163
27/3/18

HIGH COURT OF DELHI
SHER SHAH ROAD: NEW DELHI

(15)

No.1237-1247/DHC/Gaz/G-3/2018 Dated:- 20-03-18

From

The Registrar General,
Delhi High Court,
New Delhi.

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge (North-West), Rohini, Delhi.
3. The District & Sessions Judge (South), Saket, New Delhi.
4. The District & Sessions Judge (South-West), Dwarka, New Delhi.
5. The District & Sessions Judge (North), Rohini, Delhi.
6. The District & Sessions Judge (South-East), Saket, New Delhi.
7. The District & Sessions Judge (East), Karkardooma, Delhi.
8. The District & Sessions Judge (New Delhi), Patiala House, Delhi.
9. The District & Sessions Judge (Shahdara), Karkardooma, Delhi.
10. The District & Sessions Judge (North-East), Karkardooma, Delhi.
11. The District & Sessions Judge (West), Tis Hazari Court, Delhi.
12. The Principal Judge (Hqs), Family Courts, Dwarka, Delhi.
13. The Chairperson, Delhi Judicial Academy, Dwarka, Delhi.

Sub: Regarding Joining Instructions for Participating Judges in the NJA Programmes.

Sir/Madam,

I am directed to forward herewith a copy of letter dated 04.02.2018 along with 'Joining Instructions' received from the Director, National Judicial Academy, Bhopal for information and necessary compliance.

I am further directed to request you to kindly bring the above 'Joining Instructions' to the notice of all the judicial officers under your respective control, for information and necessary compliance.

Yours faithfully,

20.3.2018

(Naresh Chand Garg)
Joint Registrar (Gaz.-I)
for Registrar General

DJS (HQs)
22/03/18
Ld. OIC Judl.

MOST IMMEDIATE/OUT AT ONCE
TIME BOUND

OFFICE OF THE DISTRICT & SESSIONS JUDGE(HQs) DELHI

No.22358-22448**/Bhopal/Trg./Gaz./2018 Dated, Delhi the.....**24/03/2018

Copy forwarded along with its enclosures for information and necessary compliance to:

1. To all the Officers of DHJS and DJS, Central District, THC, Delhi.
2. The Website Committee, English/Hindi, Tis Hazari Court, Delhi.
3. The PRO Tis Hazari Court, Delhi.
4. The Reader to Ld. District & Sessions Judge (HQs), THC, Delhi.
5. The PS to Ld. District & Sessions Judge(HQs), Tis Hazari Court, Delhi.

Encl: As Above

(Anju Bajaj Chandna)
Officer-in-charge (Judl.)
For District & Sessions Judge(HQs)
Delhi

163
23/2/18

HIGH COURT OF DELHI
SHER SHAH ROAD: NEW DELHI

(2)

No.1247-1249/DHC/Gaz/G-3/2018 Dated:- 20-03-18

From

The Registrar General,
Delhi High Court,
New Delhi.

668
23 MAR 2018

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge (North-West), Rohini, Delhi.
3. The District & Sessions Judge (South), Saket, New Delhi.
4. The District & Sessions Judge (South-West), Dwarka, New Delhi.
5. The District & Sessions Judge (North), Rohini, Delhi.
6. The District & Sessions Judge (South-East), Saket, New Delhi.
7. The District & Sessions Judge (East), Karkardooma, Delhi.
8. The District & Sessions Judge (New Delhi), Patiala House, Delhi.
9. The District & Sessions Judge (Shahdara), Karkardooma, Delhi.
10. The District & Sessions Judge (North-East), Karkardooma, Delhi.
11. The District & Sessions Judge (West), Tis Hazari Court, Delhi.
12. The Principal Judge (Hqs), Family Courts, Dwarka, Delhi.
13. The Chairperson, Delhi Judicial Academy, Dwarka, Delhi.

Sub: Regarding Joining Instructions for Participating Judges in the NJA Programmes.

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DSJ (Hqs.)
22/03/18
Ld. OIC. Judl.

Yours faithfully,

20.3.2018

(Naresh Chand Garg)
Joint Registrar (Gaz.-I)
for Registrar General

NATIONAL JUDICIAL ACADEMY

Justice G. Raghuram
Director

Ref.: NJA/Dir./Ac.Prog./2017-18 1050
Dated: 4th February, 2018

Respected Chief Justice,

Sub: Regarding Joining Instructions for Participating Judges in the NJA Programmes.

The National Judicial Academy (NJA), Bhopal conducts academic programmes approved by the National Judicial Academic Council (NJAC), for Judicial Officers including Hon'ble Justices of High Courts.

The participants are being nominated by the High Courts to attend the academic programmes at the NJA. In this regard, the Academy has framed joining instructions for the convenience of the participant judges during their visit and stay at the NJA. These are available on NJA website, are also enclosed herewith for circulation and strict compliance by the participants.

You are requested to kindly issue necessary instructions for strict compliance of the Joining Instructions, by participant judges.

With warm regards,

Yours sincerely,

(Justice G. Raghuram)

Encl.: Joint Instructions.

Hon'ble Ms. Justice Gita Mittal
Acting Chief Justice
Delhi High Court,
NEW DELHI - 110003.

Copy to: (1) The Registrar General, Delhi High Court, Delhi.
(2) The Director, Delhi Judicial Academy, New Delhi.

RG. To pl. examine & take action

Campus : Bhadbhada Road, Suraj Nagar P.O. Bhopal - 462044 (M.P.) India
Registered Office : Supreme Court of India, Tilak Marg, New Delhi - 110 001 (India)
Tel.: +91 755 2696766 / Fax : + 91 755 2696904 / Email : rgoda@nja.gov.in Website : www.nja.gov.in

NATIONAL JUDICIAL ACADEMY

JOINING INSTRUCTIONS

On nomination by the Hon'ble High Court to attend a programme at NJA, the nominee Judge does not require further confirmation from the NJA. However, nominee judge is required to:

1. Intimate the travel plans in writing w.r.t. their arrival at the Academy, well in advance (at least 3 days) to enable the Academy to provide transport facility from the airport / railway station to protocol office at email liaisonoffice@nja.gov.in. Those who opt to travel by road to reach the NJA premises can avail details from the "Reach us" in the NJA website.

2. Consider the duration of the programme for which they are nominated, so that they should not exceed their period of stay (prior & post NJA Programme) in the NJA campus, beyond the programme duration.

3. Report on time in the conference hall, including after the two tea breaks and a lunch break introduced in between sessions on each day.

4. Report in time for group photograph announced during the programme. A copy of the photograph along with the programme participation certificate and PIC of participant judges will be provided to all participants on the date of conclusion of the Programme at the Reception of Guest House–I.

5. Collect copy of the Programme Schedule, upon arrival at the Reception of Guest House–I of the Academy or may also be downloaded from the website of the Academy www.nja.nic.in

6. Provide his/her full postal address or Email address to the NJA (well in advance) with a request for study materials or contact concerned programme co-ordinator/faculty for sending the programme material through email.

7. Pay a onetime non-refundable registration fee of Rs.1,000/-(Rupees One Thousand) only. Nominee judge/Court staff in any subsequent programme does not have to further pay this registration fee if nominated again to any of the NJA programmes.

8. Pay Lodging & Boarding charges @ Rs.450/- per day/person by cash/ draft drawn in favour of the National Judicial Academy, payable at Bhopal.

9. (i) Not to bring spouse, children, relatives and personal staff, since the NJA does not have facilities for boarding and accommodation of the family and limited accommodation is available, since parallel training programmes are held at the Academy.

(ii) Not to telephone/email/fax any officer of the Academy including the Director for bringing the spouse or children, since the NJA does not allow this facility. If participants bring the spouse/ family members, they shall make their own stay arrangements and the Academy is not responsible.

(iii) Shall not seek permission to bring along family members / staff of the courts/ friends for visiting the Academy.

(iv) Participant judges having different security categories should not bring the security personnel's from their own States. The NJA routinely addresses the M.P. State Police to provide security to the participant judges. Judges who are in 'Y' or 'Z' categories are requested to send communications to the M.P. State Police for providing of the same scale of security while at Bhopal, as the Academy does not have facilities for weapon room, ammunition room and barracks.

10. Participants may have to adjust in the allotted rooms on twin sharing basis, as more than one training programme is often organized by the Academy.

11. (i) There shall be no permission granted for extension of stay in the Campus, exceeding the duration of the training programme, since services at the Guest House are outsourced. The Guest House becomes operational at 6.00 am, only one day prior to commencement of the programme and continues for just one day after conclusion of the programme till 6.00 pm only. Therefore, nominated judges are requested to plan their itinerary accordingly.

(ii) If the travel itinerary of the Nominated judges/participants is not in line of instructions, 11 (i) as stated above, the Nominated judges/participants shall make their own stay and local transport arrangements.

12. Participants shall take adequate care of their belongings & not leave any valuables or cash in the room allotted. The NJA will not accept, entertain written/oral complaints on loss of valuables from rooms. The NJA does not ask for the room key once it is given to participating judge. Further, room cleaning is done strictly in the presence of occupants. Therefore, participants/occupants must take care of their valuables and cash, if any.

13. Should not request the protocol section for helping them with waiving of excess luggage charges while departing from Bhopal to their destination. Airlines do not give any such concessions to the NJA. All participants need to directly pay the airlines any excess luggage charges. NJA staff have no say in this matter.

14. Inform in writing any specific type of food needed during the stay at the NJA campus on account of diet restrictions/religious reasons; written information will be given to the staff supervising the catering service.

15. Show patience at the airport/station on reaching Bhopal. The NJA provides transport facility to and fro the Bhopal Airport/Railway station. The Academy ensures to keep a vehicle at the Bhopal Railway Station, outside Platform No.1 beside the Court of Special Railway Magistrate, Bhopal to provide assistance to the participants. It starts functioning at 6:00 am, one day prior to the commencement of a particular Academic Programme. The participant judge may reach Special Railway Magistrate Court for availing transport facility. At the Airport, NJA liaison staff is deputed to receive & assist participant judges. However, it is requested that the travel itinerary be communicated to NJA, at least 7 days in advance, to make necessary arrangements.

16. Pay the taxi charges for visiting places of interest around the city directly to the transporter/taxi driver. The Academy provides only pick & drop facility at the time of Arrival/Departure of the participants attending the NJA Programme. Rest of the travel plans shall be managed & borne by participants themselves.

17. Secure reservation for their return journey from their place of posting before departure, to avoid inconvenience. The NJA does not have any facility for Railway Reservation Quota, and can only request the DRM, Bhopal for Emergency Quota. This does not guarantee confirmation. NJA will not be responsible for the non-confirmation of the ticket.

18. Report at the Guest House – I Reception for Joining Formalities which will include: (1) Submission of Personal Information Card: (to be filled in capital letters); (2) The correct DATE & TIME of DEPARTURE in the form provided by the NJA to enable the Travel Desk to make suitable arrangements.

19. Participate in YOGA classes from 6.00 am to 7.00 am in the Recreation Centre unless medically unfit for the same.

20. Have breakfast, from 7.00 am to 8.45 am so as to reach in time for the class/session, which begins at 9.00 am.

21. Must make use of the library facility as the Library is kept open for participating judges from 08:00 hrs to 21:00 hrs. Nominated judge can get books issued in his/her name, for use, during the course of his/her stay in the Academy.

(7)

22. Develop ICT skills as laptops are provided on request at the Reception Counter; and computer with internet facility is provided at the computer room at Guest House – I and the library of the Academy.

23. Attend the complete academic programme. If he/she is not medically fit to attend the complete programme, he/she must request the concerned authorities in the High Court to change their nomination.

24. Do not use or keep activated mobile phones in the Conference Hall, while the session is going on.

25. Not possess /consume alcoholic drinks / tobacco products inside the NJA campus as the Academy is strictly a NO SMOKING ZONE. Also spitting is not allowed in and around the Campus.

26. Provide feedback on the format designed to evaluate the impact of training programme.

X-X-X-X-X