

(J.H.C. Sch. 1-7)

☎ : Office - 0651-2481449

Fax No. - 0651 - 2481116

From:  
Akhil Kumar,  
Registrar (Administration) I/c.,  
High Court of Jharkhand,  
Ranchi .

File No. XXII(6)/I/2020-21/ Apptt.

Letter No. \_\_\_\_\_/ Apptt.

Dated: \_\_\_\_\_

To,

All the Principal District & Sessions Judges of the State of Jharkhand  
including the Judicial Commissioner, Ranchi.

Sub: - Nomination of all the Registrars of the Civil Courts to attend one day Webinar on Refresher Training Programme on Duties & Responsibilities of Registrars (R-15) scheduled to be held on 12<sup>th</sup> December, 2021.

Sir / Madam,

With reference to the subject noted above, I am directed to inform that the Court has been pleased to nominate all the Registrars of the Civil Courts to attend one day Webinar on Refresher Training Programme on Duties & Responsibilities of Registrars (R-15) scheduled to be held on 12<sup>th</sup> December, 2021.

The topics proposed to be covered are:-

- \*Latest Judgments and Directions of Hon'ble Court
- \*Civil Court Rules
- \*Criminal Court Rules, Finance Rules
- \*Treasury Code
- \*Jharkhand Service Code
- \*Inspection of Courts & Office
- \*Departmental Proceedings, Contempt Proceedings, RTI
- \*CIS and Physical Verification of Records.

The protocol of connectivity in the said training is given below:-

- (i) The officers must use their laptops and earphones provided by the e-committee to avoid sound echo.
- (ii) Login time is 10.15 A.M. to 10.30 A.M. Beyond this time, login would not be allowed.
- (iii) Participants are requested to keep themselves logged in even during the break.
- (iv) Participants are requested to keep themselves on mute during the entire session and further use chat box for raising queries.
- (v) Video shall be kept on throughout the sessions except break time. This is mandatory for considering participants participation in the Course.
- (vi) In case of internet connectivity issue or any other issue, the trainee shall join the training programme from Civil Court Conference room.

You are, therefore, requested to direct the concerned nominated Officers posted at your Judgeship to attend the aforesaid Webinar.

The nominated Officers are accorded necessary permission to attend the aforesaid Webinar. No individual request seeking permission to attend the Webinar will be entertained.

The Joining instructions & link to join Webinar shall be sent to the nominated Officers by the Academy subsequently.

This is for your information and needful.

Yours sincerely,  
Sd/- Akhil Kumar  
Registrar (Administration) I/c.

Memo no. 4491 /Apptt. dated, the Ranchi 02/12/2021

Copy forwarded to the Director, Judicial Academy Jharkhand, Ranchi for information and needful with reference to his Letter No. 1016/JAJ dated 30.10.2021 / the Member Secretary, JHALSA, Ranchi for information / the C.P.C., e-Courts Project, High Court of Jharkhand, Ranchi for information and also for getting uploaded the letter on the Court's website.

  
Registrar (Administration) I/c.