

**Manoj Jain**

*D.H.J.S*

Director (Academics)



**DELHI JUDICIAL ACADEMY**

(High Court of Delhi)

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No. DJA/Acd./ Conference/Admn.Skills/1316/2019/५८१७

22<sup>nd</sup> 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 30<sup>th</sup> & 31<sup>st</sup> 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 30<sup>th</sup> & 31<sup>st</sup> 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,

Yours faithfully,

(Manoj Jain)

Encl: As above



**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 30<sup>th</sup> & 31<sup>st</sup> 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



Sr.No.	Name of Officer	Present Posting	Civil/ Police District	Place of Posting
✓ 40	Sh. Harvinder Singh	ACJ-cum-CCJ-cum-ARC	Shahdara	KKD
✓ 41	Sh. Brijesh Kr. Garg	ADJ	North-East	KKD
✓ 42	Sh. Vidya Prakash	Sp. Judge (NDPS)	North-East	KKD
✓ 43	Sh. Devender Kr. Garg	CMM	North-East	KKD
✓ 44	Ms. Richa Manchanda	MM-01	North-East	KKD
✓ 45	Sh. Pranjal Aneja	ACJ-cum-CCJ-cum-ARC	North-East	KKD
✓ 46	Sh. Rajeev Bansal	Judge In-charge, Mediation Centre	New Delhi	PHC
✓ 47	Sh. Anil Antil	ASJ-04	New Delhi	PHC
✓ 48	Sh. Manish Khurana	CMM	New Delhi	PHC
✓ 49	Sh. Dheeraj Mittal	ACJ-cum-CCJ-cum-ARC	New Delhi	PHC
✓ 50	Sh. Jitender Kr. Mishra	Special Judge (NDPS)	North	Rohini
✓ 51	Sh. Umed Singh	ASJ (Spl. FTC)	North	Rohini
✓ 52	Sh. Ashutosh Kumar	ASJ-04	North	Rohini
✓ 53	Sh. Devinder Kr. Jangala	PO MACT-02	North	Rohini
✓ 54	Sh. Shivaji Anand	ADJ-02	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, 3<sup>rd</sup> 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)	<b>Session-I</b> <b>General Administration</b> <ul style="list-style-type: none"> <li>• Essentials of Administration</li> <li>• Leadership and Supervisory Skills</li> <li>• Inter Departmental Co-ordination</li> <li>• Transparency and responsiveness in administration</li> <li>• Time management</li> <li>○ Planning</li> <li>○ Organizing</li> <li>○ Implementing</li> <li>○ Controlling</li> </ul>	<b>Session-II</b> <b>General Administration</b> <ul style="list-style-type: none"> <li>• Time management</li> <li>○ Planning</li> <li>○ Organizing</li> <li>○ Implementing</li> <li>○ Controlling</li> </ul>	<b>Session-III</b> <b>Understanding the process relating to Purchases:</b> <ul style="list-style-type: none"> <li>• Role &amp; Responsibilities of Purchase Committee</li> <li>• e-Purchases : GeM</li> <li>○ Procedure</li> <li>○ Challenges</li> <li>○ Solution</li> </ul>	<b>Session-IV</b> <b>Core Administrative Skills</b> <ul style="list-style-type: none"> <li>• Introduction to office procedure</li> <li>○ <i>Record Management</i></li> <li>○ <i>File Management</i></li> <li>○ <i>Noting &amp; Drafting</i></li> <li>• Holding of Meetings</li> <li>○ Frequency</li> <li>○ Agenda</li> <li>○ Recording of Minutes</li> <li>○ Approval</li> </ul>			
		<b>Session-I</b> <b>General Administration</b> <ul style="list-style-type: none"> <li>• Time management</li> <li>○ Planning</li> <li>○ Organizing</li> <li>○ Implementing</li> <li>○ Controlling</li> </ul>	<b>Session-II</b> <b>General Administration</b> <ul style="list-style-type: none"> <li>• Time management</li> <li>○ Planning</li> <li>○ Organizing</li> <li>○ Implementing</li> <li>○ Controlling</li> </ul>	<b>Session-III</b> <b>Understanding the process relating to Purchases:</b> <ul style="list-style-type: none"> <li>• Role &amp; Responsibilities of Purchase Committee</li> <li>• e-Purchases : GeM</li> <li>○ Procedure</li> <li>○ Challenges</li> <li>○ Solution</li> </ul>	<b>Session-IV</b> <b>Core Administrative Skills</b> <ul style="list-style-type: none"> <li>• Introduction to office procedure</li> <li>○ <i>Record Management</i></li> <li>○ <i>File Management</i></li> <li>○ <i>Noting &amp; Drafting</i></li> <li>• Holding of Meetings</li> <li>○ Frequency</li> <li>○ Agenda</li> <li>○ Recording of Minutes</li> <li>○ Approval</li> </ul>		



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
	<b>Session-V</b>		<b>Session-VI</b>		<b>Session-VII</b>		<b>Session-VIII</b>
	<ul style="list-style-type: none"> <li>• Synergy between High Court &amp; District Court</li> <li>• Inter se co-ordination amongst Districts</li> <li>• Use of Technology in General Administration</li> <li>• Preparation of Charter of Duties               <ul style="list-style-type: none"> <li>○ Assessment of staff</li> <li>○ Branch-wise</li> <li>○ Allocation of work</li> <li>○ Supervision by Officer-in-Charge</li> </ul> </li> </ul>	T E A B R E A K	<b>Misconduct and Departmental proceedings (in respect of District Court staff)</b> <ul style="list-style-type: none"> <li>• Appointing and Disciplinary Authority</li> <li>• Suspension of the employee</li> <li>• Fact Finding Inquiry</li> <li>• Departmental enquiry</li> <li>• Charge-sheet               <ul style="list-style-type: none"> <li>○ Preparation</li> <li>○ Service</li> <li>○ Reply</li> <li>○ Charge</li> </ul> </li> <li>• Appointing of enquiry officer, presenting officer and Defence Assistant</li> <li>• Punishment and Appeals</li> <li>• Sexual Harassment at workplace</li> </ul>	L U N C H B R E A K	<b>Financial Administration</b> <ul style="list-style-type: none"> <li>• Inventory Management</li> <li>• Preparation of Budget</li> <li>• Audit</li> <li>• General Financial Rules               <ul style="list-style-type: none"> <li>○ Savings &amp; Budgeting</li> <li>○ Saving for taxation</li> <li>○ Levy of TDS</li> </ul> </li> <li>• Delegation of financial powers</li> </ul>	T E A B R E A K	<b>Good governance</b> <ul style="list-style-type: none"> <li>• RTI Act, 2005 and Delhi District Courts (Right to Information) Rules, 2008               <ul style="list-style-type: none"> <li>○ Procedure</li> <li>○ Third party information</li> <li>○ Timelines</li> <li>○ Vetting of reply</li> </ul> </li> <li>• Role of First Appellate Authority</li> </ul>
31.08.19 (Saturday)							