

Office of the Director,
West Bengal Judicial Academy,
AA-III/B-10, Rajarhat, New Town, Kolkata- 700 160
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No. 737(18)/WBJA

Dated Rajarhat, the 28th of November, 2023

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

To The District Judge,
South 24 Pgs./North 24 Parganas/ Howrah/Hooghly/Nadia/ Purba Bardhaman/Paschim
Bardhaman/ Purba Medinipur/Paschim Medinipur/Birbhum/ Coochbehar/ Darjeeling/
Purulia/ Uttar Dinajpur/ Jalpaiguri/Alipurduar/Malda/Bankura

**Sub.- Refresher Course on different aspects of CPC and Civil Laws scheduled to be held on
and from 18.12.2023 to 20.12.2023 at the West Bengal Judicial Academy**

Respected Sir/Madam,

The aforesaid Refresher Course for the Officers in the rank of Civil Judge (Senior Division) is scheduled to be held at the West Bengal Judicial Academy, Rajarhat, New Town, Kolkata from 18.12.2023 to 20.12.2023.

The course is strictly residential and the Trainee Officers shall have to stay in the Academy's hostel during the Training. The mess for food will be run by the Trainee Officers themselves on cooperative basis and they will be required to deposit the expenses for food for the said days before Mess Manager, who will be selected by the Trainee Officers amongst themselves. The Trainee Officers will be entitled to TA or DA as per the Government rules.

I am directed to inform you that the Hon'ble Court has been pleased to permit the nominated Officer(s) to leave the station for attending the programme. You are requested to fix the date for the Trainee Officers for leaving the station to attend the programme, before the date of commencement, considering the distance of the venue from the headquarter and to remain away therefrom till the programme is over, or soon thereafter, as the case may be, and the period of absence of the Officer(s) from the station shall be treated as 'leave on duty'.

You are also requested to make necessary administrative arrangements in absence of the nominated Officer/Officers from the station.

You are, therefore, requested to direct the Officer/Officers posted in your Judgeship, as mentioned in a separate list enclosed herewith, to report at the Academy by **5.00 p.m.** positively on **17.12.2023**. The male Officers should be dressed in black Coat and Tie and female Officers should have black Coats, which are mandatory.

With regards,

Enclo.- List of Officers

Yours sincerely,

Sanjib Daruka.

(Sanjib Daruka),

Director-in-Charge, W.B.J.A