



Prosecution Department Himachal Pradesh

Training Manual

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(A) Background of the Directorate of Prosecution

Directorate of Prosecution was established on 1.4.1974 consequent upon the coming into force the provisions of Criminal Procedure Code, 1973. The Prosecution Department is engaged in the activities of looking after the work of State Litigation both civil and criminal cases in the various Judicial Courts as well as in revenue courts through out State of Himachal Pradesh

With the enactment of the Criminal Procedure Code 1973, the Prosecution Agency was separated from the Police and a regular cadre of prosecutors was constituted in a separate Directorate of Prosecution, initially consisting of Deputy Director, District Attorney-cum-Public Prosecutor, Assistant District Attorney-cum-Public Prosecutor and Assistant Public Prosecutor (APP). Secretary (Law)-cum-Legal Remembrancer was given the charge of post of Director of Prosecution in 1974. In 1996, the Directorate was brought

under the control of Home Department vide notification No. 5-5-2/71-GAD (CC) dt.5th October, 1996 by amending the Business of the Government of Himachal Pradesh (Allocation) Rules, 1971 as under:

“The Business of the Government of Himachal Pradesh (Allocation) Rules, 1971, under heading "Home Department - (a) Home", the following shall be inserted as new entries: -

50. Appointments, postings, transfers, leave etc. of the Government Pleaders, Public Prosecutors, special public prosecutors and District Attorneys, Additional District Attorneys.

51. Defence or institution of criminal cases on proceedings filed against or by, the State Government in Supreme Court, entertainment of summons issued by the Supreme Court in these cases.

52. Monitoring of all criminal cases and proceedings filed against or by the State in the Supreme Court.

53. All matters relating to the³
establishment, budget of the Directorate of
Prosecution.”

A separate fulltime Director of Prosecution
was appointed on 14.2.1997. The Directorate of
Prosecution attained statutory status following the
enactment of section 25A through the Criminal
Procedure Code (Amendment) Act, 2005, which
came into force on 23.6.2006

(B) Responsibilities and duties of its Officers.

1. Director of Prosecution:

The State Government has appointed Director of Prosecution as per provisions of Section 25-A of Criminal Procedure Code with the concurrence of Hon'ble Chief Justice of HP high Court. The Director of Prosecution performs statutory functions as notified by the State Government as per notification under Sub Section (7) of section 25 -A of Criminal Procedure Code (Act No. 2 of 1974) vide notification No. home (prosecution) b(14-2/04 dated 12.1.2007.

Director of Prosecution shall be the head of Prosecution Agency of the State and exercise the control over Prosecution Department in the matters relating to finance, planning budgeting, human resource management and infrastructure management and ,appointing and disciplinary authority under the provisions of Central Civil Services (Control, Classification & Appeal) Rules, 1965 and Central Civil Services (Conduct) Rules,

1964 in respect of Class III and IV employees of⁵
the Prosecution Department.

2. Joint Directors (Prosecution)

In the Prosecution Department, 3 posts of Joint Director (Prosecution) are sanctioned, out of which one post of Joint Director (Prosecution) is in North Zone, Dharamshala and 2 Joint Director (Prosecution) are working in the Directorate of Prosecution, Hqrs, to aid and assist the Director of Prosecution in the day today functioning of the Department.

3. District Attorneys:

The District Attorney while functioning as Public Prosecutor and Government Pleader shall work as under:

(a) The District Attorney shall be the in charge of the district prosecution agency and is responsible for ensuring conduct of State cases civil, revenue, criminal and other miscellaneous matters through

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out the district including motor vehicle / labour/
consumer matters.

(b) He shall tender opinion on legal matters at District level when called upon by the district magistrate or directed by the Director or Joint Director (Prosecution).

(c) He shall facilitate scrutiny of Challans in criminal cases by law officers/ prosecutor subject to general directions of the Director of Prosecution.

(d) He shall cause the preparation of grounds of appeal in civil/ criminal matters etc. after examining all cases of acquittal/ inadequate sentence passed at Sessions Level or in other cases where appeal is to be filed in the High Court.

(e) He shall also perform any other duty assigned by the Director of Prosecution.

(f) He shall further communicate all the instructions issued by the Director of Prosecution /State Government to all the law officers/ posted under his control.

4. Deputy District Attorney

(a) The Government of Himachal Pradesh vide notification No. LLR-B(1A)-2/89 dated 18th February, 1994 has notified all the Deputy District Attorneys of Prosecution as Public Prosecutors for conducting prosecution in the State of Himachal Pradesh under the provisions of the Criminal Procedure Code.

(b) The Deputy District Attorneys shall draft plaints/ written statements replies and affidavits in cases relating to their Court and in matter assigned to them by the District Attorney.

(c) The Deputy District Attorneys will generally conduct civil, criminal, revenue and other miscellaneous work in the courts of Additional District & Sessions Judge. They will also look after the work which is assigned to them by the District Attorney and during the leave period of District Attorney they will attend t to Court work of District & Sessions Judge and other administrative and miscellaneous work in addition to their own duties as may have been assigned by the District

Attorney. They are also to examine decided cases relating to their Court on receipt of certified copies and submit proposal of appeals/ revisions etc. to the District Attorney.

(d) The Deputy District Attorneys are also to conduct scrutiny of police Challans in respect of their Court and such other Challans as may be assigned to them by the District Attorney. As in the case of district Attorney, in cases of serious crime where the law officer of SP office has scrutinized the Challans at an earlier stage, they will verify that the observations of the Law Officer on the scrutiny memo have been complied with by the investigating agency.

(e) They will also render legal opinion on different matters and submit their opinion to the District Attorney concerned whenever asked in a case.

5. Assistant District Attorneys:

Assistant District Attorneys at district headquarters function as Assistant Public

Prosecutor/Government pleaders and work under the overall control and supervision of the District Attorney in the district, and conduct cases in the courts of Chief Judicial Magistrates and other Judicial Magistrates as per work allocation or as per directions of the District Attorney from time to time. They also examine judgments of acquittals, discharge and cases of inadequate sentence and submit their opinion/ reports to the District Attorney for taking further action. An Assistant District Attorney at district headquarters may be asked by the District Attorney to conduct government cases in revenue /executive courts of Deputy Commissioner/ Additional Deputy Commissioner/ Additional District Magistrate and take further steps for appeals/revision in decided cases. They will, in respect of the criminal Court to which they are assigned, scrutinize the Challans on the scrutiny memo format before the Challans is put in the Court. Scrutiny of the police Challans relating to their court or as marked to them by the district attorney before its submission to the

concerned courts will also be carried out by them and they shall also look after the additional work, which is assigned by the District Attorney. They shall draft complaints/ written statements/ replies and affidavits relating to their Court and matters assigned to them by the District Attorney. The Assistant District Attorney is the office in charge of the prosecution department at sub divisional level and while exercising the powers of Drawing and Disbursing Officer, he also looks after the establishment and accounts matters.

6. Superintendent Grade-I (Gazetted Class I):

There is one post of Superintendent Grade-I, in the Directorate of Prosecution, Headquarters, who is responsible for overall supervision of working of Ministerial staff, posted in the Directorate of Prosecution, Headquarters, in each and every matter concerning the department. Important functions of the said officer are to supervise the work of the dealing assistants, to

look after their routine work and to maintain discipline and punctuality.

(C) Duties and Responsibilities of Ministerial Staff (officials)

1. Superintendent Grade-II

There is one post of Superintendent Grade grade II in the Directorate of Prosecution, Headquarters, who deals with the establishment of class I Gazetted Officers of the department.

2. Personal Assistant:

There is one post of Personal Assistant to assists the Director of Prosecution in his day to day working.

3. Senior Assistants:

There are 18 posts of Senior Assistants in the Department. At the Directorate level, the senior assistants work as dealing hands in various branches as litigation/ Establishment/ accounts/ budget (finance) /vehicles. At the district level, the

senior assistants are required to deal with the establishment/ budget/ correspondence/ service books etc. of the concerned district.

4. Junior Scale Stenographer/Steno Typists:

There are 14 posts of Junior Scale Stenographer and 3 posts of steno-typist in the Department. The District Attorneys in the districts have been provided with Junior Scale Stenographer who are required to take dictation from the officers and attend to the phone calls as well as personal management of said officers.

5. Junior Assistants/ Clerks:

There are 93 posts of Junior Assistants and Clerks in the Department. The Junior Assistants/ Clerks posted in Directorate, district and sub divisional level are assigned various duties like dealing and maintenance of office records including case files, diary and dispatch, preparation of bills, cash work, service records of

the officials and miscellaneous registers pertaining to office working etc.

6. Peons:

There are 89 posts of peons sanctioned in the Department. The peon is deployed on dak and for bank/ treasury. The main duties of the peons are to carry and deliver dak within or outside the office, ensure cleanliness and general up keep of the section / office and of the furniture, fixture and equipment, perform miscellaneous and odd jobs for officer/officials, attend any other work, they maybe assigned to them at Headquarters.

7 Chowkidars:

There are four posts of Chowkidars sanctioned in the department i.e. in the Directorate of Prosecution Headquarters Shimla, DA office, Mandi, Dharamshala and Kinnaur at Rampur. The main duties of the chowkidar are to keep watch and ward during and after office hours and take

precautionary measures relating to prevention of fire an damage to Government property.

8. Sweeper

There is one post of sweeper in the Directorate of Prosecution to sweep, clean and mop the rooms, corridors, urinals baths, wash basin etc. daily and properly and to perform the allied work relating to this job and to collect and dispose of all waste in the office. The official can be assigned such other work in addition to the above as may be considered necessary in the public interest.

(D) Manpower of the Department

Sr. No.	Post/ designation	Sanctioned posts	Filled posts	Vacant posts
1.	Director of Prosecution	1	1	0
2.	Joint Directors (Prosecution)	3	3	0
3.	District Attorneys	15	14	1
4.	Deputy District Attorneys	33	25	8
5.	Assistant District Attorneys	89	72	17
6.	Superintendent Grade-I	1	1	0
7.	Superintendent Grade-II	1	1	0
8.	Personal Assistant	1	1	0
9.	Senior Assistants	18	18	0
10.	Librarian	1	0	1
11.	Junior Scale Stenographers	14	13	1
12.	Steno-typist	3	3	0
13.	Clerks	85	70	15
14.	Clerks on contract basis	9	8	1
15.	Drivers	3	3	0
16.	Peons	81	77	4
17.	Peons on contract basis	9	8	1
18.	Chowkidars	4	4	0
19.	Sweeper	1	1	0
		372	323	49

(E) Training Assessment for the officers category

A workshop on training needs analysis for providing training to the prosecutors was held on 19.2.2011 at Himachal Pradesh Institute of Public Administration Fairlawns Shimla-12 in which 30 officers of the department, judicial officers and advocates participated. It was decided that prosecutors need training on following subjects and training plan for the year 2011-12 was finalized which is as under:

Sr. no.	Name of the programme	Training centre where training proposed to be provided	Duration	Level of participants	No. of participants for each scheduled training programme	Faculty (to be decided by Director of Prosecution)
1.	(i) Training of computer related crimes/ cyber crime.	Himachal Pradesh Institute of Public Administration, Fairlawns Shimla 171012	6 days schedule training for these programme	DA, DDA and ADA	15 participants	To be provided by Director of Prosecution, DGP and Judicial Academy
2.	Training of Forensic medicine to prove the post mortem report and other issues related to medico legal certificate	Indira Gandhi Medical College	6 days for training programmes	DA, DDA and ADA	10 participants	To be decided by IGMC
3.	Training of Forensic Science vis-à-vis reports of Govt. Scientific	In the Regional Forensic Laboratories,	3 days for training programme	DA, DDA, ADA	10 participants at Zonal level	To be decided by Directorate of FSL

	experts	Dharamshala, Mandi and Junga (Shimla)				
4.	Training on police stations especially procedure for sealing, sampling and link evidence	In the regional training centres at Dharamshala, Mandi and Shimla (HIPA)	3 days for training programme	DA, DDA & ADA	10 participants at Zonal Level	To be provided by Principal, PTC Daroh for courses at Zonal level and Range level
5.	Revenue training including demarcation and settlement manual	Do	3 days training programme	DA, DDA & ADA	10 participants at Zonal level	To be decided by Divisional Commissioner/ DC level
6.	Basic computer training	Do	3 days for each schedule training programme	DA, DDA, ADA, Supdt. & officials of Pros. Department	10 officers and 10 officials at Zonal level	HIPA in respect of regional level also.
7.	Training of office procedure and financial administration	Do	3 days for each schedule training programme	Do	10 officers and 10 officials at zonal level	Do
8.	Training for ADAs/DDAs/DAs posted in Departments performing advisory jobs especially in regard to preparation of replies/ written statements and vetting thereof.	Do	6 days schedule for these programmes	DA, DDA and ADA	10 officers at Zonal level	To be decided by the Director of Prosecution
9.	Refresher course in	Do	6 days schedule for	DA, DDA and ADA	10 officers at	To be provided

	regard to judicial pronouncements of Service matters like Transfer policy, payment of back wages and regularization of daily wagers/part time workers		these programmes		Zonal level	by Director of Prosecution, eminent lawyers, Judicial Academy
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(F) Training module for the newly appointed Assistant District Attorneys (Induction Course).

Phase-I

The Assistant District Attorneys are initially appointed into service through the examination conducted by the HP PSC and after induction into service, they require induction training, which is provided on the following topics:

1.	Duties and responsibilities of APP/ADA in criminal and civil cases
2.	Filing system and record management
3.	Noting and drafting
4.	Conduct rules
5.	CCS(CCA) Rules 1965
6.	Leave rules
7.	An overview of revenue laws and rules
8.	Scrutiny of Challans and prosecution cases
9.	Police organization and coordination between police and prosecution and investigation of appreciation of evidence
10.	Offence against women, SC &ST and other weaker sections
11.	Panel discussion on Ruchika vs Rathore cases
12.	Panel discussion on Ruchika Vs. Rathore case
13.	Computer training
14.	Section 320 CrPC compounding of offences, section 32, withdrawal from prosecution and

	what should be the procedure for it and law on the point.
15.	Duties and responsibilities of DDO's
16.	Chapter XVII CrPC difference in notification accusation % charges and how charge should be framed. Section 313 CrPC procedure to examine
17.	Type of cases filed under 61.1.14 excise Act
18.	Procedure to investigate cases under Excise Act. How licence is valid of possession of articles under Act.
19.	Office management and procedure
20.	Scene of crime examination, value of circumstantial evidence in original trials
21.	What are public documents and presumption under section 74 to 90 evidence Act. Exclusion of oral by documentary evidence section 91 to 100 section 114 and 34 section 72, 24 to 38 and 45 of Evidence Act.
22.	Disaster management Act- basic concepts and issue thereof.
23.	How confessional statement or state of a witness under section 27 of Evidence Act and section 164 CrPC recorded procedures of grant of pardon and evidentiary value of accomplice/ approver.
24.	Juvenile justice Act- basic concepts and issues
25.	Appeals/ revision- civil and criminal procedure
26.	Police investigation of various crime recovery memo preparation of Challans under section 173 CrPC maintenance of various registers/

	rojnamcha? What is daily diary and FIR.
27.	Execution and implication of forest consideration Act.
28.	Transit rules
29.	Scientific Aids used in forensic examination of documents
30.	Procedure in departmental inquiry with principles of natural justice
31.	Demarcation of land procedures and law to be proved in Court of law
32.	White cyber crime? IT Act –salient features
33.	Procedure for drafting the plaint and written statement for filing a suit and defending that role of governance advocate in speedy disposal of cases

Phase-II

This training for newly appointed Assistant District Attorneys will be repeated after six months after one year in Phase II as induction training.

(G) Training Module for the Ministerial Staff of the Department

1. Clerks

The clerks have to perform duties in various branches of organization such as store, cash, bill, budget, establishment, audit paras, correspondence in Court cases etc. in order to perform multifarious duties, the clerks have to acquire special knowledge about rules and procedure in different branches. Thus they need extensive training on various service matters and office procedure for smooth functioning and efficient working of department. The training needs of clerks are as under:

(i) *Establishment:*

- a. knowledge of rules, regulations and instructions relating to establishment matters
- b. maintenance of service record (personal files, service books and nominations of different purposes.
- c. Processing of GPF cases, allotment of GPF/ CPF number and sanction of advances
- d. Sanction of short term/ long term advance

- e. Sanction of various kinds of leaves and recording of entries in the service books.

(ii) *office procedure :*

- a. Rule and Acts pertaining to department
- b. Diary and dispatch
- c. Knowledge of opening of new files, referencing and paging
- d. Pursuing pending matters through reminders
- e. Knowledge of computer fundamentals and of word processing
- f. Comparison of types/ word processing material
- g. Proper formatting of office notes/letters
- h. Knowledge of weeding out and destruction of old records
- i. Knowledge of receive and communicating messages through Fax/Email/telephone
- j. Tabulation of date/ information
- k. Maintenance of service postage/stamp account
- l. Receipt /dispatch of confidential matters
- m. Preparation and recording of periodical arrear statements
- n. Maintenance of various registers in branches like file movement register, assembly question etc.

(iii) *Store, Stock and Stationery :*

- a. *Purchase of stock, store and stationery articles/ items*
- b. *Receipt and issue of store, stock and stationery items and recording necessary entries in the registers*
- c. *Condemnation of unserviceable stores and annual verification*

(iv) *Billing and cash section :*

- a. *Maintenance of various records/ registers*
- b. *Preparation of processing of bills of payment in the treasuries*
- c. *Proper classification of receipts and expenditure in govt. account*
- d. *Procedure for recording of cheques/ deposits through challan into treasury under appropriate receipt head*
- e. *Writing of cash book and its custody*
- f. *Classification of vouchers*
- g. *Acquittance rolls payment through bank draft/ banker cheque*
- h. *Safe- guarding of Government money*

(v) *Computer fundamentals:*

- a. *Computer basics with special reference to windows*
- b. *Working with windows with special reference to mouse handling*
- c. *Working with MS word, creating, editing formatting and saving a document*

d. Managing your files and folders

(i) Right to Information Act, 2005:

- a. The clerks are recruited directly and are also promoted from Class IV categories. This category of employees has multifarious duties to perform in the department. Clerks are the feeder category for promotion to the post of Senior Assistants, therefore, this category needs extensive training at the induction level. Therefore, a foundation course at least of 3 weeks and orientation course is suggested for clerks at the entry level as well as after every 5 years.

2. Senior Assistants

The Senior Assistants have to perform duties in various branches of Directorate of Prosecution and district Headquarters such as store, cash, accounts, establishment, audit paras, budgete etc. and correspondence of Court cases. Thus, they need to be provided training on various service matters of office procedure, financial administration besides Court cases correspondence etc. The training needs of these officials are as follows:

(i) Establishment:

- a. knowledge of rules, regulations and instructions relating to establishment matters
- b. maintenance of service record (personal files, service books and nominations of different purposes.
- c. Processing of GPF cases, allotment of GPF/ CPF number and sanction of advances
- d. Sanction of short term/ long term advance
- e. Sanction of various kinds of leaves and recording of entries in the service books.
- f. Framing of charge sheets/ show cause notices initiation of disciplinary proceedings
- g. Fixation of pay on promotion fixation of pay as a result of revision of pay scales and fixation under ACPs.
- h. Framing of R& P Rules.

(ii) *Store, Stock and Stationery :*

- a. *Purchase of stock, store and stationery articles/ items*
- b. *Receipt and issue of store, stock and stationery items and recording necessary entries in the registers*
- c. *Physical verification, declaring store items unserviceable and disposal thereof.*

(iii) *Billing and cash section :*

- a. Preparation of processing of bills for payment in the treasuries
- b. Proper classification of receipts and expenditure in govt. account.
- c. Procedure for recording of cheques/ deposits through challan into treasury under appropriate receipt head
- d. Maintenance and writing of cash book and its custody
- e. Classification of vouchers and retention bills for safe custody
- f. Acquittance rolls payment through bank draft/ banker cheque
- g. Safe guarding of Government money
- h. Audit and inspections
- i. Income tax matters

(iv) Budget:

- a. Preparation of nominal rolls, budget estimates of receipt expenditures
- b. Re-appropriation , excess and surrenders statements.
- c. Scrutiny, compilation and consolidation of receipt and expenditures
- d. Maintenance of budget/ expenditure control registers
- e. Re-conciliation of monthly expenditure with AG HP.

(i) Right to Information Act, 2005:

- b. The Senior Assistants are performing a very important job in the department. Therefore, in view of their functions, it is desirable that the Senior Assistants are imparted orientation training after a gap of every 2-3 years to update their knowledge and skills..

(b) **Training Module for the newly recruited Clerks (Direct/ Indirect)**

1. Government and its organs

- (i) Policies and programmes of Government
- (ii) Organizational set up of Government offices
- (iii) Accountability in administration

2. Office Procedures

- (i) Receipt of dak and maintenance of receipt register
- (ii) Issue of letters and maintenance of dispatch register
- (iii) Maintenance of stamp and other allied register
- (iv) Processing of PUCs and action on receipt of dak
- (v) How to open a file and the filing system
- (vi) Various forms of communications
- (vii) Noting and drafting procedure
- (viii) Efficiency and need for disposal

3. Establishment Matter

- (i) Constitutional safeguard in services
- (ii) General conditions governing service
- (iii) Duties and functions of ministerial staff

- (iv) General principal Government leave and various issues
- (v) Maintenance of service book and other service record PMIS
- (vi) Joining time rules

4. Cash & Accounts

- (i) Handling of cash and maintenance of accounts
- (ii) Writing of cash book
- (iii) How to prepare pay, TA and LTC claims
- (iv) Introduction to budget –how to prepare it

5. Stores

- (i) General instructions regarding store and stationery
- (ii) Maintenance of store and stock register

6. Record Management

- (i) Recording and retention of files
- (ii) Consignment of files and requisition thereof
- (iii) Weeding out of old record

7. Computer application

- (i) Computer basics with special reference to windows
- (ii) Working with MS word

(iii) Managing files and folders

8. Miscellaneous

(i) Communication skills

(ii) Work culture

Methodology

(i) Lecture method

(ii) Exercise

(c) **Training Module for orientation on various matters for clerks**

1. Establishment

- (i) Maintenance of personal files and records to be kept permanently
- (ii) Sanction of various kinds of leave and recording of entries thereof
- (iii) Retirement benefits
- (iv) PMIS

2. Budget & accounts

- (i) Preparation of nominal rolls and maintenance of budget control/expenditure registers
- (ii) Scrutiny, compilation and consolidation of receipt and expenditure
- (iii) Classification of receipt/ expenditure in govt. account
- (iv) Re-conciliation of accounts with AG
- (v) Preparation of all kinds of bills
- (vi) Writing of cash book and its maintenance
- (vii) Maintenance of Acquittance rolls
- (viii) Procedure for effecting purchase of store and stationery articles and issue thereof.
- (ix) Procedure for declaring unserviceable store articles and disposal thereof
- (x) Calculation of income tax

3. Office Procedure

- (i) Duties and functions of ministerial staff
- (ii) Receipt of dak and distribution thereof
- (iii) Maintenance of diary, dispatch and stamp register
- (iv) Filing system and dealing of files
- (v) Noting and drafting
- (vi) How to prepare communication
- (vii) Weeding out of old record
- (viii) Preparation and submission of various types of reports

4. Computer application

- (i) Computer basics with special reference to windows
- (ii) Working with MS word
- (iii) Managing files and folders

5. Right to Information Act

(c) Training Module for Peons

To increase the skill of the class IV employees to discharge their duties in various matters, two days training course is to be provided at the time of initial appointment or once in five years.

(d) Training Module for orientation on various matters for Sr. Assistants

1. Office Procedure

- (i) Duties and functions of ministerial staff
- (ii) Dealing of receipt noting and drafting
- (iii) Weeding out of old record
- (iv) Economy procedure and measures
- (v) Procedure for institution and defence in Court cases
- (vi) Parliament and Vidhan Sabha matters – cut motions, starred and un-starred assembly questions and assurances.

2. Establishment matters

- (i) Constitutional safeguard in services
- (ii) Fixation of pay
- (iii) Grant of ACPS and fixation of pay thereof
- (iv) Sanction of various kinds of levels
- (v) Grant of pension to Government servant on retirement/ voluntary retirement
- (vi) Initiation of disciplinary proceeding and framing of charge sheet
- (vii) Reservation in service how to prepare roster register
- (viii) Sanction of GPF, HBA withdrawal

- (ix) Maintenance of service record of government servant and recording entries through PMIS software

3. Budget and accounts

- (i) Preparation of budget and nominal rolls
- (ii) Preparation of excess and surrender statements
- (iii) Handling of cash and maintenance of accounts
- (iv) writing of cash book
- (v) 'audit and inspection CAG reports, PAC matters and submission of replies thereof.

4. Stores

- (i) General instructions regarding store and stationery
- (ii) Maintenance of store and stock register

5. Computer Application

- (i) Computer basics with special reference to windows
- (ii) Working with MS word
- (iii) Managing files and folders

6. Right to Information Act, E Samadhan, E Governance

(F) Training Slots Reserved for the Department

As per the training plan finalized for the year 2011-12, slots were also reserved for Prosecution Department during the current year from 9/2011 to 3/2012 in the training calendar for the year 2011-12 at Himachal Pradesh Institute of Public Administration, details of which are as under:

Sr. No.	Name of the programme	Period	Participation level
1.	(i) office procedure, financial administration	27.9.2011 to 29.9.2011	Assistant District Attorneys
	(ii) Noting and Drafting	5.12.2011 to 9.12.2011	Do
	(iii) Disciplinary proceedings/ conduct rules/ Departmental Enquiry	16.1.2012 to 20.1.2012 20.2.2012 to 24.2.2012	Do
2.	Advance computer training programme (power point, internet and applications)	27.3.2012 to 31.3.2012	Gazetted and Non-gazetted officers of the department
3.	Basic computer training programme on MS Word/MS Excel and internet	19.12.2011 to 23.12.2011	Do
4.	Cyber crime	13.2.2012 to 17.2.2012	Assistant District Attorney
5.	Police organization and coordination between Police, Prosecution and Investigation system	19.12.2011 to 23.12.2011	DA/ DDA and ADAs of the Department
6.	Scene of crime examination, value of circumstantial evidence in criminal trials	26.12.2011 to 30.1.2012	Do
7.	Coordination between judiciary and appreciation of evidence	2.1.2012 to 6.1.2012	Do
8.	Procedure for drafting plaints and written statement and defending thereof in the court	30.1.2012 to 3.2.2012	DA, DDA and ADAs of the Department
9.	Procedure in Departmental Inquiries with principles of natural justice	6.2.2012 to 10.2.2012	Do
10.	Speedy disposal of cases	13.2.2012 to 17.2.2012	Do
11.	Appeals, revisions in acquittal and enhancement of sentence	20.2.2012 to 24.2.2012	Do
12.	Law of domestic violence	27.2.2012 to 3.3.2012	Do
13.	Latest amendments in IPC, Cr.PC and Evidence Act	6.3.2012 to 10.3.2012	Do

14	Prevention of Corruption Act and HP Specific Corrupt Practices Act	13.3.2012 17.3.2012	to	Do
15	Citizenship Act, 1955 and Rules 1956	20.3.2012 24.3.2012	to	Do
16	How to cross examine the witnesses and when to declare the witnesses hostile during trial and circumstances where to give up	9.1.2012 13.1.2012	to	Do
17	Link Evidence and value of handwriting experts reports and forensic science reports	26.9.2011 30.9.2011	to	Do

(G) List of trainings conducted for the officers/officials of the Department

Trainings held from January, 2011 to December, 2011 as per training plan/training programme in HIPA for the year 2011. The list of participant officers/officials is annexed as **Annexure A.**

This department also conducted training at Regional Training Centre Mandi through Himachal Pradesh Institute of Public Administration. The list of participant officers and course content is at **Annexure B.**

The officers of the Department i.e. Joint Directors (Prosecution), District Attorneys, Deputy District Attorneys, Assistant District Attorneys also attended various workshops conducted by HP State Judicial Academy and by other institutions, is at **Annexure C.**

This Department also nominated various officers for training conducted by LNJN NICFS Rohini, New Delhi, details of which are at **Annexure D.**

Further Training programme for the 2012-13 has been prepared which is at **Annexure E.**

Annexure A
Trainings held from January, 2011 to December,
2011

As per training calendar for the year 2011

Trainings conducted by HP Institute of Public Administration (HIPA),
Fairlawns, Shimla-171012

Sr. No.	Place of training	Period	Training	Participants from the Department
1.	HP Institute of Public Administration (HIPA), Fairlawns, Shimla-12	19.2.2011	Work shop on Training Needs Analysis for training programme of Prosecutors	30 officers from this Department participated in the workshop
2.	-do-	18.4.2011 to 22.4.2011	Course on "Proof of Medical Evidence & Post Mortem Reports	15 Law Officers participated the said course at HIPA
3.	-do-	26.4.2011 to 30.4.2011	Audit & Budget (GOI)	3 officials participated the course: 1. Shri Des Raj, Senior Assistant office of D.A. Dharamshala, 2. Shri Jitender Kumar, Clerk, Office of the A.D.A. Dehra and 3. Shri Ashwani Kumar, Junior Assistant office of District Attorney, Una
4.	-do-	3 rd and 4 th May 2011	Workshop on developing a Roadmap for implementing IT for Masses	Shri Jawahar Sharma, Joint Director of Prosecution
5.	-do-	11.7.2011 to 13.7.2011	Training on Police Working Procedure for sealing, sampling and Link Evidence	18 officers/officials participated in the said training: (i) Shri J.S. Rana, District Attorney, SV & ACB, Shimla. (ii) Shri Ashwani Dhiman, District Attorney, Directorate of Education, Shimla. (iii) Shri Naresh Ghai, District Attorney, O/O PCC Forest Shimla. (iv) Shri V.K. Marwaha, District Attorney,

				<p>O/O Satluj Jal Vidyut Nigam Ltd. BCS, Shimla</p> <p>(v) Shri Surender Negi, DDA, O/O Directorate of Elementary Education, Shimla.</p> <p>(vi) Shri Mohinder Chauhan, DDA, O/O Directorate of Health</p> <p>(vii) Shri Suresh Hetta, DDA, H.P.PWD, Shimla.</p> <p>(viii) Smt. Mukta Kashyap, ADA O/O TCP Shimla.</p> <p>(ix) Shri Sudhir Sharma, ADA O/O Prison Deptt. Shimla.</p> <p>(x) Shri B.N. Shandil, ADA, Nalagarh.</p> <p>(xi) Shri Anoop Sharma, ADA, Dir. Of Pros. Hqrs. Shimla.</p> <p>(xii) Shri Pankaj Dhiman, ADA, Sunder Nagar.</p> <p>(xiii) Shri H.S. Dhiman, DDA, Chamba.</p> <p>(xiv) Shri R.L. Saini, D.A. Litigation, Dir. Of Pros. Hqrs. Shimla.</p> <p>(xv) Shri G.R.Singh, DDA. ---do---</p> <p>(xvi) Shri Anil Sharma, ADA, Kangra</p> <p>(xvii) Shri Karnail Singh, ADA, Dehra.</p> <p>(xviii) Shri V.K. Behl, District Attorney, Excise and Taxation, Shimla.</p>
6.	-do-	11.7.2011 to 15.7.2011	Basic Computer Course	<p>19 officers/officials participated in the said training:</p> <p>(i) Shri Vikas Dhaulta, A.D.A. Rohru.</p> <p>(ii) Shri Raj Kumar, Steno, Directorate of Prosecution, Hqrs. Shimla.</p>

				<p>(iii) Shri Chaman Lal, Clerk O/O D.A. Solan.</p> <p>(iv) Shri Nitin Kumar, A.D.A. Una.</p> <p>(v) Shri Kulwinder Singh, Sr. Assistant O/O D.A. Kinnaur at Rampur.</p> <p>(vi) Shri Girdhari Lal Verma, JSS, O/O D.A. Hamirpur.</p> <p>(vii) Shri Kushal Singh, Clerk, Office of ADA Barsar.</p> <p>(viii) Shri Prithvi Singh, Jr. Asstt. O/O D.A. Shimla.</p> <p>(ix) Shri Tej Kumar, Jr. Asstt. O/O ADA, Rohru.</p> <p>(x) Shri Ramesh Kaundal, Jr. Asstt. Directorate of Prosecution, Hqrs. Shimla.</p> <p>(xi) Shri Pradeep Kumar, Clerk Directorate of Prosecution, Hqrs. Shimla.</p> <p>(xii) Shri Naveen Kumar, Clerk O/O ADA Manali.</p> <p>(xiii) Shri Sandeep Agnihotri, ADA Amb.</p> <p>(xiv) Shri Ravinder Sharma, Jr. Asstt. O/O ADA, Sunder Nagar.</p> <p>(xv) Shri Sanjay Kumar, Jr. Asstt O/O ADA, Palampur.</p> <p>(xvi) Shri Sanjeev Kumar, Clerk O/O ADA, Kangra.</p> <p>(xvii) Shri Pradeep Kumar, Jr. Asstt. O/O ADA Nurpur.</p> <p>(xviii) Shri Jitender Kumar, Clerk O/O ADA, Dehra</p> <p>(xix) Shri Kishori Lal, Sr. Asstt. O/O D.A. Hamirpur.</p>
7.	-do-	25.7.2011 to 29.7.2011	Office Procedure & Financial Administration (GOI)	4 officers/officials participated in the said training:

				<p>(i) Shri R.C. Bakshi, District Attorney, Vigilance Hqrs shimla-2.</p> <p>(ii) Mrs. Suman Lata, Jr. Asstt O/O D.A. Dharamshala.</p> <p>(iii) Mrs. Prabha Chaudhary, Jr. Asstt. O/O/ D.A. Dharamshala.</p> <p>(iv) Mrs. Manju Sood, Jr. Asstt. O/O A.D.A. Dehra.</p>
8.	-do-	28.7.2011 to 30.7.2011	Advance Computer Course (Power Point & Internet) (GOI)	Shri Geetranjan Bhardwaj, A.D.A. Kangra at Dharamshala nominated to attend the said course at HIPA
9.	-do-	5.9.2011 to 9.9.2011	Management of Training Course (MOT)	Shri B.S. Pathania, Joint Director of Prosecution, North Zone Kangra at Dharamshala and Shri Ashwani Kumar Dhiman, District Attorney attended the said course at HIPA.
10.	-do-	6.9.2011 to 10.9.2011	Office Procedure and Administration (GOI)	Shri Rajender Kumar Sharma, ADA Solan nominated to attend the said training at HIPA
11.	-do-	12.9.2011 to 13.9.2011	Right to information act, 2005	Shri Kapil Mohan Gautam, ADA Kasauli nominated to attend the said training at HIPA
12.	-do-	19.9.2011 to 23.9.2011	Basic Computer Training on M.S. Word / M.S. Excel and Internet	Shri S.D. Vasudeva, DDA Solan and Shri Hira Mani Garg, nominated to attend the said training at HIPA
13.	-do-	28.9.2011 to 30.9.2011	Training on Cyber Laws- Collection of E-Evidence and prosecution thereof	30 Senior Law Officers attended the said training at H.P. Institute of Public Administration, Fairlawn's, Shimla
14.	-do-	10.10.2011 to 21.10.2011	Course on Training Need Assessment	Shri Ashwani Kumar Dhiman, District Attorney, participated the said Course at HIPA
15.	-do-	10.12.1011	One day workshop on Judicial Pronouncements of	116 prosecutors of the Department attended the course.

			service matters and effective prosecution of criminal cases	
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Annexure B

1.	Regional Training Centre (HIPA) Mandi DC Office Mandi	21.11.11 to 23.11.2011	Basic Computer Course on MS-word and MS-Excel	<p>10 officers participated in the training i.e. S/Sh. Kulbhushan Awasthi, ADA o/o. DA Mandi.</p> <ol style="list-style-type: none"> 1. Pankaj Dhiman, ADA, Sunder Nagar. 2. Khushal Singh, Clerk o/o ADA Barsar. 3. Prakash Thakur, Dy. Distt. Attorney, Bilaspur. 4. Puran Chand, Clerk o/o. ADA Karsog. 5. Kapil Dev Sharma, ADA O/o. Distt. Attorney, Hamirpur. 6. Vinod chaudhary, Jt. Director of Prosecution, SV&ACB Shimla. 7. Ravinder Sharma, Jr. Asstt. ADA office Sunder Nagar. 8. Vipul Kumar Sharma, Dy. Distt. Attorney, Hamirpur. 9. Smt. Ranjna Sharma, Sr. Asstt. o/o Distt. Attorney Mandi. 10. N.S. Katoch, Dy. Distt. Attorney, SV&ACB Mandi.
2.	-do-	24.11.11 to 26.11.11	Office Procedure & Financial Administration	<p>14 officers participated in the training i.e. S/Sh. S.S. Kaushal, Distt. Attorney, Bilaspur.</p> <ol style="list-style-type: none"> 1. R.K. Bharwal, Dy.D.A. Ghumarwin. 2. Naveen Kumar, Clerk of o/o ADA Mandi. 3. Ravinder Sharma, Jr. Asstt. O/O ADA Sundernagar. 4. Naresh Kumar, Jr. Asstt. O/o. ADA Joginder Nagar. 5. Smt. Punam Sharma, Sr. Asstt. O/O Distt. Attorney, SV&ACB Mandi. 6. Shankar Singh, Sr. Asstt. o/o Distt. Attorney, Bilaspur. 7. Shyam Lal Gupta, JSS, Distt. Attorney office Mandi. 8. Rattan Singh, JSS, o/o. Distt. Attorney, Bilaspur. 9. Suresh Kumar, ADA Bilaspur. 10. Sukhbir Singh, JSS O/O. Distt. Attorney, Kullu. 11. Ajay Thakur, ADA, Mandi. 12. Kulbhushan Gautam, ADA Sundernagar. 13. Anuj Sharma, ADA, Hamirpur. 14. Smt. Raj Rani, ADA, Mandi

Annexure C

Trainings conducted by miscellaneous Institutes

1.	Conference Hall, Hotel Ambassador Manali conducted by Hon'ble HP High Court	17.9.2011 and 18.9.2011	Two days Conference on "Cyber Laws and the Prevention of Corruption Act	The said conference was attended by the District Attorneys, Deputy District Attorneys and Assistant District Attorneys of District Bilaspur, Mandi, Hamirpur, Kullu and Lahaul Spiti
2.	Police Headquarters, Shimla-2	13.5.2011	One day Seminar for Senior Civil / Police Officers Himachal Pradesh	Shri B.S. Thakur, Joint Director of Prosecution, Hqrs. Shimla
3.	-do-	30.5.2011 to 1.6.2011	state level three days training programme on "Combating Trafficking in Human beings	Shri Vijay Kumar, Assistant District Attorney, Directorate of Prosecution, Hqrs. Shimla

Annexure D

Trainings conducted by Lok Nayak Jai Parkash Narayan (LNJN) National Institute of Criminology & Forensic Science (NICFS) at Rohini, Delhi

1.	Lok Nayak Jai Parkash Narayan (LNJN) National Institute of Criminology & Forensic Science (NICFS) at Rohini, Delhi	9.5.2011 to 13.5.2011	course on Wild Life Crime and Forensic Science	Shri Mahesh Sen, Deputy District Attorney, Kullu
2.	-do-	11.7.2011 to 15.7.2011	Course on Juvenile Justice	Shri Jagdish Rajta, ADA, Shimla and Shri Getranjan Bhardwaj, ADA, Dharamshala nominated to attend the said Course at Delhi
3.	-do-	25.7.2011 to 29.7.2011	New Crime and Criminal Justice System	Shri Purinder Sharma, DDA, Shimla and Shri Anil Sharma, ADA, Kangra nominated to attend the said course at Dehli
4.	-do-	19 to 23.9.2011	75 th Course on Juvenile Management of Anti Social & Criminal Behaviour	Shri Kuldeep Singh Sen, Deputy District Attorney, Kangra at Dharamshala attended said course at LNJN, Rohini Delhi
5.	-do-	26 to 28.9.9.2011	6 th Workshop on "Scientific Investigation of Crime Involving Firearms	Shri Sandeep Attri, Deputy District Attorney, State Vigilance & Anti Corruption Bureau, Shimla attended the said court at Delhi
6.	-do-	5 th to 7 th September, 2011	2 nd Seminar on Human Rights	Shri Sat Pal Garg, Deputy District Attorney, Kangra at Dharamshala attended the said court at Rohini Delhi
7.	-do-	10.10.2011 to 14.10.2011	Course on Individual Identification Techniques	Shri Vinod Chaudhary District Attorney, Mandi and Shri Yash Pal Singh, Negi, Deputy District Attorney, Mandi nominated to attend the said Course at Delhi
8.	-do-	17.10.2011 to 21.10.2011	Course on Prevention and Control of Drug Abuse	Shri Anoop Sharma, Assistant District Attorney, Directorate of

				Prosecution, Hqrs. Shimla nominated to attend the said course at Delhi
9.	-do-	14 to 18 November, 2011	2 nd Course on Criminology & Criminal Justice	3 officers participated in the training i.e. 1. S/Sh. C.B. Acharya, Distt. Attorney, Kangra at Dharamshala. 2. Kapil Mohan Gautam, ADA, Kasauli. 3. Geetranjan Bhardwaj, ADA o/o. Distt. Attorney, Kangra at Dharamshala.
10.	-do-	16 to 18 November, 2011	2 nd Workshop on forensic Evidence in Human Trafficking	1 office i.e. Shri Rajinder Kumar Sharma, Assistant Distt. Attorney, Paonta Sahib, Distt. Sirmaur

Annexure E

Training Programme for the year 2012-13

Sr. no.	Name of the programme	Training centre where training proposed to be provided	Duration	Level of participants	No. of participants for each scheduled training programme	Faculty (to be decided by Director of Prosecution)
1.	(i) Training of computer related crimes/ cyber crime.	Himachal Pradesh Institute of Public Administration, Fairlawns Shimla 171012	6 days schedule training for these programme	DA, DDA and ADA	15 participants	To be provided by Director of Prosecution, DGP and Judicial Academy
2.	Training of Forensic medicine to prove the post mortem report and other issues related to medico legal certificate	Indira Gandhi Medical College	6 days for training programmes	DA, DDA and ADA	10 participants	To be decided by IGMC
3.	Training of Forensic Science vis-à-vis reports of Govt. Scientific experts	In the Regional Forensic Laboratories, Dharamshala, Mandi and Junga (Shimla)	3 days for training programme	DA, DDA, ADA	10 participants at Zonal level	To be decided by Directorate of FSL
4.	Training on police stations especially for procedure for sealing, sampling and link evidence	In the regional training centres at Dharamshala, Mandi and Shimla (HIPA)	3 days for training programme	DA, DDA & ADA	10 participants at Zonal Level	To be provided by Principal, PTC Daroh for courses at Zonal level and Range level

5.	Revenue training including demarcation and settlement manual	Do	3 days training programme	DA, DDA & ADA	10 participants at Zonal level	To be decided by Divisional Commissioner/ DC level
6.	Basic computer training	Do	3 days for each schedule training programme	DA, DDA, ADA, Supdt. & officials of Pros. Department	10 officers and 10 officials at Zonal level	HIPA in respect of regional level also.
7.	Training of office procedure and financial administration	Do	3 days for each schedule training programme	Do	10 officers and 10 officials at zonal level	Do
8.	Training for ADAs/DDAs/DAs posted in different Departments performing advisory jobs especially in regard to preparation of replies/ written statements and vetting thereof.	Do	6 days schedule for these programmes	DA, DDA and ADA	10 officers at Zonal level	To be decided by the Director of Prosecution
9.	Refresher course in regard to judicial pronouncements of Service matters like Transfer policy, payment of back wages and regularization of daily wagers/ part time workers	Do	6 days schedule for these programmes	DA, DDA and ADA	10 officers at Zonal level	To be provided by Director of Prosecution, eminent lawyers, Judicial Academy

For the training programme of the Prosecutors for the year 2012-13 vide letter No. DPr--B(Training HIPA)/2012-13-4255-56 dated 30.4.2012, time

slots has been sought from HIPA as per table below, in which confirmation is awaited.

Sr. no.	Name of the programmes	Duration/ date of training schedule	Participation level
1.	Training of computer related crimes/ cyber crime	Two days, in the last week of May, 2012	Prosecutors
2.	Training of Forensic medicine to prove the post mortem report and other issues related to medico legal certificate	5 days, in the month of July, 2012	DA/DDA and ADAs of the Department
3.	(i) Basic computer Training (ii) Office procedure and Financial Administration	5 days, in the month of October, 2012	Gazetted officers and officials of the Department
4.	Advance computer training programme (power point, internet and applications)	5 days, in the month of January, 2013	Do
5.	Coordination between judiciary and appreciation of evidence	3 days, in the month of February, 2013,	DA/DDA and ADAs of the Department