

TAMIL NADU STATE JUDICIAL ACADEMY

HEADQUARTERS, CHENNAI

*Orientation Programme for the newly appointed Computer Operators and
Typists of 2021 Batch*

27.07.2021 (Tuesday) & 28.07.2021 (Wednesday)

27.07.2021 (Tuesday) – Inaugural Session	
10.00 a.m. – 10.15 a.m.	Welcome Address
	Mrs. D. SHOBA DEVI , Assistant Director, TNSJA Headquarters, Chennai
	Scope and Object of the Programme
	Mrs. S. ROHINI , Additional Director, Tamil Nadu State Judicial Academy
10.15 a.m. – 11.45 a.m.	Inaugural Address
	Mr. D. LINGESWARAN , Director, Tamil Nadu State Judicial Academy
11.45 a.m. – 12.00 p.m.	WRIT SECTION
	Ms.S.K.SEBASTINA MARY (CO/SO/AE) High Court, Madras
12.00 p.m. – 01.30 p.m.	Tea Break
01.30 p.m. – 02.15 p.m.	CRIMINAL SECTION
	Ms. R. THENMOZHI-I (CO/SO/AE) High Court, Madras
02.15 p.m. – 03.00 p.m.	Lunch Break

02.15 p.m. – 03.45 p.m.	TRANSLATION AND PRINTING SECTION 1) Preparation of Pleadings & 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 2) CD Section & Press Copy Section Ms. K.V. DIMPLE (CO/SO/AE), High Court, Madras Ms. S. GOMATHI (ASO), High Court, Madras
03.45 p.m. – 04.00 p.m.	Tea Break
04.00 p.m. – 05.30 p.m.	ENGLISH RECORDS SECTION & VERNACULAR RECORDS SECTION 1) English Records – Maintenance of Records & Destruction 2) Vernacular Records – Calling for & Return of Records Mr. R. BALAMURUGAN (CO/SO/AE), High Court, Madras
28.07.2021 (Wednesday)	
10.00 a.m. – 11.45 a.m.	ADMINISTRATIVE DEPARTMENT 1) Sections under Administrative Department, their respective work & determining the subject of the Tapals 2) Preparation and Presentation of Note both Administrative and Judicial, Drafting of Letters and periodical reminders 3) Familiarity with Statutory Rules, G.O.s & Circulars 4) Maintenance of P.R., Ledgers and relevant Registers 5) Disposal of Files – Formalities 6) General Supervision of Subordinates 7) Behaviour towards Hon'ble Judges and Officers 8) Accounts & Bills Sections Mr. N. PALANIKUMAR (CO/SO/AE), High Court, Madras
11.45 a.m. – 12.00 p.m.	Tea Break
12.00 p.m. – 01.30 p.m.	ORIGINAL SIDE 1) Presentation filing & Distribution process 2) Scrutiny of Plaints, Applications, Original Petitions, Contempt Petitions, Company Petitions, Execution Petition, Insolvency Petition, Arbitration Matters and Election Petition 3) Post Numbering Process 4) Issue of Summons and Notice 5) Assistant Posting Clerk Seat 6) Posting (Listing, Final Decree Seat) 7) Drafting of Orders and Decrees 8) Work of Company Petition, Insolvency Petition, Execution Petition, Contempt & Probate Sections 9) O.S. Records – Involvement in various stages and destruction 10) O.S. Courts – Master Court – Additional Master Courts, Deputy Registrar Court – Asst. Registrar-I Court & Asst. Registrar – II Court Ms. J. MALATHI (CO/SO/AE) High Court, Madras
01.30 p.m. – 02.15 p.m.	Lunch Break

02.15 p.m. – 03.45 p.m.	<p>APPEAL EXAMINERS' SECTION</p> <ol style="list-style-type: none"> 1) Filing & Distribution 2) Passing & Return of Cases 3) Docketing, Numbering, Return & Caveat Entries and Correspondence regarding Advocate Complaints <p>Ms. T. NAGAMMAI (CO/SO/AE) High Court, Madras</p>
03.45 p.m. – 04.00 p.m.	<p>Tea Break</p>
04.00 p.m. – 05.30 p.m.	<p>JUDICIAL SECTION</p> <ol style="list-style-type: none"> 1) Filing/Regular Entry, In-numbering & Stitching, Posting & Admission 2) Posting before Court for Interim Orders, CCC-Drafting & Despatch 3) Notice 4) Calling for Records & Preparation of Pleadings, Readying the Cases 5) Listing & Posting <p>Mr. K. THANGA THANDAPANI (CO/SO/AE) High Court, Madras</p>
05.30 p.m. to 05.35 p.m.	<p><i>Vote of Thanks</i></p> <p>Mr. R.A.S. ANANDARAJ Deputy Director, Tamil Nadu State Judicial Academy</p>