



## 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]

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/2015-299-26

Dated: 7.7.2016

To

1. The District & Sessions Judge, Kangra at Dharamshala, H.P.
2. The District & Sessions Judge, Una, H.P.
3. The District & Sessions Judge, Kullu, H.P.
4. The District & Sessions Judge, Chamba, 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. 29<sup>th</sup> August, 2016 to 31<sup>st</sup> August, 2016.

Sirs,

“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 the establishments of Civil & Sessions Divisions, Kangra, Una, Kullu and Chamba. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
29.8.2016	31.8.2016	Conference Hall, H.P. Judicial Academy, Shimla-05.	Kangra = 06 Una = 07 Kullu = 06 Chamba = 06


I may, therefore, request you to please nominate the aforesaid 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 is also submitted that once the nomination of trainee- participants has 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.

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

Endst. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015

Dated: 7.7.2016

Copy forwarded to:

2919-26

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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### Curzon House, Boileauganj Shimla

#### Curriculum

### Three-day Orientation Training Programme on “Office Administration and Service Matters” for Superintendents, Readers and Senior Assistants of Subordinate Courts

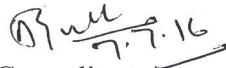
Day	Sessions	Topic	Faculty
29.8.2016 (Monday)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
29.8.2016 (Monday)	I	<ul style="list-style-type: none"><li>➤ Duties and Responsibilities to be performed by Superintendents and Readers</li><li>➤ Maintenance of files and Registers</li><li>➤ Confidential and Administrative matters</li><li>➤ Attestation</li><li>➤ Preparation of Decree Sheets</li></ul>	Shri Hitesh Sharma OSD H.P. Judicial Academy, Shimla
	II	<ul style="list-style-type: none"><li>➤ Aims and Object of Training.</li><li>➤ Leadership</li><li>➤ Functional and Attitudinal Change</li></ul>	<b>Shri Rakesh Kainthla</b> <b>Director</b> <b>H.P. Judicial Academy, Shim</b>
	III	<b>H.P. Financial Rules, 2009</b> <ul style="list-style-type: none"><li>➤ Chapter 1 – Preliminary.</li><li>➤ Chapter II – General System of financial Management.</li></ul> <b>Chapter IV – Government Accounts</b> <ul style="list-style-type: none"><li>➤ Part – B – Annual Accounts.</li><li>➤ Part – C – Proforma Accounts.</li><li>➤ Part – D – Personal Ledger Accounts.</li><li>➤ Part – E- Capital and Revenue Accounts.</li><li>➤ Part – F – Adjustments with other Government Department.</li><li>➤ Part – G – Inter-Departmental Adjustments.</li></ul>	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	<b>H.P. Financial Rules, 2009</b> <b>Chapter - VI</b> <ul style="list-style-type: none"><li>➤ Procurement of Goods and Services.</li></ul> <b>Chapter –X</b> <ul style="list-style-type: none"><li>➤ Part – A – Establishment.</li><li>➤ Part – D – Security Deposits.</li></ul>	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.




30.8.2016 (Tuesday)	I	<ul style="list-style-type: none"> <li>➤ Maintenance of Service Books.</li> <li>➤ Dealing of Receipts, Noting and Drafting.</li> <li>➤ Filing System.</li> <li>➤ Routine Office Procedure.</li> <li>➤ Records.</li> </ul>	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	II	<b>Office Manual/ Procedure</b> <ul style="list-style-type: none"> <li>➤ Introduction and Definition.</li> <li>➤ Office Security and Safety.</li> <li>➤ Conduct of Government Servants.</li> <li>➤ Treatment of secret and confidential documents.</li> <li>➤ Duties and Functions of supervisory officers and ministerial staff.</li> <li>➤ Efficiency in working.</li> <li>➤ Supervisory control.</li> </ul>	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	III	<b>Rights and Dignity of women at workplace</b> <ul style="list-style-type: none"> <li>➤ Constitutional mandate and Hon'ble Supreme Court directions in Vishaka's case</li> </ul>	Shri Avinash Chander Deputy Director, H.P. Judicial Academy, Shimla
	IV	<ul style="list-style-type: none"> <li>➤ An Overview of C.C.S. (Leave) Rules, 1972.</li> </ul>	Shri Hitesh Sharma OSD H.P. Judicial Academy, Shimla
31.8.2016 (Wednesday)	I	<b>Concept of Departmental Inquiries</b> <ul style="list-style-type: none"> <li>➤ Principles of natural justice</li> <li>➤ Reasonable opportunity</li> </ul>	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla
	II	<ul style="list-style-type: none"> <li>➤ An Overview of C.C.S (Conduct) Rules, 1964.</li> <li>➤ An Overview of C.C.S (CCA) Rules, 1965.</li> </ul>	Shri Hitesh Sharma OSD H.P. Judicial Academy, Shimla
	III	<ul style="list-style-type: none"> <li>➤ The Right to Information Act</li> <li>➤ The Right to Information Rules.</li> </ul>	Shri Avinash Chander Deputy Director H.P. Judicial Academy, Shimla
	IV	<ul style="list-style-type: none"> <li>➤ Group Discussion and Valediction.</li> </ul>	<b>Shri Rakesh Kainthla</b> <b>Director</b> <b>H.P. Judicial Academy, Shimla.</b>

**Timings of sessions:**

First Session	:	10.00 am to 11.15 am	Second Session	:	11.30 am to 1.00 pm
Third Session	:	2.00 pm to 3.15 pm	Fourth Session	:	3.30 pm to 4.45 pm
Tea break	:	11.15 am to 11.30 am & 3.15 pm to 3.30 pm	Lunch break	:	1.00 pm to 2.00 pm

  
 Course Co-ordinator  
 Deputy Director  
 H.P. Judicial Academy, Shimla-05

  
 Course Director  
 (Director)  
 H.P. Judicial Academy, Shimla-05