

**Office of the Director,  
West Bengal Judicial Academy,  
AA-III/B-10, Rajarhat, New Town, Kolkata- 700 160  
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No.- 764 (15)/WBJA/P-47/2024-25

Dated Rajarhat, the 13<sup>th</sup> of September, 2024

From: Avani Pal Singh  
Director,  
West Bengal Judicial Academy  
Rajarhat, New Town, Kolkata- 700 160

To The District Judge,  
**South 24 Parganas /North 24 Pgs./ Hooghly /Murshidabad/Nadia/ Purba  
Bardhaman/ Uttar Dinajpur/ Purba Medinipur/Paschim Medinipur/ Purulia/  
Coochbehar/ Malda/Alipurduar**  
2. **The Chief Judge, Presidency Small Cause Court, Calcutta**  
3. **The Member Secretary, State Legal Services Authority, West Bengal.**

**Sub.- Refresher Course for Civil Judges (Senior Division) [P-47]  
at the West Bengal Judicial Academy**

Sir/Madam,

The above Refresher Course for 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 **03.10.2024 to 05.10.2024** [List of Officers enclosed].

The course is strictly residential and the Trainee Officers must 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 to the Mess Manager to be selected by the Trainee Officers from amongst themselves. The Trainee Officers will be entitled to TA / DA as per the Government Rules.

The Hon'ble Court has been pleased to permit the nominated Officer(s) to leave their 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, therefore, requested to direct the Officer(s) posted in your Judgeship, as per list above, to report at the Academy by **5.00 p.m.** on **02.10.2024**. The male Officers should be dressed in black Coat and Tie and female Officers should have black Coats, which are mandatory. The Officers should carry their official laptops.

You are also requested to make necessary administrative arrangements in absence of the nominated Officer(s) from the station.

Regards,

**Enclo.- List of Officers**

Yours sincerely,



(Avani Pal Singh),  
Director, WBJA