

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. : 10.06.0000.002.01.001.14(part-8)-5770

Date: 14/06/2022

**Subject: Participation in the 45<sup>th</sup> & 46<sup>th</sup> Special Foundation Training Course for the Assistant Judges/ Judicial Magistrates to be held from 19 June to 17 August, 2022.**

**Ref: Memo No. 10.00.0000.125.25.010.17.373, dated: 06.06.2022 of the Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs.**

Dear Participant,

As one of the nominated trainees, we welcome you to attend the 45<sup>th</sup> & 46<sup>th</sup> Special Foundation Training Course to be held from **19 June to 17 August, 2022** at the **Judicial Administration Training Institute (JATI)**. You are requested to submit the **Registration Form** online 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 19.06.2022.

As the Foundation Training Course is residential, your stay at the JATI dormitory is mandatory during the whole tenure of the training programme. The dormitory will be kept open for your arrival from 12:30 pm on 18/06/2022.

Please note that you have to bring a copy of judgment(*for Civil Case: with copies of **Plaint, Written Statement, Issues, Depositions and Exhibited Documents etc.**; for Criminal Case: with copies of **Complaint/Ejahaar, Enquiry report/Police report, Charge Form, Depositions & Exhibited Documents, Examination of Accused under Sec. 342 CrPC etc.***) delivered by you and preferably written in English for submission at the time of reporting in the Hall room. These will be taken up for assessment & discussion during the sessions on writing judgment to enhance your judicial skill on writing good judgment and appreciation of evidence.

Also note that you are required to wear formal dresses (full sleeve shirt, tie which is supplied by JATI with black coat and shoes for the male officers and sari/salwar kameez with black coat for the female officers) during the training sessions. For everyday PT/Yoga and Games, male officers are requested to bring track suits, white T-shirts (with collar), trousers and sports shoes, and female officers are requested to bring white salwar kameez, orna and white sports shoes. You may bring your personal Badminton Racket for playing badminton at the Institute. **You have to wear face mask all the time except staying in your room.** An amount of Tk. 15,000/- (Fifteen thousand) will be reimbursed to you as kit allowance after your arrival at the Institute.

**It is to be mentioned that child more than two years of age is not allowed. So, the trainee judges are requested not to bring a child more than two years of age.**

To provide some preliminary ideas as to the scheme of the course and extra-curricular activities, a **Course Brochure** containing basic information regarding the training programme and other relevant matters is annexed herewith.

We hope, this training course will be of great help in enriching your legal knowledge, judicial skills and leadership qualities required for the overall administration and management of the concerned court presided by you.



(Sk. Ashfaque Rahman)

Director (Training) & Course Director  
(District Judge)

45<sup>th</sup> & 46<sup>th</sup> Special Foundation  
Training Course

Tel: 02-223388374 (Office)

**For further information please contact**

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