

Government of West Bengal
Department of Personnel and Administrative Reforms
Training Cell
State Secretariat, Nabanna, 7th Floor,
325, Sarat Chatterjee Road, Howrah – 711 102
Ph No. 033- 2253 5281; e-Mail: wbp.ar.trainingcell@gmail.com

No. 258 -PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 19th of June, 2024

From: The Special Commissioner in the Dept. of Personnel & Administrative Reforms

To: Shri Hindole Datta, WBCS (Exe.)
Associate Professor, NDM & E.O. Special Secretary, Govt. of West Bengal
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City, Kolkata – 700106.

**Sub: Non-Residential Training Programme for Head Assistants
from 8-12 July, 2024 at NSATI**

Apropos the above, the undersigned is directed to state that the following 30 (thirty) Head Assistants (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the training programme for Head Assistants to be held at NSATI, WB, **from 8th July, 2024 to 12th July, 2024** (5 working days) during office hours, as communicated vide his Memo No. 136-AP(HD)/2024 dated 12th June, 2024. The enlisted Departments may nominate any other untrained Head Assistant(s) who was/were promoted to the said post after December, 2024 if the Head Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Trainee	Departments
1.	Shri Aloke Ghosh	Backward Classes Welfare
2.	Shri Bidyut Kumar Guha	Finance
3.	Shri Indrajit Paul	Do
4.	Shri Karunamoy Das	Food Processing Industries & Horticulture
5.	Shri Nilay Chakrabarti	Food & Supplies
6.	Shri Chanchal Bhandari	Forest
7.	Shri Debashis Sarkar	Health & Family Welfare
8.	Shri Jishnu Prasad Sarkar	Home & Hill Affairs
9.	Shri Surajit Patra	Do
10.	Shri Gautam Adhikari	Industry, Commerce & Enterprises
11.	Smt. Kasturi Goswami	Do
12.	Shri Asit Mahata	Information & Cultural Affairs
13.	Shri Guru Charan Kisku	Land & Land Reforms and Refugee Relief & Rehab.
14.	Shri Manas Ghosh	Do
15.	Shri Pradip Kumar Sadhu	Minorities Affairs & Madrasah Education
16.	Shri Saikat Pramanik	Panchayat & Rural Development
17.	Shri Palash Chandra Chakraborty	Do
18.	Shri Pijus Kanti Saha	Paschimanchal Unnayan Affairs
19.	Shri Biswanath Das	Power
20.	Smt. Arpita Das (Biswas)	Public Works
21.	Shri Bhaskar Roy	Do
22.	Smt. Shnaoli Roy (Chatterjee)	School Education
23.	Shri Susanta Sarkar	Do

(P.T.O.)

24.	Shri Dipankar Ruidas	Technical Education, Training & Skill Development
25.	Shri Supriya Chakrabarty	Transport
26.	Shri Shamindra Mondal	Urban Development & Municipal Affairs
27.	Shri Tapas Kumar Ray	Do
28.	Shri Tarakeswar Bera	Water Resource Investigation & Development
29.	Shri Krishna Pada Shil	Governor's Secretariat
30.	Smt. Deblina Banerjee	WB Administrative Tribunal

This nomination may please be accepted and the participants list may be sent to this department immediately after completion of the training, together with an appraisal on the trainees/ participants.

Sd/-

Special Commissioner

No.258/1(22)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 19th of June, 2024

Copy forwarded to the Commissioner/ Special Secretary/ Registrar/Joint Secretary,

.....Department, with the request to kindly allow the official(s) concerned to participate in the said training and send the required details of the nominated candidate(s) to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) in the following format latest by 5th July, 2024 with an intimation to this Department (e-mail ID: wbparrainingcell@gmail.com). He/She is requested to nominate any other untrained Head Assistant(s) who was/were promoted to the said post after December, 2024 positively if the nominated Head Assistant(s) is/are unable to attend the said training.

Name of the Trainee	M/F	Name of the Dept.	Contact No. Mobile No. with Whatsapp facility	Correct Email id

Sd/-

Special Commissioner

No.258/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 19th of June, 2024

Shri/Smt..... Department. He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach NSATI by 09: 00 AM on the first day of the said training. The particulars of this training are enclosed herewith.

Sd/-

Deputy Secretary

No. 258/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 19th of June, 2024

Copy forwarded for necessary action to:

- ✓ 1. The I. T. Cell of this Department to upload the Memo on the website of this Dept.
2. The Section Officer, Training Cell of this Department.

Chitra
19/06/2024
Deputy Secretary



NetajiSubhas Administrative Training Institute

Government of West Bengal
FC Block, Salt Lake, Kolkata – 700 106
Email id - atiwbtrainingcourse@gmail.com

Memo No. 136 - AP (HD) / 2024

Date: 12.06.2024

From: The Special Commissioner,
Personnel & Administrative Reforms Department,
Government of West Bengal

To: Hindole Datta, WBCS (Exe.),
Associate Professor, NDM & E.O. Spl. Secy., GoWB

Sub: Proposal for the Non-Residential Training Programme for Head Assistants (Batch - 2) at NSATI from 08.07.2024 to 12.07.2024 (Five Working Days).

Ref: Your Memo no. 19-PAR(Trg)/HR/O/3T-107/2013 dated. 15.01.2024 & Our Memo no. 187 - AP(HD)/2023 dated. 21.12.2023

Sir,

With reference to above, as scheduled we submit a proposal for **Non-Residential Training Programme for Head Assistants (Batch - 2) at NSATI to be held from 8th July to 12th July, 2024 (Five Working Days).**

The details of the trainees may be forwarded in the below format.

Name of the Trainees	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Correct Email id

The modalities and timelines for the training to be followed, if approved are as follows:

1. Sponsoring of names of Head Assistants by P&AR (In above mentioned format) by **5th July, 2024**
2. Start date of training from **8th July, 2024**

A line of confirmation will be highly appreciated.

Enclosure:

1. Proposed Training Schedule.

Yours Sincerely,

(HINDOLE DATTA)

Proposed Training Schedule for Head Assistants

Day - 1 (08.07.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Secretariat Manual with special reference to office establishment and inter departmental references, Indexing and filing, noting and drafting, official communication
12.00 (noon). - 01.30 p.m.	
02.30 p.m. - 04.00 p.m.	WBSR Part -I
04.15 p.m. - 05.45 p.m.	

Day - 2 (09.07.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Health Scheme
12.00 (noon). - 01.30 p.m.	Death Cum Retirement Benefit Schemes
02.30 p.m. - 04.00 p.m.	IFMS
04.15 p.m. - 05.45 p.m.	HRMS

Day - 3 (10.07.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Government Accounting System
12.00 (noon). - 01.30 p.m.	West Bengal Financial Rules
02.30 p.m. - 04.00 p.m.	West Bengal Treasury Rules
04.15 p.m. - 05.45 p.m.	Management & Behavioral Science

Day - 4 (11.07.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Preparation of Budget
12.00 (noon). - 01.30 p.m.	Purchase policy and GeM
02.30 p.m. - 04.00 p.m.	GPF & GISS
04.15 p.m. - 05.45 p.m.	e-Office & Office Automation


Day - 5 (12.07.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Communicative English (E-mail writing)
12.00 (noon). - 01.30 p.m.	Communicative English (E-mail writing)
02.30 p.m. - 04.00 p.m.	Communicative English (Writing Memos & Notes)
04.15 p.m. - 05.45 p.m.	Communicative English (Writing Memos & Notes)

11.45 a.m. - 12.00 (noon) - Break

01.30 p.m. - 02.30 p.m. - Break

04.00 p.m. - 04.15 p.m. - Break


 Hindole Datta, WBCS (Exe.)
 Associate Professor, NDM & E.O. Spl. Secy. GoWB