

PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

SUB: e-courts Phase III Capacity Building Training – Nomination of certain Judicial Officers as CIS-cum-Ubuntu Master Trainers for Conducting the Capacity Building Training Programme through the Andhra Pradesh Judicial Academy on ECT_9_2026, “Refresher Programme for Court Staff which is scheduled on 22.08.2026 for the staff of District Judiciary - Relief Arrangements – Orders issued- Regarding

READ: Letters Roc.No.217/APJA/2026, dated 15.07.2026 from the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.718/2026-B.SPL. DATED:19.08.2026

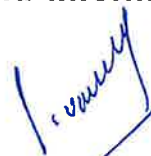
Having considered the letter of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, the High Court has made the following order:-

The following Judicial Officers are nominated to participate as CIS-cum-Ubuntu Master trainers for conducting the ECT_9_2026, “Refresher Programme for Court Staff which is scheduled on 22.08.2026 for the staff of District Judiciary either through offline or online mode found feasible by the Principal District and Sessions Judge, concered.

SL. NO.	DISTRICT	NAME & DESIGNATION OF THE OFFICERS
1.	Ananthapuramu And Chittoor	T.Vasudevan Ubuntu-cum-CIS master Trainers & Civil Judge (Senior Division) Penukonda, Ananthapuramu.
2.	Krishna & Guntur	SRI MEEJURI SUNEEL KUMAR Ubuntu-cum-CIS master Trainers & II-Additional District and Sessions Judge, Vijayawada.
3.	Kurnool & Kadapa	SMT G.C.ASIFA SULTHANA Ubuntu Master Trainers & Additional Civil Judge (Senior Division), Kadapa.
4.	Prakasam and Nellore	SRI K.P.SAIRAM, Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division)-cum-Additional Chief Judicial Magistrate, Vijayawada.
5.	Srikakulam and Vizianagaram	SRI P.GOVARDHAN Ubuntu-cum-CIS master Trainer & VI Additional District and Sessions Judge(Fast Track Court), Kakinada.

6.	East Godavari and West Godavari	SRI G.BHUPAL REDDY, Ubuntu-cum-CIS master Trainers & Special Judge for trial of Commercial Disputes, Special Court for Trial of Commercial Disputes, Vijayawada.
7.	Visakhapatnam	SRI CH.PAVAN KUMAR, Ubuntu Master Trainer & II Additional Civil Judge (Senior Division), Visakhapatnam.

All the Units Heads are requested to make necessary incharge arrangements to the nominated Judicial Officers and inform the same the High Court.



REGISTRAR (VIGILANCE)

To

1. The officers and incharges concerned (along with enclosures).
2. The Registrar General, High Court of Andhra Pradesh (for information).
3. The Registrar (I.T)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to upload the same in the High court's website).
4. The Principal District Judges,
Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.
5. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
6. The Additonal Director, A.P. Judicial Academy, Mangalagiri, Guntur District.
7. The District Treasury Officers, Ananthapuramu, Chittoor, Krishna, Guntur, Vizianagaram, Srikakulam, East Godavari District, west Godavari, Kadapa, Prakasam, Visakhapatnam, Nellore, Kurnool. (with a request to inform the same to concerned Sub Treasury Officers)

8. ECT_9_2022 - Refresher Programme for Court Staff

Description of Programme:-	Refresher Programme for court staff
Training Code :	ECT_9_2022
Target Group :-	Staff of District Judiciary
Place of Training :-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC
No. of Days :-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands on Training:-	As far as possible, yes
Resource persons (Suggestive) :	Judicial Officer Master trainers selected by the Judicial Academy, with the assistance of technical staff of district judiciary and NIC officials

Colour Coding:

National Topics

State-Specific topics

Optional Topics

Day 1		
Session No.1	Time: (minutes):25	Tentative time table: 10.00 a.m. – 10.25 a.m.
Main Topic	Sub Topics	
Introduction	• Introduction of trainers • Focus of training • Change Management ○ Concept and need for change management ○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. • Change management through training ○ Training and capacity building of non judicial officers in courts in computerization ○ Need for technology absorption by public officials • Role of non judicial officers including DSAs, System Administrators	



	and Court Managers in effective implementation of ICT in judiciary	
Session No.2	Time: (minutes):60	Tentative time table: 10.25 a.m. - 10.35 a.m.
Data management	• Importance of data security ◦ Value of data ◦ Open data ◦ Password management • Data auditing	
Session No.3	Time: (minutes):25	Tentative time table: 10.35 a.m. - 11.00 a.m.
Introduction to computers & word processing	• Basic idea about Computers ◦ Brief overview about operating systems ◦ Ecommittee customised ubuntu ◦ Word processing software-Libreoffice ◦ Basic tips to use a word processor efficiently • Internet based communications-An overview	
Session No.4	Time: (minutes):20	Tentative time table: 11.00 a.m. - 11.20 a.m.
Ecourts project	• Introduction to ecommittee ◦ Brief history of ICT in judiciary ◦ NEGP & ecommittee • Introduction to ecourts project ◦ Role of ■ Department of Justice ■ eCommittee ■ NIC ■ High Court Computerisation Committee ■ Central Project Coordinator ■ Directorate of IT ■ District Court Computerisation Committee ■ Nodal Officers ■ Ubuntu-CIS Master Trainers ■ Advocate Master Trainers - in implementation of ecourts project • Phases of ecourts project • Overview, utility & services idea of the e-initiatives of the Hon'ble Supreme Court ◦ "ecourts.gov.in" portal. ◦ National Judicial Data Grid (NJDG). ◦ Facilities provided ◦ Different USER categories available in NJDG. ◦ eFiling software ◦ ePayment ◦ Virtual Court ◦ Inter-operable Criminal Justice System (ICJS) ◦ Different pillars of ICJS. ◦ eCourts Mobile Application	



	• Ecourts assistance ◦ Efiling helpdesks ◦ Esewa kendra • Help videos & manual	
State-Specific topics	• State-Specific agreements and policy for effective implementation of ecourts project • State-Specific-stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines	
Break		
Session No.5	Time: (minutes):30	Tentative time table: 11.30 a.m. - 12.00 p.m.
Case Information System -I	• Basic idea about CIS ◦ Core & Periphery ◦ Workflow in CIS ◦ Various types of masters ◦ Editing masters data ◦ Logging in to CIS • Dashboard • Q -Menu • Side bar and various menu entries in sidebar ◦ Masters-types & importance ◦ Mapping with national code • Search Menu • Importance of case types • Transfer of judicial officers in CIS • Daily data uploading to CIS • Case proceedings • Delay management • CIS and Case Flow Management Rules • CIS in work management • Importance of Data integrity in CIS ◦ Need for accurate, Complete and regular Data Entry in CIS Software by the Court Staff. • Managing undated cases	
Session No.6	Time: (minutes):30	Tentative time table: 12.00 p.m. - 12.30 p.m.
Case Information System-II	• Case Proceedings ◦ Court event ■ Issues framed ■ Witness examined ■ Written statement ■ Legal heir ■ Delay Reason ◦ Delay management ◦ Recall case ◦ Marking of contested and uncontested case ◦ Difference between purpose of listing and adjournment	



	● Pleading guilty ○ Importance of pleading guilty ○ Training in identification and assignment of plead guilty cases ○ Plead guilty order generation ○ Marking of Plead guilty cases ○ Bulk proceedings of plead guilty cases ○ Bulk disposal of plead guilty cases ○ Order and Judgment Templates of plead guilty cases ● Importance of Document indexing & index register ● Property module ○ Filing of property ○ Property statements or reports ○ Property of disposed and pending cases ● Appeal filing ● Appellate information	
Session No.7	Time: (minutes):30	Tentative time table: 12.30 p.m. - 01.00 p.m.
Case Information System-III	● Judgement/order uploading ○ Generating QR code incorporated Judgment /Order template ○ Uploading Digitally signed Judgment/Order ● A-diary generation ● B diary ● Undertrial ● Lok Adalat/Mediation ● Proceedings Reports ● Monitoring through CIS ● Remand ● Bail ● Release ● Charge sheet/summary ● Chargesheet/summary received report ● Pretrial order uploading ● Other features of CIS ● Generation of various statistical statements in CIS ● Training on e-Sewa to the staff ● Types of PDF ○ OCR & ICR ● Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts.	
Break		
Session No.8	Time: (minutes):40	Tentative time table: 02.00 p.m. - 02.40 p.m.
Process Management	● Process generation ● Process data entry ● Draft generation ● Upload process	



	• Copy previous process • Publish process • Process acknowledgment • Process status • NSTEP • NSTEP Web interface • NSTEP Mobile application	
Session No.9	Time: (minutes):30	Tentative time table: 02.40 p.m. - 03.10 p.m.
Efiling & ICJS	• Consuming cases in CIS from efilng and ICJS portals ◦ New cases ◦ Efilng in existing cases ◦ IA filng • Importance of Document indexing	
	• Salient features of State-Specific efilng rules-for example, Electronic Filng Rules for Courts (Kerala),2021 & Online electronic filng (E-Filng) of cases in the High Court and Subordinate Courts of Tripura Rules, 2021. • State-Specific efilng assistance	
Break		
Session No.10	Time: (minutes):30	Tentative time table: 03.15 p.m. - 03.45 p.m.
Video Conferencing	• VC equipments- Procurement, management and optimum use • Setting up VC & operating VC equipments • Setting up Hybrid hearings • Etiquette of non judicial officers during VC & hybrid hearings	
	• State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Salient features of State-Specific VC rules-for example,Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018	
Session No.11	Time: (minutes):30	Tentative time table: 03.45 p.m. - 04.15 p.m.
Electronic Hardware Management	Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II. Types of Electronic Hardware • Electronic waste management including EWM Rules, 2016 with 2018 amendments	
State-Specific topics	• Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to ◦ Procurement of electronic hardware equipments ◦ Deployment ■ Electronic Hardware register eg: HAMOS, Asset register & annual physical verification of IT Assets, data entry in Inventory management Software etc	



- AMC management
- Laptop issue, handling & management protocol
- Disposal of electronic hardware equipments

Session No.12	Time: (minutes):30	Tentative time table: 04.15 p.m. - 04.45 p.m.
Other Important topics	● Concept of paperless courts ● JUSTIS app ● GIMS (Sandes) app ● Google play store ● Official Email ○ Handling of "email.gov.in" portal with KAVACH authentication in mobile as well as in PC. ○ Email integration in google ● Other e-initiatives such as Epay, SMS push and pull services, automated email, NJDG, live streaming etc. ● New eservices introduced on a nationwide basis till the date of the training	
	● Transliteration software ○ State-Specific transliteration software ○ Regional language fonts ● New eservices introduced in the state till the date of the training	
Session No.13	Time: (minutes):15	Tentative time table: 04.45 p.m. - 05.00 p.m.
Discussion & doubts		