

## 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 must –

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. take care of duration of the programme for which they are nominated so that they do not exceed their period of stay in the NJA campus beyond programme duration
3. report in time in conference hall 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 which is provided to all participants on the day 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 the study materials or contact concerned programme co-ordinator/faculty for the programme material to be sent 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 programme
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 with him/her spouse and children as the NJA does not have facilities for taking care of family of nominated judge and also limited rooms are available for parallel training programmes at the Academy**
10. **be ready to adjust in** allotted rooms on twin sharing basis when more than one training programme is being run in the Academy

11. **not telephone/email/fax any officer in the NJA including the Director for permission to bring along the family members / staff of the courts/ friends**
12. **not on arrival ask for extension to stay in the Campus for more than duration of the training programme as the services at the Guest House are outsourced. The Guest House becomes operational only one day prior to the commencement of the programme and continues for just one more day after the conclusion of the programme. Therefore, nominated judges are requested to plan their itinerary carefully**
13. **take adequate care of their belongings & do not leave any valuables & 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 valuable items 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. The airlines do not give any such concessions to the NJA. All participants need to directly pay to the airlines excess luggage charges and the NJA staff will have no role in this matter.**
15. **inform by writing any specific type of food needed during the stay at the NJA campus due to 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 the transport facility.** At the Airport, an NJA liaison staff is deputed to receive & assist the participant judges. However, it is requested that the travel itinerary is communicated to NJA at least 7 days in advance to make necessary arrangements.**
17. **pay the taxi charges for visiting the 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 the Joining Formalities which will include: (1) Submission of Personal Information Card: **(to be filled up 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 arrangement.
20. take part in YOGA classes from 6.00 am to 7.00 am in the Auditorium unless medically unfit to do YOGA exercises.
21. take breakfast from 7.00 am to 8.45 am so as to reach in time for the class/session which will begin from 9.00am.
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 the books issued in his/her name during the course of his/her stay in the Academy. Also library reading is mandatory for all participating judges from 1500 hours to 1600 hours everyday. Parent high courts would be reported about those participants who absent themselves from the library during mandatory reading hours.
23. develop their 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 also 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. bring their laptops with them if allotted to them for classroom /sessions and computer skills training organized from 1600 hours to 1700 every day during their stay for the programme.
26. not use their mobile phones in the Conference Hall when the session is going on
27. 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.**
28. **provide feedback on format designed without giving their names** to evaluate the impact of training programme