

**ROC.NO.377/2022-ESTT.I**



**OFFICIAL MEMORANDUM**

SUB:- ESTABLISHMENT, HIGH COURT, MADRAS – Nomination of faculty for one day Refresher Training Programme for the staff members in the cadre of Assistant Section Officer and Assistant, working in the Principal Seat at Madras (Batch-II) to be held on 05.02.2022 (Saturday) at 10.00.a.m. – Intimation of – Reg.

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The following Officers of this Registry, are nominated for one day Refresher Training Programme for the Staff Members in the cadre of Assistant Section Officer and Assistant, to be held on 05.02.2022 (Saturday) from 10.00.a.m. onwards in the **Meeting Hall (II Floor), Library Annex Building, High Court, Madras:-**

Sl. No.	Name of the Officers/ Staff Members Thiru/Tmt.	Designation
1.	K. MEERA	SAR(VIGILANCE)
2.	R. SURESH KUMAR	LIBRARIAN
3.	A. RAMAN	CO/SO/AE, D Section

HIGH COURT, MADRAS.  
DATED :02.02.2022.

Sd./-P.DHANABAL.  
REGISTRAR GENERAL

//TRUE COPY / FORWARDED BY ORDER/

*N. Ravati*  
SUB ASSISTANT REGISTRAR(ESTT.)

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

Copy to:-

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

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**REFRESHER TRAINING PROGRAMME FOR ASO AND ASSISTANT, HIGH COURT, MADRAS**

**AGENDA**

**DATE : 05.02.2021 (SATURDAY) - TIMING 10.00.A.M. TO 04.00.P.M.  
VENUE : MEETING HALL (II Floor), LIBRARY ANNEX BUILDING,  
HIGH COURT OF MADRAS**

<b>SESSION</b>	<b>SUBJECT</b>	<b>FACULTY</b>	<b>TIMING</b>
1	Judicial Aspects and Motivational Speech	R. Suresh Kumar, Librarian, High Court, Madras.	10.00.A.M TO 11.45.A.M.
<b>TEA BREAK 11.45.A.M.TO 12.00.NOON</b>			
<b>SESSION</b>	<b>SUBJECT</b>	<b>FACULTY</b>	<b>TIMING</b>
2	Administration Procedures	K. Meera, Sub Assistant Registrar, (Vigilance), High Court, Madras.	12.00 Noon To 01.30.P.M.
<b>LUNCH BREAK 01.30.P.M. TO 02.00.P.M.</b>			
<b>SESSION</b>	<b>SUBJECT</b>	<b>FACULTY</b>	<b>TIMING</b>
4	Loans and Advances	A.Raman, CO/SO/AE, High Court, Madras.	02.00 P.M To 04.00.P.M.
<b>TEA BREAK AFTER 4.00.P.M.</b>			