



## 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/Trg. Ecourts Project /2026/**

**Dated: 24.04.2026**

To

The Worthy Registrar General,  
High Court of Himachal Pradesh,  
Shimla (H.P.)

**Subject: One-day training on “ICT Awareness and Ecourts Programme” for the Senior Civil Judges and Civil Judges.**

Sir,

“Jai Hind”

I have the honour to submit that the Himachal Pradesh Judicial Academy is organizing one day training on “ICT Awareness and Ecourts Programme” [ECT\_16\_2025] for the Senior Civil Judges and Civil Judges on 23<sup>rd</sup> May, 2026, in the Academy premises. The following judicial officers have been nominated for attending the aforesaid training:

S. No.	Name of the Officer	Designation	Place of posting
1	Sh. Surya Prakash	Senior Civil Judge -cum-CJM	Hamirpur
2	Dr. Hakikat Dhanda	Senior Civil Judge-cum-CJM	Kangra at Dharamshala
3	Ms. Neha Sharma	Senior Civil Judge-cum-CJM	Una
4	Ms. Manisha Goyal	Senior Civil Judge-cum-CJM	Kullu
5	Sh. Prashant Singh Negi	Secretary, District Legal Services Authority	Solan
6	Ms. Madhvi Singh	Senior Civil Judge -cum-ACJM	Sundernagar
7	Sh. Nav Kamal	Secretary, District Legal Services Authority	Sirmaur at Nahan
8	Sh. Baljeet	Senior Civil Judge-cum-ACJM	Rampur Bushahr
9	Ms. Akanksha Dogra	Senior Civil Judge-cum-ACJM-II	Shimla
10	Sh. Vivek Kaisth	Secretary, District Legal Services Authority	Mandi
11	Sh. Anuj Bahal	Senior Civil Judge-cum-ACJM	Nadaun
12	Sh. Umesh Verma	Secretary, District Legal Services Authority	Shimla
13	Sh. Gaurav Chaudhary	Senior Civil Judge-cum-ACJM-II	Dehra



14	Ms. Sonal Sharma	Senior Civil Judge-cum-ACJM-I	Dharamshala
15	Sh. Ekansh Kapil	Secretary, District Legal Services Authority	Chamba
16	Ms. Deepika Negi	Civil Judge-cum-JMFC	Jogindernagar
17	Sh. Ashok Kumar-II	Civil Judge-cum-JMFC	Jaisinghpur
18	Dr. Pushp Lata	Civil Judge-cum-JMFC-II	Nurpur
19	Sh. Raghav Gupta	Civil Judge-cum-JMFC	Bilaspur
20	Sh. Vikas Kapoor	Civil Judge-cum-JMFC	Shillai, Distt. Sirmaur
21	Sh. Shavik Ghai	Civil Judge-cum-JMFC-II	Una
22	Ms. Sheetal Gupta	Civil Judge-cum-JMFC	Jubbal
23	Ms. Ritu Sinha	Civil Judge-cum-JMFC	Rajgarh
24	Ms. Priyanka Devi	Civil Judge-cum-JMFC	Anni
25	Ms. Geetika Yadav	Civil Judge-cum-JMFC-II	Mandi
26	Ms. Tina Malhotra	Civil Judge-cum-JMFC-III	Hamirpur
27	Sh. Shashi Kant	Civil Judge-cum-JMFC	Jawali
28	Ms. Susmita Sharma	Civil Judge-cum-JMFC-V	Shimla
29	Sh. Vikash Thakur	Civil Judge-cum-JMFC	Banjar
30	Sh. Apurva Raj	Civil Judge-cum-JMFC	Chopal
31	Sh. Raghav Sharma	Civil Judge-cum-JMFC-II	Paonta Sahib
32	Ms. Kirti Bhushan	Civil Judge-cum-JM-II	Ghumarwin
33	Sh. Vishal Thakur	Civil Judge-cum-JM-II	Hamirpur
34	Ms. Rashmi Dogra	Civil Judge-cum-JM-VI	Shimla
35	Ms. Bindra Devi	Civil Judge-cum-JM-IV	Hamirpur
36	Ms. Bhavya Saini	Civil Judge-cum-JM-IV	Mandi
37	Ms. Urvashi	Civil Judge-cum-JM-IV	Una
38	Ms. Minakshi	Civil Judge-cum-JM-II	Sarkaghat
39	Ms. Priyanka	Civil Judge-cum-JM-II	Palampur
40	Ms. Renu Bala	Civil Judge-cum-JM-II	Kasauli
41	Ms. Amisha Gupta	Civil Judge-cum-JM-II	Nalagarh
42	Ms. Tanya	Civil Judge-cum-JM-II	Amb
43	Ms. Jannat Hayer	Civil Judge-cum-JM-II	Solan
44	Ms. Sona	Civil Judge-cum-JM-III	Amb
45	Ms. Pryanshi	Civil Judge-cum-JM-II	Kangra

It is also submitted that the training shall be imparted by the following Judicial Officers Ubuntu-cum-CIS Master Trainers:

1. Sh. Parvinder Singh Arora, Addl. District and Sessions Judge, CBI Court, Shimla
2. Sh. Aslam Beg, Senior Civil Judge-cum-CJM, Mandi



This is for your kind information, please.

Thanking you,

Yours faithfully,

(Hans Raj)  
Director

**Endst. No.:** HPJA/Trg. *Ecourts Project /2026/ 1146*

**Dated:** 24.04.2026

Copy forwarded for information to:

1. The Principal Private Secretary to the Hon'ble the Chief Justice, High Court of H.P. (Hon'ble Patron-in-Chief of the Academy), Shimla.
2. The Secretary to Hon'ble Shri Justice Ajay Mohan Goel, Judge, High Court of H.P. (Hon'ble President of the Academy). [Through Email]
3. The Ld. District and Sessions Judge(s), Bilaspur/ Chamba/ Hamirpur/ Kangra at Dharamshala/ Kinnaur at Rampur Bushehr/ Kullu/ Mandi/ Shimla/ Sirmour at Nahan/ Solan/ Una; with the request to advise the judicial officers posted in their Civil and Sessions Divisions to attend the aforesaid training on the date and place mentioned above.
4. The Ld. Member Secretary, H.P. State Legal Services Authority, Shimla.
5. All the concerned Judicial Officers nominated to attend the training (Through email); with the request to attend the training on the date and place mentioned above.
6. Sh. Parvinder Singh Arora, Addl. District and Sessions Judge, CBI Court, Shimla and Sh. Aslam Beg, Senior Civil Judge-cum-CJM, Mandi: with the request to impart training on "ICT Awareness and Ecourts Programme" on the aforesaid date and place. Copy of tentative curriculum is enclosed herewith for kind perusal.
7. The System Analyst of the Academy; with the direction to upload the same in the website of the Academy and also to send the same to the Ld. District and Sessions Judges and the concerned officers through e-mail.

  
Director



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA  
**Tentative Curriculum**

**One-day ECT\_16\_2025- Training on “ICT Awareness and Ecourts Programme” for the Senior Civil Judges and Civil Judges**

**To be held on: 23<sup>rd</sup> May, 2026**

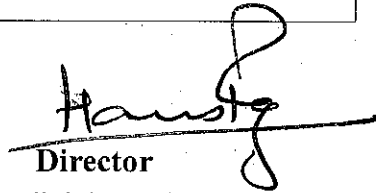
Session	Topic
9.30 am	Registration of Participant-Officers
I	<ul style="list-style-type: none"><li>✓ <b>Overview of eCourts project</b></li><li>✓ <b>eCourts related Websites</b></li><li>✓ <b>How to get eCourts services 24 x 7</b><ul style="list-style-type: none"><li>○ Cause list/Judgments/Orders/Case 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/causelist/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>
II	<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</li></ul></li></ul>
III	<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><li>✓ Help Manuals&amp; Videos in Regional Languages</li><li>✓ eSakshya</li><li>✓ eOffice</li></ul>
IV	<ul style="list-style-type: none"><li>✓ <b>GeM: An Overview</b><ul style="list-style-type: none"><li>▪ Pool Bank Account</li></ul></li></ul>



	<ul style="list-style-type: none"><li>▪ Requirements for registration on GeM</li><li>▪ GeM Users: Primary User/Secondary Users/Consignee</li><li>▪ Purchase on GeM-Director, 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>
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**Timings of training:**

Session	Timings
First	: 10.00 a.m. to 11.15 a.m.
Second	: 11.30 a.m. to 1.00 p.m.
Third	: 2.00 p.m. to 3.15 p.m.
Fourth	: 3.30 p.m. to 4.45 p.m.
Tea break	: 11.15 a.m. to 11.30 a.m. & 3.15 p.m. to 3.30 p.m.
Lunch break	1.00 pm to 2.00 pm

  
Director

H.P. Judicial Academy, Shimla