

MADHYA PRADESH STATE JUDICIAL ACADEMY, HIGH COURT OF M.P., JABALPUR
Schedule of the Workshop for Administrative Staff of District Courts

(30.05.2017 & 31.05.2017)

DATE/ DAY	SESSION - I 10.00 am to 10.15 am	SESSION - II 10.15 am to 11.15 am	SESSION - III 11.30 am to 12.30 pm	SESSION - IV 12.30 pm to 1.30 pm	SESSION - V 2.00 pm to 3.30 pm	SESSION - VI 3.45 pm to 5.00 pm
30.05.2017 (Tuesday)	Inauguration of the Workshop - By Shri Mohd. Fahim Anwar, Registrar General, High Court of M.P., Jabalpur & Officers of the Academy	Service Book - Maintenance and making proper entries therein, Rules pertaining to drawing and disbursement, and GPF/CPF Rules, maintenance of GPF Passbook - By Shri R.K. Mishra, Dy. Director, Directorate of Treasury and Accounts, Jabalpur	Leave Rules and maintenance of leave records, TA Rules and Medical Bills - By Shri R.K. Mishra, Dy. Director, Directorate of Treasury and Accounts, Jabalpur	Issues relating to preparation of Annual Budget and Audit - By Shri Milind Waikar, Addl. Secretary (Finance), Govt. of M.P., Bhopal	Key issues relating to District Establishment (Infrastructure & other related issues) and allied matters - By Shri Vivek Saxena, O.S.D., (DE) High Court of M.P., Jabalpur & Shri Nitin Dhagat, S.O. (Establishment) High Court of M.P., Jabalpur	Issues relating to Correspondence, language of correspondence and drafting & the difficulties faced at both ends - By Shri Chandresh Khare, Registrar (Admn.) & Shri Vivek Saxena, O.S.D., (DE) High Court of M.P., Jabalpur
31.05.2017 (Wednesday)	Discussion on material/recap of preceding day's learning - By Officers of the Academy	Role and responsibilities of D.D.O. - By Shri Asharam Tripathi, Bhopal	Issues relating to Purchase and Store - By Shri Asharam Tripathi, Bhopal	preparation of Pension Cases & pay fixations, issues relating to post retiral benefits - By Shri B. N. Moodra, Bhopal	Departmental enquires - Key issues - By Shri Asharam Tripathi, Bhopal	Key issues relating to Right to Information Act, 2005 - By Shri Hiralal Trivedi, Rettd. Information Commissioner, State Information Commission, Bhopal Followed by Valedictory Session

- Note:** (1) The participants may ask any question but please do not interrupt the speaker midway the lecture.
(2) The Time Table is subject to change as per exigencies.
(3) Use of Cell Phones in lecture room is strictly prohibited.

DIRECTOR IN-CHARGE