



## HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

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**Ref. No.:** HPJA/Instructions/2013-

**Dated:** 14.01.2013

To,

All the District & Sessions Judges  
in the State of Himachal Pradesh,

**Subject:** Regarding instructions to the ministerial staff for attending the training programmes.

Sir,

“Jai Hind!”

It has been noticed that the officials nominated for attending the training programmes, being organized by the H.P. Judicial Academy, report at the venue of the training late and in one case the employee did not report for attending the training.

It is pertinent to mention here that each and every lecture of the training programme is being scheduled, taking into consideration the need of the hour, for enhancing the skills and knowledge of the ministerial staff. The desired aims and objects of the training programmes cannot be achieved if any of the lectures of the training is not attended by any of the officials. Therefore, it is necessary to attend all the lectures by the official nominated for the training programmes.

The Academy authorities have taken serious view about the absence of the employee during training.

Therefore, keeping in view the aforesaid facts, the following instructions are issued, to be complied with by the officials nominated for the training programmes in future:

- i) The Employees, when nominated for attending the training programmes, should report at the venue of the training, on the specific time, date and place on the first day,

- ii) In case any employee does not report by 1.00 p.m. on the first day, he or she shall not be allowed to attend the course. Even in case of any employee who joins after 10 a.m. and before 1.00 p.m. on the first day, he will have to furnish an explanation why he or she did not come at the fixed time,
- iii) The concerned District & Sessions Judge shall take disciplinary action against the erring employee, who absents from attending the training programme or reports late at the venue of the training,
- iv) The officials shall bring their Identity Cards, issued to them by the District & Sessions Judges, while coming to the Academy for attending the training programmes, in order to ascertain the identity of the employees.

This is for your kind information and further necessary action, please.

Thanking you,

Yours faithfully,

  
(J.K. SHARMA)  
Director

Endst. No.: HPJA/Instructions/2013-2017 -  
Copy forwarded to:

Dated: 14.01.2013

1. The Registrar (Administration)-cum-Principal Private Secretary to the Hon'ble the Chief Justice, High Court of H.P. (Hon'ble Patron of the Academy); with the request to place this letter before His Lordship for kind perusal, please.
2. The Ld. Registrar General, High Court of H.P., Shimla (H.P.); for information, please.
3. ✓ The System Analyst of Academy; with the direction to upload the same in the website of the Academy.

  
Director