

(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 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-Supdt./2019

**Dated:** 27.6.2019

To

The Ld. District & Sessions Judge,  
Shimla, 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.

Sir,


“Jai Hind”

I have the honour to say that Himachal Pradesh Judicial 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 on 19.7.2019 and 20.7.2019, in the Academy premises.

I may, therefore, request your goodself to kindly spare the services of Mrs. Sunita Bhardwaj, Chief Administrative Officer working in your office and Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla for addressing the trainee-participants on the schedule dates, time and subjects, as per copy of curriculum enclosed.

Thanking you,

Yours faithfully,

  
(Abira Basu)  
Deputy Director

**Encl:** As above

P.T.O.

**Endst. No.** HPJA/ Trg-Supdt./2019 3132

**Dated:** 27.6.2019

Copy forwarded to:

1. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla-171001, for information, please.
2. Mrs. Sunita Bhardwaj, Chief Administrative Officer, O/o the Ld. District & Sessions Judge, Shimla with the request to deliver the lecture on the schedule date, time and subject, as per copy of curriculum enclosed.
3. Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla, with the request to deliver the lecture on the schedule date, time and subject, as per copy of curriculum enclosed.
4. Shri Pawan Kumar, System Analyst, H.P. Judicial Academy, for necessary compliance.



**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 Superintendants” 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		<b>Registration of Participants (9:45 AM to 10:00AM)</b>	
	<b>I</b>	<ul style="list-style-type: none"><li>➤ Aim and object of the training</li><li>➤ Role and Responsibilities of Superintendants in the Subordinate Courts</li><li>➤ Supervisory functions</li><li>➤ Discipline and Punctuality</li><li>➤ Communication Skills and Public Dealing</li></ul>	Director/Deputy Director, H.P. Judicial Academy
	<b>II</b>	<ul style="list-style-type: none"><li>➤ Supervision of the registers and files to be maintained by the ministerial staff</li><li>➤ Submission of periodical statements</li><li>➤ Consignment of Records</li><li>➤ Hon'ble High Court Rules and Instructions relating to duties and functions of Superintendants</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>➤ Maintenance of Personal Files and Service Books</li><li>➤ Preparation of Pension Papers – Old Pension Scheme and New Pension Scheme</li><li>➤ Dealing with the Confidential Matters</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>➤ Inspection of Subordinate Courts by the Administrative Judge</li><li>➤ Inspection of Subordinate Courts by the District and Sessions Judge</li><li>➤ Inspection of Subordinate Courts by the Presiding Officer of the Court</li></ul>	Mrs. Sunita Bhardwaj Chief Administrative Officer O/o the District & Sessions Judge, Shimla

20.7.2019 Saturday	I	<ul style="list-style-type: none"> <li>➤ NSTEP (National Service and Tracking of electronic Processes)-Demonstration and technical Preparedness</li> <li>➤ Generation of Notices/Summons in CIS 3.1</li> </ul>	<ol style="list-style-type: none"> <li>1. Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla</li> <li>2. Shri Pawan Kumar, System Analyst, H.P. Judicial Academy</li> </ol>
	II	<ul style="list-style-type: none"> <li>➤ NSTEP – Execution-Explanation and Discussion</li> <li>➤ e-Filing and integration with CIS3.0</li> </ul>	<ol style="list-style-type: none"> <li>1. Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla</li> <li>2. Shri Pawan Kumar, System Analyst, H.P. Judicial Academy</li> </ol>
	III	<ul style="list-style-type: none"> <li>➤ e-Pay demonstration and discussion on integration of Court Fee, Judicial Deposit and other type of fees</li> <li>➤ Demonstration of New NJDG</li> <li>➤ Tagging Court Complexes</li> <li>➤ Resolving Issues</li> <li>➤ Demonstration and discussion on new e-Courts Services App</li> </ul>	<ol style="list-style-type: none"> <li>1. Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla</li> <li>2. Shri Pawan Kumar, System Analyst, H.P. Judicial Academy</li> </ol>
	IV	<ul style="list-style-type: none"> <li>➤ Demonstration and discussion on new JustIS Service App</li> <li>➤ Demonstration and discussion one-Sign</li> <li>➤ General Discussion on the topics</li> </ul>	<ol style="list-style-type: none"> <li>1. Shri Bhupesh Kaundal, Copyist O/o the Civil Judge-cum-JMIC, Court No. 4, Shimla</li> <li>2. Shri Pawan Kumar, System Analyst, H.P. Judicial Academy</li> </ol>
		<ul style="list-style-type: none"> <li>➤ Valediction</li> </ul>	Director/Deputy Director, H.P. Judicial Academy

**Timing of sessions:**

I	Session	10:00 A.M. TO 11:15 A.M.
II	Session	11:30 A.M. TO 1:15 P.M.
III	Session	2:00 P.M. TO 03:15 P.M.
IV	Session	03:30 P.M. TO 5:00 P.M.
	Tea Breaks	11:15 A.M. TO 11:30 A.M. & 3:15 P.M. TO 3:30 P.M.
	Lunch Break	1:15 P.M. TO 2:00 P.M.

  
 Course Co-ordinator  
 Deputy Director  
 H.P. Judicial Academy, Ghandal, Shimla