Dr. Aditi Choudhary
D.H.J.S
Director (Academics)/
Chairperson (Officiating)

DELHI JUDICIAL ACADEMY
(High Court of Delhi)
Sector-14, Dwarka, New Delhi-110078
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No. DJA/Trg./JO-04/Supervisory & Admn. Skills/1639/2023/323 17th January, 2023

To

1. The Ld. Principal District & Sessions Judge, HQs, Central, THC
2. The Ld. Principal District & Sessions Judge, South, Saket
3. The Ld. Principal District & Sessions Judge, North-West, Rohini
4. The Ld. Principal District & Sessions Judge, New Delhi, PHC
5. The Ld. Principal District & Sessions Judge, East, KKD
6. The Ld. Principal District & Sessions Judge, South-East, Saket
7. The Ld. Principal District & Sessions Judge, North, Rohini
8. The Ld. Principal District & Sessions Judge, South-West, Dwarka
9. The Ld. Principal District & Sessions-cum-Special Judge (PC Act) (CBI), RADC
10. The Ld. Principal District & Sessions Judge, Shahdara, KKD
11. The Ld. Principal District & Sessions Judge, North-East, KKD
12. The Ld. Principal District & Sessions Judge, West, THC

Sub.: Training Programme on Supervisory & Administrative Skills for Judicial Officers involved in Administrative Duties in the District Courts.

Respected Sir/Madam,

As per the approved Training Calendar 2023, the Delhi Judicial Academy shall be conducting the ***'Training Programme on Supervisory & Administrative Skills for Judicial Officers involved in Administrative Duties in the District Courts'*** on **04th February, 2023,** at Delhi Judicial Academy.

The proposed nomination list of Judicial Officers for the aforesaid programme is enclosed as **Annexure 'A'**. The schedule of the programme is enclosed herewith as **Annexure 'B'**.

It is requested that nominated Judicial Officers posted in your district may kindly be communicated about their nomination in the aforesaid programme through your good office.

In case an Officer requires exemption from attending the programme, he/she may move their application in advance through the concerned Ld. Principal District & Sessions Judge. If the exemption is required on urgent basis, an intimation to that effect may be sent to the Academy through e-mail, followed by a formal application duly forwarded by the concerned Ld. Principal District & Sessions Judge. In case the nominated officer is transferred, the successor Judge shall stand nominated for the programme automatically.

The nominated Judicial Officers may kindly be advised not to list any judicial work on 04th February, 2023, so that litigants and lawyers are not inconvenienced.

With regards,

Yours faithfully,

(Dr. Aditi Choudhary)

Encl.: As above

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH) DISTRICT ROHINI COURT COMPLEX DELHI

No. 1171-1179 **F2(2)/Judl/North/RC/2023** **Dated :** 20/1/23

Copy & its enclosure forwarded for information & necessary action to:-

1. Sh. Virender Bhatt, Ld. District Judge Commercial Court, North District, Rohini Court Complex, Delhi.
2. Sh. Vinod Yadav, Ld. PO-MACT-02, North District, Rohini Court Complex, Delhi.
3. Sh. Satish Kumar, ASJ-03, North District, Rohini Court Complex, Delhi.
4. Ms. Niharika Kumar Sharma, ACJ/CCJ/ARC, North District, Rohini Court Complex, Delhi.
5. AOJ/Branch In-Charge, Filling Section, Rohini Court Complex, Delhi.
6. AOJ/Branch In-Charge Pool Car Section, Rohini Court Complex, Delhi.
7. AOJ/Branch In-Charge, R&I Branch for uploading on layers.
8. The Web-Site Committee, North District, Rohini Court Complex, Delhi.
9. PS to Ld. Principal District & Sessions Judge North District, Rohini Courts, Delhi.

Dabas
20/1/23

(DEEPAK DABAS)
OFFICER IN-CHARGE (JUDL)/ADJ-01
NORTH DISTRICT ROHINI COURTS DELHI

Annexure 'A'

Proposed nomination list of
Training Programme on Supervisory & Administrative Skills
for
Judicial Officers involved in Administrative Duties in the District Courts
on
04 February, 2023

Sl. No.	Name of Officer	Present Posting	No	District	Place of Posting
1	Mr. Amit Bansal	ASJ (POCSO)	1	South	Saket
2	Ms. Neha Priya	ACJ-cum-CCJ-cum-ARC		South	Saket
3	Mr. Anurag Sain	District Judge (Commercial Court)	1	New Delhi	PHC
4	Mr. Shailender Malik	ASJ	3	New Delhi	PHC
5	Mr. Devinder Kr. Jangala	ASJ	5	New Delhi	PHC
6	Ms. Shefali Barnala Tandon	PO MACT		New Delhi	PHC
7	Ms. Swati Gupta-I	ACJ-cum-CCJ-cum-ARC		New Delhi	PHC
8	Ms. Hemani Malhotra	District Judge (Commercial Court)	2	West	THC
9	Mr. Sunil Kumar Sharma	ASJ	9	West	THC
10	Mr. Rakesh Syal	District Judge (Commercial Court)	3	South-West	Dwarka
11	Mr. Gautam Manan	ASJ	2	South-West	Dwarka
12	Mr. Sumit Dass	ADJ	4	South-West	Dwarka
13	Ms. Paridhi Sharma	ACJ-cum-CCJ-cum-ARC		South-West	Dwarka
14	Mr. Virender Bhatt	District Judge (Commercial Court)		North	Rohini
15	Mr. Vinod Yadav	PO MACT		North	Rohini
16	Mr. Satish Kumar	ASJ	3	North	Rohini
17	Ms. Niharika Kumar Sharma	ACJ-cum-CCJ-cum-ARC		North	Rohini
18	Mr. Brijesh Kr. Garg	District Judge (Commercial Court)	1	Shahdara	KKD
19	Ms. Ravinder Bedi	ADJ	2	Shahdara	KKD
20	Mr. Vineet Kumar	ASJ (E-Court)	2	Shahdara	KKD
21	Ms. Kiran Bansal	ASJ	4	Shahdara	KKD
22	Ms. Prigya Gupta	ACJ-cum-CCJ-cum-ARC		Shahdara	KKD
23	Mr. Arun Sukhija	ASJ	3	Central	THC
24	Mr. Dheeraj Mor	ASJ	2	Central	THC
25	Mr. Ashwini Kr. Sarpal	Special Judge (PC Act) (CBI)	8	Rouse Avenue	
26	Mr. Arun Bhardwaj	Special Judge (PC Act) (CBI)	5	Rouse Avenue	
27	Mr. Manoj Kumar Nagpal	Special Judge (PC Act) (CBI)	9	Rouse Avenue	
28	Mr. Munish Markan	ADJ	2	South-East	Saket
29	Mr. Prashant Sharma	ASJ	2	South-East	Saket
30	Mr. Deepak Vats	ACJ-cum-CCJ-cum-ARC		South-East	Saket
31	Mr. Arun Sukhija	ASJ	3	East	KKD
32	Mr. Rakesh Kumar Rampuri	ASJ (FTSC) (RC)		East	KKD
33	Mr. Jitendra Pratap Singh	CMM		East	KKD
34	Mr. Mayank Mittal	ACJ-cum-CCJ-cum-ARC		East	KKD
35	Mr. Pawan Kr. Matto	Special Judge (NDPS)		North-East	KKD
36	Mr. Manoj Kumar	ASJ (POCSO)	1	North-East	KKD
37	Mr. Pulastya Pramachala	ASJ	3	North-East	KKD
38	Ms. Savitri	ASJ	2	North-East	KKD
39	Ms. Vasundhara Azad	ACJ-cum-CCJ-cum-ARC		North-East	KKD
40	Mr. Neeraj Gaur	ASJ	5	North-West	Rohini
41	Mr. Sunil Kumar	ASJ (POCSO)	4	North-West	Rohini
42	Ms. Divya Malhotra	ACJ-cum-CCJ-cum-ARC		North-West	Rohini

Annexure 'B'

DELHI JUDICIAL ACADEMY

Programme Name & Code: Training Programme on Supervisory & Administrative Skills [DJA/JO-04/2023]
Duration, Date & Day: One (1) Day on 4th February, 2023 (Saturday)
Participants: Judicial Officers involved in Administrative Duties in the District Courts
Programme Director: Dr. Aditi Choudhary, Director (Academics) / Chairperson (Officiating), Delhi Judicial Academy

Date & Day	10.15 am – 11.30 am	11.30 – 12.00 pm	12.00 pm – 01.15 pm	01.15 – 02.00 pm	02.00 pm – 03.15 pm	03.15 – 03.45 pm	03.45 pm – 05.00 pm

04.02.2023 (Saturday)	**Session-I**
	
	Issues related to General Administration
	
	• Collective & collaborative efforts
	• Delegation of authority & responsibility
	• Allocation and division of work: Standardization
	• Assessment of Staff
	• Time Management
	  ○ Planning
	  ○ Organizing
	  ○ Implementing
	  ○ Controlling.
		TEA BREAK	**Session-II**
			
			Core Administrative Skills
			
			• Noting & Drafting
			• Holding Meetings
			  ○ Frequency
			  ○ Agenda
			  ○ Recording of minutes
			  ○ Approval
			
			Issues related to Financial Administration
			
			• Purchase Committee - Role & Responsibilities
			• Process of purchase
			• e-Purchases (GeM)
			  ○ Procedure
			  ○ Challenges
			  ○ Solution
				LUNCH BREAK	**Session-III**
					
					Good Governance - Dealing with RTIs
					
					• RTI Act, 2005
					• Delhi District Courts (Right to Information) Rules, 2008
					• Procedure
					• Third party information
					• Timelines
					• Vetting of reply
					• Role of first Appellate Authority
						TEA BREAK	**Session-IV**
							
							Intake & Promotion of District Courts Officials – Rules & Process
							
							Recruitment
							  ○ Recruitment rules
							  ○ Constitution of recruitment committee
							  ○ Recruitment process
							  ○ Reservations
							  ○ Appointment on compassionate grounds
							
							Promotion
							  ○ Rules
							  ○ Departmental Promotion Committee – Constitution & Role
							
							Training of District Courts Officials – Methodology