

Refresher Training Course on “Civil & Criminal Court Rules, relevant Provisions of C.P.C. & Cr.P.C.” (Course No. R-16)
Target Group – Ministerial Staff of Civil Courts (Bench Clerk & Office Clerk)
[22nd – 23rd July, 2017]

Date	Scheduled Time	Routine	Guest Speaker
22/07/2017	09.30 am to 10.00 am	Registration followed by Group Photography	
	10.00am to 11.30 am	Conduct Rules	Smt. Veena Misra, Addl. Director, JAJ
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1.00 pm	Civil Court Rules & Criminal Court Rules	Sri Shyama Charan Lal, Advocate Civil Court, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Protection of Data& Cyber Fraud	Cyber Peace Foundation Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Protection of Data& Cyber Fraud	Cyber Peace Foundation Ranchi
23/07/2017	10.00am to 11.30 am	Filing Procedure	Sri Sajid Akthar Assistant Civil Court Ranchi
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1.00 pm	Stamp Reporting, Evaluation, Court Fee, Stamp Fee etc.,	Sri Sanjay Prasad Sirestedar & I/C Sirestedar Family Court, Ranchi
	01.00 pm to 2.00 pm	Lunch & Way Forward	

Director

Refresher Training Course on Language Skills in English (Course No. R-17)
Target Group – English Stenographers of Civil Courts
/22nd – 23rd July, 2017/

Date	Scheduled Time	Routine	Guest Speaker
22/07/2017	09.30 am to 10.00 am	Registration followed by Group Photography	
	10.00am to 11.30 am	Drafting & Noting	Sri Rajesh Kumar, Steno to J.C., Civil Court, Ranchi
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1. 00 pm	Conduct Rules	Smt. Veena Misra, Addl. Director, JAJ
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Appropriate Uses of Punctuation & Preposition etc.,	Prof. R.K. Sharma, Ranchi University
	03.15 pm to 3.30 pm	Lunch	
	3.30 pm to 5.00 pm	Improving expression & enriching vocabulary	Do
23/07/2017	10.00am to 11.30 am	Protection of Data& Cyber Fraud	Cyber Peace Foundation Ranchi
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1. 00 pm	Protection of Data& Cyber Fraud	Do
	01.00 pm to 2.00 pm	Lunch & Way Forward	

Director