



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

**Ref. No.** HPJA/ Trg-Supdt./2019

**Dated:** 6.7.2019

To

The District & Sessions Judge,  
Civil and Sessions Division, Chamba, H.P.

**Subject:** **Two days Training Programme on “Duties and Functions of Superintendants” working in subordinate courts of Himachal Pradesh on 16<sup>th</sup> August, 2019 and 17<sup>th</sup> August, 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 your Civil & Sessions Division **on 16.8.2019 and 17.8.2019, in the Judicial Court Complex at Chamba.**

I may, therefore, request your goodself to please nominate all “Superintendants” working in your Civil & Sessions Division to undergo this training on the scheduled dates. However, it is requested that you are kindly ensure that the officials, who are to superannuate within a period of one year, 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 is also requested that to make available a lecture hall with seating capacity of 25 officials for organizing the aforesaid training programme in smooth manner.

It is also brought to your kind notice that topics of second day of the curriculum designed to the Superintendants” on the subject of **“CIS National Core Version 3.1”**, therefore,

nominated "Superintendents" will associate with CIS participants on second day of the aforesaid training programme.

Thanking you,

Yours faithfully,

  
(Abira Basu)

Deputy Director

*AB*

**Dated:** 6.7.2019

**Endst. No.** HPJA/ Trg-Supdt./2019 3251

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; (By e-mail only).
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

*AB*



# HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

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

Venue : Judicial Court Complex, Chamba

Period: **Two Days**

Date & Day	Session	Topic	Faculty
16.8.2019 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 Superintendents in the Subordinate Courts</li><li>➤ Supervisory functions</li><li>➤ Discipline and Punctuality</li><li>➤ Communication Skills and Public Dealing</li></ul>	Director, H.P. Judicial Academy, Shimla-14
	<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 Superintendents</li></ul>	Shri Kuldeep Mehara Retired Superintendent V.P.O., Mangla, Tehsil & District Chamba, H.P.
	<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 Kuldeep Mehara Retired Superintendent V.P.O., Mangla, Tehsil & District Chamba, H.P.
	<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>	Shri Kuldeep Mehara Retired Superintendent V.P.O., Mangla, Tehsil & District Chamba, H.P.
17.8.2019 Saturday	<b>I</b>	<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>	Shri Praveen Kumar, Copyist O/o the Civil Judge-cum-JMIC, Dalhousie

	<b>II</b>	<ul style="list-style-type: none"> <li>➤ NSTEP – Execution-Explanation and Discussion</li> <li>➤ e-Filing and integration with CIS3.0</li> </ul>	Shri Praveen Kumar, Copyist O/o the Civil Judge-cum-JMIC, Dalhousie
	<b>III</b>	<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>	Shri Praveen Kumar, Copyist O/o the Civil Judge-cum-JMIC, Dalhousie
	<b>IV</b>	<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>	Shri Praveen Kumar, Copyist O/o the Civil Judge-cum-JMIC, Dalhousie
		<ul style="list-style-type: none"> <li>➤ Valediction</li> </ul>	Director, H.P. Judicial Academy, Shimla-14

**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