

Government of the People's Republic of Bangladesh  
**Judicial Administration Training Institute**  
15, College Road, Dhaka-1000  
Website: [www.jati.gov.bd](http://www.jati.gov.bd)

No. : 10.06.0000.002.02.002.14(Part-3).5740

Date: 30/05/2022

**Subject: Participation in the 146<sup>th</sup> Refresher Course for Chief Judicial Magistrates & Chief Metropolitan Magistrates to be held from 05/06/2022—09/06/2022.**

Ref: Memo No.10.00.0000.127.29.002.19.231 dated: 23/05/2022 of the Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs.

**Dear Participants,**

As one of the nominated trainees, we welcome you to attend the 146<sup>th</sup> Refresher Course to be held from 05/06/2022—09/06/2022 at the **Judicial Administration Training Institute (JATI)**. You are required to submit the online **Registration Form** available in our website at <http://jati.gov.bd> and report along with **Covid-19 Vaccination Certificate** at the Seminar Hall of the Institute at 8.30 am sharp on 05.06.2022.

**You are further requested to send a copy of your judgment through e-mail of JATI given below** or bring a photocopy of one such judgment to submit at the time of reporting. These judgments will be evaluated and taken up for discussion in one of the sessions of the training programme with a view to enhance the judgment writing skills of the participants.

As a requirement for the evaluation of this Refresher Course you will have to prepare an assignment on **"Presentation of assignment paper on the present state of case backlog/case load in your respective Court & Magistracy and the causes, prospects & challenges in reducing the same"** (word limit minimum 500 words). In the assignment, you have to discuss the case flow with the statement of cases and their disposal highlighting the specific causes of delayed disposal and practical means to remove the barrier of dispensing timely justice. It will be appreciated, if you emphasize on any particular strategy, technique or implementation mechanism that can be followed and maintained in managing the case load. The assignment has to be submitted at the time of reporting at 8:30 a.m. on 05.06.2022. It is preferable that you prepare the assignment in English; however, you may also prepare it in Bangla. **Please note: You will have to present the gist/ summary of your assignment during a three hour long interactive session.**

The Participants are requested to attend the inaugural ceremony, classes and the closing ceremony with formal dresses i.e. full sleeve shirt, tie with suit and shoes for the male officers (Tie will be provided by

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the Institute) and sari/salwar kameez with a coat for the female officers. **You have to wear face mask all the time except staying in your room.**

You are advised to reside at the JATI dormitory during the training programme for better interactions amongst the participants. The dormitory will be kept open for your arrival from 12:30 pm on 04.06.2022. You are requested to read the attached guidelines and comply with the same during your stay at JATI.

We hope, this training course will be of great help in strengthening your legal knowledge, judicial skills, leadership qualities and administrative excellence required for the overall administration and management of the concerned Office and Courts.

**E-mail address of JATI: [trainingwing.jati@gmail.com](mailto:trainingwing.jati@gmail.com)**

Sincerely yours,



30.05.2022

**(Mir Md. Amtazul Hoque)**  
(District & Sessions Judge)  
Director (Training), In-charge  
&  
Course Director  
146th Refresher Course  
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**For further information please contact:**

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**Enclosure:**

1. Guidelines on the use of training facilities
2. Copy of the G.O.