

Judicial Academy Jharkhand

Refresher Training Programme for Assistants of the High Court (Course No. HA- 04)

on

12th October, 2025

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	
12/10/2025 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, Joint 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, Joint Registrar High Court of Jharkhand


Additional Director –cum-Senior Faculty Member