

Training for Newly Appointed Assistant
1st Day

Date	Scheduled Time	Deliberations	Resource Person/s
<u>(11.04.2017</u> <u>: Tuesday</u>	09.15 am to 09.45 am	Registration of Participants	
	09.45 am to 10.00 am	Inauguration	
	10.00 am to 11.30 am	Indian Judiciary (top to bottom) : - Bird's eye view (with special reference to The High Court and District Judiciary)	Sri Anil Kumar Choudhary, Registrar General
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Roles and responsibilities of different sections of The High Court	Sri Gautam Kumar Choudhary, Director
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.15 pm	Different Nature of filings and its scrutiny at the time of stamp reporting	Sri Chandra Mauli Prasad Singh Deputy Registrar(Retd)
	03.15 pm to 03.30 pm	Tea Break	
	03.30 pm to 05.00 pm	Role of the Assistants and the Section Officers in The High Court	Sri Chandra Shekhar Jha, Asstt. Registrar

2nd Day

Date	Scheduled Time	Deliberations	Resource Person/s
12.04.2017 Wednesday	06.30 am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Different Administrative Sections/Departments, their scope and working (1st Session – Admn. Appointment Deptt. and Vigilance Deptt.)	Sri Sushil Kumar Mishra, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Different Administrative Sections/Departments, their scope and working (2nd Session – Accounts Establishment Deptt. and Ad. Misc. Deptt.)	Sri Govind Kumar, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.15 pm	Different Administrative Sections/Departments, their scope and working (3rd Session –Accounts General Deptt.)	Sri Chandra Shekhar Jha, Asstt. Registrar
	03.15 pm to 03.30 pm	Tea Break	
	03.30 pm to 05.00 pm	Different Administrative Sections/Departments, their scope and working (6th Session – Rules & Statistical Deptt.)	Sri Atul Anand, Section Officer

3rd Day

Date	Scheduled Time	Deliberations	Resource Person/s
13.04.2017 : Thursday	06.30 am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Important applicable provisions of the 'Civil & Criminal Procedure Code' in day-to-day work of Hon'ble High Court	Sri D. N. Tiwari, Registrar Vigilance
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Working procedure of Hon'ble Chief Justice's Conference Cell and the Legal Cell of the Court	Sri Amit Shekhar, Section Officer
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.15 pm	Filing Procedure of the Cases, their institution in the Hon'ble High Court; Filing Procedure of Interlocutory Applications/Petitions, different Affidavits, and the follow ups in their regard	Sri Sushil Kumar Mishra, Asstt. Registrar
	03.15 pm to 03.30 pm	Tea Break	
	03.30 pm to 05.00 pm	Learning Appraisal Test - I	Sri Sushil Kumar Mishra, Asstt. Registrar

4th Day

Date	Scheduled Time	Deliberations	Resource Person/s
15.04.2017 : Saturday	06.30 am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Different Administrative Sections/Departments, their scope and working (7th Session – Stationery Deptt.)	Sri Ratan Kumar, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Intricacies of listing & filing	Sri Kumar Kamal, Joint Registrar (L & C)
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Intricacies of Stamp Reporting in the cases of Civil Writ nature	Sri Animesh Narayan Das, Assistant Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Intricacies of Stamp Reporting in the cases of Criminal nature	Sri Kamlesh Kumar Sinha, Asstt. Registrar

5th Day

Date	Scheduled Time	Deliberations	Resource Person/s
16.04.2017 : Sunday	06.30 am to 07.30 am	Yoga Session	Swami Muktharth
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Intricacies of Stamp Reporting in the cases of Civil nature	Sri Bikas Kumar Sinha, Section Officer
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Understanding the works of Defect Removal Section of the Hon'ble High Court	Sri Animesh Narayan Das, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Original Civil Jurisdiction of Hon'ble High Court, Different Sections involving therein and their working procedure	Sri Sudarshan Aind, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Understanding the works of Supreme Court Appeal Section of the Hon'ble High Court, preparation Procedure of Decree in Hon'ble High Court	Sri Sudarshan Aind, Asstt. Registrar

6th Day

Date	Scheduled Time	Deliberations	Resource Person/s
18.04.2017 : Tuesday	06.30 am to 07.30 am	Yoga Session	Swami Mukthath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Process of Listing of the Cases in the Hon'ble High Court and its intricacies	Sri Rajeeva Kumar Singh, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Different Judicial Sections Civil side, their scope and working (1st Session – Civil Writ Section, F.A. Section and S.A. Section)	Sri Manindra Kumar Pandey, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Different Judicial Sections Civil side, their scope and working (2nd Session – L.P.A. Section, M.A. & M.J.C. Section and Tax Appeal Section)	Sri Santosh Kumar, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Learning Appraisal Test – II	Sri Santosh Kumar, Asstt. Registrar

7th Day

Date	Scheduled Time	Deliberations	Resource Person/s
19.04.2017 : Wednesday	06.30 am to 07.30 am	Yoga Session	Swami Mukthath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Different Judicial Sections Criminal side, their scope and working (1st Session – B.A./A.B.A. Section and Cr. Misc. Section)	Sri Sushil Kumar Mishra, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Different Judicial Sections Criminal side, their scope and working (2nd Session – Cr. Appeal Section, Cr. Writ Section and Cr. Revn. Section)	Sri Bikash Bhakat, Section Officer
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Hon'ble Judges' Library Section and the intricacies of work therein	Sri Pramod Kumar Ojha, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Copying Department and it's working procedure, Issuance of Certified copies, Information & Inspection of Records, Fees & Costs pertaining to that and preparation of Paper-books	Sri Phuldeo Bhagat, Asstt. Registrar

8th Day

Date	Scheduled Time	Deliberations	Resource Person/s
20.04.2017 : Thursday	06.30 am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Record Room Section of the Hon'ble High Court and the intricacies of work therein	Sri Chandra ShekharJha, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	intricacies in discharging the work of Protocol Section of the Hon'ble High Court	Sri Mithilesh Kumar, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	The working procedure of different Disposal Sections of the Court	Sri Tej Pratap Shukla, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Behavioral aspects vis-a-vis the Colleagues, the Seniors and the Official Responsibility, Importance and need of discipline & Timeliness in the service with special reference to the Working need and culture of the Hon'ble High Court	Sri Ratan Sharan, Deputy Registrar

9th Day

Date	Scheduled Time	Deliberations	Resource Person/s
21.04.2017 : Friday	06.30 am to 07.30 am	Yoga Session	Swami Mukthath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Relevant Provisions of Jharkhand Service Code including Leave-rules	Sri Dhananjay Kumar Shashi, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Intricacies of Noting/Drafting	Sri Dhananjay Kumar Shashi, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Relevant Provisions of High Court Rules and their application	Sri Santosh Kumar, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Learning Appraisal Test – III	Sri Santosh Kumar, Asstt. Registrar

10th Day

Date	Scheduled Time	Deliberations	Resource Person/s
22.04.2017 : Saturday	06.30 am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Case-flow Management Rules and its practical application	Sri Santosh Kumar, Asstt. Registrar
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Rules & Procedure in Hon'ble High Court pertaining to adherence of Right to Information Act	Sri Govind Kumar, Asstt. Registrar
	1.00 pm to 2.00 pm	Lunch	
	02.00 pm to 03.00 pm	Instruments for mending the erring staffs, Important provisions pertaining to Departmental Proceedings and procedural aspects	Sri Dhananjay Kumar Shashi, Asstt. Registrar
	03.00 pm to 03. 15 pm	Tea Break	
	03.15 pm to 05.00 pm	Rules relating to Pension Matters and practical approach relating thereto	Sri Amit Shekhar, Section Officer

11th Day

Date	Scheduled Time	Deliberations	Resource Person/s
23.04.2017 : Sunday	06.30 am to 07.30 am	Yoga Session	Swami Mukthath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 10.45 am	Relevant provisions of Employees Service Conduct Rules and practical aspects thereof	Sri Rajeeva Kumar Singh, Asstt. Registrar
	10.45 am to 11.00 am	Tea Break	
	11.00 am to 1.00 pm	Acquaintance with Important papers, Documents (viz. Order sheet, Note sheet, Fly Leaf, Memo, P.U.Cs., D.F.As, L.C.R. etc.), their upkeepment and maintenance	Sri Santosh Kumar Agrawal, Asstt. Registrar
	01.00 pm to 02.00 pm	Lunch	
	02.00 pm to 03.00 pm	Learning Appraisal Test - IV / Interactive Session pertaining to the deliberations already made	Sri Govind Kumar, Asstt. Registrar, Sri Sushil Kumar Mishra, Asstt. Registrar, Sri Chandra Shekhar Jha, Asstt. Registrar, Sri Santosh Kumar, Assistant Registrar