

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: wbpar.trainingcell@gmail.com

No. 43 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of April, 2022

From: The Special Secretary to the Govt. of West Bengal

To: Shri Hindole Datta, WBCS (Exe.)
Associate Professor & Course Director,
Netaji Subhas Administrative Training Institute, West Bengal
FC Block, Salt Lake, Kolkata-700 106

Subject: **Induction training programme for L.D. Assistants to be held at NSATI from
17/05/2022 to 26/05/2022**

Ref: Memo No. 37-AP (HD) dated 22/02/2022 from the NSATI, West Bengal

In continuation to this Dept.'s earlier Memo No. 31-PAR(Trg)/HR/O/3T-37/2019 dated 28/03/2022 on the captioned subject, the undersigned is directed to state that the following 10 (Ten) Departments/Offices have been enlisted to nominate 30 (thirty) L.D. Assistants to participate in the captioned training programme which is scheduled to be held at NSATI, WB, from **17/05/2022 to 26/05/2022** during office hours, as communicated in his memo no. 37-AP (HD) dated 22/02/2022. The list of untrained L.D. Assistants of the enlisted Depts./Offices is enclosed herewith.

Now, the Depts./Offices hereto enlisted are being requested to nominate their respective number of candidates (as mentioned in table below) to attend the aforesaid training programme.

Sl. No.	Departments/Offices	No. of L.D. Assistants to be nominated
1.	Agriculture Marketing	1
2.	Correctional Administration	4
3.	Home & Hill Affairs	5
4.	Information Technology & Electronics	3
5.	Housing	3
6.	Transport	3
7.	Urban Development & Municipal Affairs	5
8.	Water Resources Investigation & Development	2
9.	Pay & Accounts Office -I	2
10.	Pay & Accounts Office -II	2
		Total - 30

This nomination may please be accepted and the absentee statement of the participants along with the appraisal of NSATI on the trainees/ participants may be sent to this Department after completion of the training.

Sd/-
Special Secretary

(P.T.O.)

No. 43/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of April, 2022

Copy forwarded to the Commissioner/Special Secretary/Joint Secretary/Pay & Accounts Officer,

..... Department, with the request to please spare () L.D. Assistants of his/her Dept./Office from the list of untrained L.D. Assistants to participate in the said training and send their details to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) in the following format at the earliest with an intimation to this Department (e-mail ID: wbpartrainingcell@gmail.com). He is also requested to instruct the nominated candidates to reach the training centre by 09: 00 AM on 17/05/2022.

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

Sd/-
Special Secretary

No. 43/2(2)- -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of April, 2022

Copy forwarded for necessary action to:

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

Chandrasekhar
27/04/2022
Assistant Secretary

**List of Untrained LDAs
(For Training from 17-26 May, 2022)**

Sl. No.	
Agriculture Marketing	
1.	Shri Krishna Das
Correctional Administration	
1.	Smt. Romili Banerjee
2.	Smt. Babita Pal
3.	Md. Asrafujjaman
4.	Partha Samajdar
Home & Hill Affairs	
1.	Deepayan Khanra (Dte. of EOI)
2.	Pratap Narayan Das
3.	Sourav Datta
4.	Pradip Dule
5.	Smt. Sima Gurung
6.	Kinkar Maiti
7.	Soham Mukherjee
8.	Swapan Kumar Jana
9.	Ranjit Kumar Tewari
10.	Shibnath Pramanik
11.	Sudipta Sarkar
12.	Sujay Sarkar
13.	Sourav Mandal
14.	Ratan De
15.	Rabindranath Samui
16.	Rupesh Kumar Sing
17.	Shahid Jafar
18.	Riton Seikh
19.	Smt. Mamata Kumari
20.	Ritu Kumari Gupta
21.	Chandan Dolui
22.	Seikh Moidul Haque
23.	Nazim Laskar
24.	Kiran Lama
25.	Abhijit Porel
26.	Manoj Kumar Bachhar
27.	Rajib Halder
28.	Paltu Mondal (DE Offences)
29.	Goutam Kumar Das
30.	Roghunath Tudu
31.	Subrata Halder
32.	Pranabesh Mondal
33.	Amrit Mahato
34.	Asfaq Midda
35.	Snehangshu Biswas

36.	Vivek Kumar Gupta
37.	Smt. Anamika Bag
	Housing
1.	Smt. Susmita Roy Choudhury
2.	Shri Agnimitra Samanta
3.	Debjani Das
4.	Md. Shahansah Nawaz
5.	Smt. Trifena Lepcha
6.	Kumaresh Naskar
7.	Suvendu Sahana
	Information Technology & Electronics
1.	Rudra Kanta Meur
2.	Koushik Pal
3.	Rabisankar Saha
	Transport
1.	Smt. Shreyoshi Pande
2.	Saswata Chatterjee
3.	Soumendu Chatteerjee
4.	Manotosh Mandal
5.	Prabir Ghosh
6.	Rajkumar Das
7.	Alahin Mondal
8.	Dipten Maji
9.	Dibakar Mandal
10.	Amit Dutta
	Urban Development & Municipal Affairs
1.	Md. Ali (UD)
2.	Susmita Biswas
3.	Rajdeep Maitra
4.	Sudip Ghosh
5.	Ruben Ghosh (UD)
6.	Debashis Debnath (Town & Country Planning)
7.	Bodhisatwa Nath
8.	Biplab Biswas
9.	Ali Imran Sardar
10.	Mithun Roy
11.	Sujoy Mandal
12.	Inzamamul Haque
13.	Rajesh Molla
14.	Basudeb Biswas
15.	Jayanta Biswas
16.	Smt. Ankita Barai
17.	Smt. Kaberi Biswas
18.	Satyajit Halder

19.	Samba Mojumdar
20.	Pratik Bose
21.	Kanu Debnath
22.	Sukdeb Kumar Mondal
23.	Subhajit Roy
	WRI&D
1.	Raj Kumar Karan
2.	Joydeep Biswas
	Pay & Accounts Office -I
1.	Rakesh Sardar
2.	Mithun Sardar
	Pay & Accounts Office -II
1.	Biswajit Halder
2.	Shibani Kundu



Netaji Subhas Administrative Training Institute

Government of West Bengal
FC Block, Salt Lake, Kolkata – 700 106

Memo No. 37 - AP (HD)

Date: 22.02.2022

From : Hindole Datta, WBCS (Exe.),
Associate Professor & Course Director, NSATI, GoWB
To : Sri Sudip Mitra,
Special Secretary to the Government of West Bengal,
Personnel & Administrative Reforms Department

Sub: Rescheduling of Classroom Training & Proposed Budget for the Training Programme for Newly Recruited/ Promoted Lower Division Assistants

Ref: 17-PAR(Trg.)/HR/O/3T-37/2019 dated, Howrah, the 18th day of February, 2022

Sir,

Apropos your last communication vide memo no. 17-PAR(Trg.)/HR/O/3T-37/2019 dated, the 18th day of February, 2022 referred above I would like to inform you the following:

- I. As per the communication, total number of trainees is 321 (Newly Recruited and Promoted) belonging to 54 departments. So, 11 (eleven) batches having 30 (thirty) number of trainees in each batch is required to complete the Induction Training. Depending on number of absentee and left over another batch may be required at the end. Therefore, we may start this training from 22nd March, 2022 as per following programme:

Schedule for Induction Training for Newly Recruited/ Promoted LDAs	
Batch	Duration
Batch 1	22.03.2022 to 31.03.2022
Batch 2	04.04.2022 to 13.04.2022
Batch 3	19.04.2022 to 28.04.2022
Batch 4	17.05.2022 to 26.05.2022
Batch 5	31.05.2022 to 09.06.2022
Batch 6	14.06.2022 to 23.06.2022
Batch 7	27.06.2022 to 07.07.2022
Batch 8	19.07.2022 to 28.07.2022
Batch 9	01.08.2022 to 11.08.2022
Batch 10	23.08.2022 to 01.09.2022
Batch 11	06.09.2022 to 15.09.2022
Batch 12 (if required)	19.09.2022 to 28.09.2022

- II. 30 (Thirty) number of trainees per batch (classroom based training) maintaining COVID-19 Protocol. Duration of each training will be eight (8) days starting from 10.00 A.M.



Netaji Subhas Administrative Training Institute

Government of West Bengal
FC Block, Salt Lake, Kolkata – 700 106

III. The tentative budget for the training is given below:

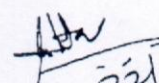
Sl No.	Components	Amount (Rs.) for 321 trainees
1.	NSATI Charges of Rs. 850/- per trainees per day non-residential training (Rs. 850 X 8 days X 321 trainees)	21,82,800/-
2.	Charges for Communicative English by British Council (Rate as per ref no. 37-PAR(Trg)/HR/O/3T-09/2019 dated. the 16th of March, 2020) [Aptis charges Rs. 700/- X 321 trainees] + [30,000 per batch of 20 trainees X 16 batches]	7,04,700/-
3.	Faculty Charges at Rs. 700/- per hour	4,03,200/-
4.	Transportation Charges at Rs. 1000/- per day for hiring vehicles (for guest faculty not using govt. vehicles)	96,000/-
	Total	33,86,700/-

As per the approval training module (copy enclosed) last two days are kept for providing an overview of the departmental works of the departments of the trainees. Naturally, it will be very helpful if the number of departments of the trainees in each batch is kept restricted within 4 to 6 departments.

Thanking You

Encls:- Training module

Yours faithfully,


(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, diarising 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 WBRTTS 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 (accounts) Original grant, supplementary 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 Scheme

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) Placing of letters and documents in file b) Maintenance of file register c) Stock maintenance of stationary and other articles including furniture and stored/keeping of files in Lakad bundles (LB) with assistance of Record supplier, regular checking of LB
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.	