

**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. 798(15)/WBJA

Dated Rajarhat, the 19<sup>th</sup> of December, 2023

From: Sanjib Daruka  
Director-in-Charge,  
West Bengal Judicial Academy  
Rajarhat, New Town, Kolkata- 700 160

To **1. The District Judge,  
South 24 Pgs./North 24 Parganas/ Howrah/ Purba Bardhaman/ Paschim  
Medinipur/Birbhum/ Coochbehar/ Darjeeling/ Jalpaiguri/  
/Bankura/Murshidabad/Andaman & Nicobar Islands**

**2. The Principal Secretary, Judicial Department, Govt. of West Bengal, Writers' Building,  
Kolkata**

**3. The Member Secretary, State Legal Services Authority, Kolkata**

**Sub.- Orientation Programme for the Civil Judges (Senior Division)**

Respected Sir/Madam,

The above Orientation Programme for the Officers in the rank of Civil Judge (Senior Division) [Batch 2021] is scheduled to be held at the West Bengal Judicial Academy, Rajarhat, New Town, Kolkata from 10.01.2024 to 20.01.2024.

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 or DA as per the Government Rules.

The Hon'ble Court has been pleased to permit the nominated Officer(s) to leave the 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/Officers posted in your Judgeship, as mentioned in a separate list enclosed herewith, to report at the Academy by **5.00 p.m.** positively on **09.01.2024**. 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 during the absence of the nominated Officer/Officers from the station.

With regards,

**Enclo.- List of Officers**

Yours sincerely,

*Sanjib Daruka.*

(Sanjib Daruka),  
Director-in-Charge, W.B.J.A