

**MADHYA PRADESH STATE JUDICIAL ACADEMY**  
**HIGH COURT OF M.P., JABALPUR**

**SPECIALIZED EDUCATIONAL PROGRAMME ON –**  
**PROFESSIONALISM AT WORK PLACE**

**27<sup>th</sup> & 28<sup>th</sup> May, 2019**

**PROGRAMME**

**DAY ONE: 27.05.2019 (Monday)**

SESSION	TIME	TOPICS
I	10:00 am to 10:15 am	Inauguration of the programme – By <b>Officers of the Academy</b>
II	10:15 am to 11:30 am	Role and duties of Clerk of Court – Time & Stress Management – By <b>Pradeep Kumar Vyas,</b> <b>Director, MPSJA</b>
<b><i>TEA BREAK (11:30 am to 11:45 am)</i></b>		
III	11:45 am to 1:00 pm	Service Book – Maintenance and making proper entries therein Rules pertaining to drawing and disbursement, GPF/CPF Rules and maintenance of GPF Passbook – By <b>Dr. R.K. Mishra,</b> <b>O.S.D. (Accounts),</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>
<b><i>LUNCH BREAK (1:00 pm to 2:00 pm)</i></b>		
IV	2:00 pm to 3:00 pm	Leave Rules and maintenance of leave records, TA Rules and Medical Bills – By <b>Dr. R.K. Mishra,</b> <b>O.S.D. (Accounts),</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>
<b><i>TEA BREAK (3:00 pm to 3:15 pm)</i></b>		
V	3:15 pm to 4:15 pm	Ethics, Norms & Code of Conduct and Professionalism – By <b>Shri Amnish Kumar Verma,</b> <b>Member Secretary,</b> <b>M.P.S.L.S.A.,</b> <b>Jabalpur</b>
<b><i>HEALTH BREAK (4:15 pm to 4:30 pm)</i></b>		
VI	4:30 pm to 5:30 pm	Issues relating to correspondence, language of correspondence and drafting & difficulties faced at both ends – By <b>Shri Bhagwati Prasad Sharma,</b> <b>Registrar (D.E.),</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>

**DAY TWO: 28.05.2019 (Tuesday)**

SESSION	TIME	TOPICS
I	10:00 am to 11:00 am	Issues relating to preparation of Annual Budget and Audit – By <b>Shri A.K. Mahobia,</b> <b>Divisional Pension Officer,</b> <b>Collectorate Campus,</b> <b>Jabalpur</b>
<b><i>SHORT BREAK (11:00 am to 11:15 am)</i></b>		
II	11:15 am to 12:15 pm	Role and responsibilities of D.D.O. – By <b>Dr. R.K. Mishra,</b> <b>O.S.D. (Accounts),</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>
<b><i>TEA BREAK (12:15 pm to 12:30 pm)</i></b>		
III	12:30 pm to 1:30 pm	Issues relating to purchase and store – By <b>Dr. R.K. Mishra,</b> <b>O.S.D. (Accounts),</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>
<b><i>LUNCH BREAK (1:30 pm to 2:15 pm)</i></b>		
IV	2:15 pm to 3:15 pm	Preparation of pension cases & pay fixations and Issues relating to post-retiral benefits – By <b>Shri Bhuvan Sharma,</b> <b>Principal/Lecturer,</b> <b>Accounts Training School,</b> <b>Super Market, Jabalpur</b>
<b><i>TEA BREAK (3:15 pm to 3:30 pm)</i></b>		
V	3:30 pm to 4:30 pm	Departmental enquiries – Key issues – By <b>Shri Jitendra Ku. Sharma,</b> <b>Registrar (Vig.)</b> <b>High Court of M.P.,</b> <b>Jabalpur</b>
<b><i>HEALTH BREAK (4:30 pm to 4:35 pm)</i></b>		
VI	4:35 pm to 5:30 pm	Open interactive session – By <b>Officers of the Academy</b>  <b><i>Followed by Valedictory Session</i></b>

- 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 Phone Phones in lecture room is strictly prohibited.

**DIRECTOR**