

**REFRESHER TRAINING PROGRAMME FOR CO/SO/AE, HIGH COURT,
MADRAS**

AGENDA

**DATE : 12.12.2021 (SUNDAY) - TIMING 10.00.A.M. TO 04.00.P.M.
VENUE : MEETING HALL (II Floor), LIBRARY ANNEX BUILDING,
HIGH COURT OF MADRAS**

SESSION	SUBJECT	FACULTY	TIMING
1	Orginal Side matters	Rohit Rasikchandra Pathak, Sub Assistant Registrar (Digitization-IV), High Court, Madras.	10.00.A.M TO 11.45.A.M.
TEA BREAK 11.45.A.M.TO 12.00.NOON			
SESSION	SUBJECT	FACULTY	TIMING
2	Digitization of Records	J.Shanthi, Sub Assistant Registrar, (Digitization-II), High Court, Madras.	12.00 Noon To 01.30.P.M.
LUNCH BREAK 01.30.P.M. TO 02.00.P.M.			
SESSION	SUBJECT	FACULTY	TIMING
3	Drafting and Duties of Court Officer in Court Officers' Department	S.Koteeswaran, Sub Assistant Registrar, (C.O-II), High Court, Madras.	2.00.P.M To 3.00.P.M
4	Loans and Advances	A.Raman, CO/SO/AE, High Court, Madras.	03.00 P.M To 04.00.P.M.
TEA BREAK AFTER 4.00.P.M.			