Judicial Academy Jharkhand
ECT Training for Trainers of Ministerial Staff (T.O.T.- 2)
on
12th March, 2026

Date	Time	Topics	Resource Person
12/03/2026 Thursday	10:00 am to 10:30 am	Registration followed by Group Photography	
	10:30 am to 11:30 am **Orientation**	Introduction of trainers Focus of training Change Management ○ Concept and need for change management ○ Process re-engineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment. ○ Change management through training ● Need for continuous training and sensitization of stakeholders ● Role of Master trainers ● Role of advocates & advocate clerks in the e-initiatives ○ Advocate as a game changer	Sri Sajid Akhtar, Assistant-cum- DSA, Civil Court, Ranchi and Sri Bhaskar Kumar, Assistant-cum- DSA, Civil Court, Ranchi
	11:30 am to 12:00 pm	**Tea break**	

	12:00 pm to 1:00 pm **Introduction to eCommittee and eCourts Project**
	
	Digitization & Basics of Computers
		A brief history of ICT in judiciary
		National e-governance Programme (NeGP)
		eCommittee
		   i. Constitution
		   ii. Hierarchy
		● eCourts project
		● Aim of eCourts
		● Phases of ecourts project-Phase I, II & III
		
		● Importance of digitisation
		● Digitization workflow, management & usage.	

	01:00 pm to 2:00 pm	**Lunch**	
	02:00 pm to 3:30 pm **Basics of Computers, Internet and electronic documentation.**	● Introduction to computers ○ Operating systems ■ MS Windows 7/8/10/11 ● Introduction to MS Windows ○ Components of Windows ○ Ubuntu-Linux-A brief overview ○ Advantages of Open Source over proprietary software ○ Working with Operating Systems ■ Desktop & Taskbar ■ System Date & Time ■ File Management: File Extensions. ● Word Processing Software ○ Microsoft Office, LibreOffice,OpenOffice ■ MS Word, LibreOffice & OpenOffice-Writer - An Overview ● Browser ○ Google Chrome, Mozilla Firefox ● e-Mail: An Overview ○ Creating email account ● Making Accessible PDFs ○ Scanning to PDF & JPEG-difference ○ Scanning and combining documents ○ Optimum size of the scanned document and	

		managing size of document	
		● Advantages of Video Conferencing, VC Rules Outline of Citizen centric services provided under the e-Courts Project. ○ eCourts Services Mobile Application. ■ Obtaining case-related information ○ KIOSK Services ■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK ● Utilisation of the District Courts & High Courts websites for information gathering. ● Payment of Court fees by the litigants/ advocates online through the eGRAS portal of the State Government.	
	03:30 pm to 3:45 pm	**Tea Break**	

	3:45 pm to 5:00 pm
	E-filing Introduction
	
	Features of efiling portal-
	
	Efiling- Registration & Case filing
		● E-filing Versions
		● Importance of efiling
		● Advantages of efiling cases
		● efiling website
		    ○ How to access
		    ○ Features of the website
		Data consumption of efiling to CIS
		● Helpdesks for efiling
		● E-Sewa Kendras & facilities available therein.
		● Efiling videos and manual
		Overview of State-Specific eFiling rules, for eg: Electronic Filing Rules for Courts
		    ● Advocate profile
		    ● Dashboard
		    ● Partner management
		    ● Case filing
		    ● Vakalath
		    ● Pleadings
		    ● E Payment
		    ● Applications
		    ● Portfolio
		    ● Clerk module
		Registration of advocates on efiling portal
		● Registration process of others in efiling portal
		● Steps to efile a case
		● Uploading pleadings in an existing case
		● Case management
		● Partner and client management
		DOUBTS & DISCUSSIONS	

Director 11/3/24