

RAJASTHAN HIGH COURT, JODHPURORDER

No.Estt.(RJS)/ 127 /2013

Date:-20th September, 2013

The following Judicial Officers and Officials are hereby nominated as Guest Faculty for ensuing training programme for newly recruited Jr. Judicial Assistants and Jr. Personal Assistants scheduled to be held at DRDA Hall, Collectorate Campus, Jodhpur and conference Hall, IIInd Floor, RHC, Jaipur from 21.09.2013 to 22.09.2013 with the direction to address the participating Jr. Judicial Assistants and Jr. Personal Assistants on the topic, date & time, as per the annexed chart received from RSJA, Jodhpur.

For Jaipur

S.	Name & Designation
N.	<i>Serva Shri/Ms..</i>
1.	Deepak Maheshwari, OSD (F&I), RHC, Jaipur
2.	Ashutosh Kumar Mishra, CPC cum Registrar (Class.), RHC, Jaipur
3.	S.K. Ghosh, Dy. Registrar (Class.), RHC, Jaipur
4.	Ashok Sharma, Dy. Registrar (Judl.), RHC, Jaipur
5.	Uttam Chand, Dy. Registrar, RHC, Jaipur
6.	Kamlesh Khatri, Dy. Registrar (Admn.), RHC, Jaipur
7.	Gopal Sharma, Dy. Registrar, RHC, Jaipur
8.	Prasoon Jain, Director, NIC Computer Cell, RHC, Jaipur
9.	Aditya Purohit, Court Manager, RHC, Jaipur

For Jodhpur

S.	Name & Designation
N.	<i>Serva Shri/Ms..</i>
1.	Vijay Kumar Vyas, Registrar General, RHC, Jodhpur
2.	Devendra Kachchhawah, Registrar (Admn.), RHC, Jodhpur
3.	A.K. Chatterjee, Registrar (Rules), RHC, Jodhpur
4.	N.S. Menatwal, Registrar (Exams.) RHC, Jodhpur
5.	Brajendra Kumar Jain, Registrar (Class.), RHC, Jodhpur
6.	Rajeev Chaudhary, Dy. Registrar (Judl.), RHC, Jodhpur
7.	Sanjay Bohra, Chief Accountant cum AOJ, Establishment, RHC, Jodhpur
8.	Meenakshi Dave, Sr. Librarian, RHC, Jodhpur
9.	Rakesh Yadav, Computer Cell, RHC, Jodhpur



S.	Name & Designation
N.	Serva Shri/Ms..
10.	Mukesh Chandak, Court Manager, RHC, Jodhpur

**Note:-**

Shri R.K. Aswani and Ms. Kirti Chhabra have retired and Shri Laxman Nebwani is on commuted leave, hence they are not nominated.

BY ORDER



REGISTRAR (ADMN.)

No.RJS/Estt.B2(i)/16/2013/ 13431 Date:-20th September, 2013

Copy forwarded to the following for information and necessary action :-

1. The Secretary to the Law Minister, Government of Rajasthan, Jaipur.
2. The Principal Secretary to the Government, Law Department-Cum-Legal Remembrance, Rajasthan, Jaipur.
3. The Secretary to the Government of Rajasthan, Department of General Administration (Gr.2), Jaipur.
4. The Secretary, Lokayukta, Sachivalaya, Jaipur.
5. The Accountant General, Rajasthan, Jaipur.
6. The Registrar (Vig.)/(Admn.)/(Rules)/(Class.)/(Exam.), Rajasthan High Court, Jodhpur.
7. The Registrar-Cum-Principal Private Secretary to Hon'ble the Chief Justice, Rajasthan High Court, Jodhpur/Bench, Jaipur.
8. The Registrar (Admn.), Rajasthan High Court Bench, Jaipur with the request to distribute the copies of this order to all the Hon'ble Judges sitting at Jaipur through P.S., Member Secretary, Rajasthan State Legal Services Authority and all the Judicial Officers posted in the Registry at Jaipur Bench, Jaipur.
9. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
10. The Director, Rajasthan State Judicial Academy, Jodhpur with reference to his letter No.RSJA/ACY/TRNG/ Dt.17.9.13.
11. Concerned District & Sessions Judges.
12. Concerned officers/Courts/Treasury Officers.
13. P.S. to All Hon'ble Judges at Jodhpur.
14. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/ Bench, Jaipur.

Personal File/

Conf./Accounts/General/


Sub.Court/Statistics/

RJS Leave/Jr.Actt./

Building Cell.



REGISTRAR (ADMN.)


**RAJASTHAN STATE JUDICIAL ACADEMY**

C-7, Near JNY's Dispensary, Residency Road, Jodhpur - 342 003  
 Phone : 0291-2654701, 2654708, 2654709 Fax : 0291-2654702  
 e-Mail: rsjain@nsjia.in Website: rajasthanjudicialacademy.nic.in

**List of Guest Faculties for Jaipur**

Name and Designation	Date & Time	Topic
Shri Deepak Maheshwari JSD (F&I), RHC, Jaipur	21.09.2013 10.00 am to 10.45 am	Inauguration with Introductory remarks
Shri R.K. Aswani Dy. Registrar (Admn.), RHC, Jaipur	21.09.2013 10.45 am to 11.30 am	An eye view of Administrative setup and Administrative Sections
Shri S.K. Ghosh Dy. Registrar (Class.), RHC, Jaipur	21.09.2013 12.30 pm to 01.30 pm	Conduct Behavior & Responsibility
Shri Ashutosh Kumar Aishra SAC cum Registrar (Class.), RHC, Jaipur	21.09.2013 03.15 pm to 04.00 pm	Broad eye view of Classification of Files.
Shri Ashok Sharma Dy. Registrar (Judl.), RHC, Jaipur	21.09.2013 04.15 pm to 05.00 pm	Movement of Judicial Files. Measures to Prevent misplacement of Files. About Digit & Roster
Ms. Kirti Chabra Controller of Publication, RHC, Jaipur	22.09.2013 10.00 am to 10.45 am	Law Library- General introduction and Importance
Shri Prashoon Jain Director, NIC Computer Cell, RHC, Jaipur	22.09.2013 10.45 am to 11.30 am	Computer as a basic tool.
Shri Aditya Purohit Court Manager, RHC, Jaipur	22.09.2013 11.45 am to 12.30 pm	Personality Development
Shri Uttam Chand Dy. Registrar, RHC, Jaipur	22.09.2013 02.30 pm to 03.15 pm	Job Profile for JJA
Shri Kamlesh Khatri Dy. Registrar (Admn.), RHC, Jaipur	22.09.2013 02.30 pm to 03.15 pm	Job Profile for Jr.P.A.
Shri Gopal Sharma Dy. Registrar, RHC, Jaipur	22.09.2013 03.15 pm to 04.00 pm	Do's and Don't's for Jr.P.A.

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 E-Mail: rsjadir@bsnl.in Website: rajasthanjudicialacademy.org.in

## List of Guest Faculties for Jodhpur

No.	Name and Designation	Date & Time	Topic
1.	Shri A.K. Chatterjee Registrar (Rules), RHC, Jodhpur	21.09.2013 10.45 am to 11.30 am	An eye view of Administrative setup and Administrative Sections
2.	Shri N.S. Meratwal Registrar (Exams), RHC, Jodhpur	21.09.2013 11.45 am to 12.30 pm	An eye view of Rajasthan High Court Staff Service Rules, 2002 & Rajasthan Service Rules
3.	Shri Sanjay Bohra Chief Accountant cum AOJ. Establishment, RHC, Jodhpur	21.09.2013 12.30 pm to 01.30 pm	Conduct Behavior & Responsibility
4.	Shri Laxman Nebwan Dy Registrar (Protocol), RHC, Jodhpur	21.09.2013 02.30 pm to 03.15 pm	Introduction to the category of posts & Administrative Set-up of High Court
5.	Shri B.K. Jain Registrar (Classification), RHC, Jodhpur	21.09.2013 03.15 pm to 04.00 pm	Broad eye view of Classification of files.
6.	Shri Rajeev Choudhary Dy. Registrar (Judl.), RHC, Jodhpur	21.09.2013 04.15 pm to 05.00 pm	Movement of Judicial Files. Measures to Prevent misplacement of Files. About Digit & Roster
7.	Smt. Minakshi Dave Sr. Librarian, RHC, Jodhpur	22.09.2013 10.00 am to 10.45 am	Law Library- General introduction and importance
8.	Shri Rakesh Yadav Computer Cell, RHC, Jodhpur	22.09.2013 10.45 am to 11.30 am	Computer as a basic tool.
9.	Shri Mukesh Chandak Court Manager, RHC, Jodhpur	22.09.2013 11.45 am to 12.30 pm	Personality Development
10.	Shri Vijay Kumar Vyas Registrar General, RHC.	22.09.2013 02.30 pm to 03.15 pm	Job Profile for JJA
11.	Shri Devendra Kachhiwaha Registrar (Admn.), RHC, Jodhpur	22.09.2013 02.30 pm to 03.15 pm	Job Profile for Jr. P.A.