



*Achieve Perfection by unattached action*

## **RAJASTHAN STATE JUDICIAL ACADEMY**

### **Instructions for Educational Cum Excursion Tour for Trainee Civil Judges**

**12 March 2018 – 21 March 2018**

1. It is matter of pleasure to convey that Academy is organizing 10 Days Educational cum excursion Tour Programme.
2. The object of the tour is to make the trainees well acquainted with the diversities of culture, language, traditions along with administrative setup, functioning and legal aspects etc. of various institutes/monuments in different parts of Rajasthan.
3. Since it is an important educational cum excursion tour, no exemption request will be entertained.
4. Important information regarding tour programme will regularly be uploaded on the official website of RSJA i.e. rajasthanjudicialacademy.nic.in. Trainee officers are advised to visit the website regularly.
5. Stay arrangement, breakfast, lunch and dinner etc during tour shall be provided by RSJA and any other personal expenses shall be borne by the trainee officers themselves. Therefore, the officers are advised to keep adequate financial arrangements for the same.
6. During tour period trainee officers are advised to keep with them their identity card and one of the following documents as identity proof i.e.
  - (i) AADHAR Card (ii) PAN Card (iii) Driving License.
7. Although primary medical kit and medical aid will be available during the tour, however, trainees are advised to keep with them essential medicines/medical kit according to their personal need.
8. Every trainee officer shall provide a contact number which can be used in case of emergency.
9. Trainees are advised to keep with them adequate sets of clothes, bag and baggage's etc. as per their requirement according to the changing weather conditions.
10. Trainees are advised not to keep any expensive gadgets/ valuables with them and are also advised to safeguard their own belongings during the tour.
11. Trainees will write their experiences of tour in their daily diary.
12. Conduct & Discipline:-
  - (a) The trainee judicial officers are expected to strictly observe discipline and conduct themselves properly during the entire tour.
  - (b) They must be courteous in dealing with all the persons they come in contact during the tour. They will do nothing which may disturb others.
  - (c) They are expected to be soberly dressed and be punctual.
  - (d) The trainee judicial officers must maintain standards of personal hygiene and social behaviour.
  - (e) Consuming alcohol and smoking is strictly prohibited.
  - (f) Any violation of the discipline by the trainee judicial officer will be viewed seriously and strict action will be taken.
13. During the entire period of tour, the trainee officers shall be under the immediate control and supervision of Sh. Madhusudan Mishra, Addl. Director (Academic), RSJA.
14. The contact numbers of RSJA officers are:-
  1. Sh. Madhusudan Mishra, Addl. Director (Academic)- 9414249771
  2. Smt. Seema Mewara, Dy. Director (Admn.)- 9460051881