



HIMACHAL PRADESH JUDICIAL ACADEMY

GHANDAL, DISTRICT SHIMLA – 171011

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

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.

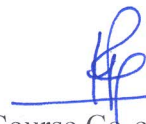
Curriculum

Day & Date	Session	Topic	Faculty
5.9.2016 Monday		Registration of Participant-Officers.	
		<ul style="list-style-type: none"> ➤ Inauguration by: Hon'ble Mr. Justice Dharam Chand Chaudhary, Judge, High Court of H.P. ➤ To be followed by Tea and Refreshment. 	
	I	<ul style="list-style-type: none"> ➤ Justice- What is right thing to do. ➤ Utilitarianism. ➤ Libertarianism. 	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Shimla
	II	<ul style="list-style-type: none"> ➤ The Right to Information Act- An overview 	Dr. Devinder Gupta, Controller, Printing & Stationary Department, Shimla
	III	Office Manual/ Procedure <ul style="list-style-type: none"> ➤ Introduction and Definition. ➤ Office Security and Safety. ➤ Conduct of Government Servants. ➤ Treatment of secret and confidential documents. ➤ Duties and Functions of supervisory officers and ministerial staff. ➤ Supervisory control. 	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	<ul style="list-style-type: none"> ➤ Maintenance of Service Books. ➤ Dealing of Receipts, Noting and Drafting. ➤ Routine Office Procedure. 	Shri Rajinder Gupta, Sr. Audit Officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
6.9.2016 Tuesday	I	<ul style="list-style-type: none"> ➤ Equality. ➤ Just Desserts. 	Shri Rakesh Kainthla, Director, Himachal Pradesh Judicial Academy, Shimla
	II	<ul style="list-style-type: none"> ➤ An Overview of C.C.S (Conduct) Rules, 1964. ➤ An Overview of C.C.S (CCA) Rules, 1965. 	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, Shimla
7.9.2016 Wednesday	I	Concept of Departmental Inquiries ➤ 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, Shimla
	IV	➤ Group discussion. ➤ Valediction.	Hon'ble Mr. Justice Vivek Singh Thakur, Judge, High Court of Himachal Pradesh, Shimla.

Timings of sessions:

1 st day		2 nd day & 3 rd day	
Registration	: 8.00 a.m. to 8.30 a.m.		
Inauguration	: 8.30 a.m. to 9.00 a.m.	1st Session	: 10.00 a.m. to 11.15 a.m.
1st Session	: 9.40 a.m. to 11.00 a.m.	2nd Session	: 11.30 a.m. to 1.00 p.m.
2nd Session	: 11.30 a.m. to 1.00 p.m.	3rd Session	: 2.00 p.m. to 3.15 p.m.
3rd Session	: 2.00 p.m. to 3.15 p.m.	4th Session	: 3.30 p.m. to 4.45 p.m.
4th Session	: 3.30 p.m. to 4.45 p.m.	-	-
Tea break	: First Day: 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. Second and Third Day: 11.15 a.m. to 11.30 a.m. & 3.15 p.m. to 3.30 p.m.		
Lunch break	: 1.00 p.m. to 2.00 p.m.		


Course Co-ordinator
Joint Director

Himachal Pradesh Judicial Academy, Ghandal


Course Director
(Director)

Himachal Pradesh Judicial Academy, Ghandal