

POWERS AND DUTIES OF THE OFFICERS/OFFICIALS OF THE ACADEMY

I) Director

He is a District and Sessions Judge from the cadre of H.P. Higher Judicial Service. He is a Faculty Member, Head of the Department, Controlling Officer and Secretary of the Board of Governors of the Academy. He performs all administrative functions of the Academy under the general directions of the Board of Governors.

II) Joint Director

He is a Member of Higher Judicial Service of the Rank of Additional District and Sessions Judge and performing the functions of permanent faculty. He is also working as a Course Director for trainings/workshops/Seminars conducted for the Govt. officials/gazetted officers.

III) Deputy Director

He is a Member of H.P. Judicial Services. He is entrusted with the job of Course Coordinator for ministerial staff of the State Judiciary and the State Govt. and also functioning to design the Courses for the Ministerial staff etc. and also functioning as a Faculty Member. He is also the Drawing and Disbursing Officer of the Academy.

IV) Superintendent –Grade II

He is responsible for superintendence and administration of the office and trainings.

V) System Analyst

He works as permanent faculty for imparting training in IT (Computer Education) and responsible for all IT related activities of the Academy.

VI) Personal Assistant

To perform duties as assigned by the Director of the Academy. To maintain the Dak, paper, letter pertaining to the office of the Director.

VII) Senior Assistant

To maintain purchase and stock register, to make arrangement for organizing trainings, to deal and maintain files relating to, maintenance and other office routine correspondence. He will also perform the duties assigned to him by the Director, Joint Director and Deputy Director.

VIII) Steno Typist

To perform duties as assigned by the Director/ Joint Director/ Deputy Director from time to time.

IX) Accounts Clerk

He works as a Nazir of the office and maintains the entire accounts of the Academy.

X) Two Clerks:

One maintains records of Vehicles and Library. He also performs the other duties as assigned to him by the Director, Joint Director and Deputy Director. Another Clerk (Post Vacant).

- XI)** Daftari-One
- XII)** Drivers- Four
- XIII)** Chowkidar- Cum- Cook- One
- XIV)** Peons- Three
- XV)** Peon-cum-Chowkidar- One
- XVI)** Safai Karamchari cum Mali-One
- XVII)** Sweeper-One