



SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUBORDINATE COURTS OF ASSAM (Bongaigaon, Goalpara, Barpeta, Kokrajhar, Chirang, Dhubri)

A G E N D A

VENUE: BONGAIGAON

DATES: 12.02.2021 (FRIDAY)

09.15 A.M. Onwards	REGISTRATION		
10.00 A.M. to 10.05 A.M.	Inaugural Address by SRI SATYA NATH SARMA District & Sessions Judge, Bongaigaon		
TECHNICAL SESSION			
TIME	TOPIC		RESOURCE PERSON
SESSION - I	10.05 A.M. to 11.30 A.M	CHAPTER -1 & 2 (GAUHATI HIGH COURT CIVIL RULES & ORDERS) <ul style="list-style-type: none">• Presentation of Plaintiff.• Memorandum of Appeal.• Filing of Written Statement of Defence (Relevant entries in CIS).• Rule-14: Pleadings, Petitions etc.• Rule-9: Maintenance of Court Diary. [Form (R) 11]• Rule10: Cause List.• Rule11: Maintaining Register for processes, process fees and other costs. [Form No. (R) 33]• Rule-44 & 49.	<ul style="list-style-type: none">• Dr. Manash Baruah, AJS• Mr. Roushan Lal, AJS <p>Faculty Judicial Academy, Assam</p>
	CHAPTER- 16 & 17	<ul style="list-style-type: none">• Classification of records.• Division for case records into files.• Arrangement/ maintenance of case record.• Title Page, Indexing and Pagination	
	CHAPTER- 3	<ul style="list-style-type: none">• Nazarat Section: Role of Nazir & Bailiff (Head Jarikarak).• Distribution of Work in the Nazarat Section.• Service report on Court processes- Use of technology.• Track system.	
11.30 A.M. TO 11.45 A.M. (TEA)			

SESSION -II	11.45 A.M. to 01.15 P.M.	CHAPTER- 10	<p>Execution of decrees: Types of decrees.</p> <ul style="list-style-type: none"> • Money decree <ul style="list-style-type: none"> (i) Attachment of movable/ immovable property (ii) Proclamation (iii) Sale • Recovery of Possession. • Decree for specific performance of contract 	<ul style="list-style-type: none"> • Dr. Manash Baruah, AJS Faculty, Judicial Academy, Assam • Mr. A. K. Saha, Chief Administrative Officer, Bongaigaon District Court
		CHAPTER- 25	<p>Copying Section</p> <ul style="list-style-type: none"> • Maintenance of Copying Register. • Processing the Copy Application- Best practices. • Role of Comparing Assistant/Certifying Officer. • Need for developing uniform practices. 	

01.15 P.M. to 02.00 P.M. (lunch)

SESSION -III	02.00 P.M. to 03.30 P.M.	CHAPTER- 19, 20, 22 & 23	<p>Record Room</p> <ul style="list-style-type: none"> • Sending disposed records to record room. • Reconstruction of records. • Preparing case records for digitization • Maintenance of case record and Registers in the Record Room. • Destruction of records. • Central Library- Maintenance of law books and Library Management System 	<ul style="list-style-type: none"> • Mr. Roushan Lal, AJS Faculty, Judicial Academy, Assam • Mr. A. Haque, Retd. Chief Administrative Officer, Goalpara District Court
			<p>Maintenance of Guard Files.</p> <ul style="list-style-type: none"> • Relevant Order/Notifications/Circulars issued by High Court. • ACR/Service Book/Pension papers. • Dress Code, Punctuality & Behaviour of ministerial staff. 	
			<ul style="list-style-type: none"> • Reference to Mediation- Documents to be sent and follow up measures by Ministerial staffs. • Evidence on affidavit- Role & duty of ministerial staffs. • Safe Custody of Original Documents- Need for SOP. • Sending records for cross examination to Advocate Commissioner- Role & responsibility of ministerial staffs. 	



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09.15 A.M. Onwards		REGISTRATION	
TECHNICAL SESSION			
TIME	TOPIC		RESOURCE PERSON
SESSION - I	10.00 A.M to 11.30 A.M	CHAPTER - 1 (GAUHATI HIGH COURT CRIMINAL RULES & ORDERS)	<ul style="list-style-type: none"> • Institution & registration of a criminal case (PR case/ CR case/ MR case/ PWDV case/ NI Act case). • Relevant entries in CIS. • Rule-2: Record attendees of witness, record of examination of complainant, witness and accused. • Rule-4: Execution: Rule- 11,13 [Form (42)] • Rule-6: Order u/s 356 CrPC. Read with Section 418 CrPC. • Disposal of Property. • Execution of Case u/s 125 CrPC and PWDV Act cases- Role & Responsibility of ministerial staff. • Issue & Receipt Section. Duties thereof.
		CHAPTER - 2	
11.30 A.M. to 11.45 A.M. (TEA)			

SEESION - II	11.45 A.M to 01.15 P.M	CHAPTER - 3	<ul style="list-style-type: none"> • Rule-1: Division of Records into Files. (A) Court of Sessions (B) Court of Magistrate (i) Warrant Case (ii) Summons Case (iii) Complaint Case dismissed u/s 203 CrPC (iv) Commitment • Rule-2: Marking of Exhibits 	<ul style="list-style-type: none"> • Judicial Officer Posted at Bongaigaon • Mr. A. K. Saha, Chief Administrative Officer, Bongaigaon District Court
		CHAPTER - 4	<ul style="list-style-type: none"> • Title Page, Table of content Indexing & Pagination in Courts of Session & Court of Magistrates. <p>Record Room</p> <ul style="list-style-type: none"> • Sending disposed records to record room. • Reconstruction of records. • Preparing case records for digitization • Maintenance of case record and Registers in the Record Room. • Destruction of records 	
		CHAPTER - 5	<p>Copying Section</p> <ul style="list-style-type: none"> • Maintenance of Copying Register. • Processing the Copy Application- Best practices. • Role of Comparing Assistant/Certifying Officer. • Need for developing uniform practices. 	
01.15 P.M. to 02.00 P.M. (LUNCH)				
SEESION - III	02.00 P.M to 03.30 P.M		<ul style="list-style-type: none"> • Maintenance of Guard Files. • Relevant Order/Notifications/Circulars issued by High Court. • ACR/Service Book/Pension papers. • Dress Code, Punctuality & Behaviour of ministerial staff. • Preparation of various Statements • Central Library- Maintenance of law books and Library Management System. 	<ul style="list-style-type: none"> • Dr. Manash Baruah, AJS • Mr. Roushan Lal, AJS Faculty Judicial Academy, Assam • Judicial Officer Posted at Bongaigaon • Mr. A. K. Saha, Chief Administrative Officer, Bongaigaon District Court
			<ul style="list-style-type: none"> • Maintenance of Diaries/ Registers • Issuance of Processes- Duty of ministerial staffs. • Service Report on Summons/ Warrant/ Proclamation. • Communication with High Court and various authorities. 	

			<p>GR branch</p> <ul style="list-style-type: none">• Custody of record at investigation stage.• Communication with Police Authority• Prompt disposal of Final Report cases.• Role & responsibility of ministerial staffs in these matters. <p>RTI Act & Rules</p>	
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