

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

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

*02.08.2021 (Monday) & 03.08.2021 (Tuesday)*

<b>02.08.2021 (Monday) – Inaugural Session</b>	
10.00 a.m. – 10.15 a.m.	<p style="text-align: center;"><b>Welcome Address</b></p> <p><b>Mrs. D. SHOBA DEVI</b> Assistant Director, Tamil Nadu State Judicial Academy</p>
	<p style="text-align: center;"><b>Scope and Object of the Programme</b></p> <p><b>Mrs. S. ROHINI</b> Additional Director, Tamil Nadu State Judicial Academy</p>
	<p style="text-align: center;"><b>Inaugural Address</b></p> <p><b>Mr. D. LINGESWARAN</b> Director, Tamil Nadu State Judicial Academy</p>
10.15 a.m. – 11.45 a.m.	<p style="text-align: center;"><b>WRIT SECTION</b></p> <ol style="list-style-type: none"><li>1) <i>Filing and Passing of Writ Petition &amp; Miscellaneous Petition (Filing, SR Entry, Distribution to Appeal Examiners)</i></li><li>2) <i>Scrutiny of Writ Petition and Miscellaneous Petition as per the Acts (Passing &amp; Categorisation)</i></li><li>3) <i>Computer Entry and Docketing</i></li><li>4) <i>Segregating, Posting, Listing &amp; Circulation</i></li><li>5) <i>Rule Nisi – Admit Notice &amp; Call for Records</i></li><li>6) <i>Disposal</i></li></ol> <p><b>Ms.S.K.SEBASTINA MARY (CO/SO/AE)</b> High Court, Madras</p>
11.45 a.m. – 12.00 p.m.	<b>Tea Break</b>

12.00 p.m. – 01.30 p.m.	<b>CRIMINAL SECTION</b> <ol style="list-style-type: none"> <li>1) Cases dealt by Criminal Section</li> <li>2) Filing Process: a) S.R. Entry b) Distribution to Appeal Examiners c) Passing/Returning/Re-Presentation d) Assigning Main No.</li> <li>3) Regular Entry, Docketing , Indexing, In-numbering, Stitching</li> <li>4) Listing &amp; Posting of cases</li> <li>5) Notice</li> <li>6) Criminal Records – Calling for Records, Editing, Typesets, Maintenance, Return of Records</li> </ol> <p><b>Ms. R. THENMOZHI-I (CO/SO/AE)</b> High Court, Madras</p>
01.30 p.m. – 02.15 p.m.	<b>Lunch Break</b>
02.15 p.m. – 03.45 p.m.	<b>TRANSLATION AND PRINTING SECTION</b> <ol style="list-style-type: none"> <li>1) Preparation of Pleadings &amp; 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</li> <li>2) CD Section &amp; Press Copy Section</li> </ol> <p><b>Ms. K.V. DIMPLE (CO/SO/AE)</b> <b>Ms. S. GOMATHI (ASO)</b> High Court, Madras</p>
03.45 p.m. – 04.00 p.m.	<b>Tea Break</b>
04.00 p.m. – 05.30 p.m.	<b>ENGLISH RECORDS SECTION &amp; VERNACULAR RECORDS SECTION</b> <ol style="list-style-type: none"> <li>1) English Records – Maintenance of Records &amp; Destruction</li> <li>2) Vernacular Records – Calling for &amp; Return of Records</li> </ol> <p><b>Mr. R. BALAMURUGAN (CO/SO/AE)</b> <b>Mr. N. VALAVAN ( CO/SO/AE)</b> High Court, Madras</p>
<b>03.08.2021 (Tuesday)</b>	
10.00 a.m. – 11.45 a.m.	<b>ADMINISTRATIVE DEPARTMENT</b> <ol style="list-style-type: none"> <li>1) Sections under Administrative Department, their respective work &amp; determining the subject of the Tapals</li> <li>2) Preparation and Presentation of Note both Administrative and Judicial, Drafting of Letters and periodical reminders</li> <li>3) Familiarity with Statutory Rules, G.O.s &amp; Circulars</li> <li>4) Maintenance of P.R., Ledgers and relevant Registers</li> <li>5) Disposal of Files – Formalities</li> <li>6) General Supervision of Subordinates</li> <li>7) Behaviour towards Hon'ble Judges and Officers</li> <li>8) Accounts &amp; Bills Sections</li> </ol> <p><b>Mr. A. RAMAN ( CO/SO/AE)</b> High Court, Madras</p>
11.45 a.m. – 12.00 p.m.	<b>Tea Break</b>

12.00 p.m. – 01.30 p.m.	<p><b>ORIGINAL SIDE</b></p> <ol style="list-style-type: none"> <li>1) Presentation filing &amp; Distribution process</li> <li>2) Scrutiny of Plaints, Applications, Original Petitions, Contempt Petitions, Company Petitions, Execution Petition, Insolvency Petition, Arbitration Matters and Election Petition</li> <li>3) Post Numbering Process</li> <li>4) Issue of Summons and Notice</li> <li>5) Assistant Posting Clerk Seat</li> <li>6) Posting (Listing, Final Decree Seat)</li> <li>7) Drafting of Orders and Decrees</li> <li>8) Work of Company Petition, Insolvency Petition, Execution Petition, Contempt &amp; Probate Sections</li> <li>9) O.S. Records – Involvement in various stages and destruction</li> <li>10) O.S. Courts – Master Court – Additional Master Courts, Deputy Registrar Court – Asst. Registrar-I Court &amp; Asst. Registrar – II Court</li> </ol> <p><b>Ms. J. PRATHIBA LAKSHMI (INTERPRETER)</b> High Court, Madras</p>
01.30 p.m. – 02.15 p.m.	<p><b>Lunch Break</b></p>
02.15 p.m. – 03.45 p.m.	<p><b>APPEAL EXAMINERS' SECTION</b></p> <ol style="list-style-type: none"> <li>1) Filing &amp; Distribution</li> <li>2) Passing &amp; Return of Cases</li> <li>3) Docketing, Numbering, Return &amp; Caveat Entries and Correspondence regarding Advocate Complaints</li> </ol> <p><b>Ms. T. SUJATHA (CO/SO/AE)</b> High Court, Madras</p>
03.45 p.m. – 04.00 p.m.	<p><b>Tea Break</b></p>
04.00 p.m. – 05.30 p.m.	<p><b>JUDICIAL SECTION</b></p> <ol style="list-style-type: none"> <li>1) Filing/Regular Entry, In-numbering &amp; Stitching, Posting &amp; Admission</li> <li>2) Posting before Court for Interim Orders, CCC-Drafting &amp; Despatch</li> <li>3) Notice</li> <li>4) Calling for Records &amp; Preparation of Pleadings, Readyng the Cases</li> <li>5) Listing &amp; Posting</li> </ol> <p><b>Mr. K. THANGA THANDAPANI (CO/SO/AE)</b> High Court, Madras</p>
05.30 p.m. to 05.35 p.m.	<p><b><i>Vote of Thanks</i></b></p> <p><b>Mr. R.A.S. ANANDARAJ</b> Deputy Director, Tamil Nadu State Judicial Academy</p>