

Pairavi of Cases in Courts for NGOs

Seats =

Day/Date	Period-I 10.00 to 10.45 AM	Period-II 10.45 to 11.30 AM	11.30 to 11.45 AM	Period-III 11.45 to 12.30 PM	Period-IV 12.30 to 1.15 PM	Period V 1.15 to 2.00 PM	02.00 to 03.00 AM	Period VI 3.00 to 3.45 PM	Period VII 3.45 to 4.30 PM
Day 1	Registration	Inauguration & Pairavi of Cases in Court & Duties of Pairavi Officers - An Introduction	TEA BREAK	Need and Importance of Pairavi of Cases in Court and preparation of brief for the PP/APP with reference to witness and documents etc with case laws.	Provision of additional evidence (311 CrPC) and calling of witnesses who are not maintained in witness list with case laws	Functions & Duties of Naib Court reg. Pairavi of Cases and maintaining record about the presence of witnesses and police file etc.	LUNCH	Duty of MHC reg. Pairavi of Cases and production of case property in criminal trials	Duties of I.O. reg. Pairavi of Cases & case property to be produced before the Court and mode of proving the same in the Court with case law.
Day 2	Ensuring Service of summons/warrants/witness and execution of court orders	How to deal with Hostile & Interested witnesses and provision of Indian Evidence Act with case laws		Provision of PPR reg. Pairavi of Cases and right of accused reg. case diaries under the provisions of Indian Evidence Act with case laws	Tendering of affidavits formal link witness and expert reports etc with case laws.	Need of aiding the witnesses by I.O. or Pairavi Officer while appearing for giving evidence and production of record, audit reports and other original documents and mode of proving the same.		Timely depositing the exhibits in FSL and production of FSL reports in time in court.	Feed Back & Valediction