



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.hpsja.nic.in

Ref. No. HPJA/Trg-Office-Adm./Ministerial Staff/2015-7492-99

Dated: 21.12.2015

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To

1. The District & Sessions Judge, Shimla, H.P.
2. The District & Sessions Judge, Solan, H.P.
3. The District & Sessions Judge, Bilaspur, H.P.
4. The District & Sessions Judge, Hamirpur, 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. 18th January, 2016 to 20th January, 2016.

Sirs,

“Jai Hind”

I have the honour to say that the Academy is going to organize a three-day Orientation Training Programme on “Office Administration and Service Matters” for the Superintendents, Readers and Senior Assistants working in the establishments of Civil & Sessions Divisions, Shimla, Solan, Bilaspur and Hamirpur. The schedule and venue of the training programme would be as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
18.1.2016	20.1.2016	Conference Hall, H.P. Judicial Academy, Shimla-05.	Shimla = 05 Solan = 05 Bilaspur = 05 Hamirpur = 05

I may, therefore, request you to please nominate 5 officials from your Division to undergo this training on the scheduled dates. However, the officials who are to superannuate within a period of one year or those who have already undergone such training may not be nominated for this programme.

It is also submitted that once the nomination of trainee- participants has been made and forwarded to this office, no exemption or leave of any kind may be granted to any of the nominated officials. This fact may also be brought to the notice of the nominated officials for their information and strict compliance by them.

Further, the Academy regrets to make stay arrangements of these trainees and therefore, they be advised to make their own arrangement for stay etc. during the entire training period.

Yours faithfully,


(Rakesh Kainthla)

Director

Dated: 21.12.2015

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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;
2. The Secretary to Hon'ble Mr. Justice Rajiv Sharma, Judge, High Court of H.P. (Hon'ble President of the Academy);
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 it in the Academy website.


Director
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Curzon House, Boileauganj Shimla

Tentative Curriculum of

Three-day Orientation Training Programme on “Office Administration and Service Matters”

for Superintendents, Readers and Senior Assistants of Subordinate Courts

Day	Sessions	Topic	Faculty
18.1.2016 (Mon)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
18.1.2016 (Mon)	I	<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 Bhardwaj Superintendent Grade-I O/o the District & Sessions Judge, Shimla
	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.
	III	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.
	IV	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.
19.1.2016 (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

