

(By Fax)



HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

Phone: 0177-2831141
e-Mail: ja-hp@nic.in

[Est. vide Notification No. Home (E) 3-17/2003-II dated 24th November 2005]

Telefax: 0177-2831602
Web: www.hpsja.nic.in

Ref. No. HPJA/Trg-Nazir/2013-

Dated: 26.10.2013

To

The District & Sessions Judge,
Shimla (H.P.).

Subject: Three days Refresher Course on Service and Execution of Processes for the Nazirs, Bailiffs & Process Servers of Subordinate Courts of Himachal Pradesh.

Sir,

“Jai Hind”

I have the honour to submit that the Academy is going to organize a three-days Refresher Course on “Service and Execution of Processes” for the Nazirs, Bailiffs & Process Servers working in your Civil & Session Division. The schedule and venue of the training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated:
From	To		
05.11.2013	07.11.2013	Conference Hall, H.P. Judicial Academy, Shimla-05	25

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.

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.

Thanking you,

Yours faithfully,



(C.B. Barowalia)

Director

Endst. No. HPJA/Trg-Nazir/2013 *6382-*

Dated: 26.10.2013

Copy forwarded to:

1. The Principal Private Secretary to the 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



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**Tentative Curriculum
for
Three days Refresh Course
on
Service and Execution of Processes
For the Nazirs, Bailiffs and Process Servers of Subordinate Courts
of Himachal Pradesh**

From : 05.11.2013 to 07.11.2013

Venue : Conference Hall, H.P. Judicial Academy, Shimla-05.


Day/ Date	Sessions	Topic	Faculty
05.11.2013 (Tue)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
05.11.2013 (Tue)	I	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ The National Flag.➤ The National Anthem.➤ Personality Development.➤ To bring functional and attitudinal change	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	II	<ul style="list-style-type: none">➤ Leadership➤ Development of skills➤ Optimum utilization of available resources➤ Efficiency and productivity.	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	III	<ul style="list-style-type: none">➤ Difficulties generally faced by the Bailiffs and process servers in effect in service etc. and in execution of warrant of attachment, arrest and sale, a discussion.➤ Acquiring knowledge as Process Servers and Bailiffs.	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.
	IV	<ul style="list-style-type: none">➤ An overview of institutional organization of nazart branch and its relationship with the Civil and Criminal justice delivery system.	Mrs. Anuja Sood Deputy Director, H.P. Judicial Academy, Shimla-05.
06.11.2013 (Wed)	I	<ul style="list-style-type: none">➤ Maintenance of records and registers in Nazart branch.➤ Daily diary maintained by Bailiffs and Process servers.	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.

	II	<p><u>Mode of services</u></p> <ul style="list-style-type: none"> • Service to several defendants, service on agent, service by fixation, service of defendants in prison • Service of sailors, soldiers and airmen <p><u>Process for executions</u></p> <ul style="list-style-type: none"> • Mode of executions • Attachment of movable property ➤ Sale of property by Bailiffs/Nazirs 	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	III	<p><u>Effective service of Processes.</u></p> <ul style="list-style-type: none"> • Summons under orders- 5 Rule-1 • Summons to parties to settle, issue and final disposal. • Fixing of day of appearance. • Summons to the defendants to produce his evidence. • Delivery of summons by Court • Service of summons and warrants in criminal cases/ complaints 	Shri Madan Kumar, Addl. Secretary (Law) to the Government of H.P., Shimla
	IV	<p><u>Hon'ble High Court Instructions</u></p> <ul style="list-style-type: none"> • Provision to be followed as per High Court Rules and orders. • Instructions issued by Hon'ble High Court. • Instructions issued by the District & Sessions Judge, Shimla from time to time. 	Shri P.S. Rana District & Sessions Judge, Shimla.
07.11.2013 (Thu)	I	<ul style="list-style-type: none"> ➤ An Overview of C.C.S (Conduct) Rules, 1964 ➤ An overview of CCS (Leave) Rules, 1972 	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.
	II	<ul style="list-style-type: none"> ➤ Stress Management ➤ Time Management 	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	III	<ul style="list-style-type: none"> ➤ Group Discussion and Valediction 	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05. Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.

Timings of sessions:

First day	:	Registration	9.30 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 4.45 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 Coordinator
Joint Director
H.P. Judicial Academy, Shimla-05.


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