

**Office of the Director,
West Bengal Judicial Academy,
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Memo No.-603(18)/WBJA/P-33/2020-21

Dated Rajarhat, the 24th of March, 2021

From: Ms. Ananya Bandyopadhyay,
Director,
West Bengal Judicial Academy
Rajarhat, New Town, Kolkata- 700 160

To 1. The District Judge,
South24Pgs./North 24 Pgs. / Howrah/Hooghly/Nadia/ Purba Medinipur/Paschim
Medinipur/ Purba Bardhaman/Paschim Bardhaman/Birbhum/Purulia/Bankura
/Murshidabad/ Coochbehar / Malda/ Jalpaiguri/Uttar Dinajpur/Dakshin
Dinajpur/Andaman & Nicobar Islands/Kalimpong
2. The Chief Judge, City Sessions Court, Calcutta

**Sub.- Online Refresher Course on the “The Negotiable Instrument Act” to be held on
31.03.2021**

Sir/Madam,

The aforesaid online Refresher Course on “The Negotiable Instrument Act” for the CJM/ACJM & J.M. is scheduled to be held **on 31.03.2021, from 03.30 p.m. to 04.30 p.m.**

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.

The online participation of such Judicial Officers shall be treated as ‘On duty’ during Office hours. The District Judges are requested to make necessary accommodation in the respective rosters for such attendance as per direction of the Hon’ble Court.

Further, I am directed to state that participation of the concerned Judicial Officers in the said training programme does not entail station leave or absence from the Court.

The Ld. District Judges are requested to inform the concerned Judicial Officers accordingly.

Yours sincerely,

Encl.- List of Officers

Ananya Bandyopadhyay
(Ananya Bandyopadhyay),
Director, W.B.J.A.

24-3-21