

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM AND ARUNACHAL PRADESH)

N O T I F I C A T I O N

Dated: Guwahati, the 12th of September, 2024

NO.HC.VII-348(Pl.I)/2012/9327/A### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to direct all the Court Managers of the District Courts of Assam to join "**eCourts Programme (ECT_05_2024)**" scheduled to be held on **19-09-2024** from **3:30 P.M. to 05:00 P.M.** through **virtual mode**.

The link for joining the training programme is:

<https://bit.ly/4ejpBxC>

(Platform to be used Microsoft Teams)

NO.HC.VII-348(Pl.I)/2012/ 9327(A)YA### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate Shri Chaturjya Prasad Talukdar, Additional District & Sessions Judge (FTC), Nagaon as Resource Person to conduct the "**eCourts Programme (ECT_05_2024)**" scheduled to be held on **19-09-2024** from **3:30 P.M. to 05:00 P.M.** through **virtual mode**.

The **Training schedule** and the **General Instructions for Training (online mode)** for participation is enclosed along with the Notification.

By Order,
Sd/- S. Dhar

REGISTRAR (JUDICIAL)

Memo No.HC.VII/348(Pl.I)/2012/9328-9338/A **Dated: 12-09-2024**

Copy forwarded for information & necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.
2. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.

3. The Registrar [Admin./Vigilance/Esstt.(i/c)], Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The District and Sessions Judge,
Baksa / Barpeta / Bongaigaon / Cachar / Chirang / Darrang / Dhemaji /
Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Jorhat
/ Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur
/ Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia /
Udalguri.

***(He/She is requested to inform the concerned Officer from
his/her District about this notification)***

6. Shri Chaturjya Prasad Talukdar, Additional District & Sessions Judge (FTC),
Nagaon.
7. All the Courts Mangers of District Courts of Assam.
8. The Project Manager, Gauhati High Court, Guwahati.

***(He is requested to upload the notification immediately to
the official website of the Gauhati High Court, Guwahati).***

9. The Administrative Officer, Judicial Academy, Assam with a request to place
the Notification before the Hon'ble Director, Judicial Academy.
10. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati
High Court, Guwahati for his Lordship's kind information.
11. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

[THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY]


REGISTRAR (JUDICIAL)

ECOURTS PROGRAMME FOR COURT MANAGERS OF DISTRICT JUDICIARY ON ICT AND ECOURTS

(ECT 5 2024)

Date: 19.09.2024

Time: 3:30 pm to 5:00 pm

SCHEDULE

Resource Person: Sri Chaturjya Prasad Talukdar, Addl. District & Sessions Judge (FTC), Nagaon

Topic
❖ Electronic Case Management Tools for general public <ul style="list-style-type: none">➤ eCourts related Websites.➤ eCommittee website➤ eCourts services➤ District Court Websites
❖ Service Delivery in Court Complexes and maintenance
❖ Role of Court Managers in making the eCourt services accessible to the public <ul style="list-style-type: none">➤ Cause list/Judgments/Orders/Case Status.➤ Automatic receipt of SMS and email on Court listing,➤ SMS Push and Pull services.➤ Benefits of registration of Advocates in Court CIS
❖ eFiling – the digital online filing process <ul style="list-style-type: none">➤ Registration of Advocate in eFiling website.➤ Steps to eFile a case.➤ Advantages of eFiling.➤ Case portfolio management.➤ Know the case status any time.
❖ ePayment portal of court fee, Fine, civil deposits
❖ Case Information System: <ul style="list-style-type: none">➤ Process Generation➤ Filing of cases➤ IA Filing➤ Day to Day Case Proceeding➤ Linking and grouping of cases➤ Bulk Postings➤ Urgent Cases➤ Proceeding Correction➤ Delay Status➤ Litigant updation➤ Reports etc.➤ Online certified copies➤ Uploading of daily orders and judgements
❖ Use of CIS generated Order/ Judgement Template
❖ CIS – Judge Leave Management
❖ Introduction to CIS 4.0
❖ National Service and Tracking of Electronic Processes (NSTEP)
❖ JUSTIS Mobile Application
❖ New NJDG
❖ E-filing / New e-filing 3.0, E-Pay
❖ Virtual Courts – Its importance in the justice delivery systems



JUDICIAL ACADEMY, ASSAM
General Instructions for Training (Online Mode)

1. The training programme will be conducted by using the Online VC/Meeting Software "Microsoft Teams" which will be two-way audio-video interaction.
 2. Participants are to * **join the training by disclosing their full name** via the Joining Link as notified and also uploaded in the website of Judicial Academy, Assam
 3. Participants are requested to **report online** through joining Link, **at least 10 minutes before the scheduled time** of Video Conference and maintain punctuality.
 4. Participants are to **keep their video ON, continuously throughout & till the conclusion of the training.**
 5. All the Participants are to follow the Video Conference Protocols like: -
 - a. **Keep themselves muted until & unless they are allowed by the presenter to unmute** themselves.
 - b. At the end of the deliberation of the Resource Person, **participants may raise hand to indicate that he/she would like to interact with the Resource person, where-after, on announcement by presenter, the said officer may unmute, ask question and thereafter again mute the audio.**
 - c. Ensure proper Internet connectivity with adequate data so that they can attend the training without any network and connectivity issue.
 6. Participants are to wear **formal attire** (befitting an officer) while attending the training.
 7. Participants are to check the official website of Judicial Academy, Assam for updates.
 8. Joining Guide (Steps below are to be followed):
 - Click on the given link or type the given link on the browser.
 - A new tab with a pop-up will open
 - Select 'Open Microsoft Teams' if you have Microsoft Teams App installed in your device.
 - OR**
 - Cancel the pop-up and click on 'Continue on this browser'.
 - For Smartphone Microsoft Teams App needs to be installed before joining the VC.
- Note: - Queries and other information through e-mail may be obtained from: -

E-Mail - suggestion.jaa@gmail.com

Mobile: - 8723028535 / 8133998881

* Note:- The same is essential for preparation, maintenance and submission of accurate report.