

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: wbpar.trainingcell@gmail.com

No. 240 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of May, 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 Induction Training Programme for Newly Appointed
L. D. Assistants (Batch - 5) from 17-26 June, 2025 at NSATI**

In continuation of this Dept.'s earlier Memo No. 180 - PAR (Trg)/HR/O/3T-37/2019 dated 25th of April, 2025, the undersigned is directed to state that the following 30 (thirty) L.D. Assistants (table below) posted in various Departments/Offices of the West Bengal Secretariat have been nominated to undergo the induction training to be held at NSATI, WB, **from 17th June, 2025 to 26th June, 2025** (8 working days) during office hours, as communicated vide his Memo No. 337/ATI-13012(11)/1/2025 dated 21/05/2025. Enlisted Departments/ Offices may nominate any other untrained L.D. Assistant(s) if the L.D. Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Candidates	Departments/Office
1.	Shri Sukumar Paul	Agriculture
2.	Nadira Sultana	Do
3.	Smt. Kuheli Mondal	Finance
4.	Md. Amir Hamza	Do
5.	Smt. Shreya Biswas	Fire & Emergency Services
6.	Shri Manil Kumar Singha	Fisheries
7.	Smt. Arpana Lepcha	Do
8.	Smt. Sanchayita Biswas	Food Processing Industries & Horticulture
9.	Shri Avishek Dutta	Forest
10.	Smt. Tanusree De	Do
11.	Shri Anirban Bakshi	Home & Hill Affairs (C.M.O.)
12.	Shri Goutam Roy	Do
13.	Smt. Anjana Bairagya	Do
14.	Smt. Imon Sarkar	Information & Cultural Affairs
15.	Shri Surajit Howlader	Do
16.	Shri Sayan Das	Information Technology & Electronics
17.	Shri Tapas Sinha	Judicial
18.	Shri Somnath Halder	Do
19.	Shri Gobinda Rajbanshi	Labour
20.	Sk Hafizul Rahaman Molla	Do
21.	Rameez Reza	Micro, Small & Medium Enterprises & Textiles
22.	Shri Babusona Karmakar	Do
23.	Smt. Papiya Bhowmick	Panchayat & Rural Development

24.	Smt. Dipa Biswas	Panchayat & Rural Development
25.	Shri Anirban Bhattacharjee	Personnel & Administrative Reforms
26.	Smt. Chhuti Maiti	Tourism
27.	Shri Mishar Kumar Halder	Kolkata Pay & Accounts Office-I
28.	Shri Avishek Sardar	Do
29.	Shri Debayan Nandy	Do
30.	Farhan Reza	WB Commission for Protection of Child Rights

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. 240/1(17)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of May, 2025

Copy forwarded to the Special Secretary/ Joint Secretary/ Deputy Secretary/Pay & Accounts Officer,

..... 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) in the following format **latest by 16th June, 2025** with an intimation to this Department (e-mail ID: wbpar.trainingcell@gmail.com). He/She is requested to nominate any other untrained L.D. Assistant(s) positively 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)	Email id

Sd/-
Senior Special Secretary

No. 240/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of May, 2025

Shri/Smt..... Dept. 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. 240/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27th of May, 2025

Copy forwarded for information and 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. 357/ATI-13012(11)/1/2025

Date: 21.05.2025

To : The Senior Special Secretary to the Govt. of West Bengal
Personnel & Administrative Reforms Department,

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

Sub: Proposal for the Non-Residential Induction Training for Newly Appointed LDAs (Batch - 05) at NSATI from 17.06.2025 to 26.06.2025 (Eight 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 Induction Training for Newly Appointed LDAs (Batch - 05) at NSATI to be held from 17th June to 26th June, 2025 (Eight 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	Home Address

The timelines for the training may be as follows:

1. Sponsoring of names of LDAs by P&AR (in above mentioned format) by 16th June, 2025 ;
2. Training will be commenced from 17th June, 2025.

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

Yours faithfully

(Rahul Kr. Samanta, WBRS)

Induction Training for Newly Appointed Lower Division Assistants

Day -1	
Duration	Topics
9.30 am - 10.00 am	Reporting & Registration and Inauguration
10.00 am - 11.30 am	Secretariat Manual with special reference to office establishment and inter departmental references including Rules of Business
11.45 am - 1.45 pm	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
2.45 pm - 3.45 pm	Office procedure - a) Acting arrangements b) Leave account c) Maintenance of service book and service record a) Maintenance of case book b) Notings on Amendment of Acts and Rules
4.00 pm - 5.30 pm	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
Day -2	
Duration	Topics
10.00 am - 11.30 am	West Bengal Health Scheme
11.45 am - 1.15 pm	
2.15 pm - 3.45 pm	Office procedure - Government property - Maintaining accounts of property and land - realization of rents
4.00 pm - 5.30 pm	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
Day -3	
Duration	Topics
10.00 am - 11.45 am	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
12.00 (noon) - 1.30 pm	Office procedure (accounts)- a)Receipts of Government b)Procedure of filing receipted challan (IR FORM no.7) c) Bills claiming dues from Government-how to check such bills
2.15 pm to 3.30 pm	Office procedure (accounts)- a) Conditions to be satisfied for presentation of claims to the Kolkata PACO 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
3.45 pm - 5.30 pm	I) Office procedure (accounts) - Budget procedures-preparation of Budget Estimate and Revised Estimate II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation
Day -4	
Duration	Topics
10.00 am - 11.30 am	Basics of Government Accounting System
11.45 am - 1.15 pm	GeM
2.15 pm to 3.45 pm	Death cum Retirement Benefits
4.00 pm - 5.30 pm	e-Office & Office Automation
Day -5	
Duration	Topics
10.00 am - 11.30 am	HRMS
11.45 am - 1.30 pm	
2.30 pm to 3.45 pm	IFMS
4.00 pm - 5.30 pm	
Day -6	
Duration	Topics
10.00 am - 11.30 am	Session on Writing Memos & Notes
11.45 am - 1.30 pm	
2.30 pm - 3.45 pm	Session on Email Writing
4.00 pm - 5.30 pm	
Day -7	
Duration	Topics
10.00 am - 11.30 am	a) Over view of W.B.S.R-Part One, b) indexing of files
11.45 am - 1.30 pm	
2.15 pm - 3.45 pm	
4.00 pm - 5.30 pm	Department Inputs
Day -8	
Duration	Topics
10.00 am - 11.30 am	Department Inputs
11.45 am - 1.15 pm	
2.00 pm - 3.30 pm	