

TAMIL NADU STATE JUDICIAL ACADEMY

HEADQUARTERS, CHENNAI

Orientation Programme on Records Management

on Saturday, 27th July, 2019

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| 10.00 a.m. – 10.30 a.m. | Scope and Object of the Programme Hon'ble Mr. Justice T.S. SIVAGNANAM Judge, High Court of Madras/Member, Board of Governors, TNSJA Chairman, Committee for Digitisation of Records and Destruction of Records |
| 10.30 a.m. – 11.00 a.m. | Keynote address Hon'ble Thiru. Justice N. SATHISH KUMAR Judge, High Court of Madras/Member, Board of Governors, TNSJA |
| 11.00 a.m. – 12.05 p.m. | Records Management Mr. S. KARUPPIAH , Former District Judge, Madurai |
| 12.05 p.m. – 12.20 p.m. | Tea Break |
| 12.20 p.m. – 01.00 p.m. | Common errors found in transmission of records and rectification Mrs. V. PREMALATHA , Assistant Registrar (Records), High Court of Madras |
| 01.00 p.m. – 01.15 p.m. | Introduction on Digitisation of Records Ms. M. FATHIMA , Deputy Registrar (Records), High Court of Madras |
| 01.15 p.m. – 02.15 p.m. | Lunch Break |
| 02.15 p.m. – 03.00 p.m. | Scanning, Storing and Retrieval of Documents Mr. D. THANGAVEL , Section Officer, High Court of Madras |
| 03.00 p.m. – 03.45 p.m. | Rules and procedures relating to destruction of civil records Mr. S. SETHURAMAN , Assistant Section Officer, High Court of Madras |
| 03.45 p.m. – 04.30 p.m. | Rules and procedures relating to destruction of criminal records Mr. S. UMAPATHY , Superintendent (Retd.), Sub Court, Chengalpattu |
| 04.30 p.m. – 05.00 p.m. | Feedback and Take home message by participants |
| Tea | |