

(By Fax)



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA
16 Mile, Shimla- Mandi National Highway, District Shimla-14
[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

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Ref. No. HPJA/ CIS/NCV 3.1/MS/2017

Dated: 6.7.2019

To

The District & Sessions Judge,
Civil and Sessions Division, Sirmour at Nahan, H.P.

Subject: A two-day training programme on “CIS National Core Version 3.1” for ministerial staff working in subordinate courts of Himachal Pradesh on 2nd August, 2019 and 3rd August, 2019.

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize two days training programme on “**CIS National Core Version 3.1**” for the Administrative Officers, Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Stenotypists working in your Civil & Sessions Division on 2.8.2019 and 3.8.2019 in the Judicial Court Complex at Nahan.

I may, therefore, request you to please nominate the 15 officials from your Civil & Sessions Division to undergo this training on the scheduled dates. However, it is requested that you are kindly ensure that the officials, who are to superannuate within a period of one year, may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them.

It is also requested that to make available Conference Hall/Video Conference Hall alongwith facilities of Computers, Projector, Screen etc. on scheduled dates, services of Master Trainers namely, Shri Bhupinder Singh, English Clerk working in your Civil & Session Division are also required to conduct this training programme and matter regarding reservation of accommodation for stay of undersigned, her driver and one official may kindly be taken up with the competent authority.

Thanking you,

Yours faithfully,


(Abira Basu)
Deputy Director

Endst. No. HPJA/ CIS/NCV 3.1/MS/2017 3243
Copy forwarded to:

Dated: 6.7.2019

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), for information, please;
2. The Secretary to Hon'ble Mr. Justice Tarlok Singh Chauhan, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please; (By e-mail only)
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. The Central Project Co-ordinator, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please.
5. Shri Bhupinder Singh (Master Trainer), English Clerk O/o the Ld. District & Sessions Division, Sirmour at Nahan, H.P. with direction to impart aforesaid training programme on scheduled dates.
6. The System Analyst of Academy with the direction to upload it in the Academy website.


Deputy Director

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