

(By Fax)



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA
16 Mile, Shimla- Mandi National Highway, District Shimla-14
[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/ Trg-Supdt./2019

Dated: 27.6.2019

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Bilaspur, H.P.

Subject: Two days Training Programme on “Duties and Functions of Superintendants” working in subordinate courts of Himachal Pradesh on 19.7.2019 to 20.7.2019.

Sirs,

“Jai Hind”

I have the honour to say that Himachal Pradesh Academy is going to organize two days training programme on “Duties and Functions of Superintendants” for the Superintendants working in the establishments of Civil & Sessions Division(s), Shimla, Solan and Bilaspur. 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		
19.7.2019	20.7.2019	Conference Hall Himachal Pradesh Judicial Academy at 16 Mile, Shimla- Mandi National Highway, District Shimla-14	Shimla = 10 Solan = 05 Bilaspur = 05


I may, therefore, request your goodself to please nominate the “Superintendants” from your Civil & Sessions Division to undergo this training on the scheduled dates. However, it is requested that you kindly ensure that official, who are to superannuate within a period of one year may not be nominated for this programme.

P.T.O.

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,


(Abira Basu)

Deputy Director ✓

Dated: 27.6.2019

Endst. No. HPJA/ Trg-Supdt./2019 3127
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 Tarlok Singh Chauhan, 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 Central Project Co-ordinator, Hon'ble High Court of Himachal Pradesh, Shimla, for information, please.
- ✓ 5. The System Analyst of Academy with the direction to upload it in the Academy website.


Deputy Director

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HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District, Shimla-171014

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Two days Training Programme on “Duties and Functions of Superintendents” working in subordinate courts of Himachal Pradesh

Venue : Himachal Pradesh Judicial Academy, 16 Mile, Shimla- Mandi National Highway, District, Shimla-171014

Period: **Two Days**

Date & Day	Session	Topic	Faculty
19.7.2019 Friday		Registration of Participants (9:45 AM to 10:00AM)	
	I	<ul style="list-style-type: none">➤ Aim and object of the training➤ Role and Responsibilities of Superintendents in the Subordinate Courts➤ Supervisory functions➤ Discipline and Punctuality➤ Communication Skills and Public Dealing	Director/Deputy Director, H.P. Judicial Academy
	II	<ul style="list-style-type: none">➤ Supervision of the registers and files to be maintained by the ministerial staff➤ Submission of periodical statements➤ Consignment of Records➤ Hon'ble High Court Rules and Instructions relating to duties and functions of Superintendents	Shri Mehar Chand Sharma, Superintendent (Retired from H.P. Judiciary) Vill. Panohi, P.O. Sainj, Via Dhami, District Shimla, H.P. Pin Code: 171103
	III	<ul style="list-style-type: none">➤ Maintenance of Personal Files and Service Books➤ Preparation of Pension Papers – Old Pension Scheme and New Pension Scheme➤ Dealing with the Confidential Matters	Shri Mehar Chand Sharma, Superintendent (Retired from H.P. Judiciary) Vill. Panohi, P.O. Sainj, Via Dhami, District Shimla, H.P. Pin Code: 171103
	IV	<ul style="list-style-type: none">➤ Inspection of Subordinate Courts by the Administrative Judge➤ Inspection of Subordinate Courts by the District and Sessions Judge➤ Inspection of Subordinate Courts by the Presiding Officer of the Court	Mrs. Sunita Bhardwaj Chief Administrative Officer O/o the District & Sessions Judge, Shimla