

TAMIL NADU STATE JUDICIAL ACADEMY, CHENNAI
INDUCTION TRAINING PROGRAMME FOR CIVIL JUDGES - 2012

Sub: Courts & Judges – Tamil Nadu State Judicial Service – Civil Judges 2009-2012 selection - 167 candidates appointed as Civil Judges by direct recruitment – G.O. issued – imparting three months Intensive Training in the Districts – instructions issued.

Ref: G.O.(4D) No.71 Home(Courts-I) Department dated 10.09.2012.

The attention of the Principal District Judges / District Judges is drawn to the G.O. under reference cited forwarded herewith.

It has been resolved by the High Court to impart **three months intensive training** to the newly recruited Civil Judges in the Districts as per the schedule mentioned hereunder.

SCHEDULE OF THE TRAINING PROGRAMME

FIRST ONE MONTH:

Sl. No.	Description	Duration of Training	Nature of Training
	<u>MORNING SESSION</u>		
I	CIVIL COURTS	2 Weeks (first two weeks)	<ul style="list-style-type: none"> Daily ½ day in forenoon to sit alongwith DM (in Head Quarters) during the entire court proceedings and carefully watch the proceedings and make a report of it in the Register / Diary maintained by each of them
	<u>AFTER NOON SESSION</u>		
	<u>CIVIL COURTS</u>	2 Weeks (first two weeks)	<ul style="list-style-type: none"> Daily ½ day in Afternoon, under the supervision of the District Judge, to get acquainted with all registers in Civil Courts and maintenance of registers, including Nazir Section, Record Room, Copyist Section, Inspection etc., in a District Munsif's Court.

Sl. No.	Description	Duration of Training	Nature of Training
			<ul style="list-style-type: none"> • During the period of two weeks training in Civil Court, the District Judge shall assign FIVE Original Suits and TWO I.As to the Trainee Officer and the Trainee Officers shall write draft judgments and shall submit report along with the draft judgments prepared by them to the Principal District Judge/Chief Judicial Magistrate, before the end of two weeks training in Civil Court, who shall review the performance of the Trainee Officers. • During the period of two weeks training in Civil Court, the trainee Officer shall examine records of THREE civil cases of more than 5 years old and TWO E.Ps and to analyse each of the cases with particular references as to the reasons for pendency. Each of the Trainee Officers should prepare a brief note for each of the cases based on the analysis and shall submit the same before the concerned Principal District Judge/ District Judge before the end of two weeks training in Civil Court, who shall review the same.
	<u>MORNING SESSION</u>		
II	CRIMINAL COURTS	2 Weeks (next two weeks)	<ul style="list-style-type: none"> • Daily ½ day in forenoon to sit alongwith JM (in Head Quarters) during the entire court proceedings and carefully watch the proceedings and make a report of it in the Register / Diary maintained by each of them.
	<u>AFTER NOON SESSION</u>		
	<u>CRIMINAL COURTS</u>	2 Weeks (next two weeks)	<ul style="list-style-type: none"> • Daily ½ day in Afternoon, under the supervision of the District Judge, to get acquainted with all registers in the Court of Judicial Magistrate, property register, disposal of property, Record Room, Copyist Branch, P.R.C.Case Register.

			<ul style="list-style-type: none">• During the period of two weeks training in Criminal Court, the Principal District Judge in consultation with the Chief Judicial Magistrate shall assign FIVE criminal cases to the Trainee Officer and the Trainee Officer shall write draft judgments and shall submit report along with the draft judgments prepared by them to the District Judge/Chief Judicial Magistrate before the end of two weeks training in Criminal Court, who shall review the performance of the Trainee Officers.• During the period of two weeks training in Criminal Court, the trainee Officer shall examine THREE cases of more than 2 years old case records of Criminal Court and to analyse each of the cases with particular references as to the reasons for pendency and prepare a brief report of not more than two pages for each of those 3 cases. Each of the Trainee Officers should prepare a report based on the analysis and shall submit the same before the concerned Principal District Judge/ District Judge.
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NEXT TWO MONTHS:

FORENOON SESSION:

After completion of 4 weeks training as said above, the Trainee Civil Judges, in the forenoon to sit in the regular Courts in which they were posted and conduct regular Court proceedings for a period of two months.

AFTER NOON SESSION:

The Trainee Civil Judges to undergo training in the following Departments in afternoon session for a period of two months.

Sl. No.		Department	Duration of Training
1		<u>JUDICIAL DEPARTMENT</u>	
	a	<u>Officers posted in Civil Courts/ Criminal Courts</u> In the Afternoon, in their own Courts, the Trainee Officer shall verify all the records pertaining to the entries made in the relevant registers with reference to the work done in the morning session and get themselves further acquainted as to the maintenance of Registers and functioning of their office.	1 Week
	b	<u>Officers posted in Civil Courts/ Criminal Courts</u> Officers will acquaint themselves with Accounts Section in their respective Courts and equip as to how the money are received and sent to Treasury. They shall also acquaint with the Service Registers, Leave Registers etc., maintained by the Office and relevant Rules.	1 Week
II		<u>REVENUE DEPARTMENT</u>	
	a	Training with Village Administrative Officer and thereafter with Tahsildar	3 days
	b	To get acquainted with the maintenance of Land records and Survey records – Issuance of Patta, Chitta, Adangal etc.,	3 days
	c	Acquaintance of work attached to a Revenue Inspector	3 days
	d	Training with Taluk Office	3 days
	e	Survey Training	3 days
III		<u>POLICE DEPARTMENT</u>	
	a	With Sub-Inspector of Police – to get acquainted with station work, FIR Charge Sheet, General Diary, Case Dairy etc., - Investigation report and final report	3 days
	b	With Inspector of Police – to get acquainted with Grave case Investigation and investigation of other cases	3 days
	c	With Deputy Superintendent of Police - to get acquainted with Prohibition, Raids, Inspection of Centers of Communal Feud, Crime scene etc.,	3 days

Sl.No.		Department	Duration of Training
	d	With Superintendent of Police – to get acquainted with functions of Police Department, Armed Forces, Security etc.,	3 days
IV		<u>FOREST DEPARTMENT</u>	
	a	To get acquainted with forest offences etc.,	2 days
V		<u>PRISON / JAIL ADMINISTRATION</u>	
	a	To get acquainted with procedures – remand Jail Adalat etc.,	3 days
	b	Training with probation Officer, Government Home, P.D. Act offences etc.,	3 days
VI		<u>TREASURY DEPARTMENT</u>	
		To get acquainted with maintenance of Government Accounts, Deposits, Bills, drawal of allowances etc.,	2 days
VII		<u>GOVERNMENT HOSPITAL</u>	
		To get acquainted with Dying declaration, Autopsy wound certificate etc.,	3 days
VIII		Visit to Juvenile Justice Board	2 days

The Principal District Judge / District Judges are directed to impart Training to the newly recruited Civil Judges as per the above Schedule, scrupulously.

All the Principal District Judges / District Judges are further directed to take all necessary immediate steps in connection with the Training Programme.

For the first four weeks the newly recruited Civil Judges shall sit along with the District Munsifs or with the Judicial Magistrate as the case may be, in the Head Quarters during the entire Court proceedings in the morning sessions and carefully watch the proceedings and make a report of it in the Register / Diary maintained by each of them.

They shall undergo the Training in various Departments as per the Schedule given in the afternoon sessions as prescribed by the Principal District Judge / District Judge. The concerned Principal District Judge / District Judge shall ensure that the Trainee

Civil Judges are allotted in Courts in rotation to get themselves acquainted with calling work, execution work, trial work and day to day work in Civil and Criminal Courts with reference to Judgment writing, framing of issues, framing of charges, preparation of interim orders, preparation of adjudication notes (notes paper), preparation of brief order in I.As, various Orders in E.Ps i.e., arrest, attachment etc., and those order are subject to review by PDJ/CJM as the case may be. Trainee Civil Judges shall also be appraised of maintenance of Registers in Civil and Criminal Courts.

During Training period, the Principa1District Judges shall assign 3 civil cases of more than 5 years old and 2 EPs of such cases, to each of the Trainee Officers, directing them to analyse each of the cases with particular references as to the reason(s) for the pendency.

During training period, the Principal District Judges shall also assign 3 criminal cases of more than 2 years old to each of the Trainee Officers, directing them to analyse each of the cases with particular references as to the reason(s) for the pendency.

The Principal District Judge / District Judge are also directed to ensure that all the newly recruited Civil Judges are given effective training in all the Departments without fail and direct the newly recruited Civil Judges to submit their weekly report to the concerned Principa1District Judge / District Judge touching upon various issues / aspects acquired in respective field / branch of each Department they underwent Training. The concerned Principa1District Judge/District Judge shall peruse such reports and shall issue appropriate guidelines and instructions then and there, to the Trainee Civil Judges without fail.

The Trainee Civil Judges shall scrupulously maintain the Register / Diary of various aspects and the same is subject to verification by the concerned Principa1District Judge / District Judge, every week. Every Saturday, all the Trainee Civil Judges shall meet the Principa1District Judge and Chief Judicial Magistrate and have interaction with Principa1District Judge and Chief Judicial Magistrate and share their experience so that all the Trainees would be benefited.

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The Principal District Judges / District Judges shall take the assistance of Additional District Judges / Chief Judicial Magistrate / Senior Civil Judges in this regard.

The diary / orders written by the Trainee Officers shall be scrutinised by the Principal District Judges / District Judges and they shall submit the consolidated detailed report about the imparting training to the Trainee Civil Judges and also the performance of the Trainee Civil Judges to The Director, Tamil Nadu State Judicial Academy, Chennai, under intimation to the Registrar General, High Court, Madras, immediately after completion of the Training.

The Principal District Judge / District Judge shall maintain separate attendance register for Trainee Civil Judges in alphabetical order and shall endeavour to give accommodation to Trainee Judges either in Guest Houses or in any other suitable places.

The receipt of this Official Memorandum is to be acknowledged at once.

DATE: 10.10.2012

Sd/-xxxx
DIRECTOR

To

1. The Principal District Judges concerned.(w.e.)
2. The District Judges concerned.(w.e.)

Copy to:

1. The Registrar General, High Court, Madras.(w.e.)
2. The Chief Judicial Magistrates Concerned.(w.e.)

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