

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPU

MEMO

No...../CSJA/Online Workshop/2020

Bilaspur, dated 10 .07.2020

To,

1. The Registrar General,  
High Court of C.G.  
Bilaspur.
2. The District & Sessions Judge,  
Bilaspur/ Durg/ Korba/ Raipur/  
Rajnandgaon/ Janjgir Champa/ Raigarh/  
Surguja(Ambikapur)

**Sub.:** Regarding Online Workshop of all Court Managers on Management Tools and Skill-Planning, Communication, Motivation & Execution scheduled to be held on 16/07/2020.

**Ref. :** CSJA Memo no. 123 dated 17/03/2020.

XXXX

XXXX

As you are all aware that certain number of Judicial Conferences/Workshops to be held in the month of April and May, 2020 were to be postponed until further orders vide memo under reference on account of precautionary measures to be adopted looking to the outbreak of Corona Virus (COVID-19).

As directed, I am to inform you that Online Workshop of all Court Managers on Management Tools and Skill-Planning, Communication, Motivation & Execution is scheduled to be organized on **16<sup>th</sup> July, 2020 at 12.00 noon** by CSJA, Bilaspur. I am further to inform you that Digital Platform/link to join the online training will be shared with all the participants by CSJA.

You are, therefore, requested to circulate it amongst all the Court Managers posted in your Office/District with a direction that they shall remain

present in the concerned Office/Civil Court premises on 16/07/2020 by 11.45 a.m. positively in the prescribed uniform and attend the online Workshop. They all are exempted from wearing black coat. They all are also directed to wear mask on their face and maintain social distancing and follow the guideliness and norms issued by the Central Government as well as State Government during the period Covid-19.

A further request is made that in case of exigency any of the Court Manager is not present in his/her headquarter or place of posting and is present in other district within the State, he/she shall attend the Online Workshop from nearest Civil Court building where he/she is at present with an oral information to the concerned District & Sessions Judge. All the District & Sessions Judges are requested to accommodate him/her.

*Be up loaded*  
*10.7.20*  
Sd/-  
(K.L.Charyani)  
Director

Endt.No.24.7./CSJA/Online Workshop/2020

Bilaspur, dated 10 .07.2020

Copy to :

1. S.O. to Registrar General, High Court of C.G. Bilaspur for information.
- ✓ 2. CPC for directing the In-charge, NIC for uploading the memo on the official website of CSJA.
3. All Court Managers, High Court of C.G./ Bilaspur/ Durg/ Korba/ Raipur/ Rajnandgaon/ Janjgir Champa/ Raigarh/ Surguja(Ambikapur) for information and necessary action with a direction that that they shall remain present in the concerned Office/Civil Court premises on 16/07/2020 by 11.45 a.m. positively in the prescribed uniform and attend the online Workshop. They all are exempted from wearing black coat. They all are also directed to wear mask on their face and maintain social distancing and follow the guideliness and norms issued by the Central Government as well as State Government during the period Covid-19.

*10/7/20*  
(K.L.Charyani)  
Director