#### 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. 33 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of January, 2025

From: The Sr. 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 - 1) from 4-13 February, 2025 at NSATI

With reference to above, 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 4<sup>th</sup> February, 2025 to 13<sup>th</sup> February, 2025 (8 working days) during office hours, as communicated vide his Memo No. 51/ATI-13012(11)/1/2025 dated 21/01/2025. Enlisted Departments/Offices may nominate any other untrained L.D. Assistant(s) who was/were appointed in the said post during the period from 21/12/2022 to 03/08/2023 if the L.D. Assistant(s) nominated hereinunder is/are unable to attend the said training.

SI. No.	Name	Department Agriculture	
1.	Shri Soumitra Jalani		
2.	Shri Debashish Naskar	Do	
3.	Shri Sumit Biswas	Do	
4.	Shri Bibekananda Jana	Finance	
5.	Sekh Nur Hosen	Do	
6.	Chand Md.	Do	
7.	Shri Chiranjit Tudu	Do	
8.	Seemab Anwar		
9.	Shri Subrata Biswas	Finance (Pay & Accounts Office-II)  Do	
10.	Shri Promit Kumar Mitra	Do	
11.	Smt. Debatrita Barman	Forest	
12.	Smt. Monalisa Naskar	Do	
13.	Shri Dibyendu Mondal	Do	
14.	Smt. Anoushka Roy	Health & Family Welfare	
15.	Shri Shouvik Mandal	Do	
16.	Shri Paritosh Ghosh		
17.	Smt. Smritikana Mondol	Do Histor Ed.	
18.	Shri Sanjay Mahato	Higher Education Do	
19.	Shri Ganesh Sarkar	Do	
20.	Smt. Avisikta Ghosh	Home & Hill Affairs	
21.	Smt. Bidisha Chall	Do	
22.	Saif Ali	Do	
23.	Smt. Tuhina Rahaman	Do	

24.	Shri Subir Barman	Do	
25.	Shri Pallab Naskar	MSME	
26.	Shri Debashis Mondal	Do	
27.	Shri Pritam Mallick	Urban Development & Municipal Affairs	
28.	Smt. Dippa Sarkar	Do	
29.	Shri Bodhisattya Pal	State Vigilance Commission	
30.	Shri Asish Mondal	Do	

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/-Sr. Special Secretary

No. 33/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of January, 2025

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

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: <a href="mailto:atiwbtrainingcourse@gmail.com">atiwbtrainingcourse@gmail.com</a>) in the following format latest by 31<sup>st</sup> January, 2025 with an intimation to this Department (e-mail ID: <a href="mailto:wbpartrainingcell@gmail.com">wbpartrainingcell@gmail.com</a>). He/She is requested to nominate any other untrained L.D. Assistant(s) who was/were appointed in the said post during the period from 21/12/2022 to 03/08/2023 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/-Sr. Special Secretary

No. 33/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of January, 2025

> Sd/-Deputy Secretary

No. 33/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of January, 2025

Copy forwarded for information and necessary action to:

VI. 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

Govt. of West Bengal

## **Induction Training for Newly Appointed Lower Division Assistants**

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 inch Business   11.45 am - 1.45 pm   Office procedure a) Placing of letters and documents in file b) Maintenance of file register c) Stock main stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) wis   Record supplier, regular checking of T B   Office procedure (a) Maintenance of service book and service   a) Maintenance of case book b) Notings on Amendment of Acts and Rules   a) Maintenance of case book b) Notings on Amendment of Acts and Rules   b) Proparation   Office procedure (a) Expipline in attendance and completion of the work within the time allotted b)Red diarising of letters, files and documents etc.) Despatch of letters and keeping office copies and other property   b) Proparation   Office procedure (accounts)   c) West Bengal Health Scheme   c) Office procedure (accounts)   c) Office procedure (accounts)   c) Office procedure (accounts)   c) Preparation/checking bill for recoupment of permanent advance or undisbursed cash.   b) Preparation/checking bill for recoupment of permanent advance or undisbursed cash.   b) Preparation/checking of bills for refund of Revenue and Revenue Deposits   Direct   Office procedure (accounts) - a)Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of Handbook b)Preparation of checking of office expense billy Other charges/ Grants-in-aid Office procedure (accounts) - a) Conditions to be satisfied for presentation of claims to the Kolkata PAC DDO's Handbook bis Chapter b) Preservation of office copy of bill, Outcher, sub voucher and document   Direct   Office procedure (accounts) - Breps   Office procedure (accounts) - Office procedure (	Day -1	Topics			
1000 am - 11.30 am   Secretariat Manual with special reference to office establishment and inter departmental references inchesions   Business	Duration				
Business   Office procedure   A) Placing of letters and documents in file   b) Maintenance of file register c) Stock main stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with the stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with the stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with the stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with the stationary and other articles including furniture and stored keeping of files every day and stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with an articles including furniture and stored keeping of files of the South of the South Board (A) with the stored and stored keeping of files of the South Board (A) with the time allotted b)Red diarising of letters, files and documents etc. () Despatch of letters and keeping office copies and other property.    Davidina		Reporting & Registration and Inauguration			
stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) wik  Record supplier, regular checking of TB  Office procedure -a) Acting arrangements b) Leave account c) Maintenance of service book and service a) Maintenance of case book b) Notings on Amendment of Acts and Rules  Office procedure -a) Discipline in attendance and completion of the work within the time allotted b)Residering of letters, files and documents etc. c) Despatch of letters and keeping office copies and other pi  Day -2  Duration  10.00 am -1.130 am 11.45 am -1.15 pm 21.57 pm -34.59 pm  Office procedure (accounts)- a) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) 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  Office procedure (accounts)-a) Preparation of salary bill, supplementary bill and arrears bill-chapter I of Handbook b) Preparation/checking of office expense bill/other charges/Grants-in-aid  Office procedure (accounts)-a) Receipts of Government b) Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills  Office procedure (accounts)-a) Receipts of Government b) Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills  Office procedure (accounts)- a) Receipts of Government b) Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills  Office procedure (accounts)- a) Proping of the expense bill other charges/Grants-in-aid  Office procedure (accounts)- a) Receipts o	10.00 am - 11.30 am	Business			
2.45 pm - 3.45 pm  3. Office procedure - a) Acting arrangements b) Leave account c) Maintenance of service book and service 4.00 pm - 5.30 pm  Day -2  Duration  1.15 pm - 1.15 pm  Duration  1.25 pm - 3.45 pm  Office procedure - Government property - Maintaining accounts of property and land - realization of realization	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			
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)Re diarising of letters, files and documents etc. c) Despatch of letters and keeping office copies and other pp Duration 10.00 am -11.30 am 11.45 am -1.15 pm 2.15 pm -3.45 pm 4.00 pm -5.30 pm Office procedure — Government property — Maintaining accounts of property and land — realization of realizat		Record supplier, regular checking of T B			
diarising of letters, files and documents etc. c) Despatch of letters and keeping office copies and other property.    Duration	2.45 pm - 3.45 pm	a) Maintenance of case book b) Notings on Amendment of Acts and Rules			
Duration   Duration   West Bengal Health Scheme	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			
West Bengal Health Scheme   West Bengal Health Scheme	Day -2				
11.45 mm - 1.15 pm Office procedure - Government property - Maintaining accounts of property and land - realization of rought of the property	Duration	Topics			
Office procedure (accounts) - and   Office procedure   Government property   Maintaining accounts of property and land   realization of red   A00 pm - 5.30 pm   Office procedure (accounts)   and   Preparation/checking of bills for refund of Revenue and Revenue Deposits	10.00 am - 11.30 am	West Bengal Health Scheme			
Office procedure (accounts)- a Preparation / checking of bills for refund of Revenue and Revenue Deposits					
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  Office procedure (accounts)-a)Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of Handbook b)Preparation/checking of office expense bill/other charges/Grants-in-aid  Office procedure (accounts)-a) Receipts of Government b)Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills  Office procedure (accounts)-a) Conditions to be satisfied for presentation of claims to the Kolkata PAC DDO's Handbook First chapter b) Preservation of office copy of bill, voucher, sub voucher and docum countersignature of bill  3.45 pm - 5.30 pm  Day -4  Duration  10.00 am - 11.30 am 11.45 am - 1.15 pm 2.30 pm to 3.45 pm 4.00 pm - 5.30 pm Day -5  Duration  10.00 am - 11.30 am 11.45 am - 1.30 pm 2.30 pm to 3.45 pm 4.00 pm - 5.30 pm Day -6  Duration  Duration  Day -7  Duration  Session on Writing Memos & Notes  11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 11.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm Day -7  Duration  10.00 am - 1.30 am 10.00 am - 1.3	2.15 pm – 3.45 pm	Office procedure - Government property - Maintaining accounts of property and land - realization of rents			
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Office procedure (accounts)-a)Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of Handbook b)Preparation/checking of office expense bill/other charges/Grants-in-aid Office procedure (accounts)-a) Receipts of Government b)Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills Office procedure (accounts)-a) Conditions to be satisfied for presentation of claims to the Kolkata PAC DDO's Handbook First chapter b) Preservation of office copy of bill, voucher, sub voucher and docum countersignature of bill 1) Office procedure (accounts) - Budget procedures-preparation of Budget Estimate and Revised Estima II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima III) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estima III) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate and Revised Estimate III Office of Section of Budget Estimate and Revised Estimate III Office Procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate III Office of Section III Office Procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget Estimate III Office of Section III Office Procedure (accounts) - Original grant, supplementary grant and re-appropriation of Budget III Office of Section III Office P					
Handbook b)Preparation/checking of office expense bill/other charges/Grants-in-aid  Office procedure (accounts)- a)Receipts of Government b)Procedure of filing receipted challan (TR FOR claiming dues from Government-how to check such bills  Office procedure (accounts)- a) Conditions to be satisfied for presentation of claims to the Kolkata PAC DDO's Handbook First chapter b) Preservation of office copy of bill, voucher, sub voucher and docum countersignature of bill  3.45 pm - 5.30 pm  Day -4  Duration  1.0 Office procedure (accounts) - Budget procedures-preparation of Budget Estimate and Revised Estimate and II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation  Day -5  Duration  Day -5  Duration  Duration  Duration  1.0 Oam - 11.30 am 11.45 am - 1.30 pm 2.30 pm - 5.30 pm  Day -6  Duration  Duration  1.0 Oam - 11.30 am 11.45 am - 1.30 pm 2.30 pm - 3.45 pm 4.00 pm - 5.30 pm  Day -7  Duration  Duration  Duration  1.0 Oam - 11.30 am 11.45 am - 1.30 pm 2.0 pm - 3.45 pm 4.00 pm - 5.30 pm  Day -7  Duration  Duration  Duration  1.0 Oam - 11.30 am 11.45 am - 1.30 pm 2.0 pm - 3.45 pm 4.00 pm - 5.30 pm  Day -7  Duration  Duration  Duration  Duration  Duration  Duration  1.0 Oam - 11.30 am 11.45 am - 1.30 pm 2.0 pm - 3.45 pm 4.00 pm - 5.30 pm  Day -7  Duration  Duratio					
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2.15 pm to 3.30 pm  3.45 pm - 5.30 pm  3.45 pm - 5.30 pm  3.45 pm - 5.30 pm  Doy - 4  Duration  1.1.00 am - 11.30 am  1.2.30 pm - 5.30 pm  Doy - 6  Duration  Day - 6  Duration  Doy - 6  Duration  Doy - 7  Duration  Doy - 8  Doy - 8  Doy - 9  Doy - 9  Doy - 1.30 pm  Doy - 1.30 pm  Doy - 1.30 pm  Doy - 1.30 pm  Doy - 5.30 pm  Doy - 1.30 pm  Doy - 5.30	pm				
II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation   Day -4	2.15 pm to 3.30 pm	Office procedure (accounts)- a) Conditions to be satisfied for presentation of claims to the Kolkata PAO or a Treasury DDO's Handbook First chapter b) Preservation of office copy of bill, voucher, sub voucher and documents relating to			
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           Topics           MRMS           10.00 am - 11.30 am         HRMS           HMS           4.00 pm - 5.30 pm         IFMS           Topics           Duration         Session on Writing Memos & Notes           10.00 am - 11.30 am         Session on Email Writing           10.00 pm - 3.30 pm         Session on Email Writing           Day - 7           Duration         Topics           10.00 am - 11.30 am         Session on Email Writing           10.00 am - 11.30 am         Over view of W.B.S.R-Part One,           11.45 am - 1.30 pm         b) indexing of files           2.15 pm - 3.45 pm         b) indexing of files           4.00 pm - 5.30 pm         Department Inputs	3.45 pm - 5.30 pm	I) Office procedure (accounts) - Budget procedures-preparation of Budget Estimate and Revised Estimate			
10.00 am - 11.30 am					
11.45 am - 1.15 pm       GeM         2.15 pm to 3.45 pm       Death cum Retirement Benefits         4.00 pm - 5.30 pm       Topics         Duration       Topics         1.000 am - 11.30 am       Topics         Duration       Topics         10.00 am - 11.30 am       Session on Writing Memos & Notes         1.45 am - 1.30 pm       Session on Email Writing         Duration       Topics         Duration       Topics         10.00 am - 11.30 am       a) Over view of W.B.S.R-Part One,       b) indexing of files         2.15 pm - 3.45 pm       Department Inputs         Day -8					
2.15 pm to 3.45 pm         Death cum Retirement Benefits           4.00 pm - 5.30 pm         e-Office & Office Automation           Day -5         Forest           Duration         Topics           11.45 am - 1.30 pm         HRMS           2.30 pm to 3.45 pm         IFMS           4.00 pm - 5.30 pm         IFMS           Topics           10.00 am - 11.30 am         Session on Writing Memos & Notes           11.45 am - 1.30 pm         Session on Email Writing           4.00 pm - 5.30 pm         Session on Email Writing           4.00 pm - 5.30 pm         Topics           10.00 am - 11.30 am         a) Over view of W.B.S.R-Part One,           11.45 am - 1.30 pm         b) indexing of files           2.15 pm - 3.45 pm         b) indexing of files           2.15 pm - 3.45 pm         b) pepartment Inputs		<del></del>			
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Duration         Topics           10.00 am − 11.30 am         HRMS           11.45 am − 1.30 pm         IFMS           4.00 pm − 5.30 pm         IFMS           4.00 pm − 5.30 pm         Topics           10.00 am − 11.30 am         Session on Writing Memos & Notes           11.45 am − 1.30 pm         Session on Email Writing           2.30 pm − 3.45 pm         Session on Email Writing           4.00 pm − 5.30 pm         Topics           Duration         Topics           10.00 am − 11.30 am         a) Over view of W.B.S.R-Part One,           11.45 am − 1.30 pm         b) indexing of files           2.15 pm − 3.45 pm         b) indexing of files           2.15 pm − 3.45 pm         Department Inputs           4.00 pm − 5.30 pm         Department Inputs	4.00 pm - 5.30 pm	e-Office & Office Automation			
Duration         HRMS           10.00 am - 11.30 am         HRMS           1.45 am - 1.30 pm         IFMS           2.30 pm to 3.45 pm         IFMS           4.00 pm - 5.30 pm         Topics           Duration         Session on Writing Memos & Notes           11.45 am - 1.30 pm         Session on Email Writing           2.30 pm - 3.45 pm         Session on Email Writing           4.00 pm - 5.30 pm         Topics           Duration         Topics           10.00 am - 11.30 am         Over view of W.B.S.R-Part One,           11.45 am - 1.30 pm         b) indexing of files           2.15 pm - 3.45 pm         Department Inputs           4.00 pm - 5.30 pm         Department Inputs					
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11.45 am - 1.30 pm       1FMS         2.30 pm to 3.45 pm       IFMS         Day - 6       Topics         10.00 am - 11.30 am       Session on Writing Memos & Notes         11.45 am - 1.30 pm       Session on Email Writing         2.30 pm - 3.45 pm       Session on Email Writing         4.00 pm - 5.30 pm       Topics         10.00 am - 11.30 am       a) Over view of W.B.S.R-Part One,         11.45 am - 1.30 pm       b) indexing of files         2.15 pm - 3.45 pm       Department Inputs         4.00 pm - 5.30 pm       Department Inputs					
2.30 pm to 3.45 pm       IFMS         4.00 pm - 5.30 pm       Topics         Duration       Session on Writing Memos & Notes         10.00 am - 11.30 am       Session on Writing Memos & Notes         1.45 am - 1.30 pm       Session on Email Writing         4.00 pm - 5.30 pm       Topics         Duration       Topics         10.00 am - 11.30 am       a) Over view of W.B.S.R-Part One,         11.45 am - 1.30 pm       b) indexing of files         2.15 pm - 3.45 pm       Department Inputs         4.00 pm - 5.30 pm       Department Inputs	11.45 am - 1.30 pm				
Day - 6		IFMS			
Day - 6         Topics           10.00 am - 11.30 am         Session on Writing Memos & Notes           11.45 am - 1.30 pm         Session on Email Writing           2.30 pm - 3.45 pm         Session on Email Writing           4.00 pm - 5.30 pm         Topics           10.00 am - 11.30 am         a) Over view of W.B.S.R-Part One,           11.45 am - 1.30 pm         b) indexing of files           2.15 pm - 3.45 pm         Department Inputs           4.00 pm - 5.30 pm         Department Inputs					
10.00 am - 11.30 am       Session on Writing Memos & Notes         11.45 am - 1.30 pm       Session on Email Writing         2.30 pm - 3.45 pm       Session on Email Writing         4.00 pm - 5.30 pm       Topics         10.00 am - 11.30 am       a) Over view of W.B.S.R-Part One,         11.45 am - 1.30 pm       b) indexing of files         2.15 pm - 3.45 pm       Department Inputs         4.00 pm - 5.30 pm       Department Inputs					
11.45 am - 1.30 pm       Session on Email Writing         2.30 pm - 3.45 pm       Session on Email Writing         4.00 pm - 5.30 pm       Topics         10.00 am - 11.30 am       a) Over view of W.B.S.R-Part One,         11.45 am - 1.30 pm       b) indexing of files         2.15 pm - 3.45 pm       Department Inputs         4.00 pm - 5.30 pm       Department Inputs		Topics			
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Day -7   Topics   Topics					
Day -7   Topics   Topics		Session on Email Writing			
Duration         Topics           10.00 am - 11.30 am         a) Over view of W.B.S.R-Part One,           11.45 am - 1.30 pm         b) indexing of files           2.15 pm - 3.45 pm         4.00 pm - 5.30 pm           Day -8         Department Inputs	4.00 pm - 5.30 pm				
10.00 am - 11.30 am a) Over view of W.B.S.R-Part One, b) indexing of files 2.15 pm - 3.45 pm 4.00 pm - 5.30 pm Department Inputs  Day -8					
11.45 am - 1.30 pm b) indexing of files 2.15 pm - 3.45 pm 4.00 pm - 5.30 pm Department Inputs  Day -8	Duration				
2.15 pm - 3.45 pm 4.00 pm - 5.30 pm Department Inputs  Day -8	10.00 am - 11.30 am	a) Over view of W.B.S.R-Part One,			
2.15 pm - 3.45 pm 4.00 pm - 5.30 pm Department Inputs  Day -8	11.45 am - 1.30 pm	b) indexing of files			
4.00 pm - 5.30 pm Department Inputs  Day -8					
Day -8		Department Inputs			
Duration	Duration	Topics			
10.00 am - 11.30 am					
11.45 am - 1.15 pm Department Inputs		Department Inputs			
2.00 pm - 3.30 pm		Department in paid			



## Netaji Subhas Administrative Training Institute

Government of West Bengal FC Block, Salt Lake, Kolkata – 700 106 Email id - atiwbtrainingcourse@gmail.com

Memo No. 51 /ATI-13012(11)/1/2025

Date: 21.01.2025

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 Induction Training for Newly Appointed LDAs (Batch - 01) at NSATI from 04.02.2025 to 13.02.2025 (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 - 01) at NSATI to be held from 4th February to 13th February, 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

The timelines for the training may be as follows:

- Sponsoring of names of LDAs by P&AR (in above mentioned format) by 31st January, 2025;
- Training will be commenced from 04th February, 2025.

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

Yours faithfully

(Rahul Kr. Samanta, WBRS)