

## DELHI JUDICIAL ACADEMY

**Programme name** : Training Programme on Supervisory & Administrative Skills for the Judicial Officers  
**Duration** : 02 days (06<sup>th</sup> & 07<sup>th</sup> May, 2022)  
**Participants** : DHJS & DJS Officers looking after Administrative Responsibilities  
**Programme Co-ordinator** : Dr. Sumedh Kumar Sethi, Additional Director, Delhi Judicial Academy

### THROUGH VIDEO CONFERENCING

Date & Day	10.00 am – 11:15 am	11.15 11.45 am	11.45 am – 01.00 pm	01.00 01.45 pm	01.45 pm – 03.00 pm	03.00 03.30 pm	03.30 pm – 04.45 pm
06.05.2022 (Friday)	<b><u>Session-I</u></b>  <b>General Administration</b> <ul style="list-style-type: none"> <li>• Collective &amp; collaborative efforts</li> <li>• Delegation of Authority &amp; Responsibility</li> <li>• Division of work: Standardization</li> <li>• Time Management               <ul style="list-style-type: none"> <li>○ Planning,</li> <li>○ Organizing,</li> <li>○ Implementing,</li> <li>○ Controlling</li> </ul> </li> </ul> <b>Speakers:</b> <ul style="list-style-type: none"> <li>• Sh. Girish Kathpalia, Principal District &amp; Sessions Judge, HQs, Tis Hazari Courts</li> <li>• Sh. Man Mohan Sharma, Director (Administration)/Chairperson (Officiating), DJA</li> </ul>	B R E A K	<b><u>Session-II</u></b>  <b>Core Administrative Skills</b> <ul style="list-style-type: none"> <li>• Introduction to office procedure               <ul style="list-style-type: none"> <li>○ <i>Record Management</i></li> <li>○ <i>File Management</i></li> <li>○ <i>Noting &amp; Drafting</i></li> </ul> </li> <li>• Holding of Meetings               <ul style="list-style-type: none"> <li>○ Frequency</li> <li>○ Agenda</li> <li>○ Recording of Minutes</li> <li>○ Approval</li> </ul> </li> </ul> <b>Speaker:</b> <ul style="list-style-type: none"> <li>• Sh. Deepak Kumar Bist, Joint Director, ISTM</li> </ul>	B R E A K	<b><u>Session-III</u></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               <ul style="list-style-type: none"> <li>○ Procedure</li> <li>○ Challenges</li> <li>○ Solution</li> </ul> </li> </ul> <b>Speaker:</b> <ul style="list-style-type: none"> <li>• Sh. Arjun Jena, Assistant Director, ISTM</li> </ul>	B R E A K	<b><u>Session-IV</u></b>  <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> <li>○ Role of First Appellate Authority</li> </ul> </li> </ul> <b>Speaker:</b> <ul style="list-style-type: none"> <li>• Sh. Vadali Rambabu, Deputy Secretary, ISTM</li> </ul>

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<b>07.05.2022</b> (Saturday)	<p style="text-align: center;"><u>Session-I</u></p> <p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>• Inventory Management</li> <li>• Preparation of Budget</li> <li>• Audit</li> <li>• General Financial Rules</li> <li>• Savings &amp; Budgeting <ul style="list-style-type: none"> <li>○ Saving for taxation</li> <li>○ Levy of income tax</li> <li>○ Salary fixation</li> </ul> </li> <li>• Delegation of Financial Powers</li> </ul> <p><b>Speaker:</b></p> <ul style="list-style-type: none"> <li>• Sh. Sunil Kumar Aggarwal, Principal Judge, Family Courts, North-East, KKD</li> </ul>	<b>B R E A K</b>	<p style="text-align: center;"><u>Session-II</u></p> <p><b>Misconduct and Departmental proceedings (in respect of District Court staff)</b></p> <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> <li>○ Appointing of enquiry officer, presenting officer and Defence Assistant</li> <li>○ Punishment and Appeals</li> </ul> </li> <li>• Sexual Harassment at workplace</li> </ul> <p><b>Speaker:</b></p> <ul style="list-style-type: none"> <li>• Ms. Shalinder Kaur, Principal Judge, Family Courts, South-West, Dwarka</li> </ul>	<b>B R E A K</b>	<p style="text-align: center;"><u>Session-III</u></p> <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 (Branch-wise) – writing of ACRs / APAR</li> <li>○ Allocation of work</li> <li>○ Supervision by Officer-in-Charge</li> </ul> </li> </ul> <p><b>Speaker:</b></p> <ul style="list-style-type: none"> <li>• HMJ Talwant Singh, Judge, High Court of Delhi</li> </ul>	<b>B R E A K</b>	<p style="text-align: center;"><u>Session-IV</u></p> <p><b>Intake, Training &amp; Promotion of District Court Officials</b></p> <ul style="list-style-type: none"> <li>• <b>Recruitment</b> <ul style="list-style-type: none"> <li>○ Recruitment/Service rules</li> <li>○ Constitution of recruitment committees</li> <li>○ Recruitment process</li> <li>○ Reservations</li> <li>○ Appointments on compassionate grounds</li> </ul> </li> <li>• <b>Promotions</b> <ul style="list-style-type: none"> <li>○ In reference to District Courts staff</li> <li>○ Rules related to promotions</li> <li>○ Constitution and role of departmental promotion committees</li> </ul> </li> <li>• <b>Training</b> <ul style="list-style-type: none"> <li>○ Necessity</li> <li>○ Mode</li> <li>○ Methodology</li> </ul> </li> </ul> <p><b>Speaker:</b></p> <ul style="list-style-type: none"> <li>• Sh. Arun Sukhija, ASJ, East District, Karkardooma Courts</li> </ul>