

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.par.trainingcell@gmail.com

No. 68 -PAR (Trg)/HR/O/3T-57/2014(Part-I) Dated, Howrah, the 19th day of February, 2024

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

To: Shri Hindole Datta
Associate Professor, NDM & E.O. Special Secretary, Govt. of West Bengal
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City,
Kolkata – 700 106.

Sub: Training Programme for Deputy Secretaries belonging to WBSS Cadre from
01/03/2024 to 12/03/2024

In connection with the above, the undersigned is directed to state that the following Deputy Secretaries/Deputy Registrar (30 participants) have been nominated to undergo the training programme for Deputy Secretaries, to be held at NSATI, WB, from 01/03/2024 to 12/03/2024 (seven working days) during office hours, as communicated vide his Memo No. 22-AP(HD)/2024 dated 08/02/2024.

The Officers hereinunder nominated (table below) are being requested to reach the training centre by 09: 00 a.m. on the first day of the training programme.

Sl. No.	Name	Department
1.	Shri Sankar Das	Backward Classes Welfare
2.	Smt. Sudakshina Ray	Consumer Affairs
3.	Shri Sunil Kumar Mondal	Co-operation
4.	Shri Bishnupada Jotdar	Finance
5.	Shri Achintya Bachhar	Finance
6.	Shri Samik Aich	Finance
7.	Shri Goutam Mukhopadhyay	Food & Supplies
8.	Smt. Ruchira Basu	Food & Supplies
9.	Shri Manabendra Dewan	Governor's Secretariat
10.	Shri Sujit Kumar Mandal	Health & Family Welfare
11.	Shri Partha Ghosh	Higher Education
12.	Md. Adnan Ali	Home & Hill Affairs(WBHRC)
13.	Shri Sumit Mukhopadhyay	Home & Hill Affairs (CMO)
14.	Shri Nilotpal Mitra	Home & Hill Affairs
15.	Shri Prasanta Kumar Mondal	Housing
16.	Shri Arun Kumar Roy	Judicial
17.	Shri Samaresh Jatua	Labour
18.	Shri Syamal Ghatak	L&LR and RR&R
19.	Smt. Bulbul Soren	L&LR and RR&R
20.	Shri Niloy Biswas	Minority Affairs & Madrasah Education
21.	Shri Jyotish Sarkar	North Bengal Development
22.	Shri Soumik Banerjee	Personnel & Administrative Reforms

23.	Smt. Nina Roy (Deputy Registrar)	P&AR (Lokayukta)
24.	Shri Joydev Chakraborty	Technical Education, Training & Skill Dev.
25.	Shri Tarun Kanti Sarkar	Transport
26.	Shri Jitendranath Mondal	Tribal Development
27.	Shri Kalidas Biswas	Urban Development & Municipal Affairs
28.	Shri Sanjoy Das	Youth Services & Sports
29.	Shri Sourav Bhattacharjee	Youth Services & Sports
30.	Shri Avijit Mitra	WB Staff Selection Commission

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

Sd/-
Special Commissioner

No. 68/1(22) -PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, the 16th day of February, 2024

Copy forwarded to the Chairman/Commissioner/Special Commissioner/ Registrar/Special Secretary,

.....Department,
with the request to kindly allow the officer concerned to participate in the said training and send his/her nomination to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) within 29/02/2024 in a prescribed format as mentioned in Memo No. 22-AP(HD)/2024 dated 08/02/2024 of NSATI (copy enclosed) under an intimation to this Department(e-mail : wbpar.trainingcell@gmail.com).

Sd/-
Special Commissioner

No. 68/2(30)-PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, the 16th day of February, 2024

Shri/Smt.
He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach ATI by 09: 00 a.m. on 01/03/2024. The particulars of this training are enclosed herewith.

Sd/-
Special Commissioner

No. 68/3(2)-PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, the 16th day of February, 2024

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.

Chiranjit
19/02/2024
Deputy Secretary



Netaji Subhas Administrative Training Institute

Government of West Bengal

FC Block, Salt Lake, Kolkata – 700 106

Email id - atiwbtrainingcourse@gmail.com

Memo No. 22 - AP (HD) / 2024

Date: 08.02.2024

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

To : The Special Commissioner
in the Dept. of Personnel & Administrative Reforms
Government of West Bengal

Sub: Proposal for the Non-Residential Training Programme for Deputy Secretaries at NSATI from 01.03.2024 to 12.03.2024 (Seven Working Days).

Ref: Your Memo no. 19-PAR(Trg)/HR/O/3T-107/2013 dated. 15.01.2024 & Our Memo no. 187 - AP(HD)/2023 dated. 21.12.2023

Sir,
With reference to above, as scheduled we submit a proposal for **Non-Residential Training Programme** for Deputy Secretaries at NSATI to be held from 1st March, 2024 to 12th March, 2024 (Seven Working Days).

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 Deputy Secretaries by P&AR (In above mentioned format) by **29th February, 2024**
2. Start date of training from **1st March, 2024**

A line of confirmation will be highly appreciated.

Yours Sincerely,

(HINDOLE DATTA)

Proposed Training Schedule for Deputy Secretaries

Day - 1 (01.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Roles & Responsibility of Deputy Secretaries
12.00 (Noon) - 01.30 p.m.	West Bengal Service Rules
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 p.m.	CCA Rules

Day - 2 (04.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Financial Rules
12.00 (Noon) - 01.30 p.m.	Duties Rights & Obligations of Government Employees
02.30 p.m. - 04.00 p.m.	Purchase Policy with special reference to e-Tender & GeM
04.15 p.m. - 05.45 p.m.	Pay Fixation & any other Service Rules

Day - 3 (05.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Departmental Budget
12.00 (Noon) - 01.30 p.m.	Right to Information Act, 2005
02.30 p.m. - 04.00 p.m.	HRMS
04.15 p.m. - 05.15 p.m.	

Day - 4 (06.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Treasury Rules
12.00 (Noon) - 01.30 p.m.	Behavioral Science & Management
02.15 p.m. - 03.45 p.m.	Death Cum Retirement Benefits
04.00 p.m. - 06.00 p.m.	IFMS

Day - 5 (07.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Basis Learning on e-office & Computer
12.00 (Noon) - 01.30 p.m.	
02.30 p.m. - 04.00 p.m.	West Bengal Health Scheme
04.15 p.m. - 05.15 p.m.	Email Writing

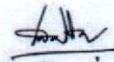
Day - 6 (11.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Spoken English- Introduction
12.00 (Noon) - 01.30 p.m.	Spoken English - Group Discussions
02.30 p.m. - 04.00 p.m.	Spoken English - Group Discussions
04.15 p.m. - 05.45 p.m.	Spoken English - Group Discussions

Day - 7 (12.03.2024)

Time	Topics
10.15 a.m. - 11.45 a.m.	Report Writing
12.00 (Noon) - 01.30 p.m.	Report Writing
02.30 p.m. - 04.00 p.m.	Report Writing
04.15 p.m. - 05.45 p.m.	Report Writing

11.45 a.m. - 12.00 (Noon) - Break
 01.15 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