



## HIMACHAL PRADESH JUDICIAL ACADEMY

GHANDAL, P.O. SHAKRAH, SUB TEHSIL DHAMI, DISTRICT SHIMLA – 171011

### Three-day Course on “Office Procedure and Fundamental Legal Concepts” for the Civil Judges (Senior and Junior Division) of the State

**Venue:** Himachal Pradesh Judicial Academy, Ghandal, District Shimla.

#### Curriculum

Day & Date	Session	Topic	Faculty
24.10.2016 Monday	8.15 a.m. to 8.30 a.m.	Registration of Participant-Officers.	
	8.30 a.m. to 9.00 a.m.	<ul style="list-style-type: none"> <li>➤ <b>Inauguration by: Hon’ble Mr. Justice Mansoor Ahmad Mir, Chief Justice, High Court of Himachal Pradesh (Hon’ble Patron of the Academy).</b></li> <li>➤ <b>To be followed by Tea and Refreshment.</b></li> </ul>	
24.10.2016 Monday	I	<ul style="list-style-type: none"> <li>➤ Justice- What is right thing to do.</li> <li>➤ Utilitarianism.</li> <li>➤ Libertarianism.</li> </ul>	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Ghandal, District Shimla.
	II	<ul style="list-style-type: none"> <li>➤ The Right to Information Act- An overview</li> </ul>	Dr. Devinder Gupta, Controller, Printing & Stationary Department, Shimla
	III	<b>Office Manual/ Procedure</b> <ul style="list-style-type: none"> <li>➤ Introduction and Definition.</li> <li>➤ Office Security and Safety.</li> <li>➤ Conduct of Government Servants.</li> <li>➤ Treatment of secret and confidential documents.</li> <li>➤ Duties and Functions of supervisory officers and ministerial staff.</li> <li>➤ Supervisory control.</li> </ul>	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	<ul style="list-style-type: none"> <li>➤ Maintenance of Service Books.</li> <li>➤ Dealing of Receipts, Noting and Drafting.</li> <li>➤ Routine Office Procedure.</li> </ul>	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
25.10.2016 Tuesday	I	<ul style="list-style-type: none"> <li>➤ Equality.</li> <li>➤ Just Desserts.</li> </ul>	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Ghandal, District Shimla.
	II	<ul style="list-style-type: none"> <li>➤ An Overview of C.C.S (Conduct) Rules, 1964.</li> <li>➤ An Overview of C.C.S (CCA) Rules, 1965.</li> </ul>	Shri J.K. Sharma, Registrar (Judicial), Hon’ble High Court of Himachal Pradesh, Shimla.

	III	➤ An Overview of C.C.S. (Leave) Rules, 1972.	Shri J.K. Sharma, Registrar (Judicial), Hon'ble High Court of Himachal Pradesh, Shimla.
	IV	➤ Sentencing- Theories of punishment and dealing with disparity in punishments.	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Ghandal, District Shimla.
26.10.2016 Wednesday	I	<b>Concept of Departmental Inquiries</b>  ➤ Principles of natural justice. ➤ Reasonable opportunity.	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	II	➤ H.P. Financial Rules, 2009- An overview.	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	III	➤ Findings the Law- Effective research, techniques and tools for Judges.	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Ghandal, District Shimla.
	IV	➤ Group discussion. ➤ <b>Valediction.</b>	<b>Hon'ble Mr. Justice Chander Bhusan Barowalia, Judge, High Court of Himachal Pradesh, Shimla.</b>

**Timings of sessions:**

1 <sup>st</sup> day		2 <sup>nd</sup> day & 3 <sup>rd</sup> day	
<b>Registration</b>	: 8.15 a.m. to 8.30 a.m.		
<b>Inauguration</b>	: 8.30 a.m. to 9.00 a.m.	<b>1<sup>st</sup> Session</b>	: 10.00 a.m. to 11.15 a.m.
<b>1<sup>st</sup> Session</b>	: 9.40 a.m. to 11.00 a.m.	<b>2<sup>nd</sup> Session</b>	: 11.30 a.m. to 1.00 p.m.
<b>2<sup>nd</sup> Session</b>	: 11.30 a.m. to 1.00 p.m.	<b>3<sup>rd</sup> Session</b>	: 2.00 p.m. to 3.15 p.m.
<b>3<sup>rd</sup> Session</b>	: 2.00 p.m. to 3.15 p.m.	<b>4<sup>th</sup> Session</b>	: 3.30 p.m. to 4.45 p.m.
<b>4<sup>th</sup> Session</b>	: 3.30 p.m. to 4.45 p.m.	-	-
<b>Tea break</b>	: <b>First Day:</b> 9.00 a.m. to 9.40 a.m., 11.00 a.m. 11.30 a.m. & 3.15 p.m. to 3.30 p.m. <b>Second and Third Day:</b> 11.15 a.m. to 11.30 a.m. & 3.15 p.m. to 3.30 p.m.		
<b>Lunch break</b>	: 1.00 p.m. to 2.00 p.m.		

  
Course Co-ordinator  
Joint Director

Himachal Pradesh Judicial Academy, Ghandal, Shimla

  
Course Director  
(Director)

Himachal Pradesh Judicial Academy, Ghandal, Shimla