



HIMACHAL PRADESH JUDICIAL ACADEMY

CURZON HOUSE, BOILEAUGANJ, SHIMLA – 171005

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

2005]

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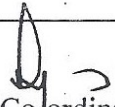
Curriculum of
Three days Orientation Training Programme on
Office Procedure and H.P. Financial Rules, 2009 for Ministerial Staff of Subordinate
Courts of Himachal Pradesh
From : 04.07.2013 to 06.07.2013
Venue : Conference Hall, H.P. Judicial Academy, Shimla-5.

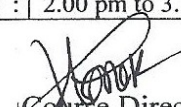
Date	Sessions	Topic	Faculty
04.07.2013 (Thu)		Registration of Participants from 9.30 a.m. to 10 a.m.	
04.07.2013 (Thu)	I	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ The National Flag.➤ The National Anthem.➤ Personality Development.➤ Leadership.	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla. Mrs. Anuja Sood, Joint 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 M.L. Chouhan, Finance Controller, H.P. Gram Sadak, HPPWD, Nirmaan Bhawan, Shimla-2
	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 M.L. Chouhan, Finance Controller, H.P. Gram Sadak, HPPWD, Nirmaan Bhawan, Shimla-2
	IV	<ul style="list-style-type: none">➤ Stress Management.➤ Time Management.	Mrs. Anuja Sood, Joint Director, H.P. Judicial Academy, Shimla.
05.07.2013 (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.• Utmost care to be taken while making entries.	Shri Rajinder Gupta, Sr. Audit officer (Retd.) Village and P.O. Salogra, Tehsil & Distt. Solan, H.P.

	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.
06.07.2013 (Sat)	I	> Dealing of Receipts, Noting and Drafting. > Filing System. > Routine Office Procedure. > Records.	Shri M.L. Chouhan, Finance Controller, H.P. Gram Sadak, HPPWD, Nirmaan Bhawan, Shimla-2
	II	> An Overview of C.C.S (Conduct) Rules, 1964. > An Overview of C.C.S. (Leave) Rules, 1972.	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla.
	III	> Group Discussion and Valediction.	Shri C.B. Barowalia, Director, H. P. Judicial Academy, Shimla. Mrs. Anuja Sood, Joint 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