

JUDICIAL ADMINISTRATION TRAINING INSTITUTE

15, COLLEGE ROAD, DHAKA-1000

Schedule of 12th In-service Training Course for the Sheristadars to be held through Online/Distance Learning process from 12 — 14 June, 2022

Revised on
12/06/2022

Day & Date	8:30-9:30 am	9:30-10:00 am	10:00-10:30 am	Period-1 10:30 am-12:00 noon	Period-2 12:00-1:30 pm	1:30-2:30 pm	Period-3 2:30-4:00
12.06.2022 Sunday	Registration, Orientation & Briefing	Online Inaugural Ceremony Chief Guest Madam Justice Nazmun Ara Sultana Director General, JATI	Break	Brief introduction to the techniques of case management with reference to different stages of civil suits and the role of the Sheristadars Mr. Justice Khondker Musa Khaled Former Director General, JATI	General Administration of the Law & Justice Division with special reference to Budget, Rules of Business, Allocation of Business & National Integrity Strategy Mr. Md. Golam Sarwar Secretar Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs	Break	Computer Literacy and e-Communication: Use of Pictures, Graphs, Audio & Video Clippings in PPT & use of Virtual Storage Facilities & Translation Software Mr. A K M Shah Alam Programmer and Head of IT, NAEM
Day & Date	Period-1 8:30-10:00 am		10:00-10:30 am	Period-2 10:30 am-12:00 noon	Period-4 12:00-1:30 pm	1:30-2:30 pm	Period-5 2:30-4:00
13.06.2022 Monday	Rules relating to court fees, suit valuation and stamp duty along with the provisions of penalty in impounding cases Mr. Justice Md. Zakir Hossain Judge, High Court Division		Break	Arrangement, classification and preparation of records during trial under Chapter IX of Cr.R.O., Vol. I and Chapter 17 of C.R.O. Mr. Shaikh Md. Mujahid Ul Islam (Additional District & Sessions Judge) Director (Administration), JATI	Rules relating to Registers of civil and criminal courts under Chapter 33 of C.R.O. and Chapter XXII Cr.R.O. Dr. SK. Golam Mahbub Deputy Secretary (District Judge), Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs	Break	Brief discussion on the functions of the Copying Department as mentioned in Chapter 23, 24 & 25 of C.R.O. Vol. 1 and Chapter XIV of Cr.R.O.Vol. I Mr. Mir Md. Amtazul Hoque (District Judge) Director (Research & Publication), JATI
14.06.2022 Tuesday	Receiving, registering and examining plaint and other ministerial functions of the Sheristadars under C.P.C & Chapter-2 & 9 of C.R.O., Vol. I Mr. Justice Md. Akhtaruzzaman Judge, High Court Division		Break	Discussion on duties and responsibilities of Sheristadars at different stages of civil suits/ cases and appeals under Chapter-26 & 27 of C.R.O. Vol. I Mr. Justice Md. Abdul Wahhab Miah Former Judge, Appellate Division	Instructions on office timing, dress of the court staffs and other managerial & ministerial functions of the Sheristadars with special reference to Chapter 38 of C.R.O. Vol-1 Dr. Md. Alamgir (Joint District & Sessions Judge) Deputy Director(Training) JATI	Break	Online Certificate Awarding Ceremony Chief Guest Madam Justice Nazmun Ara Sultana Director General, JATI