



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-

Dated: 26.02.2015

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 H.P. Judicial Academy has organized **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 & Una** w.e.f 23.02.2015 to 25.02.2015, 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.	Shri Om Parkash, Superintendent G-II	Civil Judge (Sr. Divn)-cum-CJM, Una
2.	Shri Om Parkash Kanwar, Superintendent G-II	Civil Judge (Sr. Divn)-cum-JMIC (I), Amb
3.	Shri Rajinder Kumar, Reader	Addl. District & Sessions Judge-I, Una
4.	Shri Bisha Chand, Reader	Civil Judge (Jr. Divn)-cum-JM-III, Una
5.	Shri Surjit Kumar, Record Keeper	Civil Judge (Sr. Divn)-cum-ACJM, Court No I, Amb
6.	Shri Raghubir Singh Thakur, Record Keeper	Civil Judge (Jr. Divn)-cum-JMIC-I, Una
7.	Shri Yash Pal Singh, Reader	Civil Judge (Jr. Divn)-cum-JMIC-IV, Una
8.	Shri Virender Singh, Supdt G-II	Civil Judge (Jr. Divn.)-cum-JMIC, Nahan
9.	Smt. Minaxi Sharma, Translator	District & Sessions Judge, Nahan
10.	Shri Roop Ram Ramoul, Civil Nazir	Civil Judge (Sr. Divn.)-cum-CJM, Nahan

12.	Shri Amar Singh Negi, Reader	Civil Judge (Jr. Divn.)-cum-JMIC, Rajgarh
13.	Shri Amrik Singh Kalsi, English Clerk	District and Sessions Judge, Nahan
14.	Smt. Kamla Devi, Superintendent	Civil Judge (Sr Divn.)-cum-ACJM, Court No. I, Ghumarwin
15.	Shri. Om Parkash Thakur, Supdt.G-II	Civil Judge (Jr. Divn.)-Cum-JMIC-III Ghumarwin
16.	Shri. Paras Ram, Record Keeper	Civil Judge (Sr.Divn.)-Cum-ACJM, Ghumarwin.
17.	Shri. Partap Chauhan, Civil Nazir	Civil Judge (Sr.Divn.)-Cum-CJM, Bilaspur
18.	Shri.Dev Dutt, Reader	Additional District and Sessions Judge, Ghumarwin
19.	Shri.Yog Raj Record Keeper	District and Sessions Judge, Bilaspur.
20.	Shri Muni Lal, Reader	Civil Judge (Jr. Divn.)-cum-JMIC-II, Ghumarwin

The aforesaid trainee-participants were provided with reading & writing material kit, light refreshment, working lunch and local transport facility by the Academy during the training period.

Thanking you,

Yours faithfully,

(Rakesh Kainthla)
Director

Endst.No.HPJA/ Trg-Office-Adm./Ministerial Staff/2015-934-

Dated: 26.02.2015

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-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 (H.P.); for information, please.
4. The System Analyst of Academy with the direction to upload the same in the Academy website.

Director