



## 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-

Dated: 10.9.2015

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Mandi, H.P..
4. The District & Sessions Judge, Kangra at Dharamshala, 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. 7<sup>th</sup> September, 2015 to 9<sup>th</sup> September, 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, Solan, Mandi and Kangra at Dharamshala w.e.f 7.9.2015 to 9.9.2015, in the Academy. The training programme was attended by the following Officials:

S. No.	Name & designation of the Official	Presently posted in the court of:
1.	Shri Amar Singh Rana, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-ACJM, Dehra.
2.	Shri Shiv Kumar, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Court No. 1, Dharamshala.
3.	Shri Prem Singh, Reader	Civil Judge (Jr. Division)-cum-JM, Court No.2, Dehra.
4.	Shri Karan Singh Rana, Reader	Civil Judge (Jr. Division)-cum-JMIC, Indora.
5.	Shri Rajinder Kumar, Record Keeper	Civil Judge (Jr. Division)-cum-JMIC, Bajnath.
6.	Smt. Nutan Kaushal, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Kasauli.
7.	Shri Roshan Lal Barmota, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Arki.
8.	Smt. Indira Thakur, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 1, Solan.

9.	Shri Anil Sharma, Reader	Civil Judge (Sr. Division)-cum-ACJM, Kasauli.
10.	Smt. Savita Chandel, Record Keeper	Civil Judge (Sr. Division)-cum-CJM, Solan.
11.	Shri Harsh Kumar, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-CJM, Mandi.
12.	Shri Rajinder Kumar, Superintendent-II	Civil Judge (Sr. Division)-cum-ACJM, Sarkaghat.
13.	Shri Sunjai Bhaskar, Record Keeper	District & Sessions Judge, Mandi.
14.	Shri Madhukar Kapoor, Reader	Addl. District & Sessions Judge-II, Mandi.
15.	Shri Rakesh Kumar, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Sarkaghat.
16.	Shri Prem Chand Verma, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Court No. 6, Shimla.
17.	Shri Nihal Chand Thakur, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Jubbal.
18.	Smt. Saroj Sharma, Reader	Civil Judge (Sr. Division)-cum-ACJM, Court No. 2, Shimla.
19.	Smt. Kanak Gargi, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Shimla.
20.	Shri Vinod Raj Sharma, Reader	Civil Judge (Sr. Division)-cum-ACJM, Court No. 1, Rohru.

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

Yours faithfully,

*Rakesh*  
(Rakesh Kainthla)

Director *n*

Endst.No. HPJA/ Trg-Office-Adm./Ministerial Staff/2015- 5928

Dated: 10.9.2015

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.

*bc*  
Director

*n*