

From,

Atul Srivastava, HJS  
Joint Registrar (Judicial) (Services),  
High Court of Judicature  
at Allahabad.

To,

1. All the District & Sessions Judges, Subordinate to the High Court of Judicature at Allahabad
2. The Principal Secretary (Judicial) & L.R., Govt. of U.P., Lucknow.
3. The Director, Institute of Judicial Training & Research, U.P., Vineet Khand, Gomti Nagar, Lucknow
4. The Chairman, Commercial Tax Tribunal, Lucknow
5. The Member-Secretary, State Legal Services Authority, Lucknow

No. 165 /Admin. (Services)/2017

Dated: Allahabad: March 21, 2017

**Subject: Regarding Residential Workshops being organized by National Academy of Human Resource Development (NAHRD).**

Sir/ Madam,

I am directed to send herewith a copy of three letters each dated 10.02.2017 of **National Academy of Human Resource Development (NAHRD)** for circulation amongst all the Judicial Officers of State of U.P (including officers on deputation) for sending their willingness alongwith your recommendation, **by return fax (0532-2422785) or email (services@allahabadhighcourt.in)**, for participating in any of the following workshops being organized by National Academy of Human Resource Development (NAHRD):

S.N	Name of Workshop	Duration of Workshop	Place of Workshop
1.	Residential Workshop on Noting & Drafting	30.05.2017 to 02.06.2017	Mussorie
2.	Residential Workshop on Pay Fixation	31.05.2017 to 03.06.2017	Mussorie
3.	Residential Workshop on Prevention of Sexual Harassment at Workplace	20.06.2017 to 23.06.2017	Ooty, Tamil Nadu

The willing candidates may notice that there is participation Fee of Rs. 35,000/- plus Service Tax @ 15% per participant on Single Occupancy and Rs. 30,000/- plus Service Tax @ 15% per participant on Double Occupancy.

Yours faithfully,

Encls.: As above.

Sd/-

Joint Registrar (Judicial) (Services)

No. 165 (i)/Admin. (Services)/2017 dated: March 21, 2017

Copy forwarded for information and necessary action to:

1. Sri Dinesh Kumar Singh-I, Registrar General, High Court of Judicature at Allahabad.
2. Sri Anil Kumar-IX, Special Officer (Vigilance), High Court of Judicature at Allahabad.
3. Sri Vikas Kunvar Srivastava, Senior Registrar, High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
4. Sri Rajiv Sharma, Registrar (Judicial) (Listing), High Court of Judicature at Allahabad.
5. Sri Rohitash Singh Gangwar, Officer on Special Duty (Judicial) (Infrastructure), High Court of Judicature at Allahabad

6. Sri Mayank Kumar Jain, Registrar (Judicial) (S&A/ Seniority), High Court of Judicature at Allahabad.
7. Sri Anoop Kumar Goel, Officer on Special Duty (Judicial) (Enquiry), High Court of Judicature at Allahabad.
8. Sri Sanjay Shanker Pandey, Joint Registrar (Judicial) (Accounts), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
9. Sri Sanjiv Kumar, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
10. Sri Sudhir Kumar-III, Registrar (Judicial) (Budget), High Court of Judicature at Allahabad.
11. Sri Jitendra Kumar Singh, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad.
12. Sri Irfan Qamar, Joint Registrar (Judicial) (Selection & Appointment), High Court of Judicature at Allahabad.
13. Sri Vinod Singh Rawat, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad.
14. Sri Ravindra Vikram Singh, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
15. Sri Nalin Kant Tyagi, Joint Registrar (Judicial) (Inspection), High Court of Judicature at Allahabad.
16. Sri Adil Aftab Ahmad, Officer on Special Duty (Judicial) (Criminal), High Court of Judicature at Allahabad.
17. Sri Ram Nagina Yadav, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad.
18. Sri Atul Srivastava, Joint Registrar (Judicial) (Services), High Court of Judicature at Allahabad.
19. Sri Shesh Mani, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad.
20. Sri Indra Deo Dubey, Officer on Special Duty (Judicial) (Enquiry), High Court of Judicature at Allahabad.
21. Sri Pradip Singh, Officer on Special Duty (Judicial) (Enquiry), High Court of Judicature at Allahabad.
22. Sri Jagdish Prasad-IV, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
23. Sri Pawan Pratap Singh, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad.
24. Sri Ajay Kumar Tripathi-I, Officer on Special Duty (Judicial), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
25. Km. Rekha Agnihotri, Joint Registrar (Judicial) (Listing), High Court of Judicature at Allahabad, Lucknow Bench, Lucknow.
26. Smt. Som Prabha Mishra, Joint Registrar (Judicial) (Confidential), High Court of Judicature at Allahabad.

**Encls. As above.**

Sd/-  
**Assistant Registrar (Services)**

NAHRD



Email : info@nahr.in  
Website : www.nahr.in  
Ph. : (011) 41678044/45

Ref: NAD/05/17

10.02.2017

General Manager/ Director (HRD/ Training)  
High Court of Allahabad  
1, Lal Bahadur Shastri Marg  
Allahabad- UP- 211001

**RESIDENTIAL WORKSHOP ON NOTING & DRAFTING AT MUSSOORIE**

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, Private Companies, MNCs etc.

We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/ bodies such as ICAR, LIC of India, RBI, BSF, EIL, BDL, FSSAI, NIT, SBI, NHPC, NABARD, Indian Oil, NTPC, DAVP, IIT; Kharagpur, ONGC, Delhi Police, Coal India, SEBI, DG Shipping, Bank of Baroda, HUDCO, DFCCIL, TRAI, etc.

A workshop on Noting & Drafting is being organized by NAHRD from **30.05.2017 to 02.06.2017 at Mussoorie.**

The above mentioned workshop is for the benefit of staff dealing with pay fixation in Government, Semi Government, Autonomous Bodies and Public Sector undertakings. The program has been designed to apprise the cutting edge level employees and first level supervisory officers about the guidelines on Noting & Drafting as contained in the Central Secretariat Manual of Office Procedure of the Government of India. The participants will also be imparted knowledge and skills in drafting various forms of communications used in offices of the Central Government, attached and subordinate offices and other autonomous bodies including Constitutional and Statutory organizations. The participants will also be apprised about various elements of file management and record management in Government offices. After the workshop the participants shall have updated knowledge and skills on the following aspects:-

- Overview of Office Procedures
- Definition & Guidelines for Noting
- Definition & Guidelines for Drafting
- Various aspects of communications and their characteristics
- Practical exercises in Noting & Drafting
- Records Management in Government
- How to prepare an effective Note & Draft

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**Faculty**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is having vast experience in matters retaining to establishment matters, office procedures, etc.

**Sh. Mahabir Singh Kasana** is a renowned trainer in the field of Right to Information. He is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. He has developed a training package for RTI which has been distributed to all State Administrative Training Institutes. He is having vast experience in matters retaining to establishment matters, office procedures, office and noting, etc.

That apart from faculty mentioned above, prominent ex- faculty from ISTM, Department of Personnel and Training, Government of India would be present as guest faculty.

Multiple workshops on the present subject has already been conducted by the speakers for various ministries/ organizations such as SVP National Police Academy Hyderabad, Lal Bahadur Shastri National Academy of Administration, Defence Headquarters Training Institute, Human Resource Development Centre, CSIR, Department of Atomic Energy, National Postal Academy, Union Territory Civil Services Training Institute, Ministry of Home Affairs, Ministry of Urban Development, Ministry of Agriculture, Ministry of Railways, Ministry of Defense, Ministry of Corporate Affairs, National Seeds Corporation of India, Indian Aviation Academy, Lok Sabha Secretariat, Rajya Sabha Secretariat and many more

**Methodology**

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc.

**Participation Fee:**

Single Occupancy –Rs. 35,000/- plus Service Tax @ 15% per participant

Double Occupancy\* –Rs. 30,000/- plus Service Tax @ 15% per participant

\*Available only for organizations nominating even number of participants.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

**Venue:**

Hotel Madhuban Highlands, Brightland Estate, Charleville Road, Mussoorie

Check In- 30.05.2017 (12 Noon) Check Out- 02.06.2017 (12 Noon)

The workshop will commence at 3:30 PM on 30.05.2017 and will conclude at 6:00 PM on 01.06.2017.

In addition, we also conduct in-house training programs covering different areas such as Sexual Harassment at Workplace, RTI, Corporate Social Responsibility, NPA Management, Executive Development Program, Discipline and Vigilance, Swaps & Derivatives, Leadership Skills, Time Management, Stress Management etc.

Nominations may be send by providing participants' name, designation, contact number & e-mail ID alongwith participation fee in favor of National Academy of Human Resource Development.

**For further information or clarification kindly contact:**

**Rohit Agarwal**

Email- rohit@nahrd.in  
Phone- +91 9873057803

**Vivek Manchanda**

Email-vivek@nahrd.in  
Phone-+91 9650745789

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. Limited seats available. Kindly seek confirmation before nominating.

Thanks & Regards

  
For NAHRD

NAHRD



Email : info@nahrd.in  
Website : www.nahrd.in  
Ph. : (011) 41678044/45

Ref: PAF/05/17

10.02.2017

General Manager/ Director (Finance)  
High Court of Allahabad  
1, Lal Bahadur Shastri Marg  
Allahabad- UP- 211001

**RESIDENTIAL WORKSHOP ON PAY FIXATION AT MUSSOORIE**

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, Private Companies, MNCs etc.

We have organized a large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/ bodies such as ICAR, LIC of India, RBI, BSF, EIL, BDL, FSSAI, NIT, SBI, NHPC, NABARD, Indian Oil, NTPC, DAVP, IIT; Kharagpur, ONGC, Delhi Police, Coal India, SEBI, DG Shipping, Bank of Baroda, HUDCO, DFCCIL, TRAI, etc.

A workshop on Pay Fixation is being organized by NAHRD from **31.05.2017 to 03.06.2017 at Mussoorie.**

The above mentioned workshop is for the benefit of staff dealing with pay fixation in Government, Semi Government, Autonomous Bodies and Public Sector undertakings. The program has been designed to provide practical insight into pay fixation rules so as to enable them to apply pay fixation rules and procedures under different circumstances particularly after the implementation of the report of the **VII Central Pay Commission**. It is needless to add that errorless fixation of pay scale at every stage or implementation of MACP schemes including accurate maintenance of Service Book & IPS record are need of the hour. After the workshop the participants shall have updated knowledge and skills on the following aspects:-

- Fixation of pay on the implementation of the 7<sup>th</sup> CPC
- Important Changes in various rule
- Applicability of various provisions on Fixation on Pay in different circumstances including pay fixation on appointment from one Autonomous body to another
- Fixation of Pay w.e.f. date of promotion & w.e.f. date of next increment following promotion
- Financial effects of penalties
- Modified Assured Career Promotion (MACP)
- Pay Fixation of re-employed pensioners
- New Pension Scheme
- Open Sessions, Case Laws and Case Studies

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## **Faculty**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is having vast experience in matters pertaining to establishment rules, pay fixation rules etc.

**Sh. K.S. Sachdeva** is former Joint Director, Ministry of Defence, Government of India and full time faculty of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He has received DOPT training certification as a Qualified Trainer in various soft skills and technical courses. He is having vast experience in the field of establishment matters including pay fixation.

That apart from faculty mentioned above, prominent ex- faculty from ISTM, Department of Personnel and Training, Government of India would be present as guest faculty.

Multiple workshops on the present subject has already been conducted by the speakers for various ministries/ organizations such as SVP National Police Academy Hyderabad, Lal Bahadur Shastri National Academy of Administration, Defence Headquarters Training Institute, Human Resource Development Centre, CSIR, Department of Atomic Energy, National Postal Academy, Union Territory Civil Services Training Institute, Ministry of Home Affairs, Ministry of Urban Development, Ministry of Agriculture, Ministry of Railways, Ministry of Defense, Ministry of Corporate Affairs, National Seeds Corporation of India, Indian Aviation Academy, Lok Sabha Secretariat, Rajya Sabha Secretariat and many more

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In addition, we also conduct in-house training programs covering different areas such as Sexual Harassment at Workplace, RTI, Corporate Social Responsibility, NPA Management, Executive Development Program, Discipline and Vigilance, Swaps & Derivatives, Leadership Skills, Time Management, Stress Management etc.

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Thanks & Regards

  
For NAHRD





Email : info@nahrd.in  
Website : www.nahrd.in  
Ph. : (011) 41678044/45

Ref: SHW/06/17

10.02.2017

General Manager/Director (HRD/Training)  
High Court of Allahabad  
1, Lal Bahadur Shastri Marg  
Allahabad- UP- 211001

**RESIDENTIAL WORKSHOP ON PREVENTION OF SEXUAL HARASSMENT AT  
WORKPLACE**

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, Private Companies, MNCs etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations/ bodies such as ICAR, LIC of India, RBI, SEBI, Coal India Ltd., EIL, Delhi Police, FSSAI, TAMP, Indian Oil, IITs, NHPC, Bank of Baroda, SBI, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, QCI, TRAI, Delhi Tourism, Rail Land Development Authority, ONGC, etc.

A workshop on Prevention of Sexual Harassment at Workplace is being organized by NAHRD from **20.06.2017 to 23.06.2017 at Ooty, Tamil Nadu.**

The object of the workshop is to appraise the officers about successful implementation of relevant laws and guidelines on the subject. It will help officials, Members/ Chairperson of Internal Complaints Committee, HR/ Legal professionals to understand the legal preposition on the issue, how to handle sexual harassment complaints and maintain a positive work environment. After the workshop the participants shall have updated themselves in the following aspects:-

- Conduct Rules- An Overview
- Concept and Importance of prevention of SHW
- Gender Issues, Dimensions & Types of SHW
- Quid Pro Quo, Hostile Work Environment, Legal Framework
- International Commitments and its current Scenario
- Vishakha Guidelines and other important judicial pronouncements
- Sexual Harassment of Women at Workplace Act, 2013
- Steps for conducting inquiry as per DoPT OM dated 16.07.2015
- Preventive Policies, Gender Budgeting, Role perception & Psychological aspects

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Smt. Satya

01-03-17  
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**Chief Guest**

Hon'ble Chairperson, Tamil Nadu Commission for Women would be the Chief Guest in the present workshop who will deliver a lecture on present subject and will also present certificates at the time of closing of workshop, if the consent is obtained.

**Faculty**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is a highly acclaimed authority on various establishment matters including reservations in services and Gender Issues.

**Sh. Mahabir Singh Kasana** is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He is also practicing as an Advocate at CAT and High Court of Delhi. He is also a member in various organizations' internal complaints committee formed under section 4 of Sexual Harassment or Workplace Act, 2013.

**Sh. Naresh Bhardwaj**, former Deputy Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India would be the guest faculty. He has received DOPT training certification as a Qualified Trainer in various soft skills and technical courses. He is having vast experience in the field of Conduct Rules and Gender Issues.

Multiple workshops on the present subject has already been conducted by the speakers for various ministries/ organizations such as SVP National Police Academy Hyderabad, Lal Bahadur Shastri National Academy of Administration, Defence Headquarters Training Institute, Human Resource Development Centre, CSIR, Department of Atomic Energy, National Postal Academy, Union Territory Civil Services Training Institute, Ministry of Home Affairs, Ministry of Urban Development, Ministry of Agriculture, Ministry of Railways, Ministry of Defense, Ministry of Corporate Affairs, National Seeds Corporation of India, Indian Aviation Academy, Lok Sabha Secretariat, Rajya Sabha Secretariat and many more.

**Methodology**

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role plays etc.

**Participation Fee:**

Single Occupancy -Rs. 35,000/- plus Service Tax @ 15% per participant

Double Occupancy\* -Rs. 30,000/- plus Service Tax @ 15% per participant

\*Available only for organizations nominating even number of participants.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

**Venue:**

Hotel Gem Park- Sheddon Road, The Nilgris District, Ooty, Tamil Nadu- 643001

Check In- 20.06.2017 (12 Noon) Check Out- 23.06.2017 (12 Noon)

The workshop will commence at 9:30AM on 21.06.2017 and will conclude at 6:30PM on 22.06.2017.

Nominations may be send by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD towards participation fee in favor of National Academy of Human Resource Develp.

**For further information or clarification kindly contact:**

**Rohit Agarwal**

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Phone- +91 9873057803

**Vivek Manchanda**

Email-vivek@nahrd.in

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, full amount towards participation fee is to be paid. Limited seats available. Kindly seek confirmation before nominating.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

For NAHRD