

**Office of the Director,
West Bengal Judicial Academy,
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Memo No.-866(23)/WBJA/P-124/2021-22

Dated Rajarhat, the 15th of November, 2021

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

To The District Judge,
South24Pgs./North 24 Pgs./Howrah/Hooghly/Bankura / Purba
Medinipur/Jhargram/Paschim Medinipur /Purba Bardhaman/Paschim Bardhaman/ Uttar
Dinajpur/Dakshin Dinajpur/ Darjeeling/Jalpaiguri/Purulia/Malda/Birbhum/
Coochbehar/Kalimpong /A & N Islands
2. The Chief Judge, City Sessions Court, Calcutta
3. The Chief Judge, City Civil Court, Calcutta
4. The Chief Judge, Presidency Small Cause Court, Calcutta

**Sub.- Webinar on 'Inter Country & Intra Country Adoption and Laws relating to Adoption'
for the District & Sessions Judges**

Sir/Madam,

The above Webinar is scheduled to be held on 20.11.2021 from 04.00 p.m. to 05.30 pm in view of the approval of the Hon'ble High Court, Calcutta.

Your good self is requested 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 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.

Any application for exemption from participation has to be addressed to the Ld. Registrar (Protocol) and be emailed to the Office of the Ld. Registrar (Protocol).

Such online participation 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.

Further, I am directed to inform your good self to attend the training programme, maintaining the standard pandemic protocol. The Officers who are on duty in the Court, will attend the training from the Court and the Officers who are not on duty roster will attend conveniently.

The Ld. District Judges are requested to attend the said Webinar accordingly.

Yours sincerely,

Ananya Bandyopadhyay
(Ananya Bandyopadhyay),
Director, W.B.J.A. 15.11.21

Encl.- List of Officers

