

**Refresher Training Programme for Ministerial Staff (Course No. MS- 3)**

**Target Group: Assistants of District Courts**

**[4<sup>th</sup> December, 2025]**

Date	Scheduled Time	Routine	Guest Speaker
04/12/2025	10:00 am to 10:30 am	Registration and Group Photography	
	10:30 am to 11:30 am	Duties and Responsibilities of Bench Clerks and Office Clerks	Sri Rajesh Sharan Singh, Director, Judicial Academy, Jharkhand
	11:30 am to 11:45 am	Tea Break	
	11:45 am to 01: 00 pm	Routine orders in Criminal and Civil matters	Sri Satyakam Priyadarshi, Additional Director, Judicial Academy
	01:00 pm to 02:00 pm	Lunch	
	02:00 pm to 03:15 pm	Criminal Court Rules and Civil Court Rules	Sri Laxmikant, Additional Director, Judicial Academy
	03:15 pm to 03:30 pm	Tea Break	
	03:30 pm to 05:00 pm	Stamp reporting, Fee, Costs	Sri Sanjay Kumar Saristedar, Civil Court, Ranchi

  
2/12/25  
Director