



## 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

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Web: [www.hpsja.nic.in](http://www.hpsja.nic.in)

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

**Dated:** 19.11.2013

To

1. The District & Sessions Judge,  
Shimla (H.P.).
2. The District & Sessions Judge,  
Solun (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 Civil & Sessions Divisions, Shimla and Solan. The schedule and venue of the training programme is as follows:-

Schedule		Venue	Number of participants required to be nominated from Civil & Sessions Division:
From	To		
05.12.2013	07.12.2013	Conference Hall, H.P. Judicial Academy, Shimla-05	Shimla = 10 Solan = 15

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,

  
**(C.B. Barowalia)**  
Director

**Endst. No.** HPJA/Trg-Nazir/2013-6063

**Dated:** 19.11.2013

Copy forwarded to:

1. The 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.

  
**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 : 05.12.2013 to 07.12.2013

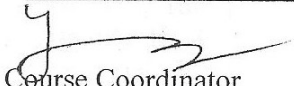
Venue : Conference Hall, H.P. Judicial Academy, Shimla-05.

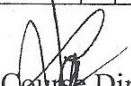
Day/ Date	Sessions	Topic	Faculty
05.12.2013 (Thu)		Registration of Participants from 9.30 a.m. to 10.00 a.m.	
05.12.2013 (Thu)	I	<ul style="list-style-type: none"><li>➤ Aims and Object of Training.</li><li>➤ The National Flag.</li><li>➤ The National Anthem.</li><li>➤ Personality Development.</li><li>➤ To bring functional and attitudinal change</li></ul>	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	II	<ul style="list-style-type: none"><li>➤ Leadership</li><li>➤ Development of skills</li><li>➤ Optimum utilization of available resources</li><li>➤ Efficiency and productivity.</li></ul>	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	III	<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ Acquiring knowledge as Process Servers and Bailiffs.</li></ul>	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.
	IV	<ul style="list-style-type: none"><li>➤ Maintenance of records and registers in Nazart branch.</li><li>➤ Daily diary maintained by Bailiffs and Process servers.</li></ul>	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.
06.12.2013 (Fri)	I	<ul style="list-style-type: none"><li>➤ An Overview of C.C.S (Conduct) Rules, 1964</li><li>➤ An overview of CCS (Leave) Rules, 1972</li></ul>	Shri Yashwant Singh, Joint Director, H.P. Judicial Academy, Shimla-05.

	II	<p><b><u>Mode of services.</u></b></p> <ul style="list-style-type: none"> <li>• Service to several defendants, service on agent, service by fixation, service of defendants in prison</li> <li>• Service of sailors, soldiers and airmen</li> </ul> <p><b><u>Process for executions.</u></b></p> <ul style="list-style-type: none"> <li>• Mode of executions</li> <li>• Attachment of movable property</li> <li>➤ Sale of property by Bailiffs/Nazirs</li> </ul>	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	III	<p><b><u>Effective service of Processes.</u></b></p> <ul style="list-style-type: none"> <li>• Summons under orders- 5 Rule-1</li> <li>• Summons to parties to settle, issue and final disposal.</li> <li>• Fixing of day of appearance.</li> <li>• Summons to the defendants to produce his evidence.</li> <li>• Delivery of summons by Court</li> <li>• Service of summons and warrants in criminal cases/ complaints</li> </ul>	Shri Madan Kumar, Addl. Secretary (Law) to the Government of H.P., Shimla
	IV	<p><b><u>Hon'ble High Court Instructions.</u></b></p> <ul style="list-style-type: none"> <li>• Provision to be followed as per High Court Rules and orders.</li> <li>• Instructions issued by Hon'ble High Court.</li> <li>• Instructions issued by the District &amp; Sessions Judge, Shimla from time to time.</li> </ul>	Shri J.K. Sharma, President District Consumer Disputes Redressal Forum, Shimla.
07.12.2013 (Sat)	I	<ul style="list-style-type: none"> <li>➤ Stress Management</li> <li>➤ Time Management</li> </ul>	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05.
	II	<ul style="list-style-type: none"> <li>➤ An overview of institutional organization of nazart branch and its relationship with the Civil and Criminal justice delivery system.</li> </ul>	Mrs. Anuja Sood Deputy Director, H.P. Judicial Academy, Shimla-05.
	III	<ul style="list-style-type: none"> <li>➤ Group Discussion and Valediction</li> </ul>	Shri C.B. Barowalia, Director, H.P. Judicial Academy, Shimla-05. Mrs. Anuja Sood, Deputy 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.