

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

No. 329 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 31<sup>st</sup> of July, 2024

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

To: Shri Hindole Datta, WBCS (Exe.)  
Associate Professor, NDM & E.O. Spl. 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 Newly Appointed L. D. Assistants  
(Batch - 9) from 20-30 August, 2024 at NSATI**

In continuation of this Dept.'s earlier Memo No. 279 -PAR (Trg)/HR/O/3T-37/2019 dated the 1<sup>st</sup> of July, 2024, the undersigned is directed to state that the following 30 (thirty) L.D. Assistants (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the induction training to be held at NSATI, WB, **from 20<sup>th</sup> August, 2024 to 30<sup>th</sup> August, 2024** (8 working days) during office hours, as communicated vide his Memo No. 166-AP(HD)/2024 dated 23/07/2024. Enlisted Departments may nominate any other untrained L.D. Assistant(s) who was/were appointed in the said post during the period from 21/12/2022 to 03/08/2023 if the L.D. Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name	Department
1.	Wahed Raja	Disaster Management & Civil Defence
2.	Shri Soumya Kanti Jana	Do
3.	Smt. Saheli Das	Finance
4.	Smt. Sayantani Hazra	Do
5.	Kabir Akhtar Gayen	Do
6.	Shri Sandipan Paul	Higher Education
7.	Smt. Tushi Sarkar	Do
8.	Smt. Sanjana Bala	Do
9.	Shri Santosh Mondal	Home & Hill Affairs
10.	Shri Sourav Sadhukhan	Do
11.	Parvej SK	Do
12.	Shri Supriyo Gayen	Industry, Commerce & Enterprises
13.	Shri Sandip Mondal	Do
14.	Shri Subha Bag	Do
15.	Shri Ramesh Naskar	Do
16.	Shri Rakhal Rana	Irrigation & Waterways
17.	Shri Abhishek Datta	Do
18.	Seikh Masum Reza	Labour
19.	Shri Binoy Mandal	Do
20.	Sk Hafizul Rahaman Molla	Do
21.	Smt. Purnima Soren	Land & Land Reforms and RR&R
22.	Shri Suman Pradhan	Do



23.	Sk Mohammed Ramiz	Personnel & Administrative Reforms
24.	Shri Arpan Basu	Do
25.	Shri Rakesh Mudi	Do
26.	Shri Arijit Biswas	Do
27.	Shri Dipankar Bhowmick	Public Works
28.	Shri Niladri Basak	Do
29.	Md. Mehbub Alam	Do
30.	Ashrin Haque	Do

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. 329/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 31<sup>st</sup> of July, 2024

Copy forwarded to Commissioner/ Special Secretary/ Joint Secretary,

.....Department, with the request to kindly allow the official(s) concerned to participate in the said training and send their details to NSATI (e-mail ID: [atiwbtrainingcourse@gmail.com](mailto:atiwbtrainingcourse@gmail.com)) in the following format **latest by 16<sup>th</sup> August, 2024** with an intimation to this Department (e-mail ID: [wbparrainingcell@gmail.com](mailto:wbparrainingcell@gmail.com)). He/She is requested to nominate any other untrained L.D. Assistant(s) who was/were appointed in the said post during the period from 21/12/2022 to 03/08/2023 if the nominated L.D. 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. 329/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 31<sup>st</sup> of July, 2024

Shri/Smt.....Dept. 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. 329/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 31<sup>st</sup> of July, 2024

Copy forwarded for information and 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.

Deputy Secretary

*[Handwritten Signature]*  
31/07/2024





# Netaji Subhas Administrative Training Institute

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

Date: 23.07.2024

Memo No. 166 - AP (HD) / 2024

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

To: Sri Hindole Datta, WBCS (Exe.),  
Associate Professor, NDM & E.O. Special Secretary

Sub: Proposal for the Non-Residential Induction Training Programme for Newly Appointed LDAs (Batch - 9) at NSATI from 20.08.2024 to 30.08.2024 (Eight 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 Induction Training Programme for Newly Appointed LDAs (Batch - 9) at NSATI to be held from 20<sup>th</sup> August to 30<sup>th</sup> August, 2024 (Eight 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 LDAs by P&AR (In above mentioned format) by **16<sup>th</sup> August, 2024**
2. Start date of training from **20<sup>th</sup> August, 2024**

A line of confirmation will be highly appreciated.

Yours Sincerely,

  
(HINDOLE DATTA)



Administrative Training Institute  
Govt. of West Bengal  
Introduction Training for Newly Recruited /Promoted LDAs

Day/Date	10-11(1Hour)	11-12(1 Hour)	12-12.15	12.15-1.15(1Hour)	1.15-2.00	2.00-3.30(1.30Hour)	3.30-3.45	3.45-5.15 (1.30Hour)	5.15-6.15(1 Hour)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Day 1	Secretariat manual with special reference to office establishment and inter departmental references including Rules of Business	Office procedure- a)Discipline in attendance and completion of the work within the time allotted b)Receiving of Dak, diaries of letters,files and documents etc c)despatch of letters and keeping office copies and other process	Tea Break	a) Over view of W.B.S.R-Part One, b) indexing of files	Lunch	Office procedure- a) Acting arrangements b) Leave account c) Maintenance of service book and service record	Tea Break	Office procedure (accounts)-a)Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of DDO's Handbook b)Preparation/checking of office expense bill/other charges/Grants-In-aid	
Day 2	Pre-Course Assessment, Communicative English	Session on Writing Memos & Notes	Tea Break	Session on Writing Memos & Notes	Lunch	Session on E-mail writing (part II)	Tea Break	Session on E-mail writing (part II)	Briefing on WBRTPS Act/rule
Day 3	Office procedure - Government property - Maintaining accounts of property and land - realization of rents.	Office procedure (accounts) -a) Preparation/ checking bill for recoupment of permanent advance or undischursed cash. b) Preparation/ checking of bills for refund of Revenue and Revenue Deposits	Tea Break	Office procedure (accounts)-Budget procedures- preparation of Budget estimate and Revised estimate		Office procedure (accounts)- a)Receipts of Government b)Procedure of filing receipted challan (TR FORM no.7) c) Bills claiming dues from Government-how to check such bills.	Tea Break	Basics of Government Accounting system	Office procedure (account Original grant, supplement grant and re-appropriation
Day 4	a) Maintenance of case book b) Notings on amendment of Acts and Rules	Gender Sensitization	Tea Break	Death cum retirement benefits	Lunch Break	Office procedure (accounts)- a)Conditions to be satisfied for presentation of claims to the Kolkata PAO or a Treasury; DDO's Handbook First chapter b)Preservation of office copy of bill, voucher, sub voucher and documents relating to countersignature of bill	Tea Break	West Bengal Backward Classes (other than SC and STs) Reservation of Vacancies in Services and Posts Rules, 2012  West Bengal SC and ST (reservation of Vacancies in Services and posts) Rules, 1976	West Bengal Health S.I

Administrative Training Institute  
Govt. of West Bengal  
Introduction Training for Newly Recruited /Promoted LDAs

Day 5	Cyber Security & GeM	Use of E-office for Office work	Tea Break	Use of E-office for Office work	Lunch	Use of E-office for Office work	Tea Break	Use of E-office for Office work	Office procedure a) F of letters and documents file b) Maintenance register c) Stock maintenance stationary and other articles including furniture and stored)keeping of files Takid bundles (TB) with assistance of Record supplier, regular check T B
Day 6	IFMS	IFMS	Tea Break	HRMS	Lunch	HRMS	Tea Break	HRMS	
Day 7	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept.	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	
Day 8	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept.	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	