

DELHI JUDICIAL ACADEMY

Programme Name & Code: Training Programme for Trainers on Core Administrative Functions & Management of Records [DJA/OS-17/2023]
Duration, Date & Day: One Day; 18th July, 2023
Participants: Two Ahlmads & One Reader from each District
Venue: Seminar Hall, 2nd Floor, Delhi Judicial Academy
Programme Coordinator: Dr. Sumedh Kumar Sethi, Ld. Additional Director, Delhi Judicial Academy
Programme Director: Dr. Aditi Choudhary, Ld. Director (Academics), Delhi Judicial Academy

Date & Day	10:15 am – 11:30 am	11:30 12:00 pm	12:00 pm – 01:15 pm	01:15 02:00 pm	02:00 pm – 03:15 pm	03:15 03:45 pm	03:45 pm – 05:00 pm
18.07.2023 (Tuesday)	<u>Session-I</u> Public Dealing: General Conduct & Behaviour <ul style="list-style-type: none"> • Dress Code • Etiquettes • Communication Skills • Discipline & Punctuality • Issues & Challenges 	T E A B R E A K	<u>Session-II</u> Performance of Core Duties <ul style="list-style-type: none"> • Issuance of Process • Monthly/Periodical Reports • Preparing Cause List, Decree & Warrants • Co-ordination with Other Branches of the District • Issues & Challenges 	L U N C H	<u>Session-III</u> Creation of Record – Civil & Criminal Courts <ul style="list-style-type: none"> • Registers to be Maintained <ul style="list-style-type: none"> ○ Ahlmad ○ Reader • Relevant Rules • Format Inspection of Record – Role & Responsibilities of Court Staff <ul style="list-style-type: none"> • Inspection by Presiding Officers • Inspection by DHJS Officers • Inspection by High Court • Inspection by Advocates & Litigants 	T E A B R E A K	<u>Session-IV</u> Loss of Record <ul style="list-style-type: none"> • Intimation regarding Loss • Reconstruction Weeding out of Record <ul style="list-style-type: none"> • Relevant rules Regarding Preservation • Digitisation before Weeding Out • Procedure of Weeding Out
	Speaker: <ul style="list-style-type: none"> • Mr. Narottam Kaushal, Ld. Principal District & Sessions Judge (HQs) 		Speakers: <ul style="list-style-type: none"> • Dr. Jagminder Singh, ASJ, South West, Dwarka • Mr. Dev Chaudhary, MM, Shahdara, KKD 		Speaker: <ul style="list-style-type: none"> • Mr. Gajender Singh Nagar, ASJ (SC-RC), East, KKD 		Speaker: <ul style="list-style-type: none"> • Mr. Mukesh Kumar Gupta, Member Secretary, DSLSA, Rouse Avenue