



HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

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

Phone: 0177-2831141

Telefax: 0177-2831602

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

Ref. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-1729-86

Dated: 19.5.2016

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Mandi, H.P.
4. The District & Sessions Judge, Bilaspur, 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. 16th May, 2016 to 18th May, 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, Mandi and Bilaspur from 16.5.2016 to 18.5.2016, 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 Vinod Sood, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-CJM, Solan
2.	Smt. Kiran Jain, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Kasauli.
3.	Shri Ranjit Singh Thakur, Reader	Addl. District & Sessions Judge-II, Solan
4.	Ms. Anuradha, Record Keeper	Civil Judge (Sr. Division)-cum-ACJM, Kasauli.
5.	Shri Anil Attri, Translator	District & Sessions Judge, Solan.
6.	Smt. Sucheta Chauhan, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JM, Court No. 7, Shimla.
7.	Shri Prem Singh Sharma, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JM, Court No. 8, Shimla.
8.	Shri Sunil Sharma, Reader	Civil Judge (Jr. Division)-cum-JMIC, Jubbal.

9.	Shri Harvinder Singh, Reader	Civil Judge (Sr. Division)-cum-ACJM, Rohru.
10.	Shri Nek Ram Verma, Reader	Civil Judge (Sr. Division)-cum-ACJM, Court No. 1, Shimla.
11.	Smt. Renu Ranaut, English Clerk	District & Sessions Judge, Bilaspur.
12.	Shri Navender Singh, Civil Nazir	District & Sessions Judge, Bilaspur.
13.	Smt. Aruna Lakhanpal, Reader	Civil Judge (Sr. Division)-cum-CJM, Bilaspur
14.	Shri Anil Sharma, Record Keeper	District & Sessions Judge, Bilaspur.
15.	Shri Bhagwan Dass, Superintendent Grade-II	District & Sessions Judge, Mandi.
16.	Shri Naresh Kumar Sharma, English Clerk	District & Sessions Judge, Mandi.
17.	Shri Suresh Kumar, Sr. Assistant	Civil Judge (Jr. Division)-cum-JMIC, Jogindernagar.
18.	Shri Naval Sharma, Reader	Addl. District & Sessions Judge-I, Mandi.
19.	Shri Ashwani Kumar, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 4, Mandi.

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/2015-172986 Dated: 19.5.2015

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
