

**CURRICULUM FOR INDUCTION COURSE FOR  
NEWLY APPOINTED ADDITIONAL DISTRICT & SESSIONS JUDGES  
FROM THE BAR**

**(THREE MONTHS)**

Total: 215 Units

**WELCOME TO JUDICIAL FRATERNITY**

Ice Breaking Session.

Why Judicial Training?

**GENERAL ADMINISTRATION**

**Ministerial Staff and their Duties 4**

- Categories of Ministerial Staff
- Duties of Ministerial Staff
- Copying Branch and its Duties
- Supply of Certified Copies
- Punching of Stamps
- Duties of Process Serving Agencies
- Maintenance of Various Registers
- Goshwara and its Preparation.
- Consignment of Files to Record Room

**Service Rules 9**

- Punishment and Appeal Rules
- Service Conduct Rules
- Punjab Civil Service Rules
  - Rules regarding Suspension, Removal and Dismissal
  - Rules regarding Leave to Government Employees

**Court Craft and Management 4**

- Categories of Files
- Judicial Leadership
- Court Time Management
- Case Load Management
- Case Flow Management
- Adjudication Management

<b>Constitution of India</b>	<b>4</b>
<ul style="list-style-type: none"> <li>- Relevant Provisions of the Constitution of India</li> <li>  Directive Principles of State Policy</li> </ul>	
<b>Qualities of a Judge and Judicial Ethics</b>	<b>3</b>
<ul style="list-style-type: none"> <li>- Judge as a Public Servant – Role, Responsibility and Accountability</li> <li>- Judicial Ethics and the Observance</li> </ul>	
<b>Official Language and Administrative Correspondence</b>	<b>3</b>
<ul style="list-style-type: none"> <li>- Legal Language</li> <li>- How to Communicate with Superiors and Subordinates and Other Departments</li> <li>- Differences between Administrative and Regular Correspondence</li> <li>- Protocol</li> <li>- Writing of ACRs / Self Appraisal and ACRs of Ministerial Staff, Property Statements</li> </ul>	
<b>Skill of Passing Day-to-Day Orders</b>	<b>7</b>
<ul style="list-style-type: none"> <li>- Zimni Orders and their Relevance</li> <li>- Model Zimni Orders from the stage of filing onwards in :           <ul style="list-style-type: none"> <li>• MACT Cases <span style="float: right;">1</span></li> <li>• LAC Cases <span style="float: right;">1</span></li> <li>• Civil Appeals <span style="float: right;">1</span></li> <li>• Criminal Appeals / Revisions <span style="float: right;">1</span></li> <li>• NDPS Cases <span style="float: right;">1</span></li> <li>• PC Act Cases <span style="float: right;">1</span></li> <li>• Arbitration Cases <span style="float: right;">1</span></li> </ul> </li> </ul>	
<b>Skills of Writing Judgments</b>	<b>5</b>
<ul style="list-style-type: none"> <li>- Appreciation and Marshalling of Facts and Evidence in Judgment</li> <li>- Ingredients of a Judgment</li> <li>- Language of a Judgment</li> <li>- Recording of Acquittal, Sentence and Grant of Probation</li> </ul>	

<b>Access to justice initiatives</b>	<b>5</b>
<ul style="list-style-type: none"> <li>- Legal Services Authorities Act</li> <li>- Alternative Disputes Resolution Mechanism</li> <li>- Legal Aid</li> <li>- Working of Lok Adalats and NALSA, HALSA, PULSA</li> <li>- Mediation (Powers of Court u/s 89 C.P.C.)</li> </ul>	
<b>Revenue</b>	<b>20</b>
<ul style="list-style-type: none"> <li>- Terminology</li> <li>- Mutations and Fard Badar</li> <li>- Jamabandis and Khasra Girdawaris - Importance and Appreciation</li> <li>- Musavi, Field Books and Roznaamchas</li> <li>- Land Demarcation</li> <li>- Partition of Agricultural Land and Jurisdiction of Civil Courts vis-à-vis Revenue Authorities</li> <li>- Introduction to Pedigree Table its Preparation Use and Importance</li> <li>- Visit to Village for Training with the help of Revenue Officials</li> </ul>	
<b>Procedural Law</b>	<b>17</b>
<ul style="list-style-type: none"> <li>• <b>Civil</b> <ul style="list-style-type: none"> <li>- Appeals : 6           <ul style="list-style-type: none"> <li>○ Against Judgments</li> <li>○ Against Orders</li> </ul> </li> <li>- Inherent Powers of Court 1</li> <li>- Roles and Responsibility of Appellate Court 2</li> <li>- Executions:           <ul style="list-style-type: none"> <li>○ In MACT Cases 4</li> <li>○ In LAC Cases 4</li> </ul> </li> </ul> </li> <li>• <b>Criminal</b> 45           <ul style="list-style-type: none"> <li>- Jurisprudence of Arrest and Investigation 8</li> <li>- Free Legal Aid in Criminal Trials 1</li> <li>- Law Relating to Bails 5</li> <li>- Law Relating to Charge 3</li> <li>- Tendering of Pardon 2</li> <li>- Sessions Trial – Procedure and Sentencing 6</li> <li>- Summoning of Additional Accused (S.319 Cr.P.C.) 2</li> <li>- Additional Witness (S.311 Cr.P.C.) 2</li> </ul> </li> </ul>	

- Withdrawal from Prosecution (S.321 Cr.P.C.)	2
- Law Regarding Proclamation and Consequences of Non-Appearance (S.82,83 Cr.P.C. and 174-A IPC)	2
- Law relating to Victim Compensation (357A Cr.P.C.)	2
- Appeals/ Sentencing	6
- Reference	3
- Revision	1

## **Law of Evidence** **9**

- Jurisprudence of Admissions and Confessions	2
- Admissibility and Relevancy of Evidence	4
- Nature of Evidence	2
Documents and Oral	
Primary and Secondary	
Electronic Evidence	
- Exhibition of Documents	1

## **Substantive Laws** **81**

- Motor Vehicle Act, 1988	6
- Land Acquisition Act	3
- Narcotic Drugs and Psychotropic Substance Act, 1985	10
- Prevention of Corruption Act, 1988	10
- Electricity Act, 2003	4
- Cyber Laws and Crimes	5
- Marginalized Communities and Law	9
- Rent Laws	10
- Cruelty to Animals Act, 1960	2
- Family Courts Act, 1984	5
- Arbitration and Conciliation Act, 1996	4
- Juvenile Justice Act, 2015	3
- Hindu Marriage Act	3
- Indian Succession Act	3
- Law relating to bouncing of cheques	3

**Police Training (Three Days)**

Police Training at Police Training College

**Field Training (Three Weeks)**

With District & Sessions Judges or Additional District & Sessions Judges at the respective place of posting

**FIELD VISITS**

- Forensic Laboratory
- General Hospital
- Central Jail
- Nari Niketan
- Children Home
- Blind Institute
- Police Station
- Village
- Drug De-Addiction Centre

**CURRICULUM FOR INDUCTION COURSE FOR NEWLY APPOINTED  
ADDITIONAL DISTRICT & SESSIONS JUDGES FROM THE BAR  
SESSION 2015-16**

In order to satiate the desirability and necessity of strengthening and enhancing the capacity building and sensitization for the newly recruited Additional District & Sessions Judges from the Bar, qua the multi-dimensional superior judicial service aspects, the module proposes to provide these officers at the outset, before their postings at the respective stations, with an interactive enlightening opportunity through an induction training programme at the Chandigarh Judicial Academy which will also make them to understand the social fabric in which particular law exists and operate. This course is proposed for four months.

The objective of this course is to build their capacity in order to provide qualitative and responsive justice. To enhance their knowledge of Substantive and Procedural Laws by discussing some major provisions of important Acts/Laws essential for officers of Superior Judicial Officers. To attain judicial skills of court management, case management and supervisory skills for general administration. To appraise and practise core judicial skills of passing day to day orders on the files and writing judgments.

Some visits have also been proposed in Phase-IV of the course which will give them the first hand practical information/stock of the situations of the places of visits.

Five weeks practical training with the District & Sessions Judges/Additional District & Sessions Judges for appraising them the conduct of Court with regard to specific matters as Additional District & Sessions Judges, Designated Judges including general administration.

One week Police Training is also part of the training module which will appraise them of various functions of the police with regard to the criminal justice system.