From,

　　　　Atul Srivastava, HJS
　　　　Joint Registrar (Judicial) (Services),
　　　　High Court of Judicature
　　　　at Allahabad

To,

　　　　The Director,
　　　　Judicial Training & Research Institute, U.P.,
　　　　Vineet Khand, Gomati Nagar,
　　　　Lucknow

No. 553 /Admin. (Services)/2017　　　　Dated: Allahabad: September 16, 2017

Subject: <u>Regarding Refresher Training on UBUNTU 16.04 & CIS 2.0. at JTRI, UP, Lucknow.</u>

Sir,

　　　　With reference to your letter no. JTRI/ Ubuntu-2017/1446 dated 15.09.2017 on the above noted subject, I am directed to inform you that the Hon'ble Court has been pleased to approve and nominate the 37 remaining Master Trainers (Judicial Officers) *"Annexure-B",* for refresher training from 22.09.2017 & 23.09.2017 and 5 Master trainers *"Annexure-A",* for imparting training to them on 22.09.2017 to 28.09.2017 at Judicial Training & Research Institute, U.P., Lucknow.

　　　　I am further to inform you that Court has also been pleased to approve that:-

1. The 5 Master trainers, *"Annexure-A",* shall impart training on latest version of UBUNTU 16.04 Version and CIS 2.0 to the remaining master trainers, *"Annexure-B",* from 22.09.2017 to 23.09.2017, on the approved syllabus of the Hon'ble e-committee.*"Annexure-C".*

2. After all the Master trainers are trained on the latest version of UBUNTU and CIS, they shall impart training to the Judicial Officers of the State.

3. The 5 Master trainers *"Annexure-A"* will also impart training to the 02 DSAs/S.As of every District Court in two training programmes proposed to be scheduled from 25.09.2017 to 26.09.2017 and 27.09.2017 to 28.09.2017, on the approved syllabus of the Hon'ble e-committee, *"Annexure-C".*

4. The DSAs/ SAs shall be imparted training to the Court Staff of all the Districts across the state.

　　　　I am, therefore, to request you to take necessary steps accordingly.

　　　　　　　　　　　　　　　　　　　　Yours faithfully,

Encl:- As above　　　　　　　　　　　　　　　　Sd/-

　　　　　　　　　　　　　　　　Joint Registrar (Judicial) (Services)

No. 553 (i)/Admin. (Services)/2017　　dated: September 16, 2017
Copy forwarded for information and necessary action to :
1. The Principal Secretary (Judicial) & L.R., Govt. of U.P., Lucknow.
2. Sri Mohd. Aslam, District & Sessions Judge, Ballia, Sri Pradeep Kumar Singh-II, Additional Director (Admin), Judicial Training & Research Institute, U.P., Lucknow, Sri Kaushlendra Yadav, Special Secretary & Addl. L.R. (Sansadiya Karya), Government of U.P. Lucknow, Sri Sudhir Kumar-V, Additional Director (Training), Judicial Training & Research Institute, U.P., Lucknow, Sri Vinod Singh Rawat, Officer-On-Special Duty

(Judicial), High Court of Judicature at Allahabad, Sri Kamesh Shukla, Additional Legal Advisor to Hon'ble Governor, U.P., Lucknow, Sri Ram Nagina Yadav, Officer-On-Special Duty (Judicial), High Court of Judicature at Allahabad, Sri Shiv Kumar-I, Legal Advisor, UPSRTC, U.P., Lucknow, Sri Saif Ahmad, Deputy Secretary, U.P. State Legal Services Authority, Lucknow, Sri Vikas Saxena-I, Law Officer, State Human Right Commission, U.P., Lucknow, Sri Avnish Saxena, Registrar (Judicial) (Listing), High Court of Judicature at Allahabad, Sri Ran Dheer Singh, Special Secretary & Additional L.R., Government of U.P., Lucknow & Sri Pankaj Kumar Singh, Registrar, State Consumer Disputes Redressal Forum, U.P., Lucknow with the request to kindly report at JTRI, Lucknow on the scheduled date, for participation in the aforesaid training.

3. The District & Sessions Judges, Agra, Bareilly, Basti, Bhadohi at Gyanpur, Bulandshahar, Firozabad, Ghaziabad, Gonda, Hapur, Hathras, Jaunpur, Kanpur Nagar, Kasganj, Mathura, Meerut, Muzaffarnagar, Sitapur and Varanasi with the request to kindly inform the officers concerned accordingly and direct them to report at Judicial Training & Research Institute, U.P., Lucknow on the scheduled date for participation in the aforesaid training.

4. The Joint Registrar (Judicial) (Inspection), High Court, Allahabad with the request to take necessary action in regard to the nomination of DSAs/SAs posted in respective Judgeship for each training programme proposed from 25.09.2017 to 26.09.2017 and 27.09.2017 to 28.09.2017 at Judicial Training & Research Institute, U.P., Lucknow.

5. The Private Secretary to Hon'ble Mr. Justice Dilip Gupta with the request to kindly place the aforesaid information before His Lordship.

6. The O.S.D. (Judicial) (Computer)/ I/c Computer Centre, High Court, Allahabad.

Sd/-
Joint Registrar (Judicial) (Services)

5 Representative Master Trainers Trained by the Hon'ble e-Committee on Latest version of UBUNTU 16.04 Version and CIS 2.0. at

SL. No.	I.D.	Name Sri/Smt./Ms	Designation	Place of Posting
1.	6241	Pushpender Singh	Civil Judge (SD)	Mathura
2.	6226	Satyawan Singh	Civil Judge (SD)	Bhadohi at Gyanpur
3.	1905	Pradeep Kumar Singh-II	Addl. Director (Admin.), JTRI,UP	Lucknow.
4.	1927	Ankur Garg	Civil Judge (Junior Div.)	Kasganj
5.	1925	Kamalkant Gupta	Civil Judge (JD)	Hapur

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4.	1927	Ankur Garg	Civil Judge (Junior Div.)	Kasganj
5.	1925	Kamalkant Gupta	Civil Judge (JD)	Hapur

Remaining Master Trainers

SL. No.	I.D.	Name Sri/Smt./Ms	Designation	Place of Posting
1.	1894	Inder Preet Singh Josh	Addl. District Judge	Sitapur
2.	1711	Saurabh Dwivedi	Addl. C. J. M.	Basti
3.	1623	Prashant Bilgaiyan	Addl. C. J. M.	Agra
4.	5457	Kaushlendra Yadav	Special Secretary& Addl. LR, Sansdiya Karya, Govt. of UP,	Lucknow.
5.	6546	Sudhir Kumar-V	Addl. Director (Training), JTRI,UP	Lucknow.
6.	1893	Vinod Singh Rawat	O.S.D., (Judicial), Allahabad High Court	Allahabad
7.	5856	Jai Singh Pundir	Addl. District Judge	Firozabad
8.	5174	Mohd. Aslam	District Judge	Ballia
9.	6339	Sanjay Kumar Yadav-I	Secretary, DLSA	Mathura
10.	6518	Gaurav Kumar Srivastava	Addl. District Judge	Muzaffarnagar
11.	1649	Kamesh Shukla	Addl. Legal Advisor to Hon'ble Governor, UP	Lucknow.
12.	5737	Ram Nagina Yadav	O.S.D., (Judicial), Allahabad High Court	Allahabad
13.	5454	Shiv Kumar-I	Legal Adviser, UPSRTC,	Lucknow.
14.	1890	Vishnu Kumar Sharma	Addl. District Judge	Bulandshahar
15.	6404	Saif Ahmad	Dy. Secretary, SLSA,UP,	Lucknow.
16.	5619	Vikas Saxena-I	Law Officer, SHRC, UP,	Lucknow.
17.	6527	Avnish Saxena	Registrar (Judicial) (Listing)	Allahabad
18.	1751	Alok Sharma	Addl. C.M.M.	Kanpur Nagar
19.	6529	Anil Kumar Jha	Addl. District Judge	Ghaziabad
20.	1910	Vikas Kumar	Addl. District Judge	Bulandshahar
21.	6378	Deepak Yadav	Secretary, DLSA	Varanasi
22.	1923	Hrishikesh Pandey	Civil Judge (JD)	Jaunpur
23.	1542	Pooja Vishwakarma	Addl. C.J.M.	Meerut
24.	1899	Pratima Srivastava	Addl. District Judge	Meerut
25.	5818	Anil Kumar-II	Addl. District Judge	Agra
26.	5810	Mahesh Nautiyal	Addl. District Judge	Gonda
27.	5761	Ran Dheer Singh	Special Secretary & Addl. L. R., Govt. of UP,	Lucknow.
28.	2011	Mayank Chauhan	Addl. District Judge	Barielly
29.	6025	Sanjeev Kumar Singh	Addl. District Judge	Firozabad
30.	5772	Himanshu Bhatnagar	Addl. District Judge	Muzaffarnagar
31.	1968	Saurabh Kumar Verma	Civil Judge (JD)	Meerut(Sardhana)
32.	1869	Virat Shiromani	Addl. C.M.M.	Kanpur Nagar
33.	1898	Pankaj Kumar Singh	Registrar, State Consumer Disputes Redressal Forum, UP,	Lucknow.
34.	1816	Kuldeep Singh-I	Addl. C.J.M.	Meerut
35.	1978	Vishv Jeet Singh	Civil Judge (JD)	Hathras (Sadabad)
36.	1922	Mritunjay Srivastava	Judicial Magistrate	Bareilly
37.	6030	Arvind Kumar Mishra	Addl. Principal Judge, Family Court	Kanpur Nagar

E-COMMITTEE, SUPREME COURT OF INDIA

REFRESHER TRAINING PROGRAMME MASTER TRAINER JUDICIAL OFFICERS

ON UBUNTU OPERATING SYSTEM LIBERE OFFICE SUITS, CASE INFORMATION SOFTWARE (VER 2.0) AND NJDG

Day-1

SESSION	SESSOIN TOPICS	SESSION OBJECTIVES
I **UBUNTU-LINUX OPERATION SYSTEM- BASICS**	⋎ What is new in Ubuntu ITS version 16.04 ⋎ Why 64 Bit version ⋎ Desktop Enviroments • Unity Dash (Ununtu) • Gnome 3 • XF GE, Mate, LXDE etc. ⋎ Using Gnome 3 – the future of Linux Desktop Environment	• Understanding of the Ubuntu as an Operating System and the new version being introduced • Understanding of Desktop Environment which may be changed to Gnome 3 in near future
II **UBUNTU-LINUX OPERATING SYSTEM FILE SYSTEM MANAGEMENT**	⋎ Nautilus File Browser • File & Folder Management in Detail • Searching for Files & Folders • File & Folder Permissions ⋎ Disc Usage Analyser ⋎ Storage Devices Management • Partitioning • Formatting • Imaging ⋎ MD5Sum Hash value of files	• Managing of Desktop Environment which may be changed to Gnome 3 in near future • Managing files and folders, their location identifying and location the files and folders with ease • Understanding the consumption of storage in the storage devices • Managing Pen Drives, Memory Cards, Disks etc. and their Partitions/Drives
III **UBUNTU-LINUX OS INSTALLATION & UPGRADATION**	⋎ Installation in Ubuntu and Non-ubuntu Systems • Making Bootable pendrive • Using a CD DVD for installation ⋎ Upgradation of Ubuntu Operating System • Software Updater • Synaptic Package Manager ⋎ Upgrading of Packages & Softwares	• Understanding of methods to install Ubuntu in different systems • Keeping the system latest with upgrades • Searching & installing new applications and packages in Ubuntu

Unit	Topics	Objectives

IV
UBUNTU-LINUX OS: ADDITIONAL PACKAGES INSTALLED IN CUSTOMIZED VERSION
	➤ Clipboard Manager
	➤ Dictionaries
	➤ PDF Tools
	  • Scanning to PDF
	  • Cutting, Concatenating, Extracting pages of PDF Files
	  • Bookmarking PDF Files
	➤ Audio Video Tools
	➤ Video Conferencing application
	➤ Photo Management and Photo Editing
		• Using the additional applications installed in the customized version for added productivity and convenience
		• Learning to manage PDF Files better
		• Multimedia applications in Ubuntu Linux

V
LIBRE OFFICE SUITE: BASIC TIPS
	➤ How to avoid the following five frequently committed mistakes
	  • Use of spacebar in place of Tab
	  • Use of Enter Key in place of Paragraph spacing
	  • Use of Enter Key for Page Break
	  • Use of Manual Paragraph Numbering
	  • Use of Manual Page Numbering
	➤ File Type in Libre Office Writer
	  • Tools Options Load Save General ODF Text Document (odt)
	  • Multi Save Utility
	  • Auto Save Option
		• Understanding how to enlighten new users of LibreOfficer to use computer as a word processor and not as a typewriter
		• Understanding to use bill saving function for protection against accidental loss of data

VI
LIBRE OFFICE SUITE: PARAGRAPH & PAGE NUMBERING
	➤ Simple Paragraph Numbering
	  • Using 'F12' for simple paragraph numbering
	➤ Outline (Multilevel) Paragraph Numbering
	  • Use of tab and shift key for Multilevel (Outline) Paragraph Numbering
	  • How to have unnumbered para in numbered list of paragraphs
	  • Positioning issues in Outline (Multilevel) Paragraph Numbering and how to solve them
	➤ Page Numbering
	  • Insert Header/Footer
	  • Page Number, Page Count
	  • How not to show page number on first page
	  • How to have desired number series from desired page
		• Detailed methodological understanding of issues related in numbering of paragraphs
		• In depth understanding page numbering issues and their resolution
		• Exceptions to page numbering like different series of numbering omissions of numbers on certain pages etc.

VII
LIBRE OFFICE SUITE:
EXPERT EDITING
	➤ Tips for expert editing of documents
	
	   • Autocorrect
	   • Autotext
	   • Track Changes
	   • Versions
	   • Compare Files
	➤ System & Formatting
	➤ Templates Modification and Creation
	➤ Customizing LibreOffice Writer
		• Learning to use ready made expert aids of LibreOffice Writer for enhanced productivity
		• Learning to automate certain type of document generation with certain prefixed margins, titles, footers etc.

VIII **LIBRE OFFICE SUITE:** **BASIC CALC USAGE**	➤ Creating simple sheet for formulae of addition, multiplication etc. ➤ Using IF Function with Simple Example	• Basic Understanding of LibreOffice Calc which is equivalent of MS-Excel

IX
CONCEPT, OBJECTIVES AND FUNCTIONALITIES
Of
NATIONAL JUDICIAL DATA GRID
	➤ National Judicial Data Grid
	
	   • Introduction of Concept and Functionaries
	   • Methodology of Data Collection and Collation
	   • National Core CIS as the fountain head of NJDG
	   • Uploading of Data & Orders/Judgments
	➤ Public Interface of NJDG
	➤ Concept of Establishment in NJDG & CIS
	➤ Difference between Establishment and Count Complex & Court
	➤ Meta-data Masters
	   • National Code in Case Type, Purpose, Disposal, Order, Type Masters etc.
	➤ Judicial Establishment Code
	   • **(State Code)(District Code) (Establishment Number)**- 6 characters e.g. MHAU01
	➤ Judicial Officer Code in Judge Master
	   • (State Short Code) followed by (Numeric Code 4 digits)
		• Understanding of the overall concept, objectives and working of NJDG
		• Understanding of how NJDG data population takes place and measures to ensure optimal availability of latest data on NJDG
		• National Code for metadata masters for unification of judicial data & statistics across the country
		• Judicial Establishment Code (Unique across the country)
		• Case Number Record (CNR No. of a Case (unique across the country) & its use in horizontal & vertical integration of judicial data at state/national levels
		• Judicial Officers Code as Unique identity of all the Judicial Officers across the country

X **UNDERSTANDING OF CIS NATIONAL CORE VERSION 2.0 FOR A PRESIDING OFFICER**	➢ Workflow of Filing – Objections – Registration- Application (FOR A) Filing – Allocation – Objections - Registration (FAOR) ➢ When a case becomes part of the balance sheet • Only when registered as a case under any case types ➢ Interim/Interlocutory Applications (I.A.s) in CIS • I.A Numbering methodology • Whether I.A counted in balance sheet as pendency • Entry of I.A.s as new cases should be avoided • Concept of IA in Proceedings when listed with the case/without case • Importance of auto numbering pattern • Daily Proceedings vs Daily Orders ➢ Understanding the new User Interface of CIS National Core ver 2.0 (eCourtS) • Dash Board Statistics with link to today's cases • Bar Chart (Case Type wise) & Pie Charts (Age wise) • Dynamically opening side menu • Menu Search Functionality	• Understanding of concept Establishment • Understanding of workflow followed at Central Filing Centre & the Court writ • Filing and Registration of Cases and the way it is implemented through CIS • Understanding of statistical aspect of CIS Data relating to pendency • Understanding of use of I.A.s (interim/Interlocutory Applications) in CIS • Meta-data Unification and its importance for statistics management and planning • Understanding the improvement and user-friendliness aspects in the new User interface of NC CIS ver. 2.0 • Instant Access to most frequently required figures and functionaries from single page • Saving of data entry time through new interface
XI **SALIENT NEW FEATURES OF CIS NATIONAL CORE VER 2.0 (ECOURTS)**	➢ Calendar in Daily Proceedings ➢ Display Board ➢ Citizen interface Kiosk (local host e-courts/kiosk) ➢ Query Builder ➢ Data Health Card ➢ Track Management System	• Importance calendar in scheduling cases • Display Board for outside the Court Room & Composite for the Court Complex • Measure to contain data entry lapses and inadequacies • Generating dynamic reports of data
XII **HOW TO USE MANAGEMENT USER OF NJDG FOR COURT & CASE MANAGEMENT**	➢ Internal (not available to Public) User Interface of NJDG ➢ Management User for monitoring of • Pendency & Arrears • Data Uploading • Undated Cases • Uploading of Orders & Judgments • Total Database of Pending as well as disposed cases	• Various Management Information System reports of NJDG for monitoring of judicial statistics and timely uploading of data • NJDG Management User as tool for • Court Management • Case Management