

AGENDA

ORIENTATION TRAINING PROGRAMME FOR THE NEWLY APPOINTED P.As. TO HON'BLE JUDGES AND P.As. TO REGISTRARS

DATE: 25.11.2017 (SATURDAY)

TIMING: 10.00 A.M. to 5.30 P.M.

VENUE: MEETING HALL, SECOND FLOOR, MADURAI BENCH

INAUGURATION	Tmt. A.Nazeema Banu, Additional Registrar General.	10.00 A.M to 10.15 A.M
INTRODUCTION SCOPE AND OBJECT OF THE PROGRAMME	Tmt. V.UMA Registrar (Administration)	

SESSION	SUBJECT	FACULTY	TIMING
1	Words/terms used in Court, regularly	N.Balraj, P.S. to the Hon'ble Judges	10.15. A.M. to 10.45 A.M.
2	Practice in writing Docket order	J.Inbakumar, Sub Assistant Registrar (P.A. Section)	10.45. A.M. to 11.15 A.M.
3	Court Proceedings	A.M.Abdur Rahman Hakkani, P.A. to the Hon'ble Judges	11.15 Noon to 11.45 P.M.

TEA BREAK 11.45.A.M. TO 12 Noon

4	for transcription on various passages	S.Muthusubramanian, P.S.to the Hon'ble Judges	12.00 P.M. to 12.30 P.M.
5	Dictation and Transcription	N.Balraj, P.S. to the Hon'ble Judges	12.30 P.M. to 1.00 P.M.

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1	Dictation and Transcription	S.Muthusubramanian, P.S.to the Hon'ble Judges	01.00 P.M. to 01.30 P.M.
Lunch Break 1.30 P.M. to 2.15 P.M.			
SESSION	SUBJECT	FACULTY	TIMING
2	Dictation and Transcription	G.Sankar, Sub Assistant Registrar (C.S.IV)	2.15 P.M. to 03.00 P.M.
3	Dictation and Transcription	S.Muthusubramanian, P.S.to the Hon'ble Judges	03.00 P.M. to 03.45 P.M.
4	Dictation and Transcription	A.M.Abdur Rahman Hakkani, P.A. to the Hon'ble Judges	03.45 P.M. to 04.15 P.M.
TEA BREAK 04.15 P.M. TO 04.30 P.M.			
5	Correction Work		04.30 P.M. to 05.30 P.M