

# Bihar Judicial Academy

GAIGHAT, GULZARBAGH, PATNA-800007

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Letter No. 1559

Date 21.06.2019

From

**Nawneet Kumar Pandey**  
Director,  
Bihar Judicial Academy,  
Gaighat, Patna

To,

All the District & Sessions Judge of Bihar

**Sub: Regarding sparing of Ministerial Staff for Refresher Course scheduled to be held in the 03<sup>rd</sup> Quarter of the Year 2019 (July to September, 2019)**

Sir,

With respect to above mentioned subject this is to inform your goodself that as per the approved Calendar of Bihar Judicial Academy, the Refresher Course Schedule in the 03<sup>rd</sup> Quarter of the Year 2019 (i.e. from 01.07.2019 to 30.09.2019) for the Ministerial staff are as follows.

S.No	Target Group	Course Title	Date
1	Office Clerk of District & Sessions Judge	Refresher Course for Ministerial Staff	13 - 14 July (Sat - Sun)
2	Nazir of District Headquarters & Sub-Division	Refresher Course for Ministerial Staff	03 - 04 Aug (Sat - Sun)
3	Clerk Assisting D.D.O. & One Head Accountant	Refresher Course for Ministerial Staff	10 - 11 Aug (Sat - Sun)
4	System Assistant of District Headquarters & Sub-division	Refresher Course for Ministerial Staff	10 - 11 Aug (Sat - Sun)

The participant 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 Ministerial Staffs as per the above mentioned training schedule.

With Regards,

Yours faithfully

*Nawneet Kumar Pandey*  
21/06/19  
**Nawneet Kumar Pandey**  
Director  
Bihar Judicial Academy  
Gaighat, Patna