



Bihar Judicial Academy

GAIGHAT, GULZARBAGH, PATNA-800007

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From,

I/C Director,
Bihar Judicial Academy, Patna

To,

All District & Sessions Judges of Bihar.

Sub.:-

Regarding sparing of Court Manager & Ministerial Staffs for Orientation/Refresher Course Scheduled to be held in the 01st Quarter of the year, 2019 (January to March, 2019).

Patna Dated 23rd December, 2018.

Sir,

With respect to above mentioned subject, I have to inform your goodself that as per the Approved Calendar of Bihar Judicial Academy, the Orientation/Refresher Course schedule in the 01st quarter of the year 2019 (i.e., from 01/01/2019 to 31.03.2019) for Court Manager & Ministerial Staffs are as follows:-

S_No	Target Group	Course Title	Date
1	Statement Clerk of District Headquarter.	Refresher Course for Ministerial Staff	05 JAN - 06 JAN (Sat - Sun)
2	Bench Clerk of Juvenile Justice Board from each Judgeship	Refresher Course for Ministerial Staff	19 JAN - 20 JAN (Sat - Sun)
3	Bench Clerk of POCSO COURT from each Judgeship	Refresher Course for Ministerial Staff	02 MAR - 03 MAR (Sat - Sun)
4	System Officer of District Headquarter.	CIS Training	09 MAR - 10 MAR (Sat - Sun)
5	District System Administrator of District Headquarter.	Refresher Course for Ministerial Staff	09 MAR - 10 MAR (Sat - Sun)
6	DJ. Shirestedar	Refresher Course for Ministerial Staff	09 MAR - 10 MAR (Sat - Sun)
7	Court Manager of District Headquarter.	Refresher Course for Ministerial Staff	30 MAR - 31 MAR (Sat - Sun)

The participants have to report at Bihar Judicial Academy at 09:30 A.M. sharp on scheduled date of their respective training course in proper dress.

Hostel and Mess facility will be provided to all the participants.

Your goodself is requested to spare the concerned Court Manager & Ministerial Staffs as per the above mentioned training schedule.

With regards,

Yours Faithfully,


I/C Director, B.J.A.