

(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

Telefax: 0177-2831602

e-Mail: ja-hp@nic.in

Web: www.hpsja.nic.in

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

**Dated: 25.04.2013**

To

1. *The District & Sessions Judge,  
Kangra at Dharamshala (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 Divisions Kangra at Dharamshala, 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 training programme is as follows:-

| Schedule   |            | Venue   | Numbers of participants required to be nominated from Civil & Sessions Division: |
|------------|------------|---|--|
| From       | To         |   |  |
| 08.05.2013 | 10.05.2013 | Conference Hall, H.P. Judicial Academy, Shimla-05 | Kangra = 12<br>Chamba = 10<br>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 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 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 shall also 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 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/2013-2263-**  
Copy forwarded to:

**Dated: 25.04.2013**

1. The Registrar (Administration)-cum-Principal 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 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.

  
Director  
JK





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### 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 : 08.05.2013 to 10.05.2013

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

| Date                | Sessions | Topic   | Faculty  |
|---------------------|----------|---|--|
| 08.05.2013<br>(Wed) |          | Registration of Participants from 9.30 a.m. to 10 a.m.  |  |
| 08.05.2013<br>(Wed) | 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>   | Director/Deputy Director,<br>H. P. Judicial Academy,<br>Shimla.  |
|                     | II       | <b>H.P. Financial Rules, 2009</b> <ul style="list-style-type: none"><li>➤ Chapter 1 – Preliminary.</li><li>➤ Chapter II – General System of financial Management.</li></ul>   | Shri A.R. Sharma, Deputy<br>Controller (F&A) Treasuries<br>(Retd.), Village Salanj, P.O.<br>Beolia, Tehsil & Distt. Shimla-<br>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<br>Controller (F&A) Treasuries<br>(Retd.), Village Salanj, P.O.<br>Beolia, Tehsil & Distt. Shimla-<br>09  |
|                     | IV       | <ul style="list-style-type: none"><li>➤ An Overview of C.C.S (Conduct) Rules, 1964</li><li>➤ An Overview of C.C.S. (Leave) Rules, 1972.</li></ul>   | Director/Deputy Director,<br>H. P. Judicial Academy,<br>Shimla.  |
| 09.05.2013<br>(Thu) | 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.<br>Audit officer (Retd.) Village<br>& P.O. Salogra, Tehsil & Distt.<br>Solun, 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> <ul style="list-style-type: none"> <li>➤ Budget Formulation and implementation.</li> </ul> <b>Chapter IV</b> <ul style="list-style-type: none"> <li>➤ Government Accounts, Part – A – General Principles.</li> </ul>  | Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.                 |
|                     | IV  | <b>Chapter IV – Government Accounts</b> <ul style="list-style-type: none"> <li>➤ Part – B – Annual Accounts.</li> <li>➤ Part – C – Proforma Accounts.</li> <li>➤ Part – D – Personal Ledger Accounts.</li> <li>➤ Part – E – Capital and Revenue Accounts.</li> <li>➤ Part – F – Adjustments with other Government Department.</li> <li>➤ Part – G – Inter-Departmental Adjustments.</li> </ul>     | Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.                 |
| 10.05.2013<br>(Fri) | I   | <ul style="list-style-type: none"> <li>➤ Dealing of Receipts, Noting and Drafting</li> <li>➤ Filing System</li> <li>➤ Routine Office Procedure</li> <li>➤ Records.</li> </ul>  | Shri A.R. Sharma, Deputy Controller (F&A) Treasuries (Retd.), Village Salanj, P.O. Beolia, Tehsil & Distt. Shimla-09 |
|                     | II  | <ul style="list-style-type: none"> <li>➤ Stress Management</li> <li>➤ Time Management</li> </ul>   | Director/Deputy Director, H. P. Judicial Academy, Shimla.  |
|                     | III | <ul style="list-style-type: none"> <li>➤ Group Discussion and Valediction</li> </ul>   | 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 pm to 3.15 pm |

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