



# TAMIL NADU STATE JUDICIAL ACADEMY

## REGIONAL CENTRE, MADURAI

### *Refresher Training Programme on Court and Office Administration for Chief Administrative Officers and Sheristdars of District Courts*

*Sunday, 17<sup>th</sup> March, 2019*

10.00 a.m. – 10.10 a.m.	<p><b>Scope and Object of the Programme</b></p> <p>Hon'ble Mr. Justice ABDUL QUDDHOSE Judge, High Court of Madras/Member, Board of Governors, TNSJA</p>
10.10 a.m. – 11.15 a.m.	<p><b>1) Court and Office Administration</b> <b>2) Recruitment, Promotion, Transfer, and Posting of staff members</b> <b>3) Important Features of –</b>     a) Tamil Nadu Government Servants (Conditions of Service) Act, 2016     b) Tamil Nadu Ministerial Service Rules</p> <p>Mr. S. KARUPPIAH, Principal District Judge, Nagercoil Mr. A.K. MEHBUB ALIKHAN, Deputy Director, TNSJA Regional Centre, Madurai</p>
11.15 a.m. – 11.30 a.m.	<p style="text-align: center;"><b>Tea Break</b></p>
11.30 a.m. – 01.00 p.m.	<p><b>1) Disciplinary Proceedings: Practice and Procedure</b> <b>2) The Tamil Nadu Civil Services (Discipline and Appeal) Rules: An overview</b> <b>3) The Tamil Nadu Government Servants' Conduct Rules, 1973 : An overview</b></p> <p>Mr. L.K.R. KRISHNAMOORTHY, Advocate, Tirunelveli</p>
01.00 p.m. – 02.00 p.m.	<p style="text-align: center;"><b>Lunch Break</b></p>
02.00 p.m. – 03.30 p.m.	<p><b>Right to Information Act –</b> <b>1) Practice and Procedure, and</b> <b>2) Duties and Responsibilities of Public Information Officers</b></p> <p>Prof. P. KUMARAN, Assistant Professor, Government Law College, Madurai</p>
03.30 p.m. – 03.45 p.m.	<p style="text-align: center;"><b>Tea Break</b></p>
03.45 p.m. – 04.30 p.m.	<p><b>Budget, Finance and Audit</b></p> <p>Mr. N.M. DHANDAPANI, Superintendent (Retd.), Treasury and Accounts Office, Madurai</p>