Judicial Academy Jharkhand

Refresher Training Programme for Assistants of the High Court (Course No. HA- 04)
on
22nd November, 2026
Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	
22/11/2026 Sunday	10:00 am to 10:30 am	**Registration and Group Photography**	
	10:30 am to 11: 45 am	• 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 am 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 Amit Shekhar, Assistant 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 Amit Shekhar, Assistant Registrar High Court of Jharkhand**

Director 20/11/26