

Training for Newly Appointed Assistant

1st Day

Date	Scheduled Time	Deliberations	Resource Persons
11.07.2017	09.15 am to 09.45am	Registration & Photography of Participants	
	09.45am to 10.00am	Inauguration	
	10.00 am to 11.30 am	Judicial Structure	Sri G.K. Choudhary, Director , Judicial Academy Jharkhand
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Conduct Rules	Smt.Veena Misra, Addl. Director II, JAJ
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Civil Courts Rule with General Letters	Sri S.C. Lal, Advocate, Civil Court , Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Role of the Assistants in Civil Court	Sri Amit Kumar Vaish, Administrative Officer, JAJ

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2nd Day

Date	Scheduled Time	Deliberations	Resource Persons
12.07.2017	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	Consolidated Registers to be maintained in Civil Court	Sri S.C.Lal, Advocate, Civil Court, Ranchi (Rtd. Saristedar)
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Criminal Courts Rule with General Letters	Sri S.C.Lal, Advocate, Civil Court, Ranchi (Rtd. Saristedar)
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Different types of Orders in Criminal Trial	Sri Dwarika Nath Mishra, Head Clerk & Seristedar to PDJ, Civil Court, Gumla
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	- Do-	Do

Training for Newly Appointed Assistant

3rd Day

Date	Scheduled Time	Deliberations	Resource Persons
13.07.2017	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	Checklist for Plaint, W.S. (C.P.C., Order VI, VII, VIII)	Sri Subhash Kumar Mishra, Advocate, Civil court, Ranchi
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Structure and Working of Administrative Department with different kinds of Registers to be maintained	Sri S.C.Lal, Advocate, Civil Court, Ranchi (Rtd. Saristedar)
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Cr.P.C. Trial before the Court of Sessions	Sri Shashank Shekhar Das, Advocate, Civil Court, Jamshedpur, (Rtd. Head Clerk)
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Learning Appraisal Test 1	Do

Training for Newly Appointed Assistant

4th Day

Date	Scheduled Time	Deliberations	Resource Persons
14.07.2017	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	Working of Nazarat & Registers maintained	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Arrangement of Records of Civil & Criminal Courts	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	C.P.C. Order XLI & XLIII	Sri Subhash Kumar Mishra, Advocate, Civil Court, Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Arrangement of Forms & Stationary Including Procedure of indent Arrangement of Forms of schedule XL1, XL2,XL3,&L3	Sri Anup Kumar Sinha, Head Clerk, Civil Court, Ranchi

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5th Day

Date	Scheduled Time	Deliberations	Resource Persons
15.07.2017	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	Financial Rule and Treasury code and Manual	Sri Subimal Mukhopadhyaya (Retd.), Dy. A.G.
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Accounts and Financial Rule ,P.F. Rules Including Leave & T.A. Rules	Sri Subhashish Karmakar Accountant, Civil Court, Ranchi.
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Different types of Orders in Civil Trial	Sri Dwarika Nath Mishra, Head Clerk & Seristedar to PDJ, Civil Court, Gumla.
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	-Do—	-Do-

Training for Newly Appointed Assistant

6th Day

Date	Scheduled Time	Deliberations	Resource Persons
16.07.2017	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	Stress Management	Dr. Bibhuti Bhushan Roy, Yoga Coach for JAP, Ranchi.
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Role of Cashier , Account Rules, Account keeping & Remittance to Treasury	Sri Subhashish Karmakar Accountant, Civil Court, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Order sheet writing of Magisterial & Sessions Court	Sri Ajay Kumar, Assistant, Civil Court, Lohardagga
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Learning Appraisal Test 2	-Do-

Training for Newly Appointed Assistant

7th Day

Date	Scheduled Time	Deliberations	Resource Persons
18.07.2017	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	Filing Procedure	Sri Saajid Akhtar, Assistant, Civil Court, Ranchi
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Filing Procedure	Sri Saajid Akhtar, Assistant, Civil Court, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Cyber Fraud & Protection of Data in Computers	Cyber Peace Foundation, Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Cyber Fraud & Protection of Data in Computers	Cyber Peace Foundation, Ranchi

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8th Day

Date	Scheduled Time	Deliberations	Resource Persons
19.07.2017	06.30am to 07.30 am	Yoga Session	Swami Mukthrath
	07.30 am to 08.30 am	Breakfast	
	10.00 am to 11.30 am	Arrangement , Classification Preservation & Destruction of Records (Civil)	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	11.30 am to 11.45am	Tea Break	
	11.45 am to 1.00 pm	Structure & Working of Copying Department, & Record Room rules relating to Information, Copies and Copying Department & Various Registers	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Working of DLSA (Legal Aid & Awareness)	Smt. Kaushiki Guha Assistant, Civil Court (DLSA)Ranchi.
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Noting and Drafting	Sri Rajesh Kumar, Steno to J.C. (Civil Court) Ranchi

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9th Day

Date	Scheduled Time	Deliberations	Resource Persons
20.07.2017	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 types of Meetings including Monitoring cell, Vigilance Cell	Sri Anup Kumar Sinha, Head Clerk Civil Court, Ranchi
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Custody & Examination of & requisitions for , aces to and transmission of case records from one court to other.	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Arrangement, Classification, Preservation & Destruction of Records (Criminal)	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar)
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Learning Appraisal Test 3	-Do-

Training for Newly Appointed Assistant

10th Day

Date	Scheduled Time	Deliberations	Resource Persons
21.07.2017	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	Rules Regarding , Periodical Returns & Statements, Annual Reports & Administrative(Civil side) Different kinds of Forms	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar).
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Judgment ,Decree and Execution of Decrees	Sri S.C. Lal, Advocate, Civil Court, Ranchi (Retd. Saristedar).
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Stamp Reporting (Suit Valuation , Court Fee, Stamp Fee Act)	Sri Sanjai Kumar Saristedar to Sub Judge, I/C Saristedar F.C.
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Library Preparation of catalogue, Relevant Rules	Sri Pankaj Kumar , Assistant ,Civil Court Ranchi.

Training for Newly Appointed Assistant

11th Day

Date	Scheduled Time	Deliberations	Resource Persons
22.07.2017	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	Periodical Returns & Statements, Annual Reports (Criminal side)	Sri Shashank Shekhar Das Adv. Civil Court , Jamshedpur (Retd. Head Clerk)
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Interactive Session	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 .