



**GUJARAT STATE JUDICIAL ACADEMY  
HIGH COURT OF GUJARAT, AHMEDABAD**

**INSTITUTIONAL TRAINING FOR THE NEWLY RECRUITED DEPUTY  
SECTION OFFICERS OF THE HIGH COURT OF GUJARAT**

**23-04-2026 (Thursday) Batch - III Lecture Hall 3**

<b>Time</b>	<b>Subjects</b>	<b>Name of Faculty / Lecturer</b>
10.00 to 10:20	<b>Registration</b>	
10:20 to 10:30	<b>Prayer</b>	
10.30 to 12.00 <b>(90 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Judicial side):</b>	<b>Mr. N. N. Gajjar</b> Deputy Registrar
	1. Board; 2. CPC [Institution - process] <b>(45 min)</b> • Drafting Skills i.e. drafting of submissions and letters relating to Administrative and Judicial work. • Proformas of Submissions/Office Notes/Letters/ Notification. <b>(45 min)</b>	
12.00 to 12.15	<b>Group photo followed by Tea Break</b>	
12.15 to 01.15 <b>(60 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Judicial side):</b>	<b>Mr. D. P. Patel</b> Dy. Registrar
	1. SCA; FA; LPA/AO/CRA/SA; Decree & Record <b>(20 min)</b> 2. Translation Department <b>(15 min)</b>	
12.15 to 01.15 <b>(60 min)</b>	2. Criminal - Quashing, Bail, Appeal [Disposal, Decree, bill of costs, Drafting of Office notes, notices, general correspondence and classification.] Role, Power, Function and Jurisdiction of High Court of Gujarat [Art.225 to 229, 233 to 235 of the Constitution of India]. <b>(25 min)</b>	<b>Mr. D. D. Naik</b> Additional Registrar
01.15 to 02.15	<b>Lunch Break</b>	
02.15 to 03.20 <b>(65 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Administrative side):</b>	<b>Mr. Z. A. Sindhi</b> Secretary, HCLSC
	1. HCLSC; <b>(20 min)</b>	
	2. LOB; 3. RTI; (Processing applications and Appeals under the RTI Act, 2005) <b>(30 min)</b>	<b>Mr. B. N. Parmar</b> Assistant Registrar
02.15 to 03.20 <b>(65 min)</b>	4. Protocol; <b>(15 min)</b>	<b>Mr. Sanilkumar V. Nair</b> Senior Protocol Officer
03.20 to 04.35 <b>(75 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Administrative side):</b>	<b>Mr. J. K. Dhillon</b> Dy. Director
	1. Recruitment [Recruitment of Judicial Officers, HC employees and District Court employees.] <b>(20 min)</b>	

	2. Nazir "A", Nazir "B" & Stationery [With overview of important provisions of the Financial Powers (Delegation) Rules and the Gujarat Treasury Rules.] and Admin "B-Spl" (40 min)	<b>Mr. R.I. Dave</b> Deputy Registrar <b>Mr. K. A. Thakar</b> Assistant Registrar
	3. Admin "C" [Court buildings and infrastructures, HC and District Courts] (15 min)	<b>Mr. K. B. Jayswal</b> Assistant Registrar
04.35 to 04.50	<b>Tea Break</b>	
	<b>Introduction of Departments and General subjects &amp; Functions (Administrative side):</b>	
04.50 to 06.00 (70 min)	1. Admin "A" [Appointment, posting, promotion, transfer and retirement of judicial officers.] (20 min)	<b>Mr. H. P. Barot</b> Dy. Registrar
	2. Admin "B" [Appointment, posting, promotion, transfer and retirement of the employees of HC and District Courts.] (30 min)	<b>Mr. C. M. Solanki</b> Assistant Registrar
	3. Admin "D" [Assessment of out-turn work of judicial officers of District Judiciary.] (20 min)	<b>Mr. Pushpendra M. Garg</b> Assistant Registrar



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**24-04-2026 (Friday) Batch - III Lecture Hall 3**

<b>Time</b>	<b>Subjects</b>	<b>Name of Faculty / Lecturer</b>	
10:20 to 10:30	<b>Prayer</b>		
10.30 to 12.00 <b>(90 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Judicial side):</b>	<b>Mr. J. T. Rampal</b> Deputy Registrar	
	1. CFC & Listing [Institution, registration, listing including Court Fees and Limitation, Classification] <b>(15 min)</b> 2. Communication & Soft Skills. • Legal English. <b>(45 min)</b>		
	Arbitration Centre, High Court of Gujarat <b>(30 min)</b>		<b>Mr. R. H. Prajapati</b> Director, GHCAC
12.00 to 12.30	<b>Tea Break</b>		
12.30 to 01.00 <b>(30 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Judicial side):</b>	<b>Mr. Ankur Patel</b> Special Officer & <b>Team of IT Cell</b>	
	<b>Introduction of Departments and General subjects &amp; Functions (Administrative side):</b> • Computer Modules - FTS/CCIS/Module specific to the branches • Preservation & Destruction of records • Scanning and digitization of records		
01.00 to 02.00	<b>Lunch Break</b>		
02.00 to 03.30 <b>(90 min)</b>	<b>Brief introduction</b> 1. Gujarat High Court Rules, 1993 2. Conduct, Discipline and Appeal Rules 3. Gujarat Civil Services Rules <b>(60 min)</b>	<b>Mr. A. S. Raghupathy</b> Additional Registrar	
	1. Supreme Court [Writs, urgency, transmission, promptness, vigilance] 2. OJ [Ins and outs of the department and the various issues arising therein.] <b>(30 min)</b>		
03.30 to 04.00	<b>Tea Break</b>		
04.00 to 05.00 <b>(60 min)</b>	<b>Introduction of Departments and General subjects &amp; Functions (Administrative side):</b>	<b>Mrs. A. A. Vyas</b> Joint Secretary, GSLSA	
	Gujarat State Legal Services Authority <b>(30 min)</b>		
	1. Library <b>(15 min)</b>		<b>Ms. Puja Choksi</b> Additional Registrar
	2. Gender Sensitization & Family Matters Cell <b>(15 min)</b>		<b>Mrs. Sylvia A. Macwan</b> Assistant Registrar
05.00 onwards	<b>Introduction of Departments and General subjects &amp; Functions:</b>	<b>Team Academy</b>	
	1. Gujarat State Judicial Academy		
Certificate Distribution			

***“Learning has no end”***