

(By Fax)



**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]

Phone: 0177-2831141

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Web: www.hpsja.nic.in

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

Dated: 21.04.2014

To

The District & Sessions Judge,  
Bilaspur (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”

Kindly refer to your letter No. DSJ/BLP/EC/13-39/2006-6427, dated 28<sup>th</sup> October, 2013 vide which names of twenty one officials have been sent to this Academy for three day Orientation Training Programme on “Office Procedure and H.P. Financial Rules, 2009, who have not yet undergone the aforesaid training programme.

In this context, I am to say 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.

In response to your above referred letter, I may, therefore, request your goodself **to kindly nominate remaining six officials to participate in 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,

*sdl*

(C.B. Barowalia)

Director

Endst. No. HPJA/Trg/Ministerial Staff/2013--1901

Dated: 21.04.2014

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.

*[Signature]*  
Director

