

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

//MEMO//

No. 543.../CSJA/Cluster Computer Training/2024

Bilaspur, dated 02.07.2024

To,

The District & Sessions Judge,  
Ambikapur.

**Subject:** Regarding arrangements for Cluster Computer Training on Capacity Building in Computer Skill for the Judicial Officers of Surguja Division (Distt. Ambikapur/Surajpur/Jashpur/Korea/Ramanujganj) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) scheduled to be held on 04/08/2024 (Sunday) at Ambikapur.

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 Surguja Division (Distt. Ambikapur/Surajpur/Jashpur/Korea/Ramanujganj) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) is scheduled to be held at Ambikapur on 04.08.2024.

As directed, you are requested to select venue at Ambikapur. All the Judicial Officers of Surguja Division (Distt. Ambikapur/ Surajpur/ Jashpur/ Korea/ Ramanujganj) including those posted in Family Courts and on deputation (except those 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:

- |                            |   |                                   |
|----------------------------|---|-----------------------------------|
| “(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)<br>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. ~~54~~ /CSJA/Cluster Computer Training/2024

Bilaspur, dated 02.07.2024

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

**Syllabus for Hands on cluster Training Programme for Judicial Officers**

**Sarguja Division (Ambikapur) Date 04/08/2024**

SN	Subject	Name of the Resource Persons (Master Trainers)
1.	<ul style="list-style-type: none"> <li>➤ LibreOffice Writer &amp; Calc: Introduction &amp; Hands on</li> <li>➤ Faster Mail Service</li> <li>➤ Government email (@AIJ.GOV.IN) and Kavach</li> <li>➤ Digitization: Need of time</li> </ul>	<b>Ku. Smita Ratnawat</b> ADDL. DISTRICT AND SESSIONS JUDGE, F.T.S.C. (POCSO), BHATAPARA
2.	<ul style="list-style-type: none"> <li>➤ Capacity Building through ICT Tools</li> <li>➤ Optimum use of Web Browser</li> <li>➤ Hands on Web Browsing               <ul style="list-style-type: none"> <li>→ Bookmarking</li> <li>→ Managing Bookmark Toolbar</li> <li>→ Managing Downloading</li> <li>→ Managing Popup Windows</li> <li>→ Privacy &amp; Security</li> </ul> </li> </ul>	<b>SMT. JYOTI AGRAWAL</b> ADDITIONAL DISTRICT & SESSIONS JUDGE (F.T.C.), KORBA