

Judicial Academy Jharkhand

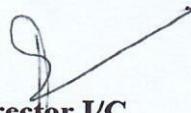
Training Programme on Digitization at High court Level (ECT_06_2025)

on

14th December, 2025

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	Resource Person
14/12/2025 Sunday	10:30 am to 11:00 am	Registration and Group Photography	
	11:00 am to 12: 15 pm	<ul style="list-style-type: none"> ● Importance of Digitization <ul style="list-style-type: none"> ○ Basic idea of the purpose of scanning and digitizing the judicial records- Section 7 of the Information Technology Act, 2000. ○ Goal of the Scanning and Digitization Project at the High Court level and the District Court level. ○ Initiation of digitisation project ○ Intricacies and step involved ○ Day to day functioning ○ Benefits and utilities ● Case Management System ● Different types of records ○ Administrative Records <ul style="list-style-type: none"> ■ Disposed off records ■ Pending records ○ Judicial Records <ul style="list-style-type: none"> ■ Disposed cases ● Pending cases ● Prerequisites of scanning and digitising the judicial records. ● Minimum infrastructure required for scanning and digitization of judicial records ● Standard workflow process of the scanning and digitization of judicial records. 	Sri Sai Sandeep and Sri Vinay Koundal
	12:15 pm to 12:30 pm	Tea Break	
	12:30 pm to 01:45 pm	<ul style="list-style-type: none"> ● Weeding out records ● Destapling/untagging ● Checking of records ● Meta-data entry ● Process of scanning ● OCR, ● PDF ● ● PDF/A ● ICR ● Quality checking <ul style="list-style-type: none"> ○ Level 1 ○ Level 2 ○ Final approval by digitally signing ● Migrating records <ul style="list-style-type: none"> ○ Disposed case to server as digital repository ○ Purpose of migrating ● Integrating with Case Management System software 	
		Lunch & Way Forward	


Director I/C