

**Office of the Director,
West Bengal Judicial Academy,
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Memo No.-27(21)/WBJA/P-04/2021-22

Dated Rajarhat, the 12th of April, 2021

From: Ms. Ananya Bandyopadhyay,
Director,
West Bengal Judicial Academy
Rajarhat, New Town, Kolkata- 700 160

To 1. The District Judge,
South24Pgs./North 24 Pgs. / Howrah/Hooghly/Nadia/ Purba Medinipur/ Purba
Bardhaman/Paschim Bardhaman/ Murshidabad / Jalpaiguri/Coochbehar/ Dakshin
Dinajpur/Uttar Dinajpur/Purulia/Kalimpong/ Malda/
2. The Chief Judge, City Civil Court, Calcutta
3. The Chief Judge, City Sessions Court, Calcutta

Sub.- Online Workshop on the “Provisions of Mandatory Pre-institution Mediation, process of such mechanism, advantages and challenges, Interplay between Commercial Courts Act, 2015 and Arbitration and Conciliation Act, 1996” to be held on 17.04.2021

Sir/Madam,

The aforesaid online Workshop is scheduled to be held on 17.04.2021 from 11.00 a.m. to 01.00 p.m. and from 02.00 p.m. to 04.00 p.m.

Your good self is requested to direct the concerned Judicial Officers to follow the below mentioned guidelines:

- To positively download “Microsoft Teams” application in his or her device (Smart phone/Laptop).
- A link to the programme will be sent **about 15 minutes prior** to the scheduled time for each training schedule via email to the participants.
- While joining the “Microsoft Teams”, the participant Judicial Officers **must type their individual name first** and then get into the online training programme.
- The interested officers may put their question(s) in order by opting the “**raising hand**” option in the “Microsoft Teams” application.
- Every participating Judicial Officer must keep his or her video in the “**on**” mode and the microphone in the “**off**” mode while joining the programme.
- The online training programme is proposed exclusively for the Judicial Officers of the West Bengal Judicial Service and no outsider be allowed to participate in the programme, nor the programme link/ID may be shared with any outsider or in any social media platform;
- The concerned Judicial Officers in your Judgeship are to participate/attend in the said Online Training in befitting formal attire.

Your goodself is further requested to inform the concerned Judicial Officers to ensure the glitch free internet connectivity with the assistance of the System Officers of the respective districts, prior to the commencement of the said training, since the attendance of the participants throughout the programme is to be on record for perusal of the Hon’ble Court.

The online participation of such Judicial Officers shall be treated as ‘On duty’ during Office hours. The District Judges are requested to make necessary accommodation in the respective rosters for such attendance as per direction of the Hon’ble Court.

Further, I am directed to state that participation of the concerned Judicial Officers in the said training programme does not entail station leave or absence from the Court.

The Ld. District Judges are requested to inform the concerned Judicial Officers accordingly.

Enclo.- List of Officers

Yours sincerely,
Ananya Bandyopadhyay
(Ananya Bandyopadhyay),
Director, W.B.J.A.

12-4-21