



## 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/2015-7824-31

Dated: 11.1.2016

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Bilaspur, H.P.
4. The District & Sessions Judge, Hamirpur, 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. 18<sup>th</sup> January, 2016 to 20<sup>th</sup> January, 2016.**

Sirs,

“Jai Hind”

While inviting reference to this Academy letter No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-7492-7499, dated 21/22.12.2015, on the subject cited above, I am to say that three-day Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants of Subordinate Courts of Himachal Pradesh which is scheduled to be held from 18.1.2016 to 20.1.2016 has been postponed due to administrative reasons. The fresh date of the aforesaid training programme will be intimated in due course of time.

Yours faithfully,

*bace*  
(Rakesh Kainthla)

Director

Dated: 11.1.2016

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

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.

*bace*  
Director

*o/c*