

(By Fax)



HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

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

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Ref. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-2100-04

Dated: 7.6.2016

To

The District & Sessions Judge,
Kangra at Dharamshala, 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. 27th June, 2016 to 29th June, 2016.

Sir,

“Jai Hind”

I have the honour to say that the Academy is going to organize a three-day Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants working in subordinate courts of Himachal Pradesh which is scheduled to be held from 27th June, 2016 to 29th June, 2016, in the premises of the Academy.

I may, therefore, request you to please nominate 5 officials from your Division to undergo this training on the scheduled dates. However, the officials who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.

It may kindly be ensured that once the nomination of trainee- participants has been made and forwarded to this office, no exemption or leave of any kind be granted to them. This fact may be brought to the notice of the nominated officials as well for their information and strict compliance by them.

Further, the Academy regrets to make stay arrangements of these trainees and therefore, they be advised to make their own arrangement for stay etc. during the entire training period.

Yours faithfully,



(Rakesh Kainthla)

Director

R/100-04

Endst. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015- — **Dated:** 7.6.2016

Copy forwarded to:

1. The Deputy Registrar-cum- Special Private Secretary to Hon`ble the Chief Justice (Hon`ble Patron of the Academy), Shimla-01;
2. The Secretary to Hon`ble Mr. Justice Rajiv Sharma, Judge, High Court of H.P. (Hon`ble President of the Academy);
3. The Worthy Registrar General, Hon`ble High Court of Himachal Pradesh, Shimla (H.P.); for information, please.
4. The System Analyst of Academy with the direction to upload it in the Academy website.



Director

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