



## HIMACHAL PRADESH JUDICIAL ACADEMY

16 Mile, Shimla-Mandi National Highway, Shimla-14

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

Phone: 0177-2779960

Telefax: 0177-2779960

e-Mail: [ja-hp@nic.in](mailto:ja-hp@nic.in)

Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

**Ref. No. HPJA/ CIS/ MS/2022**

**Dated: 29.9.2023**

To

1. The District & Sessions Judge, Mandi, H.P.
2. The District & Sessions Judge, Chamba, H.P.
3. The District & Sessions Judge, Solan
4. The District & Sessions Judge, Sirmour at Nahan

**Subject: ECT\_08-20222-Refresher Training Programme on NSTEP/CIS 3.2 NCV for ministerial staff working in subordinate courts of Himachal Pradesh on 16<sup>th</sup> & 17<sup>th</sup> October, 2023.**

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize **ECT\_08-20222-Refresher Training Programme on NSTEP/CIS 3.2 NCV** for the Superintendents Grade-I/II, Senior Assistants, Junior Assistants, Clerks, P.A.s, Senior Scale Stenographers, Junior Scale Stenographers, Judgment Writers and Steno-typists etc. working in the establishments of Civil & Sessions Divisions, Mandi, Chamba, Solan & Sirmour at Nahan. 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		
16.10.2023	17.10.2023	Computer Lab, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14	Mandi = 05 Chamba = 05 Solan = 05 Sirmour at Nahan = 05

I may, therefore, request you to please nominate the left out officials who did not attend the aforesaid training from your Civil & Sessions Division to undergo this training on the scheduled dates. However, 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 may kindly be brought in the notice of participants that Academy is providing accommodation to the trainees. None of participants are allowed to bring their family/relatives and resides with them in the Academy accommodation.

Thanking you,

Yours faithfully,

  
**(Rajeev Bali)**  
Director

**Dated: 29.9.2023**

**Endst. No. HPJA/ CIS/NCV 2.0/MS/2022 3001**

Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice.(Hon'ble Patron-in- Chief of the Academy), High Court of H.P, for information, please;( email only).
2. The Secretary to Hon'ble Mr. Justice Vivek Singh Thakur, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please.( email only).
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. The System Analyst of Academy with the direction to upload it in the Academy website.

  
**Director**