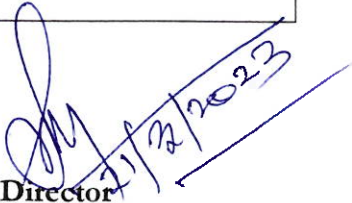


Online

**Refresher Training Programme for Head Clerks of the District Courts (MS- 8)
[26th March, 2023]**

Date	Scheduled Time	Routine	Guest Speaker
26/03/2023 Sunday	10.00am to 11.30 am	Rules and Practices with regard to Departmental Proceeding and Disciplinary Proceeding.	Sri Arun Kumar Sinha Under Secretary, Rural Development Department, Government of Jharkhand
	11.30 am to 11.45 am	Tea Break	
	11.45 am to 1.00 pm	Relevant Provisions of Leave – rule	Sri Thakur G.S. Sharma (JAS), Lecturer, SIRD, Hehal, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Discussion on provisions of Jharkhand Civil Court Rules and Criminal Court Rules with regard to day to day administration of Civil Courts.	Sri S. C. Lal, Advocate Civil Court, Ranchi and Sri Sanjay Kumar Saristedar, Civil Court, Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Duties of Head Clerk, Noting, Drafting and Registers to be maintained by Head Clerk	-Do-


Director 21/3/2023