Ref. No.: HPJA/ Trg. Office Procedure (Civil Judge)/2016/   **Dated:** 17.11.2016

To

The Ld. Registrar General,
High Court of H.P.,
Shimla (H.P.).

Subject: **Three-day Courses on "Office Procedure and Fundamental Legal Concepts" for the Civil Judges (Senior and Junior Division).**

Sir,

     "Jai Hind"

     In continuation to this Academy letter No. HPJA/ Trg. Office Procedure (Civil Judge)/2016/2997-3014 dated 13.07.2016, on the subject cited above, it is intimated that Mrs. Sapna Pandey, Civil Judge (Sr. Division)-cum-CJM, Una, has been exempted from attending the three days course on "Office Procedure and Fundamental Legal Concepts" scheduled to be held from 05.12.2016 to 07.12.2016.

     This is for kind information and further necessary action, please.

     Thanking you.

Yours faithfully,

Sd/-

(Rakesh Kainthla)
Director

Endst. No.: HPJA/ Trg. Office Procedure (Civil Judge)/2016/ 5514   **Dated:** 17.11.2016

Copy forwarded to:

1. The Deputy Registrar-cum-Special Private Secretary to Hon'ble the Chief Justice, High Court of H.P. (Hon'ble Patron of the Academy); with the request to place this letter before His Lordship for kind perusal, please.
2. The Secretary to Hon'ble Mr. Justice Dharam Chand Chaudhary, Judge, High Court of H.P. (Hon'ble Patron of Himachal Pradesh Judicial Academy); with the request to place this letter before His Lordship for kind perusal, please.
3. The District & Sessions Judge, Una; for information and further necessary action, please.
4. Mrs. Sapna Pandey, Civil Judge (Sr. Division)-cum-CJM, Una; for information and necessary action, please.
5. The System Analyst of Academy; with the direction to upload the same in the website of the Academy and also to send the same to the concerned Judicial Officers through e-mail.

Director