



## HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

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Ref. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-1339-416

Dated: 25.4.2016

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Kangra at Dharamshala, H.P.
4. The District & Sessions Judge, Sirmour at Nahan, H.P.

**Subject:** A three-day Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants of Subordinate Courts of Himachal Pradesh w.e.f. 21<sup>st</sup> April, 2016 to 23<sup>rd</sup> April, 2016.

Sirs,

“Jai Hind”

I have the honour to say that H.P. Judicial Academy organized a three-day Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants working in Civil & Sessions Divisions, Shimla, Solan, Kangra and Sirmour from 21.4.2016 to 23.4.2016, in the Academy. The training programme was attended by the following Officials:

S. No.	Name & designation of the Official	Presently posted in the court of:
1.	Shri Kalyan Singh Chauhan, Reader	Addl. District & Sessions Judge, CBI, Court, Shimla
2.	Shri Prakash Chauhan, Reader	Civil Judge (Sr. Division)-cum-CJM, Shimla.
3.	Smt. Rukmani Chauhan, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 3, Shimla.
4.	Smt. Promilla Sharma, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 5, Shimla.
5.	Shri Radha Krishan Sharma, Reader	Civil Judge (Jr. Division)-cum-JM, Court No. 8, Shimla.
6.	Smt. Tripta Devi, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Court No. 1, Dharamshala.

7.	Shri Sanjeev Mahajan, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Kangra.
8.	Smt. Sunita Sharma, Record Keeper	Civil Judge (Sr. Division)-cum-CJM, Kangra at Dharamshala.
9.	Shri Narinder Kumar Rana, Reader	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Nurpur.
10.	Ms. Shashi Prabha, Reader	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Kangra.
11.	Shri Devi Singh, Superintendent Grade-II	District & Sessions Judge, Solan
12.	Shri Gian Singh Kanwar, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Solan
13.	Smt. Neelam Sharma, Reader	Civil Judge (Jr. Division)-cum-JMIC, Kandaghat
14.	Smt. Ram Rachna, Reader	Civil Judge (Jr. Division)-cum-JMIC, Nalagarh.
15.	Smt. Usha Sharma, Reader	Civil Judge (Jr. Division)-cum-JMIC, Kasauli
16.	Shri Parmod Singh, Superintendent Grade-II	Civil Judge (Jr. Division)-JM, Court No. 2, Paonta Sahib
17.	Shri Manoj Mittal, Reader	Addl. District & Sessions Judge, Sirmour at Nahan.
18.	Shri Roop Chand Bhanot, Reader	Civil Judge (Sr. Division)-cum-CJM, Sirmour at Nahan.
19.	Shri Sabir Ali, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Sirmour at Nahan.
20.	Smt. Deepa, Reader	Civil Judge (Junior Division)-cum-JM, Court No. 2, Paonta Sahib.

The reading & writing material, light refreshment, working lunch and local transport facility were provided to the trainee-participants, as usual.

Yours faithfully,

(Rakesh Kainthla)

Director

**Endst.No.** HPJA/ Trg-Office-Adm./Ministerial Staff/2015-1339-46 **Dated:** 25.4.2016

Copy forwarded for information to:

1. The Deputy Registrar-cum- Special Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron of the Academy), Shimla;
2. The Secretary to Hon'ble Mr. Justice Rajiv Sharma, Judge, High Court of H.P. (Hon'ble President of the Academy), Shimla;
3. The Worthy Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla;
- ✓ 4. The System Analyst of Academy with the direction to upload it in the Academy website.

Director