



**ROC.NO.64192-A/2019-ESTT.I**

**OFFICIAL MEMORANDUM**

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Training programme on Records Management for the Staff Members working in the Principal Seat at Madras to be held on 10.08.2019 (Saturday) – Direction to attend the Programme – Orders issued.

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The following staff members working in the Principal Seat at Madras, are directed to attend the Training Programme on Records Management to be held on 10.08.2019 (Saturday) at 10.30.a.m. in the Meeting Hall, Library Annexe Building, High Court, Madras, without fail.

S.NO	STAFF NAMES	DESIGNATION	SECTION
1	SURESH MURTHY .G	CO/SO/AE	DIGITIZATION WING
2	VENKATESAN .V	CO/SO/AE	ORIGINAL SIDE
3	ANANDHI RAVI	CO/SO/AE	ORIGINAL SIDE
4	RAMAKRISHNAN .K	CO/SO/AE	WRIT MAIN
5	MAHALINGAM .D	CO/SO/AE	WRIT MAIN
6	AMUTHA .R	CO/SO/AE	WRIT (AE)
7	ELANGOKANI .P	CO/SO/AE	WRIT (AE)
8	BABYRANI. K	CO/SO/AE	CRIMINAL SECTION
9	GANESH .S	CO/SO/AE	CRIMINAL SECTION
10	PRIYA .M.S	ASSISTANT SECTION OFFICER	ENGLISH RECORD SECTION
11	SENTHILNATHAN .S	ASSISTANT SECTION OFFICER	ENGLISH RECORD SECTION
12	JAYACHANDRAN .E	ASSISTANT SECTION OFFICER	ENGLISH RECORD SECTION
13	CHITRA .M	ASSISTANT SECTION OFFICER	V.R. SECTION
14	MULLAI VASUKI .D	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
15	MAREESWARI .K	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
16	SUSILA .N	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
17	ARUN KUMAR .K	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
18	SARAVANAN .S.S	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
19	VANI .K	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
20	SANTHA KUMARI .C.N.	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
21	KARTHIK KUMAR .S	ASSISTANT SECTION OFFICER	ORIGINAL SIDE
22	SURESH BABU T.H.	ASSISTANT SECTION OFFICER	WRIT MAIN
23	BALAJI .P	ASSISTANT SECTION OFFICER	WRIT MAIN
24	LINGATHARAN .K	ASSISTANT SECTION OFFICER	WRIT MAIN
25	GOPINATH .D	ASSISTANT SECTION OFFICER	WRIT MAIN
26	SRINIVASAN .G	ASSISTANT SECTION OFFICER	WRIT (AE)
27	VASUDEVAN .S	ASSISTANT SECTION OFFICER	WRIT (AE)
28	HEMALATHA-I .R	ASSISTANT SECTION OFFICER	WRIT (AE)

S.NO	STAFF NAMES	DESIGNATION	SECTION
29	PALANIVELU .B.L.	ASSISTANT SECTION OFFICER	WRIT (AE)
30	SRINIVASULU .G	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
31	UMARANI .A	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
32	KALAIHELVI .G	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
33	NALINI .J	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
34	SARASWATHY .M	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
35	DEVAN .M	ASSISTANT SECTION OFFICER	CRIMINAL SECTION
36	VIMALA .M	SENIOR TYPIST	ENGLISH RECORD SECTION
37	DIVYA .M	COMPUTER OPERATOR	WRIT MAIN
38	SANTHABAI .M	ASSISTANT	V.R. SECTION
39	MADHUBALAN .P	ASSISTANT	V.R. SECTION
40	VARATHARAJ .B	ASSISTANT	ORIGINAL SIDE
41	RAJESH .K.	ASSISTANT	ORIGINAL SIDE
42	MURALI .S	ASSISTANT	ORIGINAL SIDE
43	HIPSON .C	ASSISTANT	WRIT MAIN
44	SATHYANARAYANAN .J	TYPIST	WRIT (AE)
45	RAJASEKAR .C	READER/EXAMINER	V.R. SECTION
46	ANURADHA .A.R.	READER/EXAMINER	V.R. SECTION
47	PALANIVEL .P	READER/EXAMINER	ORIGINAL SIDE
48	DEVAMANI .V	RECORD CLERK	ENGLISH RECORD SECTION
49	SURESH-I .S	RECORD CLERK	WRIT MAIN
50	KOTTESWARAN .P	OFFICE ASSISTANT	DIGITIZATION WING

All the above mentioned staff members are required to be present in the venue by **10.00.a.m.** sharp and they are also directed to **mark their attendance in the Bio-metric System/Bar Code Reading Machine of the Registry, without fail.** Refreshment and lunch will be provided.

HIGH COURT, MADRAS.  
DATED :08.08.2019.

Sd./ C.KUMARAPPAN  
REGISTRAR GENERAL.

To

The individuals.

Copy to :-

1. The Registrar (Admn.) / The Registrar (Mgmt.) / The Registrar (IT- cum - Statistics), High Court of Madras.
2. The Director, Tamil Nadu State Judicial Academy, Chennai-28.
3. The Deputy Registrar (Admn.I)/(Admn.II)/(Records), High Court of Madras.
4. The Assistant Registrar (Records), High Court of Madras.  
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**Roc.No.64192-A/2019-Estt.I.**

**OFFICIAL MEMORANDUM**

SUB:-ESTABLISHMENT, HIGH COURT, MADRAS – Nomination of faculty for one day Training Programme on Records Management for the staff members working in the Principal Seat at Madras is scheduled to be held on 10.08.2019 (Saturday) at 10.00.a.m. – Intimation of – Reg.

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The following Staff members of this Registry, are nominated as faculties for one day Training Programme on Records Management to be conducted for the Staff Members in the Principal Seat at Madras on 10.08.2019 (Saturday) from 10.30.a.m. onwards in the Meeting Hall, Library Annexe Building, High Court, Madras:-

<b>Sl. No.</b>	<b>Name of the Staff Members Tvl.</b>	<b>Designation</b>
1.	D.Thangavel	CO/SO/AE
2.	V.Vigneshwar	Reader/Examiner
3.	T.Amala	Reader/Examiner

High Court, Madras.  
Dated : 08.08.2019.

Sd./ C.KUMARAPPAN  
REGISTRAR GENERAL

To

The above mentioned Staff Members, High Court of Madras.

Copy to:-

1. The Registrar (Admn.) / The Registrar (Mgmt.)/  
The Registrar (IT cum Statistics), High Court of Madras.
2. The Director, Tamil Nadu State Judicial Academy, Chennai – 28.
3. The Deputy Registrar (Admn.I)/(Admn.II)/(Records), High Court of Madras.
4. The Asst.Registrar (Computers)/(Records), High Court of Madras.
5. The Section Officer (Computer Wing), High Court of Madras.

+ Spare copies-2