

**HIGH COURT OF GUJARAT AT SOLA, AHMEDABAD
RESOLUTION NO.A.2201/2019**

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 **Seminar on “Management of Judicial Administration of Courts”, for Senior Civil Judges and Civil Judges** from **06/01/2020 to 07/01/2020**, at the Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad.

Sr. No.	Name of the Judicial Officer	Designation
1.	Mr. Bhavinkumar Jitendrarai Pandya	Principal Senior Civil Judge and Additional CJM, Dhoraji, Dist. Rajkot
2.	Mr. Sunil Padmakar Rahatkar	Principal Senior Civil Judge, Godhra, Dist. Panchmahals
3.	Ms. Hemlata Dauji Pandit	Principal Senior Civil Judge and Additional CJM, Gandhidham, Dist. Kutch
4.	Mr. Dharmendra Sukhwasibhai Shrivastava	Principal Senior Civil Judge and Additional CJM, Petlad, Dist. Anand
5.	Mr. Prakash Chunilal Soni	CJM and Additional Senior Civil Judge, Lunavada, Dist. Mahisagar
6.	Mr. Dipak Hasmukhbhai Khambhati	Judge, Labour Court [Senior Division], Ahmedabad
7.	Mr. Chirag Vasantlal Rana	2 nd Additional Senior Civil Judge and Additional CJM, Junagadh
8.	Mr. Paresh Bhogilal Nayak	2 nd Additional Senior Civil Judge and Additional CJM, Morbi
9.	Mr. Kirtikumar Jivanlal Rathod	CJM and Additional Senior Civil Judge, Godhra, Dist. Panchmahals
10.	Mr. Nileshkumar Nanjibhai Pathar	15 th Additional Senior Civil Judge and Additional CJM, Vadodara
11.	Mr. Hemansu Amrutlal Bhutwala	Principal Senior Civil Judge and Additional CJM., Mahuva, Dist. Bhavnagar
12.	Mrs. Sunanda Prashant Dulera	Principal Senior Civil Judge, Surendranagar
13.	Mr. Pratap Dhirajlal Jethva	Principal Senior Civil Judge and Additional CJM., Halvad, Dist. Morbi
14.	Mr. Devang Raviray Joshi	Principal Senior Civil Judge and Additional CJM, Savarkundla, Dist. Amreli
15.	Mr. Ravikumar Dhansukhlal Maheta	2 nd Additional Senior Civil Judge and Additional CJM, Gandhinagar
16.	Ms. Jagruti Amrutlal Parmar	2 nd Additional Senior Civil Judge and Additional CJM, Mahesana



Sr. No.	Name of the Judicial Officer	Designation
17.	Mr. Mayurkumar Dhruvkumar Brahmbhatt	Additional Senior Civil Judge and Additional CJM, Deesa, Dist. Banaskantha
18.	Mr. Vinay Shivdan Gadhavi	4 th Additional Senior Civil Judge and Additional CJM, Anand
19.	Ms. Priyadarshini Pinakinbhai Mokashi	Principal Senior Civil Judge and Additional CJM, Kheda
20.	Mr. Zaheerabbas Nisarahemad Munshi	10 th Additional Senior Civil Judge and Additional CJM, Jamnagar
21.	Mr. Rahul Vasantlal Chavda	Principal Senior Civil Judge and Additional CJM., Mandvi, Dist. Surat
22.	Mr. Samir Ratilal Sangani	25 th Additional Senior Civil Judge and Additional CJM, Vadodara
23.	Mrs. Arundhati Jahangir Nalawala	Principal Civil Judge and JMFC, Vaghodia, Dist. Vadodara
24.	Mr. Firozkhan Bismillakhan Pathan	Judge Labour Court [Junior Division], Amreli
25.	Mr. Maheshkumar Jayantidan Gadhavi	Judicial Magistrate First Class (Traffic), Rajkot
26.	Ms. Palak Bipinchandra Patel	Additional Civil Judge and JMFC, Ahmedabad(Rural)
27.	Mr. Jigneshkumar Bhikhabhai Purohit	Principal Civil Judge and JMFC, Maliya, Dist. Morbi
28.	Mr. Pranav Dilipkumar Modi	Additional Civil Judge and JMFC, Dhoraji, Dist. Rajkot
29.	Mr. Vimleshkumar Devendraprasad Vyas	Principal Civil Judge and JMFC, Kathlal, Dist. Kheda
30.	Mr. Mohit - Sharma	Additional Civil Judge and JMFC, Tharad, Dist. Banaskantha
31.	Mr. Mehul Dhirubhai Virani	6 th Additional Civil Judge and JMFC, Vadodara
32.	Mr. Ashvinkumar Mohanlal Shukla	Principal Civil Judge and JMFC, Pardi, Dist. Valsad
33.	Mr. Amit Rameshchandra Trivedi	Principal Civil Judge and JMFC, Detroj, Dist. Ahmedabad
34.	Mr. Harsh Jaydevsinh Zala	Principal Civil Judge and JMFC, Dhrol, Dist. Jamnagar
35.	Mrs. Sumitra Punitkumar Chopra	Principal Civil Judge and JMFC, Bavla, Dist. Ahmedabad
36.	Mr. Nitin Ashok Kulkarni	Additional Civil Judge and JMFC, Gandhidham, Dist. Kutch
37.	Mr. Chirag Vamanrai Bhatt	Judicial Magistrate First Class (Traffic), Vadodara
38.	Mr. Kaushik Babubhai Macwana	Additional Civil Judge and JMFC, Kheralu, Dist. Mahesana

Sr. No.	Name of the Judicial Officer	Designation
39.	Mr. Pankajkumar Shrikrishnamurari Rai	Principal Civil Judge and JMFC, Bahucharaji, Dist. Mahesana
40.	Mr. Harsiddhkumar Khanabhai Shanyal	Additional Civil Judge and JMFC, Sanand, Dist. Ahmedabad
41.	Ms. Alpaben Prabhudas Kadiwar	3 rd Additional Civil Judge and JMFC, Junagadh

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

INSTRUCTIONS :

- I. To report on **06/01/2020** at **09.00 a.m.** at the Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad.
- II. To attend the training in full uniform.
- III. 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 12 hours from the reporting time.
- IV. All the drivers of the trainee Judicial Officers who are entitled to the official car and the driver will be entitled to have accommodation at the driver dormitory subject to the condition that the concerned driver shall not cause any filth at the dormitory and shall maintain the clearness and hygiene of the campus.

Subject:

Sr. No.	Topics
A	FINANCIAL ADMINISTRATION
1a	Gujarat Finance Rules 1971
1b	Gujarat Treasury Rules 2000 and income of Court fee and process fee.
1c	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.
1d	Contingency expenditure rules, Dead stock verification and maintenance.
2a	Power and function of Drawing Officer, etc.

2b	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.
3a	Cash verification - To cure difference of Treasury Passbook and cash book-I in civil and criminal deposit.
3b	Disposal of pending civil amount which is due for disposal such as commissioner fee, advertisement fees, cost, deposit amount of compensation etc.
3c	Disposal of pending criminal amount which is due for disposal such as maintenance amount, advertisement fees, cost, fine, etc
4a	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.
4b	Account Inspection reports Compliance - (a) AG Audit (b) High Court A/C Inspection - Bottlenecks and remedies thereof.
4c	Income Tax Rules relating to deduction, salary tax payer, return, etc.
B	HUMAN RESOURCES
5	(a) The Gujarat Civil Services Rules (b) The Gujarat Civil Services (Conduct) Rules, 1971 (c) The Gujarat Civil Services (Discipline and Appeal) Rules, 1971
6a	Bar and Bench Relationship. Periodical meeting with Bar for better administration.
6b	Relationship with superior, colleague and staff.
6c	Punctuality and Regularity staff, supervision and surprise visit.
6d	Training to Staff - Induction, In-Service and Special Courses.
6e	Judicial Ethics- Role of Judge and vision of Justice,
C	INFRASTRUCTURE
7a	Planning of new Court, residential and staff quarters, addition & alteration, repairing, review of works with executive engineer, etc.
7b	Infrastructure facilities, Xerox machines, computers, printers, stationary, etc. monthly review.
7c	Litigant Friendly Court - Maintenance of building, Sitting arrangement, water facility, cleanliness, lock-up room, Economic use of energy, fuel, stationary, etc.
7d	Library - Physical verification of Library Books, binding of periodical journals, destruction of Obscene books, purchase, etc.
D	COMPUTERIZATION
8	Computerization/Modernization of Courts - Central filing, registration and updating of the cases, up loading of disposal, training, GSWAN connectivity, RTI discloser, Library, etc.
9	Production and Use of electronic evidence.
E	COURT MANAGEMENT
10a	Physical verification of pending court cases, Rojmel / Baki-book tally with returns submitted to District Court.
10b	Periodical returns-its importance, scrutiny, planning and overview.
10c	Monthly Review of pendency of petty cases to curb pendency.
10d	Monthly Review of pendency of old civil and criminal cases by top 25 or first 50.
11a	FIR Register - maintaining of register, FIR kept in orderly, charge sheets filed to be tallied with FIR register, intimation to DSP for non chargsheeted cases, etc.

11b	Certification of writ - Pendency, disposal, court wise review.
11c	Committal of cases -Review of committal of cases not triable by JMFC.
12a	Certified copies- review of pendency of urgent and ordinary, paper book, account, etc.
12b	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.
13	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.
F	ADMINISTRATIVE WORK
14	Records - classification, preservation and destruction of records of disposed cases, administrative file and correspondence.
15	Verification, classification, preservation and disposal of muddamal.
16	Inspection reports Compliance -(a) High Court regular Inspection (b) District Court Inspection (c) Surprise Visit (d) Half Yearly court self inspection
17a	(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.
17b	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.
18	Confidential reports - Importance, CR writing of staff and updation.
19	Right to Information – RTI discloser, Review of pendency of application, submission of online returns, etc.
G	LEGAL SERVICE AUTHORITY
20a	Meeting with members of Taluka committee, Budget, expenditure and other administrative functions.
20b	Legal aid - Review of legal aid application, advertisement, etc.
20c	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.
20d	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.
20e	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.	

V. To submit **detailed report** containing following parameters directly to Principal District Judge for perusal and guidance **within 07 days** after attending the Workshop. Such report shall not be required to send to the Academy:

- a) Introduction
- b) Evaluation of Experience in detail, on each subject discussed during the training
- c) Self-participation
- d) Usefulness of the Course
- e) General observations & suggestions
- f) Conclusion

VI. Considering the Evaluation Report, the Principal District Judge shall take appropriate action as he thinks fit.

VII :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.	

High Court of Gujarat,
At Sola, Ahmedabad – 380 060
Date : 17/12/2019

No. A. 2201/2019


(H.D. Suthar)
Registrar General

Copy forwarded with compliments, for information, to :-

1. The Director, Gujarat State Judicial Academy, Behind High Court of Gujarat, Sola, Ahmedabad.
2. The Principal District Judge, Ahmedabad (Rural) / Amreli / Anand / Banaskantha at Palanpur / Bhavnagar / Gandhinagar / Jamnagar / Junagadh / Kheda at Nadiad / Kutch at Bhuj / Mahesana / Mahisagar at Lunavada / Morbi / Panchmahals at Godhra / Rajkot / Surat / Surendranagar / Vadodara / Valsad.
3. President, Industrial Court, Ahmedabad, Gujarat.
2 to 3 - [He / She is requested to provide copy of this Resolution to the nominated Judicial Officer, working on his / her establishment.]
4. The Treasury Officer, Ahmedabad / Amreli / Anand / Palanpur / Bhavnagar / Gandhinagar / Jamnagar / Junagadh / Nadiad / Bhuj / Mahesana / Lunavada / Morbi / Godhra / Rajkot / Surat / Surendranagar / Vadodara / Valsad.

High Court of Gujarat,
At Sola, Ahmedabad – 380 060
Date : 17/12/2019


Registrar General