

(By Fax)



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/ Ministerial Staff/2011-

Dated: 23.03.2013

To

1. The District & Sessions Judge,
Mandi (H.P.).
2. The District & Sessions Judge,
Chamba (H.P.).
3. The District & Sessions Judge,
Una (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,

It is to intimate 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 Mandi, Chamba and Una. The ministerial staff will consist of Superintendents Grade-I, Superintendent Grade-II, Civil Nazirs, Nazirs and other remaining ministerial staff who deal with the Financial matters from time to time except PA, Judgment Writers, Sr. Scale Stenographers, Junior Scale Stenographers & Steno Typists, as they do not deal with the financial matters as these officials work on dictation only. The schedule of the training programmes are as follows:-

Schedule		Venue	Numbers of participants required to be nominated from Civil & Sessions Division:
From	To		
04.04.2013	06.04.2013	Conference Hall, H.P. Judicial Academy, Shimla-05	Mandi = 10 Chamba = 10 Una = 10

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

I may, therefore, request your goodself to please nominate the aforesaid officials as per scheduled dates mentioned above. However, you are requested **not to nominate those officials who are to be superannuated within a period of one year and also those who have already undergone the said training programme.**

It is also informed to your goodself that after 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 you 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 also brought to the notice of all the participants for strict compliance.

It is also brought to your kind notice that the matter may be taken up with the Hon'ble High Court of H.P. for stay of the trainee- participants in the High Court Guest House, or with the PWD for the reservation in PWD Rest House, if they require accommodation during the training period.

Thanking you,

Yours faithfully,

sd.

(J.K. Sharma)

Director

Endst. No. HPJA/Trg/Ministerial Staff/2012- 1527 -
Copy forwarded to:

Dated: 23.02.2013

1. The Registrar (Administration)-cum-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, High Court of H.P., Shimla-171001, for information, please.
- ✓ 3. The System Analyst of Academy with the direction to upload the same in the Academy website.

J.K. Sharma
Director



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

From : 04.04.2013 to 06.04.2013

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

Date	Sessions	Topic	Faculty
04.04.2013 (Thu)		Registration of Participants from 9.30 a.m. to 10 a.m.	
04.04.2013 (Thu)	I	<ul style="list-style-type: none">➤ Aims and Object of Training➤ The National Flag➤ The National Anthem➤ Personality Development➤ Leadership	Director/ Deputy 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">➤ 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

05.04.2013 (Fri)	I	Chapter - VI ➤ Procurement of Goods and Services. ➤ Part – A – Procurement of Goods.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Disst. Solon, H.P.
	II	Chapter –X • Part – A – Establishment. • Part – D – Security Deposits. Maintenance of Service Books. • 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 & Disst. Solon, 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 & Disst. Solon, 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 & Disst. Solon, H.P.
06.04.2013 (Sat)	I	➤ An Overview of C.C.S (Conduct) Rules, 1964 ➤ An Overview of C.C.S. (Leave) Rules, 1972.	Director/Deputy Director H. P. Judicial Academy, Shimla
	II	➤ Stress Management ➤ Time Management	Director/Deputy Director, H. P. Judicial Academy, Shimla
	III	➤ Group Discussion and Valediction	Director/Deputy Director, H. P. Judicial Academy, Shimla

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 a.m. to 3.15 a.m.

(Course Co-ordinator)
Deputy Director
H.P. Judicial Academy, Shimla-05

(Course Director)
Director
H.P. Judicial Academy, Shimla-05