

NATIONAL JUDICIAL ACADEMY

JOINING INSTRUCTIONS

On being nominated by the Hon'ble High Courts to attend a programme at NJA, the nominee Judges do not require further confirmation from the NJA. However, nominee judge is requested to:

1. Intimate the **travel plans** in writing w.r.t. their arrival at the Academy, well in advance (at least 3 days) to protocol office at email **liaisonoffice@nja.gov.in** to enable the Academy to provide transport facility from the airport / railway station. Those who opt to travel by road to reach the NJA premises can avail details from the "Reach us" in the NJA website.
2. **All participants are requested to bring along their own laptops/tablets, etc. for facilitating participation and reading material at the Academy.**
3. (i) Adhere to their stay at NJA as per the duration of the programme so that their period of stay at NJA does not exceed beyond the programme duration (including maximum a day prior and a day after the conclusion of the programme).

(ii) Please be informed that no permission will be available 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 at 6.00 am, only one day prior to commencement of the programme and continues for just one day after conclusion of the programme till 6.00 pm only. Therefore, nominated judges are requested to plan their itinerary accordingly.

(iii) Please be informed that if the travel itinerary of the Nominated judges/participants is not in accordance with the above instructions, the nominated judges/participants shall have to make their own arrangements for stay and local transport.
4. Judges are requested to assemble for group photograph when announced. A copy of the photograph along with the programme participation certificate and PIC of participant judges will be provided to participants on the date of conclusion of the program at the Reception of Guest House No.I.
5. Collect copy of the Programme Schedule upon arrival at the Reception of Guest House-I of the Academy or may also be downloaded from the website of the Academy **www.nja.gov.in**
6. Pay a **one-time non-refundable registration fee** of Rs.1000/-(Rupees One Thousand) plus GST (Rs.180/- at present) i.e. a total of Rs.1180/-. Nominee judge/Court staff in any subsequent programme does not have to further pay this registration fee if nominated again to any of the NJA programmes.

7. Pay **Lodging & Boarding charges** @ Rs.2500/- (Rupees Two Thousand Five Hundred) Plus GST (Rs.300/- at present) i.e. a total of Rs.2,800/- per day or part of the day, per person by cash/ NEFT/ RTGS/ Debit Cards the details of which can be obtained from the Reception of the Guest House No.1.
8. (i) Please be informed that **spouse, children, relatives and personal staff are not permitted to accompany**, since the NJA does not have additional boarding facilities as parallel training programmes are being held at the Academy.

(ii) Please be informed not to telephone/email/fax any officer of the Academy including the Director for bringing the spouse or children, since the NJA does not allow this facility. If participants bring the spouse/ family members, they shall make their own stay arrangements and the Academy is not responsible.

(iii) Please be informed that those participant judges having different security categories should not bring the security personnel from their own States. The NJA routinely addresses the M.P. State Police to provide security to the participant judges. Judges who are in 'Y' or 'Z' categories are requested to send communications to the M.P. State Police for providing of the same scale of security while at Bhopal, as the Academy does not have facilities for weapon room, ammunition room and barracks.
9. Participants are requested to take adequate care of their belongings & not leave valuables or cash in the room allotted. The NJA will not accept, entertain written/oral complaints of loss of valuables from rooms. The NJA does not ask for the room key once it is given to participating judge. Further, room cleaning is done strictly in the presence of occupants. Therefore, participants/occupants must take care of their valuables and cash, if any.
10. Participants are requested not to ask 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 for any excess luggage charges.
11. Please be informed that advance information in writing should be given for any specific type of food needed during the stay at the NJA campus on account of dietary restrictions/religious/ health reasons, to the staff supervising the catering service.
12. Participants are requested to have patience at the airport/station on reaching Bhopal. The NJA provides transport facility to and fro the Bhopal Airport/Railway station. The Academy ensures to keep a vehicle at the Bhopal Railway Station, outside Platform No.1 beside the Court of Special Railway Magistrate, Bhopal to provide assistance to the participants. It starts functioning at 6:00 am, one day prior to the commencement of a particular Academic Programme. The participant judge may reach out at the NJA help-desk/ official at the Special Railway Magistrate Court 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 3 days in advance, to make necessary arrangements.

13. Please be informed that **Academy's vehicle will be provided at fixed hours for pick and drop**, for visiting the local main market (Variety Book House, New Market, TT Nagar, Bhopal). **For other transportation purpose, taxi charges are to be paid by the participants themselves for visiting** places of interest around the city directly to the transporter/taxi driver. The Academy provides only pick & drop facility at the time of Arrival/Departure of the participants attending the NJA Programme.
14. Please be informed that to avoid any inconvenience, you are requested to secure your reservation for return journey before departure. The NJA does not have any facility for Railway Reservation Quota, and can only request the DRM, Bhopal for Emergency Quota. This does not guarantee confirmation. NJA will not be responsible for the non-confirmation of the tickets.
15. Please be informed to report at the Reception of the Guest House-I for joining formalities which will include: (1) Submission of Personal Information Card (**PIC**) : (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. **The participants may also download the format of PIC using the link below and carry the duly filled-in PIC to the Academy so as to avoid any delay in joining formalities.**

https://nja.gov.in/Joining_Instructions/PIC_Format_2022.pdf
16. Choice to participate in Yoga classes from 6.00 am to 7.00 am in the Recreation Centre.
17. Services of a physician are available at the Guest House No.1 of the Academy from 5 p.m. to 7 p.m.
18. Please be informed that breakfast will be served from 8.00 am to 9.00 a.m. Tea and lunch breaks will be arranged between the sessions. Dinner will be served from 8.00 p.m. to 10.00 p.m.
19. Use the library facility as the Library is kept open for participating judges from 08:00 a.m. to 9:00 p.m. Nominated judges can get books issued in their name, for use, during the course of his/her stay in the Academy to be returned to the Library before departure.
20. Positively attend the complete Academic Training Programme. If one is not medically fit to attend the programme, then he/she must request the concerned High Court(s) for change in the nomination.
21. Please keep the mobile phones mandatorily switched-off while in the Conference Hall and during sessions.
22. Please be informed that Academy is strictly a NON-SMOKING/ NON-ALCOHOLIC/ NON-NARCOTIC ZONE. Spitting is also not allowed in and around the Campus.
23. Provide feedback on the format designed to evaluate the impact of training programme.

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