

HIGH COURT OF JUDICATURE AT ALLAHABAD

ESTABLISHMENT SECTION

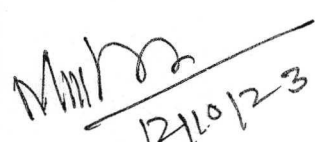
OFFICE MEMORANDUM

No. 5483 /Establishment: Allahabad: Dated: 12 October, 2023.

In compliance of directions issued by Hon'ble SCMS Committee vide its resolution dated 24.08.2023 and under the order dated 11.10.2023 of Learned Registrar General, all the Registrars / Joint Registrars / Sectional Heads are hereby requested to direct the concerned officer (i.e. Assistant Registrar / Section Officer) under their supervision to furnish information as per the attached format in the office of Joint Registrar (SCMS) / Member Secretary, SCMS Committee, High Court, Allahabad **within three days**.

Further, they are also requested to direct the concerned to provide a soft copy of the desired information (i.e. in MS Word or ODT format) on email i.e. scms.alldhc@allahabadhighcourt.in.

Enclosure: As above.


12/10/23
Registrar (J) (S&A) / E

No. 5484 /Establishment: Allahabad: Dated: 12 October, 2023.

Copy forwarded for information and necessary action in the above :

1. The Member Secretary, SCMS Committee, High Court, Allahabad.
2. The Joint Registrar (J) (Computer), High Court, Allahabad with a request to kindly direct the concerned officer/official to upload this office memorandum alongwith enclosure on the official website of High Court, Allahabad.
3. J.R./D.R.-cum-P.S. to the Registrar General.
4. The C.D.O.-cum-Chief Librarian, High Court, Allahabad.


12/10/23
Registrar (J) (S&A) / E

Format for assessment of training needs and establishment of training cell in the Hon'ble High Court

Name of the Section:	Number of employees working in the section (designation wise):
----------------------	--

Main objective of the section:

(Please answer as precise as possible, may be in one liner bullet points)

- 1)
- 2)
- 3)
- 4)

Questions

Question 1.	<p>1) Staff in the sections under the concerned supervisor require training on what aspects of the day to day functioning?</p> <p>(Please answer as precise as possible, may be in one liner bullet points)</p>
Question 2.	<p>2) What are the key skill sets(eg analytical skills, accounts knowledge, knowledge of rules, deductive reasoning, precise writing, computer skills etc) required in the employees of the section under their control as well as at the supervisory level.</p> <p>(Please answer as precise as possible, may be in one liner bullet points)</p>

Signature

(Name and Designation of the Concerned Registry Officer)

HIGH COURT OF JUDICATURE AT ALLAHABAD