

ROC.No.05/2021/ARG/MB.



OFFICIAL MEMORANDUM

Sub:- Establishment, Madurai Bench of Madras High Court, Madurai – Comprehensive Training Programme for the Private Secretaries/Personal Assistants to the Hon'ble Judges of Madurai Bench of Madras High Court, Madurai – Orders issued.

A Comprehensive Training Programme to Private Secretaries/Personal Assistants to the Hon'ble Judges, of Madurai Bench of Madras High Court, Madurai, is to be held at the Madurai Bench, for eight days, as per the "Programme Schedule," commencing from 20.03.2021 (Saturday).

The staff members, shown in the annexure, are directed to attend the Training Programme, without fail.

The Nodal Officer, as given in the programme schedule shall supervise the training, on their respective days.

MADURAI BENCH OF MADRAS
HIGH COURT, MADURAI.
DATED: 18.03.2021

Sd/- SWARNAM J.NATARAJAN
ADDL. REGISTRAR GENERAL

/TRUE COPY/FORWARDED/BY ORDER/

MA *A.M.K.*
SUB ASST. REGISTRAR (ADMN.-I)

To
The individuals.

Copy to:-

1. The Director, Tamil Nadu State Judicial Academy, Chennai.
2. The Registrar (Admn.), Madurai Bench of Madras High Court, Madurai,
3. The Additional Registrar (I.T. & Statistics), -do-
4. The Deputy Director, Regional Centre, Tamil Nadu State Judicial Academy, Madurai.
5. The Heads of Section and concerned, Madurai Bench of Madras High Court, Madurai.
6. The Section Officer, D/Computer Maintenance Wing/Stationery Section,
and Xerox Room -do-
-do-
7. The Overseer.
+ Spare 2 Copies.

TRAINING PROGRAMME FOR THE PRIVATE SECRETARIES/PERSONAL ASSISTANTS TO THE HONOURABLE JUDGES OF MADURAI BENCH OF MADRAS HIGH COURT, MADURAI

PROGRAMME SCHEDULE

Overall In-charge : 1. Thiru. V.Devananthan, Registrar (Admn.)
2. Tmt. C.B.Meena, Addl. Registrar (I.T. & Statistics)

<i>Date</i>	<i>Subject</i>	<i>Nodal Officer Tvl.</i>	<i>Faculty</i>	<i>Batch</i>	<i>VENUE Court Hall No.</i>	<i>Time</i>
20.03.2021 (Saturday)	A) BASIC ENGLISH GRAMMAR	J.Inbakumar, Assistant Reigistrar (C.S.-III)	Mrs.Dipti.P.Dedhia	A	Meeting Hall (II Floor)	10.00 A.M.. to 01.00 P.M.
				B		
			Mrs.Kavitha Alphonsa Savarimuthu	C	15	
27.03.2021 (Saturday)	- do -	S.Selvam, Assistant Registrar (Per.Admn.)	Mrs.Dipti.P.Dedhia	A	13	10.00 A.M.. to 01.00 P.M.
			Mr.Jeffrey	B	14	
			Mrs.Kavitha Alphonsa Savarimuthu	C	15	
03.04.2021 (Saturday)	- do -	G.Sankar, Assistant Registrar (C.S.-II)	Mrs.Dipti.P.Dedhia	A	13	10.00 A.M.. to 01.00 P.M.
			Mr.Jeffrey	B	14	
			Mrs.Kavitha Alphonsa Savarimuthu	C	15	
17.04.2021 (Saturday)	- do -	D.Pandian, Deputy Registrar (Lok Adalat/ Mediation & Conciliation Centre)	Mrs.Dipti.P.Dedhia	A	13	10.00 A.M.. to 01.00 P.M.
			Mr.Jeffrey	B	14	
			Mrs.Kavitha Alphonsa Savarimuthu	C	15	

<i>Date</i>	<i>Subject</i>	<i>Nodal Officer</i> <i>Tvl.</i>	<i>Faculty</i>	<i>Batch</i>	<i>VENUE</i> <i>Court</i> <i>Hall</i> <i>No.</i>	<i>Time</i>
24.04.2021 (Saturday)	- do -	G.Balakrishnan, Assistant Registrar (A.S.)	Mrs.Dipti.P.Dedhia	A	13	10.00 A.M., to 01.00 P.M.
			Mr.Jeffrey	B	14	
			Mrs.Kavitha Alphonsa Savarimuthu	C	15	
03.05.2021 (Monday)	B) Development of English Language Skills & C)Communication Skills and Interpersonal Skills	S.Bhavani, Assistant Registrar (Writs)	Ms.P.R.Muthumeena	A	13	10.00 A.M., to 01.00 P.M.
			Ms.R.Kothaikani	B	14	
			Ms.P.Aniruthiya	C	15	
04.05.2021 (Tuesday)	- do -	S.Muthu Subramanian, Sub Assistant Registrar (Admn.-II)	Ms.P.R.Muthumeena	A	13	10.00 A.M., to 01.00 P.M.
			Ms.R.Kothaikani	B	14	
			Ms.P.Aniruthiya	C	15	
10.05.2021 (Monday)	- do -	G.C.Gurumoorthy, Sub Assistant Registrar (A.E.)	Ms.P.R.Muthumeena	A	13	10.00 A.M., TO 01.00 P.M.
			Ms.R.Kothaikani	B	14	
			Ms.P.Aniruthiya	C	15	
11.05.2021 (Tuesday)	C, D, E, I, J, K,		Officers of High Court, Madurai	A, B, C	Meeting Hall (II Floor)	10.30 A.M., to 01.30 P.M.,
	F, H, L		Officers of High Court, Madurai			02.30 P.M., to 05.30 P.M.,

BATCH – A

RESOURCE PERSON : Mrs.DIPTI.P.DEHIA
SUBJECT : BASIC ENGLISH GRAMMAR
DATES : 20.03.2021, 27.03.2021, 03.04.2021,
17.04.2021, 24.04.2021
TIME : 10.00 a.m. to 01.00 p.m.
VENUE : COURT HALL NO. 13

SL.No	<i>Name of the P.As., TvL</i>	<i>INITIAL</i>	<i>SIGNATURE</i>
1.	Mr. V.SRINIVASAN	VSN	
2.	Mrs. P.MEENA JAYALAKSHMI	PM	
3.	Mrs. N. SORNA JOTHI	NS	
4.	Mr. N. BALAJI	BALA	
5.	Mr. K. RAJA KANNAN	KRK	
6.	Mrs.V.S.MUTHULAKSHMI	VSM	
7.	Mr. S. KANNAN	SKN	
8.	Mrs. T.ABIRAMI	TA	
9.	Mrs.R.MALA	RM	
10.	Mr.M.MARIMUTHU	MM	
11.	Mr.C.MUTHURJANGAN	CMR	
12.	Mrs.M.ROHINI	MR	
13.	Mr.D.SATHISHKUMAR	DSK	
14.	Mr.M.GANESH KUMAR	GK	
15.	Ms.S.JOTHI	SJI	
16.	Mrs.D.SIVAKAMASUNDARI	DSS	
17.	Mrs.V.RENUKA	VRN	

BATCH – B

RESOURCE PERSON : Mr.JEFFREY
SUBJECT : BASIC ENGLISH GRAMMAR
DATES : 20.03.2021, 27.03.2021, 03.04.2021,
17.04.2021, 24.04.2021
TIME : 10.00 a.m. to 01.00 p.m.
VENUE : COURT HALL NO. 14

SL.No	Name of the P.As, Tvl	INITIAL	SIGNATURE
1.	Mr. S. JESU ANTONY CELESTINE	SJ	
2.	Mrs. R. RAJALAKSHMI	RR	
3.	Mr. S. RAMESH	SRM	
4.	Mr. S. MURUGAN	SMN2	
5.	Mrs. O.G.C.YOGESWARI	OGY	
6.	Mrs. C. MERCY	CM	
7.	Mrs. P. JEYALAKSHMI	PJL	
8.	Mrs.D.ARUNASELVI	DAS	
9.	Ms.R.MANIMEGALAI	RMI	
10.	Mrs.T.MEENAKSHI	TM	
11.	Ms.C.PALANI	CP	
12.	Mrs.L.SABARIMALA	I.S	
13.	Mrs.G.N.SUBATHRA	GNS	
14.	Mrs.K.SURULIAMMAL	KSA	
15.	Mrs.S.TAMIZHSELVI	STS	
16.	Mrs.V.SANGEETHA	VSG	
17.	Mr.P.KIRUBAN JOSEPH	PKN	

BATCH – C

RESOURCE PERSON : Mrs.KAVITHA ALPHONSA
SAVARIMUTHU

SUBJECT : BASIC ENGLISH GRAMMAR

DATES : 20.03.2021, 27.03.2021, 03.04.2021,
17.04.2021, 24.04.2021

TIME : 10.00 a.m. to 01.00 p.m.

VENUE : COURT HALL NO. 15

SL.No	Name of the P.As., <i>TvL</i>	INITIAL	SIGNATURE
1.	Mrs. A. KRISHNAVATHI	AKV	
2.	Mr. E. RADHAKRISHNAN	ER	
3.	Mrs. S. SEETHALAKSHMI	SSL	
4.	Mrs. A. MAHESWARI	AM	
5.	Mrs. T. RAJAPRABA	TRP	
6.	Mrs. P. SUGANTHI	PS	
7.	Mrs. P. UMAMAHEWARI	PMU	
8.	Mr.S.KRISHNAMOORTHY	SKM	
9.	Mrs.S.MARIAMMAL	SM	
10.	Mrs.R.MUTHUKARPAGAVALLI	RMK	
11.	Ms.M.RAMNANTHINI	MRN	
12.	Mrs.T.SAKTHI GOMATHI	TSG	
13.	Mrs.M.SUJATHA	MSA	
14.	Mrs.A.AMUTHAVALLI	AAV	
15.	Mrs.V.SUDHA	VSD	
16.	Mr.I.ANTONYSAMY	IAS	

BATCH – A

RESOURCE PERSON : Ms.P.R.MUTHUMEENA

SUBJECT : DEVELOPMENT OF ENGLISH
LANGUAGE SKILLS &
COMMUNICATION SKILLS AND
INTERPERSONAL SKILLS

DATES : 03.05.2021, 04.05.2021, 10.05.2021

TIME : 10.00 a.m. to 01.00 p.m.

VENUE : COURT HALL NO. 13

SL.No	Name of the P.As.,	INITIAL	SIGNATURE
	<i>TvL</i>		
1.	Mr. V.SRINIVASAN	VSN	
2.	Mrs. P.MEENA JAYALAKSHMI	PM	
3.	Mrs. N. SORNA JOTHI	NS	
4.	Mr. N. BALAJI	BALA	
5.	Mr. K. RAJA KANNAN	KRK	
6.	Mrs.V.S.MUTHULAKSHMI	VSM	
7.	Mr. S. KANNAN	SKN	
8.	Mrs. T.ABIRAMI	TA	
9.	Mrs.R.MALA	RM	
10.	Mr.M.MARIMUTHU	MM	
11.	Mr.C.MUTHURENGAN	CMR	
12.	Mrs.M.ROHINI	MR	
13.	Mr.D.SATHISHKUMAR	DSK	
14.	Mr.M.GANESH KUMAR	GK	
15.	Ms.S.JOTHI	SJI	
16.	Mrs.D.SIVAKAMASUNDARI	DSS	
17.	Mrs.V.RENUKA	VRN	

BATCH – B

RESOURCE PERSON : Ms.R.KOTHAIKANI

SUBJECT : DEVELOPMENT OF ENGLISH
LANGUAGE SKILLS &
COMMUNICATION SKILLS AND
INTERPERSONAL SKILLS

DATES : 03.05.2021, 04.05.2021, 10.05.2021

TIME : 10.00 a.m. to 01.00 p.m.

VENUE : COURT HALL NO. 14

SL.No	Name of the P.As., TvL	INITIAL	SIGNATURE
1.	Mr. S. JESU ANTONY CELESTINE	SJ	
2.	Mrs. R. RAJALAKSHMI	RR	
3.	Mr. S. RAMESH	SRM	
4.	Mr. S. MURUGAN	SMN2	
5.	Mrs. O.G.C.YOGESWARI	OGY	
6.	Mrs. C. MERCY	CM	
7.	Mrs. P. JEYALAKSHMI	PJL	
8.	Mrs.D.ARUNASELVI	DAS	
9.	Ms.R.MANIMEGALAI	RMI	
10.	Mrs.T.MEENAKSHI	TM	
11.	Ms.C.PALANI	CP	
12.	Mrs.L.SABARIMALA	LS	
13.	Mrs.G.N.SUBATHRA	GNS	
14.	Mrs.K.SURULIAMMAL	KSA	
15.	Mrs.S.TAMIZHSELVI	STS	
16.	Mrs.V.SANGEETHA	VSG	
17.	Mr.P.KIRUBAN JOSEPH	PKN	

BATCH – C

RESOURCE PERSON : Ms.P.ANIRUTHIYA

SUBJECT : DEVELOPMENT OF ENGLISH
LANGUAGE SKILLS &
COMMUNICATION SKILLS AND
INTERPERSONAL SKILLS

DATES : 03.05.2021, 04.05.2021, 10.05.2021

TIME : 10.00 a.m. to 01.00 p.m.

VENUE : COURT HALL NO. 15

SL.No	Name of the P.As., <i>Tvl.</i>	INITIAL	SIGNATURE
1.	Mrs. A. KRISHNAVATHI	AKV	
2.	Mr. E. RADHAKRISHNAN	ER	
3.	Mrs. S. SEETHALAKSHMI	SSL	
4.	Mrs. A. MAHESWARI	AM	
5.	Mrs. T. RAJAPRABA	TRP	
6.	Mrs. P. SUGANTHI	PS	
7.	Mrs. P. UMAMAHESWARI	PMU	
8.	Mr.S.KRISHNAMOORTHY	SKM	
9.	Mrs.S.MARIAMMAL	SM	
10.	Mrs.R.MUTHUKARPAGAVALLI	RMK	
11.	Ms.M.RAMNANTHINI	MRN	
12.	Mrs.T.SAKTHI GOMATHI	TSG	
13.	Mrs.M.SUJATHA	MSA	
14.	Mrs.A.AMUTHAVALLI	AAV	
15.	Mrs.V.SUDHA	VSD	
16.	Mr.I.ANTONY SAMY	IAS	

SYLLABUS FOR TRAINING PROGRAMME TO THE STAFF MEMBERS IN
THE CADRE OF PERSONAL ASSISTANTS TO THE HONOURABLE JUDGES,
MADURAI BENCH OF MADRAS HIGH COURT

- A) Basic English Grammar;
- B) Development of English Language Skills;
[Including Sentence Completion, Spotting errors, One word substitution, spelling errors, correctly spelt words and misspelt words, sentence improvement and vocabulary, etc.,]
- C) Attentiveness in Court Proceedings - Necessity and Importance;
- D) Transcription and Circulation of orders/judgments - Necessity and Importance;
- E) Maintaining Confidentiality and Secrecy in P.D., Matters and Personal matters of the Honourable Judges;
- F) General Legal Awareness;
- G) Communication Skills and Interpersonal Skills;
- H) Legal Language and Legal Terminology;
- I) Court Proceedings - Writ, Civil, Criminal and Original Jurisdictions;
- J) Importance of Work Done Statement and Use of P.A.Section Software;
- K) Maintaining Court Decorum and Code of Conduct, Time Management, Management Skills; and
- L) Simple Arithmetic.

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