

B.V.L.N CHAKRAVARTHI
REGISTRAR (IT-cum-
CENTRAL PROJECT COORDINATOR)



AMARAVATI,
Dt.21/10/2020.

ROC.NO.447/2020-CPS

To
All Unit Heads.



Sub:- COMPUTER SECTION - e-Courts Project - Mail dated 16.10.2020 received from the Member (Human Resources), Hon'ble eCommittee, Supreme Court of India regarding ECT-012-2020 Court Staff - Online Training Programme on the topics "eCourt Services and CIS 3.2" Scheduled to be held for one and a half hour after Court hours for three (3) days during 26.10.2020 to 29.10.2020 - As proposed by Hon'ble eCommittee, Supreme Court of India - Regarding.

Ref:- e-Mail received from eCommittee, Supreme Court of India, dated 16/10/2020.

R369
21.10.20

I invite your attention to the subject and reference cited.

I am to state that the Hon'ble eCommittee is conducting 3rd phase of Online Training programme for the nominated Court staffs by the TOT DSA (District System Administrator) (ECT-012-2020) on the topics "eCourts Services and CIS 3.2" is scheduled to be held for one and a half hour, after Court hours for three (3) days during 26.10.2020 to 29.10.2020.

Therefore, you are requested to direct the concerned District System Administrator to fill-up the enclosed **proforma** and send the same to the undersigned on or before 22.10.2020 by 02:00 PM through e-mail for onwards transmission to the Hon'ble eCommittee, Supreme Court of India and the nominated participants (Court staffs) not to exceed 50 staff members from each District, for having effective training.

I am further to inform that TOT District System Administrators, who were trained under ECT010_2020 as **Trainers** are nominated as trainers for each district for online training programme on the topics "e-court services and CIS 3.2" for the participant staff members in the State of Andhra Pradesh, and the list of nominated TOT District System Administrators is enclosed herewith as **Annexure-I** for taking necessary steps for participating in the said online training programme scheduled to be held on **27.10.2020 to 29.10.2020 for one and a half hours, after Court hours i.e., from 05:00 PM to 06:30 PM.**

I am to inform you that the Registrar (Vigilance), High Court of A.P. will issue separate proceedings in respect of the Master Trainers as Coordinators to coordinate with the Central Project Coordinator, High Court of A.P for the aforesaid training programme as scheduled.

I, therefore, request you to take necessary action in this regard.

Pal. District Court, Ongole

Yours faithfully,

Registrar (I.T.-cum-
Central Project Coordinator)

Copy Communicated to all the
Judicial officers in the unit to nominate
one Court staff each from each Court to participate in the
"Online Programme" scheduled to be held from 27-10-2020 to
29-10-2020 and inform the same to the Pal. District Court

To
All the Judicial
officers in the District.
Copy to the system admin, Prasi, Ongole for taking necessary action.

G.F.B.O.
immediately
1000/2020
CHIEF ADMINISTRATIVE OFFICER
DISTRICT COURT
ONGOLE

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ANNEXURE -I

LIST OF TOT DISTRICT SYSTEM ADMINISTRATORS NOMINATED AS TRAINERS FOR EACH DISTRICT FOR ONLINE TRAINING PROGRAMME ON THE TOPICS "E-COURT SERVICES AND CIS 3.2" FOR THE PARTICIPANT STAFF MEMBERS IN THE STATE OF ANDHRA PRADESH

S.NO	NAME OF THE PERSON	DESIGNATION	DISTRICT NAME
1	Hothur Srinivasulu	Junior Assistant	Ananthapur
2	P.S Ganesh Kumar	Field Assistant	Chittoor
3	Mylavarapu Ramesh	Examiner	East Godavari
4	Vankayalapati Vidya Sagar	Typist	Guntur
5	M.Raghavendra Naik	Junior Assistant	Kadapa
6	S.R.S.R Sai Kiran	Field Assistant	Krishna
7	Ediga Ramesh	Typist	Kurnool
8	Malladi Srinivas	Typist	Nellore
9	Gatta Subba Rao	Typist	Prakasam
10	Venkata Rama Raju	Junior Assistant	Srikakulam
11	Venkateswara Prasad Konamneni	Junior Assistant	Visakhapatnam
12	Bunga Viplava Kishore	Junior Assistant	Vizianagaram
13	Kesana Udaya Srinivasa Rao	Typist	West Godavari


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E-Committee, Supreme Court of India .
ECT-012-2020-“eCourts Services and CIS 3.2”
(DAY -1 - (1.30 hrs)

S.No	Session	Subject
1	30 min	<ul style="list-style-type: none"> ➤ ROLE OF STAFF AS GAME CHANGERS . ➤ OVERVIEW OF RECENT ADVANCEMENTS OF ECOURTS PROJECT ➤ <i>E-filing, Epayments, Nsteps, ICJS, Virtual courts, E-seva Kendras, Others</i> ➤ NEED OF THE HOUR ➤ <i>Complete and accurate date entry in CIS.</i> ➤ <i>Data health card statistics- a matter of concern.</i> ➤ <i>To achieve more accuracy of CIS Data</i> ➤ <i>Importance of Complete and accurate data entry.</i> ➤ <i>To make Delay reasons entry compulsorily</i>
2.	1 hrs	<p>UPDATED FEATURES OF CIS 3.2.</p> <ul style="list-style-type: none"> ➤ Delay Management menu ➤ <i>Case wise delay.</i> ➤ <i>Bulk delay status.</i> ➤ <i>Delay dash board.</i> ➤ <i>Delay reason/closure.</i> ➤ Pre trail ➤ <i>FIR</i> ➤ <i>Remand</i> ➤ <i>Bail</i> ➤ <i>Release</i> ➤ <i>Pre trail application.</i> ➤ <i>Bail/remand orders.</i> ➤ <i>Pre trial order uploading.</i> ➤ <i>Summary /Charge sheet</i>

E-Committee ,Supreme Court of India .
ECT-012-2020-“eCourts Services and CIS 3.2”
(DAY -2 - (1.30 hrs)

S.No	Session	Subject
1.	1 hrs	<i>Efiling.</i> <ul style="list-style-type: none">➤ <i>Efiling of case at efilng portal.</i>➤ <i>Advocate becoming a registered user.</i>➤ <i>Party in Person becoming a registered user.</i>➤ <i>Admin-Staff role at efilng portal.</i>➤ <i>Approve the Registered user.</i>➤ <i>Check and Approve the efiled Case.</i>➤ <i>Send the case to CIS .</i>➤ <i>Efiling -consume data at CIS.</i>➤ <i>Scrutiny and Taking on file in CIS.</i>
2.	30 min	<ul style="list-style-type: none">➤ <i>Appeal filing.</i>➤ <i>Vertical integration of lower court data.</i>➤ <i>Saves the data entry in appellate court.</i>

E-Committee ,Supreme Court of India .
ECT-012-2020-“eCourts Services and CIS 3.2”
(Day -3 - (1.30 hrs)

S.No	Session	Subject
1.	1 hrs	<p><i>Nstep :</i></p> <ul style="list-style-type: none"> ➤ <i>Process Generation</i> ➤ <i>Generating auto summons.</i> ➤ <i>Uploading /Publish summons</i> ➤ <i>summon print and acknowledgment print.</i> ➤ <i>List of summons</i> ➤ <i>Process status monitoring</i> ➤ <i>Warrant auto generation.</i> ➤ <i>Generating arrest warrant -steps.</i> ➤ <i>Upload /publish option.</i> ➤ <i>Warrant print and acknowledgment print.</i> ➤ <i>Warrant status monitoring</i> ➤ <i>Nstep app and service through process server.</i>
2.	30 min	<ul style="list-style-type: none"> ➤ <i>Importance of Masters in CIS,</i> ➤ <i>Unification exercise,</i> ➤ <i>Mapping Police station and Act for ICJS,</i> ➤ <i>State Act Codification.</i> ➤ <i>Year end initialization</i>