



**TRIPURA JUDICIAL ACADEMY  
KUNJABAN TOWNSHIP, AGARTALA**

**E-mail: [tja.agt2014@gmail.com](mailto:tja.agt2014@gmail.com) / Website: <http://tja.tripura.gov.in>**

F.1 (79)-TJA/eCommittee-Trg./2021-22/1454 – 70      Dated, Agartala, the 10<sup>th</sup> August 2022.

**NOTIFICATION**

As approved by Hon'ble the High Court of Tripura, the **ECT\_6\_2022 (Training Programme on Digitisation at High Court Level)** under **ICT outreach Programme** to the staff members of the High Court Registry including staff involved in the process of digitisation of the disposed of judicial records and the staff of High Court Record Room, will be organised by Tripura Judicial Academy in assistance with Hon'ble the High Court of Tripura on **21.08.2022 (1 day)** in the **Auditorium of Hon'ble High Court of Tripura**.

| Names of the Master Trainers/Resource Persons |  |
|---|--|
| 1.  | <b>Sri Narayan Saha, Programmer &amp; Operational Head, Scanning &amp; Digitisation Project, High Court of Tripura.</b>  |
| 2.  | <b>Sri Hiranmoy Debanth, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata (Agency providing scanning &amp; digitisation services in the High Court of Tripura).</b> |
| 3.  | <b>Sri Sujit Debnath, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata (Agency providing scanning &amp; digitisation services in the High Court of Tripura).</b>    |

The staff members of Registry of the Hon'ble High Court who will be imparted such training will be nominated by the Registrar General, Hon'ble High Court of Tripura, Agartala.

The Deputy Registrar (Vigilance) cum CPC, Hon'ble High Court of Tripura will monitor the training sessions.

Enclo: - Proposed Programme Schedule.

Sd/-

**(S. Datta Purkayastha)**  
**Director**  
**Tripura Judicial Academy**

**Copy for information to:-**

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice, T. Amarnath Goud, Judge, High Court of Tripura, Agartala.
3. The Secretary to Hon'ble Mr. Justice, A. Lodh, Judge, High Court of Tripura, Agartala.
4. The Secretary to Hon'ble Mr. Justice, S. G. Chattopadhyay, Judge, High Court of Tripura, Agartala.
5. The Secretary attached to the Ld. Registrar General, High Court of Tripura, Agartala.
6. The Member (Human Resource), eCommittee, Hon'ble Supreme Court of India, New Delhi. (Email: [mhr-ecommittee@aij.gov.in](mailto:mhr-ecommittee@aij.gov.in)).
7. The LR & Secretary, Law, Government of Tripura, Agartala.
8. The Registrar (Vigilance), High Court of Tripura, Agartala.
9. The Registrar (Judicial), High Court of Tripura, Agartala.
10. The Registrar (Admn., P&M), High Court of Tripura, Agartala.
11. Joint Registrar, High Court of Tripura, Agartala.
12. The Deputy Registrar (Vigilance)-cum-CPC, High Court of Tripura. **He is requested to monitor the training sessions as per the Programme Schedule of the aforementioned programme.**
13. **Sri Narayan Saha, Programmer & Operational Head, Scanning & Digitisation Project, High Court of Tripura.** He is requested to conduct the training programme as per the Programme Schedule.
14. **Sri Hiranmoy Debnath, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata (Agency providing scanning & digitisation services in the High Court of Tripura).** He is requested to conduct the training programme as per the Programme Schedule.
15. **Sri Sujit Debnath, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata (Agency providing scanning & digitisation services in the High Court of Tripura).** He is requested to conduct the training programme as per the Programme Schedule.
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 website of Tripura Judicial Academy along with the schedule of the Training Programme.

**Director**  
**Tripura Judicial Academy**

**Detailed Programme Schedule of ICT Outreach Programme organised by Tripura Judicial Academy**

1. Programme Code: ECT\_6\_2022
2. Programme duration: 1 Day
3. Date of the Programme: 21-08-2022.
4. Mode of Training: Offline.
5. Programme Topic: Training Programme on Digitisation at High Court Level.
6. Participants of the Programme: Staff Members of the High Court Registry nominated by the Registrar General including the Staff involved in the process of digitisation of the disposed of judicial records of the High Court and the staff of the High Court Record Room.
7. Venue of the programme: Auditorium of the High Court of Tripura (Theoretical Session) & Digitization Room (Practical Session).

**Session-1(10:30am-11:30am)**

**Reporting & Registration – 10:00 am – 10:30 am**

**Topic: Introduction**

**Resource Person: Shri Narayan Saha, Programmer & Operational Head, Scanning & Digitization Project, High Court of Tripura**

1. Importance of Digitization.
  - a. Basic idea of the purpose of scanning and digitising the judicial records- Section 7 of the Information Technology Act, 2000.
  - b. Goal of the Scanning and Digitization Project at the High Court level and the District Court level.
  - c. Initiation of digitisation project.
  - d. Intricacies and step involved.
  - e. Day to day functioning.
  - f. Benefits and utilities.
2. Case Management System.
3. Different types of records.
  - a. Administrative Records.
    - i. Disposed off records.
    - ii. Pending records.
  - b. Judicial Records.
    - i. Disposed cases.
    - ii. Pending cases.

**Tea Break: 11:30am-11:45am**

**Session-2(11:45 am-12:45 pm)**

**Topic: Hardware requirements for digitisation and pre scanning activities**

**Resource Person: [Shri Hiranmoy Debnath & Shri Sujit Debnath, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata \(Agency providing scanning & digitization services in the High Court of Tripura\)](#)**

1. Prerequisites of scanning and digitising the judicial records.
2. Minimum infrastructure required for scanning and digitization of judicial records.
3. Standard workflow process of the scanning and digitization of judicial records.
4. Weeding out records.
5. De-stapling/un-tagging.
6. Checking of records.
7. Meta-data entry.

**Interactive Session: 12:45pm-1:15pm**

**Lunch Break: 1:15pm- 2:00pm**

**Session-3 (2:00pm-3:00pm)**

**Topic: Scanning**

**Resource Person: [Shri Hiranmoy Debnath & Shri Sujit Debnath, Project Supervisors, Nevaeh Technology Pvt. Ltd., Kolkata \(Agency providing scanning & digitization services in the High Court of Tripura\)](#)**

1. Process of scanning.
2. OCR.
3. PDF.
4. PDF/A.
5. ICR.

**Tea Break: 3:00pm-3:15pm**

**Session-4 (3:15pm-3:45pm)**

**Topic: Post Scanning Activities**

**Resource Person: Shri Narayan Saha, Programmer & Operational Head, Scanning & Digitization  
Project, High Court of Tripura**

1. Quality checking
  - a. Level 1
  - b. Level 2
  - c. Final approval by digitally signing
2. Migrating records
  - a. Disposed case to server as digital repository
  - b. Purpose of migrating
3. Integrating with Case Management System software

**Interactive Session: 3:45pm-4:15pm**

**End of the Programme**

**Director  
Tripura Judicial Academy**