

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

**SCHEDULE OF THE SPECIALIZED EDUCATIONAL PROGRAMME ON – PROFESSIONALISM AT WORK PLACE**

**DATE:- 19.03.2018 & 20.03.2018**

**VENUE : MPSJA**

<b>DATE/ DAY</b>	<b>SESSION - I 10.00 am to 10.15 am</b>	<b>SESSION - II 10.15 am to 11.15 am</b>	<b>SESSION - III 11.30 am to 12.30 pm</b>	<b>SESSION - IV 12.30 pm to 1.30 pm</b>	<b>SESSION - V 2.30 pm to 3.30 pm</b>	<b>SESSION - VI 3.45 pm to 5.00 pm</b>
<b>19.03.2018 (Monday)</b>	Inauguration of the programme  – By <b>Shri Mohd. Fahim Anwar, Registrar Genral, High Court of M.P., Jabalpur</b>  & <b>Shri Sanjeev Kalgaonkar, Director In-charge, MPSJA</b>	Service Book – Maintenance and making proper entries therein, Rules pertaining to drawing and disbursement, and GPF/CPF Rules, maintenance of GPF Passbook  – By <b>Shri R.K. Mishra, District Pension Officer, Directorate of Treasury and Accounts, Dindori</b>	Leave Rules and maintenance of leave records, TA Rules and Medical Bills  – By <b>Shri R.K. Mishra, District Pension Officer, Directorate of Treasury and Accounts, Dindori</b>	Issues relating to preparation of Annual Budget and Audit  – By <b>Shri P.P. Sahu, Accountant, Advocate General Office, High Court of M.P., Jabalpur</b>	Ethics, Norms and Code of Conduct and Professionalism  – By <b>Shri Vijay Chandra, Registrar (Vigilance), High Court of M.P., Jabalpur</b>	Issues relating to correspondence, language of correspondence and drafting & the difficulties faced at both ends  – By <b>Shri Vivek Saxena, O.S.D.(D.E.) High Court of M.P., Jabalpur</b>
<b>20.03.2018 (Tuesday)</b>	Discussion on material/ recap of preceding day's learning  – By <b>Officers of the Academy</b>	Role and responsibilities of D.D.O.  – By <b>Shri Ajay Choubey, Additional Secretary, Finance Department, Bhopal</b>	Issues relating to purchase and store  – By <b>Shri Ajay Choubey, Additional Secretary, Finance Department, Bhopal</b>	Preparation of pension cases & pay fixations, issues relating to post retiral benefits  – By <b>Shri Bhuvan Sharma, Principal, Accounts Training School, Super Market, Jabalpur</b>	Departmental enquiries – Key issues  – By <b>Shri Satyendra Singh, Principal Registrar (Vig.) High Court of M.P., Jabalpur</b>	Key issues relating to Right to Information Act, 2005  – By <b>Shri Pankaj Karkare, Under Secretary, Information Commission, Bhopal (M.P.) &amp; (Followed by Valedictory Session)</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 IN- CHARGE**