

TAMIL NADU STATE JUDICIAL ACADEMY

REGIONAL CENTRE, MADURAI

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

28.07.2021 (Wednesday) & 29.07.2021 (Thursday)

28.07.2021 (Wednesday)	
10.00 a.m. – 11.30 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.Os. & Circulars. 4) Maintenance of P.R., Ledgers and relevant Registers. 5) Disposal of Files. 6) General Supervision of Subordinates. 7) Behaviour towards Hon'ble Judges and Officers. 8) Accounts & Bills Sections. Mr. A. VIJAYARAM , Assistant Registrar (Criminal Side) Mr. S. SUNDARARAMAN , Section Officer Madurai Bench of Madras High Court
11.30 a.m. – 11.45 a.m.	Tea Break
11.45 a.m. – 01.30 p.m.	COMPUTERISATION/GSICC/DIGITIZATION 1) Computerisation/e-Courts 2) Awareness of Gender Sensitization and Internal Complaint Committee 3) Digitization Mrs. C.B. MEENA , Additional Registrar (IT & Statistics) Ms. M. FATHIMA , Joint Registrar (Computers) Madurai Bench of Madras High Court
01.30 p.m. – 02.15 p.m.	Lunch Break
02.15 p.m. – 03.30 p.m.	APPEAL EXAMINERS SECTION 1) Filing & Distribution 2) Passing & Return of Cases 3) Docketing, Numbering, Return & Caveat Entries and Correspondence regarding Advocate Complaints. Mr. G.C. GURUMOORTHY , S.A.R (A.E.) Mrs. C.KARTHIKA-I , Appeal Examiner Mrs. S. PREMA , Appeal Examiner Madurai Bench of Madras High Court
03.30 p.m. – 03.45 p.m.	Tea Break

03.45 p.m. – 05.00 p.m.	<p>JUDICIAL DEPARTMENT</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, Readyng the Cases 5) Listing & Posting 6) Preparation of Cause List <p>Mr. G. BALAKRISHNAN, Asst. Registrar (A.S.), Madurai Bench of Madras High Court</p>
05.00 p.m. – 05.30 p.m.	<p>TRANSLATION & PRINTING, SUPREME COURT SECTION</p> <ol style="list-style-type: none"> 1) Translation of Case Records. 2) Preparation of Pleadings/Documents and Sales. 3) Supreme Court Correspondence <p>Mr. A. LAKSHMANA PERUMAL Section Officer, Madurai Bench of Madras High Court</p>
29.07.2021 (Thursday)	
10.00 a.m. – 11.30 a.m.	<p>WRIT SECTION, CONTEMPT SECTION</p> <ol style="list-style-type: none"> 1) Filing and Passing of Writ Petition & Miscellaneous Petition (Filing, SR entry, Distribution to Appeal Examiners) 2) Scrutiny of Writ Petition and Miscellaneous Petition as per the Acts (Passing & Categorisation) 3) Computer Entry and Docketing 4) Segregating, Posting, Listing & Circulation 5) Rule Nisi – Admit Notice & Call for Records 6) Disposal <p>Mrs. S. BHAVANI, Asst. Registrar (Writs) Mr. R.R. KUMAR, Section Officer Madurai Bench of Madras High Court</p>
11.30 a.m. – 11.45 a.m.	Tea Break
11.45 a.m. – 01.30 p.m.	<p>CRIMINAL SECTION</p> <ol style="list-style-type: none"> 1) Cases dealt by Criminal Section 2) Filing Process 3) Maintenance of Criminal Records and Material Objects <p>Mr. P.S. KUMARAN, Asst. Registrar(C.S.- I) Mr. S. CHRISTHURAJ, Section Officer Madurai Bench of Madras High Court</p>
01.30 p.m. – 02.15 p.m.	Lunch Break

02.15 p.m. – 03.30 p.m.	COURT OFFICERS DEPARTMENT 1) Duties of Court Officers 2) Drafting of Orders Mr. N. ELANGO, Asst. Registrar (C.O.) Madurai Bench of Madras High Court
03.30 p.m. – 03.45 p.m.	Tea Break
03.45 p.m. – 04.30 p.m.	CURRENT SECTION AND COPYIST DEPARTMENT 1) Receipt of Copy Applications 2) Issuance of Certified Order Copies 3) Despatch of Case Records and Order copies Mr. N.V. KANNAN, A.R. (C.S.- II), Madurai Bench of Madras High Court
04.30 p.m. – 05.30 p.m.	ALTERNATIVE DISPUTE RESOLUTION CENTRE; ENGLISH RECORDS AND VERNACULAR RECORDS 1) Receipt of Case Records. 2) Arrangement of Records. 3) Destruction of Records. 4) Receipt of Records from Subordinate Judiciary a. Call for Records b. Fresh Checking c. Arrangement of Records d. Despatch of Records Mr. D. PANDIAN, D.R. (Lok Adalat/Mediation & Conciliation Centre) Mr. S.V. LOGANATH, Section Officer Madurai Bench of Madras High Court