

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 24th June, 2022

NO. HC.VII-138/2019/4636/A #### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate ***Shri Chaturjya Prasad Talukdar***, Secretary, District Legal Services Authority, Kamrup(M), as ***Resource Person*** for two days "***ICT & eCourts Induction Programme (EC_17_2022 & EC_18_2022)***" to be organised by the Judicial Academy, Assam on **04-07-2022 and 05-07-2022**, from **10:00 A.M. to 4:00 P.M.** for the newly recruited Grade-I Judicial Officer of Assam and Grade-III Judicial Officer of Arunachal Pradesh who are undergoing Induction Training at Judicial Academy, Assam.

The details Training scheduled is enclosed along with this Notification.

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

Memo No. HC.VII-138/2019/4637-4649/A, Dated 24-06-2022

Copy for information & 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 Officer is placed on deputation for the programme on condition that (a) the Officer will be treated as on duty during the training period & (b) he will be entitled to T.A. & D.A. as admissible under the Rules.

4. The District & Sessions Judge, Kamrup (M), Assam.

(You are requested to inform the Resource Person accordingly)

5. The Registrar (Admin./Vigilance), Gauhati High Court, Guwahati.

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24.06.22

6. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
7. The Joint Registrar (Judl./ PM & P), Gauhati High Court, Guwahati.
8. Shri Chaturjya Prasad Talukdar, Secretary, District Legal Services Authority, Kamrup(M), Assam.
9. The Joint Registrar, (Finance), Gauhati High Court, Guwahati.
10. 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)

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

Further, you are also requested to inform the trainee Officers Viz., Shri Narayan Upadhyaya, Grade-I Judicial Officer of Assam Judicial Service and Shri Lobsang Wangdi Babu Grade-III Judicial Officer of Arunachal Pradesh Judicial Service undergoing training at the Judicial Academy about this Notification.

12. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.
13. 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,
24.06.22

REGISTRAR (JUDICIAL)



JUDICIAL ACADEMY, ASSAM

ICT & ECOURTS INDUCTION PROGRAMME FOR THE NEWLY RECRUITED CIVIL JUDGES AND DIRECT DISTRICT JUDGES

(EC_17_2022) & (EC_18_2022)

on

(For newly recruited Civil Judge Junior Division & Direct District Judge)

Date: 04.07.2022 & 05.07.2022

SCHEDULE

Resource Person: Shri Chaturjya Prasad Talukdar,
Secretary, District Legal Services Authority, Kamrup (M)

Day-I

04.07.2022 (Monday)

Duration	Topic
10.00 AM to 10.05 AM	Opening Remarks by Director Judicial Academy, Assam
10.05 AM to 11.30 AM	<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.➤ Other Services<ul style="list-style-type: none">• Online Certified copies• eGate PASS➤ Virtual Courts
	<ul style="list-style-type: none">➤ How to scan the document and make PDF➤ Making accessible PDFs➤ Uploading documents
	<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
 - Advocate Name
 - Advocate Bar Code
 - Today's Case List of Advocate
- Cause List
(Civil OR Criminal Cases Cause List)
 - Select Court
 - Today's Cause List or Tomorrow's Cause List
- Search Caveat
- (Caveator / Caveatee Name)
 - Search Anywhere
 - Search Starting with
 - Search Subordinate Court
 - Search Caveat No.
- Pre Trial Application
 - Remand
 - Bail
 - Application
- Calendar
 - Month Wise and Day Wise List of Civil and Criminal Cases.
 - Click No. of Civil/Criminal Cases to get Purpose Wise list of cases.
 - Click the Purpose to get list of Case Numbers.
- Mail
 - Inbox
 - Compose
- Act/Section
 - Details of Provision of Laws.
- ❖ Dash Board
 - Name of the Establishment
 - Name of the Judicial Officer
 - Name of the User
 - Language Toggle
 - Date and Calendar to change the Date
 - Version of CIS
 - Today's Cases (Civil, Criminal and Total)
 - Undated Cases (Civil, Criminal and Total)
 - My Disposal This Month (Civil, Criminal and Total)
 - My Pending Cases (Civil, Criminal and Total)
 - ADR Corner
 - Pending (Mediation Lok Adalat)
 - Referred this Month (Mediation/Lok Adalat)
 - Completed this Month (Mediation/Lok Adalat)
 - Case Type Wise Top Pending Cases.
 - Pendency Charts
 - Bar Chart
 - Pie Chart
 - Search Bar

- New Show Menu Button
- My Court and All Court Icon.
- ❖ Configure Establishment
 - Details of Establishments in the Court Complex.
- ❖ Masters and Unification,
 - National Masters
 - State Masters
 - Local Masters
 - Periphery Master
 - Unification: Mapping of all masters i.e. Case Type Master, Purpose Master etc. with the National Codes.

11.30 AM to 11.45 AM (TEA BREAK)

11.45 AM
to
12.45 PM

- ❖ Filing of Case,
 - Case Filing (Civil or Criminal) Or Caveat Filing
 - Selecting Case Type
 - Party Details
 - Case Details
 - Reports
 - Filing Check List
 - Generate Cause Title
 - Case Data Entry
 - Entering Details in a Filed Cases
 - Copy Previous Case Data option
- ❖ Appeal filing
 - Filing Appeal against Disposed Case or Pending Case
 - Filing Appeal as per CNR or Case No.
- ❖ Proceeding Correction
- ❖ Objections and Scrutiny
 - Specifying objection/s in filed cases
 - Objection Compliance Date
 - Forwarding for Objection with objection/s
 - Check Slip
 - 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

	<ul style="list-style-type: none"> ▪ Urgent Case Reports.
<p>12.45 PM to 01.15 PM</p>	<ul style="list-style-type: none"> ❖ Random Allocation, <ul style="list-style-type: none"> ➤ Why Random Allocation? ➤ First assign Case Type Judges. ➤ Allocate Case to Case Type assigned Judges randomly ❖ Case Type Judge, <ul style="list-style-type: none"> ➤ 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. <ul style="list-style-type: none"> ➤ 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.
<p>01.15 PM to 02.00 PM (LUNCH)</p>	
<p>02.00 PM to 03.00 PM</p>	<ul style="list-style-type: none"> ❖ Case Proceedings, <ul style="list-style-type: none"> ➤ Recall of Case ➤ Display Board Management: Called — In Progress — Completed ➤ Business ➤ ON VC ➤ Order passed ➤ Exhibits ➤ Court Event ➤ Dispose the Case <ul style="list-style-type: none"> ▪ Date of Decision ▪ Contested or Uncontested ▪ Nature of Disposal ➤ Kept as Dormant Case <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ➤ DCMS ➤ Issues Framed ➤ Witnesses Examined ➤ Appearance ➤ Written Statement ➤ Legal Heir ❖ Process Generation <ul style="list-style-type: none"> ➤ Process Generation in Civil / Criminal or Plead Guilty Case ➤ Select the Case ➤ Select the Process to be generated ➤ Select Address and provide other details ➤ Generate Draft ➤ Copy Previous Process ➤ Upload Process ➤ Publish Process

	<ul style="list-style-type: none"> ➤ Process Acknowledgement / Print ➤ Process Status ❖ Linking and Grouping of Cases — Introduction.
<p>03.00 PM to 04.00 PM</p>	<ul style="list-style-type: none"> ❖ Judgement Order Templates, <ul style="list-style-type: none"> ➤ Select Case (List of Cases Listed Today) ➤ Enter Case No. to generate Template of Order / Judgment from the list. ❖ Issue charge framing, ❖ Order sheet / Roznama <ul style="list-style-type: none"> ➤ Roznama Pdf (A Diary) ➤ B Diary ❖ Delay Status <ul style="list-style-type: none"> ➤ Importance of this Option. ➤ Delay Status in Civil or Civil or Both Cases ➤ Specify the Age of Cases ➤ Select the Delay Reason ➤ Specify if case is Sine Die or Dormant Case

DAY-II**05.07.2022 (Tuesday)**

Duration	Topic
09.00 AM to 09.45 AM	<ul style="list-style-type: none">❖ Under Trial,<ul style="list-style-type: none">➤ Specify the Under Trial Prisoner in case➤ UT Query➤ Updating the Release Date➤ UT Report➤ UT Release Report➤ UT Half Release Report➤ UT Released Report❖ Litigant Updation❖ Appellate Info.<ul style="list-style-type: none">➤ Update the information of Appeal Cases➤ Subordinate Case Information❖ Appellate Court Information
09.45 AM to 10.45 AM	<ul style="list-style-type: none">❖ Mediation,<ul style="list-style-type: none">➤ List of Mediators➤ Select Mediators➤ Refer to Mediation➤ Mediation Allocation➤ Mediation Proceeding➤ Mediation Members➤ Mediation Transfer➤ Mediation Report➤ Mediation Cause List❖ <u>Lok Adalat</u><ul style="list-style-type: none">➤ Lok Adalat Details<ul style="list-style-type: none">▪ Id of Lok Adalat▪ Name of Lok Adalat etc.➤ Lok Adalat Member<ul style="list-style-type: none">▪ Advocate▪ Judge▪ Retired Judicial Officer▪ Other➤ Add Lok Adalat Panel➤ Assign Cases to Lok Adalat➤ Assign Cases to Panel➤ Settlement of Cases➤ Lok Adalat Reports➤ Lok Adalat Notices➤ Lok Adalat Archive❖ Remand (Pre-Trial)<ul style="list-style-type: none">➤ How to Register FIR and FIR Details in CIS➤ FIR Details➤ Remand➤ Remand Order➤ Bail➤ Release➤ Bail Order➤ Application and Application Order➤ Pre-trial Order Uploading❖ Charge Sheet / Summary<ul style="list-style-type: none">➤ Charge Sheet Received Report➤ Summary Received Report

<p>10.45 AM to 11.30 AM</p>	<ul style="list-style-type: none"> ❖ Various Reports, <ul style="list-style-type: none"> ➢ Management Reports (Civil and Criminal) <ul style="list-style-type: none"> ▪ 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. ❖ Judge Leave and Proceedings.
<p>11.30 AM to 11.45 AM (TEA BREAK)</p>	
<p>11.45 AM to 12.30 PM</p>	<ul style="list-style-type: none"> ❖ New NJDG ❖ NSTEP ❖ JUSTIS Mobile Application
<p>12.30 PM to 01.30 PM</p>	<ul style="list-style-type: none"> ❖ E-filing ❖ E-Pay