



# HIMACHAL PRADESH JUDICIAL ACADEMY, SHIMLA

16 Mile, Shimla- Mandi National Highway, District Shimla-14  
[Est. vide Notification No. Home (E) 3-17/2003-II dated 24<sup>th</sup> November 2005]

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Ref. No. HPJA/Exe & NSTEP/MS/2025- 386

Dated: 23.2.2026

To

1. The District & Sessions Judge, Kangra at Dharamshala
2. The District & Sessions Judge, Shimla
3. The District & Sessions Judge, Mandi
4. The District & Sessions Judge, Kullu
5. The District & Sessions Judge, Una

**Subject:-** *Two days Refresher Course on "Execution of Decrees and Orders and NSTEP" for Superintendents, Nazirs and Bailiffs of District Judiciary on 2.3.2026 & 3.3.2026 in the Academy premises.*

Sirs,

"Jai Hind"

I have the honour to submit that the Academy is organizing **two days refresher course on "Execution of Decrees and Orders and NSTEP" for Superintendents, Nazirs and Bailiffs working** in the establishments of Civil & Sessions Divisions, Kangra at Dharamshala, Shimla, Mandi, Kullu & Una. The schedule and venue of the training programme would be as follows:-

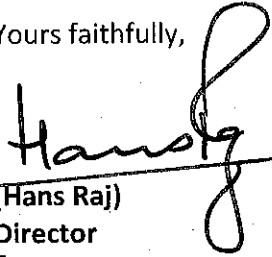
| Schedule |          | Venue   | Number of participants required to be nominated from Civil & Sessions Division:- |      |
|----------|----------|---|--|------|
| From     | To       |   |  |      |
| 2.3.2026 | 3.3.2026 | Conference Hall, Himachal Pradesh Judicial Academy at 16 Mile, Shimla-Mandi National Highway, Shimla-14 | Kangra at Dharamshala  | = 08 |
|          |          |   | Shimla   | = 08 |
|          |          |   | Mandi  | = 04 |
|          |          |   | Kullu  | = 02 |
|          |          |   | Una  | = 03 |

I may therefore, request your goodself to please nominate the officials to attend the aforesaid training from your Civil & Sessions Division. The official who has already undergone this training may not be nominated, please.

The accommodation for the stay of participants shall be provided by the Academy on sharing basis, however, no family member/relative are permitted to stay in the Hostel. The curriculum of the training programme enclosed herewith, may also be circulated amongst the officials nominated please.

Thanking you,

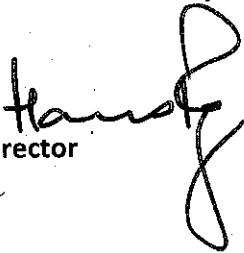
Yours faithfully,

  
\_\_\_\_\_  
(Hans Raj)  
Director  
Dated: 23.2.2026

Endst. No. HPJA/Exe & NSTEP/MS/2025- 386

Copy forwarded to:-

1. The Principal Private Secretary to Hon'ble the Chief Justice (Hon'ble Patron-in-Chief of the Academy), for information, please. (by email only).
2. The Secretary to Hon'ble Mr. Justice Ajay Mohan Goel, Judge, Hon'ble High Court of Himachal Pradesh (Hon'ble President of the Academy); for information, please. (by email only).
3. The System Analyst of Academy with the direction to upload it in the Academy website.

  
Director

**CURRICULUM**

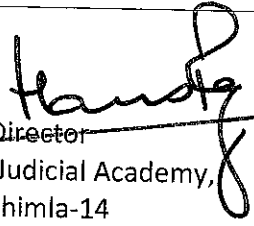
Two days Refresher Courses on “Execution of Decrees and Orders and NSTEP” for Superintendents, Nazirs and Bailiffs of District Judiciary on 2.3.2026 & 3.3.2026 in the Academy premises.

| <b>Date</b>         | <b>Sessions</b>                                     | <b>Topic</b>  | <b>Guest Faculty</b> |
|---------------------|---|---|----------------------|
| 1 <sup>st</sup> day | Registration of participants 9.30 a.m to 10.00 a.m  |   |                      |
| 1 <sup>st</sup> day | 1 <sup>st</sup> Session<br>(10.00 a.m to 11.15 a.m) | <ul style="list-style-type: none"> <li>✓ Aim and Object of Training</li> <li>✓ Co-ordination between Superintendent, Nazir and Bailiff in Execution of Decrees and Orders</li> </ul>  |                      |
| 1 <sup>st</sup> day | 2 <sup>nd</sup> Session<br>(11.30 a.m to 1.00 p.m)  | <ul style="list-style-type: none"> <li>✓ Different Modes of Execution of a Decree</li> <li>✓ Attachment of Property                             <ul style="list-style-type: none"> <li>• Property Liable to Attachment and Sale</li> <li>• Property Exempted from Attachment</li> </ul> </li> <li>✓ Association of Witnesses during Attachment</li> <li>✓ Custody of Movable Property after Attachment</li> <li>✓ Procedure for Attachment of Agricultural produce</li> <li>✓ Sale of Agricultural Produce</li> </ul> |                      |
| 1 <sup>st</sup> day | 3 <sup>rd</sup> Session<br>(2.00 p.m to 3.15 p.m)   | <ul style="list-style-type: none"> <li>✓ Delivery of Possession in Execution of Decree                             <ul style="list-style-type: none"> <li>• Resistance of Execution</li> </ul> </li> <li>✓ Types of Decrees where Arrest Warrants may be Issued</li> <li>✓ Precautions and Safeguards while Executing Arrest Warrants</li> </ul>  |                      |
| 1 <sup>st</sup> day | 4 <sup>th</sup> Session (3.30 p.m to 5.00 p.m)      | <ul style="list-style-type: none"> <li>✓ Duties of Superintendent, Nazir and Bailiff towards Smooth Functioning of Court</li> <li>✓ Behaviour with Litigants, Witnesses and Advocates</li> <li>✓ Discipline and Punctuality among the Court Officials</li> </ul>  |                      |
| 2 <sup>nd</sup> day | 1 <sup>st</sup> Session<br>(10.00 a.m to 11.15 a.m) | <ul style="list-style-type: none"> <li>✓ NSTEP (National Service and Tracking of Electronic Processes)- Demonstration and technical Preparedness</li> <li>✓ NSTEP – Execution-Explanation and Discussion</li> <li>✓ Generation of Notices/Summons in CIS 4.0</li> </ul>   |                      |
| 2 <sup>nd</sup> day | 2 <sup>nd</sup> Session<br>(11.30 a.m to 1.00 p.m)  | <ul style="list-style-type: none"> <li>✓ The Central Civil Services (Conduct) Rules, 1964- An Overview</li> </ul>   |                      |
| 2 <sup>nd</sup> day | 3 <sup>rd</sup> Session<br>(2.00 p.m to             | <ul style="list-style-type: none"> <li>✓ Maintenance of registers and records of execution of decrees and orders</li> </ul>   |                      |

|                     |                         |   |  |
|---------------------|-------------------------|---|--|
|                     | 3.15 p.m)               | <ul style="list-style-type: none"> <li>✓ Hon'ble High Court Rules and Orders regarding Execution proceedings</li> <li>✓ Guidelines/ directions regarding execution of decrees and orders issued by the Hon'ble Supreme Court</li> </ul> |  |
| 2 <sup>nd</sup> day | 3.30 p.m to<br>4.30 p.m | <ul style="list-style-type: none"> <li>✓ <b>Group discussion</b></li> <li>✓ <b>Valediction</b></li> </ul>   |  |

**Timing of training:**

|             |   |
|-------------|---|
| Tea Break   | 11.15 a.m to 11.30 a.m & 3.15 p.m to 3.30 p.m |
| Lunch Break | 1.00 p.m to 2.00 p.m                          |

  
 Director  
 H.P. Judicial Academy,  
 Shimla-14