



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: 30.7.2015

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Mandi, H.P.
3. The District & Sessions Judge, Hamirpur, H.P..
4. The District & Sessions Judge, Una, 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. 27th to 29th July, 2015.

Sirs,

“Jai Hind”

It is intimated that 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, Shimla, Mandi, Hamirpur and Una at Dharamshala w.e.f 27.7.2015 to 29.7.2015, 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.	Smt. Shashi Bala, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Una.
2.	Smt. Bandana Sharma, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-ACJM, Amb.
3.	Smt. Arun Bala, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Una.
4.	Smt. Sushma, English Clerk	District & Sessions Judge, Una.
5.	Smt. Suman Lata, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 3, Una.
6.	Shri Keshav Dutt, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Barsar.
7.	Shri Ashok Kumar, Reader	Addl. District & Sessions Judge, Hamirpur.
8.	Shri Ramesh Kumar, Reader	Civil Judge (Sr. Division)-cum-ACJM, Hamirpur
9.	Shri Raj Kumar, Reader	Civil Judge (Sr. Division)-cum-CJM, Hamirpur.

10.	Shri Sanjeev Kumar, Reader	Civil Judge (Sr. Division)-cum-ACJM, Nadaun.
11.	Smt. Meenakshi, Superintendent Grade-II	Addl. District & Sessions Judge-I, Mandi.
12.	Shri Khem Raj, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Karsog.
13.	Smt. Bhimeshwari, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No.2, Mandi.
14.	Smt. Nishi Kapoor, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 3, Mandi.
15.	Shri Puran Chand, Reader	Civil Judge (Sr. Division)-cum-ACJM, Court No. Sarkaghat.
16.	Smt. Kamlesh Chandel, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Court No. 5, Shimla.
17.	Shri Om Parkash, Superintendent Grade-II	Civil Judge (Junior Division)-cum-JMIC, Court No. 3, Shimla.
18.	Shri Parkash Chand, Reader	Civil Judge (Junior Division)-cum-JMIC, Court No. 4, Shimla.
19.	Shri Yog Raj, Reader	Civil Judge (Junior Division)-cum-JMIC, Court No. 6, Shimla.
20.	Smt. Sulakshana Sharma, Reader	District & Sessions Judge (Forest), Shimla.

The reading & writing material, light refreshment and working lunch were provided to the trainee-participants, as usual.

Yours faithfully,


(Rakesh Kainthla)
Director

Endst.No. HPJA/ Trg-Office-Adm./Ministerial Staff/2015-4971 Dated: 30.7.2015
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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
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