

**ANNEXURE - II**  
**RESOURCE PERSONS**  
**TRAINING PROGRAMME FOR THE STAFF MEMBERS OF MADURAI**  
**BENCH OF MADRAS HIGH COURT**

**AGENDA**

TIMING 10.00 A.M. TO 5.30 P.M.

DATE 09TH JANUARY 2016

<b>INAGURATION</b>			10.00 A.M. To 10.15 A.M.
<b>Introduction</b>			
<b>I – CRIMINAL SECTION</b>			
Sl. No	SUBJECT	FACULTY Tvl.	TIMING
1	Cases dealt by Criminal Section	<b>S.Christhuraj, CO/SO/AE</b>	
2	Filing Process:- (a)S.R. Entry; (b)Distribution to Appeal Examiners; (c)Passing/Returning/Re-Presentation; (d)Assigning Main No.		10.15 A.M. To 11.00 A.M.
3	Regular Entry, Docketing, Indexing, In-numbering, Stitching.		11.10 A.M.
4	Listing and Posting cases.		To
5	Notice		12.00 Noon
6	Criminal Records- Calling for Records Editing Typesets, Maintenance, Return of Records.		
BREAK 11.00 A.M. TO 11.10 A.M.			
<b>II - ADMINISTRATIVE DEPARTMENT</b>			
Sl. No	SUBJECT	FACULTY Tvl.	TIMING
1	Sections under Administrative Department, their respective work & determining the subject at the Tapals	<b>A.Paramasivam, AR (CS-II)</b>	12.00 Noon
2	Preparation and presentation of note both Administrative and Judicial, Drafting of Letters and Periodical reminders.		To 12.30 P.M.
3	Familiarity with Statutory Rules G.Os. And Circulars.		

Sl. No	SUBJECT	FACULTY Tvl.	TIMING
4	Maintenance of P.R. Ledgers and relevant Registers.		
5	Disposal of Files – Formalities		
6	General Supervision of Subordinates		
7	Behaviour towards Hon'ble Judges and Officers		

**III - WRIT SECTION**

SL.NO	SUBJECT	FACULTY Tvl.	TIMING
1	Filing and Passing of Writ Petition & Miscellaneous Petition (Filing, SR entry, distribution to Appeal Examiners)	<b>S.Sridhar Gandhi,</b> Deputy Registrar (Writs)	12.30 P.M. TO 1.30 P.M.
2	Scrutiny of Writ Petitions and Miscellaneous Petitions as per the Acts, (Passing & Categorisation)		
3	Computer Entry & Docketing.		
4	Segregating, Posting, Listing & Circulation		
5	Rule Nisi – Admit Notice & Call for Records.		
6	Disposal		

**LUNCH BREAK 1.30 p.m. TO 2.15 p.m.**

**JUDICIAL DEPARTMENT**

SL. NO.	SUBJECT	FACULTY Tvl.	TIMING
---------	---------	--------------	--------

**IV - APPEAL EXAMINERS' SECTION**

1	Filing & Distribution	<b>T.V.Rajeswari,</b> CO/SO/AE	2.15 P.M. TO 3.00 P.M.
2	Passing & Returns of Cases		
3	Docketing, Numbering, Return & Caveat Entries and Correspondence regarding Advocate Complaints		

<b>IV - ORIGINAL SIDE</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY Tvl.</b>	<b>TIMING</b>
1	Presentation filing & Distribution process	<b>B.P.Rajitha</b> Deputy Registrar (Judicial)	3.00 P.M. TO 3.45.P.M.
2	Scrutiny of Plaints, Applications, Original Petitions, Contempt Petitions, Company Petitions, Execution Petition, Insolvency Petition, Arbitration Matters and Election Petition		
3	Post Numbering Process		
4	Issue of Summons and Notice		
5	Assistant Posting Clerk Seat		
6	Posting (Listing, Final Decree Seat)		
7	Drafting of Orders and Decrees		
8	Work of Company Petition, Insolvency Petition, Execution Petition, Contempt & Probate Sections.		
9	O.S. Records – Involvement in various stages and destruction.		
10	O.S. Courts – Master Court – Additional Master Courts, Deputy Registrar Court – Asst. Registrar-I Court & Asst. Registrar-II court.		
<b>VI - COURT OFFICER'S SECTION &amp; CURRENT SECTION</b>			
1	Receiving Orders, Distribution, Checking, Approval and Despatch.	<b>V.Chandrasekaran,</b> SAR (CS-II),  <b>M.Rajendran,</b> CO/SO/AE	3.45 P.M. TO 4.00 P.M.
2	Duties & responsibilities of Court Officers & Court Etiquette.		
3	Drafting.		
4	Issue of Carbon Copies, Despatch.		

**BREAK-4.00 p.m. to 4.10 p.m.**

<b>VII - TRANSLATION AND PRINTING AND COMPUTER SECTION</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY Tvl.</b>	<b>TIMING</b>
1	Preparation of Pleadings & Estimation, Issuance of Bills, Default Cases before the DR(AS), Editing, Refund in respect of cases received from VR Section, Judicial, Criminal Section and Translation work.	<b>K.Sundaresan,</b> CO/SO/AE	4.10 P.M.
2	CD Section & Press Copy Section		TO 4.40 P.M.

<b>VIII - ENGLISH RECORD SECTION &amp; VERNACULAR SECTION</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY Tvl.</b>	<b>TIMING</b>
1	<b>English Records:</b> Maintenance of Records and Destruction	<b>A.Mathusoothanan,</b> CO/SO/AE	4.40 P.M. to 5.00 P.M.
2	<b>Vernacular Records:</b> Calling for & Return of Records		

<b>IX - JUDICIAL</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY Tvl.</b>	<b>TIMING</b>
1	Filing/Regular Entry, In-numbering & Stitching, Posting & Admission.	<b>S.Authimoolam,</b> SAR (AE)	5.00 P.M.  TO  5.30 P.M.
2	Posting before Court for Interim Orders, CCC-Drafting & Despatch		
3	Notice		
4	Calling for Records & Preparation of Pleadings, Readyng the Cases.		
5	Listing & Posting		