

(Or as recommended from time to time)

METHODOLOGY OF TRAINING :

1. Initially, the trainee judge should be required to study working of different sections like Nazarat, Malkhana, Copying, Record Room, Accounts, S.W., etc. by sitting with senior officials in these sections for seven days. During this period, he shall also study relevant provisions of the Rules and Orders both civil and criminal relating to the working of these sections. The trainee shall also study thoroughly the compilation of Financial Rules, Fundamental Rules, Government Book Circular and the book of Financial Powers. The trainee judge should also sit with the clerk of Court/Deputy Clerk of Court (Administrative Officer) for about one hour during this period with a view to see and study as to how the pleadings are scrutinized and also other office work. The trainee judge shall also study the relevant provisions relating to scrutiny of pleadings.
2. Immediately on taking over charge by the recruited Judge, the District Judge shall provide the following books to the trainee Judge from general library of the District Court :
 - i. Civil Procedure Code, 1908 (annotated)
 - ii. Criminal Procedure Code, 1973
 - iii. Indian Penal Code, 1860
 - iv. The Evidence Act, 1872 (annotated)
 - v. The Motor Vehicles Act, 1988
 - vi. The Limitation Act, (annotated)
 - vii. The Court Fees Act, 1870 (annotated)
 - viii. The Stamp Act, 1899 (annotated)
 - ix. The Chhattisgarh Rent Control Act, 2011
 - x. Rules & Orders (Civil & Criminal)
 - xi. The Forms and Stationary Rules.
3. During this period, the District Judge shall also provide disposed of records of 25 contested cases of each nature, i.e. sessions cases, civil suits, civil regular appeals, M.C.A., criminal appeals, criminal revisions and claim cases to trainee Judge.
4. The trainee Judge shall be required to go through the entire records of these cases including the order sheets, oral evidence of witnesses, issues, charges, documents, examination of accused, judgments of appellate Court, if any, and prepare his notes.

He shall submit such notes to the District Judge at the end of the week who shall, after perusal, issue appropriate direction to the trainee Judge.

5. After going through the record or disposed of cases and observing the work in the aforesaid sections, the trainee Judge shall sit in the Court with the District Judge/Additional District Judge for next three weeks and observe recording and controlling of evidence in civil, sessions, claim cases etc. and also observe hearing of arguments etc. The trainee Judge should go through the records of sessions, civil, claim cases and civil/criminal appeals which have been fixed for hearing, recording of evidence, framing of charges/issues and examination of accused.
6. The trainee judge should also prepare his notes, draft charges, questions for examination of accused, draft interlocutory orders etc. and submit the same to the District Judge for his perusal and issuance of directions, if any, (by way of guidance). During this period he should acquaint himself with the procedure adopted in all type of cases during Court working. He should study relevant provisions relating to appeal, revisions etc. The trainee Judge should also thoroughly study the procedure for execution of decrees as provided under Order 21 C.P.C. and other connected provisions of C.P.C. like Sections 47, 144 etc.
7. The trainee judge should be provided with relevant records to prepare draft judgments/orders of session's cases, civil suits, claim cases, civil/criminal appeals, M.C.A. and criminal revisions. After perusal of such draft judgments/orders, the District Judge should guide the trainee judges properly.
8. The District Judge should thoroughly scrutinize the work of trainee judge and should give him guidance from time to time. The District Judge should have meeting with the trainee judge on Sundays and holidays and discuss various problems and aspects of day to day working including the administrative matters. The District Judge should direct Clerk of Court to submit routine office files to the District Judge through trainee Judge, who should also write his note on the office file.
9. On completion of three weeks of the aforesaid training, the trainee judges will be called at C.S.J.A., Bilaspur for foundation course. The period of this course will be of one month (Or as recommended from time to time). The syllabus, topics and schedule of foundation course will be provided to the trainee well in advance.
10. After attending foundation course of one month (Or as recommended from time to time), the trainee judges will go back to their respective place of posting for a period of two months.

11. During this period the trainee judges shall hold their Courts and for this purpose, simple regular civil appeals, miscellaneous appeals, criminal appeals, criminal revisions should be transferred to the Court of trainee judge for their disposal. They can also be given some miscellaneous judicial cases both civil and criminal and few execution cases.
12. During the period of training for about two months, the trainee should also study the provisions of Sections 57, 117, 164, 165, 168, 185, 189, 190, 248, 190, 248 and 257 of C.G. Land Revenue Code, 1959. Further, he should also study the underlying principles of Section 27 of the Evidence Act, 1872 and how discovery memo under this section is to be proved and admitted in evidence and how the inadmissible part thereof is to be excluded from evidence. He should also study thoroughly all the relevant and important provisions of Evidence Act.
13. The trainee judges should also be required to study different provisions of Court Fees and Suits Valuation Act, Stamp Act. They should also study thoroughly all important provisions of Civil Procedure Code, 1908 and Code of Criminal Procedure, 1973. They should further study the provisions and underlying principles of Sections 17 and 49 of the Indian Registration Act and also relevant provisions pertaining to sale, mortgage and gift under Transfer of Property Act. The trainee judge should also study the relevant and important provisions of Contract Act. The District Judge should test the knowledge of trainee judges pertaining to the above studies from time to time and should also remove their doubts and confusions.
14. On completion of training as aforesaid for about two months, if the District Judge finds that the trainee judge is not fit to hold charge of an independent regular Court, he shall report the matter to the High Court accordingly.
15. On completion of the training in the Court in the manner aforesaid, the trainee judge shall be required to attend institutional training (Foundation Course) at C.S.J.A., Bilaspur. The duration of this training will be two months (Or as recommended from time to time). The syllabus, topics and schedule of Foundation Course shall be intimated by the Director to trainee judges in due course.
16. On completion of this last phase of institutional training, the trainee judges shall go back to their respective district and remain under training and then shall hold their Court till further orders of the High Court.
17. The methodology of training of Direct recruited ADJ's will be followed *mutatus-mutandis* in Orientation Course for promotees ADJ's.

Induction Training Programme, Scheme & Methodology for Newly appointed Civil Judge Class-II (Entry Level), likely to join in the Year 2017-2018

- (i) Initial Four months Institutional Training at Academy along with various branches of justice delivery system i.e. Police, Administration, Revenue Administration, Medical Forensic, Computer, Cyber, Forest, Excise, Environment etc.
- (ii) Two months field training at their respective place of posting.
- (iii) Two months Institutional Training at Academy.
- (iv) Two months field training with Board.
- (v) Two months winding up training in the Academy.

That above period of Institutional and Field training would be divided as under:-

Initial Four Months	<p>Institutional Training would dominantly include “being a Judge” module to make the trainee Judges able to think and behave like a “Judge” inter-alia working on their individual personality by strengthening their body, mind and judicial sense.</p> <p style="text-align: center;"><u>Six Weeks</u></p> <ul style="list-style-type: none"> - Standard of Judicial conduct & behaviour. - Judicial Ethics and accountability. - Brain storming on integrity, impartiality and reputation. - Role of Judge in Justice dispensation. - Relationship between Bench & Bar. - Norms of citizenship under the constitution. - Judicial Discipline and Court Room & out of Court behaviour. - A Charter of do's and dont's for personal and professional conduct including Conduct Rules. - Social expectation from a Judge. - Concept of Justice and Goals of Justice System. - Role of Judiciary in the development of Society. - Court Management and Office Administration & Court Management for Docket control. - Computer Training. - Court Accounts & Financial Matters including Financial Rules. - Correspondence with superior Courts.
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	<p>- Autobiography of eminent jurist.</p> <p style="text-align: center;"><u>Two Weeks</u></p> <p>- Visit & Practical Training along with various branches of justice delivery system i.e. Police, Administration, Revenue Administration, Medical Forensic, Forest, Excise, Environment etc.</p> <p style="text-align: center;"><u>Eight Weeks</u></p> <p>- Mock Trial, Moot Courts, Order-Sheet, Order & Judgment Writing.</p>
Two Months	<p>Two months field training at their respective place of posting -</p> <p style="text-align: center;"><u>Two Weeks</u></p> <p>- Inspection & Practical Training at all Sections of Office of District Judge.</p> <p style="text-align: center;"><u>Six Weeks</u></p> <p>- Sitting with Civil Judge Class-II, Class-I, Additional District Judge.</p> <p>- Sitting with Chief Judicial Magistrate, Judicial Magistrate First Class, and Additional Sessions Judge.</p> <p>- In these periods, the trainee Judges are required to write deposition, order-sheets, interlocutory & interim order, judgment and decree in their own hand writing under supervision of concern presiding Judge</p>
Two Months	<p>Two months Institutional Training at Academy</p> <ul style="list-style-type: none"> - All major Substantive Laws and procedural Laws . - All relevant State Laws - Sentencing process and theory of punishment - Landmark and Recent decisions of the Supreme Court of India & High Court of Chhattisgarh.
Two Months	Two months field training with Board.
Two Months	<p>Two months winding up training in the Academy</p> <ul style="list-style-type: none"> - Refresher Training

Scheme of Training

The Training of the newly recruited Civil Judges posted at the headquarter of the civil district shall be in two parts -

Institutional Training- The institutional training shall be imparted to the trainee

judges at the Chhattisgarh State Judicial Academy (for short C.S.J.A.) Bilaspur

Field Training-The field training shall be under the direct supervision and guidance of the concerned District and Sessions Judge.

The duration of training shall be one year inclusive of institutional training for eight months. The training period is divided as under :-

1. The District Judge shall provide each trainee Judge with the following books from his General Library immediately after the recruit Judge has joined at the district headquarters.
 1. Civil Procedure Code, 1908.
 2. The Limitation Act, 1963.
 3. The Court Fees Act, 1870.
 4. The Evidence Act, 1872.
 5. The Indian Penal Code, 1860.
 6. Criminal Procedure Code, 1973.
 7. The Stamp Act, 1899.
 8. The Chhattisgarh Land Revenue Code, 1959.
 9. The Chhattisgarh Rent Control Act , 2011.
 10. Rules and Orders (Civil and Criminal)
 11. A compilation of important memoranda issued by the High Court containing instructions on pleadings and conduct and trial of cases etc.
 12. Compilation of Service Rules.
 13. Forms and Stationery Rules.
 14. A compilation of Financial Rules.
 15. Fundamental Rules.
 16. The Government Book Circulars.
 17. The Book on Financial Powers.
 18. All concern State Laws.

Note : If there is any difficulty in compliance with the above, the District Judge shall, without delay seek further instructions from the High Court in this regard.

METHODOLOGY OF TRAINING

1. To begin with, the trainee Judge shall be required to attend the first part of the institutional training for Four Months at C.S.J.A., Bilaspur. At C.S.J.A. The trainee Judges shall be required to maintain the dress code prescribed for Civil Judges.

- They shall also be required to bring with them such law books and stationery as may be specified in the training programme.
2. After this, the trainee Judge shall be required to undergo field training for Two Months at their respective place of postice under guidance and supervision of concern District & Sessions Judge. The trainee Judge shall be required to study the working of different Section like Nazarat, Malkhana, Copying, Record room, Accounts, S.W. Section etc under the guidance of Judicial Officer incharge of the respective section and shall also sit with senior officials in these Sections. During this period, they shall also study the relevant provisions of the Rules and Orders both Civil and Criminal relating to the working of these Sections.
 3. The trainee Judge shall also sit with the Clerk of Court/Deputy Clerk of Court with a view to see and study as to how pleadings are scrutinized and the office establishment work is done. The District Judge shall constantly guide the trainee Judge regarding the working of the different sections under his establishment. The District Judge shall direct the Trainee Judge to sit with Civil Judge Class-II, Class-I, Additional District Judge and Chief Judicial Magistrate, Judicial Magistrate First Class, and Additional Sessions Judge for one month to observe Court working and proceedings of civil & Criminal cases, recording and controlling of evidence, hearing of arguments etc. During this period, the trainee Judge shall also be required to prepare draft issues/charge, draft orders on interlocutory matters and also draft judgments. During this period of training, the District Judge shall also provide to the trainee Judge records of 25 contested disposed of Civil Suits and 25 Criminal Cases (such records containing Judgment of appellate Court). The trainee Judge shall thoroughly study these records (order sheets, oral evidence, interim orders, if any, Judgment of the trial Court and that of appellate Court) and prepare his notes and submit the same to the District Judge on weekends, for his perusal and appropriate directions.
 4. Thereafter, the Trainee Judge shall be required to attend the Second part of the institutional training for **Two months** at C.S.J.A. to study All major Substantive Laws and procedural Laws, All relevant State Laws, Sentencing process and theory of punishment and Landmark and Recent decisions of the Supreme Court of India & High Court of Chhattisgarh.undergoBilaspur.
 5. From time to time, the Trainee Judge shall be required to submit his draft charges, draft issues, draft judgments/orders, draft interim orders to the District Judge, who shall after perusal thereof properly guide the Trainee Judge.

6. The District Judges shall call the Trainee Judges on Sundays and holidays and have a meeting with them and orally test them about the progress of their field training and deliver them lectures by way of guidance on different topics/matters and shall also discuss with the trainee Judge, day to day working of the Court and various problems, aspects connected therewith and also the administrative matters. The District Judges shall also explain the trainee Judges, about admissibility of revenue records and Khasara entries in evidence and how they are to be proved, with reference to the provisions of Section 117 of the Chhattisgarh Land Revenue Code. The provisions of Section 57, 164, 165, 168, 185, 189, 190, 248 and 257 *ibid* shall also be explained to them. In addition to this, they shall be explained how the discovery memo under Section 27 of the Evidence Act is to be proved and how the inadmissible part thereof, is to be excluded from evidence.
7. The District Judge shall explain the broad principles of appreciation of evidence and rule of Corroboration. They shall also be explained the provisions relating to *res gestae*, and direct, indirect hearsay evidence, Primary and Secondary Evidence, public and private documents, provisions relating to burden of proof, presumptions, cross examination and impeaching the credit of the witness with reference to Sections 145 to 157 of the Evidence Act and also the principles underlying Section 165 *ibid*, and also Section 134. The trainee Judges shall be required to study different provisions of Chhattisgarh Rent Control Act, 2011, Court Fees Act, Suits Valuation Act, Stamp Act and particularly Section 35 & 36 thereof. They shall also be required to thoroughly study the relevant provisions of Civil Procedure Code and particularly Sections 10, 11, 144 C.P.C. and Orders 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 20, 21, 22, 23, 32, 33, 34, 35, 39 and 40 C.P.C. They shall also be explained the provisions of Sections 17 and 49 of the Indian Registration Act. Similarly they shall be required to study the different relevant provisions of Cr.P.C. like Sections 98, 100, 154, 156, 167, 193, 200, 202, 203, 451, 457 Cr.P.C. & also the chapter pertaining to framing of charges, recording of plea in summons cases and difference between summons and warrant trial and procedure relating thereto. They shall also study the relevant provisions of Contract Act like lawfulness of consideration, breach of contract and assessment of damages. From time to time the District Judges shall orally test the knowledge of the trainee Judge pertaining to the above subjects and remove his doubts and confusions.
8. After this two months programme, the trainee judge has to undergo further Two Months field Training with Board. In this part of the training, the Trainee Judges shall

be given 100 simple Civil Suits, few Execution Cases and M.J.C. (Civil & Criminal) and 200 simple Criminal Cases triable by Magistrate Second Class for trial and disposal. Necessarily, only such Civil Cases shall be transferred in which written statement has been filed and such Criminal Cases in which, the accused have appeared and are on the stage of framing charges and some of them are on evidence stage, so that the trainee judges may dispose of atleast few Civil and Criminal cases within a period of **two months**. At every weekend, the trainee Judge shall submit the records of such Civil & Criminal cases in which he may have passed any order/Judgment of framed/issued charges etc. to the District Judge or any other Senior Judge, as may be directed by the District Judge, for his perusal & appropriate directions.

9. After gaining this experience of practical court working (for about **two months**), the Trainee Judges shall be required to attend the last part of the institutional training at C.S.J.A., Bilaspur for **Two month**. The trainee Judges shall bring with them copies of judgments delivered by them in Civil and Criminal Cases.
10. On completion of last part of the institutional training at C.S.J.A., the Director, C.S.J.A. shall with the prior approval of the High Court issue a certificate of successful completion of training at C.S.J.A. by the trainee Judge. However, if the District Judge/C.S.J.A. is of the opinion that a trainee Judge needs further training, he shall accordingly send a detailed report to the High Court specifically mentioning the areas in which training is required.

NOTE-----

1. Every Workshop will be followed by Computer/Laptop Training of One & Half Hours.
 2. This Calendar is subject to necessary amendments and additions depending upon exigencies and future needs.
 3. In every workshop the participants of each district has to prepare on the subject under the guidance of the concerned District Judge and that will be presented during the workshop followed by discussion.
 4. Nomination for the workshop should be made in rotation, so that all the judges can get opportunity to participate in one or the other workshop at CSJA.
 5. Induction Training programme schedule for newly appointed Civil Judges/ADPO's and foundation training programme for newly appointed ADJ's will be informed separately after the communication is received regarding their posting.
 6. Non judicial Members of Juvenile Justice Board and Counselors of Family Courts may also be called to attend the workshop along with the Presiding Judge/Magistrate of the concerned Court/Board.
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