

Dr. Aditi Choudhary

D.I.J.S

Director (Academics)

Chairperson (Officiating)



DELHI JUDICIAL ACADEMY

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

011-20892191, 011-28036502 (O)

Email: dja@nic.in

No. DJA/Trg./JO-05/Supervisory & Admn. Skills/1778/2024/1369

19<sup>th</sup> February, 2024

To,

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

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 2024, 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 24<sup>th</sup> February, 2024, at Delhi Judicial Academy, Sector-14, Dwarka, New Delhi.

The 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'.

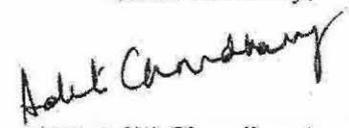
It is requested that nominated Judicial Officers posted in your district may kindly be communicated about their nomination in the aforesaid programme through your good office.

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 24<sup>th</sup> February, 2024, 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.

With regards,

Yours faithfully,

  
(Dr. Aditi Choudhary)

Encl.: As above

**Nomination list of**  
**Training Programme on Supervisory & Administrative Skills**  
**for Judicial Officers involved in Administrative Duties in the District Courts**  
**on**  
**24<sup>th</sup> February, 2024**

Sl. No.	Name of Officer	Present Posting	No	District	Place of Posting
1	Mr. Sandeep Yadav	District Judge (Commercial Court)	3	South	Saket
2	Dr. Sugandha Aggarwal	ASJ (SC-RC)		South	Saket
3	Mr. Paras Dalal	ACJ-cum-CCJ-cum-ARC		South	Saket
4	Mr. Tarun Yogesh	PO MACT	1	South-West	Dwarka
5	Mr. Deepak Wason	ASJ	4	South-West	Dwarka
6	Ms. Anuradha Jindal	ACJ-cum-CCJ-cum-ARC		South-West	Dwarka
7	Ms. Hemani Malhotra	District Judge (Commercial Court)	2	West	THC
8	Mr. Dig Vinay Singh	District Judge (Commercial Court)	3	West	THC
9	Mr. Ankit Karan Singh	MM	8	West	THC
10	Mr. Lal Singh	District Judge (Commercial Court)	1	South-East	Saket
11	Mr. Munish Markan	ADJ	2	South-East	Saket
12	Ms. Naina Gupta	ACJ-cum-CCJ-cum-ARC		South-East	Saket
13	Mr. Vidya Prakash	District Judge (Commercial Court)	2	New Delhi	PHC
14	Mr. Devinder Kr. Jangala	ASJ	5	New Delhi	PHC
15	Mr. Siddhant Sihag	ACJ-cum-CCJ-cum-ARC		New Delhi	PHC
16	Mr. Sanjeev Kr. Singh	District Judge (Commercial Court)	13	Central	THC
17	Mr. Raj Kumar	ASJ	5	Central	THC
18	Ms. Medha Arya	ACJ-cum-CCJ-cum-ARC		Central	THC
19	Mr. Satish Kumar	ASJ	3	North	Rohini
20	Ms. Shefali Sharma	ASJ	2	North	Rohini
21	Mr. Dharendra Rana	Special Judge (NDPS)		North	Rohini
22	Mr. Vinod Yadav	District Judge (Commercial Court)	2	North-West	Rohini
23	Ms. Rajani Ranga	CMM		North-West	Rohini
24	Ms. Amardeep Kaur	ACJ-cum-CCJ-cum-ARC		North-West	Rohini
25	Mr. Pulastya Pramachala	ASJ	3	North-East	KKD
26	Mr. Shankar Narayanan	ASJ (POCSO)	1	North-East	KKD
27	Mr. Rinku Jain	ACJ-cum-CCJ-cum-ARC		North-East	KKD
28	Mr. S.S. Rathi	District Judge (Commercial Court)	3	Shahdara	KKD
29	Ms. Kiran Bansal	District Judge (Commercial Court)	2	Shahdara	KKD
30	Ms. Shruti Chaudhary	ACJ-cum-CCJ-cum-ARC		Shahdara	KKD
31	Mr. Akash Jain	ASJ	4	East	KKD
32	Mr. Aashish Gupta	SCJ-cum-RC		East	KKD
33	Mr. Vinod Joshi	ACJ-cum-CCJ-cum-ARC		East	KKD
34	Mr. Arun Bhardwaj	Special Judge (PC Act) (CBI)	5		Rouse Avenue
35	Mr. Gaurav Rao	Special Judge (PC Act) (CBI)	1		Rouse Avenue
36	Mr. Deepak Kumar-II	ACMM-cum-ACJ	2		Rouse Avenue

**DELHI JUDICIAL ACADEMY**

**Programme Name & Code:** Training Programme on Supervisory & Administrative Skills [DJA/JO-04/2023]  
**Duration, Date & Day:** One (1) Day on 24<sup>th</sup>February, 2024 (Saturday)  
**Participants:** Judicial Officers involved in Administrative Duties in the District Courts  
**Venue:** Conference Hall, 3<sup>rd</sup>Floor, Delhi Judicial Academy.  
**Programme Director:** Dr. Aditi Choudhary, Director (Academics) / Chairperson (Officiating), Delhi Judicial Academy  
**Programme Coordinator:** Mr. Pawan Singh Rajawat, Additional Director, 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
24.02.2024 (Saturday)	<u>Session-I</u>		<u>Session-II</u>		<u>Session-III</u>		<u>Session-IV</u>
	<b>General Administration</b> <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Motivation, Reward &amp; Punishment</li> </ul> <b>Financial Administration</b> <ul style="list-style-type: none"> <li>• Prudential Norms of Financial Governance</li> <li>• Procurement of Goods &amp; Services</li> </ul>	T E A  B R E A K	<b>Core Administrative Skills</b> <ul style="list-style-type: none"> <li>• Looking at larger Picture &amp; taking Proactive Initiatives</li> <li>• Noting Drafting &amp; Administrative Procedure</li> <li>• Managing Meetings &amp; Drawing up the Minutes – Salient Features</li> <li>• Optimum Utilisation of Staff, Transfers &amp; Effective Allocation of Work</li> </ul>	L U N C H  B R E A K	<b>Good Governance</b> <ul style="list-style-type: none"> <li>• Management of Judicial Infrastructure &amp; IT Projects</li> <li>• Differently-abled Friendly Court Infrastructure</li> <li>• Dealing with RTIs</li> </ul>	T E A  B R E A K	<b>Recruitment &amp;Promotion</b> <ul style="list-style-type: none"> <li>• Recruitment of Staff in District Courts – Essential Requisites</li> <li>• Promotion of Staff – Necessity of Promotion, Procedure &amp; Rules</li> </ul> <b>Training of Staff</b> <ul style="list-style-type: none"> <li>• Need of Training</li> <li>• Essentials of Training</li> <li>• Methodology &amp; Staff Specific Modules</li> </ul>

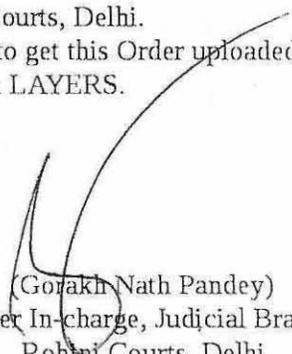
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH): ROHINI COURTS: DELHI

No. 2970-2977 F2(2)/Judl./North/RC/Delhi

Dated:- 21/01/24

Copy & it's enclosures forwarded for information and necessary action to:-

1. Sh. Satish Kumar, Ld. ASJ-03, North District, Rohini Courts, Delhi.
2. Ms. Shefali Sharma, Ld. ASJ-02, North District, Rohini Courts, Delhi.
3. Sh. Dharendra Rana, Ld. Spl. Judge (NDPS-Act), North District, Rohini Courts, Delhi.
4. Ld. OIC, Pool Car Section, Rohini Courts, Delhi.
5. Ld. OIC, Filing Section, Rohini Courts, Delhi.
6. PS to Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
7. Branch In-charge, Computers, Rohini Courts, Delhi is directed to get this Order uploaded on Website
8. Branch In-charge, R&I is directed to get this Order uploaded on LAYERS.

  
(Gorakh Nath Pandey)  
Officer In-charge, Judicial Branch  
Rohini Courts, Delhi