

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR

//MEMO//

No. 0.6.... /CSJA/Cluster Computer Training/2025

Bilaspur, dated 03.01.2025

To,

The Principal District & Sessions Judge,
Durg.

Subject: Regarding arrangements for **Cluster Computer Training on Capacity Building in Computer Skill for the Judicial Officers of Durg Division** (Distt. Durg/Kabirdham/Rajnandgaon/Balod/Bemetara) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) scheduled to be held on **08/02/2025** at **Durg**.

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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 Durg Division (Distt. Durg/Kabirdham/Rajnandgaon/Balod/Bemetara) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) is scheduled to be held at **Durg** on **08/02/2025**.

As directed, you are requested to select venue at Durg. All the Judicial Officers of Durg Division (Distt. Durg/Kabirdham/Rajnandgaon/Balod/Bemetara) including those posted in Family Courts and on deputation (except those engaged in urgent work/remand duty) shall participate. They shall observe the decent attire i.e. sober colour Shirt, Trouser, Coat & Tie for male Officers and sober colour Saree or Suit with coat for the female Officers 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:

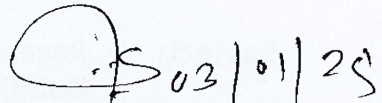
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|---------------------------|---|----------------------------------|
| “(i) Breakfast | - | Rs. 140/- per head; |
| (ii) Tea-biscuits at noon | - | Rs. 20/- per head; |
| (iii) Lunch | - | Rs. 360/- per head; |
| (iv) Evening Snacks | - | Rs. 40/- 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.

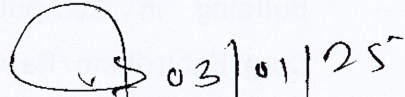

(Santosh Kumar Aditya)
DIRECTOR

Endt. No. 07./CSJA/Cluster Computer Training/2025

Bilaspur, dated 03.01.2025

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.


(Santosh Kumar Aditya)
DIRECTOR

List of Resource Persons (Master Trainers) and the topics for Cluster Computer Training on Capacity Building in Computer Skill for the Judicial Officers of Durg Division scheduled to be held on 08.02.2025 at Durg

S. No.	Subject	Name of the Resource Persons (Master Trainers)
1.	<ul style="list-style-type: none"> ➤ LibreOffice Writer & Calc: Introduction & Hands on ➤ Faster Mail Service ➤ Government email (@AIJ.GOV.IN) and Kavach ➤ Digitization: Need of time 	<p>Shri Aditya Joshi, Officer-on-Special Duty, High Court of Chhattisgarh, Bilaspur.</p> <p>Shri Vivek Netam, IV Civil Judge Senior Division, Durg.</p>
2.	<ul style="list-style-type: none"> ➤ Capacity Building through ICT Tools ➤ Optimum use of Web Browser ➤ Hands on Web Browsing <ul style="list-style-type: none"> ➔ Bookmarking ➔ Managing Bookmark Toolbar ➔ Managing Downloading ➔ Managing Popup Windows ➔ Privacy & Security 	<p>Smt. Shivani Singh, III Addl. Judge to the Court I, Civil Judge Sr. Div. Durg.</p>

Shri Aditya Joshi