



e-mail

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/eOffice Application/2025- 536

Dated: 7.3.2025

To

The Worthy Registrar General,
Hon'ble High Court of H.P
Shimla-171001,

Subject: Regarding organiging /scheduling training sessions for the entire staff of the Himachal Pradesh High Court Registry.

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize a one day training programme on “**eOffice Application**”, for the officers/officials of the Himachal Pradesh High Court Registry. The training programme will be conducted in two batches on **March, 16, 2025 & March, 23, 2025**, at New Auditorium of the High Court of H.P


I may, therefore, request your goodself to reserve ~~of~~ **New Auditorium** at High Court of H.P for two days, i.e **March, 16, 2025 & March. 23, 2025**, to conduct training programmes on “**eOffice Application**” for the officers/officials of Registry of H.P. High Court. The timing for both the sessions will be 10.00 a.m to 5.00 p.m.

It is further submitted that Projector alongwith screen, Laptop & internet connectivity and any other necessary equipments be made available at New Auditorium of High Court of H.P during the aforesaid trainings.

May, I also request to your goodself to kindly communicate your approval to this Academy via email or any other mode at earliest, enabling us to proceed further with necessary arrangement.

Thanking you,

Yours faithfully,


(Kanika Chawla)
Deputy Director