

**one day offline “Programme for Court Managers & Administrative Head Staff
of District Judiciary” (ECT_5_2024)**

**Target Group : Court Managers & Administrative Head Staff of District
Judiciary**

[28th February, 2025]

Date	Scheduled Time	Routine	Resource Person
28/02/2025 (Friday)	10.30 am to 01.00 pm	<ul style="list-style-type: none"> ➤ Introduction <ul style="list-style-type: none"> • Focus of training • Change Management • Need for continuous training and sensitisation of stakeholders • Role of CMOs and Court Managers in ensuring technology absorption by rank and file • Training and capacity building of court Staff in computerization in frequent intervals. • Training methodology • Introduction to ecommittee • Introduction to ecourts project ➤ Case Information System -I ➤ Case Information System-II ➤ Process Management 	Sri Laxmikant, Addl. Director- cum-Sr. Faculty Member, Judicial Academy, Jharkhand
	01.00 pm to 1.45 pm	Lunch	Sri Sajid Akhtar, Assistant-cum- DSA, Civil Court, Ranchi
	1.45 pm to 4. 45 pm	<ul style="list-style-type: none"> ➤ Efiling & ICJS <ul style="list-style-type: none"> • Consuming cases in CIS from efiling and ICJS portals <ul style="list-style-type: none"> ○ New cases ○ Efiling in existing cases ○ IA filing • Efiling videos and manual ➤ State-specific topics ➤ Data management ➤ Digitisation of Court records ➤ Electronic Hardware Management ➤ Video Conferencing ➤ Other e-initiatives & miscellaneous topics <ul style="list-style-type: none"> • GIMS (Sandes) App • SMS push and pull services • Automated email • NJDG <ul style="list-style-type: none"> ○ Various types of pendency statistics available in NJDG • Live streaming • SUVAS <ul style="list-style-type: none"> ○ New eservices introduced on a nationwide basis till the date of the training ➤ State-Specific topics ➤ State-Specific eservices such as: <ul style="list-style-type: none"> ○ ePay /Justice Clock/DMS ○ Services provided through district courts website ○ New eservices introduced in the state till the date of the training 	
	4.45 pm to 5.00 pm	<ul style="list-style-type: none"> ➤ Interactive Session ➤ Discussion & doubts 	Sri Bhaskar Kumar, Assistant-cum- DSA, Civil Court, Ranchi


Director LC