

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: wbpar.trainingcell@gmail.com

No. 54 -PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, Howrah, the 6<sup>th</sup> of February, 2025

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

To: Shri Rahul Kr. Samanta, WBRS  
Additional Director  
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  
17/02/2025 to 25/02/2025

In connection with the above, the undersigned is directed to state that the following Deputy Secretaries (30 participants) have been nominated to undergo the training programme scheduled to be held at NSATI, WB, from 17/02/2025 to 25/02/2025 (seven working days) during office hours, as communicated vide his Memo No. 74/ATI-13012/3/2025 dated 30/01/2025. Depts. may nominate any other untrained Dy. Secretary/Dy. Secretaries who has/have at least one year service period as on 17/02/2025 if the nominated officer(s) is/are unable to attend the said training.

The Officers hereinunder nominated (table below) are being requested to reach the training centre by 09: 15 a.m. on the first day of the training programme.

Sl. No.	Name	Department
1.	Shri Ashis Kumar Ray	Backward Classes Welfare
2.	Shri Swapan Kumar Basu Roy	Consumer Affairs
3.	Shri Kalyan Kanti Chowdhury	Co-operation
4.	Shri Pranab Chokroborty	Finance
5.	Shri Amit Kumar Das	Do
6.	Smt. Mousumi Roy	Food & Supplies
7.	Shri Bibhas Dey	Forest
8.	Shri Saikat Phani	Health & Family Welfare
9.	Shri Tapas Kumar Bhattacharyya	Higher Education
10.	Shri Sabyasachi Bhattacharya	Home & Hill Affairs
11.	Shri Kushal Ghosh	Do
12.	Shri Susen Halder	Housing
13.	Shri Siddhartha Mukherjee	Industry, Commerce & Enterprises
14.	Shri Sandeep Ghoshal	Judicial
15.	Shri Malay Ray	Labour
16.	Shri Debashis Kar	Land & Land Reforms and RR&R
17.	Shri Abhijit Chaudhuri	Do
18.	Shri Sibaprasad Sinharay	Law
19.	Shri Sujit Mandal	Mass Edu. Extension & Library Services
20.	Shri Goutam Ghosh	MSME & Textiles
21.	Shri Sanjay Chakrabarti	Public Enterprises & Industrial Reconstruction
22.	Shri Nirmal Kumar Roy	Panchayat & Rural Development

(P.T.O.)



23.	Shri Tapan Kumar Ghorai	Public Works
24.	Shri Snehashis Mondal	Public Health Engineering
25.	Smt. Sima Bhattacharyya	Planning & Statistics
26.	Shri Dipak Kumar Mondal	School Education
27.	Shri Arup Kumar De	Tribal Development
28.	Shri Sobhan Bhattacharya	Urban Dev. & Municipal Affairs
29.	Shri Tapas Kumar Biswas	Water Resources Investigation & Dev.
30.	Shri Sourav Bhattacharjee	Youth Services & Sports

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/-  
Senior Special Secretary

No. 54/1(27) -PAR (Trg)/HR/O/3T-57/2014(Part-I) Dated, Howrah, the 6<sup>th</sup> of February, 2025

Copy forwarded to the Commissioner/Special Commissioner/ Special Secretary/ Joint Secretary,

.....Department, with the request to kindly allow the officer(s) concerned to participate in the said training and send his/her nomination to NSATI (e-mail ID: [atiwbtrainingcourse@gmail.com](mailto:atiwbtrainingcourse@gmail.com)) within **13<sup>th</sup> February, 2025** in a prescribed format as mentioned in Memo No. 74/ATI-13012/3/2025 dated 30/01/2025 of NSATI (copy enclosed) under an intimation to this Department (e-mail : [wbp-ar.trainingcell@gmail.com](mailto:wbp-ar.trainingcell@gmail.com)). He/She is requested to nominate any other untrained Dy. Secretary/Dy. Secretaries who has/have at least one year service period as on 17/02/2025 if the nominated officer(s) is/are unable to attend the said training.

Sd/-  
Senior Special Secretary

No. 54/2(30)-PAR (Trg)/HR/O/3T-57/2014(Part-I) Dated, Howrah, the 6<sup>th</sup> of February, 2025

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: 15 a.m. on 17/02/2025. The particulars of this training are enclosed herewith.

Sd/-  
Senior Special Secretary

No. 54/3(2)-PAR (Trg)/HR/O/3T-57/2014(Part-I) Dated, Howrah, the 6<sup>th</sup> of February, 2025

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.

  
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. 74 /ATI-13012(11)/3/2025

Date: 30/01/2025

To : The Special Commissioner,  
Personnel & Administrative Reforms Department,  
Government of West Bengal

From : Rahul Kr. Samanta, WBRS  
Additional Director, NSATI

Sub: Proposal for the Non-Residential Training for Deputy Secretaries at NSATI from 17.02.2025 to 25.02.2025 (Seven Working Days).

Ref: Your memo no. 20-PAR(Trg)/HR/O/3T-107/2013 dated. 15.01.2025 & our memo no. 311/ATI-13/1/2020 dated. 24.12.2024

Sir,

In reference to above, I would like to submit a proposal for Non-Residential Training for Deputy Secretaries at NSATI to be held from 17<sup>th</sup> February to 25<sup>th</sup> February, 2025 (Seven Working Days).

Details of the trainees may be forwarded in the following format :

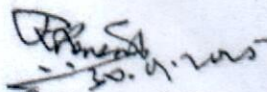
Name of the Trainee	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Email id

The timelines for the training may be as follows:

1. Sponsoring of names of Deputy Secretaries by P&AR (in above mentioned format) by 13<sup>th</sup> February, 2025 ;
2. Training will be commenced from 17<sup>th</sup> February, 2025.

A line of confirmation from your end will be highly appreciated.

Yours faithfully

  
(Rahul Kr. Samanta, WBRS)



## Proposed Training Schedule for Deputy Secretaries

### Day - 1 (17.02.2025)

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 (18.02.2025)

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 (19.02.2025)

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 (20.02.2025)

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 (21.02.2025)

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

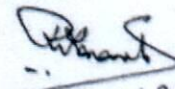
### Day - 6 (24.02.2025)

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 (25.02.2025)

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

  
 31.01.2025

Rahul Kr. Samanta, WBRS  
 Additional Director, NSATI