

Memo No.-723(18)/WBJA/P-81/2021-22

Dated Rajarhat, the 9<sup>th</sup> of August, 2021

From: Sanjib Daruka  
Additional Director,  
West Bengal Judicial Academy  
Rajarhat, New Town, Kolkata- 700 160

To The District Judge,  
South 24 Pgs./North 24 Pgs./Howrah/Hooghly/Nadia/ /Purba  
Medinipur/Jhargram/Paschim Bardhaman/Purba Bardhaman/Malda/Murshidabad/  
Darjeeling/Bankura/Birbhum/ Uttar Dinajpur/ Jalpaiguri/Purulia  
2. The Chief Judge, City Sessions Court, Calcutta

**Sub.- Online Training Programme on 'Effective Trial Process of Cases under Negotiable Instrument Act' to be held on 18.08.2021, 20.08.2021 & 21.08.2021 [P-81-21-22] for the Judicial Magistrates**

Sir/Madam,

The aforesaid online Training Programme on 'Effective Trial Process of Cases under Negotiable Instrument Act' to be held on 18.08.2021, 20.08.2021 & 21.08.2021 [P-81-21-22] for the Judicial Magistrates, from 04.00 p.m. to 05.30 p.m., in view of the approval of the Hon'ble High Court, Calcutta.

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 good self 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 have been directed to inform the Trainee Officers to attend the training programme, maintaining the approved pandemic protocol. The Officers who are on duty in the Court, will attend the training from the Court and the Officers who are not on duty roster will attend conveniently.**

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

Encl.- List of Officers

Yours faithfully,

*Sanjib Daruka*  
(Sanjib Daruka),

Additional Director, W.B.J.A.