

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

Dated, Howrah, the 27th 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 4th February, 2025 to 13th 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.

Sl. No.	Name	Department
1.	Shri Soumitra Jalani	Agriculture
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	Finance (Pay & Accounts Office-II)
9.	Shri Subrata Biswas	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	Do
17.	Smt. Smritikana Mondol	Higher Education
18.	Shri Sanjay Mahato	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. Dipa 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 27th of January, 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 31st January, 2025** with an intimation to this Department (e-mail ID: wbparrainingcell@gmail.com). 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 27th of January, 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: 00 AM on the first day of the said training. The particulars of this training are enclosed herewith.

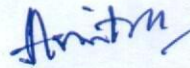
Sd/-
Deputy Secretary

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

Dated, Howrah, the 27th of January, 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

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 (TR 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 PAO 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	Department Inputs
4.00 pm - 5.30 pm	
Day -8	
Duration	Topics
10.00 am - 11.30 am	Department Inputs
11.45 am - 1.15 pm	
2.00 pm - 3.30 pm	



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, WBR
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:

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

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

Yours faithfully


(Rahul Kr. Samanta, WBR)