



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 24th November 2005]

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Ref. No. HPJA/ECT_5_2025-

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Web: www.hpsja.nic.in

Dated: 27.12.2025

To

1. The District & Sessions Judge,
District Sirmaur at Nahan, (H.P.)
2. The District & Sessions Judge,
District Court, Shimla, (H.P.)

Subject:- One-day Training programme on **"eCourts Services and eCourts Programme"** (ECT_5_2025) for Court Managers and Chief Administrative Officers of District Judiciary.

Sirs,

"Jai Hind"

I have the honour to submit that the Academy is organizing One-day Training programme on **"eCourts Services and eCourts Programme"** (ECT_5_2025) for Court Managers and Chief Administrative Officers of District Judiciary on 6.1.2026 in the Academy premises.

I may therefore, request your goodself to kindly spare the services of the Master Trainer, namely Shri Bhupesh Kondal, Sheristedar, O/o Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla & Shri Bhupinder Singh, Reader, O/o Senior Civil Judge-cum-ACJM, Paonta Sahib to impart One-day Training programme on **"eCourts Services and eCourts Programme"** (ECT_5_2025), in the premises of the Academy on 6.1.2026. The curriculum of the training programme enclosed herewith may also be circulated to the Master Trainer, please.

Thanking you,

Yours faithfully,

(Hans Raj)
Director

Endst. No. HPJA/ECT_5_2025-

3988

Dated: 27.12.2025

Copy forwarded to:-

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron-in-Chief of the Academy), for information, please. (by email only).
2. The Secretary to Hon'ble Mr. Justice Ajay Mohan Goel, Judge, Hon'ble High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please. (by email only)
3. The Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla, for information, please.
4. The Senior Civil Judge-cum-ACJM, Paonta Sahib, Sirmour at Nahan (H.P for information, please.
5. Shri Bhupesh Kondal, Sheristedar, O/o Additional District & Sessions Judge, FTSC (Rape/POCSO), Shimla, for information, please.
6. Shri Bhupinder Singh, Reader, O/o Senior Civil Judge-cum-ACJM, Paonta Sahib, for information, please.
7. The System Analyst of Academy with the direction to upload it in the Academy website.


Director

FOR Court Managers and Chief Administrative Officers of District Judiciary

ECT_05_2024- One-day Training Programme on “eCourts Services and Ecourts Programme”

To be held on: 6th January., 2026

Session	Topic
9.30 a.m	Registration of Participants
I 10.00 a.m to 11.15 a.m	<u>Introduction</u> <ul style="list-style-type: none">✓ Change Management✓ Concept and need for change management✓ Process reengineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment <u>Case Information System –I</u> <ul style="list-style-type: none">✓ Concept of case management✓ Basic and important features of the Case Information System (CIS) Software of the District Judiciary✓ CIS in work management✓ Importance of Data integrity in CIS✓ Basic idea about CIS✓ Dashboard✓ Q –Menu✓ Sidebar and various menu entries in sidebar✓ Transfer of judicial officers in CIS✓ Daily data uploading to CIS✓ Case proceedings✓ Delay management✓ Filing- Cases, Caveat. Allocation- Individual & Bulk; Bulk, Random, Reports✓ CIS and Case Flow Management Rules
II 11.30 a.m to 12.12.15 p.m	<u>Case Information System-II</u> <ul style="list-style-type: none">✓ Registration✓ Unregistered Cases✓ Undated Cases✓ Court Proceedings✓ Plead Guilty module.

	<ul style="list-style-type: none"> ✓ Proceeding Reports- Cause lists ✓ Additional Party Details ✓ Management Reports ✓ Pretrial and ICJS. ✓ Transfer of Cases ✓ Judgement/order uploading ✓ A-diary generation ✓ B diary ✓ Undertrial ✓ Lok Adalat ✓ Mediation ✓ Proceedings Reports ✓ Monitoring through CIS ✓ Remand ✓ Bail ✓ Release ✓ Charge sheet/summary ✓ Chargesheet/summary received report ✓ Pretrial order uploading ✓ Generation of various statistical statements in CIS ✓ Query builder ✓ Other features of CIS
<p style="text-align: center;">III 12.15 p.m to 1.00 p.m</p>	<p>Process Management</p> <ul style="list-style-type: none"> ✓ Process generation ✓ Process data entry & Role of Court User ✓ Draft generation ✓ Upload process ✓ Copy the previous process ✓ Publish process ✓ Process acknowledgement ✓ Process status ✓ NSTEP ✓ NSTEP Web interface ✓ Manage Bailiff/Process Server (Add & Modify) ✓ Manage Process Admin/Nazir (Add & Modify) ✓ Process Admin / Nazir ✓ NSTEP Mobile application ✓ eCourts Services mobile app <p><u>Efiling & ICJS</u></p> <ul style="list-style-type: none"> ✓ Consuming cases in CIS from efilings and ICJS portals ✓ Efiling videos and manual

<p>IV 2.00 p.m to 3.15 p.m</p>	<p><u>Data management</u></p> <ul style="list-style-type: none"> ✓ Importance of data security ✓ Open data ✓ Password management ✓ Data auditing ✓ Data accuracy in CIS ✓ Steps to be taken to maintain data health <p>✓ NJDF</p> <p>✓ Live streaming</p> <p>✓ SUVAS</p>
<p>V 3.30 p.m to 4.45 p.m</p>	<p><u>Digitisation of Court records</u></p> <ul style="list-style-type: none"> ✓ Importance of digitization ✓ Principles ✓ Standard Operating Procedures(SOP) for digitisation of eCommittee ✓ Hardware and software requirements & Management of digitization ✓ Type of PDF documents ✓ OCR & ICR <p><u>Video Conferencing</u></p> <ul style="list-style-type: none"> ✓ Principles of Video Conferencing ✓ VC equipments- Procurement, management and optimum use
<p>VI 4.45 p.m to 5.00 p.m</p>	<ul style="list-style-type: none"> ✓ <i>Group discussion and clearing of doubts</i> ✓ <i>Valediction</i>