



## HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla-Mandi National Highway, District Shimla – 171014

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

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Ref No. HPJA/eOffice Application/2025-

Dated 7.3.2025

To

All the Ld. District & Sessions Judge (s),  
Himachal Pradesh

**Subject:- Regarding organizing/scheduling training sessions for the entire staff of the District Judiciary of Himachal Pradesh.**

Sir,

“Jai Hind”

In compliance to order dated 5.3.2025 by Hon’ble Chariman, Hon’ble Computer, eCourts and AI Committee of Hon’ble High Court of H.P, I am to say that the Academy is going to organize One day training programme on “**eOffice Application**” for the Superintendents Grade-I/II, Senior Sheristedars, Readers, Senior Assistants, Junior Assistants, Clerks, P.A.s, Senior Scale Stenographers, Junior Scale Stenographers, Civil Ahlmads, Criminal Ahlmads, Judgment Writers and Steno-typists etc. working in the establishments of Civil & Sessions Divisions, Kangra at Dharamshala, Chamba, Kullu, Kinnaur at Rampur, Una, Shimla, Solan, Sirmour at Nahan, Bilaspur, Mandi, & Hamirpur. One day training on “**eOffice Application**” would be conducted in two batches i.e on **17.3.2024 & 24.3.2024**. The schedule & venue of the training programmes, as well as the number of participants on each date from the respective divisions, would be as follows:-


Schedule Date	Venue	Number of participants required to be nominated from Civil & Sessions Divisions in each batch
17.3.2025 & 24.3.2025	Mini Auditorium, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14	Shimla = 10 Solan = 07 Sirmour at Nahan = 07 Bilaspur = 05 Mandi = 08 Hamirpur = 05 Kangra at Dharamshala = 10 Una = 08 Chamba = 04 Kullu = 04 Kinnaur at Rampur = 04

I may, therefore, request you to please nominate the above given number of officers/officials to attend the aforesaid trainings in each batch 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 nominations 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 to the notice of participants that Academy is providing accommodation to the trainees. None of participants are allowed to bring their family/relatives to reside with them in the Academy accommodation.

Thanking you,

Yours faithfully,

  
(Kanika Chawla)

Deputy Director

Dated: 7.3.2025

Endst. No. HPJA/ HPJA/eOffice Application/2025-

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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; (email only).
4. The System Analyst of Academy with the direction to upload it in the Academy website.

  
Deputy Director