



SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUBORDINATE COURTS OF ASSAM

A G E N D A

DATE: 19TH AND 20TH FEBRUARY, 2020

VENUE : JUDICIAL ACADEMY, ASSAM

DAY 1: 19.02.2020 (Wednesday)

08.30 A.M. onwards		Registration & Breakfast	
	TIME	TOPIC	RESOURCE PERSON
SESSION - I	09.45 A.M. to 11.15 A.M.	<ul style="list-style-type: none">➤ Presentation of Plaint/Pleading/ Memorandum of Appeals/Revisions etc.➤ Maintenance of various registers as per Civil Rules and Criminal Rules & Orders of the Gauhati High Court.➤ Track System.➤ Classification of records.➤ Maintenance of court diary, Court fee register and cause list.➤ Division for case records into files.➤ Arrangement/maintenance of case record during the time of trial.➤ Nazarat section<ul style="list-style-type: none">• Duties of Nazir• Execution and services of Court processes by the bailiff	Shri Noor Rahman Retd. Sheristadar O/o the District & Session Judge, Sivsagar Contact: 8403876897
	TEA BREAK (11.15 A.M. to 11.30 P.M.)		
	11.30 A.M. to 01.00 P.M.	-----DO-----	-----DO-----
	LUNCH BREAK (01.00 P.M. to 01.45 P.M.)		
SESSION - I I	01.45 P.M. to 03.15 P.M.	<ul style="list-style-type: none">➤ Accounts management➤ RTI Act.	Shri Nripendra Nath Das Sheristadar O/o the MACT, Sonitpur Contact: 8876417232
	TEA BREAK (03.15 P.M. to 03.30 P.M.)		
	03.30 P.M. to 04.30 P.M.	-----DO-----	-----DO-----

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DAY 2: 20.02.2020 (Thursday)

	TIME	TOPIC	RESOURCE PERSON	
SESSION -I I I	09.30 A.M. to 11.00 A.M.	<ul style="list-style-type: none"> ➤ Copying section <ul style="list-style-type: none"> • Maintenance of copying register. • Distribution of copy application to the hand written copyist • Role of comparing assistant/incharge. • Role of certifying officer. ➤ Maintenance of Guard files. ➤ Orders/Notifications/Circulars issued by Gauhati High Court. ➤ Notifications/circulars issued by Central and State Govt. ➤ Maintenance of District Vigilance Cell. ➤ Maintenance of office files, Service book, Pension matters. ➤ Preparation of various statements. ➤ Punctuality, Discipline, Behavior and prevention of corruption. ➤ Annual inspection of court and office. 	<p align="center">Shri Noor Rahman Retd. Sheristadar O/o the District & Session Judge, Sivsagar Contact: 8403876897</p>	
	TEA BREAK (11.00 A.M. to 11.15 A.M.)			
	11.15 A.M. to 12.45 P.M.	-----DO-----	-----DO-----	
LUNCH BREAK (12.45 P.M. to 01.30 P.M.)				
SESSION -I V	01.30 P.M. to 03.00 P.M	<ul style="list-style-type: none"> ➤ Preparation of decrees. ➤ Presentation of case records with copies of judgments of appellate courts immediately after receipt from appellate courts before the respective Presiding officers. ➤ Execution of decrees. ➤ Transfer of decrees ➤ Maintenance of disposed of case records in the district record room/record room. ➤ Maintenance of law books and journals in the central district library and home library. ➤ Transmission of disposed of case records to the district record room/record room. ➤ Destruction of disposed of case records. ➤ Sending of case records on requisition to the appellate courts. 	<p align="center">Sri Gajen Barman Retd. Sheristadar O/o the District & Session Judge, Kamrup(M) Contact:</p>	
	03.00 P.M. to 04.00 P.M.	-----DO-----	-----DO-----	