

(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: 09.09.2013

From

The Director,
H.P. Judicial Academy, Shimla -05.

To

1. The District & Sessions Judge, Kangra at Dharamshala (H.P.).
2. The District & Sessions Judge, Chamba (H.P.).
3. The District & Sessions Judge, Mandi (H.P.).
4. The District & Sessions Judge, Kullu (H.P.).
5. The District & Sessions Judge, Sirmour at Nahan (H.P.).

Sir,

“Jai Hind”

I have the honour to submit 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, Mandi and Kullu and Sirmour at Nahan**. 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 these officials do not deal with the financial matters. The schedule of training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
03.10.2013	05.10.2013	Conference Hall, H.P. Judicial Academy, Shimla-05	Kangra = 10 Chamba = 05 Mandi = 12 Kullu = 08 Sirmour = 01* (*Smt. Vandana Thakur, Cr. Ahlmad)
			Total = 36

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 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 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 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,

sd-

(Yashwant Singh)
Joint Director

Dated: 09.09.2013

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

1. The Deputy Registrar-cum-Special 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.

[Signature]
Joint Director



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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 : 03.10.2013 to 05.10.2013

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

Date	Sessions	Topic	Faculty
03.10.2013 (Thu)		Registration of Participants from 9.30 a.m. to 10 a.m.	
03.10.2013 (Thu)	I	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ The National Flag.➤ The National Anthem.➤ Personality Development.➤ Leadership.	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla. Mrs. Anuja Sood, 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">➤ Stress Management.➤ Time Management.	Mrs. Anuja Sood, Deputy Director, H.P. Judicial Academy, Shimla.
04.10.2013 (Fri)	I	Chapter - VI <ul style="list-style-type: none">➤ Procurement of Goods and Services.➤ Part – A – Procurement of Goods.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village & P.O. Salogra, Tehsil & Distt. Solan, H.P.
	II	Chapter –X <ul style="list-style-type: none">● Part – A – Establishment.● Part – D – Security Deposits. Maintenance of Service Books. <ul style="list-style-type: none">● Maintenance of service Books.● Making service entries.● Attestation of the entries.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.

		<ul style="list-style-type: none"> • Utmost care to be taken while making entries. 	
	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 & Distt. Solan, 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 & Distt. Solan, H.P.
05.10.2013 (Sat)	I	➤ An Overview of C.C.S (Conduct) Rules, 1964. ➤ An Overview of C.C.S. (Leave) Rules, 1972.	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla.
	II	➤ 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.
	III	➤ Group Discussion and Valediction.	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla. Mrs. Anuja Sood, 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 Co-ordinator
 Joint Director
 H.P. Judicial Academy Shimla-05.


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