

**Office of the Director,  
West Bengal Judicial Academy,  
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Memo No.-987(17)/WBJA/P-165/2021-22

Dated Rajarhat, the 6<sup>th</sup> of January, 2022

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

To 1. The District Judge,  
South 24 Pgs./North 24 Pgs./ Howrah/Hooghly/Nadia/ Paschim Medinipur/Jhargram/Purba  
Medinipur/Jhargram/ Purba Bardhaman/Paschim Bardhaman /Bankura/ Purulia /  
Birbhum/Jalpaiguri/Uttar Dinajpur  
2. The Chief Judge, City Sessions Court, Calcutta

**Sub.- Online Workshop on “Change Management Concept, Importance & Methodology under e-Courts Project” for the Judicial Officers of all ranks**

Sir/Madam,

The above online Training Programme is scheduled to be held on **11.01.2022 from 04.00 pm 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 goodself is requested to inform the Judicial Officers to ensure the glitch free internet connectivity with the assistance of the System Officers of the district, before commencement of the training, as the attendance of the participants in the programme will be on record for perusal of the Hon'ble Court.

**Any application for exemption from participation has to be addressed to the Ld. Registrar (Protocol) routed through Ld. District Judge and be emailed to the Office of the Ld. Registrar (Protocol).**

The online participation of such Judicial Officers shall be treated as ‘On duty’ during Office hours. Your goodself is requested to make necessary arrangement for such attendance, as per direction of the Hon'ble Court.

Further, I am directed to inform the Trainee Officers to attend the training programme, maintaining the standard 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.

Yours sincerely,  
*Sanjib Daruka*

(Sanjib Daruka),  
Additional Director, W.B.J.A

Encl.- List of Officers