



# Bihar Judicial Academy

GAIGHAT, GULZARBAGH, PATNA-800007

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Letter No. 3210 - 3246

Date 04-10-2018

From,

**Nawneet Kumar Pandey**  
**Director,**  
**Bihar Judicial Academy, Patna**

To,

**All District & Sessions Judges of Bihar.**

Sub.:-

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

**Patna, 04<sup>th</sup> day of October, 2018.**

Sir,

With respect to above mentioned subject, I have to inform your goodself that as per the Approved Calendar of Bihar Judicial Academy, the Orientation/Refresher Course schedule in the fourth quarter of the year 2018 (i.e., from 01/10/2018 to 31/12/2018) for Ministerial Staffs are as the followings:-

Sl.No.	Target Group	Course Title	Duration
1.	Office Clerk of Sub Judge-I of District Headquarter & Sub-Division	Refresher Course	13 <sup>th</sup> - 14 <sup>th</sup> October, 2018. (Sat & Sun)
2.	A Clerk Assisting D.D.O. & Head Accountant	Refresher Course	08 <sup>th</sup> - 09 <sup>th</sup> December, 2018 (Sat & Sun)

The participants have to report at Bihar Judicial Academy at 09:30 A.M. sharp on the scheduled dates of their respective training courses 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.

Yours Faithfully,

*Nawneet Kumar Pandey*  
 (Nawneet Kumar Pandey)  
 Director, B.J.A.