



22/2/20
mdl

ROC.No.29566(A)/2019/ESTT.I/MB.

OFFICIAL MEMORANDUM

Sub:- Establishment, Madurai Bench of the Madras High Court, Madurai – Training Programme for Staff Members in the category of Assistant Section Officer/Assistant (Batch-II) – Scheduled to be held on 22.02.2020 (Saturday) - Orders Issued.

Ref:- Letter from the Director, Tamil Nadu State Judicial Academy, Chennai, in ROC.No.10/2019/JA-Trg, dated: 08.01.2020.

As per the approved Academic Calender 2019-2020 of the Tamil Nadu State Judicial Academy, a one-day training programme for the High Court Staff in the cadre of Assistant Section Officer/Assistant (Batch-II), is scheduled to be held on 22.02.2020 (Saturday), from 10.00 a.m. to 05.30 p.m. at the Meeting Hall (Second Floor), Madurai Bench of Madras High Court, Madurai.

The staff members shown in Annexure, are directed to attend the aforesaid Training Programme on 22.02.2020 at 10.00 A.M., without fail. They are further informed that Lunch, Tea and snacks will be provided.

MADURAI BENCH OF MADRAS
HIGH COURT, MADURAI.
DATED:19.02.2020

Sd/- T.V.THAMILSELVI
ADDL. REGISTRAR GENERAL (i/c)

/TRUE COPY/FORWARDED/BY ORDER/

J. Shanthi
SUB ASST. REGISTRAR (ADMN.-I)

To
The individuals.

Copy to:-

- 1.The Registrar General, High Court, Madras.
 - 2.The Additional Registrar General, Madurai Bench of Madras High Court, Madurai
 - 3.The Registrar (Admn.), -do-
 - 4.The Additional Registrar (I.T. & Statistics), -do-
 - 5.The Director, Tamil Nadu State Judicial Academy, Chennai.
 - 6.The Section Officer, D/Comuter Maintenace Wing, Madurai Bench of Madras High Court, Madurai
 - 7.The System Analyst, -do-
 - 8.The Overseer, -do-
- + Spare 2 Copies.

AGENDA
RESOURCE PERSONS
TRAINING PROGRAMME FOR THE STAFF MEMBERS OF MADURAI BENCH OF
MADRAS HIGH COURT IN THE CADRE OF A.S.O./ ASSISTANT (BATCH - II)
TIMING 10.00 A.M. TO 5.30 P.M., ON 22.02.2020 (Saturday)

INAUGURATION		Tmt. T.V.Thamilselvi Additional Registrar General (i/c)	
SESSION	SUBJECT	Tvl. FACULTY	TIMING
1	Case Flow System & Court Information System	P.Iyyapparaj, A.S.O.	10.00 A.M. to 11.00 A.M.
2	Administrative Side	S.Sundararaman CO/SO/AE	11.00 A.M. to 11.45 A.M.
TEA BREAK (11.45.A.M. to 12.00 Noon)			
3	C.O. Department and Current Section	K.Muthukumar / S.Christhuraj CO/SO/AE	12.00 Noon to 12.45 P.M.
4	Criminal Section	S.Ganesan, CO/SO/AE	12.45 P.M. to 01.30 P.M.
LUNCH BREAK (1.30 P.M. to 02.15 P.M.)			
5	Filing of Cases in A.E. Section and Writ Section	S.Meenakchi Sundaram CO/SO/AE & S.Jagan CO/SO/AE	02.15 P.M. to 03.30 P.M.
6	Stress Management & Life Skills	Thiru. S.Alagesan, M.A., LL.B., Counsellor, Family Court, Madurai	03.30 P.M. to 04.15 P.M.
TEA BREAK (04.15 P.M. to 04.30 P.M.)			
6a	How to relieve Stress by Using Techniques	Thiru. S.Alagesan, M.A., LL.B., Counsellor, Family Court, Madurai	04.30 P.M. to 05.30 P.M.