

HIGH COURT OF MADHYA PRADESH JABALPUR

ORDER

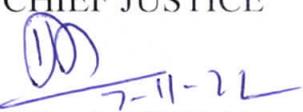
D. No. A/4198.....

Jabalpur dated 08.11.2022

An orientation programme of one day is being organized at Conference Hall of the High Court of Madhya Pradesh Main Seat Jabalpur on 19th November (Saturday) 2022 (as per attached Schedule) for imparting training to the newly appointed Personal Assistants, Junior Judicial Assistants and Stenographers of the High Court of Madhya Pradesh, Main Seat Jabalpur, Benches Indore, Gwalior.

All such newly appointed Personal Assistant, Junior Judicial Assistants and Stenographers are here by directed to attend the same. They shall report in the Conference (South Block) at Jabalpur sharp at 09:30 A.M. on 19.11.2022.

BY ORDERS OF HON'BLE CHIEF JUSTICE


VIKAS CHANDRA MISHRA)
REGISTRAR (ADMN.)

Endt. No. A/4199.....

Jabalpur, dated: 08.11.2022

Copy Forwarded to:-

1. The Principal Registrar, High Court of M.P. Bench at Indore/Gwalior with a request to circulate the copy of the order amongst newly appointed Personal Assistants, Junior Judicial Assistants and Stenographer of their Registry.
2. OSD-Cum P.P.S. to Hon'ble the Chief Justice, High Court of M.P., Jabalpur.
3. Registrar (Admin)/(J-I)/(J-II)/(DE)/(W&I) /(I.L.) /(Vig.)/ (Exam & Labour) /OSD(Computer) /Registrar (M) High Court of M.P., Jabalpur.

4. The OSD (Accounts)/ Deputy Controller Accounts High Court of Madhya Pradesh, Jabalpur
5. Sr. Principal System Analyst (S.A.), High Court of M.P., Jabalpur for uploading the notification on the Website of the M.P. High Court, Jabalpur
6. P.S. to Registrar General, High Court of M.P., Jabalpur.
7. Shri _____ Personal Assistant/Stenographers (Newly Appointed) High Court of M.P., Jabalpur/Bench Indore, Gwalior.
8. Shri _____ Junior Judicial Assistant (Newly appointed) High Court of M.P., Jabalpur/Bench Indore, Gwalior.
9. Administrative Officer(all)/Incharge High Court of M.P., Jabalpur
10. Asstt. Estt./Asstt. Estt. (SAT)/Leave, High Court of M.P., Jabalpur, for information.


7-11-22
(VIKAS CHANDRA MISHRA)
REGISTRAR (ADMN.)

HIGH COURT OF MADHYA PRADESH, JABALPUR

Orientation Programme for the newly appointed officials of the High Court of
Madhya Pradesh

19th November, 2022

SCHEDULE

SESSION	TIME	
I	10.30 a.m. to 10.45 a.m.	Inauguration of the Programme
II	10.45 a.m. to 12.00 p.m.	General overview and significance of Protocol and Professionalist at Work Place. & Ethics, Norms and Code of Conduct under the Madhya Pradesh Civil Services (Conduct) Rules, 1965 - By the Registrar General & Shri Vivek Saxena, Registrar (D.E.)
III	12.00 p.m. to 1.15 p.m.	Language correspondence and drafting - By Shri Ajay Pawar, Registrar (M.) & Hands on training regarding emailing and legal search using legal software - By Shri Manish Joshi, Jr. System Analyst, I.T. Team, MPHC, Jabalpur
LUNCH BREAK (1.15 p.m. to 2.00 p.m.)		
IV	2.00 p.m. to 3.00 p.m.	Basic issues relating to financial matters, Leave Rules and maintenance of leave records - An introduction - By Dr. R.K. Mishra, OSD (Accounts)
V	3.00 p.m. to 4.00 p.m.	Arranging and keeping records in Record Room - By Smt. Sushma Rai, Sr. Judicial Assistant & Shri Rajeev Dixit, Jr. Judicial Assistant (Admn. Record Room) - By Shri P.S. Thakur, Administrative Officer (J.), (Judicial Record Room)
VI	4.00 p.m. onwards	Valedictory Session

- Note:- (i) Time table is subject to change as per exigencies.
(ii) Participants are requested to keep their mobile phones switched off in the Conference Hall at all times.

REGISTRAR GENERAL