

MODALITY ELABORATING THE 'DOs' and 'DON'Ts'
FOR THE TRAINEE/PARTICIPANT JUDICIAL OFFICERS WHILE
ATTENDING PHYSICAL /VIRTUAL/HYBRID TRAINING PROGRAMMES
ORGANISED BY
THE ODISHA JUDICIAL ACADEMY, CUTTACK,
AS WELL AS THE FIVE REGIONAL JUDICIAL ACADEMIES

All the Judicial Officers across all cadres of the State of Odisha, are hereby impressed upon to follow the 'DOs' and 'DON'Ts' mentioned herein below while attending different training programmes, may it be physical/offline or online/virtual or hybrid (partly physical and partly virtual) mode, organized by the Odisha Judicial Academy and the five Regional Judicial Academies;

- I. 'DOs' and 'DON'Ts' for physical/offline training programmes;-
- i. *every one shall attend the training programmes in proper attire, which is in conformity with Rule 548, GR & CO Vol. I, Hon'ble Court's Circular Letter No. 6886 of 2022 /dt. 4th May, 2022 (copy enclosed), and OJA letter no. 909 (30)/ dt.26.09.2024 (copy enclosed), treating the training programmes as 'official functions' as has been referred to in the aforesaid rule of GR & CO (Civil) Vol. I and the circular letter of the Hon'ble Court;*
 - ii. *unless medically advised to wear any particular type of shoes, the participants shall wear formal foot wear (formal full or half shoe of decent colour by male officers, and formal shoes (with or without heels) like, formal pumps & ballet flats, or formal sandals & slip-ons, or any other formal shoes of decent colour, by female officers). Informal shoes like sport shoes, clogs, fancy & informal slip-ons, etc, shall under all circumstances be avoided;*
 - iii. *sitting in an improper posture, swinging legs extending full size beyond their table, playing with pens, etc, shall be avoided during the training sessions;*

- iv. everyone shall listen to the resource persons attentively;*
- v. no one shall use social medial applications like WhatsApp, Facebook, Instagram, etc., in his/her mobile phone, laptop, tablet, etc., inside the class room during the training sessions when a resource person is present and is addressing the class;*
- vi. no one shall answer to any call on mobile phone sitting inside the classroom, and if the call is very important and cannot be avoided then the officer may, with prior permission of the resource persons, go out of the class, without disturbing the fellow trainees in the class room, and take the call outside the class room;*
- vii. talking with each other inside the classroom, when the resource person is present and is addressing them, shall be avoided, unless it is essential in the context of the class and subject, for example during interaction on the subject matter of the class or if asked by the resource person;*
- viii. no one shall leave the classroom frequently to take long telephone calls in the corridors outside the class, though one may go out to attend an urgent call for a short duration as mentioned in point no (vi) herein above;*
- ix. no one shall chew betel (paan), tobacco, pan masala, chewing gum, etc, during the training sessions;*
- x. everyone shall take care to ensure that the property and fixtures of the Academy are not damaged and to see that health and hygiene of others is not adversely affected by his/her conduct;*
- xi. no one shall do anything or omit to do anything, when such act or omission is apparently unbecoming of a prudent and responsible judicial officer; and*
- xii. everyone shall abide by the lawful & legitimate instructions, if any, given by the officers of the Directorate of the Academy with regard to discipline, etiquettes and decorum.*

II. 'DOs' and 'DON'Ts' for online/virtual training programmes;-

- a. *every officer shall join the VC sessions from their office, res-office or any other room, not being a washroom or public place, with a modest and decent background, and in case, because of any such compelling and unavoidable circumstances, an officer is required to attend the sessions from inside a moving vehicle or train or from a public place, then prior permission of the Director, OJA on this score shall be taken, either in writing or over phone;*
- b. *every officer shall join the VC sessions preferably from a computer system or laptop, and only in exceptional circumstances from his/her mobile phone;*
- c. *while joining the VC sessions independently every officer shall disclose his/her name and designation, and none shall join the training session mentioning the make (company name) of his/her mobile phone as the participant;*
- d. *when two or more officers of the same station join a VC session from one point or one system (computer/laptop) then the name of the court building and station should be mentioned as the participant and the designation of the officers attending the programme may be mentioned within bracket. For example, if an ADJ and a JMFC of a particular station say Cuttack, are attending a particular training programme from one system inside the premises of District Court, Cuttack, then the name of the user/participant shall be mentioned as "District Court, Cuttack (ADJ & JMFC)";*
- e. *the participants shall maintain all VC etiquettes during the online sessions;*
- f. *the participants shall as soon as they join a VC session, and even prior to the commencement of the programme, maintain absolute discipline and shall avoid unnecessary interactions*

amongst each other in the meeting room through the VC session;

- g. the participants shall keep their video on through and through focusing the same to them and not to any other object or place (like roof/fan, etc,) in the room, and shall listen to the resource persons attentively looking towards the camera, so that, the resource persons may interact with them, as and when they desire to do so;*
- h. while attending the online sessions, the participants shall not divert their attention by doing other work, like verifying files/records, constantly interacting with staff & others, etc;*
- i. the participants shall keep themselves muted, through & through unless & until they intend to put any question/query to the resource persons, or the resource persons want them to answer any question made by them;*
- j. before putting any question as aforesaid, they shall click on the sign/option to raise their hand in the virtual meeting in order to seek permission of the resource person, so as to ensure that the flow of address by the resource person is not disturbed. They may also type out their query/question in the message section so as to draw the attention of the resource person to the same;*
- k. the participants shall check their audio and video from time to time during the training sessions, so as to ensure that their video is on and the audio is off/muted;*
- l. every one shall attend the training programmes in proper attire, which is in conformity with Rule-548 GR & CO Vol.- I, Hon'ble Court's Circular Letter No. 6886 of 2022 /dt. 4th May, 2022, and OJA letter no. 909 (30)/ dt.26.09.2024, treating the training programmes as 'official functions' as has been referred to in the aforesaid Rule of GR & CO (Civil) Vol. I and the circular letter of the Hon'ble Court;*

- m. no one shall use social medial applications like WhatsApp, Facebook, Instagram, etc., in his/her mobile phone, laptop, tablet, etc., during the training sessions when a resource person is present and is addressing the class;*
- n. no one shall chew betel (paan), tobacco, pan masala, chewing gum, etc, during the training sessions;*
- o. no one shall answer to any call on mobile phone sitting in front of the system during the sessions, and if the call is very important and cannot be avoided then the officer may take the call for a short duration after ensuring that his/her audio is muted and the video is off. However, switching off the video with a false plea of attending an urgent telephone call shall be seriously viewed;*
- p. no one shall do anything or omit to do anything, when such act or omission is apparently unbecoming of a prudent and responsible judicial officer, and everyone shall abide by the lawful & legitimate instructions, if any, given by the officers of the Directorate of the Academy with regard to discipline, etiquettes and decorum.*

Any such instance, where an officer is found to be deliberately or wilfully violating the aforementioned norms/instructions, or is found to be not following the same, without any reasonable and plausible explanation, when comes to the personal notice of the Director, OJA, or when it is intimated to him by any member of the Directorate of the Academy or by the District Judge-cum-I/C or Deputy Director (I/c) of any of the Regional Judicial Academies, he (Director, OJA) shall bring the same to the notice of the Hon'ble Chairman, Judicial Academy & Training Committee, for favour of kind consideration and necessary orders. It is made clear that any such violation as aforesaid by any judicial officer may result in recommendation for initiation of necessary disciplinary action against him/her.

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By Email

ODISHA JUDICIAL ACADEMY : CUTTACK

Sector-1, CDA, Abhinav Bidanasi, Cuttack - 753014 E-mail ID- orissajudicialacademy@gmail.com

Letter No. 909(30) Date 26.09.2024

From,

Sri Bidyut Kumar Mishra,
Director,
Odisha Judicial Academy,
Cuttack.

To,

The District & Sessions Judges (All).

Sub: "Etiquette of Dress Code" for the Judicial Officers of the State of Odisha including 54 Civil Judges (Junior Division) on probation of 2022 batch.

Madam / Sir,

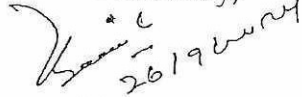
Apropos the subject, I am to convey that the Hon'ble High Court of Orissa stipulated the Dress Code for the Judicial Officers of the State of Odisha, vide Court's Circular Order No. 13 of 2022 (Rule 548 of GRCO (Civil)) and Court's Circular Letter No. 6886 of 2022 dated 04.05.2022.

In the above premises, the Hon'ble Chairman, Judicial Academy & Training Committee, High Court of Orissa have been pleased to approve to communicate the aforesaid matter to the District Judges of the State and request them to instruct the Judicial Officers working under his / her control to adhere the instructions imparted in the above mentioned Circulars of the Hon'ble Court's with regard to proper Etiquette of Dress Code for better cooperative environment while attending the training programmes at OJA and RJAs.

This is for favour of kind information and necessary action.

Encl: As above

Yours faithfully,


26/9/2024
Director,
Odisha Judicial Academy,
Cuttack

THE HIGH COURT OF ORISSA, CUTTACK

CIRCULAR LETTER NO. 6886 OF 2022

Dated, the 04th May, 2022

Sub- Stipulation of Dress Code for the Judicial Officers in the State of Odisha - regarding.

The Dress Code of the Judicial Officers should be in keeping with the dignity of their office. Though Rule-548 of the G. R. & C. O. (Civil) Volume-I, 1985 Edition, stipulates about the dress code of Judicial Officer, it is silent on the dress code for the women Judicial Officers and dress code on ceremonial occasions and official functions/ visits. Therefore, the High Court is pleased to prescribe the following dress code for the women Judicial Officers and the Ceremonial dress code for both men and women Judicial Officers of the State.

All women Judicial Officers should wear.

- a. White/black, full/half sleeve, high neck blouse/ shirt with collar
- b. Sarees white/ cream/ grey/ black (or) combination thereof
- c. Salwar/ Churidar/ trousers (White/ cream/ grey/ black)
- d. Full sleeve black coat/ other Full Sleeve coat.

Note: Nothing should be worn which is likely to cause disturbance during the court proceedings or which is unbefitting to the dignity of a Judicial Officer.

On ceremonial occasions and official functions/ visits,

- (i) the male Judicial Officers shall wear full suit, full sleeve coat/ half sleeve coat, sober colour shirt with full sleeves, tie and shoes, and
- (ii) the women Judicial Officers shall wear dress as indicated in (a) to (c) above with full sleeve coat/ half sleeve coat befitting the dignity of a Judicial Officer.

Therefore, all the Judicial Officers in the State are hereby directed to follow the above dress code scrupulously, in addition to the provision contained under Rule-548 of the G.R. & C.O. (Civil) Vol-I, 1985 Edition.

All the Dist. & Sessions Judges of the State are requested to circulate the above instructions among all the Judicial Officers working in their judgements.

ADMINISTRATIVE DEPARTMENT

(Rules Section)

Memo No. 6887(62) Date... 04-05-2022

Copy forwarded to the

1. All the Dist. & Sessions Judges of the State
2. Director, Odisha Judicial Academy, Cuttack
3. Member-Secretary, Odisha State Legal Services Authority, Cuttack.

By order
4.5.2022
REGISTRAR (ADMN.)

4.5.2022
REGISTRAR (ADMN.)

Memo. No. 6888 (120) Date 04-05-2022

Copy forwarded to the:

1. Presiding Officer, Industrial Tribunal, Bhubaneswar/ Rourkela
2. Presiding Officer, Educational Tribunal, Odisha, Bhubaneswar
3. Director of Public Prosecution, Odisha, Bhubaneswar
4. Chairman, Administrative Tribunal, Odisha, Bhubaneswar Bench/ Cuttack Bench
5. Second Motor Accident Claims Tribunal, Berhampur, Sambalpur
6. Chairman, Sales Tax Tribunal, Odisha, Cuttack
7. Member-Secretary, Odisha State Legal Services Authority, Cuttack
8. Member, State Transport Appellate Tribunal, Sector-6, Plot No.1437, Block-9, Abhinaba Bidanasi, Cuttack
9. Judge, Family Court, ... / All)
10. Special Judge (Vigilance)/ Addl Spl. Judge (Vigilance), Cuttack/ Bhubaneswar
11. Special Judge (CBI), Bhubaneswar
12. Chairman, Arbitration Tribunal, Bhubaneswar
13. Presiding Officer, Co-operative Tribunal, Bhubaneswar
14. Presiding Officer, Labour Court, Bhubaneswar/ Jeypore/ Sambalpur
15. Commissioner of Hindu Religious Endowments, Bhubaneswar
16. Director, Odisha Judicial Academy, Cuttack
17. Special Railway Magistrate, Khurda Road at Jatani/ Titilagarh
18. Authorized Officers, Special Judge (Spl. Court), Cuttack/ Bhubaneswar
19. Special Officer (special Court), Bhubaneswar/ Cuttack
20. Presiding Officer, IAR & R Authority, Cuttack/ Berhampur/ Sambalpur
21. Secretary, Lokayukta, Bhubaneswar
22. Registrar, Odisha Human Right Commission, Bhubaneswar
23. Presiding Officer, Odisha, Waqf Board, Old Secretariat, Cuttack
24. Adjudicating Officer, Odisha Real Estate Regulatory Authority, Bhubaneswar


4.5.2022
REGISTRAR (ADMN)

THE HIGH COURT OF ORISSA, CUTTACK

CIRCULAR ORDER NO. 13 OF 2022

(CIVIL)

Page-154, Rule-548

Insert the following as Sub-rules- (c) and (d) after the existing Sub-rule-(b) of Rule-548 of the G R & C O (Civil) Vol-I, 1955 Edition

- (c) All women Judicial Officers should wear:-
- (i) White/black, full/half sleeve, high neck blouse/ shirt with collar
 - (ii) Sarees white/ cream/ grey/ black (or) combination thereof
 - (iii) Salwar/ Churidar/ trousers (White/ cream/ grey/ black)
 - (iv) Full sleeve black coat/ other Full Sleeve coat.

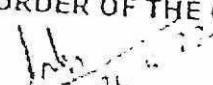
Note: Nothing should be worn which is likely to cause disturbance during the court proceedings or which is unbefitting to the dignity of a Judicial Officer.

- (d) On ceremonial occasions and official functions/ visits,
- (i) the male Judicial Officers shall wear full suit, full sleeve coat/ half sleeve coat, sober colour shirt with full sleeves, tie and shoes, and
 - (ii) the women Judicial Officers shall wear dress as indicated in (i) to (iv) of the Sub-rule (c), with full sleeve coat/ half sleeve coat befitting the dignity of a Judicial Officer.

Memo No. 8165 (30) / Date 26-05-2022
(XLIX-E-03/2022)

Copy forwarded to the District & Sessions Judge, (All)
for information and guidance and for communication to all the Judicial Officers
working under their control for information and strict adherence.

ADMINISTRATIVE DEPARTMENT
(Rules Section)

BY ORDER OF THE COURT,

(Dr. Bhagyalakshmi Rath)
REGISTRAR (ADMINISTRATION)