

ROC.NO.65154-A/2021-ESTT.I.



OFFICIAL MEMORANDUM

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Nomination of faculty for one day Training Programme for the staff members in the cadre of Court Officer/Section Officer/Appeal Examiner (Batch-I) to be held on 31.07.2021 (Saturday) at 10.00.a.m. – Intimation of – Reg.

The following Officers of this Registry, are nominated for one day Training Programme to be conducted for the Staff Members in the cadre of Section Officer/Court Officer/Appeal Examiners on 31.07.2021 (Saturday) from 10.00.a.m. onwards in the **Dining Hall (I Floor), Auditorium Building, High Court, Madras:-**

Sl. No.	Name of the Officers/ Staff Members Tvl.	Designation
1.	J.PADMA	ASST.REGISTRAR (CO)
2.	K.SIVAKUMAR	ASST.REGISTRAR (DIGITIZATION-IV)
3.	ROHIT RASIKCHANDRA PATHAK	SAR(DIGITIZATION-IV)
4.	A.RAMAN	CO/SO/AE, D Section

HIGH COURT, MADRAS.
DATED :28.07.2021.

Sd./-P.DHANABAL.
REGISTRAR GENERAL

//TRUE COPY / FORWARDED BY ORDER/

N. Ravathi

SUB ASSISTANT REGISTRAR(ESTT.)

To

The above mentioned Officers/Staff Member, High Court of Madras.

Copy to:-

1. The Registrar (Admn.) / The Registrar (Mgmnt.)/
The Registrar (IT cum Statistics), High Court, Madras.
2. The Director, Tamil Nadu State Judicial Academy, Chennai – 28.
3. The Deputy Registrar (Admn.I)/(Admn.II), High Court of Madras.
4. The Asst. Registrar (Admn.II)/(Computers), High Court of Madras.
5. The Section Officer (B Section)/(Computer Wing), High Court of Madras.

+ Spare copies-2

TRAINING PROGRAMME FOR CO/SO/AE, HIGH COURT, MADRAS

AGENDA

DATE : 31.07.2021 (SATURDAY) - TIMING 10.00.A.M. TO 04.00.P.M.

**VENUE : DINING HALL (I Floor), AUDITORIUM BUILDING,
HIGH COURT OF MADRAS**

SESSION	SUBJECT	FACULTY	TIMING
1	Drafting and Duties of Court Officer in Court Officers' Department	J.Padma, Assistant Registrar (CO), High Court, Madras.	10.00.A.M TO 11.45.A.M.
TEA BREAK 11.45.A.M.TO 12.00.NOON			
SESSION	SUBJECT	FACULTY	TIMING
2	Original Side matters	Rohit Rasikchandra Pathak, Sub Assistant Registrar (Digitization-IV), High Court, Madras.	12.00.Noon To 01.30.P.M
LUNCH BREAK 01.30.P.M. TO 02.00.P.M.			
SESSION	SUBJECT	FACULTY	TIMING
3	Loan and Advances	A.Raman, CO/SO/AE, High Court, Madras.	02.00 P.M To 03.00.P.M.
4	Digitization of Records	K.Sivakumar, Assistant Registrar (Digitization-II), High Court, Madras.	03.00. P.M. To 04.00.P.M.
TEA BREAK AFTER 04.00.P.M.			