



**TRIPURA JUDICIAL ACADEMY
KUNJABAN TOWNSHIP, AGARTALA**

Phone - 03812350005 / E-mail: tja.agt2014@gmail.com / Website : <http://tja.tripura.gov.in>

F. 1(79)-TJA/eCommittee-Trg./2021/1635-1717 Dated, Agartala, the 13th April, 2021.

NOTIFICATION

Hon'ble the High Court of Tripura has been pleased to nominate the following Advocate Master Trainers to conduct "*ECT 004-2021_4th Phase of Advocate Master trainer programme*" to impart **online training** to the Advocates and Advocate Clerks in the District and Taluk Level Bar Associations on **25.04.2021 from 10:00 am to 01:00 pm** :

Name of the Advocate Master Trainers	Name of the Bar association	Station wise Programme coordinator
1. Sri Indubhusan Deb 2. Sri Bibhas Chakraborty	Kamalpur Bar	Nodal Officer, Kamalpur, Dhalai District.
1. Sri Subhendu Sarkar	Gandacherra Bar	Nodal Officer, Gandacherra, Dhalai District.
1. Smt. Pranabi Sinha	Longtharai Valley Bar	Nodal Officer, Longtharai Valley, Dhalai District.
1. Sri Amitabha Debroy 2. Sri Paritosh Debbarma	Ambassa Bar	Nodal Officer, Ambassa, Dhalai District.
1. Sri Partha Pratim Datta 2. Sri Tapan Kumar Paul	Dharmanagar Bar	Nodal Officer, Dharmanagar, North Tripura District.
1. Md. Abbas Uddin	Kanchanpur Bar	Nodal Officer, Kanchanpur, North Tripura.
1. Sri Diptanu Debnath 2. Sri Saikat Rahman	Tripura Bar	Nodal Officer, West Tripura, Agartala.
1. Smt. Riya Chakraborty 2. Sri Koomar Chakraborty 3. Sri Sovan Mahajan 4. Sri Kohinoor Narayan Bhattacharjee 5. Sri Kawsik Nath	High Court Bar	
1. Sri Abul Khoyer	Sonamura Bar	Nodal Officer, Sonamura, Sepahijala District.
1. Sri Rajib Roy	Bishalgarh Bar	Nodal Officer, Bishalgarh, Sepahijala District.

1. Sri Santanu Das 2. Sri Abir Sen	Amarpur Bar	Nodal Officer, Amarapur, Gomati District.
1. Sri Subhajit Deb 2. Smt. Nandita Mascharak	Udaipur Bar	Nodal Officer, Udaipur, Gomati District.
1. Sri Nilanjan Deb 2. Sri Debarchan Tarafdar	Kailashahar Bar	Nodal Officer, Kailashahar, Unakoti District.
1. Sri Debasish Debnath 2. Sri Sumit Kumar Paul	Khowai Bar	Nodal Officer, Khowai, Khowai District.
1. Sri Biswajit Nandi 2. Sri Manik Chakraborty	Belonia Bar	Nodal Officer, Belonia, South Tripura.
1. Sri Apan Datta 2. Sri Radhika Ranjan Basak	Sabroom Bar	Nodal Officer, Sabroom, South Tripura.

The nominated Advocate Master Trainers shall conduct the online “**ECT 004-2021_4th Phase of Advocate Master trainer programme**” for Advocates and Advocate Clerks of the respective Bar Associations of the Districts/ Sub-divisions assigned to them as per the schedule annexed herewith.

The nominated Advocate Master Trainers are requested to create programme link in the **Google Meet Video Conferencing platform** and circulate the same to Advocates and Advocate Clerks of the respective Bar Associations of the Districts/ Sub-divisions assigned to them.

The nominated Advocate Master Trainers are also requested to forward the link of online attendance sheet and link of online feedback form given below to Advocates and Advocate Clerks of the respective Bar Associations of the Districts/ Sub-divisions for filling up the same and to submit the same online:

- **Online Attendance sheet [to be circulated to the Participants (advocates and advocate clerks) for filling up]** <https://forms.gle/ys6WxLa1kav2Aoo87>
- **Online feedback form [to be circulated to the Participants (advocates and advocate clerks) for filling up]** <https://forms.gle/mZthsiv3TtT4AbSA8>

The Advocate Master Trainers from each Bar Association shall submit **training completion report** after completion of the training in the prescribed format in **editable (odt/ Docx) and non editable format (pdf)** to this Academy by 27th April, 2021 in the following e-mail id.

- tja.agt2014@gmail.com

Nodal Officers are requested to coordinate the programme of the Bar Association(s) of their respective stations with the assistance of their System Officers/ System Assistants.

Encls:

- i. Programme Schedule.
- ii. Prescribed format of training completion report.

By order

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(D. Kar)

I/C Director

Tripura Judicial Academy

Copy to:-

1. The Principal Secretary to His Lordship Hon'ble the Chief Justice, High Court of Tripura, Agartala for His Lordship's kind appraisal.
2. The Secretary to His Lordship Hon'ble Mr. Justice S. Talapatra, Judge, High Court of Tripura, Agartala for His Lordship's kind appraisal.
3. The Secretary to His Lordship Hon'ble Mr. Justice A. Lodh, Judge In-charge of Judicial Education and Training, Agartala for His Lordship's kind appraisal.
4. The Secretary to His Lordship Hon'ble Mr. Justice S.G. Chattopadhyay, Judge, High Court of Tripura, Agartala for His Lordship's kind appraisal.
5. The Secretary attached to the Ld. Registrar General, High Court of Tripura, Agartala.
6. The Member (Human Resources), eCommittee, Hon'ble Supreme Court of India, New Delhi for kind information. (Email: mhr-ecommittee@aij.gov.in).
7. The LR & Secretary, Law, Government of Tripura, Agartala.
8. **The District & Sessions Judge, South Tripura Judicial District, Belonia/ Gomati Tripura Judicial District, Udaipur/ West Tripura Judicial District, Agartala/ Unakoti Judicial District, Kailashahar/North Tripura Judicial District, Dharmanagar/ Khowai Judicial District, Khowai/ Sepahijala Judicial District, Sonamura/ Dhalai Judicial District, Ambassa. They are requested to circulate the same amongst the Ld. Secretaries of the respective Bar Associations, the nominated Advocates Master Trainers of the concerned Bar Association and Nodal Officers serving under their Judgeship for information and necessary action.**
9. The Registrar (Judicial), High Court of Tripura, Agartala.
10. The Registrar (Admn., P&M), High Court of Tripura, Agartala.
11. The Joint Registrar, High Court of Tripura, Agartala.
12. The Deputy Registrar (Judicial)-cum-CPC, High Court of Tripura **with a request to issue necessary instructions to the System Officers/ System Assistants of eCourts Services, High Court of Tripura to provide all necessary technical supports to the Advocate Master Trainers and the participant Advocates and Advocate Clerks during the training period.**
13. **Sri. Arindam Pal, Judge, Family Court, Unakoti Judicial District, Kailashahar/ Sri Hrishikesh Chakraborty, Judge, Family Court, Khowai Judicial District, Khowai /**

Sri Veda Pratim Debbarma, Additional District & Sessions Judge, Court No. 3, West Tripura Judicial District, Agartala/ **Sri Ashit Debnath**, Additional District & Sessions Judge, Sepahijala Judicial District, Bishalgarh/ **Smt. Debaleena Kilikdar**, Additional Commissioner of Departmental Inquiries, Government of Tripura, Agartala/ **Sri Sarbajeet Choudhury**, DLC and Deputy Secretary, Law, Government of Tripura, Agartala with a request to supply the PPTs used by them for the online awareness programme on the topic “*Electronic Case Management Tools (ECMT) for Advocates*” held on 27th March, 2021 to the Advocate Master Trainers as per the District assigned to them for the present programme scheduled to be held on 25th April, 2021.

14. The Secretary, High Court Bar Association, Agartala with request to inform all the Advocate Master Trainers of High Court Bar Association.
15. The Secretary, Tripura Bar Association/ Kamalpur Bar Association/ Gandacherra Bar Association/ Longtharai Valley Bar Association/ Ambassa Bar Association/ Dharmanagar Bar Association/ Kanchanpur Bar Association/ Sonamura Bar Association / Bishalgarh Bar Association/ Amarpur Bar Association/ Udaipur Bar Association/ Kailashahar Bar Association/ Khowai Bar Association/ Sabroom Bar Association/Belonia Bar Association with a request to inform all the Advocate Master Trainers of their respective Bar Association for doing the needful.
16. The System Analyst, High Court of Tripura, Agartala for uploading the said notification in the official website of the High Court of Tripura as well as Tripura Judicial Academy alongwith the schedule of the Training programme.


13-04-2021
I/C Director
Tripura Judicial Academy

ECT-004-2021-(4th Phase)
TOT Awareness Programme for Advocates & Advocate Clerks (Duration 3 hrs)
Topic: Electronic Case Management Tools (ECMT) for Advocates
On
25.04.2021

Duration	Topic
10.00 AM to 10.05 AM	<input type="checkbox"/> Opening remarks by one of the Advocate Master Trainers.
10.05 AM – 10.15 AM	<input type="checkbox"/> Overview of eCourts project <ul style="list-style-type: none"> <input type="checkbox"/> Introduction about eCommittee <input type="checkbox"/> Role of Advocate as a Game Changer <input type="checkbox"/> Key take aways of this training <input type="checkbox"/> eCourts project getting Digital India Award 2020
10.15 AM to 10.35 AM	<input type="checkbox"/> Electronic Case Management Tools for Advocates <input type="checkbox"/> eCourts related Websites <ul style="list-style-type: none"> <input type="checkbox"/> eCommittee website(https://ecommitteesci.gov.in/) <input type="checkbox"/> NJDG(https://njdg.ecourts.gov.in/njdgnew/index.php) <input type="checkbox"/> eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/) <input type="checkbox"/> District Court Websites (https://districts.ecourts.gov.in/) <input type="checkbox"/> How to get eCourts services 24 x 7 <ul style="list-style-type: none"> <input type="checkbox"/> Cause list/Judgments/Orders/Case Status <input type="checkbox"/> Automatic receipt of SMS and eMail on Court listing. <input type="checkbox"/> SMS Push And Pull services <input type="checkbox"/> Benefits of registration of Advocates in Court CIS
10.35 AM – 10.55 AM	<input type="checkbox"/> eCourts services mobile app for Advocates <ul style="list-style-type: none"> <input type="checkbox"/> Case Management: <input type="checkbox"/> Get Case status/causelist/orders <input type="checkbox"/> My Cases/ Export and Import <input type="checkbox"/> QR scan option and its utility for Advocates
10.55 A.M-11.15 A.M	TEA BREAK
11.15 AM - 11.35 AM	<input type="checkbox"/> Service Delivery in Court Complexes: <ul style="list-style-type: none"> <input type="checkbox"/> eSewa Kendra <input type="checkbox"/> Kiosks <input type="checkbox"/> Digital display boards <input type="checkbox"/> Other eServices: <ul style="list-style-type: none"> <input type="checkbox"/> Online certified copies
11.35 AM -11.55 AM	<input type="checkbox"/> eFiling - the digital on line filing process <ul style="list-style-type: none"> <input type="checkbox"/> Registration of Advocate in eFiling website. <input type="checkbox"/> Steps to eFile a case. <input type="checkbox"/> Advantages of eFiling <input type="checkbox"/> Case portfolio management <input type="checkbox"/> Know the case status any time
11.55 AM - 12.15 PM	<input type="checkbox"/> Virtual courts -Payment of online fine. <input type="checkbox"/> ePayment portal of court fee, Fine, civil deposits. <input type="checkbox"/> NSTEP -National Service and Tracking of Electronic Processes

12.15 PM - 12.35 PM	<ul style="list-style-type: none"><input type="checkbox"/> How to appear in Video Conferencing<input type="checkbox"/> How to scan the document and make PDF<input type="checkbox"/> Making Accessible PDFs<input type="checkbox"/> Uploading documents
12.35 PM -12.45 PM	<ul style="list-style-type: none"><input type="checkbox"/> Help desk for Advocates (if available in High court it can be informed)<input type="checkbox"/> Help Manuals& Videos in Regional Languages
12.45 PM - 1.00 PM	<ul style="list-style-type: none"><input type="checkbox"/> Interaction & Feedbacks

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**ECT -004-2021- eCommittee, SCI- High court /District & Taluk level Bar Association wise
Training for Advocates through the Advocate Master Trainers**

TRAINING REPORT OF THE ADVOCATE MASTER TRAINER

(TO BE SUBMITTED TO SJA/CPC)

(Name of the Advocate Master trainers, Name of the District/ Taluk Bar association, Name of the State)

- 1 Name of the Advocate Master trainer(s) /Team:
- 2 Name of the High court /District/ Taluk Bar Association for whom Training conducted:
- 3 Name of the State Judicial Academy where you underwent Training:
- 4 Name of your High court :
- 5 Number of Districts covered by the Training programme ECT 004-2020
- 6 Number of Bar Associations (High court/District/Taluk level) covered:(*mention the total Number*)
(Enclose the List of Bar association as enclosure B)
- 7 Number of the Training Programme conducted by you /your team under ECT 004-2020
- 8 Number. of Advocate participant under ECT 004-2021: (*mention the total Number*) (enclose the Attendance sheet as Enclosure C)
- 9 Number of Advocate Clerk Participant under ECT 004-2021 (mention the Number)(Enclose the Attendance sheet as Enclosure D)
- 10 Date(s) of the Training:
- 11 Duration:
- 12 Mode of Training: (Online/Physical)
- 13 Name of the VC application used (*if online or enter Not Applicable*):

- 14 Total No. of Advocate Master trainers as resource person in your team:
- 15 Suggestions if any, for eCommittee Training & stakeholders to be covered : (3 bullet points preferably)
- 16 Any other remarks
- 17 Enclosures:
- A) Schedule of the Training(topics covered)
 - B) List of Bar Associations covered (High court/District /Taluk level Bar associations)
 - C) List of Advocates trained :(enclose the attendance sheet)
 - D) List of Advocate Clerks trained :(enclose the attendance sheet)
 - E) List of Resource person- Advocate Master trainers
 - F) Four screen shot Photos of the training session with the caption(Name of the Bar association where Training conducted with District and state Name) in one page (preferably in a separate page)

REPORT SUBMITTED BY

Name:(S)

Bar Registration number

Date