

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 13th December, 2022

NO. HC.VII-122/2018(Pt.)/13251/A ### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate the Master Trainer System Officers/System Assistants of District Courts of Assam as **Resource persons** to conduct the one-day "**Refresher Programme (ECT_9_2022)**" for the Lower Division Assistants, Upper Division Assistants and Computer Typists of the District Court of Assam on **17-12-2022** from **3 PM** to **5 PM** at the District Head quarter.

NO. HC.VII-122/2018(Pt.)/13252/A ### The Hon'ble Gauhati High Court has been pleased to direct the Lower Division Assistants, Upper Division Assistants and Computer Typists of the District Court of Assam to participate in the one-day "**Refresher Programme (ECT_9_2022)**" on **17-12-2022** from **3 PM** to **5 PM** physically at the District Head quarter.

Further, the District & Sessions Judges are requested to provide necessary logistical support to the nominated Resource Persons and participants. The System Officers/System Assistants are directed to make a dummy Server of CIS and computer sets, as per the requirement for the training.

The topic of the aforesaid training is enclosed with this Notification.

By Order,
Sd/- R.A. Tapadar
REGISTRAR (JUDICIAL)

Memo HC.VII-122/2018(Pt.)/ 13253-13278/A Dated: 13-12-2022

Copy forward for information and necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.
2. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. The Principal Accountant General (A&E), Assam, Beltola, Guwahati for information and necessary action.

[The Officers are placed on deputation for the program on condition that (a) the Officers will be treated as on duty during the training period & (b) they will be entitled T.A. & D.A. as admissible under the Rules].

4. The Registrar (Admin./Vigilance/ Esstt.), Gauhati High Court, Guwahati.
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice(Acting), Gauhati High Court, Guwahati.
6. The District & Sessions Judge,
Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar, Silchar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong

(He/She is requested to inform the nominated Official(s) and the Resource Persons under his/her control about this Notification) and make necessary arrangements for smooth conduct of the training programme.

7. The Secretary, Gauhati High Court Legal Services Committee.
8. The Presiding Officer, Industrial Tribunal, Guwahati / Dibrugarh / Cachar, Silchar.
9. The Member, MACT, Kamrup, Amingaon / Cachar, Silchar / Kamrup (M) No. 1, No. 2 & No. 3 / Nalbari / Sonitpur / Nagaon / Goalpara / Dhubri / Barpeta.
10. The Presiding Officer, Labour Court, Dibrugarh / Kamrup (M).
11. The Special Judge-cum-Judge, Designated Court, Assam.
12. The Special Judge, Assam.
13. The Special Judge, NDPS Court, Guwahati, Assam.
14. The Special Judge, CBI & NIA, Guwahati, Assam.
15. The Special Judge, CBI, Addl. Court No. 1/No. 2/No. 3, Guwahati, Assam.
16. The Principal Judge, Family Court, Kamrup (M) No. 1/ No. 2 & No. 3/ Nalbari / Dhubri / Barpeta / Cachar, Silchar.

(He/She is requested to inform all the concerned Official(s) and staffs of their respective Court about this Notification)

17. The Member Secretary, Assam State Legal Services Authority.

(He/She is requested to inform all the concerned Official(s) and staffs about this Notification)

18. The Joint Registrar (Judl./PM&P), Gauhati High Court, Guwahati.

19. The Chief Judicial Magistrate

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar, Silchar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong

(He/She is requested to inform the nominated Official(s) and the Resource Persons under his/her control about this Notification and make necessary arrangements for smooth conduct of the training programme).

20. The Project Manager, Gauhati High Court, Guwahati.

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

21. The Administrative Officer, Judicial Academy, Assam with a **request to place the Notification before the Hon'ble Director, Judicial Academy.**

22. The System Officers/System Assistants,

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar, Silchar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong

23. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak,
Gauhati High Court, Guwahati for his Lordship's kind information.
24. The CA to the Registrar General, Gauhati High Court, Guwahati.

(THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY)

R. A. Tapadar
13.12.22

REGISTRAR (JUDICIAL)



JUDICIAL ACADEMY, ASSAM

REFRESHER PROGRAMME FOR COURT STAFFS

(ECT_9_2022)

Date: 17.12.2022

SCHEDULE

Resource Person: Master Trainer Systems Officers / Systems Assistants of District Courts

Topic
<ul style="list-style-type: none">➤ eCourts related Websites.➤ eCommittee website (https://ecommitteesci.gov.in/)➤ NJDG (https://njdg.ecourts.gov.in/njdgnew/index.php)➤ eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/)➤ District Court Websites (https://districts.ecourts.gov.in/)
<ul style="list-style-type: none">➤ Services Delivery in Court Complexes:<ul style="list-style-type: none">• eSewa Kendra.• Kiosks• Digital display boards.➤ Virtual Courts
<ul style="list-style-type: none">❖ Q Menu<ul style="list-style-type: none">➤ Select Court<ul style="list-style-type: none">▪ Select the Court No. from the list on which user has to work.➤ Select Date<ul style="list-style-type: none">▪ Select the Date from the Calendar. This is Date of which information is to be searched.❖ Query Search (Search Pending Cases, Disposed Cases OR Both)<ul style="list-style-type: none">➤ Case Status<ul style="list-style-type: none">▪ CNR Number▪ Filing No.▪ Registration No.▪ FIR Number▪ Party Name▪ Subordinate Court➤ Advocate<ul style="list-style-type: none">▪ Advocate Name▪ Advocate Bar Code▪ Today's Case List of Advocate➤ Cause List (Civil OR Criminal Cases Cause List)<ul style="list-style-type: none">▪ Select Court▪ Today's Cause List or Tomorrow's Cause List➤ Search Caveat<ul style="list-style-type: none">➤ (Caveator / Caveatee Name)<ul style="list-style-type: none">▪ Search Anywhere▪ Search Starting with

- Scrutiny List
- Objection Compliance Board
- ❖ Registration,
 - Entering Complete Data of Petitioner, Respondent, Extra Information, Subordinate Court, Act Section, Police Station, Extra Party, Party wise Act, Case Details, Caveat, Registration...
 - Change Registration Date
 - Date of Hearing
 - Purpose of Hearing
 - Case Extra information
- ❖ IA filing,
 - (IA can be filed in Civil / Criminal Cases)
 - IA Filing in Registered Cases or Unregistered Cases
- ❖ Urgent Case
 - Urgent Case Option in -
 - Why Urgent Case Option?
 - Admin Menu
 - Registration Section
 - Court Proceeding
 - Urgent Case Reports.

- ❖ Case Type Judge,
 - Select Case Type and Check the Judges from the List to whom Cases of selected Case Types is to be allocated randomly.
- ❖ Police Station Master and arrangements.
 - Entry details of Police Station under the jurisdiction of Court.
 - Allocate National to Police Station along with other details.
 - Police Station wise Cause List
 - Police Station wise Pending Cases.

- ❖ Case Proceedings,
 - Recall of Case
 - Display Board Management: Called — In Progress — Completed
 - Business
 - ON VC
 - Order passed
 - Exhibits
 - Court Event
 - Dispose the Case
 - Date of Decision
 - Contested or Uncontested
 - Nature of Disposal
 - Kept as Dormant Case
 - Next Date
 - Dormant or Sine Die
 - Specify Reason of Adjournment
 - Purpose and Sub Purpose of Listing
 - Next Date
 - Purpose wise view of Next Date (check)
 - Time Slot
 - Presence / Attendance
- ❖ Bulk Proceedings
- ❖ Bulk Disposal
- ❖ Court Event and
 - DCMS
 - Issues Framed
 - Witnesses Examined
 - Appearance

- Pre-trial Order Uploading
- ❖ Charge Sheet / Summary
 - Charge Sheet Received Report
 - Summary Received Report

- ❖ Various Reports,
 - Management Reports (Civil and Criminal)
 - Case List
 - Judge Wise Monthly Report
 - Unit Wise Disposal
 - Contested Disposal Report
 - Unit IA Disposal
 - Pending Monitoring
 - Disposal Monitoring
 - Balance Sheets

- ❖ Return Reports
- ❖ Summary Reports
- ❖ Unit/Norms Calculation.

- ❖ New NJDG
- ❖ NSTEP
- ❖ JUSTIS Mobile Application

- ❖ E-filing
- ❖ E-Pay