

Refresher Training Course (MS-12)
Target Group – Assistants of High Court (Remaining half of the newly
appointed batch)
[16th – 17th March, 2019]

Date	Scheduled Time	Routine	Guest Speaker
16/03/2019	09.30 am to 10.00 am	Registration	
	10.00am to 11.30 am	Relevant Provisions Of High Court Rules & Application	Sri Santosh Kumar, Assistant Registrar, High Court of Jharkhand
	11.30 am to 11.45 am	Group Photography followed by Tea break	
	11.45 am to 1.00 pm	Understanding the Work of defect removal Section of Hon'ble High Court & Intricacies of Stamp reporting	Sri Animesh Narayan Das, Assistant Registrar, High Court of Jharkhand
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Accountancy	Sri Chandra Shekhar Jha, Assistant Registrar, High Court of Jharkhand
	03.15 pm to 3.30 pm	Tea Break	
	03.30 pm to 5.00 pm	Provision & Procedure of Filing, Registration & Listing of Cases in the Hon'ble High Court	Sri Bikash Kumar Sinha, Assistant Registrar, High Court of Jharkhand
17/03/2019	10.00am to 11.30 am	Official Communication & Letter Writing	Sri R.K. Sharma, Ranchi University, Ranchi
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Noting & Drafting	-Do-
	01.00 pm to 2.00 pm	Lunch & Way forward	

(Signature)
Director
10.3.19