



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: [wbp.par.trainingcell@gmail.com](mailto:wbp.par.trainingcell@gmail.com)

No. 07/PAR (Trg)/HR/O/3T-01/2019

Dated, Howrah, 8<sup>th</sup> day of January, 2019.

From: The Deputy Secretary  
To the Government of West Bengal.

To: The Commissioner/ Special Secretary/ Joint Secretary  
.....Department.

Sub: Request for sending nominations for DoPT Sponsored Residential Training Course on “Mainstreaming Minorities’ Development” from 29 – 31 January, 2019.

Madam/ Sir,

Please find the enclosed letter issued by ATI, WB, which is self explanatory. In this context, you are requested to kindly nominate one (01) officer from your Department or from the Directorate(s) under your control and forward the same to [wbp.par.trainingcell@gmail.com](mailto:wbp.par.trainingcell@gmail.com) by 18<sup>th</sup> January, 2019 to complete the whole process in time.

Yours faithfully,

Encl: As stated

Sd/-  
Deputy Secretary.

No. 07/3 (3) –PAR (Trg)/HR/O/3T-01/2019

Dated, Howrah, 8<sup>th</sup> day of January, 2019.

Copy forwarded for information and taking necessary action to:

1. The ..... Cell of this Department;
- ✓ 2. The I. T. Cell of this Department;
3. Guard File.

*K. Saha*  
Deputy Secretary



ADMINISTRATIVE TRAINING INSTITUTE  
GOVERNMENT OF WEST BENGAL

SALT LAKE CITY, SECTOR-III, FC-BLOCK, CALCUTTA - 700106  
EPABX : 2337-0120/2337-4043; FAX : (033) 2337-3960/4015/3818/3865 (Tel. Fax) Direct : 23596721

MS. GARGI GHOSH, WBCS (EXE)  
ASSOCIATE PROFESSOR, NATURAL DISASTER MANAGEMENT (NDM) &  
EX-OFFICIO JOINT SECRETARY TO THE  
GOVERNMENT OF WEST BENGAL.

No. 494/ATI/NDM/DoPT-50/2018-19 (Prof.NDM)

Date: 2<sup>nd</sup> Jan, 2019.

To  
The Principal Secretary to the  
Government of West Bengal,  
Personnel & Administrative Reforms Department (Training Cell)  
NABANNA  
325, Sarat Chatterjee Road,  
Sibpur, Howrah,  
West Bengal 711102

Comm. (Trg.)  
3.1.19

**Sub: Request for sending Nominations for the DoPT sponsored Training Course on "Mainstreaming Minorities' Development" from 29-31 January, 2019.**

Sir,

The Administrative Training Institute (ATI), W.B. will conduct a Training Course on "Mainstreaming Minorities' Development" from 29-31 January, 2019.

The Training Course will be conducted according to the following schedule:

Name of the Training Course	Name of the Course Director	Scheduled Date of the Training Course	Level of Officers Requested to be Nominated	Number of Officers to be Nominated
Mainstreaming Minorities' Development	Ms Gargi Ghosh, WBCS (Exe), Professor-in-Charge, NDM, ATI	29-31 Jan, 2019	Officers in the rank of Section Officer/ Registrar/ Asst. Secretary/ Dy. Secretary/ Asst. Director/ Dy. Director working in the Secretariat or Directorate	20 (twenty) Officers from different Departments of the Secretariat

1. Sir, you are earnestly requested to **kindly nominate 20 (twenty) Officers** of above noted levels working under various Departments of the Secretariat for the above training course by **22<sup>nd</sup> Jan, 2019 positively.**
2. There is no course fee for such training. No TA/DA will be reimbursed from this Institute to the participants for attending the training.
3. It is a Residential Training Course. This may be mentioned that no child or a family member or any other person would be allowed with the participant to stay at ATI.
4. The Identified Officers may be intimated Report ATI before 09.30 am on Tuesday, the 29<sup>th</sup> Jan, 2019.
5. For prompt communication of the particulars of the nominated persons against the training course as above, we always invite Fax / E-mail message from your end. **Our Tele-Fax No. is 033-2359-6721. E-mail may be sent to: gargighosh@wbati.org/professorndm@gmail.com. For filling up online Nomination please follow these step: atiwb.gov.in-> Click on Course Tab-> Click on Nomination. Select the course and Click for Nomination-> Proceed to Nomination-> Add New Nomination.**

Your kind co-operation is solicited.

Yours faithfully,

Gish 2.1.19  
(Ms. Gargi Ghosh)  
Professor-in-charge, NDM, ATI