



क्षेत्रीय क्षमता निर्माण एवं ज्ञान संस्थान, जयपुर
Regional Capacity Building and Knowledge Institute,
Jaipur

Legal Matters Handled by IA&AD
25.09.2023 to 27.09.2023

Training Schedule			
SESSION TIMINGS		NON-SESSION TIMINGS	
I 10:15 AM to 11.30 AM II 11:45AM to 1:00 PM III 02:00 PM to 03.15 PM IV 03:30 PM to 4.45 PM		11.30 AM to 11.45 AM; 1.00 PM to 2.00 PM; 03.15 PM to 03.30 PM	
Date	Session	Topic	Faculty Sh./Ms.
25.09.2023 Monday	Course inauguration at 10.00 am by PD, RTI		
	I	Codal provisions: Article 32 and 226 of constitution, Administrative Tribunal Act 1985 and section 80 of CPC, Jurisdictions of courts and functions of Ministry of law and judicial bodies.	Dr. Sony Kulshreshtha
	II	Holistic wellbeing	Dr. Vandana Choudhary
	III	Overview of CCS conduct rules	R. N. Tailor, Sr. AO (Retd.)
	IV	Disciplinary proceedings including adherence to the procedures and the role of inquiring Officer and Presenting Officer in disciplinary proceeding	R. N. Tailor, Sr. AO (Retd.)
26.09.2023 Tuesday	I	Preliminary submission, Preparation of brief and para wise comments of the OA/WP, preparation of affidavit to be filed in the court.	S.P.S. Rajawat, Advocate, Rajasthan High Court
	II	Steps to be taken /mechanism to be evolved to ensure the execution/implemented of Court Judgement, Dealing with Contempt cases and Caveat, Special Leave Petition (SLP), Assistance to Govt. servants involved in Legal proceedings	S.P.S. Rajawat, Advocate, Rajasthan High Court
	III & IV	Hands on exercises on preparation of affidavit to be filed in the court and preparation of para wise comments	Rekha Sandhu, DAG
27.09.2023 Wednesday	I	Pension and provident fund cases; Gazetted entitlement cases: Court cases due to Audit related work.	R. N. Tailor, Sr. AO (Retd.)
	II	Types of Legal cases in field offices (AG/PAGs), Handling legal cases: General instructions as well as CAG's guidelines to handle legal cases by field offices,	Anisha Grower, AAO, Legal Cell, CAG HQ
	III	Monitoring of legal cases, Quarterly returns to CAG and Introduction to Legal Information Management System (LIMBS) software and its functions.	Anisha Grower, AAO, Legal Cell, CAG HQ
	IV	Procedure of filing Appeals	Dr. Sony Kulshreshtha
Evaluation			
Feedback and Valediction			Principle Director, RCB&KI