Neena Bansal Krishna
D.H.J.S
Director (Academics)

ज्ञान दर्शन और चरित्र
Delhi Judicial Academy

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P001

No. DJA/Acd. Conference/Admn. Skills/1130/2017/3126 29th April, 2017

1. Ms. Ravinder Kaur, District & Sessions Judge, Central (Headquarters), THC
2. Sh. Talwant Singh, District & Sessions Judge, East District, KKD
3. Sh. Rajnish Bhatnagar, District & Sessions Judge, North-West, Rohini
4. Sh. Amar Nath, District & Sessions Judge, New Delhi, PHC
5. Ms. Asha Menon, District & Sessions Judge, South, Saket
6. Sh. Brijesh Sethi, District & Sessions Judge, South-West, Dwarka
7. Ms. Rekha Rani, District & Sessions Judge, West, THC
8. Sh. Dilbagh Singh Punia, District & Sessions Judge, North, Rohini
9. Sh. Rakesh Tewari, District & Sessions Judge, North-East, KKD
10. Ms. Poonam A. Bamba, District & Sessions Judge, South-East, Saket
11. Sh. A.S. Jayachandra, District & Sessions Judge, Shahdara, KKD
12. The Chairman, District Courts Website Committee, THC

Sub.: ***Programme on Supervisory& Administrative Skills for Officers of DHJS & DJS on 5th & 6th May, 2017.***

Respected Madam/Sir,

The Delhi Judicial Academy is conducting the subject Programme on ***05th and 06th May, 2017*** as per the Continuous Judicial Education & Training Programmes Calendar 2017.

The list of nominated Judicial Officers for this programme is as per the list enclosed as Mark–A. The schedule of the programme is enclosed as **Mark–B**.

It is requested that the nominated Judicial Officers posted in your District may kindly be communicated the programme schedule through your good office.

The nominated Judicial Officers may kindly be advised not to list any judicial work on 05th and 06th May, 2017 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 publish the names of the nominated Judicial Officers in the website of Delhi District Courts for the information of the lawyers and the litigants.

With regards.

Yours Sincerely,

Encl: As Above

(Neena Bansal Krishna)

Mark-A

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)

Sr.No.	Name of Officer	Present Posting	Civil/ Police District	Place of Posting
		DHJS		
1	Ms. Savita Rao	ADJ	West	THC
2	Ms. Smita Garg	ASJ (FTC)	West	THC
3	Ms. Charu Aggarwal	CMM	West	THC
4	Ms. Shunali Gupta	SCJ-cum-RC	West	THC
5	Ms. Harleen Singh	ASJ-cum-CCJ-cum-ARC	West	THC
6	Mr. Sanjay Garg-I	Spl. Judge (PC Act)-04	Central	THC
7	Mr. V.K. Khanna	Spl. Judge (PC Act)-06	Central	THC
8	Ms. Sujata Kohli	Addl. District Judge-05	Central	THC
9	Mr. Dharmender Rana	ACMM	Central	THC
10	Mr. Hem Raj	ACJ-cum-ARC	Central	THC
11	Mr. Ashwani Kumar Sarpal	ADJ	North-East	KKD
12	Ms. Ruby Alka Gupta	ASJ	North-East	KKD
13	Mr. Sanjay Bansal	Spl. Judge (NDPS)	North-East	KKD
14	Mr. Deepak Dabas	SCJ-Cum-RC	North-East	KKD
15	Mr. Prashant Sharma	ASJ-cum-CCJ-cum-ARC	North-East	KKD
16	Mr. Ravinder Dudeja	ASJ	East	KKD
17	Mr. Anurag Sain	ADJ	East	KKD
18	Mr. S.S. Malhotra	POLC	East	KKD
19	Mr. Naresh Kumar Laka	CMM	East	KKD
20	Mr. Nipun Awasthi	ACJ	East	KKD
21	Mr. Gurdeep Singh	ASJ	Shahdara	KKD
22	Mr. Ravinder Singh	ADJ	Shahdara	KKD
23	Ms. Savitri	ASJ	Shahdara	KKD
24	Mr. Sumedh Kumar Sethi	JSCC-ASCJ-GJ	Shahdara	KKD
25	Mr. Jay Thareja	ACJ-cum-CCJ-cum-ARC	Shahdara	KKD
26	Ms. Neelam Singh	ASJ (Electricity)	South	Saket
27	Mr. Balwant Rai Bansal	ASJ	South	Saket
28	Mr. Pritam Singh	ADJ	South	Saket
29	Ms. Surya Malik Grover	CMM	South	Saket
30	Mr. Samar Vishal	ACJ-cum-CCJ-cum-ARC	South	Saket
31	Mr. Arun Bhardwaj	PO MACT	South-East	Saket
32	Ms. Neelofer Abida Perveen	ADJ	South-East	Saket
33	Mr. Sonu Agnihotri	ADJ	South-East	Saket
34	Mr. Munish Markan	CMM	South-East	Saket
35	Mr. Vikrant Vaid	MM	South-East	Saket
36	Ms. Rekha	ADJ	New Delhi	PHC
37	Ms. Jyoti Kler	ACMM	New Delhi	PHC
38	Mr. Ashok Kumar	MM-03	New Delhi	PHC
39	Ms. Anju Bajaj Chandna	Spl. Judge, PC Act, CBI-06	New Delhi	PHC
40	Mr. Sujit Saurabh	MM-04	New Delhi	PHC
41	Mr. M.R. Sethi	Spl. Judge (NDPS)	North	Rohini
42	Ms. Bimla Kumari	ASJ (Spl. Fast Track Court)	North	Rohini
43	Mr. Sidharth Mathur	SCJ-cum-RC	North	Rohini
44	Mr. Vishal Gogne	CMM	North	Rohini
45	Mr. Amit Arora	ACJ	North	Rohini
46	Ms. Pinki	ADJ	South-West	Dwarka
47	Ms. Mamta Tayal	Judge- In-Charge, Mediation Centre	South-West	Dwarka
48	Mr. Harish Dudani	Sol. Judge (PC Act) (CBI)	South-West	Dwarka
49	Mr. Sanjay Garg-II	Spl. Judge (NDPS)	South-West	Dwarka
50	Mr. Sushil Anuj Tyagi	ACJ-cum-CCJ-cum-ARC	South-West	Dwarka
51	Mr. Manoj Jain	ASJ (FTC)	North-West	Rohini
52	Mr. Sunil Kumar Aggarwal	ASJ	North-West	Rohini
53	Mr. Kanwal Jeet Arora	ASJ	North-West	Rohini
54	Mr. Bhupinder Singh	ACJ-cum-CCJ-cum-ARC	North-West	Rohini
55	Ms. Kiran Gupta	CMM	North-West	Rohini

Mark-B

[Programme name: *Training Programme on Supervisory & Administrative Skills for the Judicial Officers*
Duration: *02 days*
Participants: *Judicial Officers of DHJS & DJS looking after administrative responsibilities (05 from each District, nominated by the concerned District Judge)*
Venue: *Seminar Hall, 2nd Floor, Delhi Judicial Academy, Dwarka, Sector-14, New Delhi*

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
05.05.2017 (Friday)	**Session-I** **General Administration** • Essentials of Administration • Leadership and Supervisory Skills • Decision making • Inter Departmental Co-ordination • Importance of grievance resolution • Transparency and responsiveness in administration	TEA BREAK	**Session-II** **Financial Administration** • General Financial Rules • Preparation of Budget • Audit • Delegation of Financial Powers • Central Civil Services (Revised Pay) Rules, 2016 • Salient features of 7th Pay Commission • Income Tax Rules regarding salary	LUNCH BREAK	**Session-III** **Understanding the process relating to Purchases:** • Role & Responsibilities of Purchase Committee • Purchases from General E-Market (GEM) Portal o Procedure & o Precautions • Inventory management	TEA BREAK	**Session-IV** **Misconducts and Departmental proceedings in respect of District Court staff** • Relevant constitutional provisions – Articles 309 to 311 o Principals of natural justice o Exceptions to the principals of *Audi Alteram Partem* • Relevant Statutory Rules / Rules framed under proviso to Article 309 o Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012 o CCS (CCA) Rules, 1965 o CCS (Conduct) Rules, 1964 • Appointing Authority and Disciplinary Authority – meaning • Suspension of the employee • Departmental enquiry • Framing of Charge Sheet and seeking reply on service of the Charge Sheet • Appointment of enquiry Officer and the procedure to be followed by him • Legal representation • Finding of the enquiry officer and action thereon • Punishment and Appeals • Sexual Harassment meaning and the proceedings under the prevention of sexual harassment Act of women at workplace (Prevention. Prohibition & Redressal) Act, 2013 o Procedure for holing the enquiry of sexual harassment Meaning of sexual harassment

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
06.05.2017 (Saturday)	**Session-V** **General Administration** • Recruitment o Recruitment/Service rules o Constitution of recruitment committees o Recruitment process • Appointments on compassionate grounds • Promotions o In reference to District Courts staff o Rules related to promotions o Constitution and role of departmental promotion committees • Reservations o Reservations for SC/ST/PH o Making of SC/ST roaster	**T** **E** **A** **B** **R** **E** **A** **K**	**Session-VI** **Core Administrative Skills** • Introduction to office procedure o Record management o Maintenance of files o Noting & drafting o Conducting effective meetings o Report/minutes writing o Checks on delays – Managing time • Introduction to e-office procedure	**L** **U** **N** **C** **H** **B** **R** **E** **A** **K**	**Session-VII** • **Good governance** o RTI Act, 2005 and Delhi District Courts (Right to Information) Rules, 2008 • Grievance Redressal Mechanism o Public grievances o Staff grievances	**T** **E** **A** **B** **R** **E** **A** **K**	**Session-VIII** *Take home message by the participants* Sharing good practices of the administration of District Courts Presentation by the participants