



## 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

Telefax: 0177-2831602

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

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

Dated: 14.01.2014

To

The District & Sessions Judge,  
Sirmour at Nahan (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/EC/NHN/Trg./2013-7560, dated 21<sup>st</sup> October, 2013 vide which names of two 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 those ministerial staff of Subordinate Judiciary working in Civil & Sessions Divisions, Solan, Sirmour, Mandi, Bilaspur, Hamirpur and Una, who have not yet undergone said training from 24.02.2014 to 26.02.2014 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 Shri Anil Sharma, Copyist-II and Shri Ranvijay Singh, Summary Clerk of your Civil & Sessions Division 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,



**(C.B. Barowalia)**  
Director

**Endst. No.** HPJA/Trg/MS/Ubuntu/2013--235-

**Dated:** 14.01.2014

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.



Director





## 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

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 : 24.02.2014 to 26.02.2014.

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

Date	Sessions	Topic	Faculty
24.02.2014 (Monday)		Registration of Participants from 9.30 a.m. to 10 a.m.	
24.02.2014 (Monday)	I	<ul style="list-style-type: none"><li>➤ Aims and Object of Training.</li><li>➤ The National Flag.</li><li>➤ The National Anthem.</li><li>➤ Personality Development.</li><li>➤ Leadership.</li></ul>	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla.
	II	<b>H.P. Financial Rules, 2009</b> <ul style="list-style-type: none"><li>➤ Chapter I – Preliminary.</li><li>➤ Chapter II – General System of financial Management.</li></ul>	Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09
	III	<b>Office Manual/ Procedure</b> <ul style="list-style-type: none"><li>➤ Introduction and Definition.</li><li>➤ Office Security and Safety.</li><li>➤ Conduct of Government Servants.</li><li>➤ Treatment of secret and confidential documents.</li><li>➤ Duties and Functions of supervisory officers and ministerial staff.</li><li>➤ Efficiency in working.</li></ul>	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"><li>➤ Stress Management.</li><li>➤ Time Management.</li></ul>	Mrs. Anuja Sood, Joint Director, H.P. Judicial Academy, Shimla.
25.02.2014 (Tuesday)	I	<b>Chapter - VI</b> <ul style="list-style-type: none"><li>➤ Procurement of Goods and Services.</li><li>➤ Part – A – Procurement of Goods.</li></ul>	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	II	<b>Chapter –X</b> <ul style="list-style-type: none"><li>• Part – A – Establishment.</li><li>• Part – D – Security Deposits.</li></ul> <b>Maintenance of Service Books.</b> <ul style="list-style-type: none"><li>• Maintenance of service Books.</li><li>• Making service entries.</li><li>• Attestation of the entries.</li><li>• Utmost care to be taken while making entries.</li></ul>	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.



	III	<b>Chapter III</b> ➤ Budget Formulation and implementation. <b>Chapter IV</b> ➤ Government Accounts, Part – A – General Principles.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.
	IV	<b>Chapter IV – Government Accounts</b> ➤ 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.
26.02.2014 (Wednesday)	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 Yashwant Singh Chogal, Joint Director, H.P. Judicial Academy, Shimla-05.
	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-05.

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