

**OFFICE OF THE DIRECTOR**  
**WEST BENGAL JUDICIAL ACADEMY**  
**AA-III/B-10, Rajarhat, New Town, Kolkata- 700 160**  
**Tele-Fax- 033-2324-7303/033-2324-7304/033-2324-7306**  
**E-mail – wbjakolkata@gmail.com; Website – http://www.wbja.nic.in**

No.- 1018 (22)/WBJA

Dated Rajarhat, the 27<sup>th</sup> of November, 2024

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

To 1. The District Judge,  
South 24 Parganas /North 24 Pgs./ Nadia/Hooghly/Birbhum /Murshidabad/ Purba  
Bardhaman/Paschim Bardhaman/Jhargram/Purba Medinipur/Paschim Medinipur/  
Coochbehar/ Darjeeling/Dakshin Dinajpur/Uttar  
Dinajpur/Jalpaiguri/Bankura/Purulia/Malda/Kalimpong/Andaman & Nicobar Islands  
2. The Chief Judge, City Sessions Court, Calcutta

**Sub.- Special Course on Juvenile Justice Act for the Principal Magistrates of Juvenile Justice  
Boards [P-46]**

Sir/Madam,

The aforesaid Training Programme for the Principal Magistrates of Juvenile Justice Boards of all the Districts of West Bengal and Andaman & Nicobar Islands is scheduled to be held at the West Bengal Judicial Academy, Rajarhat, New Town, Kolkata, on **02.12.2024 & 03.12.2024**. [List of Officers enclosed].

The course is strictly residential and the Trainee Officers must stay in the hostel of the Academy 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 therefore 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 further 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 **01.12.2024**. 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/accessories for dictation hardware.

You are also requested to communicate the **instruction sheet** (as annexed) to the trainees for compliance.

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

Regards,

Yours sincerely,



(Avani Pal Singh),  
Director, WBJA

**Encl.-**

**1. List of Officers**

**2. Training Instruction**

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**Training Instruction**

The Trainee Judges are directed to submit specific queries and doubts in “Word Format” in Email ID [wbjatrainees@gmail.com](mailto:wbjatrainees@gmail.com) on following subjects :

1. Arrest, Search, Seizure, Production of CCL,
2. Bail & placement of CCL in observation home,
3. Recording of Evidence,
4. Drafting of Judgements,
5. Reformative measures under Section 18 of the Juvenile Justice Act, 2015,
6. Orders in Pre-inquiry stages,
7. Custody, care and protection of victim,
8. Recording of statements of vulnerable witnesses,
9. Function and powers of JJB and CWC.

The Trainee Judges are further directed to bring with them hard copies of the five (05) Judgements, delivered by respective Juvenile Justice Boards.