

**NATIONAL CONVENTION FOR SENIOR HIGH COURT JUSTICES:  
STRENGTHENING FISCAL AND ADMINISTRATIVE PROTOCOLS IN  
HIGH COURTS**

**Programme Schedule  
[P-1336]**

**18<sup>th</sup> – 19<sup>th</sup> March, 2023**

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**National Judicial Academy (NJA), Bhopal**

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**Academic Coordinator Mr. Prasadh Raj Singh (9425601206),  
Faculty, NJA – email [prasadh.singh@nja.gov.in](mailto:prasadh.singh@nja.gov.in)**

**DAY-1: 18.03.2023**  
**SATURDAY**

<b>10:00 AM -11:30 AM</b>  <i>(11:15AM – 11:30AM)</i> <i>Q&amp;A/Discussion</i>	<b><u>SESSION 1</u></b> <b>Administrative Functions of the High Court/ Chief Justice</b>  <i>Proposed scope of discussion:</i> <ul style="list-style-type: none"><li>• Effective Registry Management and Inspections: Role of Chief Justice in placement of efficient Judicial Officers</li><li>• Training of secretarial staff: Technical and Non-Technical</li><li>• Management of Full Court Meetings: Preparing the Agenda and Arriving at Consensus</li><li>• Horizontal and Vertical Relation Management: Supreme Court and other High Courts</li></ul> <b>Justice Sunil Ambwani</b> <b>Justice Sonia Gokani</b>
<b>Tea Break: 11:30 AM - 12:00 Noon</b>	
<b>12:00 PM - 1:30 PM</b>  <i>(1:15PM – 1:30PM)</i> <i>Q&amp;A/Discussion</i>	<b><u>SESSION 2</u></b> <b>Administrative Functions of the High Court/ Chief Justice</b>  <i>Proposed scope of discussion:</i> <ul style="list-style-type: none"><li>• Time Management: Balancing Judicial and Administrative functions</li><li>• Maintaining Docket of Reserved Judgments.</li><li>• ICT as an Enabler for Process re-engineering in the High Court.</li><li>• Collaboration with other Branches - Union and State Executive: Infrastructure, Budget, and Law &amp; Order</li></ul> <b>Justice Indira Banerjee</b> <b>Justice Sonia Gokani</b>
<b>Lunch Break: 1:30 PM - 02:30 PM</b>	
<b>2:30 PM – 4:00 PM</b>  <i>(3:45 PM – 4:00PM)</i> <i>Q&amp;A/Discussion</i>	<b><u>SESSION 3</u></b> <b>Administrative Functions of the High Court/ Chief Justice</b>  <i>Proposed scope of discussion:</i> <ul style="list-style-type: none"><li>• Chief Justice the <i>Master of Roster</i>: Judicial &amp; Administrative Considerations in Preparation of Rosters</li><li>• Constitution of Committees</li><li>• Portfolio Judges and their Responsibilities</li><li>• Annual Confidential Report (ACR)</li><li>• Holding timely selections of judicial officers and their protocols.</li></ul> <b>Justice Kurian Joseph</b> <b>Justice Indira Banerjee</b>
<b>Tea Break: 04:00 PM</b>	

**DAY-2: 19.03.2023**

**SUNDAY**

<b>10:00 AM -11:30 AM</b>	<p style="text-align: center;"><b><u>SESSION 4</u></b></p> <p style="text-align: center;"><b>Budget Preparation &amp; Fiscal Management</b></p> <p><i>Proposed scope of discussion:</i></p> <ul style="list-style-type: none"><li>• Centrally Sponsored Schemes (CSS): Origin, Practices, Challenges &amp; Opportunities</li><li>• Pre-budget Planning: Past Utilization, Current Requirements, Contingency; and Sector-wise Estimates</li><li>• Co-opting/Consulting Experts for Fiscal Planning and Budget Preparation</li><li>• Effective Budgeting: Synergy between Judiciary and Fiscal Authorities</li></ul> <p style="text-align: center;"><b>Mr. Ajay Narayan Jha</b> <b>Mr. S.C. Garg</b></p>
<b>Tea Break: 11:30 AM - 12:00 Noon</b>	
<b>12:00 PM - 1:30 PM</b>	<p style="text-align: center;"><b><u>SESSION 5</u></b></p> <p style="text-align: center;"><b>Budget Preparation &amp; Fiscal Management</b></p> <p><i>Proposed scope of discussion:</i></p> <ul style="list-style-type: none"><li>• Designing Action Plan for Utilization of Fiscal Resources</li><li>• Effective Utilization of Grants and Other Financial Resources: Monitoring Expenditure</li><li>• Quality Control in Expenditure</li></ul> <p style="text-align: center;"><b>Mr. Ajay Narayan Jha</b> <b>Mr. S.C. Garg</b></p>
<b>1:30 PM - 01:45 PM</b> <i>Audit of the Course by Participant Justices</i>	
<b>1:45 PM – 2:45</b> <b>Lunch Break &amp; Departure</b>	

**Administrative Assistance**

<b><u>Sr. No</u></b>	<b><u>Name &amp; Designation</u></b>	<b><u>Contact No.</u></b>	<b><u>Email id</u></b>
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