

MADHYA PRADESH STATE JUDICIAL, JABALPUR		
Court Managers & Administrative Head Staffs of District Judiciary (ECT_5_2025) under “e-Committee Special Drive Training and Outreach Programme through the State Judicial Academies” (Online)		
Dated - 26.07.2025		
SESSIONS	TIME	Topic
I	11:00 AM to 12:00 Noon	<p>➤ E-Purchase and Tendering</p> <p>By: Shri F.H. Qazi Senior Registrar (IT-SA), High Court of M.P., Jabalpur</p>
II	12.00 Noon to 01.00 PM	<p>➤ The High Court of Madhya Pradesh-Use of Electronic Communication & Audio-Video Electronic Means Rules, 2025</p> <p>➤ Handling of Electronic Records in Court</p> <p>➤ NJDG</p> <p>➤ Website of High Court and Court</p> <p>By: Shri Manish Sharma Faculty Member (J-1) MPSJA, Jabalpur M.P.</p>
BREAK (1.00 PM to 02.00 PM)		
III	02.00 PM to 03.00 PM	<p>• Digitization</p> <ul style="list-style-type: none">• Digital Signature• Indexing of records (High Court & District Court)• Verification of Judicial Scanned Records <p><u>High Court</u></p> <ul style="list-style-type: none">• IA checking of daily cases• Daily cause list check for digitized cases• Preparation of Notices, Requisition and flysheet• Updation of notice status. <p><u>District Court</u></p> <ul style="list-style-type: none">• Court Record Verification (Before sending to High Court)• Loose documents scanning and indexing• File Movement• Non exhibit and exhibit documents identification, flagging and marking• Digitization with reference to District Court Digitization Rules. <p>➤ E-Office</p> <ul style="list-style-type: none">• Dashboard• New Notesheet/Letter• Report• Advanced Search <p>➤ Leave Management</p> <ul style="list-style-type: none">• Optional Leave• Casual Leave• Earned/Medical Leave <p>By: Shri Kuldeep Kushwaha Principal Registrar (IT-CSA), High Court of M.P.</p>

Note- Join Training Programme at 10:45 AM.

Please click the below link for join us.

<https://mphighcourt.webex.com/mphighcourt/j.php?MTID=m63a8039f02bd30ad87a818002fe19e5f>

Meeting number: 2515 209 8642

Password: 123456

DIRECTOR
MPSJA