Neena Bansal Krishna
DHJS
Director (Academies)

DELHI JUDICIAL ACADEMY
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No. DJA Acd. Conference/Adm.Skills/1250/2018/ 4718

17th July, 2018

To

1. Sh. Talwant Singh, District & Sessions Judge, Central District, THC
2. Sh. Rajnish Bhatnagar, District & Sessions Judge, North-West District, Rohini
3. Ms. Asha Menon, District & Sessions Judge, South District, Saket
4. Sh. Brijesh Sethi, District & Sessions Judge, South-West District, Dwarka
5. Sh. Girish Kathpalia , District & Sessions Judge, South-East District, Saket
6. Sh. Rakesh Tewari, District & Sessions Judge, East District, KKD
7. Ms. Poonam A. Bamba, District & Sessions Judge, New Delhi District, PHC
8. Sh. A. S. Jayachandra, District & Sessions Judge, Shahdara District, KKD
9. Sh. Deepak Jagotra, District & Sessions Judge, North-East, KKD
10. The Officiating District & Sessions Judge, West District, THC
11. The Officiating District & Sessions Judge, North District, Rohini
12. The Chairman, District Courts Website Committee, THC

*Sub.: **Training Programme on Supervisory & Administrative Skills for Officers of DHJS & DJS (Five from each District, assigned Administrative responsibilities) on 27th and 28th July, 2018***

Respected Madam/Sir,

The Delhi Judicial Academy is conducting the subject Programme on ***27th and 28th July, 2018*** 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. **It may also be informed that use of Plastic Water Bottles has been discontinued in the DJA.**

The nominated Judicial Officers may kindly be advised not to list any judicial work on **27th and 28th July, 2018** 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,

Encls.: As Above

(Neena Bansal Krishna)

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 27th and 28th July, 2018

Sr.No.		Name of Officer	Present Posting	Civil/ Police District	Place of Posting
1	Sh.	Saurabh Pratap Singh Laler	ADJ	Central	THC
2	Ms.	Kiran Bansal	Spl. Judge, (PC Act), (ACB)	Central	THC
3	Sh.	Harish Kumar	ADJ	Central	THC
4	Sh.	Gajender Singh Nagar	ACJ	Central	THC
5	Sh.	Murari Prasad Singh	ADJ	Central	THC
6	Sh.	Shailender Mailik	ASJ (SFTC)	North-West	Rohini
7	Sh.	Virender Bhatt	Special Judge -02 (PC Act) (CBI)	North-West	Rohini
8	Sh.	Rajesh Malik	CMM	North-West	Rohini
9	Sh.	Naveen Kr. Kashyap	SCJ-cum-RC	North-West	Rohini
10	Sh.	Sunil Kumar Sharma	ACJ-cum-CCJ-cum-ARC	North-West	Rohini
11	Dr.	Rakesh Kumar-II	Spl. Judge CBI (PC Act-02)	South	Saket
12	Sh.	Sandeep Garg	ACMM	South	Saket
13	Sh.	Sachin Sangwan	ACJ-cum-CCJ-cum-ARC	South	Saket
14	Ms.	Mona Tardi Kerketta	JSCC-cum ASCJ-cm-GJ	South	Saket
15	Sh.	Arun Kumar Garg	MM (NI Act)	South	Saket
16	Sh.	Paramjit Singh	PO MACT	South -West	Dwarka
17	Sh.	Harish Dudani	Spl. Judge, CBI (PC Act)-01	South -West	Dwarka
18	Sh.	Kanwal Jeet Arora	ADJ-01	South -West	Dwarka
19	Sh.	Sumedh Kumar Sethi	CMM	South -West	Dwarka
20	Sh.	Dheeraj Mor	ACJ-cum-CCJ-cum-ARC	South -West	Dwarka
21	Sh.	Rajeev Bansal	PO MACT	South -East	Saket
22	Sh.	Sandeep Yadav	ASJ	South -East	Saket
23	Ms.	Neelofer Abida Parveen	ADJ	South -East	Saket
24	Ms.	Monika Saroha	ASJ	South -East	Saket
25	Sh.	Vikrant Vaid	ACJ	South -East	Saket
26	Sh.	Surinder Kumar Sharma	ASJ	East	KKD
27	Sh.	Anil Kumar Sisodia	ASJ-04	East	KKD
28	Sh.	Sanjay Sharma-I	ADJ-02	East	KKD
29	Sh.	Jay Thareja	JSCC/ASCJ	East	KKD
30	Sh.	Nipun Awasthi	ACJ/CCJ/ARC	East	KKD
31	Sh.	Naresh Kumar Malhotra	Spl. Judge (CBI-02)	New Delhi	PHC
32	Sh.	Saurabh Kulshreshtha	ASJ-03	New Delhi	PHC
33	Sh.	Sumit Dass	ADJ-01	New Delhi	PHC
34	Sh.	Deepak Sherawat	CMM	New Delhi	PHC
35	Sh.	Sushant Changotra	ACJ-cum-CCJ-cum-ARC	New Delhi	PHC
36	Sh.	Gurdeep Singh	ASJ-01	Shahdara	KKD
37	Ms.	Savitri	ASJ-03	Shahdara	KKD
38	Sh.	Sharad Gupta	ADJ	Shahdara	KKD
39	Sh.	Ajay Garg	CMM	Shahdara	KKD
40	Sh.	Sudhir Kumar Sirohi	ACJ	Shahdara	KKD
41	Sh.	Brijesh Kr. Garg	ADJ-01	North-East	KKD
42	Sh.	Sanjay Bansal	Special Judge (NDPS)	North-East	KKD
43	Sh.	Devender Kumar Garg	CMM	North-East	KKD
44	Sh.	Amitabh Rawat	SCJ-cum-RC	North-East	KKD
45	Sh.	Ankit Singla	ACJ/ARC/CCJ	North-East	KKD
46	Ms.	Nivedita Anil Sharma	ASJ-01	West	THC
47	Sh.	Devender Kumar Jangala	ASJ-03	West	THC
48	Ms.	Manjusha Wadhwa	ADJ-04	West	THC
49	Sh.	Navjeet Budhiraja	ACJ-cum-CCJ-cum-ARC	West	THC
50	Sh.	Vinod Kumar Meena	Secretray DLSA (West)	West	THC
51	Sh.	S. S. Malhotra	PO MACT-01	North	Rohini
52	Sh.	Vidya Prakash	PO MACT-02	North	Rohini
53	Sh.	Sanjeev Aggarwal	ASJ-02	North	Rohini
54	Sh.	Gagandeep Singh	CMM	North	Rohini
55	Sh.	Satvir Singh Lamba	ACJ	North	Rohini

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 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
27-07.2018 (Friday)	Session-I General Administration • Collective & collaborative efforts • Delegation of Authority & Responsibility • Division of work : Standardization • Time Management o Planning, o Organizing, o Implementing, o Controlling	T E A B R E A K	**Session-II** **Financial Administration** • Inventory Management • Preparation of Budget • Audit • General Financial Rules • Savings & Budgeting o Saving for taxation o Levy of income tax o Salary fixation	L U N C H B R E K	**Session-III** **Understanding the process relating to Purchases:** • Role & Responsibilities of Purchase Committee • e-Purchases : GeM o Procedure & Challenges	T E A B R E A K	**Session-IV** **Core Administrative Skills** • Introduction to office procedure o *Record Management* o *File Management* o *Noting & Drafting* o *Recording of minutes: Essentials* • *Shifting to* e-office : Procedure & Precautions • *Communication Skills*

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
28.07.2018 (Saturday)	**Session-V** **Misconducts and Departmental proceedings in respect of District Court staff** • Appointing and Disciplinary Authority • Suspension of the employee • Fact Finding Inquiry • Departmental enquiry : Procedure o Framing of Charge sheet, Service, Reply of Charge sheet o Appointing of enquiry officer o Legal representation of the employee o Finding of enquiry officer and action thereon o Punishment and Appeals		**Session-VI** **Good governance** • Grievance Redressal Mechanism o Public Grievance o Staff Grievance • RTI o *Designation of Persons* o *Exemption from disclosure of information* o *Grounds for Rejection* o *Third party information* o *Procedure for disposal* o *Record management guidelines*		**Session-VII** **General Administration** • Recruitment o Recruitment/Service rules o Constitution of recruitment committees o Recruitment process o Reservations o 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		**Session-VIII** **Sexual Harassment at workplace** • Defining Aggrieved person, employee, Sexual Harassment & Workplace • Scope of Conciliation • Nature of Orders o Interim measures o Inquiry Report o Penalties for false prosecution o Compensation o Action on disclosure of contents of complaint • Appeal • Duties of Employer