

Roc.No.77842-A/2021-Estt.I.



By Fax/Spl.Messenger.

Date. 25.08.2021

From
P.DHANABAL, B.Sc., B.L.,
Registrar General,
High Court, Madras-600 104.
To
The Director,
Tamil Nadu State Judicial Academy,
No.39/95,P.S.K.R.Salai, R.A.Puram, Chennai-28.(w.e.)

Sir,

Sub: Establishment, High Court, Madras – Training Programme for Staff Members in the cadre of Assistant Section Officers/Assistants (Batch-I) of the High Court of Madras in the Principal Seat at Madras on 28.08.2021 (Saturday) – Orders issued – Necessary arrangement – Requested – Regarding.

Ref: Your Letter in Roc.No.220/2021/JA, dated 13.07.2021.

With reference to your letter cited, I am to inform that the Batch-I of Training Programme for the Staff Members in the cadre of Assistant Section Officer/Assistants (70 members) in the Principal Seat at Madras to be held on 28.08.2021 (Saturday).

I am further to inform that Retired Officer/ One expert from other field /Staff Member (Copy enclosed) of this Registry have been nominated as Faculties for the Training Programme in the Principal Seat at Madras.

Therefore, I am to request you to make necessary arrangements for supply of stationery items in respect of 75 participants and Lunch & refreshments to 85 members (Faculty & Participants) for the Training Programme on the above said date in the Principal Seat at Madras.

Yours faithfully,

[Handwritten signature]
25.8.2021

REGISTRAR GENERAL.

[Handwritten initials]



OFFICIAL MEMORANDUM

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Training Programme for Staff Members (Batch-I) in the cadre of Assistant Section Officers/Assistants, working in the Principal Seat at Madras to be held on 28.08.2021(Saturday) – Direction to attend the Training Programme – Orders issued.

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The following staff members in the cadre of ASSISTANT SECTION OFFICERS/ASSISTANTS, High Court, Madras, are directed to attend the Training Programme to be held on 28.08.2021 (Saturday) at 10.00.a.m. in the **Meeting Hall, Library Annexe Building**, High Court, Madras, without fail.

Sl.No.	Name of the Staff Member Tvl.	Designation	Sections now working
1	THENMOZHI .D	ASO	A.E. SECTION
2	USHA .A	ASO	A.E. SECTION
3	ELAVARASI .R	ASO	A.E. SECTION
4	SANGETHA .V	ASO	ARBITRATION CENTRE
5	MOHAMED YAHIA .M	ASO	ARBITRATION CENTRE
6	SHANTHAKUMAR .S	ASO	B-SECTION (A.D.)
7	CHANDRIKA .S	ASO	B-SECTION (A.D.)
8	PRADEEPKUMAR .M	ASO	B-SECTION (A.D.)
9	REVATHI .B	ASO	BILLS SECTION
10	VIJAYAN .R	ASO	BUDGET SECTION
11	DIVYA .S	ASO	C1 SECTION
12	BHUVANESWARI .C	ASO	CCC CIVIL SECTION
13	KUMARI .M	ASO	CCC CRIMINAL SECTION
14	JEEVARATHNAM .S	ASO	CCC CRIMINAL SECTION
15	RAJALAKSHMI .D	ASO	CD SECTION
16	ANITHA .V	ASO	CRIMINAL SECTION
17	DEEPA .V	ASO	CRIMINAL SECTION
18	KRISHNAVENI .A	ASO	CRIMINAL SECTION
19	SILAMBARASAN .C	ASO	CURRENT SECTION
20	PRAMILA .S	ASO	CURRENT SECTION
21	SHANMUGANATHAN .N	ASO	ENGLISH RECORD SECTION
22	JAYAVEL .S	ASO	ESTABLISHMENT SECTION
23	NIVETHA .G	ASO	ESTABLISHMENT SECTION
24	ANANDHI .S	ASO	G SECTION

Sl.No.	Name of the Staff Member Tvl.	Designation	Sections now working
25	SUBHA .R	ASO	G SECTION
26	LEELA .D.R	ASO	J SECTION
27	SITHARTHI .R	ASO	JUDICIAL NOTICE SECTION
28	SARAVANAN-II .M	ASO	JUDICIAL SECTION
29	DURGA DEVI .P	ASO	OFFICIAL ASSIGNEE SECTION
30	MURALI .S	ASO	ORIGINAL SIDE
31	SARANYA .M	ASO	ORIGINAL SIDE
32	RANJITHKUMAR .P	ASO	ORIGINAL SIDE
33	DEVI .S	ASO	OVERSEER SECTION
34	JAYASUDHA .Y	ASO	PRESS COPY SECTION
35	SHANTHI .B	ASO	PRESS COPY SECTION
36	VIJAYALAKSHMI .T	ASO	PROTOCOL SECTION
37	LOGESH .A	ASO	REGISTRAR(VIG.) CHAMBER
38	SUGANYA .K	ASO	T & P SECTION
39	SRIDHARAN .P	ASO	V.R. SECTION
40	THIRAVIAKANI .P	ASO	VIGILANCE CELL
41	HAMEETHA BEEVI .M	ASO	WRIT (AE) SECTION
42	VIMALA-II .M	ASO	WRIT MAIN SECTION
43	BABY .P	ASO	TNSJA, CHENNAI.
44	DAYANA .J	ASO	TNSJA, CHENNAI.
45	MANIMEGALAI G	ASSISTANT	B5-SECTION
46	SANGEETHA J	ASSISTANT	B5-SECTION
47	KANIMOZHI S	ASSISTANT	BILLS SECTION
48	KUMARESAN S	ASSISTANT	B-SECTION (A.D.)
49	JENISHA J	ASSISTANT	C1 SECTION
50	SRIPRIYA T	ASSISTANT	CCC CIVIL SECTION
51	GENESIS PIETY S	ASSISTANT	COURT OFFICER SECTION
52	SOWNDARYAA K	ASSISTANT	CRIMINAL SECTION
53	RAMANAN .S	ASSISTANT	CRIMINAL SECTION
54	BHUVANESHWARI P.T	ASSISTANT	D SECTION
55	JAYASREE R	ASSISTANT	D SECTION
56	ADKINS R.R.	ASSISTANT	F SECTION
57	MAHALAKSHMI K	ASSISTANT	G SECTION
58	PRAKASHINI S	ASSISTANT	JUDICIAL NOTICE SECTION
59	SHALINI S	ASSISTANT	JUDICIAL NOTICE SECTION
60	RAJAKUMAR A	ASSISTANT	JUDICIAL SECTION
61	SWATHI V	ASSISTANT	STATIONERY SECTION
62	AYISHA A	ASSISTANT	V.R. SECTION
63	PRITHIVI RAJ M	ASSISTANT	V.R. SECTION
64	GIFTCIA T	ASSISTANT	VIGILANCE CELL

Sl.No.	Name of the Staff Member Tvl.	Designation	Sections now working
65	VIJAYA LAKSHMI H	ASSISTANT	WRIT (AE) SECTION
66	ELAKIYA E	ASSISTANT	WRIT MAIN SECTION
67	VANITHA R	ASSISTANT	WRIT MAIN SECTION
68	ATCHAYA A	ASSISTANT	WRIT MAIN SECTION
69	KANIMOZHI G	ASSISTANT	WRIT MAIN SECTION
70	CHELLADURAI M	ASSISTANT	WRIT MAIN SECTION

All the above mentioned staff members are required to be present in the venue by **09.30.a.m.** sharply and **strictly adhere to the Covid-19 Protocols**; they are also directed to **mark their attendance in the Bio-metric System/Bar Code Reading Machine of the Registry, without fail.** Refreshment and lunch will be provided.

HIGH COURT, MADRAS.
DATED:25.08.2021.

Sd./ P.DHANABAL.
REGISTRAR GENERAL

//TRUE COPY / FORWARDED BY ORDER//

N. Ravate

SUB ASSISTANT REGISTRAR(ESTT.)

To

The individuals.

Copy to :-

1. The Registrar (Admn.) / The Registrar (Mgmt.), 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.
+ Spare copy-2

ROC.NO.77842-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 Assistant Section Officers/Assistants (Batch-I) to be held on 28.08.2021 (Saturday) at 10.00.a.m. – Intimation of – Reg.

The following Retired Officer/Staff members of this Registry and one expert from other fields are nominated as faculty for one day Training Programme to be conducted for the Staff Members in the cadre of Assistant Section Officers/Assistants on 28.08.2021 (Saturday) from 10.00.a.m. onwards in the **Meeting Hall, Library Annexe Building, High Court, Madras:-**

Sl. No.	Name of the Officers/ Staff Members Tvl.	Designation
1.	M. Kanniappan	Retd. Assistant Registrar
2.	A. Raman	CO/SO/AE, D Section
3.	Sivakumar Bellan	Healthcare Brand Strategist/Life Coach

HIGH COURT, MADRAS.
DATED : 25.08.2021.

REGISTRAR GENERAL

To

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

Copy to:-

1. The Registrar (Admn.) / The Registrar (Mgmt.)/
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 ASO & ASSISTANT, HIGH COURT, MADRAS

AGENDA

DATE : 28.08.2021 (SATURDAY) - TIMING 10.00.A.M. TO 05.00.P.M.

**VENUE : MEETING HALL (II Floor), LIBRARY ANNEX BUILDING,
HIGH COURT OF MADRAS**

SESSION	SUBJECT	FACULTY	TIMING
1	Overall procedures followed in Appellate Side & Original Side	Thiru M.Kanniappan, Retd. Assistant Registrar.	10.00.A.M TO 12.15.P.M.
TEA BREAK 12.15.P.M.TO 12.30.P.M.			
SESSION	SUBJECT	FACULTY	TIMING
2	Loan and Advances and method of IT Filling	A.Raman, CO/SO/AE, High Court, Madras.	12.30.P.M. To 01.30.P.M
LUNCH BREAK 01.30.P.M. TO 02.00.P.M.			
SESSION	SUBJECT	FACULTY	TIMING
3	Interpersonal Skill for professional Success	Sivakumar Bellan, Healthcare Brand Strategist/Life Coach	02.00 P.M To 05.00.P.M.
TEA BREAK AFTER 5.00.P.M.			