

Judicial Academy Jharkhand

Refresher Training Programme for Assistants of High Court (Course No. HA- 03)

on

1st October, 2023

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	Resource Person
01/10/2023 Sunday	09:55 am to 10:00 am	Registration and Group Photography	
	10:00 am to 11: 30 pm	<ul style="list-style-type: none"> • Filing Procedures, Registration & Listing of the Cases. • Procedure for E-Filing, Online E-filing and physical filing • Online certified copies • Digital signatures of Officers and staff 	Ms. Kumari Muskaan, Senior Software Engineer, Posted at High Court of Jharkhand.
	11:30 pm to 11:45 pm	Tea Break	
	11:45 pm to 1:00 pm	<ul style="list-style-type: none"> • Civil Stamp Reporting • Criminal Stamp Reporting • Writ Stamp Reporting 	Sri Kamlesh Sinha Assistant Registrar, High Court of Jharkhand
	1:00 pm to 2:00 pm	Lunch	
	2:00 pm to 3:30 pm	<ul style="list-style-type: none"> • Procedure of issuance of certified copies • Procedure of Lawazima Boards • Procedure for information and inspection of Records • Procedure relating to Notices 	Sri Santosh Kumar Agrawal, Deputy Registrar, High Court of Jharkhand
	3:30 pm to 3:45 pm	Tea Break	
	3:45 pm to 5:00 pm	<ul style="list-style-type: none"> • Leave Rules • The Jharkhand High court Officers and the Members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) Rules. • Noting & Drafting • An overview of Departmental Proceedings 	Sri Dhananjay Kumar Shashi, Assistant Registrar, High Court of Jharkhand

Director

30/9/2023