



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

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Ref. No. HPJA/Trg-Nazir/2013-

Dated: 16.04.2015

To

1. The District & Sessions Judge, Kangra at Dharamshala, H.P.
2. The District & Sessions Judge, Shimla, H.P.
3. The District & Sessions Judge, Solan, H.P.

Subject: Three-day Refresher Course on “Service and Execution of Processes” for the Nazirs, Bailiffs & Process Servers of Subordinate Courts of Himachal Pradesh.

Sirs,

“Jai Hind”

I have the honour to submit that the Academy is going to organize a three-day Refresher Course on “**Service and Execution of Processes**” for the Nazirs, Bailiffs & Process Servers working on the Establishments of Civil & Sessions Divisions, **Kangra, Shimla and Solan**. The schedule and venue of the training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
04.05.2015	06.05.2015	Conference Hall, H.P. Judicial Academy, Shimla-05.	Kangra = 10 Shimla = 08 Solan = 07

I may, therefore, request you to please nominate the abovementioned officials to undergo this training as per above schedule. 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 are made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated official. 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 any arrangement for the stay of these trainees and therefore, they be advised to make their own arrangements for stay etc. during the entire training period.

Yours faithfully,

sd-

(Rakesh Kainthla)
Director

Dated: 16.04.2015

Endst. No. HPJA/Trg-Nazir/2013 *2425*

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.

Lee
Director
OK



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Tentative Curriculum for

Three days Refresh Course on “Service and Execution of Processes”

For the Nazirs, Bailiffs and Process Servers of Subordinate Courts of Himachal Pradesh.

From : Three days (From 04.05.2015 to 06.5.2015).

Venue : **Conference Hall, H.P. Judicial Academy, Shimla-05.**

Day/ Date	Sessions	Topic	Faculty
04.05.2015 (Monday)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
04.05.2015 (Monday)	I	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ The National Flag.➤ The National Anthem.➤ Personality Development.➤ To bring functional and attitudinal change.	Shri Rakesh Kainthla Director, H.P. Judicial Academy, Shimla-05
	II	Effective service of Processes. <ul style="list-style-type: none">• Summons under orders- 5 Rule-1.• Summons to parties to settle, issue and final disposal.• Fixing of day of appearance.• Summons to the defendants to produce his evidence.• Delivery of summons by Court.• Service of summons and warrants in criminal cases/ complaints.	Mrs. Anuja Sood, Deputy Director H.P. Judicial Academy, Shimla-05
	III	<ul style="list-style-type: none">➤ An Overview of C.C.S (Conduct) Rules, 1964.➤ An overview of CCS (Leave) Rules, 1972.	Shri Rati Ram Sharma, Superintendent (Revenue - C), H.P. Secretariat, Shimla.
	IV	<ul style="list-style-type: none">➤ Maintenance of records and registers in nazart branch.• Daily diary maintained by Bailiffs and Process servers	Shri Ranjeet Singh, Civil Judge (Sr. Divn.)-cum-CJM, Shimla
05.05.2015 (Tuesday)	I	<ul style="list-style-type: none">➤ Difficulties generally faced by the Bailiffs and process servers in effect in service etc. and in execution of warrant of attachment, arrest and sale, a discussion.➤ Acquiring knowledge as Process Servers and Bailiffs.	Shri Naresh Kumar, Administrative Officer, H.P. State Legal Services, Authority, Shimla.

	II	<u>Mode of services.</u> <ul style="list-style-type: none"> • Service to several defendants, service on agent, service by fixation, service of defendants in prison. • Service of sailors, soldiers and airmen. <u>Process for executions.</u> <ul style="list-style-type: none"> • Mode of executions. • Attachment of movable property. 	Shri B.L. Soni District & Sessions Judge (Retd.)
	III	<u>Hon'ble High Court Instructions.</u> <ul style="list-style-type: none"> • Provision to be followed as per High Court Rules and orders. • Instructions issued by Hon'ble High Court. • Instructions issued by the District & Sessions Judge, Shimla from time to time. 	Shri B.L. Soni District & Sessions Judge (Retd.)
	IV	<ul style="list-style-type: none"> • An overview of institutional organization of nazart branch and its relationship with the Civil and Criminal justice delivery system. 	Shri Amit Mandyal, Civil Judge (Sr. Divn.)-cum-ACJM II, Shimla
06.05.2015 (Wednesday)	I	<ul style="list-style-type: none"> ➤ Stress Management ➤ Time Management 	Dr. Usha Bende, (Former Fellow, Indian InSTITUTE Advabce Study), Lower Kaithu, Shimla.
	II	<ul style="list-style-type: none"> ➤ Leadership. ➤ Development of skills. ➤ Optimum utilization of available resources ➤ Efficiency and productivity. 	Dr. Usha Bende, (Former Fellow, Indian InSTITUTE Advabce Study), Lower Kaithu, Shimla.
	III	<ul style="list-style-type: none"> ➤ Group Discussion and Valediction 	Shri Rakesh Kainthla. Director H.P. Judicial Academy, Shimla-05. Shri Anuja Sood, Deputy Director, H.P. Judicial Academy, Shimla-05

Timings of sessions:

First day	:	Registration	9.30 a.m. to 10.00 a.m.
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
			Valediction on last day : 2.00 pm to 3.15 pm

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

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