



RAJASTHAN STATE JUDICIAL ACADEMY

State Level Conference-cum-Induction Training
(07-09 September, 2019)

GENERAL INSTRUCTIONS

1. Rajasthan State Judicial Academy welcomes you to three days State Level Conference-cum-Induction Training.
2. Participating officers are requested to report at 08:00 am on 07 September, 2019 for registration at Conference Hall of RSJA, Jodhpur.
3. The training session will commence at 09.00 am sharp on 07 September, 2019. Participating officers are requested to observe discipline & punctuality of highest regards in all the sessions of training programme. Training module is available on the website of RSJA.
4. All participants are expected to come with preparations and be ready & willing to be interactive during each and every session, not only by asking questions relevant to the topic of the session, but also responding to the queries put forth by faculties and dignitaries.
5. Stay arrangement of participants is made at Officers Hostel of Rajasthan State Judicial Academy, Near Jhalamand Circle, Jodhpur from 06 September, 2019 evening.
6. The lodging & boarding expenses of participant officers will be borne by RSJA. **Any request to accompany spouse/children will not be honoured.**
However, while mentioning valid and cogent reasons, a request letter may be sent, to the **Director, RSJA (through fax or e-mail)** well in time for accommodating spouse/children. Depending upon the availability of accommodation, the permission may be accorded subject to the payment of room charges applicable as per '**The Rajasthan State Judicial Academy, Allotment of Auditorium, of Conference Hall, Guest House, Class Room and Hostel Rules, 2017**' which may be viewed on the official website of RSJA.
The officer shall have to make **payment of meals** for spouse/children/driver directly to the caterer as per the prevailing rate.
7. **The Uniform for the participating officers during the training sessions shall be as under:**
8. **Male Officer:** - Formal trouser and full sleeves shirt with formal blazer/coat/suit and tie.
9. **Female Officer:-** Formal and sober saree/salwar suit.
10. Kindly intimate your travel plan by e-mail at **rsjadir@gmail.com** or by Fax 0291-2720108 as early as possible and **latest by 05th September, 2019**. Kindly mention your contact number and e-mail Id also. To avoid any inconvenience, kindly secure reservation for your return journey before departure.
11. To and fro facility from Railway Station/Bus Stand to the Venue will be arranged as per travel plan of participating officer.
12. 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.
13. Participating Officers travelling by Train are requested to contact at ACJM Court (Railway) located at Platform No. 1 at Railway Station Jodhpur Junction (0291-2649351).
14. Kindly check the official website of RSJA for further necessary updates.
15. Officers may contact for any queries on **0291-2720108** during office hours i.e. **10.00 am to 05.00 pm.**

Note:- Queries and other information through email will be highly appreciated.

E-Mail Id: - rsjadir@gmail.com, rsjadir-jod-rj@nic.in

Fax: - 0291- 2720108

Website: - www.rajasthanjudicialacademy.nic.in

DIRECTOR
(RSJA)