



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-

Dated: 28.05.2015

To

1. The District & Sessions Judge, Kinnaur at Rampur Bushehar, H.P.
2. The District & Sessions Judge, Chamba, H.P.
3. The District & Sessions Judge, Kullu, H.P.
4. The District & Sessions Judge, Shimla, 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.

Sirs,

“Jai Hind”

I have the honour to say that the H.P. Judicial Academy organized a **three-day Orientation Training Programme on “Office Administration and Service Matters”** for the Superintendents, Readers and Senior Assistants working in Civil & Sessions Divisions, **Kinnaur at Rampur Bushehar, Chamba, Kullu and Shimla** w.e.f 25.5.2015 to 27.5.2015, in the Academy premises at Shimla. The training programme was attended by the following Officials:

S. No.	Name & designation of the Official	Presently posted in the court of:
1.	Shri Om Prakash Sarta, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-CJM, Kinnaur at Reckong Peo.
2.	Shri Surender Singh, Superintendent, Grade II	Civil Judge (Jr. Division)-cum-JMIC, Anni.
3.	Shri Kamal Singh Thakur, Civil Nazir	District & Sessions Judge, Kinnaur at Rampur Bushehar.
4.	Shri Mandeep Singh, English Clerk	District & Sessions Judge, Kinnaur at Rampur Bushehar.
5.	Shri Yashoda Prashad Khanaik, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Kinnaur at Reckong Peo.
6.	Shri Kartar Singh, Superintendent Grade-II	District & Sessions Judge, Chamba.

7.	Shri Punjab Singh, Record Keeper	District & Sessions Judge, Chamba.
8.	Shri Suman Kumar, Reader	Addl. District & Sessions Judge, Chamba.
9.	Smt. Anita Devi, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Dalhousie.
10.	Shri Babu Ram Thakur, Reader	Civil Judge (Jr. Division)-cum-JMIC, Chamba.
11.	Smt. Bhuvan Sharma, Superintendent Grade-II	District & Sessions Judge (Forest), Shimla.
12.	Smt. Bimla Kainthla, Superintendent Grade-II	Civil Judge (Junior Division)-cum-ACJM, Court No. 2, Shimla.
13.	Smt. Janki Negi, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 7, Shimla.
14.	Shri Kishori Lal, Reader	Addl. District and Sessions Judge (I), Shimla.
15.	Shri Surinder Thakur, Reader	Civil Judge (Senior Division)-cum-ACJM, Theog.
16.	Shri Shyam Singh Thakur, Superintendant Grade-II	Civil Judge (Sr. Division)-cum-CJM, Kullu.
17.	Shri Lal Chand Thakur, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-CJM, L&S at Kullu.
18.	Shri Prem Chand, Reader	Civil Judge (Jr. Division)-cum-JMIC, Manali.
19.	Smt. Meenakshi Kumari, Record Keeper	Civil Judge (Sr. Division)-cum-CJM, L&S at Kullu.
20.	Smt. Neeta Kashyap, Record Keeper	Civil Judge (Sr. Division)-cum-CJM, Kullu.

The aforesaid trainee-participants were provided with reading & writing material kit, light refreshment, working lunch and local transport facility by the Academy during the training period.


Yours faithfully,


(Rakesh Kainthla)
Director

Endst.No. HPJA/ Trg-Office-Adm./Ministerial Staff/2015-3429 Dated: 28.05.2015

Copy forwarded for information to:

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


Director