



GUJARAT STATE JUDICIAL ACADEMY

HIGH COURT OF GUJARAT, AHMEDABAD

INSTITUTIONAL TRAINING SCHEDULE FOR THE NEWLY INDUCTED DEPUTY SECTION OFFICERS & NEWLY INDUCTED TRANSLATORS OF THE HIGH COURT OF GUJARAT

26.12.2023 (Tuesday) (Lecture Hall No. 4)

Time	Subjects	Name of Faculty / Lecturer
10.30 to 10:50	Registration	
10:50 to 11:00	Prayer	
11:00 to 11:55	Role of Judiciary in Democracy & Organizational Structure of Judiciary & Brief introduction 1. Gujarat High Court Rules, 1993 2. Conduct, Discipline and Appeal Rules 3. Gujarat Civil Services Rules	Mr. D.D. Naik Additional Registrar (Finance) Mr. J.N. Martins Additional Registrar (Virtual Mode) Mrs. B.V. Acharya Assistant Registrar
11:55 to 12:05	Tea Break	
12:05 to 01:00	Introduction of Departments and General subjects & Functions (Judicial side): 1. CFC & Listing; 2. Board; 3. CPC	Mr. S. D. Suthar Registrar (Judicial)
01:00 to 02:00	Lunch Break	
02:00 to 02:55	Introduction of Departments and General subjects & Functions (Judicial side): 1. SCA 2. FA 3. LPA/AO/CRA/SA 4. Decree & Record	Mr. S. D. Suthar Registrar (Judicial)
02:55 to 03:05	Tea Break	
03:05 to 04:00	Introduction of Departments and General subjects & Functions (Administrative side): 1. Library; 2. RTI; 3. Protocol; 4. HCLSC; 5. IT & SCMS	Mr. P.G. Hotwani Deputy Registrar Mr. A. Muthuvelan Assistant Registrar



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27.12.2023 (Wednesday) (Lecture Hall No. 4)

10.55 to 11.00	Prayer	
11.00 to 11.30	Introduction of Departments and General subjects & Functions (Judicial side): 1. Criminal – Quashing, Bail, Appeal 2. Supreme Court 3. OJ	Ms. Sheela Vijay Deputy Registrar Mrs. S.S. Pillai Assistant Registrar
11.30 to 12.00	Role, Power, Function and Jurisdiction of High Court of Gujarat.	Mr. J.N. Martins Additional Registrar (Virtual Mode)
12.00 to 12.10	Tea Break	
12.10 to 01.00	Introduction of Departments and General subjects & Functions (Administrative side): 1. Nazir "A" 2. Nazir "B" & Stationery 3. Vigilance 4. Admin "C" 5. Recruitment	Mr. J.K. Dhillon Deputy Registrar Mr. R.I. Dave Assistant Registrar Mr. P.M. Garg Assistant Registrar Mr. K. A. Thakar Assistant Registrar Mr. Dilshad Shaikh Dy. Section Officer
01:00 to 2:00	Lunch Break	
02.00 to 02.55	Introduction of Departments and General subjects & Functions (Administrative side): 1. Admin "A" 2. Admin "B" 3. Admin "D"; 4. Admin "B - Spl" 5. LOB	Mr. R. K. Chudawala, Registrar (Administration) & I/c. Registrar (Legal, Law & Inquiry) Mr. D.D. Naik Additional Registrar (Finance) Mrs. B. V. Acharya Assistant Registrar Mr. Parthiv Talati Dy. Section Officer Mr. G. M. Tiver Computer Operator
02.55 to 03.05	Tea Break	
03.05 to 04.00	Career Progression & Advantages of a High Court Job: 1. Administrative Hierarchy 2. ACR 3. Leave; 4. Emoluments	Mr. D.M. Andhariya Court Manager
04.00 Onwards	Take Home Message	

"Learning has no end"