

**Refresher Training Programme on "Civil & Criminal Court Rules and relevant Provisions of C.P.C. & Cr.P.C. " (Course No. MS- 9)
Target Group: Assistants of District Courts
[1st and 2nd February, 2020]**

Date	Scheduled Time	Routine	Guest Speaker
1/2/2020	09.30 am to 10.00 am	Registration of Participants	
	09.45 am to 10.00 am	Group Photography	
	10.00am to 11.30 am	General Rules Regarding Practice & Procedure, Arrangement and Preservation of Records	Sri S. C. Lal, Advocate Civil Court, Ranchi
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1. 00 pm	Stamp reporting, Fees & Costs	Sri Sanjay Kumar Record Keeper, Civil Court, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Case management through C.I.S. – 3.1	Sri Bhaskar Kumar National Master Trainer, Deputed in the office of CPC, High Court of Jharkhand
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Case management through C.I.S. – 3.1	Sri Bhaskar Kumar National Master Trainer, Deputed in the office of CPC, High Court of Jharkhand
	2/2/2020	10.00am to 11.30 am	Role of Assistants in Civil Court
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1. 00 pm	Accounts & Finance Rules	Sri Subhashis Karamakar, Accountant, Civil Court, Ranchi
	01.00 pm to 2.00 pm	Lunch & Way Forward	

Choudhary
22-1-20
Director