

## Training for Newly Appointed Assistant

### 1<sup>st</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>06.06.2017</b>	<b>09.15 am to 09.45am</b>	<b>Registration &amp; Photography of Participants</b>	
	<b>09.45am to 10.00am</b>	<b>Inauguration</b>	
	<b>10.00 am to 11.30 am</b>	<b>Judicial Structure</b>	<b>Sri G.K. Choudhary, Director , Judicial Academy Jharkhand</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1. 00 pm</b>	<b>Role of the Assistants in Civil Court</b>	<b>Smt.Veena Misra, Addl. Director II, JAJ</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Criminal Courts Rule with General Letters</b>	<b>Sri S.C. Lal, Advocate, Civil Court , Ranchi</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Conduct Rules</b>	<b>Sri Nalin Kumar, Addl. Director I, JAJ</b>

## Training for Newly Appointed Assistant

### 2<sup>nd</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>07/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>General Provisions as to Enquiry &amp; Trial</b>	<b>Sri Amit Kumar Vaish, Administrative Officer, JAJ</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1. 00 pm</b>	<b>Civil Courts Rule with General Letters</b>	<b>Sri S.C.Lal, Advocate, Civil Court, Ranchi (Rtd. Saristedar )</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Different types of Orders in Criminal Trial</b>	<b>Sri Dwarika Nath Mishra, Seristedar, Family Court, Gumla</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>- Do-</b>	<b>Do</b>

## Training for Newly Appointed Assistant

### 3<sup>rd</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>08/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Checklist for Complaint, W.S. (C.P.C., Order VI, VII, VIII)</b>	<b>Sri Subhash Kumar Mishra, Advocate, Civil court, Ranchi</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Structure and Working of Administrative Department with different kinds of Registers to be maintained</b>	<b>Sri S.C.Lal, Advocate, Civil Court, Ranchi (Rtd. Saristedar )</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Cr.P.C. Trial before the Court of Sessions</b>	<b>Sri Shashank Shekhar Das, Advocate, Civil Court, Jamshedpur, (Rtd. Head Clerk)</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Learning Appraisal Test 1</b>	<b>Do</b>

## Training for Newly Appointed Assistant

### 4<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>09/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Working of Nazarat &amp; Registers maintained</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Arrangement of Records of Civil &amp; Criminal Courts</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>C.P.C. Order XLI &amp; XLIII</b>	<b>Sri Subhash Kumar Mishra, Advocate, Civil Court, Ranchi</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Arrangement of Forms &amp; Stationary Including Procedure of indent Arrangement of Forms of schedule XL1, XL2,XL3,&amp;L3</b>	<b>Sri Anup Kumar Sinha, Head Clerk, Civil Court, Ranchi</b>

## Training for Newly Appointed Assistant

### 5<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>10/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Financial Rule and Treasury code and Manual</b>	<b>Sri Subimal Mukhopadhya (Retd.), Dy. A.G.</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1. 00 pm</b>	<b>Accounts and Financial Rule ,P.F. Rules Including Leave &amp; T.A. Rules</b>	<b>Sri Subhashish Karmakar Accountant, Civil Court, Ranchi.</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Different types of Orders in Civil Trial</b>	<b>Sri Dwarika Nath Mishra, Seristedar, Family Court, Gumla.</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>3.30 pm to 5.00 pm</b>	<b>-Do—</b>	<b>-Do-</b>

## Training for Newly Appointed Assistant

### 6<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>11/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Stress Management</b>	<b>Dr. Bibhuti Bhushan Roy, Yoga Coach for JAP, Ranchi.</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Role of Cashier , Account Rules, Account keeping &amp; Remittance to Treasury</b>	<b>Sri Subhashish Karmakar Accountant, Civil Court, Ranchi</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Arrangement , Classification Preservation &amp; Destruction of Records (Criminal)</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Learning Appraisal Test 2</b>	

## Training for Newly Appointed Assistant

### 7<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>13/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Filing Procedure</b>	<b>Sri Saajid Akhtar, Assistant, Civil Court, Ranchi</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1. 00 pm</b>	<b>Filing Procedure</b>	<b>Sri Saajid Akhtar, Assistant, Civil Court, Ranchi</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Cyber Fraud &amp; Protection Of Data In Computers</b>	<b>Sri Abinash Kumar Singh, Cyber Peace foundation</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Structure and Working of Record Room with Registers</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>

## Training for Newly Appointed Assistant

### 8<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>14/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Arrangement , Classification Preservation &amp; Destruction of Records (Civil)</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>11.30 am to 11.45am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Structure &amp; Working of Copying Department, Rules relating to Information, Copies and Copying Department</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Working of DLSA ( Legal Aid &amp; Awareness )</b>	<b>Smt. Kaushiki Guha Assistant, Civil Court (DLSA)Ranchi.</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>03.30 pm to 5.00 pm</b>	<b>Noting and Drafting</b>	<b>Sri Rajesh Kumar, Steno to J.C. (Civil Court) Ranchi</b>



## Training for Newly Appointed Assistant

### 9<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>15/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Different processes issued by the court in Criminal Trial Mode &amp; manner</b>	<b>Sri Amit Kumar, Administrative Officer, JAJ</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Custody &amp; Examination of &amp; requisitions for , access to and transmission of case records from one court to other.</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar )</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Order sheet writing of Magisterial &amp; Sessions Court</b>	<b>Sri Sanjai Kumar Saristedar Sub Judge Civil Court &amp; I/C Saristedar Family Court, Ranchi</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>3.30 pm to 5.00 pm</b>	<b>Learning Appraisal Test 3</b>	<b>-Do-</b>

## Training for Newly Appointed Assistant

### 10<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>16/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Rules Regarding , Periodical Returns &amp; Statements, Annual Reports &amp; Administrative(Civil side) Different kinds of Forms</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar ).</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1. 00 pm</b>	<b>Judgment ,Decree and Execution of Decrees</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar ).</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Stamp Reporting (Suit Valuation , Court Fee, Stamp Fee Act)</b>	<b>Sri Sanjai Kumar Saristedar to Sub Judge, I/C Saristedar F.C.</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>3.30 pm to 5.00 pm</b>	<b>Library Preparation of catalogue, Relevant Rules</b>	<b>Sri Pankaj Kumar , Assistant ,Civil Court Ranchi.</b>

## Training for Newly Appointed Assistants

11<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>17/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Motivation Skills</b>	<b>Dr. R.K.Gupta Motivational speaker, Naturopath. Ranchi</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Structure and working of copying Department with registers to be maintained</b>	<b>Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar ).</b>
	<b>01.00 pm to 2.00 pm</b>	<b>Lunch</b>	
	<b>02.00 pm to 3.15 pm</b>	<b>Different types of Meetings including Monitoring cell, Vigilance Cell</b>	<b>Sri Anup Kumar Sinha, Head Clerk Civil Court, Ranchi</b>
	<b>03.15 pm to 3.30 pm</b>	<b>Tea Break</b>	
	<b>3.30 pm to 5.00 pm</b>	<b>Learning Appraisal Test 4</b>	<b>Do</b>

## Training for Newly Appointed Assistant

### 12<sup>th</sup> Day

<b>Date</b>	<b>Scheduled Time</b>	<b>Deliberations</b>	<b>Resource Persons</b>
<b>18/06/2017</b>	<b>06.30 am to 07.30 am</b>	<b>Yoga Session</b>	<b>Swami Mukthrath</b>
	<b>07.30 am to 08.30 am</b>	<b>Breakfast</b>	
	<b>10.00 am to 11.30 am</b>	<b>Periodical Returns &amp; Statements, Annual Reports (Criminal side)</b>	<b>Sri Shashank Shekhar Das Adv. Civil Court , Jamshedpur (Retd. Head Clerk)</b>
	<b>11.30 am to 11.45 am</b>	<b>Tea Break</b>	
	<b>11.45 am to 1.00 pm</b>	<b>Interactive Session</b>	<b>Sri Shyama Charan Lal Advocate civil court Ranchi, Sri Shashank Shekhar Das Adv. Civil Court , Jamshedpur, Sri Anup Kumar Sinha Head Clerk , Sri Sanjay Kumar Sirestedar (Sub Judge Court) Civil Court Ranchi .</b>