



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: 4.9.2019

To

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

Subject: Two days Training Programme on “Duties and Functions of Superintendents” working in subordinate courts of Himachal Pradesh on 16th September, 2019 and 17th September, 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 Superintendents**” for the Superintendents working in your Civil & Sessions Division on **16.9.2019 and 17.9.2019, in the Judicial Court Complex at Una.**

I may, therefore, request your goodself to please nominate all “Superintendents” 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 further, requested your goodself to kindly spare the services of Shri Sukh Ram, Chief Administrative Officer working in your office for addressing the trainee-participants on the schedule dates, time and subjects, as per copy of curriculum enclosed.


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 15 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 Superintendents" 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

Endst. No. HPJA/ Trg-Supdt./2019 4165
Copy forwarded to:

Dated: 4.9.2019
5

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



HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District, Shimla-171014
{Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November, 2005}

Phone: 0177-2779960

Telefax: 0177-2779960

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

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

Venue : Judicial Court Complex, Una

Period: Two Days

Date & Day	Session	Topic	Faculty
16.9.2019 Monday		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 	Dr. Abira Basu, Deputy Director, H.P. Judicial Academy, Shimla-14
	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 Sukh Ram, Chief Administrative Officer, O/o The District & Sessions Judge, Una
	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 Sukh Ram, Chief Administrative Officer, O/o The District & Sessions Judge, Una
	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 	Shri Sukh Ram, Chief Administrative Officer, O/o The District & Sessions Judge, Una
17.9.2019 Tuesday	I	<ul style="list-style-type: none"> ➤ NSTEP (National Service and Tracking of electronic Processes)-Demonstration and technical Preparedness ➤ Generation of Notices/Summons in CIS 3.1 	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer), O/o District & Sessions Judge, Una
	II	<ul style="list-style-type: none"> ➤ NSTEP – Execution-Explanation and Discussion ➤ e-Filing and integration with CIS3.0 	Shri Anurag Sharma, Criminal Ahlmad (Master Trainer), O/o District & Sessions Judge, Una