

JUDICIAL ADMINISTRATION TRAINING INSTITUTE

15, COLLEGE ROAD, DHAKA-1000

Schedule of 13th In-service Training Course for the Bench Assistants to be held through Online/Distance Learning process from 28 — 30 May, 2023

Final
24/05/2023

Day & Date	8:30-9:30 am	Period-1 9:30-11:00 am	11:00- 11:30 am	Period-2 11:30 am-12:00 noon	Period-3 12:00-1:30 pm	1:30-2:30 pm	Period-4 2:30-4:00
28.05.2023 Sunday	Registration, Orientation & Briefing	Instructions on Court Timing, Dress and other managerial functions of the Court Supporting Staff with special emphasis on maintenance of court diary, cause list, petitions and affidavits under the provisions of C.R.O & Cr.R.O. and taking steps at different stages of civil cases and appeals for speedy disposal Mr. Sk. Ashfaqur Rahman (District Judge) Director (Training), JATI	Break	Online Inaugural Speech: Mr. Md. Golam Sarwar Hon'ble Secretary, Law and Justice Division Ministry of Law, Justice & Parliamentary Affairs Mr. Sk. Ashfaqur Rahman (District Judge) Director (Training), JATI Course Director	General Administration of the Law & Justice Division with special reference to National Integrity Strategy Mr. Md. Golam Sarwar Secretary, Law and Justice Division Ministry of Law, Justice & Parliamentary Affairs	Break	General discussion on Leave Rules Mr. Md. Jashimuddin Former Assistant Director RPATC, Dhaka
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	
29.05.2023 Monday	সরকারি চাকরি আইন, ২০১৮ এবং সরকারি কর্মচারী (শৃঙ্খলা ও আপিল) বিধিমালা, ২০১৮ Dr. A. K. M Emdadul Haque Deputy Secretary (Opinion-4), Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs	Break	Rules relating to Registers of civil cases to be prepared & maintained in the courts under C.R.O. & Cr.R.O. Mr. Munshi Md. Moshir Rahman Registrar (District Judge), High Court Division The Supreme Court of Bangladesh	Arrangement, classification and preparation of records during trial under C.R.O & Cr.R.O Mr. Sk. M. Tofayel Hasan Registrar (Judicial), High Court Division, The Supreme Court of Bangladesh	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. Kamal Uddin Deputy Secretary (Budget), Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs	
30.05.2023 Tuesday	General Discussion on the Public Employees (Punctual Attendance) Rules 2019 & the Government Servants (Conduct) Rules, 1979 Mr. Mir Md. Amtazul Hoque (District Judge) Director (Research & Publication), JATI	Break	Issue, service, execution & return of process under C.R.O. & Cr.R.O Mr. Shaikh Md. Mujahid Ul Islam (Additional District & Sessions Judge) Director (Administration), JATI	Discussion on important circulars issued by the Supreme Court of Bangladesh on court administration Mr. Md. Mizanur Rahman Deputy Registrar (Administration and Judicial), High Court Division, The Supreme Court of Bangladesh	Break	Online Certificate Awarding Ceremony Chief Guest Madam Justice Nazmun Ara Sultana Director General, JATI	

Zoom Meeting ID: 365 417 0000 and Password: 12345