

Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute

(ISO 9001-2008 Certified Institute)

Uttan-Gorai Road, Uttan, Bhayander (W), Dist. Thane, Pin : 401 106.

Welcome Note and Instructions for Newly appointed Judicial Officers in the cadre of District Judge who shall be joining Induction Training from 4th January, 2016.

1. Maharashtra Judicial Academy extends a warm welcome to all the newly appointed Judicial Officers in the cadre of District Judge and wishes them a bright future.
2. **PROGRAMME SCHEDULE :**
Induction-I Training will be for the period of 05 weeks commencing from 4th January, 2016 to 6th February, 2016 at Maharashtra Judicial Academy.
3. **REPORTING DATE, TIME AND VENUE:**
Preferably on 3rd January, 2016 till evening or in the early morning of 4th January, 2016 at Maharashtra Judicial Academy.
4. **LODGING ARRANGEMENT:**
Lodging arrangements have been made at the Guest House of Maharashtra Judicial Academy and Indian Mediation Centre, Uttan-Bhayander.
5. **FOOD:**
 - The Academy has made arrangements through a private contractor for catering services to the trainee judges on payment of specified charges by the trainee judges. The approved menu includes varieties of vegetarian and non-vegetarian dishes. The expected expenditure on food will be around Rs. 200/- per day per judicial officer for the entire training schedule. The Judicial Officer is requested to make necessary financial arrangements accordingly.
 - If any trainee judge desire specific type of food due to diet restrictions / religious reasons, he / she may inform the Liaison Officer / Deputy Director who would do the needful.

6. EXTRA-CURRICULAR ACTIVITIES:

- Facilities exist in the Academy for recreation and extra-curricular activities like indoor games, such as carom, table tennis, chess etc.
- Music room is available in the Academy with instruments like Harmonium, Tabla, Dholak, Guitar and Flute. The trainee officers may enjoy the playing those instruments after training and library hours.

7. YOGA:

The Academy is organizing a YOGA class during training schedule from 06.15 a.m. to 07.15 a.m. One yoga teacher will conduct the yoga classes. Judicial Officers shall bring their own pairs of track suits and a pair of sports or jogging shoes and yoga mats.

8. DRESS CODE:

The dress code prescribed for trainee judges participating in the training programme at the Academy is as follows:

- Male Judicial Officer shall wear white shirt and white trouser with black / MJA necktie and black pair of shoes.
- Female Judicial Officer shall wear white saree (with small print in light shade, if desired) white collared blouse or white salwar kameez and black footwear and MJA scarf.
- On special occasions, trainee officers would also be required to wear a black coat with White Bands and Black Gown/ suit.
- Academy neckties and scarf are available at Administrative office of the Academy on payment of due charges.

9. REQUIREMENTS:

- Judicial Officers are directed to bring one rim of A4 size paper and two Note-books (full-scape size) and required numbers of pens, pencils etc.
- The Trainee Judicial Officer is required to submit Ten Passport size photographs.
- Judicial Officers shall carry their laptop (if any) and pen drive with them.
- Judicial Officers shall carry their own updated Bare Acts i.e. C.P.C., Cr. P.C., Limitation Act, Specific Relief Act, Domestic Violence Act, Negotiable Instruments Act, Transfer of Property Act, Evidence Act, POCSO Act 2012, I.P.C.
- Long books, pens, soaps and shampoo sachets are available for sale in the Academy. The officers may contact Guest House Reception for the same.

- The trainee officers have to bring three sets of xerox copies of all the original Certificates / Testimonials, produced while filling the Form with Maharashtra Public Service Commission, with the original thereof.

10. LIBRARY FACILITY:

Library will remain open from 9.00 a.m. to 8.30 p.m. during the training programme. The participant trainee judges may get books issued in their names during course of stay in the Academy except Legal Commentaries.

11. COMPUTER & INTERNET FACILITY:

The computer and Internet facilities are available at Academy.

12. MOBILE PHONES:

Use of mobile phones is strictly prohibited in the classrooms, conference hall, library and during yoga classes.

13. PROHIBITION OF CONSUMPTION OF ALCOHOLIC DRINKS, ETC.:

Consumption of Alcoholic drinks or smoking is strictly prohibited during the training programme.

14. DISCIPLINE :

- The trainee judges should maintain decorum, decency and highest standards of behaviour and discipline, inside and outside the Academy.
- The trainee judicial officers are expected to strictly observe discipline of the training institute and conduct themselves properly. They must be courteous in dealing with the faculty, their colleagues and the members of the staff in the training institute. They will do nothing which may disturb others in the institute.
- The conduct of a trainee officer should always be befitting a judicial officer inside as well as outside the campus .
- The trainee judicial officers must maintain standard of personal hygiene and social behaviour. They are expected to be properly dressed and be punctual.

15. SAVING OF WATER AND ELECTRICITY:

The trainee judicial officers shall see that, the water taps of the rooms are properly closed. If there is any leakage, please inform the concerned immediately. The judicial officers shall ensure that all the electric buttons are switched off before leaving the room even for short time and co-operation for saving the electricity and water.

16. CLEANING:

The trainee judicial officers shall maintain the rooms, open spaces, classrooms and premises clean and co-operate in maintaining the hygienic.

17. MEDICAL FACILITIES:

In case any medical assistance is required, the Assistant Director may be contacted.

18. GENERAL INSTRUCTIONS :

- The trainee judicial Officer is required to bear part expenses amounting to Rs. 200/- per day on Tea, Breakfast, Lunch & Dinner during the training period.
- The Trainee Judicial Officer is required to pay one time Registration Fee of Rs. 1000/-
- The Trainee Judicial Officer is required to bear expenses towards xeroxing, laundry etc.
- Axis Bank ATM is available beside the main entrance of the Academy.
- The Judicial Officer be instructed to make necessary financial arrangements accordingly.

19. POSTAL ADDRESS :

- Maharashtra Judicial Academy, Bhayander to Gorai - Essel World Road, Opp. Ram Ratna Vidya Mandir, Uttan, Bhayander (W), Dist. Thane, Pin : 401 106. **(It is popularly known as 'Law College' amongst Auto Rikshawalas)**
- For navigation map, please visit our website www.mja.gov.in.
- Tele. No. : Administrative Office : 022 – 2845 1004, Extn. No. 9
Guest House : 022 – 2845 1004 Extn. No. 2000
- Fax No. : 022 – 28451002
- Email ID : mjauttsc@indianjudiciary.gov.in

20. HOW TO REACH :

- Just about 20 kms off the Western Express Highway from Kashimira Police Station point.
- Nearest railway station is Bhayander (W) on western railway line.
- Local buses are available at the interval of about 30 minutes from Bhayander railway station to Academy. (Bus Nos. 3 & 4)

- For S.T. and private buses coming from other parts of Maharashtra, Borivali is the last stop from where local trains are available. Travellers of local trains can get down at Bhayander (W). Academy is situated at a distance of about 14 kms. from Bhayander railway station.
- Other means of transport - Auto rickshaws.

Trainee Judicial Officer may contact the following officers in case of any difficulty.

Clerk : Shri Satish Jawkar – 8828133360, 9975135030
Protocol Officer : Shri Vilas W. Jawanjalkar – 09833418676, 8828133356.
Assistant Director : Shri Deepak D. Karve – 8828133351, 9224911899
Deputy Director : Shri Vidyadhar B. Kakatkar – 09167196677, 08422997400

PK Ganediwala
06/12/15
(Pushpa V. Ganediwala)
Joint Director
Maharashtra Judicial Academy, Uttan.