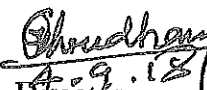


Refresher Training Course on "Civil & Criminal Court Rules and Relevant Provisions of C.P.C. & Cr. P.C." (Course No. MS-7)
Target Group – Assistants of District Courts (One third strength of the batch)
/15th – 16th September, 2018/

Date	Scheduled Time	Routine	Guest Speaker
15/9/2018	09.30 am to 10.00 am	Registration	
	10.00am to 11.30 am	General Rules Regarding Practice & Procedure, Arrangement and Preservation of Records	Sri S. C. Lal, Advocate Civil Court, Ranchi
	11.30 am to 11.45 am	Group Photography followed by Tea break	
	11.45 am to 1.00 pm	Execution of Decrees, Information & Copies, Commercial & Record Rules	-Do-
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Stamp reporting, Fees & Costs	Sri Sanjay Kumar Record Keeper, Civil Court, Ranchi
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Computerization in Civil Courts	Sri Sajid Akthar, Assistant, Civil Court, Ranchi
16/9/2018	10.00am to 11.30 am	Role of Assistants in Civil Court Rules	Sri Anup Kumar Sinha, Head Clerk, Civil Court, Ranchi
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1.00 pm	Accounts & Finance Rules	Sri Subhashis Karmakar Accountant, Civil Courts, Ranchi
	01.00 pm to 2.00 pm	Lunch & Way Forward	


 4.9.18
 Director