

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. 389 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of September, 2024

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

To: Shri Rahul Kr. Samanta, WBRS
Additional Director
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City, Kolkata – 700106.

Sub: **Reg. Non-Residential Induction Training Programme for Newly Appointed L. D. Assistants (Batch - 10) from 18-27 September, 2024 at NSATI**

In partial modification to the memo. no. 381-PAR (Trg)/HR/O/3T-37/2019 dated 06/09/2024, the undersigned is directed to state that the following 2 (two) L.D. Assistants (table below) have been nominated to undergo the induction training to be held at NSATI, WB, from 18th September, 2024 to 27th September, 2024 (8 working days) in place of the candidates mentioned at serial nos. 28 & 29 of the memo. no. mentioned above.

Sl. No. in memo. No. 381-PAR (Trg) dated 06/09/2024	Name	Department
28.	Shri Narendra Murmu	School Education
29.	Md. Imran Ali Molla	WB Administrative Tribunal

The remaining portion of the said memo. shall remain unchanged.

This nomination may please be accepted and the participants list may be sent to this department immediately after completion of the training.

Sd/-
Special Commissioner

No. 389/1(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of September, 2024

Copy forwarded to Registrar /Commissioner/ Special 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) in the following format **latest by 17th September, 2024** with an intimation to this Department (e-mail ID: wbp.ar.trainingcell@gmail.com).

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

Sd/-
Special Commissioner

No. 389/2(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of September, 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.

Sdf

Deputy Secretary

No. 389/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of September, 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.

Chandni
10/09/2024

Deputy Secretary

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)	
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
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, dispatching of letters, files and documents etc c) despatch of letters and keeping office copies and other process	Tea Break	a) Over view of WBSR-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 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 undischarged 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 Original grant and
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

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 of letter file (b) ? c) Stock stationery including stores like Takeda business assistance supplier, 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.	