



TAMIL NADU STATE JUDICIAL ACADEMY

INDUCTION TRAINING PROGRAMME FOR CIVIL JUDGES (2015 BATCH)

MODULE AND SCHEDULE OF THE ON-THE-JOB TRAINING PROGRAMME AT THE DISTRICTS HEADQUARTERS

Sub: Courts and Judges – Tamil Nadu State Judicial Service and Puducherry Judicial Service – Civil Judges of 2015 Batch – Two months' On-the-job Training in the Districts Headquarters – Instructions – Issued – Reg.

- Ref: 1) G.O.(4D) No.49 Home(Courts-I) Dept. dated 20.08.2015 from the Govt. of Tamil Nadu.
2) Office Orders No.816/22 to 26/2015-LD dated 26.06.2015 from the Law Department, Government of Puducherry.
3) High Court's Official Memorandum in ROC No.2972/2015/RG/B1/Spl.Cell dated 11.12.2015.

The attention of the Principal District Judges¹ is drawn to the G.Os. mentioned under reference above.

It has been resolved by the Hon'ble Governing Body of TNSJA to impart **two months' On-the-job training** to the newly appointed Civil Judges at the Districts Headquarters, from 28.12.2015 to 04.03.2016, and the trainee judicial officers are required to be given such training in the order as is mentioned hereunder:-

FIRST PHASE – FROM 28.12.2015 TO 01.02.2016

I.	Description of Court	CRIMINAL COURT (Judicial / Metropolitan Magistrate Court)
	Period of Training	28.12.2015 to 12.01.2016
	Nature of Training	<u>Forenoon</u> The trainee officer shall sit along with an incumbent Judicial Magistrate (at the District Headquarters)/Metropolitan Magistrate during the entire court proceedings and carefully observe the proceedings and make a report of the proceedings in the diary maintained by him/her. <u>Afternoon</u> The trainee officer shall get acquainted with all registers, forms and records, maintained in various sections of the Magistrate Court, viz. Property Section, Record Section, Copyist Section, FIR Section, Magisterial Clerk Section, etc.

¹ The term, "Principal District Judge", wherever occurs herein, shall include Principal Judge, Chennai; Chief Judge, Puducherry; District Judge-cum-Chief Judicial Magistrate, The Nilgiris; and the District Judges who head the District Judicial Administration

	<ul style="list-style-type: none"> The Principal District Judge, in consultation with the Chief Judicial/Metropolitan Magistrate, shall assign five main cases to the trainee officer and the trainee officer shall write draft judgments and submit the same to the Principal District Judge, before the end of the two weeks' training in the Criminal Court, and the PDJ will, in turn, review the performance, including the judgment writing skills of the trainee officer. The trainee officer shall examine records of three main cases of more than 3 years old and analyse each of the cases with particular reference to the reasons for pendency. The trainee officer shall prepare a brief note for each of the cases based on the analysis and submit the same to the Principal District Judge, before the end of the two weeks' training in Criminal Court, and the PDJ will, in turn, review the performance of the trainee officer. 	
II.	Description of Court	CIVIL COURT (District Munsif Court / City Civil Court)
	Period of Training	18.01.2016 to 01.02.2016
	Nature of Training	<p><u>Forenoon</u> The trainee officer shall sit along with an incumbent District Munsif or where District Munsif Court(s) is/are lying vacant, Sub Judge (at the District Headquarters)/Assistant Judge of City Civil Court, during the entire court proceedings and carefully observe the proceedings and make a report of the proceedings in the diary maintained by him/her.</p> <p><u>Afternoon</u> The trainee officer shall get acquainted with all the registers, forms and records, maintained in various sections of the Civil Court, viz. Nazir Section, Records Section, Copyist Section, Library Section, Bench Clerk Section, etc.</p> <ul style="list-style-type: none"> The Principal District Judge shall assign five Original Suits and two I.As to the trainee officer and the trainee officer shall write draft judgments and submit the same to the Principal District Judge, before the end of the two weeks' training in the Civil Court, and the PDJ will, in turn, review the performance, including the judgment writing skills, of the trainee officer. The trainee officer shall examine records of three Original Suits of more than 5 years old and two E.Ps and analyse each of the cases with particular reference to the reasons for pendency. The trainee officer shall prepare a brief note for each of the cases based on the analysis and shall submit the same to the Principal District Judge, before the end of the two weeks' training in the Civil Court, and the PDJ will, in turn, review the performance of the trainee officer.

SECOND PHASE – FROM 02.02.2016 to 04.03.2016

FORENOON SESSION

After completion of the one month's training as said above, the trainee Civil Judge, shall sit in his/her regular court, where he/she has been posted, and conduct regular court proceedings.

AFTERNOON SESSION

The trainee Civil Judge shall undergo training at the following departments/Establishments/Institutions:-

S. No.	Name of the Department/Establishment/Institution	Duration of Training
I. JUDICIAL/METROPOLITAN MAGISTRATE COURT		
	The trainee officer shall go to the Judicial/Metropolitan Magistrate Court and observe and get acquainted with, the proceedings relating to – a) recording of statements/confessions under Section 164 Cr.P.C b) conducting test identification parade c) conducting inquest under Section 176(1-A) Cr.P.C., and d) recording dying declaration In this connection, wherever required, the trainee officer shall accompany the incumbent Judicial/Metropolitan Magistrate to hospital or prison, as the case may be.	4 Days
II. REVENUE DEPARTMENT		
1	With Village Administrative Officer	1 day
2	To get acquainted with the maintenance of land records and survey records – Issuance of Patta, Chitta, Adangal, etc.	1 day
3	Acquaintance of work attached to Revenue Inspector	1 day
4	Survey Training (including site visit)	2 days
III. POLICE DEPARTMENT		
1	With Sub-Inspector of Police – to get acquainted with station work, FIR, General Diary, Case Dairy, final report, etc.	1 day
2	With Inspector of Police – to get acquainted with Investigation procedure and practice	1 day
3	With Deputy Superintendent of Police - to get acquainted with prohibition raids, crime scene, etc.	1 day
4	Visit to District Crime Records Bureau (DCRB)	1 day
5	With Superintendent of Police – to get acquainted with the functions of the District Police Unit, Armed Reserve, Security Branch, etc.	1 day
IV. FOREST DEPARTMENT		
	To get acquainted with the investigation procedure relating to forest offences	2 days
V. PRISON / JAIL ADMINISTRATION		
1	With Superintendent – to get acquainted with procedures relating to remand and convict prisoners, Prison Adalat, etc.	1 day
2	With Probation Officer	1 day
VI. TREASURY DEPARTMENT		
	With P.A.O./Treasury Officer – to get acquainted with maintenance of Government Accounts, Deposits, Bills, drawing pay and allowances, etc.	2 days
VII. GOVERNMENT HOSPITAL		
	To get acquainted with the procedure relating to dying declaration, autopsy, wound certificate, etc.	2 days
VIII. JUVENILE JUSTICE BOARD		
1	Visit to Juvenile Justice Board	1 day
2	Visit to Government Observation Home for children	1 day

The trainee officers are directed to scrupulously maintain the diary containing the summary of the proceedings of the training and the same is subject to inspection by the Principal District Judge concerned, at any point of time and once in every week compulsorily. All the trainee officers are further directed to meet the Principal District Judge and the Chief Judicial/Metropolitan Magistrate, every Saturday (except the Saturdays on 02.01.2016 and 16.01.2016), and have interaction with them and share their experience of training, so as to gain knowledge and benefits.

::4::

The trainee officers are further directed to submit their reports, as per the Instructions on Submission of Report dated 22.9.2015, to the Principal District Judge concerned.

The Principal District Judges are requested to take all steps as necessary in connection with the On-the-job Training Programme, and impart training to the newly appointed Civil Judges as per the above schedule, scrupulously.

The Principal District Judges are further requested to ensure that all the newly appointed Civil Judges are given effective training in all the departments.

The Principal District Judges are also requested to scrutinise the diary/orders maintained/passed by the trainee officers, and peruse the reports, as would be submitted by the trainee officers, in accordance with Instructions on Submission of Report dated 22.9.2015, and submit a consolidated report about imparting training to the trainee officers and also on their performance, to the Director, TNSJA, Chennai, with a copy to the Registrar General, High Court of Madras, after completion of the entire duration of the On-the-job Training and submission of reports by the trainee officers.

The Principal District Judges are also requested to ensure that the trainee officers follow the instructions, as issued by TNSJA on 15.09.2015 – Instructions to the Trainees, and on 22.09.2015 – Instructions on Submission of Report, wherever necessary, scrupulously.

The Principal District Judges are also requested to maintain separate attendance register for trainee officers in alphabetical order and not to entertain the request, if any, of the trainee officers for absence during the training period.

The Principal District Judges, if required, may take the assistance of any Additional District Judge or of Chief Judicial/Metropolitan Magistrate or any Senior Civil Judge, in this regard.

The receipt of this Official Memorandum may be acknowledged at once.

//BY ORDER//

Date : 16.12.2015

Sd/-xxxx
DIRECTOR

To

1. The Principal Judge, Chennai
2. The Chief Judge, Puducherry
3. The Principal District Judges
4. The District Judges (Heads of the District Units)
5. The District Judge-cum-Chief Judicial Magistrate, The Nilgiris

Copy to:

1. The Registrar General, High Court of Madras.
2. The Chief Metropolitan Magistrate, Egmore, Chennai
3. The Chief Judicial Magistrates