



MEGHALAYA STATE JUDICIAL ACADEMY
TOPOVAN BUNGALOW, BIVAR ROAD, SHILLONG- 793001
Phone: 0364- 2501671-70 (Office), 2501152 (Fax)
Email: dir.msja-meg@gov.in

Welcome Note & Instructions For Newly Appointed Judicial Officers Grade III/Munsiff/Civil Judge Cadre Joining Induction Training.

1. Meghalaya State Judicial Academy (MSJA) extends a warm welcome to all the newly appointed Judicial Officers in Grade III/Munsiff/ Civil Judge Cadre and wishes them a bright future.
2. Every trainee officer shall join at Meghalaya State Judicial Academy, Topovan Bungalow, Bivar road Shillong, opposite to the residence of Hon'ble chief Justice High Court of Meghalaya on _____. While reporting, as also on every occasion related with training, except when specifically exempted, the trainee officers must be wearing the prescribed uniform.

The prescribed uniform is as under:-

- (i) For Male Officers: White shirt; white/white & black striped trousers; black coat; and black tie.
- (ii) For Female Officers: White shirt/white blouse/black Jainsem/ trousers and black coat.

The trainee officers are advised to bring sufficient sets of prescribed uniform for regular use.

3. Stay arrangements for trainee officers is made at Topovan Bungalow, Bivar road, Shillong from _____. It is mandatory for all the Trainee Officers to stay at the Academy premises for the institutional training and no application of exemption shall be entertained.
4. The trainee officers are directed to collect stationery items including bag, daily diary etc from the office at the time of joining.
5. Since it is a mandatory and an extensive training course, no leave shall ordinarily be granted during the period of training.
6. The trainee officers are supposed to bring with them Civil Procedure Code, Criminal Major Acts and General Rules Civil & Criminal, for ready reference.

7. Conduct & Discipline

- 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 of a Judicial Officer inside as well as outside the campus.

- The trainee judicial officers must maintain high standard of personal hygiene and social behaviour. They are expected to be properly dressed and be punctual.
- Mobile phones are strictly prohibited in the class room. Consuming alcohol and smoking is strictly prohibited in the premises.
- Any act of indiscipline by trainee Judicial Officer will be viewed seriously and may lead to termination of his/her training.
- The trainee Officers must keep their surroundings clean and maintain the cleanliness of the room and campus.

8. During the entire period of training, the trainee officers shall be under the immediate control and supervision of the Course Director, Smti. M.B Challam, MSJA.

9. There shall be morning Yoga Class during the training period at the academy and dress code for the Yoga Class is as undermentioned:-

- Male Officer: - White T-Shirt, Black or Blue Short, White Socks and Sports Shoes.
- Female Officer: - White T-Shirt, Black or Blue Track Pant, White Socks and Sports Shoes.

10. The trainee officers are supposed to bring with them sufficient sets of above mentioned uniform for Yoga Class.

11. Home Visit on 1st and 3rd Saturday of the month provided if there is any programme of the Hon'ble High Court of Meghalaya and of the Academy on such Saturday, the same will be adjusted on next available Saturday.

12. Visit of the family members of the trainee judicial officers at the Academy after class hours within 06.00 p.m.

13. Home visit on Sunday.

14. The contact numbers of Meghalaya State Judicial Academy office are 0364- 2501671/2501670, 2501152 (Office)

Director
Meghalaya State Judicial Academy