

Government of West Bengal
Department of Personnel and Administrative Reforms
Training Cell
State Secretariat, NABANNA, 7th Floor
325, Sarat Chatterjee Road, Howrah – 711102
Telephone-03322535281, e-mail-wbpar.trainingcell@gmail.com

No. 234- PAR (Trg)/HR/O/3T-58/2014 (Part-1) Dated, Howrah, the 6th of November, 2023

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

To: The Addl. Chief Secretary/Principal Secretary/ Secretary,

.....
.....Department

Subject: Training Programme for Head Assistants at NSATI, WB
from 4-8 December, 2023

Ref. : Memo No. 163 - (HD)/2023 dated 01/11/2023 from NSATI, WB

Sir/ Madam,

In enclosing the letter referred to above, I am directed to inform you that the Netaji Subhas Administrative Training Institute, West Bengal is going to organize a classroom training programme for Head Assistants (30 participants) for a period of 5 working days **from 4th December, 2023 to 8th December, 2023** at NSATI, West Bengal. The schedule of this training is enclosed herewith.

In this connection, I am further directed to request you to kindly nominate one participant from your Department and send the nomination directly to NSATI, West Bengal (e-mail ID : atiwbtrainingcourse@gmail.com) by **1st December, 2023** in the following format for his/her participation in the said training, with an intimation to this Dept. (e-mail : wbpar.trainingcell@gmail.com). A total number of 45(forty five) Depts. have been enlisted for sending nominations to NSATI, WB and the selection will be done on a first-come- first-served basis.

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

Yours faithfully,

Enclo : As stated

Sd/-
Special Commissioner

(P.T.O.)

No.234/1(1) -PAR (Trg)/HR/O/3T-58/2014 (Part-1) Dated, Howrah, the 6th of November, 2023

Copy forwarded for information to :

Shri Hindole Dutta, WBCS (Exe.), Associate Professor, NDM & E.O. Special Secretary to the Govt. of WB, NSATI, Salt Lake, Kolkata -700106 with reference to his Memo No. 163 (HD)/2023 dated 01/11/2023. He is also requested to send the attendance report after the completion of the said training. The list of Depts. is enclosed herewith.

Sd/-

Special Commissioner

No. 234/2(2) -PAR (Trg)/HR/O/3T-58/2014 (Part-1) Dated, Howrah, the 6th of November, 2023

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.

Changpu
06/11/2023

Assistant Secretary



Netaji Subhas Administrative Training Institute

Government of West Bengal

FC Block, Salt Lake, Kolkata - 700 106

Email id - atiwbtrainingcourse@gmail.com

Memo No. 163 - AP (HD) / 2023

Date: 01.11.2023

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

To : The Special Secretary,
Dept. of P & AR, Govt. of West Bengal

Sub: Proposal for the Non-Residential Training Programme for Head Assistants (Batch - 4) at NSATI from 04.12.2023 to 08.12.2023 (Five Working Days).

Ref: Your memo no. 267-PAR (Trg)/HR/O/3T-107/2013 dated. the 10th December, 2022 & Our Memo no. 307 - AP(HD) dated. 09.11.2022

Sir,

With reference to above, as scheduled I would like to submit a proposal for non-residential training programme for Head Assistants (Batch - 4) at NSATI to be commenced from 04th December, 2023 to 08th December, 2023 (Five Working Days) instead of 29th November, 2023 to 05th December, 2023

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 **01st December, 2023**
2. Start date of training from **04th December, 2023**

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 (04.12.2023)

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 (05.12.2023)

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 (06.12.2023)

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 (07.12.2023)

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.	Learning on e-office & basic knowledge of Computer
04.15 p.m. - 05.45 p.m.	Learning on e-office & basic knowledge of Computer


Day - 5 (08.12.2023)

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

List of Departments

(For Training of Head Assistants from 4-8 December, 2023)

Sl. No.	Departments
1.	Agriculture
2.	Agricultural Marketing
3.	Animal Resource Development
4.	Backward Classes Welfare
5.	Consumer Affairs
6.	Co-operation
7.	Disaster Management & Civil Defence
8.	Environment
9.	Finance
10.	Fire & Emergency Services
11.	Food & Supplies
12.	Health & Family Welfare
13.	Higher Education
14.	Home & Hill Affairs
15.	Housing
16.	Industry, Commerce & Enterprises
17.	Information & Cultural Affairs
18.	Information Technology & Electronics
19.	Irrigation & Waterways
20.	Labour
21.	Land & Land Reforms and Refugee Relief & Rehabilitation
22.	Law
23.	Mass Education Extension & Library Services
24.	Minorities Affairs & Madrasah Education
25.	Non-conventional & Renewable Energy Sources
26.	North Bengal Development
27.	Panchayats & Rural Development
28.	Parliamentary Affairs
29.	Personnel & Administrative Reforms
30.	Planning & Statistics
31.	Power
32.	Public Enterprises & Industrial Reconstruction
33.	Public Health Engineering
34.	Public Works
35.	School Education
36.	Science & Technology & Bio-Technology
37.	Sundarban Affairs
38.	Technical Education, Training & Skill Development
39.	Tourism
40.	Transport
41.	Tribal Development
42.	Urban Development & Municipal Affairs
43.	Water Resource Investigation & Development
44.	Women & Child Development & Social Welfare
45.	Youth Services & Sports