

**HIGH COURT OF GUJARAT AT SOLA, AHMEDABAD
RESOLUTION NO.A.2201/2023**

The Honourable the Chief Justice and Honourable Judges of the High Court of Gujarat, have been pleased to nominate the following Judicial Officers working in the State, to attend the **Judicial Seminar on 'Management of Judicial Administration of Courts'** for Senior Civil Judges and Civil Judges from 23.01.2023 to 25.01.2023, at the Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad.

Sr. No.	Name	Designation
1	Mr. Maheebali Jahurali Saiyed	Principal Senior Civil Judge, District Court, Amreli
2	Mr. Rajendra Ghanshyambhai Barot	Principal Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Mangrol, Surat
3	Miss. Mayadevi Rambachan Shukla	Principal Senior Civil Judge, District Court, Devbhumi Dwarka @ Khambhaliya, Devbhoomi Dwarka
4	Ms. Hemlata Dauji Pandit	Additional Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Gandhidham, Kachchh
5	Mr. Bharat Danabhai Parmar	3rd Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
6	Mr. Dharmendra Sukhwasibhai Shrivastava	Principal Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Jambusar, Bharuch
7	Mr. Rameshkumar Babubhai Etaliya	6th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
8	Mr. Prakash Chunilal Soni	Chief Judicial Magistrate And Additional Senior Civil Judge, District Court, Bhuj, Kachchh
9	Mr. Shaktisinh Ghanshyambhai Chanchu	20th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
10	Mr. Romit Anilkumar Agrawal	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Nakhatrana, Kachchh
11	Mr. Ashishkumar Naginbhai Patel	2nd Additional Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Kalol, Gandhinagar
12	Mr. Hiren Jasvantray Thaker	Judge Small Cause Court, Small Cause Court, Ahmedabad

Sr. No.	Name	Designation
13	Mr. Parimal Parsottambhai Patel	13th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
14	Mr. Tushar Nitinbhai Khandhadiya	6th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Surat
15	Mr. Hitesh Jayantilal Tanna	Principal Senior Civil Judge, District Court, Godhra, Panchmahal
16	Mr. Dharendra Jagroopsinh Rajput	3rd Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Gandhinagar
17	Mr. Bhavesh Jethabhai Patel	Additional Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Vapi, Valsad
18	Mr. Chiragkumar Kalidas Pipalia	7th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Jamnagar
19	Ms. Ritaben Manubhai Barot	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Kadi, Mehsana
20	Mr. Rahul Vasantlal Chavda	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Rajula, Amreli
21	Mr. Rajesh Mohanbhai Kalotra	5th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Gandhinagar
22	Mr. Samir Ratilal Sangani	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Keshod, Junagadh
23	Mr. Jitendrakumar Narsinhbhai Patel	Addl. Judge Small Cause Court, Small Cause Court, Vadodara
24	Mr. Pritesh Upendrakumar Andhariya	17th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Surat
25	Mr. Bharatsinh Prabhatsinh Mahida	Metropolitan Magistrate, Metropolitan Magistrates' Court, Ahmedabad
26	Mr. Anubhav - Pandey	2nd Addl. Judge Small Cause Court, Small Cause Court, Vadodara
27	Mr. Abdulmajid Abdulmunaf Shaikh	31st Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
28	Mr. Ramkumar Dharamplasingh Arya	Additional Senior Civil Judge And Additional Chief Judicial Magistrate, Taluka Court, Gondal, Rajkot

Sr. No.	Name	Designation
29	Mr. Mohammadiliyas Noormohammad Shaikh	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Limbdi, Surendranagar
30	Ms. Bharti Govindbhai Rathod	Principal Senior Civil Judge And Additional Chief Judicial Magistrate., Taluka Court, Bayad, Aravalli
31	Mr. Valjibhai Shamjibhai Patel	28th Additional Senior Civil Judge And Additional Chief Judicial Magistrate, District Court, Vadodara
32	Miss. Rahisabanu Ahmedkhan Nagori	Additional Civil Judge And JMFC, Taluka Court, Padra, Vadodara
33	Mr. Jayeshkumar Mulaji Solanki	Principal Civil Judge And JMFC, Taluka Court, Vinchhiya, Rajkot
34	Mr. Harish Hanumanprasad Gupta	Principal Civil Judge And JMFC, Taluka Court, Bavla, Ahmedabad (Rural)
35	Mr. Jitendrakumar Jayantilal Joshi	Additional Civil Judge And JMFC, Taluka Court, Umbergaon, Valsad
36	Ms. Varsha Sanwarmal Bajaj	Principal Civil Judge And JMFC, Taluka Court, Sinor, Vadodara
37	Mr. Gaurang Pradipkumar Jani	Principal Civil Judge And JMFC, Taluka Court, Bahucharaji, Mehsana
38	Mr. Alpeshkumar Ganpatbhai Dodia	Principal Civil Judge And JMFC, Taluka Court, Meghraj, Aravalli
39	Mr. Mohamedmaksud Mohamediqbal Shaikh	Principal Civil Judge And JMFC, Taluka Court, Garbada, Dahod
40	Ms. Neha - Ratusaria	Judicial Magistrate First Class (Municipal), Civil Court, Rajkot
41	Mr. Ghanshyamsinh Chandrasinh Vaghela	2nd Additional Civil Judge And JMFC, Civil Court, Himatnagar, Sabarkantha
42	Mr. Sunil - Choudhary	Principal Civil Judge And JMFC, Taluka Court, Lakhtar, Surendranagar
43	Mr. Arun - Soni	Judicial Magistrate First Class (Railways), Railway Court, Bhavnagar
44	Ms. Jayshriben Shantilal Jadav	Judicial Magistrate First Class (2Nd Court), Civil Court, Surat
45	Mr. Kalpesh Laxmanbhai Nadia	2nd Additional Civil Judge And JMFC, Taluka Court, Anklesvar, Bharuch
46	Mr. Narendra Kumar Joshi	Additional Civil Judge And JMFC, Taluka Court, Mahuva, Bhavnagar

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Sr. No.	Name	Designation
47	Ms. Vinita Karni Dan Charan	3rd Additional Civil Judge And JMFC, Taluka Court, Vadodara
48	Mr. Ramizkhan Musamiya Chavda	Judicial Magistrate First Class (3Rd Court), Civil Court, Surat
49	Ms. Yogita Sharma	5th Additional Civil Judge And JMFC, Civil Court, Surat
50	Mr. Farukbhai Rasulbhai Kothariya	Principal Civil Judge And JMFC, Taluka Court, Lakhani, Banaskantha
51	Mr. Chaitanya Vishnubhai Limbachiya	2nd Additional Civil Judge And JMFC, Civil Court, Nadiad, Kheda
52	Ms. Ridhima Vijendra Johari	3rd Additional Civil Judge And JMFC, Civil Court, Anand
53	Mr. Axaykumar Suryakant Jani	Additional Civil Judge And JMFC, Taluka Court, Umreth, Anand
54	Mr. Smit Dilipbhai Hingu	2nd Additional Civil Judge And JMFC, Taluka Court, Vapi, Valsad
55	Mr. Jayeshkumar Purushottamdas Prajapati	3rd Additional Civil Judge And JMFC, Civil Court, Bharuch
56	Mr. Rooshikeshsinh Harishsinhji Chauhan	Principal Civil Judge And JMFC, Taluka Court, Vadgam, Banaskantha
57	Mr. Jaimin Dhirubhai Patel	Additional Civil Judge And JMFC, Civil Court, Botad
58	Mr. Shivrambhai Lakhaji Rabari	4th Additional Civil Judge And JMFC, Civil Court, Dahod
59	Ms. Vasudha Tyagi	3rd Additional Civil Judge And JMFC, Taluka Court, Vapi, Valsad
60	Mr. Alok Trilok Chand Tiwari	Judicial Magistrate First Class (Railways), Railway Court, Godhra, Panchmahal
61	Mr. Ashishkumar Kantilal Shah	7th Additional Civil Judge And JMFC, Civil Court, Mahesana
62	Mr. Ashish Sabharaj Pandey	6th Additional Civil Judge And JMFC, Civil Court, Bharuch

The following are the terms and conditions:-

- (1) They should be treated on duty during the period of the training as aforesaid including period of journey both ways, as per Instruction No.(VII) with permission to leave headquarter.
- (2) They will be entitled to Traveling Allowance / Daily Allowance as admissible under the Rules and Orders for the time being in force, subject to Instruction No.(VIII).

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(3) The posts held by them be kept vacant during the said period.

I. **Subjects:** During the workshop following subjects would be discussed:

Sr.	Subject
1	Gujarat Finance Rules 1971
2	Gujarat Treasury Rules 2000 and income of Court fee and process fee.
3	Delegation of Financial Power Rules 1998, Purchase of items, books, furniture, etc. Repairing of machineries Pay bill, Contingent bill, Rental building, Payment of house tax, etc.
4	Contingency expenditure rules, Dead stock verification and maintenance.
5	Power and function of Drawing Officer, etc.
6	Budget – constitutional and statutory provisions, budget manual, plan and non plan, new item and continue item, for works, posts and infrastructure, expected expense and revised budget, stationery indent.
7	Cash verification – To cure difference of Treasury Passbook and cash book-I in civil and criminal deposit.
8	Disposal of pending civil amount which is due for disposal such as commissioner fee, advertisement fees, cost, deposit amount of compensation etc.
9	Disposal of pending criminal amount which is due for disposal such as maintenance amount, advertisement fees, cost, fine, etc
10	Nazir dept – continuation of posts, deemed date, continuation of services, posting of sanctioned leave in service book, pension papers, Pay fixation / pay scale fixation, stationery indent, etc.
11	Account Inspection reports Compliance – (a) AG Audit (b) High Court A/C Inspection – Bottlenecks and remedies thereof.
12	Income Tax Rules relating to deduction, salary tax payer, return, etc.
13	(a) The Gujarat Civil Services Rules (b) The Gujarat Civil Services (Conduct) Rules, 1971 (c) The Gujarat Civil Services (Discipline and Appeal) Rules, 1971
14	Bar and Bench Relationship. Periodical meeting with Bar for better administration.
15	Relationship with superior, colleague and staff.
16	Punctuality and Regularity staff, supervision and surprise visit.
17	Training to Staff – Induction, In-Service and Special Courses.
18	Judicial Ethics- Role of Judge and vision of Justice,
19	Planning of new Court, residential and staff quarters, addition & alteration, repairing, review of works with executive engineer, etc.
20	Infrastructure facilities, Xerox machines, computers, printers, stationary, etc. monthly review.
21	Litigant Friendly Court – Maintenance of building, Sitting arrangement, water facility, cleanliness, lock-up room, Economic use of energy, fuel, stationary, etc.
22	Library – Physical verification of Library Books, binding of periodical journals, destruction of Obscene books, purchase, etc.
23	Computerization/Modernization of Courts – Central filing, registration and updating of the cases, up loading of disposal, training, GSWAN connectivity, RTI discloser, Library, etc.
24	Production and Use of electronic evidence.
25	Physical verification of pending court cases, Rojmel / Baki-book tally with returns submitted to District Court.
26	Periodical returns-its importance, scrutiny, planning and overview.
27	Monthly Review of pendency of petty cases to curb pendency.
28	Monthly Review of pendency of old civil and criminal cases by top 25 or first 50.

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29	FIR Register – maintaining of register, FIR kept in orderly, charge sheets filed to be tallied with FIR register, intimation to DSP for non charge sheeted cases, etc.
30	Certification of writ – Pendency, disposal, court wise review.
31	Committal of cases -Review of committal of cases not triable by JMFC.
32	Certified copies- review of pendency of urgent and ordinary, paper book, account, etc.
33	Dormant file - Review-Whether amount of surety is recovered? Whether proclamation u/s 82, 83 were made, issue and monitoring of continue warrants, withdrawal of proceeding, etc.
34	Effective utilization of Judicial Hour, case management, maintaining of memorandum, priority to old cases, dealing with urgent matter, Grouping of case, adjournment, time management etc.
35	Records - classification, preservation and destruction of records of disposed cases, administrative file and correspondence.
36	Verification, classification, preservation and disposal of muddamal.
37	Inspection reports Compliance -(a) High Court regular Inspection (b) District Court Inspection (c) Surprise Visit (d) Half Yearly court self inspection
38	(a) Maintaining service book, (b) Amendment of name, birth date, degree, etc. in service book, (c) Continuation of service, (d) issuance of no objection for passport, foreign (f) pay fixation (g) maintaining of complaint box, monitoring of night watchman duty.
39	Drafting of Office note and correspondence, establishment of Court-declaration of head of office, DDO, obtaining of cardex number, PLA account, stationery indent number, etc.
40	Confidential reports - Importance, CR writing of staff and updation.
41	Right to Information – RTI discloser, Review of pendency of application, submission of online returns, etc.
42	Meeting with members of Taluka committee, Budget, expenditure and other administrative functions.
43	Legal aid - Review of legal aid application, advertisement, etc.
44	LLC - (i) Selection of subject, study material, location, target group, speakers. (ii) Arrangement and coordination of LLC (iii) subject and speaker-wise, monthly Review of legal literacy camps.
45	Lok Adalat - (i) Selection of cases, issue of notice/summons and arrangement of Lok Adalat, (ii) Pre-litigation, (iii) Monthly review meeting of planning for new Lok Adalat, disposal of cases, new cases, etc.
46	Mediation center- (i) Reference of cases (ii) appointment and training of mediator (iii) dealing with cases by mediator, (iv) monthly review of cases- court-wise reference and disposal, Section-89 and Order 10 of C.P.C, in Civil Cases, ADR in Criminal Cases- Plea Bargaining, and Compounding of offences.
N.B.: The Academy may modify, add, alter, substitute or subtract the subjects / topics according to exigency.	

- II. To report, on **23.01.2023 at 09.45 a.m.** at the Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad.
- III. To attend the training in full uniform.
- IV. To intimate Academy at least 48 hours in advance on Phone 079-27664601-15, Extension – 455, for availing accommodation at the Hostel of Academy, if required. The accommodation will be provided to the participant only and not before 24 hours from the reporting time.

- V. To follow all Covid-19 Protocols/Guidelines issued by Government/Hon'ble Gujarat High Court.
- VI. To submit detailed report containing following parameters directly to Principal Judicial Officer for perusal and guidance within 07 days after attending the training. Such report shall not be required to send to the Academy:
- Introduction
 - Evaluation of Experience in detail, on each subject discussed during the training
 - Self-participation
 - Usefulness of the Course
 - General observations & suggestions
 - Conclusion
- VII. Considering the Evaluation Report, the Principal Judicial Officer shall take appropriate action as he/she thinks fit.
- VIII. The Judicial Officer shall normally avail Journey Period for the Distance between the Headquarter of Judicial Officer and Gujarat State Academy, Ahmedabad, as mentioned below:-

•	Less than 50 kms.	Not entitled for journey period
•	More than 50 kms. to 200 kms.	Half day journey period
•	More than 200 kms.	One day journey period
•	In case, if Holiday / Public Holiday occurs in the prefix / suffix, no Journey Period shall be admissible and Journey is to be performed in all the above cases on holiday.	

- X. No exemption shall be granted to any of the participant judges except in case of emergency which will be decided solely by the Registrar General of High Court of Gujarat based on cause and proofs attached with exemption request.

High Court of Gujarat,
At Sola, Ahmedabad – 380 060
Date : 10 / 01 / 2023


(R.K.Desai)
Registrar General

No. A. 2201/2023

Copy forwarded with compliments, for information, to :-

- The Director, Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad. (Through E-mail Only)

2. THE PRINCIPAL DISTRICT JUDGE, AHMEDABAD (RURAL) AT AHMEDABAD / AMRELI / ANAND / ARAVALLI AT MODASA / BANASKANTHA AT PALANPUR / BHARUCH / BHAVNAGAR / BOTAD / DAHOD / DEVBHUMI DWARKA AT KHAMBHALIYA / GANDHINAGAR / JAMNAGAR / JUNAGADH / KACHCHH AT BHUJ / KHEDA AT NADIAD / MAHESANA / PANCHMAHAL AT GODHRA / RAJKOT / SABARKANTHA AT HIMMATNAGAR / SURAT / SURENDRANAGAR / VADODARA / VALSAD (THROUGH E-MAIL ONLY).
3. CHIEF METROPOLITAN MAGISTRATE, METROPOLITAN MAGISTRATES' COURT, AHMEDABAD (THROUGH E-MAIL ONLY)
4. THE CHIEF JUDGE, SMALL CAUSE COURT, AHMEDABAD (THROUGH E-MAIL ONLY)

[Nos. 2 to 4 : He / She is requested to provide copy of this Resolution to the nominated Judicial Officer, working on his / her establishment.]

5. THE TREASURY OFFICER, AHMEDABAD / AMRELI / ANAND / MODASA / PALANPUR / BHARUCH / BHAVNAGAR / BOTAD / DAHOD / KHAMBHALIYA / GANDHINAGAR / JAMNAGAR / JUNAGADH / BHUJ / NADIAD / MAHESANA / GODHRA / RAJKOT / HIMMATNAGAR / SURAT / SURENDRANAGAR / VADODARA / VALSAD (THROUGH E-MAIL ONLY).

High Court of Gujarat,
At Sola, Ahmedabad – 380 060
Date : 10 / 01 / 2023

Ravi
Registrar General