

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.ar.trainingcell@gmail.com](mailto:wbp.ar.trainingcell@gmail.com)

No. 254 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 29<sup>th</sup> of November, 2023

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

To: Shri Hindole Datta  
Associate Professor & E.O. Special 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  
from 18<sup>th</sup> to 28<sup>th</sup> December, 2023 at NSATI**

In continuation of this Dept.'s earlier Memo No. 216-PAR(Trg)/HR/O/3T-37/2019 dated 13/10/2023, 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 18<sup>th</sup> December, 2023 to 28<sup>th</sup> December, 2023** (8 working days) during office hours, as communicated in his Memo No. 148-AP(HD)/2023 dated 12/10/2023. Departments may nominate any other untrained L.D. Assistant(s) who was/were appointed in the said post in between 04/01/2022 and 03/08/2023 if the nominated L.D. Assistant(s) is/are unable to attend the said training.

Sl. No.	Name	Department
1.	Shri Pritam Sarkar	Co-operation
2.	Shri Tufan Som	Do
3.	Shri Sagnick Roy	Do
4.	Shri Debraj Paul	Disaster Management & Civil Defence(Disaster Management)
5.	Smt. Soumita Koley	Do
6.	Shri Abirlal Roy	Fisheries
7.	Shri Nabarun Sen	Do
8.	Shri Sudip Chowdhury	Higher Education
9.	Shri Souvik Samanta	Do
10.	Smt. Paulami Mandy	Do
11.	Shri Sanat Kumar Das	Housing
12.	Shri Subhajit Biswas	Do
13.	Smt. Souparnee Jana	Do
14.	Shri Rakesh Makhal	Industry, Commerce & Enterprises
15.	Shri Biswajit Ghosh	Do
16.	Shri Debapriya Ghosh	Do
17.	Shri Monojit Das	Information & Cultural Affairs
18.	Smt. Dipika Bera	Do
19.	Shri Subhadip Biswas	Do
20.	Smt. Priti Sarkar	Labour
21.	Smt. Sanchari Sinha Roy	Do
22.	Smt. Aishwarya Dey	Do
23.	Shri Deb Kumar Biswas	Panchayats & Rural Development

24.	Shri Tuhin Ganguli	Do
25.	Shri Sukhendu Chakraborty	Do
26.	Shri Abhishek Chakraborty	Do
27.	Shri Bappa Mondal	Parliamentary Affairs
28.	Smt. Ishita Biswas	School Education
29.	Shri Bikram Biswas	Do
30.	Shri Souvik Chakraborty	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. 254/1(11)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 29<sup>th</sup> of November, 2023

Copy forwarded to the 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 15/12/2023 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 in between 04/01/2022 and 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	Home Address

Sd/-

Special Commissioner

No. 254/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 29<sup>th</sup> of November, 2023

Shri/Smt.....

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/-

Assistant Secretary

No. 254/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 29<sup>th</sup> 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.

*Chandrasekhar*  
29/11/2023  
Assistant 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)	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 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 undisbursed 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 Takid bundles (TB) with assistance of Record supplier, regular checking of 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.	