

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

No. 107 -PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 12<sup>th</sup> of March, 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 – 700106.

**Sub: Non-Residential Training Programme for Head Assistants  
from 3-9 April, 2025 at NSATI**

Apropos the above, the undersigned is directed to state that the following 30 (thirty) Head Assistants (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the training programme for Head Assistants to be held at NSATI, WB, **from 3<sup>rd</sup> April, 2025 to 9<sup>th</sup> April, 2025** (5 working days) during office hours, as communicated vide his Memo No. 175/ATI-13012(11)/2/2025 dated 7<sup>th</sup> March, 2025. The enlisted Departments may nominate any other untrained Head Assistant(s) if the Head Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Trainee	Departments
1.	Smt. Srabani Gupta Sensarma	Agriculture
2.	Smt. Aparna Sinha	Agriculture Marketing
3.	Shri Narayan Chattopadhyay	Consumer Affairs
4.	Shri Somnath Benia	Co-operation
5.	Shri Shyamal Banerjee	Disaster Management & Civil Defence
6.	Shri Prasun Kumar Mitra	Finance
7.	Sk. Anowar Hossain	Do
8.	Shri Dilip Barman	Fire & Emergency Services
9.	Smt. Zirihi Mandi	Higher Education
10.	Shri Rittick Chatterjee	Home & Hill Affairs
11.	Shri Kaushik Bhattacharyya	Do
12.	Shri Subir Chandra Chandra	Industry, Commerce & Enterprises
13.	Shri Nabarun Mukherjee	Irrigation & Waterways
14.	Shri Nandi Prosad Das	Judicial
15.	Shri Tanmoy Nandi	Land & Land Reforms and Refugee Relief & Rehabilitation
16.	Shri Debasish Paria	Do
17.	Shri Goutam Mallick	Micro, Small & Medium Enterprises & Textiles
18.	Shri Birendra Kishore Pandey	Non-Conventional & Renewable Energy Sources
19.	Shri Pulakananda Sarkar	Panchayat & Rural Development
20.	Shri Samit Kumar Ghosh	Personnel & Administrative Reforms
21.	Shri Swarup Kumar Saha	Planning & Statistics
22.	Shri Promatha Halder	Public Enterprises & Industrial Reconstruction
23.	Shri Rajesh Bhandari	Public Works

24.	Smt. Mitali Pramanik	Public Works
25.	Shri Mrityunjoy Roy	Science & Technology and Bio-technology
26.	Shri Shubhayu Debnath	Tribal Development
27.	Smt. Ruma Roy (Mallick)	Urban Development & Municipal Affairs
28.	Shri Prakash Shaw	Do
29.	Smt. Kasturi Ray	Youth Services & Sports (Youth Services Wing)
30.	Shri Birsha Oraon	State Vigilance Commission

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/-

Senior Special Secretary

No. 107/1(25)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 12<sup>th</sup> of March, 2025

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

.....Department, with the request to kindly allow the official(s) concerned to participate in the said training and send the required details of the nominated candidate(s) to NSATI (e-mail ID: [atiwbtrainingcourse@gmail.com](mailto:atiwbtrainingcourse@gmail.com)) in the following format latest by 2<sup>nd</sup> April, 2025 with an intimation to this Department (e-mail ID: [wbp.par.trainingcell@gmail.com](mailto:wbp.par.trainingcell@gmail.com)). He/She is further requested to nominate any other untrained Head Assistant(s) positively if the nominated Head 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)	Email id

Sd/-

Senior Special Secretary

No. 107/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 12<sup>th</sup> of March, 2025

Shri/Smt.....

Department. He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach NSATI by 09: 15 AM on the first day of the said training. The particulars of this training are enclosed herewith.

Sd/-

Deputy Secretary

No. 107/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 12<sup>th</sup> of March, 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 - [ativbtrainingcourse@gmail.com](mailto:ativbtrainingcourse@gmail.com)

Memo No. 175/ATI-13012(11)/2/2025

Date: 07/03/2025

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 Head Assistants (Batch - 1) at NSATI from 03.04.2025 to 09.04.2025 (Five 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 Head Assistants (Batch - 1) at NSATI to be held from 03<sup>rd</sup> April to 09<sup>th</sup> April, 2025 (Five Working Days).**

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

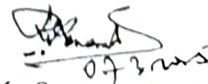
Name of the Trainee	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Email id

The timelines for the training may be as follows:

1. Sponsoring of names of Head Assistants by P&AR (in above mentioned format) by **02<sup>nd</sup> April, 2025** ;
2. Training will be commenced from **03<sup>rd</sup> April, 2025**.

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

Yours faithfully

  
(Rahul Kr. Samanta, WBRS)

## Proposed Training Schedule for Head Assistants

### Day - 1 (03.04.2025)

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.	
02.15 p.m. - 04.45 p.m.	WBSR Part - I
04.00 p.m. - 05.30 p.m.	

### Day - 2 (04.04.2025)

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
02.15 p.m. - 04.45 p.m.	IFMS
04.00 p.m. - 05.30 p.m.	HRMS

### Day - 3 (07.04.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Government Accounting System
12.00 (noon). - 01.30 p.m.	West Bengal Financial Rules
02.15 p.m. - 04.45 p.m.	West Bengal Treasury Rules
04.00 p.m. - 05.30 p.m.	Pay Fixation

### Day - 4 (08.04.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Preparation of Budget
12.00 (noon). - 01.30 p.m.	Purchase policy and GeM
02.15 p.m. - 04.45 p.m.	GPF & GISS
04.00 p.m. - 05.30 p.m.	e-Office & Office Automation

### Day - 5 (09.04.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Official Writing Skill (Writing Memo, Notes and Emails along with vocabulary inputs)
12.00 (noon). - 01.30 p.m.	
02.15 p.m. - 04.45 p.m.	
04.00 p.m. - 05.30 p.m.	

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



Rahul Kr. Samanta, WBSR  
Additional Director, NSATI & Course Director