

**ANNEXURE - II**

**RESOURCE PERSONS**

**TRAINING PROGRAMME FOR THE STAFF MEMBERS OF MADURAI BENCH OF  
MADRAS HIGH COURT**

**AGENDA**

TIMING 10.00 A.M. TO 5.30 P.M. DATE 27TH JUNE 2015

<b>I - ADMINISTRATIVE DEPARTMENT</b>			
<b>Sl. No</b>	<b>SUBJECT</b>	<b>FACULTY Tvl.</b>	<b>TIMING</b>
1	Sections under Administrative Department, their respective work & determining the subject at the Tapals	A.Mohammed Sadiq Hussian, CO/SO/AE	10.00 A.M. To 11.00 .A.M.
2	Preparation and presentation of note both Administrative and Judicial, Drafting of Letters and Periodical reminders.		
3	Familiarity with Statutory Rules G.Os. And Circulars.		
4	Maintenance of P.R. Ledgers and relevant Registers.		
5	Disposal of Files – Formalities		
6	General Supervision of Subordinates		
7	Behaviour towards Hon'ble Judges and Officers		
<b>BREAK 11.00 NOON TO 11.10 A.M.</b>			
<b>II - ORIGINAL SIDE</b>			
1	Presentation filing & Distribution process	T.A.Mani, Assistant Registrar (Writs)	11.10 P.M. To 12.30 P.M.
2	Scrutiny of Plaints, Applications, Original Petitions, Contempt Petitions, Company Petitions, Execution Petition, Insolvency Petition, Arbitration Matters and Election Petition		
3	Post Numbering Process		
4	Issue of Summons and Notice		
5	Assistant Posting Clerk Seat		
6	Posting (Listing, Final Decree Seat)		
7	Drafting of Orders and Decrees		

8	Work of Company Petition, Insolvency Petition, Execution Petition, Contempt & Probate Sections.		
9	O.S. Records – Involvement in various stages and destruction.		
10	O.S. Courts – Master Court – Additional Master Courts, Deputy Registrar Court – Asst. Registrar-I Court & Asst. Registrar-II court.		

**III - WRIT SECTION**

SL. NO	SUBJECT	FACULTY	
		Tvl.	TIMING
1	Filing and Passing of Writ Petition & Miscellaneous Petition (Filing, SR entry, distribution to Appeal Examiners)	Y.Sampath Kumar, Deputy Registrar (Writs)	12.30 P.M. TO 1.30 P.M.
2	Scrutiny of Writ Petitions and Miscellaneous Petitions as per the Acts, (Passing & Categorisation)		
3	Computer Entry & Docketing.		
4	Segregating, Posting, Listing & Circulation		
5	Rule Nisi – Admit Notice & Call for Records.		
6	Disposal		

**LUNCH BREAK 1.30 p.m. TO 2.15 p.m.**

**JUDICIAL DEPARTMENT**

<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY</b> Tvl.	<b>TIMING</b>
<b>IV - APPEAL EXAMINERS' SECTION</b>			
1	Filing & Distribution	R.Baskaradoss, P.Suganthi, COs/SOs/AEs	2.15 P.M.
2	Passing & Returns of Cases		TO
3	Docketing, Numbering, Return & Caveat Entries and Correspondence regarding Advocate Complaints		3.00 P.M.

**V - CRIMINAL SECTION**

<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY</b> Tvl.	<b>TIMING</b>
1	Cases dealt by Criminal Section	S.Christhuraj, CO/SO/AE	3.00 P.M.
2	Filing Process:- (a)S.R.Entry; (b)Distribution to Appeal Examiners; (c)Passing/Returning/Re-Presentation; (d)Assigning Main No.		TO
3	Regular Entry, Docketing, Indexing, In-numbering, Stitching.		3.45 P.M.
4	Listing and Posting cases.		
5	Notice		
6	Criminal Records- Calling for Records Editing Typesets, Maintenance, Return of Records.		

**VI - COURT OFFICER'S SECTION & CURRENT SECTION**

1	Receiving Orders, Distribution, Checking, Approval and Despatch.	V.Chandrasekaran, Sub Assistant Registrar (CS-II)	3.45 P.M.
2	Duties & responsibilities of Court Officers & Court Etiquette.		TO
3	Drafting.		4.00 P.M.
4	Issue of Carbon Copies, Despatch.		

**BREAK-4.00 p.m. to 4.10 p.m.**

<b>VII - TRANSLATION AND PRINTING AND COMPUTER SECTION</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	<b>FACULTY</b>	<b>TIMING</b>
1	Preparation of Pleadings & Estimation, Issuance of Bills, Default Cases before the DR(AS), Editing, Refund in respect of cases received from VR Section, Judicial, Criminal Section and Translation work.	K.Sundaresan, CO/SO/AE	4.10 P.M. TO 4.40 P.M.
2	CD Section & Press Copy Section		
<b>VIII - ENGLISH RECORD SECTION &amp; VERNACULAR SECTION</b>			
<b>SL. NO.</b>	<b>SUBJECT</b>	A.Mathusoothanan, CO/SO/AE	4.40 P.M. TO 5.00.P.M.
1	<b>English Records:</b> Maintenance of Records and Destruction		
2	<b>Vernacular Records:</b> Calling for & Return of Records		
<b>IX - JUDICIAL</b>			
1	Filing/Regular Entry, In-numbering & Stitching, Posting & Admission.	S.Authimoolam, CO/SO/AE	5.00 P.M. TO 5.30 P.M.
2	Posting before Court for Interim Orders, CCC-Drafting & Despatch		
3	Notice		
4	Calling for Records & Preparation of Pleadings, Readyng the Cases.		
5	Listing & Posting		