



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- *7438-615* Dated: 24.12.2015

To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Sirmour at Nahan, H.P.
3. The District & Sessions Judge, Kangra at Dharamshala, H.P.
4. The District & Sessions Judge, Mandi, 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. 21st December, 2015 to 23rd December, 2015.

Sirs,

“Jai Hind”

I have the honour to say 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, Sirmour at Nahan, Kangra at Dharamshala and Mandi w.e.f 21.12.2015 to 23.12.2015, 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.	Ms. Anuradha, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Kangra at Dharamshala.
2.	Ms. Madhu Kumari, Record Keeper	Civil Judge (Sr. Division)-cum-ACJM, Kangra.
3.	Shri Uggar Sen, Record Keeper	Civil Judge (Sr. Division)-cum-ACJM, Dehra.
4.	Shri Manoj Kumar, Reader	Civil Judge (Jr. Division)-cum-JMIC, Palampur.
5.	Shri Nardeep Singh, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Dharamshala.
6.	Smt. Meera Devi, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Sundernagar.
7.	Shri Kashmir Singh, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Jogindernagar.

8.	Shri Shyam Lal, Translator	District & Sessions Judge, Mandi.
9.	Shri Parvinder Kumar, Reader	Civil Judge (Sr. Division)-cum-ACJM, Court No. 1, Sarkaghat.
10.	Smt. Parveen Kumari, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 4, Mandi.
11.	Shri Dalip Thakur, Superintendent Grade-II	Civil Judge (Junior Division)-cum-JMIC, Court No. 4, Shimla.
12.	Shri Devinder Singh, Superintendent Grade-II	Civil Judge (Sr. Division)-cum-ACJM, Court No. 1, Shimla.
13.	Smt. Krishna Devi, Record Keeper	District & Sessions Judge, Shimla.
14.	Smt. Sangita Rathour, Translator	District & Sessions Judge, Shimla.
15.	Shri Guman Singh, Record Keeper	Civil Judge (Jr. Division)-cum-JMIC, Chopal.
16.	Ms. Santosh Kumari, Reader	Civil Judge (Jr. Division)-cum-JMIC, Nahan.
17.	Smt. Rajnee Sharma, Record Keeper	Civil Judge (Jr. Division)-cum-JMIC, Rajgarh
18.	Shri Arun Kumar Sharma, Record Keeper	Civil Judge (Sr. Division)-cum-CJM, Nahan
19.	Smt. Seema Sharma, Record Keeper	District and Sessions Judge, Sirmour at Nahan.
20.	Shri Bheem Singh, Civil Nazir	District and Sessions Judge, Sirmour at Nahan.

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

Yours faithfully,

Rakesh
(Rakesh Kainthla)

Director *R*

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

Dated: 24.12.2015

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.

bee
Director