

NATIONAL JUDICIAL ACADEMY

JOINING INSTRUCTIONS

On nomination by Hon'ble High court, the nominee judges need not wait for any confirmation from NJA. Judges are requested to intimate their travel plans well in advance to enable the Academy to provide them transport facility at the airport / railway station.

1. GENERAL INFORMATION

- (a) Postal Address : **National Judicial Academy
Bhadbhada Road, Suraj Nagar P.O.,
Bhopal – 462044 (M.P.)**
- (b) Fax No : 0755-2696904
- (c) E mail ID : liaisonoffice@nja.gov.in
- (d) EPABX Junction Lines (24 hrs.): STD Code (0755) 2432500
- (e) Website: : www.nja@nja.gov.in

(You can visit this site to know more about the Academy)

(f) Contact persons in case of any difficulty:

- (i) Liaison & Transportation : Mr. Salman Khan – 9425601212*
- (ii) Hospitality : Mr. Sumant Shukla 9425601224*

All official and residential lines are connected to the EPABX. The EPABX operator will connect you to the person you wish to speak to.

- (f) (1) Main Bhopal Railway Station (9 km.)
(2) Airport (17 Km.)

1. PROGRAMME SCHEDULE

The duration of academic programme is already intimated to the High Courts through our academic calendar which can also be seen by visiting our website. There are two tea breaks and a lunch break in between the sessions each day. Also, the participants' group photograph is taken during the programme which is provided to all the participants on the day of departure from the Academy along with the programme participation certificate and a list of participant judges. A copy of the Programme Schedule is also provided to the Participants on their arrival in the Academy.

2. COURSE MATERIAL

The Programme Schedule and the study materials are prepared by the Course Coordinator under the guidance of the Director, NJA. The resource material is sent to individual participant Judge in advance provided full postal address is furnished to NJA by the concerned Hon'ble High Court. If full address is not furnished, the resource material is sent to concerned Hon'ble High Court with the request to send the same to the nominated Judge.

3. PAYMENT OF REGISTRATION, LODGING AND BOARDING CHARGES

REGISTRATION

The Academy charges a token one time registration fee of Rs.1,000/- from each participant Judge. However, if you have already participated in a NJA programme and paid the registration fee, you do not have to pay it again.

PAYMENT OF LODGING AND BOARDING CHARGES

The participant Judge will be required to pay room rent and charges towards food @ Rs.450/- per day in case coming alone and an additional Rs.300/- per day in case coming along with spouse .

MODE OF PAYMENT

The Judge may choose any of the following modes for payment of the charges to the Academy:

1. By Cash at the Academy ; or
2. By way of a draft drawn in favour of the National Judicial Academy, payable at Bhopal. However if the draft is sent by post, it should be accompanied by a forwarding letter with full name of the Judge, designation, full postal address with PIN code and Programme attended so as to enable the Academy to send a receipt; or
3. By transferring to NJA's Saving Account number 53020639711 Branch Code 30135 of State Bank of Indore, Shahpura Branch, Bhopal(MP) through Bank transfer. A letter, containing the full name and designation of the Judge and programme attended alongwith details of bank transfer, be sent so as to enable NJA to send a receipt.

NOTE: This Academy issues a receipt in acknowledgement of payment.

4. RESIDENTIAL ACCOMMODATION AND DINING FACILITIES

ACCOMMODATION

The NJA policy mandates that the accommodation will be provided to the Judge nominated for the programme and his/her spouse only. However, due to paucity of accommodation and in view of the fact that a number of programmes run simultaneously, participants nominated for Orientation Programme for Civil Judge (Junior Division) shall be allotted rooms on twin sharing basis. **Participants of Orientation Programme for Civil Judge (Junior Division) are requested not to come with spouses.** No children and other members of the family, personal & security staff, peon etc. is allowed to stay in the NJA guesthouse. Any Judge coming with children or any other member of the family or staff is requested not to insist for accommodation for such child and member of the family/staff. The participant judge is advised to make arrangement of accommodation for such member/staff outside NJA. Suppression of information regarding accompanying

member shall be viewed very seriously and the matter shall be taken up by the Academy with the concerned High Court.

FOOD:

The Academy provides catering services to the participant judge and his/her spouse through a private catering contractor. The approved menu includes varieties of dishes, both vegetarian as well as non-vegetarian.

If any, participant judge desires any specific type of food due to diet restrictions/religious reasons, he/she may inform the NJA staff supervising the catering services who will endeavor to cater food accordingly.

5. TRANSPORT FACILITY

Transport facility to and fro Airport/Railway Station :

NJA provides transport facility to and fro Airport/Railway Station and for dropping at the city market for shopping in the evening within the municipal limits of the City. A help desk is established at the Bhopal Railway Station, outside the Court of Spl. Railway Magistrate, Bhopal to provide assistance to the visiting Judges. **The Help Desk starts functioning one day before the commencement of the academic programme.**

At the Airport, one NJA liaison staff is deputed to receive the guests and provide transport facility, if advance information is received from the participant judges regarding their travel itinerary. Participants may fax their travel itinerary with complete details of train or flight and any other mode of travel.

Local Visits: The Guests desiring to see places of their interest in and around the City may seek cooperation of our staff of the hospitality Unit to hire a taxi on payment from our authorized transporter and make the payment directly to the transporter/taxi driver.

Note: The Academy does not make any arrangement for your transportation at Habib Gunj Railway Station, so please do not alight at Habib Gunj Railway Station to avoid any inconvenience.

The Participant Judge may contact the NJA Liaison Officer Mr. Salman Khan on his Mobile No: 9425601212 or Mr. Vivek Jain, Assistant Protocol Officer 9425601220, or the NJA office at 2432500 for any assistance.

Return Reservation

Judges coming for short duration programme are advised to secure reservation for their return journey from their place of posting before departure to avoid any inconvenience.

6. RECEPTION

Please report at the Academy Reception on your arrival for the Joining Formalities. This will include:-

- Submission of Personal Information Card. Please write your name and service in block capital letters.

7. EXTRA-CURRICULAR ACTIVITIES

Extensive facilities exist in the Academy for extra-curricular activities like gym, steam bath, swimming pool, indoor games and tennis court.

8. SOCIAL ACTIVITY

The National Judicial Academy organizes a pool side dinner party on every Saturday night (during the programme period) so that judges may socialize with other participants and also with the NJA academic staff.

9. FOR YOGA:

The Academy organizes a YOGA class during the academic programme from 6.30 A.M. to 7.30 A.M.. One yoga teacher conducts the yoga classes.

10. DRESS CODE:

The Academy has not prescribed any dress code for the Judges participating in the academic programme at NJA. However, they are requested to be decently dressed during their stay at NJA.

11. LIBRARY FACILITY:

Library is open for the Judges from 9:00am-9:00pm during programmes. The participant Judge may get books issued in his/her name during course of stay in the Academy.

12. COMPUTER & INTERNET FACILITY:

Laptops will be provided to the participant Judge at the reception counter on request. The Internet facility is available at the Academy

13. SPECIAL INSTRUCTIONS

The participant Judge is required to attend the complete academic programme. He/she must make suitable arrangements so that they are not called for duties like Court evidence. For exemption from attending the academic programme, he/she should request his/her respective High Court.

14. SPECIAL INSTRUCTIONS FOR JUDGES NOMINATED FOR ORIENTATION PROGRAMMES FOR CIVIL JUDGE (JUNIOR DIVISION) AND NATIONAL INTENSIVE JUDICIAL EXCELLENCE ENHANCEMENT PROGRAMMES

Participant judges nominated for the above two programmes shall bring their laptop with them. They shall also bring copies of judgments of one civil and one criminal contested case and order passed on injunction application on merits.

15. MOBILE PHONES

Use of Mobile phones is strictly prohibited in the Conference Hall. Carrying Mobile Phones in the Conference Hall may result in confiscation of the instrument. Mobile Phones can be used outside the Conference Hall.

16. PROHIBITION OF ALCOHOLIC DRINKS

The Academy does not permit use of alcohol in the campus. Any Officer either found in possession of alcoholic drinks or found to have consumed alcoholic drinks will be asked to discontinue the course immediately and may attract disciplinary action also.

17. MEDICAL FACILITIES

The Academy has one part time doctor whose services will be available to the officers attending the Course from 1700 -1900 hrs daily. The doctor will also be available on call for any medical emergency.

18. BANK

There is an extension court of the State Bank of Indore in the Academy premises. ATMs are located at a distance of 2-4 Kms.

19. POST OFFICE

There is a Post Office at the Academy campus. The Pin Code is 462044. Post Office Savings Bank, Telegraph, Public Call and Speed post facilities are available in the Post Office.

20. COURSE EVALUATION

At the end of the Course, the participants will fill up a format designed to evaluate the impact of the academic course on the Participants.