



(By Fax)



HIMACHAL PRADESH JUDICIAL ACADEMY

GHANDAL, P.O. SHAKRAH, SUB TEHSIL DHAMI, DISTRICT SHIMLA – 171011

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

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Ref. No. HPJA/ CIS/NCV 2.0/MS/2017

Dated: 3.1.2019

To

1. The District & Sessions Judge, Kangra at Dharamshala, H.P.
2. The District & Sessions Judge, Mandi, H.P.

Subject: A two-day training programme on “CIS National Core Version 3.0” for ministerial staff working in subordinate courts of Himachal Pradesh on 15th February, 2019 and 16th February, 2019.

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize two days training programme on “CIS National Core Version 3.0” for the Administrative Officers, Superintendents, Senior Assistants, Junior Assistants, Clerks, P.S.s/P.A.s, Stenographers, Judgment Writers and Steno-typists working in the establishments of Civil & Sessions Divisions, Kangra and Mandi. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
15.2.2019	16.2.2019	Computer Lab, Himachal Pradesh Judicial Academy at Ghandal, District Shimla	Kangra = 8 Mandi = 7

I may, therefore, request you to please nominate the aforesaid officials from your Civil & Sessions Division to undergo this training on the scheduled dates. **However, it is requested ^{that} you to kindly ensure that the officials, who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.**