



# Bihar Judicial Academy

GAIGHAT, GULZARBAGH, PATNA-800007

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Letter No. 3174Date 12.12.2017  
14.12.2017

Navneet Kumar Pandey  
Director,  
Bihar Judicial Academy, Patna

To,

All District &amp; Sessions Judges of Bihar.

Sub.:-

Regarding sparing of Ministerial Staffs for Orientation/Refresher Course  
Scheduled to be held in the month of January to March, 2018.

Patna Dated 12/14...day of December, 2017.

Sir,

With respect to above mentioned subject, I have to inform your goodself that as per the Approved Calender of Bihar Judicial Academy, the Orientation/Refresher Course schedule in the first quarter of the year 2018 (i.e., from 01/01/2018 to 31.03.2018) for Ministerial Staffs are as follows:-

Sl.No.	Target Group	Course Title	Duration
1.	Office Clerk of District & Sessions Judge.	Refresher Course for Ministerial Staff	06 <sup>th</sup> -07 <sup>th</sup> January, 2018 (Saturday & Sunday)
2.	Second Clerk of English Office & One Sub-Judge's Sireshtedar.	Refresher Course for Ministerial Staff	10 <sup>th</sup> -11 <sup>th</sup> February, 2018 (Saturday & Sunday)
3.	Bench Clerk of senior most Munsif of District headquarter & Sub-Division	Refresher Course for Ministerial Staff	10 <sup>th</sup> -11 <sup>th</sup> March, 2018 (Saturday & Sunday)


The participants have to report at Bihar Judicial Academy at 09:30 A.M. sharp on scheduled date of their respective training course in proper dress.

Hostel and Mess facility will be provided to all the participants.

Your goodself is requested to spare the concerned Ministerial Staffs as per the above mentioned training schedule.

With regards,

**Yours Faithfully,**

  
14/12/17  
**(Navneet Kumar Pandey)**  
**Director, B.J.A.**