



RAJASTHAN STATE JUDICIAL ACADEMY

Workshop on Speedy and Qualitative Disposal of Civil Cases (18 March, 2018)

GENERAL INSTRUCTIONS

1. Rajasthan State Judicial Academy welcomes you to one day Workshop on Speedy and Qualitative Disposal of Civil Cases.
2. Participating officers are requested to report at 09:00 am on 18 March, 2018 for registration at Conference Hall of RSJA, Jodhpur.
3. The training session will start from 10.00 am sharp on 18 March, 2018. Participating officers are requested to observe punctuality in all the sessions of training programme. The tentative training module is available on the website of RSJA.
4. Stay arrangement of participants is made at Officers Hostel of Rajasthan State Judicial Academy, Near Jhalamand Circle, Jodhpur from 17 March, 2018 evening.
5. 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.
6. **The Uniform for the participating officers during the training sessions shall be as under:**
7. **Male Officer:** - Formal trouser and full sleeves shirt with formal blazer/coat/suit and tie.
8. **Female Officer:** - Formal and sober saree/salwar suit.
9. Kindly intimate your travel plan by e-mail at **rsjadir@gmail.com** or by Fax 0291-2720108 as early as possible and **latest by 16 March, 2018**. Kindly mention your contact number and e-mail Id also. To avoid any inconvenience, kindly secure reservation for your return journey before departure.
10. To and fro facility from Railway Station/Bus Stand to the Venue will be arranged as per travel plan of participating officer.
11. 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.
12. 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).
13. Kindly check the official website of RSJA for further necessary updates.
14. Officers may contact for any queries on **0291-2720108, 0291-2721788** 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)**