



SUB-COMMITTEE REPORT

SECRETARIAT, FINANCE, LIBRARY & INFORMATION TECHNOLOGY



Gabriel Susayan

SECRETARIAT

The Secretariat office of the Selangor Bar is located at the First Floor of No. 37, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam and it operates from Mondays to Fridays from 8.00am to 5.00pm, and every Saturday from 9.00am to 12.30pm. The secretariat can be reached as follows:-

Telephone Lines:

03-55196219 (Hunting Line)
03-55116541
03-55130211

Fax:

03-55199037

Email:

secretariat@sgorbar.org

Website:

www.selangorbar.org

Facebook:

www.facebook.com/selangorbar/

Whatsapp:

011-51760578 (only one way communication from the SBC to members of the Selangor Bar)

The Secretariat is manned by the following personnel and their respective job functions are as follows:-

N.K. Thinnagaran

Executive Secretary

- *In charge of the administration and operations of the Secretariat.*
- *Attends to all correspondences.*
- *Attends all committee meetings and prepares the minutes.*



- *Officer in charge of the Secretariat, Finance & Library, Constitutional Law, Human Rights & Environment and Social sub-committees.*
- *Overseeing all sub-committees and liaising with the respective Chairpersons.*

*Shariza Binti
Mohamad*

Accounts Executive

- *Administration of Secretariat finances, preparation of Secretariat accounts.*
- *Officer in charge of Secretariat, Finance & Library, Conveyancing Practice, SRE & Non-Contentious Matters & Syariah, Charity & Welfare sub-committees.*

Vasantha Kumari

Executive Officer

- *Reception duties, general correspondences and e-mails.*
- *Assists and lends support in organisation of events and functions.*
- *Maintains Secretariat diary for the reservation of the auditorium and the conference room for meetings of the various Sub Committees and for DC Hearings.*
- *Officer in charge of Continuing Legal Education & Member Improvement, Criminal Practice, and Publication sub-committees.*

*Priya
Dharshini Vikneswaran*

Executive Officer

- *Officer in charge of Civil Law & Court Liaison Sub-Committee*
- *Officer in charge of Publication Sub-Committees*

Tulasi Aparahu

Executive Officer

- *Officer in charge of the Selangor Bar's Library*
- *Attends to the updating and maintaining of the Library.*
- *Officer in charge of the LexisNexis Online Membership for Selangor Bar.*
- *Assists in Secretariat accounts*

S. Gunaalan

Administrative Clerk



- *Officer in charge of Pupils Affairs and all matters in relation to pupils in chambers, their introduction sessions and matters pertaining to their 'Short Call' and 'Long Call', and Sports sub-committees.*
- *Assists in despatch work.*

Farizan Binti Abdul Web Administrator Cum Admin Satar

- *In charge of the reception counter*
- *Assist in the clerical duties of the Continuing Legal Education (CLE)*
- *Officer in charge of Information Technology & Member Relations. Syariah & Bahasa Malaysia sub-committees*

Khairul Nizam General Clerk Cum Despatch

- *Administration of Bar Rooms at Klang, Petaling Jaya, Bangi, Telok Datuk, Ampang, Selayang, Sepang, Kajang, Kuala Selangor and Kuala Kubu Bahru.*
- *Attending to updating notice boards, attending to outgoing works.*
- *Main despatch personnel.*
- *Officer in charge of Sports Sub-Committee.*

SreeKumare General Clerk

- *In charge of administration of the secretariat office in the Shah Alam Court Complex Bar Room, the Bar Room and its facilities for members of the Bar.*

The members of the Selangor Bar as at todate stand at xxxx. Chambering pupils on the other hand had increased in the last 12 months. The year 2020 has been just full of trials and tribulations. However all our secretariat staff has exuded dedication and commitment throughout this trying period. They have ensured all the assigned tasks are executed successfully.

The Selangor Bar disseminates the latest news, information, circulars and events to all members of the Selangor Bar via Whatsapp, email, our website and Facebook.

LIBRARY AND INFORMATION TECHNOLOGY

The Selangor Bar library is located at the First Floor, No. 41, Jalan Bola Jaring13/15, Seksyen 13, 40100, Shah Alam.



The library houses all the major law reports including MLJ, CLJ, AMR, ILR, All England Law reports and Halsbury's Laws of Malaysia.

There are 3 desktop computers available to conduct research online at CLJ (including Industrial Law Reports) and LexisNexis.

The Selangor Bar is constantly updating the library by purchasing contemporary law books. Also to note is the generous donations of books and journals by Dato Sri Gopal Sri Ram.

One of the newly appointed executive officer is now in charge of the library to ensure that library is well maintained.

The library has photocopying facilities at 10 sen/page for the benefit of members and there is also scanning facility provided free to members and pupils.

The Selangor Bar hopes that more members and pupils will make full use of the facilities provided at the library as the record shows that the library is underutilized.

The Selangor Bar with the funding from Bar Council has set up a Video Conferencing Facility at the library and one of the meeting rooms for the benefit of members who are facing difficulty with online hearings.

FINANCE & BUILDING

The SBC derive its income from members' annual subscriptions and from talks/forums organized and held throughout the year via zoom. For the year 2020 the Selangor Bar after having carefully looked through the financials and having considered the provisions of the Legal Profession Act(LPA) 1976 namely S.73(i),(ii) and (iv) had decided to reduce the subscription of RM260 to RM210. For those who had already paid the RM260, SBC had started to refund RM50 as and well the refund request is made.

The SBC's average monthly expenditure is approximately RM98,000.00.

The detailed income and expenditure can be found in the Auditor's Report.

BUILDING

The Secretariat is located at the First Floor of No. 37-1, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

The Auditorium is located at the Ground Floor of building No. 39, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.



The Legal Aid Centre and YBGK office is located at the First Floor of No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

The Library, at the First Floor of No. 41 Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam (and a portion of building No. 39).

Our main conference room with a capacity of twenty-four (24) and two (2) new meeting rooms with a capacity of up to 10 persons are located at the top floor of building No. 41, Jalan Bola Jaring 13/15, Seksyen 13, 40100, Shah Alam.

ACKNOWLEDGMENT

I extend my greatest gratitude to our Chairman, Mr. Murali Velautham and my fellow Committee Members for entrusting me with this role as the Honorary Secretary of the Selangor Bar.

I also wish to extend my gratitude to Mr. Thinnagaran, Pn. Shariza, Mr. Gunaalan, En. Khairul Nizam, Mdm. Vasantha Kumari, Ms. Priya, Ms. Tulasi, Pn. Farizan and Ms. SreeKumare for their assistance and hard work for ensuring the smooth running of the Secretariat.

I wish the incoming committee the very best and success for the incoming term of office.

Report submitted by:

Gabriel Susayan
Honorary Secretary
Selangor Bar Committee