

<b><u>MADHYA PRADESH STATE JUDICIAL ACADEMY, JABALPUR</u></b> <b>Training Programme on Digitization at High Court level for High Court Digitization Officials/Staff (ECT_6_2025) (Online)</b> <b>26.07.2025</b> <b>Schedule</b>		
Duration	Topic	Resource person
02.00 PM–03.00 PM	➤ <b>Digitization</b> <ul style="list-style-type: none"> <li>Digital Signature</li> <li>Indexing of records (High Court &amp; District Court)</li> <li>Verification of Judicial Scanned Records</li> </ul> <u>High Court</u> <ul style="list-style-type: none"> <li>IA checking of daily cases</li> <li>Daily cause list check for digitized cases</li> <li>Preparation of Notices, Requisition and flysheet</li> <li>Updation of notice status.</li> </ul> <u>District Court</u> <ul style="list-style-type: none"> <li>Court Record Verification (Before sending to High Court)</li> <li>Loose documents scanning and indexing</li> <li>File Movement</li> <li>Non exhibit and exhibit documents identification, flagging and marking</li> <li>Digitization with reference to District Court Digitization Rules.</li> </ul> ➤ <b>E-Office</b> <ul style="list-style-type: none"> <li>Dashboard</li> <li>New Notesheet/Letter</li> <li>Report</li> <li>Advanced Search</li> </ul> ➤ <b>Leave Management</b> <ul style="list-style-type: none"> <li>Optional Leave</li> <li>Casual Leave</li> <li>Earned/Medical Leave</li> </ul>	<b>Shri Kuldeep Kushwaha</b> <b>Principal Registrar</b> <b>(IT-CSA)</b> <b>High Court of M.P.</b>
03.00 PM–04.00 PM	➤ <b>Basic Practice Directions on</b> <ul style="list-style-type: none"> <li>➤ Cyber Security</li> <li>➤ LAN Management</li> <li>➤ Network Management</li> </ul>	<b>Shri Gaurav Singh,</b> <b>Principal System Analyst,</b> <b>High Court of M.P.,</b> <b>Jabalpur</b> <b>&amp;</b> <b>Shri Santosh Patel</b> <b>Data Processing Assitt.</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>

**Note- Join Training Programme at 01:45 PM**

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**