

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

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

The two-day ORIENTATION PROGRAMME FOR THE NEWLY APPOINTED COMPUTER OPERATORS AND TYPISTS OF 2021 commenced for the second batch.

The Inaugural Address was given by Mr. D. LINGESWARAN, Director, TNSJA, CHENNAI.

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.

On the second day, the Programme commenced with a formal greeting 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.