

**TAMIL NADU STATE JUDICIAL ACADEMY
HEADQUARTERS, CHENNAI
EVENT REPORT**

27th July 2021 and 28th July 2021

ORIENTATION PROGRAMME FOR THE NEWLY APPOINTED COMPUTER OPERATORS
AND TYPISTS OF 2021 BATCH

A two-day ORIENTATION PROGRAMME FOR THE NEWLY APPOINTED COMPUTER OPERATORS AND TYPISTS OF 2021 was conducted from 27th July - 3rd August 2021 in three batches. The Orientation Programme commenced with Mrs. D. SHOBA DEVI, Assistant Director, TNSJA, CHENNAI, welcoming the participants. Mrs. S. ROHINI, Additional Director, TNSJA, CHENNAI, enlightened the participants with the scope and object of conducting such a programme for the new batch. She emphasized the need for systematic training and affirmed that organized training can only groom the participants to help render their contributions to effective justice delivery mechanism.

The Inaugural Address was given by Mr. D. LINGESWARAN, Director, TNSJA, CHENNAI. He started off with an emphasis on being punctual to justice and the justice delivery mechanism. Building on the point, coming from heterogeneous backgrounds, the participants have decided to take-up the job of a Computer Operator and Typist in Judiciary. He emphasized that, being in the service industry, we need to be accountable to the society and succumb to its needs. One person's delay can have ripple effects over the whole system and that cannot be accepted in the justice delivery mechanism. He embraced the need for all the new entrants to be responsible citizens of the justice delivery mechanism. He analogically noted that, we are nuts and bolts of a big justice delivery mechanism and if

one nut or bolt doesn't function properly the whole system will fail. With a positive note to not entertain time lapse factors in their services he declared the orientation programme open.

The training programme witnessed,

S. K. SEBASTINA MARY, (CO/SO/AE), discussing on various aspects of filing and passing of Writ Petition & Miscellaneous Petitions (Filing, SR entry, distribution to Appeal Examiners), Scrutiny of Writ Petition and Misc. Petition (Passing & Categorization), Computer Entry & Docketing, Segregating, Posting, Listing and Circulation, Rule Nisi – Admit Notice and Call for records, Disposal.

R. THENMOZHI – I (CO/SO/AE), discussing on various aspects of cases dealt with Criminal Section, filing process (S. R. Entry, Distribution to Appeal examiners, Passing/Returning/Re-presentation, Assignment Main No.) Regular Entry, Docketing, Indexing, In-numbering, Stitching, Listing and Posting of cases, Notice, Criminal Records, Calling for Records, Editing, Typsets, Maintenance, Return of Records.

K. V. DIMPLE (CO/SO/AE) & S. GOMATHI (ASO) – discussing on various aspects of TRANSLATION & PRINTING SECTION – Preparation of Pleadings and Estimation, Issuance of Bills, Default Cases before the DR (AS), Editing, Refund in respect of cases received from VR section, Judicial Criminal Section and Translation work, CD Section & Press Copy Section.

R. BALAMURUGAN (CO/SO/AE) & N. VALAVAN (CO/SO/AE) – discussing on various aspects of ENGLISH RECORDS SECTIONS & VERNACULAR

RECORDS SECTION, maintenance, destruction, calling for and return of records.

The second day of the training programme was commenced by Mr.S.P. RISHIROSHAN, Deputy Director, TNSJA Regional Centre Coimbatore. He through his meticulous way of narrating stories tried to imbibe amongst the participants the need of 'faith', 'trust', 'integrity' and 'gratitude' in our fraternity. He also embraced the quotation "united we stand, divided we fall" and declared the event open for the day and the training programme continued to witness,

N. PALANIKUMAR (CO/SO/AE) discussing on various aspects of the Administrative Department i.e., Sections under Administrative Department, their respective work and determining the subject of the Tapals; preparation and presentation of Note both Administrative and Judicial, drafting of letters and periodical reminders; familiarity with Statutory Rules, G.Os & Circulars; maintenance of P.R., ledgers and relevant Registers; disposal of files and its formalities; general supervision of subordinates; behaviour towards Hon'ble Judges and Officers; Accounts and Bills Sections.

J. MALATHI (CO/SO/AE) discussing on the various aspects of Original Side i.e., presentation filing and distribution process; scrutiny of Plaints, Applications, Original Petitions, Contempt Petitions, Company Petitions, Execution Petition, Insolvency Petition, Arbitration Matters and Election Petition; post numbering process; issue of Summons and Notice; Assistant Posting Clerk Seat; Posting (Listing, Final Decree Seat); drafting of Orders and Decrees; work of Company Petition, Insolvency Petition, Execution

Petition, Contempt and Probate Sections; O.S. Records – Involvement in various stages and destruction; O.S. Courts – Master Court – Additional Master Courts, Deputy Registrar Court – Asst. Registrar-I Court & Asst. Registrar- II Court.

T. NAGAMMAI (CO/SO/AE) discussing on various aspects of Appeal Examiners' Section i.e., filing and distribution; passing and return of cases; docketing, numbering, return and caveat entries and correspondence regarding Advocate Complaints.

K. NAGESWARRA RAO (CO/SO/AE) discussing on various aspects of Judicial Section i.e., filing/regular entry, in-numbering and stitching, posting and admission; posting before Court for Interim Orders, CCC-Drafting and Despatch; Notice; calling for records and preparation of pleadings, readying the cases; listing and posting.