

## Curriculum

One day ECT\_16\_24- Training on “**ICT Awareness and e-Courts Programme**” for the District & Sessions Judges & Additional District & Sessions Judges on 20.9.2025 in the Academy premises.

Date	Sessions	Topics
20.9.2025	Registration of participants 9.30 a.m to 10.00 a.m	
20.9.2025 (Saturday)	1 <sup>st</sup> Session (10.00 a.m to 11.15 a.m)	<ul style="list-style-type: none"> <li>✓ <b>Overview of eCourts project</b></li> <li>✓ <b>eCourts related Websites</b></li> <li>✓ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"> <li>○ Cause list/Judgments/Orders/Case Status</li> <li>○ Automatic receipt of SMS and eMail on Court listing</li> <li>○ How to appear in Video Conferencing</li> </ul> </li> <li>✓ <b>eCourts services mobile app</b> <ul style="list-style-type: none"> <li>○ Case Management:</li> <li>○ Get Case status/cause list/orders</li> <li>○ My Cases/ Export and Import</li> <li>○ QR scan option and its utility</li> <li>○ JustiS mobile app</li> </ul> </li> </ul>
20.9.2025	2 <sup>nd</sup> Session (11.30 a.m to 1.00 p.m)	<ul style="list-style-type: none"> <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> </ul> </li> <li>✓ <b>Other eServices:</b></li> <li>✓ Online certified copies</li> <li>✓ <b>eFiling - the digital online filing process</b> <ul style="list-style-type: none"> <li>○ Registration of Advocate in eFiling website.</li> <li>○ Steps to eFile a case.</li> <li>○ Advantages of eFiling</li> <li>○ Case portfolio management</li> <li>○ Know the case status any time</li> <li>○ Digital Court application</li> <li>○ NJDG for District Judges</li> </ul> </li> </ul>
20.9.2025	3 <sup>rd</sup> Session (2.00 p.m to 3.15 p.m)	<ul style="list-style-type: none"> <li>✓ <b>Virtual courts</b> -Payment of online fine including fine in challan under M.V. Act.</li> <li>✓ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li> <li>✓ <b>NSTEP</b> -National Service and Tracking of Electronic Processes</li> </ul>

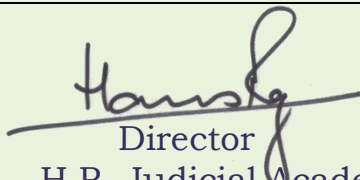
		✓ Help Manuals & Videos in Regional Languages ✓ eSakshya ✓ eOffice
20.9.2025	4 <sup>th</sup> Session (3.30 p.m to 5.00 p.m)	✓ <b>GeM: An Overview</b> <ul style="list-style-type: none"> <li>▪ Pool Bank Account</li> <li>▪ Requirements for registration on GeM</li> <li>▪ GeM Users: Primary User/Secondary Users/Consignee</li> <li>▪ Purchase on GeM-Direct, L1 and Bid</li> <li>▪ Shopping Cart</li> <li>▪ Placing an order on GeM</li> <li>▪ Verifying with eSign &amp; OTP</li> <li>▪ Contract &amp; Sanction Order</li> <li>▪ Uploading Approval</li> <li>▪ Bidding</li> <li>▪ Qualifying Technical Bids</li> <li>▪ Financial Bid &amp; L1</li> <li>▪ Receiving of Items</li> <li>▪ Verifying Items</li> <li>▪ Verifying Receiving</li> <li>▪ CRAC</li> <li>▪ Releasing of Payment to Seller and updation</li> </ul>

### Master Trainer(s):

1. Shri Parvinder Singh Arora, Additional District & Sessions Judge, CBI Court, Shimla.
2. Shri Aslam Beg, Senior Civil Judge-cum-CJM, Lahaul & Spiti at Kullu.

### Timing of training:

Tea Break		11.15 a.m to 11.30 a.m & 3.15 p.m to 3.30 p.m
Lunch Break		1.00 p.m to 2.00 p.m

  
 Director  
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