh. Sukhvir	9882898820	sukhvir114@gmail.com	Taluka Bar Association

	Singh			Paonta Sahib
5.	Sh. Kapil Sharma	9805000692	sharmakapiladvocate@gmail.com	Taluka Bar Association Shillai
6.	Sh. Ravinder Chauhan	9817140500	ravinderchauhandeva@gmail.com	Taluka Bar Association Shillai
7.	Sh Anil Kumar	9816529775	advocateanilsharma21280@gmail.com	Taluka Bar Association Rajgarh
8.	Sh. Manish Thakur	9817065727	advmanishthakur@gmail.com	Taluka Bar Association Rajgarh
	<b>Kullu</b>			
1.	Surender Mohan Kapoor	9418024155	shreechaitanaya@gmail.com	KULLU
2.	Ritesh Chopra	9805206425	advocateriteshchoprakullu@gmail.com	KULLU
3.	Piyush Thakur	9816340413	piyush8thakur@gmail.com	KULLU
4.	Gaurav Sood	9418003900	gauravlayer@hotmail.com	KULLU
5.	Sukit Sharma	7018229019	Sukrits7@gmail.com	
6.	Sunil Kumar	9418133675	suniladvocate78@gmail.com	MANALI
7.	Kiran Ujjwal	9805553769	athleanxelite@gmail.com	MANALI
8.	Ms. Purnima Thakur	8894279033	tpurnima867@gmail.com	MANALI
9.	Ms. Tanvi Sood	9888461757	soodtanvi57@gmail.com	MANALI
10.	Prittam Singh	9817272197	prittam012356@gmail.com	BANJAR
11.	Sh. Sunil Kumar Mian	98054-96001	sunilmian@gmail.com	Bar Association, Ani, Distt. Kullu, H.P.
	<b>Chamba</b>			
1.	Shri Dharam Pal Malhotra	94180-22637	dpmalhotra@hotmail.com	Chamba
2.	Shri Nitin Mahajan	94180-14974	advocatenitin28@gmail.com	Dalhousie
3.	Shri Pankaj Thakur	94180-67624	pankajadv88@gmail.com	Dalhousie
4.	Shri Prem Singh	82199-16619	premsingh11120@gmail.com	Tissa
5.	Shri Jitender Bhardwaj	94189-27955	jitenderb9822@gmail.com	Tissa
	<b>Bilaspur</b>			
1.	Sh Aditya Mohan Kashyap	9418034185	adityamohan.kashyap@gmail.com	Bilaspur
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3.	Ajay Kumar	9418323174	adv.ajaynadda@gmail.com	Ghumarwin

	Nadda			
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5.	Narender Sharma	9418045403	narendersharma.211273@gmail.com	Ghumarwin
	<b>Solan</b>			
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3.	Sh. Amit Kumar	9882736882	quit18986@gmail.com	Bar Association Kasauli.
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7.	Sh. Ajay Singh	9418333238	ajay.ak20.ask@gmail.com	Bar Association Arki.
8.	Sh. Hemant Verma	9882500700	hemantkverma@outlook.com	-do-
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	<b>Una</b>			
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4.	Ms. Anita Devi	9805918055	advanitachoudhary11@gmail.com	Bar Association, Amb.
	<b>Mandi</b>			
1.	Dinesh Kumar Sharma	9418069775	sharma.dinesh110868@gmail.com	Bar Association Mandi
2.	Prem Singh Thakur	9817245639	prem0thakur@gmail.com	Bar Association Sundernagar
3.	Hem Singh Thakur	9418104440	hemthakur13@gmail.com	Bar Association Gohar
4.	Kanchan Vatsi	9805652491	kanchanvatsiadvocate@gmail.com	Bar Association Gohar
5.	R.K Bharti	9817795502	rajneeshazadbharti@gmail.com	Bar Association Joginder
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8.	Ashok Kumar	8679971888	ashokthakur994@gmail.com	Bar Association Karsog
<b>Hamirpur</b>				
1.	Sh. Ajay Kumar	9816068261	007adv@gmail.com	District Bar Association, Hamirpur, H.P.
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3.	Sunita Kumari	8219497371	sunitabansal05@gmail.com	Bar Association Barsar
4.	Sh. Bhavneesh Prasher	9816740116	bhavnesshprashar@gmail.com	Dehra
5.	Ms.Dimpal Sharma	8988032086	dimpalsharma19910@gmail.com	Dehra
<b>Kangra</b>				
1.	Shri Dev Singh Thakur	8894207890	sunny21orange@gmail.com	Indora, District Kangra, H.P.
2.	Shri Nitish Behl	8627948777	advnitish777@gamil.com	Indora, District Kangra, H.P.
3.	Sh. Sanjay Kumar	9625505500	sanjay.adhivakta@gmail.com	Baijnath
4.	Sh. Pankaj Jaggi	9817267450	pankajjaggi201086@gmail.com	Nurpur
5.	Sh. Pankaj Sharma	9817712362	pankajsharma.sharma370@gmail.com	Dharamshala
6.	Ms. Nitika Sharma	9805229245	nitika151981@gmail.com	Dharamshala
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8.	Sh. Uday Bhanu Singh Minhas	9817091292	bhanuusminhas@gmail.com	Palampur
9.	Sh. Rohit Sharma	8894412315	rohit.s.90@outlook.com	Jawali
10.	Sh. Manpreet	7018855040	manpreetsinghaaa007007@gmail.com	Jawali
11.	Rakesh Kumar	9805771111	rickyakesh111@gmail.com	Kangra Bar Association