



## HIMACHAL PRADESH JUDICIAL ACADEMY

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

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

Phone: 0177-2779960

e-Mail: [ja-hp@nic.in](mailto:ja-hp@nic.in)

Telefax: 0177-2779960

Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

Ref. No. HPJA/ Trg-Ahl-Summary Clk/2018

Dated: 12.11.2018

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Sirmour at Nahan, H.P.

**Subject: Two days Orientation Training Programme on “Issuance of Processes” for Ahlmads and Summary Clerks working in subordinate courts of Himachal Pradesh on 3<sup>rd</sup> December, 2018 and 4<sup>th</sup> December, 2018.**

Sirs,

“Jai Hind”

I have the honour to say that Himachal Pradesh Academy is going to organize a two-day training programme on “**Issuance of Processes**” for **Ahlmads and Summary Clerks** working in the establishments of Civil & Sessions Divisions, Shimla, Solan and Sirmour. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
3.12.2018	4.12.2018	Conference Hall Himachal Pradesh Judicial Academy at Ghandal, District Shimla	Shimla = 8 Solan = 7 Sirmour = 5

I may, therefore, request you to please nominate the aforesaid officials from your Civil & Sessions Division to undergo this training on the scheduled dates. However, the officials who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants have been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them. It may kindly be brought in the notice of participants that Academy is providing accommodation also.

Thanking you,

Yours faithfully,

  
(Avinash Chander)

Deputy Director

Dated: 12.11.2018

Endst. No. HPJA/ CIS/NCV 2.0/MS/2017 9567,  
Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), for information, please;
2. The Secretary to Hon'ble Mr. Justice Dharam Chand Chaudhary, Judge, High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please;
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please;
4. ✓ The System Analyst of Academy with the direction to upload it in the Academy website.

  
Deputy Director



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Two days Orientation Training Programme on “Issuance of Processes” for Ahlmads and Summary Clerks working in subordinate courts of Himachal Pradesh

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

Period: Two Days

Date & Day	Session	Topic	Faculty
3.12.2018 Monday		<b>Registration of Participants (9:45 AM to 10:00AM)</b>	
3.12.2018 Monday	<b>I</b>	<ul style="list-style-type: none"><li>➤ Aims and Object of Training</li><li>➤ Public Dealing</li><li>➤ Communication Skills for Better Services</li><li>➤ An overview of institutional organization of Ahlmads Branch and its relationship with the Civil and Criminal justice Delivery System.</li><li>➤ Role and Responsibilities of Ahlmads and Summary Clerks in Dispensation of Justice</li></ul>	Shri Avinash Chander Deputy Director H.P. Judicial Academy, Ghandal, Shimla
	<b>II</b>	<ul style="list-style-type: none"><li>➤ Record Management- Maintenance of Record, Indexing of case files, Consignment of Records</li><li>➤ Registers being maintained by the Ahlmad and Summary Branch</li><li>➤ Statements required to be submitted to Hon'ble High Court on monthly/quarterly/ half yearly/ yearly basis</li></ul>	Shri Mehar Chand Sharma, Superintendent (Retired from H.P. Judiciary) Vill. Panohi, P.O. Sainj, Via Dhami, District Shimla, H.P. Pin Code: 171103
	<b>III</b>	<ul style="list-style-type: none"><li>➤ Issuance of Summons and precautions to be taken while issuing summons</li><li>➤ Preparation and Issuance of Warrants of Arrest and other Processes</li><li>✓ High Court Rules and Orders regarding issuance of processes</li></ul>	Shri Mehar Chand Sharma, Superintendent (Retired from H.P. Judiciary) Vill. Panohi, P.O. Sainj, Via Dhami, District Shimla, H.P. Pin Code: 171103
	<b>IV</b>	<ul style="list-style-type: none"><li>➤ Difficulties generally faced by the Ahlmads and Summary Clerks in speedy disposal of work.</li><li>➤ Identifying and Sharing the Best Practices</li><li>➤ Role of Information and Communication Technology in quick disposal of work</li></ul>	Shri Mehar Chand Sharma, Superintendent (Retired from H.P. Judiciary) Vill. Panohi, P.O. Sainj, Via Dhami, District Shimla, H.P. Pin Code: 171103