

Judicial Academy Jharkhand

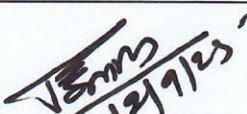
Refresher Training Programme for Assistants of the High Court (Course No. HA- 03)

on

14th September, 2025

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	
14/09/2025 Sunday	09:55 am to 10:15 am	Registration and Group Photography	
	10:15 am to 11:45 pm	- 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	Sri Santosh Kumar, Assistant Registrar, High Court of Jharkhand
	11:45 pm to 12:00 Noon	Tea Break	
	12:00 Noon to 1:30 pm	- Civil Stamp Reporting - Criminal Stamp Reporting - Writ Stamp Reporting	Sri Santosh Kumar, Assistant Registrar, High Court of Jharkhand
	1:30 pm to 2:30 pm	Lunch	
	2:30 pm to 3:45 pm	- 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
	3:45 pm to 4:00 pm	Tea Break	
	4:00 pm to 5:00 pm	- 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 Santosh Kumar Agrawal, Deputy Registrar High Court of Jharkhand


Director 12/9/25