One day offline "Programme for Court Managers & Administrative Head Staff of District Judiciary" (ECT_5_2025)

Target Group : Court Managers & Administrative Head Staff of District Judiciary
11th January, 2026

Date	Scheduled Time	Routine	Resource Person
11/01/2026 (Sunday)	10.30 am to 01.00 pm (Tea Break from 11.30 to 11.45 am)	➢ **Introduction** • **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 Sajid Akhtar, Assistant-cum-DSA, Civil Court, Ranchi Sri Bhaskar Kumar, Assistant-cum-DSA, Civil Court, Ranchi
	01.00 pm to 1.45 pm	Lunch	
	1.45 pm to 4. 45 pm (Tea Break from 3.30 to 3.45 pm)	➢ **Efiling & ICJS** • **Consuming cases in CIS from efiling and ICJS portals** ○ **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** • **GIMS (Sandes) App** • **SMS push and pull services** • **Automated email** • **NJDG** ○ **Various types of pendency statistics available in NJDG** • **Live streaming** • **SUVAS** ○ **New eservices introduced on a nationwide basis till the date of the training** ➢ **State-Specific topics** ➢ **State-Specific eservices such as:** ○ **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	➢ **Interactive Session** ➢ **Discussion & doubts**	

Director