



RAJASTHAN STATE JUDICIAL ACADEMY

WEST ZONE REGIONAL CONFERENCE-2019 (19-20 October 2019)

GENERAL INSTRUCTIONS FOR PARTICIPATING JUDICIAL OFFICERS

- Rajasthan State Judicial Academy welcomes you to two days West Zone Regional Conference- 2019 on 19-20 October, 2019.
- Stay arrangements for all participating Judicial Officers are made at Officers Hostel of Rajasthan State Judicial Academy near Jhalamand Circle, Jodhpur(Rajasthan) from 18.10.2019(from 03.00 pm).
- Venue of the conference is also at Rajasthan State Judicial Academy (RSJA).
- Participating officers are requested to bring two passport size photographs along with ID card.
- Request to accompany their spouse/children will not be honoured.
- Any participant coming with children/spouse or any other family member is requested not to insist for accommodation for such member(s). However, private lodging and boarding arrangements can be made on request, if informed earlier.
- The dress code for participating Judicial Officers during the training session will be :
Male Officer:- Formal trouser and full sleeves shirt with formal blazer/coat/suit and tie.
Female Officer:- Formal and sober saree/salwar suit.
- Participating officers staying at any place other than the Venue, have to inform the academy well in time and will have to arrange their own stay and transportation.
- The programme will over after lunch on 20.10.2019. Kindly make arrangements of return journey by evening of 20.10.2019 or latest by 21.10.2019 (in the morning).
- Participating officers desirous of over staying after morning of 21.10.2018 will have to make their own arrangements for their lunch etc. We may help them in getting food packets on payment.
- Kindly intimate your travel plan by e-mail at **wzrjc.rsja@gmail.com** or by Fax **0291-2720108** latest by 14 October, 2019. Also kindly secure reservation for your return journey from the place of posting before departure to avoid any inconvenience.
- To and fro facility from Airport/Railway Station/Bus Stand to the Venue will be arranged as per travel plan of participating officer.
- Participants will be received by representative/staff at Airport/Railway Station/Bus Stand.
- Participants may also contact at ACMM Court (Railway) located at platform No-1 at Main Railway Station, Jodhpur junction.
(0291-2649351, 8003395894)
- Officers coming by Air/ Road may contact on any numbers mentioned in contact details/ help line to avoid any inconvenience.
- Please provide your contact number and e-mail Id also.
- The working sessions will start at **9.30 am sharp** on 19th October, 2019 therefore, participating officers are requested to report at **9.00 am** for registration at academic block of RSJA, Jodhpur and further requested to occupy their seats in the Conference Hall at least 15 minutes before the commencement of programme. Participants are requested to observe punctuality during all the sessions of Conference.

- Report in time for group photograph, which will be provided to all the participants on the day of departure.
- Kindly download the Personal Information Sheet given in this website and submit the duly filled sheet at the time of registration/reporting to avoid any inconvenience.
- Tentative Programme schedule is also available at the official website of RSJA.
- Kindly check the official website of RSJA for further necessary updates.
- Contact us during working hours i.e. **10.00 am to 05.00 pm** on all working days.

Note:- For any queries and other information through email will be highly appreciated.

E-Mail Id:- **wzrjc.rsja@gmail.com**

Fax :- 0291- 2720108

Website :- rajasthanjudicialacademy.nic.in,
hcraj.nic.in

Helpline:

1. RSJA Office:- 0291- 2720108, 0291- 2720788
2. Shri Sanuj Kulshrestha Dy. Director, RSJA :- 95712-04941 (Mob.)