

2024
IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

No. 4267 - A

Dated, Calcutta, the 11th July, 2024

**From : Biswarup Bandyopadhyay,
Registrar (Judicial Service),
High Court, Calcutta.**

**To : 1) The District Judges of all Districts including Andaman & Nicobar Islands,
2) The Chief Judge, City Civil Court, Calcutta,
3) The Chief Judge, City Sessions Court, Calcutta,
4) The Chief Judge, Presidency Small Cause Court, Calcutta,
5) Members of the Registry of this Hon'ble Court including the Circuit Benches at Port Blair & Jalpaiguri,
6) Director, West Bengal Judicial Academy,
7) Member Secretary, SLSA.**

Sub : Digitization of Service Book of the Members of the WBJs.

Sir/Madam,

With reference to the captioned subject, I am to inform you that the appropriate authority of the Government of West Bengal has taken an initiative to digitise the Service Book of the Members of the WBJs in view of smooth transition from traditional paper based records to a more modern age digitized system.

The Hon'ble the Chief Justice, in consideration of the said initiative, has been pleased to direct all the Judicial Officers to submit the requisite information, as annexed herewith, direct to the e-mail id esbjd24@gmail.com provided by the Judicial Department of the Government.

You are, therefore, requested to take note of the above direction and inform all the Judicial Officers under your control for submission of the required information along with supporting documents to the aforesaid e-mail id from their official e-mail id directly at the earliest, for maintaining easily accessible and up-to-date service records.

Encl: Annexure A.

Yours faithfully,


Registrar (Judicial service)

Memo. No. 4268

Dated 11.07.2024

Copy forwarded to the **Principal Secretary, Judicial Department, Govt. of West Bengal**, with reference to his letter nos. 383-J/JD/16M-01/2024 dated 02.02.2024 and 1644-J/JD/16M-01/2024 dated 14.05.2024 in the above subject, with a request to instruct the WBJs Officers posted on deputation for necessary compliance in terms of the direction of the Hon'ble Court.

High Court, Calcutta.

Registrar (Judicial service)

Annexure A

The following information along with supporting documents to be submitted to the e-mail id - esbjd24@gmail.com .

1. Full Name
2. Designation
3. Date of Birth
4. Date of joining into the Judicial Service
5. Cadre
6. Order of joining
7. Order of provisional pay slip on joining
8. Order of confirmation of service
9. Order of provisional pay slip on confirmation
10. Order of ACP
11. Order of ACP pay slip
12. Order of promotion
13. Order of promotional pay slip
14. Order of SNJP pay slip
15. Order of Selection Grade & Super Time Scale
16. Order of Selection Grade & Super Time Scale pay slip
17. Posting Details
18. Contact information (e-mail address and phone number)