



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

e-Mail: ja-hp@nic.in

Telefax: 0177-2831602

Web: www.hpsja.nic.in

Ref. No. HPJA/Trg/ Ministerial Staff/2011-

Dated: 11.04.2014

To

The District & Sessions Judge,
Kangra at Dharmashala (H.P.).

Subject: Orientation Training Programme on "Office Procedure and H.P. Financial Rules, 2009" for Ministerial Staff of Subordinate Judiciary of Himachal Pradesh.

Sir,

"Jai Hind"

I have the honour to submit that the Academy is going to organize a three-days Orientation Training Programme on "Office Procedure and H.P. Financial Rules, 2009" for ministerial staff of Subordinate Judiciary working in Civil & Sessions Division, Bilaspur, Kullu and Kangra, who have not yet undergone in the said training from **29.05.2014 to 31.05.2014** in the Academy premises at Shimla.

A copy of training schedule and curriculum is annexed hereto for your kind perusal.

I may, therefore, request your goodself to kindly **nominate seven officials, who have not yet undergone the aforesaid training programme.**

It is also submitted that after the receipt of nomination of trainee- participants in this office, no exemption or leave will be allowed during the training period by the Academy. Therefore, the request of the ministerial staff for exemption may also be considered by your goodself before finalizing and sending the list to the Academy. The instructions issued vide letter No. HPJA/Instructions/2013-187-200, dated 13.01.2013 be brought to the notice of all the participants for strict compliance, before proceeding to the Academy.

It is also brought to your kind notice that the matter may be taken up by you with the H.P. PWD, authorities for stay of the trainee-participants in PWD Rest Houses, if they require accommodation during the training period.

Thanking you,

Yours faithfully,

Self

(C.B. Barowalia)

Director

Endst. No. HPJA/Trg/Ministerial Staff/2013--1897

Dated: 11.04.2014

22

Copy forwarded to:

1. The Principal Private Secretary to Hon'ble the Acting 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 Registrar General, Hon'ble High Court of Himachal Pradesh, Shimla (H.P.), for information, please.
3. ✓ The System Analyst of Academy with the direction to upload the same in the Academy website.


Director



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

e-Mail: ja-hp@nic.in

Telefax: 0177-2831602

Web: www.hpsja.nic.in

Curriculum of
Three days Orientation Training Programme on
Office Procedure and H.P. Financial Rules, 2009 for Ministerial Staff of Subordinate
Courts of Himachal Pradesh

From : 29.05.2014 to 31.05.2014.

Venue : Conference Hall, H.P. Judicial Academy, Shimla-5.

Date	Sessions	Topic	Faculty
29.05.2014 (Thu)		Registration of Participants from 9.30 a.m. to 10 a.m.	
29.05.2014 (Thu)	I	<ul style="list-style-type: none"> ➤ Aims and Object of Training. ➤ The National Flag. ➤ The National Anthem. ➤ Personality Development. ➤ Leadership. 	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla.
	II	H.P. Financial Rules, 2009 <ul style="list-style-type: none"> ➤ Chapter 1 – Preliminary. ➤ Chapter II – General System of financial Management. 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	III	Office Manual/ Procedure <ul style="list-style-type: none"> ➤ Introduction and Definition. ➤ Office Security and Safety. ➤ Conduct of Government Servants. ➤ Treatment of secret and confidential documents. ➤ Duties and Functions of supervisory officers and ministerial staff. ➤ Efficiency in working. 	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	IV	<ul style="list-style-type: none"> ➤ Stress Management. ➤ Time Management. 	Mrs. Anuja Sood, Deputy Director, H.P. Judicial Academy, Shimla.
30.05.2014 (Fri)	I	Chapter - VI <ul style="list-style-type: none"> ➤ Procurement of Goods and Services. ➤ Part – A – Procurement of Goods. 	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	II	Chapter –X <ul style="list-style-type: none"> • Part – A – Establishment. • Part – D – Security Deposits. Maintenance of Service Books. <ul style="list-style-type: none"> • Maintenance of service Books. • Making service entries. • Attestation of the entries. • Utmost care to be taken while making entries. 	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.

	III	Chapter III ➤ Budget Formulation and implementation. Chapter IV ➤ Government Accounts, Part – A – General Principles.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	Chapter IV – Government Accounts ➤ 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 and P.O. Salogra, Tehsil & Distt. Solan, H.P.
31.05.2014 (Sat)	I	➤ 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.
	II	➤ An Overview of C.C.S (Conduct) Rules, 1964. ➤ An Overview of C.C.S. (Leave) Rules, 1972.	Shri Rati Ram Sharma, Superintendent (Home-B), H.P. Secretariat, Shimla.
	III	➤ Group Discussion and Valediction.	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla. Shri Yashwant Singh Chogal, Joint Director, H.P. Judicial Academy, Shimla-05.

Timings of sessions:

First day	:	Registration	09.30 a.m. to 10.00 a.m.
First Session	:	10.00 am to 11.15 am	Second Session : 11.30 am to 1.00 pm
Third Session	:	2.00 pm to 3.15 pm	Fourth Session : 3.30 pm to 5.00 pm
Tea break	:	11.15 am to 11.30 am & 3.15 pm to 3.30 pm	Lunch break : 1.00 pm to 2.00 pm
			Valediction on last day : 2.00 pm to 3.15 pm

Course Co-ordinator
(Joint Director)
H.P. Judicial Academy, Shimla-5.

Course Director
(Director)
H.P. Judicial Academy, Shimla-5.