

Manoj Jain

D.H.J.S

Director (Academics)

12224

4080/E/KIS

27/8/19



Delhi Judicial Academy

DELHI JUDICIAL ACADEMY
(High Court of Delhi)

Sector-14, Dwarka, New Delhi - 110078

011-28036502 (O)

011-28036687 (TeleFax)

011-28036683/87 (Fax)

Email: - dja@nic.in

No. DJA/Acd./ Conference/Admn.Skills/1316/2019/4696

22nd August, 2019

To

1. Sh. Girish Kathpalia, District & Sessions Judge, Central District, THC
2. Ms. Poonam A. Bamba, District & Sessions Judge, South Saket
3. Sh. A. S. Jayachandra, District & Sessions Judge, Shahdara, KKD
4. Sh. Deepak Jagotra, District & Sessions Judge, North-West, Rohini
5. Sh. Narottam Kaushal, District & Sessions Judge, South- West, Dwarka
6. Sh. Yashwant Kumar, District & Sessions Judge, New Delhi, PHC
7. Sh. R. P. Pandey, District & Sessions Judge, North, Rohini
8. Ms. Neena Bansal Krishna, District & Sessions Judge, South-East, Saket
9. Sh. Dharmesh Sharma, District & Sessions Judge, West, THC
10. Sh. A. K. Mendiratta, District & Sessions Judge, North East, KKD
11. The Officiating District & Sessions Judge, East, KKD
12. The Chairman, District Courts Website Committee, THC

Sub.: Training Programme on Supervisory & Administrative Skills for Officers of DHJS & DJS

Respected Sir/Madam,

The Delhi Judicial Academy is conducting a Training Programme on Supervisory & Administrative Skills for Officers of DHJS & DJS on **30th & 31st August, 2019** as per the Judicial Education & Training Programmes Calendar 2019.

The nomination list for the aforesaid programme is enclosed as **Annexure-A**.
The schedule of the programmes is enclosed as **Annexure-B**.

The nominated Judicial Officers may kindly be asked to attend the aforesaid programme and they be also advised not to list any judicial work on 30th & 31st August, 2019 so that litigants and lawyers are not inconvenienced. In case some judicial work has already been listed, it may be preponed or adjourned accordingly, to the extent possible.

The Chairman, District Courts Website Committee is also requested to direct the concerned official to publish the names of the nominated Judicial Officers on the website of Delhi District Courts for the information of the lawyers and the litigants.

With regards, *Be sent to the officer concerned - o/c Judl, Comps. pool cars*

Encl: As above

Off. DJSJ (East) 27/08/19

Yours faithfully,

(Manoj Jain)

**Nomination list for the Programme on Supervisory and Administrative Skills
for the Officers of DHJS & DJS
(05 from each District assigned Administrative responsibilities)
(District wise) to be held on 30th & 31st August, 2019**

Sr.No.	Name of Officer	Present Posting	Civil/ Police District	Place of Posting
1	Sh. Sanjeev Kumar-I	ADJ	Central	THC
2	Ms. Deepali Sharma	ASJ	Central	THC
3	Sh. Ashish Aggarwal	ASJ	Central	THC
4	Sh. Arun Sukhija	ADJ	Central	THC
5	Ms. Chetna Singh	ACMM	Central	THC
6	Dr. Archana Sinha	ASJ	West	THC
7	Ms. Hemani Malhotra	PO MACT	West	THC
8	Sh. Vikas Dhull	ADJ	West	THC
9	Sh. Hasan Anzar	ADJ	West	THC
10	Sh. Rajinder Singh	SCJ-cum-RC	West	THC
11	Sh. Mukesh Kr.Gupta	ADJ+MACT	North-West	Rohini
12	Sh. Harish Kumar	ASJ-03	North-West	Rohini
13	Ms. Rajrani	ASJ-04	North-West	Rohini
14	Ms. Niyay Bindu	SCJ-cum-RC	North-West	Rohini
15	Sh. Vipin Kharb	JSCC-cum-ASCJ-cum-GJ	North-West	Rohini
16	Ms. Sunena Sharma	ASJ-02	South	Saket
17	Ms. Jyoti Kler	ADJ-05	South	Saket
18	Sh. Ajay Singh Shekhawat	CMM	South	Saket
19	Sh. Harjyot Singh Bhalla	ACMM	South	Saket
20	Sh. Sachin Sangwan	ACJ-cum-CCJ-cum-ARC	South	Saket
21	Sh. Paramjit Singh	PO MACT	South-West	Dwarka
22	Sh. Gurvinder Pal Singh	ASJ	South-West	Dwarka
23	Sh. Arun Kumar Garg	ACJ-cum-CCJ-cum-ARC	South-West	Dwarka
24	Sh. Prem Kr. Barthwal	Judge In-charge, Mediation Centre	South-West	Dwarka
25	Sh. Hargurvarinder S. Jaggi	ADJ	South-West	Dwarka
26	Sh. Sanjeev Jain	ADJ	South-East	Saket
27	Sh. Sandeep Yadav	ASJ	South-East	Saket
28	Sh. Vipin Kr.Rai	ADJ	South-East	Saket
29	Sh. Gaurav Rao	ASJ	South-East	Saket
30	Ms. Monika Saroha	SCJ-cum-RC	South-East	Saket
31	Sh. Naresh Kr Malhotra	ASJ+Spl. Judge (POCSO)	East ✓	KKD
32	Sh. Vivek Kr.Gulia	PO MACT	East ✓	KKD
33	Sh. Sumit Dass	ADJ-02	East ✓	KKD
34	Ms. Shivali Sharma	CMM	East ✓	KKD
35	Sh. Pankaj Sharma	ACJ-cum-CCJ-cum-ARC	East ✓	KKD
36	Sh. Sanjay Sharma-I	ASJ-05	Shahdara	KKD
37	Sh. Gurdeep Singh	ASJ-01	Shahdara	KKD
38	Ms. Manjusha Wadhwa	ASJ-03	Shahdara	KKD
39	Sh. Ajay Garg	CMM	Shahdara	KKD

SCHEDULE

Programme name: Training Programme on Supervisory & Administrative Skills for the Judicial Officers
Duration: 02 days
Participants: DHJS & DJS Officers looking after administrative responsibilities (05 from each District to be nominated by the concerned District & Sessions Judge)
Venue: Conference Hall, 3rd Floor, Delhi Judicial Academy, Sector-14, Dwarka

Date & Day	10.15 am – 11.30 am	11.30 am – 11.45 am	11.45 am – 01.00 pm	01.00 pm – 01.45 pm	01.45 pm – 03.00 pm	03.00 pm – 03.15 pm	03.15 pm – 04.30 pm
30.08.19 (Friday)	<u>Session-I</u> General Administration • Essentials of Administration • Leadership and Supervisory Skills • Inter Departmental Coordination • Transparency responsiveness and administration • Time management ○ Planning ○ Organizing ○ Implementing ○ Controlling	T E A B R E A K	<u>Session-II</u> General Administration • Time management ○ Planning ○ Organizing ○ Implementing ○ Controlling	L U N C H B R E A K	<u>Session-III</u> Understanding the process relating to Purchases: • Role & Responsibilities of Purchase Committee • e-Purchases : GeM ○ Procedure ○ Challenges ○ Solution	03.00 pm 03.15 pm T E A B R E A K	<u>Session-IV</u> Core Administrative Skills • Introduction to office procedure ○ Record Management ○ File Management ○ Noting & Drafting • Holding of Meetings ○ Frequency ○ Agenda ○ Recording of Minutes ○ Approval

Date & Day	10.15 am – 11.30 am	11.30 11.45 am	11.45 am – 01.00 pm	01.00 01.45 pm	01.45 pm – 03.00 pm	03.00 03.15 pm	03.15 pm – 04.30 pm
31.08.19 (Saturday)	<u>Session-V</u> • Synergy between High Court & District Court • Inter se co-ordination amongst Districts • Use of Technology in General Administration • Preparation of Charter of Duties ○ Assessment of staff Branch-wise) ○ Allocation of work ○ Supervisor: by Officer-in-Charge	T E A B R E A K	<u>Session-VI</u> Misconduct and Departmental proceedings (in respect of District Court staff) • Appointing and Disciplinary Authority • Suspension of the employee • Fact Finding Inquiry • Departmental enquiry • Charge-sheet ○ Preparation ○ Service ○ Reply ○ Charge ○ Appointing of enquiry officer, presenting officer and Defence Assistant ○ Punishment and Appeals • Sexual Harassment at workplace	L U N C H B R E A K	<u>Session-VII</u> Financial Administration • Inventory Management • Preparation of Budget • Audit • General Financial Rules • Savings & Budgeting ○ Saving for taxation ○ Levy of TDS • Delegation of financial powers	T E A B R E A K	<u>Session-VIII</u> Good governance • RTI Act, 2005 and Delhi District Courts (Right to Information) Rules, 2008 ○ Procedure ○ Third party information ○ Timelines ○ Vetting of reply ○ Role of First Appellate Authority