

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

//MEMO//

No.339..../CSJA/Cluster Computer Training/2024

Bilaspur, dated 13.04.2024

To,

The District & Sessions Judge,
Bilaspur.

Subject: Regarding arrangements for Cluster Computer Training on Capacity Building in Computer Skill for the Judicial Officers of Bilaspur Division (Distt. Bilaspur/ Janjgir-Champa/ Korba/ Raigarh/ Mungeli) (except those nominated for other Workshops scheduled for the same date of ACB & CBI Cases and Principal Magistrates, JJB as well as engaged in urgent work/remand duty) scheduled to be held on 20/04/2024 (Saturday) at Bilaspur.

XXXX

XXXX

On the subject cited above, it is to inform you that as per approved Calendar of Academy for the year 2024-25, a Cluster Computer Training on Capacity Building in Computer Skill for the Judicial Officers of Bilaspur Division (District Bilaspur, Janjgir-Champa, Korba, Raigarh and Mungeli) (except those nominated for other Workshops scheduled for the same date of ACB & CBI Cases and Principal Magistrates, JJB as well as engaged in urgent work/remand duty) is scheduled to be held at Bilaspur on 20.04.2024

As directed, you are requested to select venue at Bilaspur. All the Judicial Officers of Bilaspur Division (District Bilaspur, Janjgir-Champa, Korba, Raigarh and Mungeli) (except those nominated for other Workshops scheduled for the same date of ACB & CBI Cases and Principal Magistrates, JJB as well as engaged in urgent work/remand duty) shall participate. They shall observe the Dress Code during Training Program. Their breakfast, tea, lunch, evening snacks and mineral water have to be arranged by your team as per the approved rates of the Academy as follows:

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|---------------------------|---|-----------------------------------|
| “(i) Breakfast | - | Rs. 94/- per head; |
| (ii) Tea-biscuits at noon | - | Rs. 15/- per head; |
| (iii) Lunch | - | Rs. 280/- per head; |
| (iv) Evening Snacks | - | Rs. 35/- per head; |
| (v) Mineral water | - | Rs. 40/- (2 litres)
per head.” |

You are further requested to depute 2 Technical Persons and 3 Class-IV employees to provide help. They shall also be provided with tea and lunch as per the approved rates of the Academy.

You are also requested to make arrangements for the Guests.

Please send the detailed report with attendance sheet and expenditure immediately after completion of the Training Program alongwith vouchers to the Academy.

Encl.: Topics and list of Resource Persons.


(Sirajuddin Qureshi)
DIRECTOR

Endt. No. 339/CSJA/Cluster Computer Training/2024

Bilaspur, dated 13.04.2024

Copy to:

1. S.O. to Registrar General, High Court of CG, Bilaspur for information.
2. CPC for directing the In-charge, NIC for uploading the memo on the official website of CSJA.


(Sirajuddin Qureshi)
DIRECTOR

