



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: 14.05.2013

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 & Lahaul Spiti at Kullu (H.P.)

Subject: **Orientation Training Programme on "Office Procedure and H.P. Financial Rules, 2009" for Ministerial Staff of Subordinate Judiciary of Himachal Pradesh.**

Sir,

It is to intimate 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 & Lahaul Spiti. 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 they do not deal with the financial matters as these officials work on dictation only. The schedule of training programme is as follows:-

Schedule		Venue	Numbers of participants required to be nominated from Civil & Sessions Division:
From	To		
03.06.2013	05.06.2013	Conference Hall, H.P. Judicial Academy, Shimla-05	Kangra = 10 Chamba = 06 Mandi = 10 Kullu & Lahaul Spiti = 07 Total = 33

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 informed 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 you 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,



(J.K. Sharma)

Director

Endst. No. HPJA/Trg/Ministerial Staff/2012- ~~2760~~

Dated: 14.05.2013

Copy forwarded to:

1. The Registrar (Administration)-cum-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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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 : 03.06.2013 to 05.06.2013

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

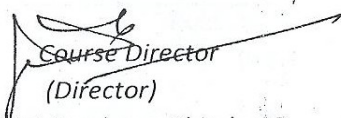
Date	Sessions	Topic	Faculty
03.06.2013 (Mon)		Registration of Participants from 9.30 a.m. to 10 a.m.	
03.06.2013 (Mon)	I	<ul style="list-style-type: none">➤ Aims and Object of Training.➤ The National Flag.➤ The National Anthem.➤ Personality Development.➤ Leadership.	Director/Joint Director/Deputy Director, 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.	Joint Director, H.P. Judicial Academy, Shimla-05
04.06.2013 (Tue)	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 <ul style="list-style-type: none"> ➤ Budget Formulation and implementation. Chapter IV <ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> ➤ 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.
05.06.2013 (Fri)	I	<ul style="list-style-type: none"> ➤ 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
	II	<ul style="list-style-type: none"> ➤ An Overview of C.C.S (Conduct) Rules, 1964. ➤ An Overview of C.C.S. (Leave) Rules, 1972. 	Director, H. P. Judicial Academy, Shimla.
	III	<ul style="list-style-type: none"> ➤ Group Discussion and Valediction. 	Director/Joint Director/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
Deputy Director
H.P. Judicial Academy Shimla-05.


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