

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](mailto:wbpar.trainingcell@gmail.com)

No. 165 -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 17<sup>th</sup> of April, 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 Section Officers  
from 6-16 May, 2025 at NSATI**

Apropos the above, the undersigned is directed to state that the following 30 (thirty) Section Officers (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the training programme for Section Officers to be held at NSATI, WB, **from 6<sup>th</sup> May, 2025 to 16<sup>th</sup> May, 2025** (7 working days) during office hours, as communicated vide his Memo No. 142/ATI-13012(11)/3/2025 dated 4<sup>th</sup> April, 2025. The enlisted Departments may nominate any other untrained Section Officer(s) if the Section Officer(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Trainee	Departments
1.	Shri Sanat Pramanik	Agriculture
2.	Shri Utpal Karmakar	Animal Resource Development
3.	Shri Debaprasad Halder	Correctional Administration
4.	Shri Jayanta Mukherjee	Disaster Management & Civil Defence
5.	Shri Pranab Kumar Mondal	Finance
6.	Shri Anup Kumar Paira	Do
7.	Shri Subhasish Chatterjee	Fire & Emergency Services
8.	Smt. Anindita Maulik	Fisheries
9.	Shri Raja Bose	Health & Family Welfare
10.	Shri Tapas Kumar Chakraborti	Higher Education
11.	Shri Nityananda Das	Home & Hill Affairs
12.	Shri Tapas Kumar Nandy	Do
13.	Kazi Kafiul Islam	Information Technology & Electronics
14.	Shri Soumen Kumar Maity	Irrigation & Waterways
15.	Shri Sujit Kumar Chakraborty	Labour
16.	Shri Amiyo Das	Land & Land Reforms and Refugee Relief & Rehabilitation
17.	Shri Sanjib Kumar Pal	Law
18.	Shri Samit Kumar Sarkar	Micro, Small & Medium Enterprises & Textiles
19.	Shri Pradip Dolui	Minorities Affairs & Madrasah Education
20.	Shri Sambhu Debnath	Panchayat & Rural Development
21.	Shri Kashi Nath Das	Planning & Statistics
22.	Shri Soumyendra Nath Bhattacharyya	Power
23.	Shri Shantanu Adhikary	Public Health Engineering
24.	Smt. Tanusri Deb (Roy)	Public Works

25.	Shri Sujay Banik	Science & Technology & Bio-Technology
26.	Shri Arindam Mondal	Self-Help Group & Self-Employment
27.	Shri Samir Rudra	Urban Development & Municipal Affairs
28.	Smt. Aparna Datta	Do
29.	Shri Pijush Ray	Youth Services & Sports (Sports Wing)
30.	Shri Bidhan Kumar Mandal	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. 165/1(27) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 17<sup>th</sup> of April, 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 5<sup>th</sup> May, 2025 with an intimation to this Department (e-mail ID: [wbpar.trainingcell@gmail.com](mailto:wbpar.trainingcell@gmail.com)). He/She is further requested to nominate any other untrained Section Officer(s) who has/have at least one and half years of service period if the nominated Officer (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. 165/2(30) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 17<sup>th</sup> of April, 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. 165/3(2) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 17<sup>th</sup> of April, 2025

Copy forwarded for necessary action to:

- ✓ 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](mailto:atiwbtrainingcourse@gmail.com)

Memo No. | 42/ATI-13012(11)/3/2025

Date: 04/04/2025

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 Section Officers (Batch-1) at NSATI from 06.05.2025 to 16.05.2025 (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 Section Officers at NSATI to be held from 06<sup>th</sup> May to 16<sup>th</sup> May, 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 Section Officers by P&AR (in above mentioned format) by 05<sup>th</sup> May, 2025 ;
2. Training will be commenced from 06<sup>th</sup> May, 2025.

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

Yours faithfully

  
(Rahul Kr. Samanta, WBRS)

# Proposed Training Schedule for Section Officers

## Day - 1 (06.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Secretariat Manual with special reference to office establishment and inter departmental references
12.00 (noon) - 01.30 p.m.	Rules of business including cabinet procedure
02.30 p.m. - 04.00 p.m.	Over view of W.B.S.R
04.15 p.m. - 05.45 p.m.	R.T.I. Act, 2005

## Day - 2 (07.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Duties Rights and Obligations Rules
12.00 (noon) - 01.30 p.m.	West Bengal Services (Classification, Control and Appeal) Rules.
02.30 p.m. - 04.00 p.m.	Disciplinary Proceedings
04.15 p.m. - 05.45 p.m.	Preparation of budget

## Day - 3 (08.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Tender and Tax Rules
12.00 (noon) - 01.30 p.m.	Pay fixation, increment matters. GPF and related matters
02.30 p.m. - 04.00 p.m.	Discussion on Various Aspect of Income Tax
04.15 p.m. - 05.45 p.m.	Purchase Policy & GeM

## Day - 4 (13.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Death cum retirement benefits
12.00 (noon) - 01.30 p.m.	West Bengal Health Scheme
02.30 p.m. - 04.00 p.m.	IFMS
04.15 p.m. - 05.45 p.m.	HRMS

## Day - 5 (14.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	WBRTPS Act.
12.00 (noon) - 01.30 p.m.	Learning on e-office & basic knowledge of Computer
02.30 p.m. - 04.00 p.m.	Report and E-mails and Group Discussions.
04.15 p.m. - 05.45 p.m.	

## Day - 6 (15.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Report and E-mails and Group Discussions.
12.00 (noon) - 01.30 p.m.	
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 p.m.	

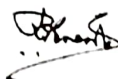
## Day - 7 (16.05.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Report and E-mails and Group Discussions.
12.00 (noon) - 01.30 p.m.	
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 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, WBRS  
Additional Director, NSATI