

## NATIONAL JUDICIAL ACADEMY

### JOINING INSTRUCTIONS

On nomination by the Hon'ble High Court to attend a programme at NJA, the nominee Judge does not require further confirmation from the NJA. However, nominee judge is required to:

1. intimate their travel plans in writing well in advance (at least 3 days) to enable the Academy to provide transport facility from the airport / railway station to protocol office at email [liaisonoffice@nja.gov.in](mailto:liaisonoffice@nja.gov.in)
2. consider the duration of the programme for which they are nominated, so that they do not exceed their period of stay in the NJA campus, beyond the programme duration
3. report on time in the conference hall, including after the two tea breaks and a lunch break introduced in between sessions on each day
4. report in time for group photograph announced during the programme. Copy of the photograph is provided to all participants on the date of departure from the Academy along with the programme participation certificate and a list of participant judges
5. collect copy of the Programme Schedule provided to the participants on arrival at the Academy or from the website of the Academy [www.nja.nic.in](http://www.nja.nic.in)
6. provide his/her full postal address or Email address to the NJA (well in advance) with a request for study materials or contact concerned programme co-ordinator/faculty for sending the programme material through email.
7. pay a onetime non-refundable registration fee of Rs.1,000/- ( Rupees One Thousand) only. Nominee judge in any subsequent programme does not have to further pay this registration fee if nominated again to any of the NJA programmes.
8. pay room rent/charges towards food @ Rs.450/- per day/person by cash/ draft drawn in favour of the National Judicial Academy, payable at Bhopal or by transferring to NJA's Saving Account number 53020639711 Branch Code 30135 of State Bank of India, Shahpura Branch, Bhopal (MP) through bank transfer.
9. **not bring spouse or children, since the NJA does not have facilities for boarding and accommodation of the family of a nominated judge and limited accommodation is available as parallel training programmes are held at the Academy**

10. **be willing to adjust in the** allotted rooms on twin sharing basis, when more than one training programme is being organised in the Academy
11. **avoid telephone/email/fax any officer of the NJA including the Director, for permission to bring along the family members / staff of the courts/ friends**
12. **on arrival do not ask for extension of stay in the Campus exceeding the duration of the training programme, since services at the Guest House are outsourced. The Guest House becomes operational only one day prior to commencement of the programme and continues for just one day after the conclusion of the programme. Therefore, nominated judges are requested to plan their itinerary carefully**
13. **take adequate care of belongings & do not leave any valuables or cash in the room allotted. The NJA will not accept, entertain written/oral complaints on loss of valuables from rooms. The NJA does not ask for the room key once it is given to participating judge. Also the room cleaning is done in the presence of occupants. Therefore participants/occupants must take care of their valuables and cash, if any.**
14. **should not request the protocol section for helping them with waiving of excess luggage charges while departing from Bhopal to their destination. Airlines do not give any such concessions to the NJA. All participants need to directly pay the airlines any excess luggage charges. NJA staff have no say in this matter.**
15. **inform in writing** any specific type of food needed during the stay at the NJA campus on account of diet restrictions/religious reasons; written information will be given to the staff supervising the catering service.
16. **show patience at the airport/station on reaching Bhopal. The NJA provides transport facility to and fro from the Airport/Railway station. A Help Desk is established at the Bhopal Railway Station, outside Platform No.1 beside the Court of Special Railway Magistrate, Bhopal to provide assistance to the participants. The Help desk starts functioning at 6:00 am, one day prior to the commencement of a particular Academic Programme. The participant judge may reach the help desk for availing transport facility. At the Airport, NJA liaison staff is deputed to receive & assist participant judges. However, it is requested that the travel itinerary be communicated to NJA, at least 7 days in advance, to make necessary arrangements.**

17. **pay the taxi charges for visiting** places of interest around the city directly to the transporter/taxi driver.
18. secure reservation for their return journey from their place of posting before departure, to avoid any inconvenience. The NJA does not have any facility of Railway Reservation Quota, and can only request the DRM, Bhopal for Emergency Quota which does not guarantee confirmation. NJA will not be responsible for the non-confirmation of the ticket.
19. report at the Guest House Reception for Joining Formalities which will include: (1) Submission of Personal Information Card: **(to be filled in capital letters)**; (2) The **correct DATE & TIME of DEPARTURE** in the form provided by the NJA to enable the Travel Desk to make suitable arrangements.
20. participate in YOGA classes from 6.00 am to 7.00 am in the Auditorium unless medically unfit for the same.
21. have breakfast, from 7.00 am to 8.45 am so as to reach in time for the class/session, which begins at 9.00 am.
22. must make use of the library facility as the Library is kept open for participating judges from 8:00 am [morning] to 12:00 am [night]. Nominated judge can get books issued in his/her name during the course of his/her stay in the Academy.
23. develop ICT skills as laptops are provided on request at the Reception Counter; and computer with internet facility is provided at the computer room at Guest House 1 and the library of the Academy.
24. attend the complete academic programme. If he/she is not medically fit to attend the complete programme, he/she must request the concerned authorities in the High Court to change their nomination
25. do not use or keep activated mobile phones in the Conference Hall, while the session is going on
26. not possess /consume alcoholic drinks / tobacco products on the NJA campus as the NJA campus **is strictly a NO SMOKING ZONE. Also spitting is not allowed in and around the Campus.**
27. **provide feedback on the format designed** to evaluate the impact of training programme