



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 24th November 2005]

Phone: 0177-2779960

e-Mail: ja-hp@nic.in

Telefax: 0177-2779960

Web: www.hpsja.nic.in

Ref. No. HPJA/Ministerial Staff/Adm/2017

Dated: 6.12.2017

From

The Director,
Himachal Pradesh Judicial Academy,
Ghandal, Shimla-11.

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Kangra at Dharamshala, H.P.
3. The District & Sessions Judge, Mandi, H.P.

Subject:

A three-day Orientation Training Programme on “Dealing with official matters, files, pension matters and pay fixation” for Superintendents, Readers and Senior Assistants of Subordinate Courts of Himachal Pradesh w.e.f. 8th January, 2018 to 10th January, 2018.

Sirs,

“Jai Hind”

I have been directed to request your goodself that the Academy is going to organize a three-day **Orientation Training Programme on “Dealing with official matters, files, pension matters and pay fixation”** for Superintendents, Readers and Senior Assistants working in the establishments of Civil & Sessions Divisions, Shimla, Kangra and Mandi. 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		
8.1.2018	10.1.2018	Conference Hall, Himachal Pradesh Judicial Academy at Ghandal, District Shimla	Shimla = 05 Kangra = 07 Mandi = 13


I may, therefore, request your goodself 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 has 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.

Further, the Academy regrets to make stay arrangements of these trainees and therefore, they be advised to make their own arrangement for stay etc. during the entire training period.

Thanking you,

Yours faithfully,



(Avinash Chander)

Deputy Director

Dated: 6.12.2017

Endst. No. HPJA/Ministerial Staff/Adm/2017 5185,
Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), Shimla-01; 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



HIMACHAL PRADESH JUDICIAL ACADEMY

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

Tentative Curriculum of

Three days' Orientation Training Programme on "Dealing with official matters, files, pension matters and pay fixation" for Superintendents, Readers and Senior Assistants of Subordinate Courts of Himachal Pradesh.

From : 8.1.2018 to 10.1.2018.

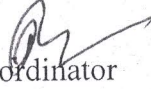
Venue : Conference Hall, H.P. Judicial Academy, Ghandal, Shimla-11

Date	Sessions	Topic	Faculty
8.1.2018 (Monday)		Registration of Participants from 9.45 a.m. to 10.00 a.m.	
8.1.2018 (Monday)	I	<ul style="list-style-type: none">➤ Aim and Object of Training.➤ Leadership.➤ Behaviour skills.➤ Motivating skills.➤ Attitudinal change.	Shri Chirag Bhanu Singh, Director, Himachal Pradesh Judicial Academy, Ghandal, Shimla
	II	<ul style="list-style-type: none">➤ Importance of information technology in quick disposal of official work.➤ Checks on delays.	Dr. Parvinder Singh Arora, Central Project Coordinator, Hon'ble High Court of Himachal Pradesh, Shimla
	III	<ul style="list-style-type: none">➤ CCS (CCA) Rules. Departmental Inquires.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	<ul style="list-style-type: none">➤ T.A. Rules.➤ L.T.C. Rules.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
9.1.2018 (Tuesday)	I	<ul style="list-style-type: none">➤ Dealing with the Official matters and files.➤ Treatment of Secret and Confidential Documents.	Shri B.M. Gupta, Registrar (Estt.), (Retd.), 18/1 Top Floor, Nabha Club, Nabha Shimla-4
	II	<ul style="list-style-type: none">➤ Records –Management, preparing a file for records, consignment, requisition, retention, weeding out of records.➤ Maintenance of civil and criminal cases files.➤ Maintenance of prescribed registers.	Shri B.M. Gupta, Registrar (Estt.), (Retd.), 18/1 Top Floor, Nabha Club, Nabha Shimla-4.

	III	<ul style="list-style-type: none"> ➤ Rules regarding pay fixation. ➤ General Insurance Scheme. 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09.
	IV	<ul style="list-style-type: none"> ➤ CCS (Pension) Rules, 1972. ➤ New Pension Scheme. 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09.
10.1.2018 (Wednesday)	I	<ul style="list-style-type: none"> ➤ Dealing with Lawyers and litigants. 	Shri Avinash Chander, Deputy Director, Himachal Pradesh Judicial Academy, Ghandal, Shimla.
	II	<ul style="list-style-type: none"> ➤ Conduct of Government Servant. ➤ Office decorum. ➤ Discipline and Courtesy. ➤ Punctuality. ➤ Office Security. 	Shri Avinash Chander, Deputy Director, Himachal Pradesh Judicial Academy, Ghandal, Shimla.
	III	<ul style="list-style-type: none"> ➤ Duties and responsibilities of ministerial staff. ➤ Role of ministerial staff of courts in dispensation of justice. 	Shri Avinash Chander, Deputy Director, Himachal Pradesh Judicial Academy, Ghandal, Shimla.
	IV	<ul style="list-style-type: none"> ➤ Group Discussion and Valediction. 	Shri Chirag Bhanu Singh, Director, Himachal Pradesh Judicial Academy, Ghandal, Shimla

Timings of sessions:

First day	:	Registration	09.30 a.m. to 10.00 a.m.
First Session	:	10.00 am to 11.15 am	Second Session : 11.30 am to 1.00 pm
Third Session	:	2.00 pm to 3.15 pm	Fourth Session : 3.30 pm to 5.00 pm
Tea break	:	11.15 am to 11.30 am & 3.15 pm to 3.30 pm	Lunch break : 1.00 pm to 2.00 pm


 Course Co-ordinator
 (Deputy Director)
 Himachal Pradesh Judicial Academy,
 Ghandal, Shimla.

Course Director
 (Director)
 Himachal Pradesh Judicial Academy,
 Ghandal, Shimla.