

Master Trainer Program for New Master Trainers

Target Group:- New Nominated Master Trainers

Day 1

Date	Scheduled Time	Routine	Resource Person
07-02-2026	10:00 AM – 10.15 AM	<ul style="list-style-type: none"> • Introduction of trainers • Focus of training • Role of Master Trainers • Change management 	Sri Sanjay Kumar No. II Sri Laxmikant Sri Kamal Ranjan Sri Sajid Akhtar Sri Bhaskar Kumar
	10.15- 10.30AM	<ul style="list-style-type: none"> • Introduction to ecommittee and ecourts project. 	
	10.30 AM – 10. 45AM	<ul style="list-style-type: none"> • Basic of Computer • Hardware & Software • VC equipment • Internet & LAN 	
	10.45 AM- 11.00 AM	<ul style="list-style-type: none"> • Concept of CIS and its establishment Concept • Whats New in CIS 4.0 • About CIS Login • Concept of CORE and Periphery • About Master Data of CIS • Concept of CNR 	
	11:00 AM – 11:15 AM	TEA BREAK	
	11:15 AM-1:00 PM (with Demonstration)	<ul style="list-style-type: none"> • About CIS Dash Board • Concept of FORA • Case Proceeding • Judge period • Judge leave Menu • Lok Adalat Menu • Mediation Menu • Mark Urgent Cases • Cause list Generation • Modifications of Parties/Advocate • Legal Heirs • Business in CIS • Admin Units • A diary • B diary 	
	1:00 PM-2:00 PM	LUNCH	
	2:00PM-3:00 PM	Practical of CIS login and its Menus	
	3.00 PM – 3:30 PM	<ul style="list-style-type: none"> • About efilling • ICJS • I court fee • E PAYMENT • EFILING RULE 	
	3:30 PM- 3:45 PM	TEA BREAK	
	3:45 PM-5:00 PM	Pre trial Module Under Trial Query Builder in CIS	
	5:00 – 5:30 PM	Discussion & Doubts	

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Day 2

Date	Scheduled Time	Routine	Resource Person
08-02-2026	09:30AM – 10.00 AM	<ul style="list-style-type: none"> • Ubuntu Linux A brief overview • Component of Ubuntu 	Sri Sanjay Kumar No. II Sri Debasis Mohapatra Sri Laxmikant Sri Kamal Ranjan Sri Sajid Akhtar Sri Bhaskar Kumar
	10.00AM-10.30AM	<ul style="list-style-type: none"> • Ecourt Services • NJDG • District Court App 	
	10.30AM – 11.00 AM	<ul style="list-style-type: none"> • Esewa Kendras & facilities therein • Kiosk • Efiling Videos and Manual • About VMS at Court 	
	11.00 AM- 11.30 AM	Concept of Digital Courts	
	11:35 AM – 11.45 AM	TEA BREAK	
	11:45AM -1:00 PM	<ul style="list-style-type: none"> • Digital Signature Token and its software installation and uses • Signing a PDF • Bulk Signing PDFs 	
	1:00 PM-2:00 PM	LUNCH	
	2:00PM-3:00 PM	<ul style="list-style-type: none"> • Word Processing Software • Microsoft office Vs Libre office • Important setting & Features • Common Commands & Shortcut Keys • Web Browwer and some of its important settings and searching techniques. 	
	3.00 PM – 3:30 PM	<ul style="list-style-type: none"> • About PDF and its Types • OCR & ICR • Generating Accessible PDF Document • Bookmarking tips • Printers – Configuration & Installation 	
	3:30 PM- 3:45 PM	TEA BREAK	
	3:45 PM-5:00 PM	<ul style="list-style-type: none"> • Statistics in CIS <ul style="list-style-type: none"> ◦ DJPMC • Process Generation and utility of NSTEP • Do's and Don'ts in CIS 	
	5:00 – 5:30 PM	Discussion & Doubts	


Director