



## 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]

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

Dated: 10.05.2013

### OFFICE ORDER

The following officials working in Civil & Sessions Divisions, Kangra at Dharamshala, Chamba and Una have participated in a Three-Days, Orientation Training Programme on “Office Procedure and H.P. Financial Rules, 2009” organized by the Academy from 08.05.2013 to 10.05.2013 in the Conference Hall of Himachal Pradesh Judicial Academy, Shimla:

S. No.	Name & designation of the Official	Presently posted in the court of:
1.	Shri Joginder Singh, Civil Ahlmad	Addl. District & Sessions Judge, Court No.1, Kangra at Dharamshala.
2	Shri Girdhari Lal, Reader	Addl. District & Sessions Judge, Court No. 2, Kangra at Dharamshala.
3.	Shri Rajender Kumar, Clerk-cum-typist	Addl. District & Sessions Judge, Court No. 2, Kangra at Dharamshala.
4.	Ms. Ranjana Sharotri, Copyist	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Kangra.
5.	Ms. Madhu Kumari, Record Keeper	Civil Judge (Sr. Division)-cum-JMIC, Court No. 1, Kangra.
6.	Shri Uggar Sen, Record Keeper	Civil Judge (Sr. Division)-cum-JMIC, Court No. 1, Dehra.
7.	Shri Ishwar Dass, Reader	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Dehra.
8.	Shri Prabhjot Singh, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Indora.
9	Shri Prem Singh, Naib Nazir	Civil Judge (Jr. Division)-cum-JMIC, Jawali.
10.	Ms. Kanika Sharma, Copyist	Civil Judge (Jr. Division)-cum-JMIC, Court No. 1, Dharamshala.
11.	Ms. Anuradha, Reader	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Dharamshala.
12.	Smt. Anju Mahajan, Civil Ahlmad	Civil Judge (Jr. Division)-cum-JM, Court No. 2, Dharamshala.
13.	Shri Bihari Lal, Copyist-II	District & Sessions Judge, Chamba.
14.	Shri Bipan Kumar, Leave Reserve Clerk	District & Sessions Judge, Chamba.
15.	Miss Sarita Sharma, Criminal Ahlmad	District & Sessions Judge, Chamba.
16.	Shri Rajesh Kumar, Ahlmad	Addl. District & Sessions Judge, Chamba.

17.	Smt. Anita Kumari, Civil Nazir	Civil Judge (Sr. Division)-cum-CJM, Chamba.
18.	Shri Mohan Dutt, Reader	Civil Judge (Sr. Division)-cum-CJM, Chamba.
19.	Shri Kuldeep Singh, Civil Ahlmad	Civil Judge (Sr. Division)-cum-CJM, Chamba.
20.	Shri Pawan Kumar, Summary Clerk	Civil Judge (Sr. Division)-cum-CJM, Chamba.
21.	Shri Uttam Chand Rana, Superintendent Grade-II	Civil Judge (Jr. Division)-cum-JMIC, Dalhousie.
22.	Shri Manoj Sharma, Naib Nazir	Civil Judge (Jr. Division)-cum-JMIC, Chamba.
23.	Shri Jai Ram, Record Keeper	District & Session Judge, Una.
24.	Shri Dinesh Singh, Civil Ahlmad	District & Sessions Judge, Una.
25.	Smt. Suman Lata, Criminal Ahlmad	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Amb.
26.	Shri Yash Pal Singh, Copyist	Civil Judge (Jr. Division)-cum-JMIC, Court No. 2, Amb.
27.	Shri Sanjeev Kumar, Copyist	Civil Judge (Sr. Division)-cum-JMIC, Court No.1, Amb.
28.	Shri Rajesh Kumar Sharma, Clerk-cum-typist	Addl. District & Sessions Judge, Una.
29.	Smt. Renu, Criminal Ahlmad	Civil Judge (Jr. Division)-cum-JM, Court No. 3, Una.
30.	Shri Ganesh Dutt, Copyist	Civil Judge (Jr. Division)-cum-JM, Court No. 3, Una.
31.	Shri Ravinder Kashyap, Civil Ahlmad	Civil Judge (Sr. Division)-cum-JMIC, Court No. 1, Una.

The aforesaid trainee-participants have been provided with reading & writing material kit, light refreshment, working lunch and local transport facility from Academy to H.P. High Court parking & back, by the Academy during the training period.

It is also submitted that official mentioned at serial number nine namely Shri Prem Singh, Naib Nazir posted in the Court of Civil Judge (Jr. Division)-cum-JMIC, Jawali has attended the said training programme for one day only i.e. 08.05.2013 and thereafter he remained absent from the said training programme on 09.05.2013 & 10.05.2013. The official mentioned at serial number twelve namely Smt. Anju Mahajan, Civil Ahlmad posted in the Court of Civil Judge (Jr. Division)-cum-Judicial Magistrate, Dharamshala has been granted one day casual on 10.05.2013 due to sudden demise of her mother.

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**Director**

H.P. Judicial Academy, Shimla-5

**Dated:** 10.05.2013

**Ref No.** HPJA/Trg/ Ministerial Staff/2011-2737 -  
Copy forwarded for information to:

- 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.
- 3 The District & Sessions Judge(s), Kangra at Dharamshala, Chamba and Una (H.P.).
- 4 ✓ The System Analyst of Academy with the direction to upload the same in the Academy website.

**Director**