

AGENDA

RESOURCE PERSONS

TRAINING PROGRAMME FOR THE STAFF MEMBERS OF MADURAI BENCH OF MADRAS HIGH COURT

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

DATE 28TH JANUARY 2017

I - COURT OFFICER'S SECTION & CURRENT SECTION

Sl. No.	Subject	FACULTY Tvl.	TIMING
1	Receiving Orders, Distribution, Checking, Approval and Despatch.	N.Elango, CO/SO/AE	10.00 A.M. To 11.00 A.M.
2	Duties & responsibilities of Court Officers & Court Etiquette.		
3	Drafting.		
4	Issue of Carbon Copies, Despatch.		
BREAK 11.00 A.M. TO 11.10 A.M.			

II - JUDICIAL

SL. NO.	SUBJECT	FACULTY Tvl.	TIMING
1	Filing/Regular Entry, In-numbering & Stitching, Posting & Admission.	S.Authimoolam, Asst. Registrar (Records)	11.10 A.M. To 12.30 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		

III - ENGLISH RECORD SECTION & VERNACULAR SECTION			
SL. NO.	SUBJECT	S.Authimoolam, Asst. Registrar (Records)	12.30 P.M. To 01.30 P.M.
1	English Records: Maintenance of Records and Destruction		
2	Vernacular Records: Calling for & Return of Records		

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

IV. APPEAL EXAMINERS' SECTION			
1	Filing & Distribution	K.S.Munusamy, 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		

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)	S.Gomathisankar, CO/SO/AE	03.00 P.M. To 04.00 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		

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

VI. ADMINISTRATIVE DEPARTMENT			
1	Sections under Administrative Department, their respective work & determining the subject at the Tapals	S.Sridharan, CO/SO/AE	04.10 P.M. To 05.00 P.M.
2	Preparation and presentation of note both Administrative and Judicial, Drafting of Letters and Periodical reminders.		
3	Familiarity with Statutory Rules G.Os. And Circulars.		
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		
VII - TRANSLATION AND PRINTING			
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.		
2	CD Section & Press Copy Section		

IV - CRIMINAL SECTION			
SL. NO.	SUBJECT	FACULTY Tvl.	TIMING
1	Cases dealt by Criminal Section	S.Ganesan, CO/SO/AE	05.00 P.M. To 05.30 P.M.
2	Filing Process:- (a)S.R.Entry; (b)Distribution to Appeal Examiners; (c)Passing/Returning/Re-Presentation; (d)Assigning Main No.		
3	Regular Entry, Docketing, Indexing, In-numbering, Stitching.		
4	Listing and Posting cases.		
5	Notice		
6	Criminal Records- Calling for Records Editing Typesets, Maintenance, Return of Records.		