



ROC.NO.19/2021-CON.ESTT.I

OFFICIAL MEMORANDUM

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Orientation Training Programme for Staff Members for the newly appointed Personal Assistant to the Hon'ble Judges & Personal Assistant (to Registrars), in the Principal Seat at Madras, Madurai Bench of the Madras High Court, Madurai, Tamil Nadu State Judicial Academy, Chennai & RJA, Madurai to be held on 13.08.2021(Friday) & 14.08.2021(Saturday) at 10.00.a.m. to 5.30.p.m. in the Tamil Nadu State Judicial Academy, Chennai and RJA, Madurai & 16.08.2021.F.N. to 27.08.2021.A.N.(excluding holidays on 20th, 21st and 22nd) in the Principal Seat at Madras & Madurai Bench – Direction to attend the Training Programme – Orders issued.

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The staff members in the cadre of Personal Assistant to the Hon'ble Judges & Personal Assistant (to Registrars), who are newly appointed, are directed to attend the Orientation Training Programme in the Tamil Nadu State Judicial Academy, Chennai & Tamil Nadu State Judicial Academy, Regional Centre, Madurai and Principal Seat at Madras & Madurai Bench.

- All the staff members mentioned in the **Annexure – A** are required to report before the Director, Tamil Nadu State Judicial Academy, Chennai at **09.30.a.m. on 13.08.2021 and 14.08.2021**, without fail.
- All the staff members mentioned in the **Annexure – B** are required to report before the Deputy Director, Tamil Nadu State Judicial Academy, Regional Centre, Madurai, at **09.30.a.m. on 13.08.2021 and 14.08.2021**, without fail.
- Lunch and Refreshment will be provided at the venue for training on 13.08.2021 and 14.08.2021.
- Staff members in the cadre of Personal Assistant to the Hon'ble Judges mentioned in the **Annexure – A & B** are required to attend the regular Office Work at 10.00.a.m to 1.30.p.m. and attend the Training in English and legal language along with dictation of judgments and mock courts at 2.00.p.m. to 5.00.p.m from 16.08.2021 to 27.08.2021 (excluding holidays on 20th, 21st and 22nd) at Principal Seat at Madras and Madurai Bench of the Madras High Court Madurai, respectively.
- All are directed to strictly adhere to the COVID -19 protocols.

HIGH COURT, MADRAS.
DATED :12.08.2021.

Sd./-K. GOVINDARAJAN THILAKAVADI.
REGISTRAR GENERAL(i/c.),

//TRUE COPY / FORWARDED BY ORDER//

N. Revathi

SUB ASSISTANT REGISTRAR(ESTT.)

To
The individuals.

Copy to :-

1. The Registrar (Recruitment), High Court, Madras,
 2. The Registrar (Admn.), High Court, Madras.
 3. The Additional Registrar General(i/c.), Madurai Bench of the Madras High Court, Madurai.
 4. The Registrar (Mgmt.), High Court, Madras.
 5. The Registrar(Judl.)/(Admn.), Madurai Bench of the Madras High Court, Madurai.
 6. The Director, Tamil Nadu State Judicial Academy, Chennai-28.
 7. The Deputy Director, Tamil Nadu State Judicial Academy, Regional Centre, Madurai.
 8. The Deputy Registrar (Admn.I)/(Admn.II), High Court, Madras.
 9. The Assistant Registrar(Admn.II), High Court, Madras.
 10. The Sub Assistant Registrar(P.A.1 & P.A. II), High Court, Madras.
 11. The Sub Assistant Registrar(P.A), Madurai Bench of the Madras High Court, Madurai.
 12. The Section Officer, Establishment Section/B Section, Madurai Bench.
 13. The C.L. Clerks, High Court, Madras/Madurai Bench.
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ANNEXURE-A

ORIENTATION TRAINING PROGRAMME SCHEDULED TO BE HELD ON 13.08.2021 AND 14.08.2021 AT 10.00.A.M. ONWARDS IN THE TAMIL NADU STATE JUDICIAL ACADEMY, CHENNAI.

Sl. No.	Registration No	Name of the Candidate	Name of the post	Posted at
1	1591344	HUMERA SULTHANA .N	P.A. to the Hon'ble Judges	MDS
2	1592073	PRIYADARSHINI .E	P.A. to the Hon'ble Judges	MDS
3	1593060	NALINI .M	P.A. to the Hon'ble Judges	MDS
4	1591535	NIHAL SAMANTRAY	P.A. to the Hon'ble Judges	MDS
5	1591186	GOVINDARAJU RAJA SARATCHANDRA	P.A. to the Hon'ble Judges	MDS
6	1597001	SARAVANAKUMAR .S	P.A. to the Hon'ble Judges	MDS
7	1591494	KOTHA BHARATH SAIRAMKUMAR	P.A. to the Hon'ble Judges	MDS
8	1591150	RAJESWARI .N	P.A. to the Hon'ble Judges	MDS
9	1591145	PUCHAGINJALA SURYA	P.A. to the Hon'ble Judges	MDS
10	1591111	SHRIOM	P.A. to the Hon'ble Judges	MDS
11	1591136	SURENDERAN .D	P.A. to the Hon'ble Judges	MDS
12	1591569	ANUPRIYA .R	P.A. to the Hon'ble Judges	MDS
13	1591187	THAMIZHARASI .N	P.A. to the Hon'ble Judges	MDS
14	1591195	KEERTHIGA .S	P.A. to the Hon'ble Judges	MDS
15	1591415	SHAMMY KUMARI	P.A. to the Hon'ble Judges	MDS
16	1591565	GOWTHAM .R	P.A. to the Hon'ble Judges	MDS
17	1591398	DHIVYA .G	P.A. to the Hon'ble Judges	MDS
18	1591121	VASUMATHI .E	P.A. to the Hon'ble Judges	MDS
19	1591622	PARAMESHWARI .S	P.A. to the Hon'ble Judges	MDS
20	1591585	KRITHIGA .M	P.A. to the Hon'ble Judges	MDS
21	1591323	MOHANVEL .D .R	P.A. to the Hon'ble Judges	MDS
22	1591051	ALBERT	P.A. to the Hon'ble Judges	MDS
23	1591031	HAMSINI .P	P.A. to the Hon'ble Judges	MDS
24	1591380	ABIRAMI PAVITHRA .R	P.A. to the Hon'ble Judges	MDS
25	1591302	DHANUSH KUMAR K	P.A. to the Hon'ble Judges	MDS
26	1592045	BASKAR .A	P.A. to the Hon'ble Judges	MDS
27	1591545	DEEPA .C	P.A. to the Hon'ble Judges	MDS
28	1591441	DHEEPALAKSHMI .J	P.A. to the Hon'ble Judges	MDS
29	1591147	GAYATHRI .R	P.A. to the Hon'ble Judges	MDS

Sl. No.	Registration No	Name of the Candidate	Name of the post	Posted at
30	1591574	MALAVIKA .S	P.A. to the Hon'ble Judges	MDS
31	1591273	SHAKILA .W	P.A. to the Hon'ble Judges	MDS
32	1591517	DEEPAK .B	P.A. to the Hon'ble Judges	MDS
33	1591061	POOMAGAL .M	P.A. to the Hon'ble Judges	MDS
34	1592001	BOOBALAN .P	P.A. to the Hon'ble Judges	MDS
35	1591224	GEETHIKA .B	P.A. to the Hon'ble Judges	MDS
36	1591571	JENITH .S	P.A. to the Hon'ble Judges	MDS
37	1593075	SHIVAPRIYA .N	P.A. to the Hon'ble Judges	MDS
38	1593058	VASANTHAKUMAR .B	Personal Assistant to the Registrars	MDS
39	1593017	JAYASREE .M	Personal Assistant to the Registrars	MDS
40	1592053	EPISIBOY .B	Personal Assistant to the Registrars	MDS
41	1593007	VEDHAMBIKA .K	Personal Assistant to the Registrars	MDS
42	1593071	MAHESH .S.M.	Personal Assistant to the Registrars	MDS
43	1593051	PRAMEELA .R	Personal Assistant to the Registrars	TNSJA, CHENNAI

ANNEXURE - B

ORIENTATION TRAINING PROGRAMME SCHEDULED TO BE HELD ON 13.08.2021 AND 14.08.2021 AT 10.00.A.M. ONWARDS IN THE TAMIL NADU STATE JUDICIAL ACADEMY, REGIONAL CENTRE, MADURAI.

Sl. No.	Registration No	Name of the Candidate	Name of the Post	Posted at
1	1592064	ROHINI .L	P.A. to the Hon'ble Judges	MDU
2	1591658	MONICA .L	P.A. to the Hon'ble Judges	MDU
3	1593034	GAYATRI DEVI .T .M	P.A. to the Hon'ble Judges	MDU
4	1591540	NAVAMANI .P	P.A. to the Hon'ble Judges	MDU
5	1591614	SORNASELVAM .C	P.A. to the Hon'ble Judges	MDU
6	1591378	NANDHINI .S	P.A. to the Hon'ble Judges	MDU
7	1591553	ANUSUYANANDHINI .M .G	P.A. to the Hon'ble Judges	MDU
8	1591422	THERASA RANI .B	P.A. to the Hon'ble Judges	MDU
9	1591099	NASEERA BANU .M .Y	P.A. to the Hon'ble Judges	MDU
10	1591566	INDUPRIYA .E	P.A. to the Hon'ble Judges	MDU
11	1591200	BLESSING .G	P.A. to the Hon'ble Judges	MDU
12	1591299	JEYA BRINDHA .R	P.A. to the Hon'ble Judges	MDU
13	1593025	VIDHYA .V	Personal Assistant (to Registrars)	MDU
14	1593032	ARIVUCHUDAR .M	Personal Assistant (to Registrars)	RJA, MDU

ROC.NO.19/2021-CON.ESTT.I.



OFFICIAL MEMORANDUM

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Nomination of Nodal Officer & faculty for Orientation Training programme for newly appointed staff members in the cadre of Personal Assistant to the Hon'ble Judges & Personal Assistant (to Registrars) to be held on 13.08.2021 & 14.08.2021 at 10.00.a.m. – Intimation of – Reg.

The Sub Assistant Registrar(P.A.I & P.A.II), High Court, Madras and the Sub Assistant Registrar(PA), Madurai Bench of the Madras High Court, Madurai, are nominated as Nodal Officers to coordinate and oversee the Orientation Training programme & Training in English and Legal Language along with dictation of judgments and mock courts for newly appointed Personal Assistant to the Hon'ble Judges to be held on 13.08.2021 & 14.08.2021 and 16.08.2021 to 27.08.2021 (excluding holidays on 20th, 21st and 22nd)

The Officers/Retired Officer/Staff members of this Registry mentioned in the **Annexure** are nominated as faculty for Orientation Training Programme to be conducted for the newly appointed Staff Members in the cadre of Personal Assistant to the Hon'ble Judges & Personal Assistant (to Registrars) in the Principal Seat at Madras & Tamil Nadu State Judicial Academy, Chennai, on 13.08.2021 & 14.08.2021 from 10.00.a.m. onwards in the Tamil Nadu State Judicial Academy, Chennai.

All are directed to strictly adhere to the COVID-19 protocols.

Absence of the Officers/staff members mentioned in the Annexure, who have been nominated as faculties to conduct the Orientation Training Programme at TNSJA, Chennai, on 13.08.2021 is treated as "OD".

HIGH COURT, MADRAS.
DATED :12.08.2021.

Sd./-K. GOVINDARAJAN THILAKAVADI.
REGISTRAR GENERAL(i/c.),

//TRUE COPY / FORWARDED BY ORDER//

N. Ravathi

SUB ASSISTANT REGISTRAR(ESTT.)

To

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

Copy to:-

1. The Registrar (Recruitment), High Court, Madras,
2. The Director, Tamil Nadu State Judicial Academy, Chennai-28.
3. The Deputy Registrar (Admn.I) / (Admn.II), High Court, Madras.
4. The Assistant Registrar(Admn.II), High Court, Madras.
5. The Sub Assistant Registrar(P.A. I & P.A. II), High Court, Madras.
6. The Section Officer, (B Section) / (Estt.), High Court, Madras & Madurai Bench.
7. The C.L. Clerk, High Court, Madras.

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