

**Office of the Director,  
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No.- 217(18)/WBJA/ P-19/2024-25

Dated Rajarhat, the 22<sup>nd</sup> of May, 2024

From: Avani Pal Singh  
Director,  
West Bengal Judicial Academy  
Rajarhat, New Town, Kolkata- 700160

To 1. The District Judge,  
South 24 Pgs./North 24 Parganas/ Howrah/Hooghly/Nadia/Purba Medinipur/Murshidabad/  
Paschim Medinipur/ Purba Bardhaman/ Bankura/Coochbehar/ Dakshin Dinajpur/  
Purulia/Malda/Darjeeling/Jalpaiguri/Alipurduar  
2. The Chief Judge, City Civil Court, Calcutta

**Sub.- Online Training Programme on ‘Civil Appeal’ for the Additional District & Sessions Judges and Additional District & Sessions Judges (FTC) and Civil Judges (Senior Division) to be held on 04.06.2024 and 05.06.2024**

Sir/Madam,

The above Online Training Programme is scheduled to be held on **04.06.2024 and 05.06.2024 from 03:00 pm to 04:30 pm** 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.**

**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.**

Your goodself is requested to inform the concerned Judicial Officers accordingly.

Encl.- List of Officers

Yours sincerely,

(Avani Pal Singh),  
Director, WBJA