



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

Telefax: 0177-2831602

e-Mail: ja-hp@nic.in

Web: www.hpsia.nic.in

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

Dated: 14.01.2015

To

1. The District & Sessions Judge, Sirmour (H.P.).
2. The District & Sessions Judge, Bilaspur (H.P.).
3. The District & Sessions Judge, Una (H.P.).

Subject: Three days Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants of Subordinate Courts of Himachal Pradesh.

Sir,

“Jai Hind”

I have the honour to submit that the Academy is going to organize **Three days Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants** working in Civil & Sessions Division, **Sirmour, Bilaspur and Una.** 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		
23.02.2015	25.02.2015	Conference Hall, H.P. Judicial Academy, Shimla-05.	Sirmour = 06 Bilaspur = 07 Una = 07

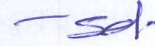
I may, therefore, request your goodself to please nominate officials to attend the aforesaid training on the dates mentioned above. However, you are requested not to nominate those officials who are to superannuate within a period of one year.

It is also submitted that after the receipt of nomination of trainee- participants in this office, no exemption or leave will be allowed during the training period by the Academy. Therefore, the request of the ministerial staff for exemption may also be considered by your goodself before finalizing and sending the list to the Academy. It is requested that the instructions issued vide letter No. HPJA/Instructions/2013-187-200, dated 13.01.2013 be brought to the notice of all the participants for strict compliance, before

You are humbly requested to advise the trainee participants to approach H.P. PWD for their stay, if they require accommodation during training period.

Thanking you,

Yours faithfully,



(Rakesh Kainthla)
Director

Endst. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-304 Dated: 14.01.2015

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; with the request to place this letter before His Lordship for kind perusal, please.
2. The Secretary to Hon'ble Mr. Justice Rajiv Sharma, Judge, High Court of H.P. (Hon'ble President of the Academy); with the request to place this letter before His Lordship for kind perusal, please.
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 the same in the Academy website.



Director





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Curzon House, Boileauganj Shimla

Tentative Curriculum of

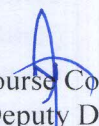
Three days Orientation Training Programme on “Office Administration and Service Matters” for Superintendents, Readers and Senior Assistants of Subordinate Courts

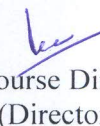
Day	Sessions	Topic	Faculty
23.02.2015 (Mon)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
23.02.2015 (Mon)	I	<ul style="list-style-type: none">➤ The Right to Information Act➤ The Right to Information Rules.	Dr. J.N. Barowalia, Retired, District & Sessions Judge
	II	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ Leadership➤ Functional and Attitudinal Change	Shri Rakesh Kainthla Director H.P. Judicial Academy, Shimla- 05
	III	H.P. Financial Rules, 2009 Chapter - VI <ul style="list-style-type: none">➤ Procurement of Goods and Services. Chapter –X <ul style="list-style-type: none">➤ Part – A – Establishment.➤ Part – D – Security Deposits.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	H.P. Financial Rules, 2009 <ul style="list-style-type: none">➤ Chapter 1 – Preliminary.➤ Chapter II – General System of financial Management. Chapter IV – Government Accounts <ul style="list-style-type: none">➤ Part – B – Annual Accounts.➤ Part – C – Proforma Accounts.➤ Part – D – Personal Ledger Accounts.➤ Part – E- Capital and Revenue Accounts.➤ Part – F – Adjustments with other Government Department.➤ Part – G – Inter-Departmental Adjustments.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
24.02.2015 (Tue)	I	<ul style="list-style-type: none">➤ Maintenance of Service Books.➤ Dealing of Receipts, Noting and Drafting.➤ Filing System.➤ Routine Office Procedure.➤ Records.	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla- 09

	II	Office Manual/ Procedure <ul style="list-style-type: none"> ➤ Introduction and Definition. ➤ Office Security and Safety. ➤ Conduct of Government Servants. ➤ Treatment of secret and confidential documents. ➤ Duties and Functions of supervisory officers and ministerial staff. ➤ Efficiency in working. ➤ Supervisory control 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	III	<ul style="list-style-type: none"> ➤ An Overview of C.C.S (Conduct) Rules, 1964. ➤ An Overview of C.C.S (CCA) Rules, 1965. 	Shri Rati Ram Sharma, Superintendent (Revenue - A), H.P. Secretariat, Shimla.
	IV	<ul style="list-style-type: none"> ➤ An Overview of C.C.S. (Leave) Rules, 1972 	Shri Rati Ram Sharma, Superintendent (Revenue - A), H.P. Secretariat, Shimla.
25.02.2015 (Wed)	I	Concept of Departmental Inquiries <ul style="list-style-type: none"> ➤ Principles of natural justice ➤ Reasonable opportunity 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	II	Rights and Dignity of women at workplace <ul style="list-style-type: none"> ➤ Constitutional mandate and Hon'ble Supreme Court directions in Vishaka's case 	Shri Rakesh Kainthla Director H.P. Judicial Academy, Shimla-05
	III	<ul style="list-style-type: none"> ➤ Duties and Responsibilities to be performed by Superintendents and Readers ➤ Maintenance of files and Registers ➤ Confidential and Administrative matters ➤ Attestation ➤ Preparation of Decree Sheets 	Mrs. Sunita Verma Superintendent Grade-I O/o the District & Sessions Judge, Shimla
	IV	<ul style="list-style-type: none"> ➤ Group Discussion and Valediction. 	Shri Rakesh Kainthla Director H.P. Judicial Academy, Shimla-05

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


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