

CHHATTISGARH STATE JUDICIAL ACADEMY, BILASPUR
MEMO

No..386../CSJA/Computer/2024

Bilaspur, dated 25.04.2024

To,

The District & Sessions Judge,
Balod/Baloda-Bazar.

Sub.: Regarding organization of Computer Skill Enhancement Program for Ministerial Staff of District Courts and Advocates of District & Taluka Courts for the District-Balod and Baloda-Bazar at the District Headquarter on the dates fixed as per their availability in the month of May, 2024.

Ref.: Academic Calendar for the year 2024-25.

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On the subject and reference cited above, as per the Academic Calendar for the year 2024-25, it is to inform you that a Computer Skill Enhancement Program for Ministerial Staff of District Courts and Advocates of District & Taluka Courts for the District- Balod and Baloda-Bazar at the District Headquarter is scheduled in the month of May, 2024.

It is, therefore, requested to you to make necessary arrangements for organization of abovesaid Training Program at the District Headquarter on the date fixed as per your availability in the month of May, 2024.

It is further requested to you to nominate the participants and also to arrange the Resource Persons for addressing the participants in the Training Program on the given topics annexed herewith. They shall wear decent attire during Training Program.

Breakfast, tea-biscuits, lunch, evening snacks and water have to be arranged by District team for the participants and Resource Persons in the above Program as per the approved rates of the Academy which is as follows:

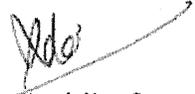
“(i)	Breakfast	-	Rs. 94/- per head;
(ii)	Tea-biscuits at noon	-	Rs. 15/- per head;
(iii)	Lunch	-	Rs. 280/- per head;
(iv)	Evening Snacks	-	Rs. 35/- per head;
(v)	Mineral water	-	Rs. 40/-(2 litres) per head.”

You are requested to depute 2 Technical Persons and 3 Class IV staff to assist and provide help. They shall also be given food as per the approved rates of the Academy.

The expenditure incurred in organizing the said Training Program will be borne by the Academy.

Please send the detailed compliance report with attendance sheet and expenditure incurred immediately after completion of the Program along with vouchers to the Academy at the earliest.

Encl.: The subject/topics.


(Sirajuddin Qureshi)
Director

Endt. No. ~~387~~.../CSJA/Computer/2024

Bilaspur, dated 25/04.2024

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.


(Sirajuddin Qureshi)
Director

