

**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](mailto:wbp.ar.trainingcell@gmail.com)

No. 483 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of November, 2024

From: The Special Commissioner in the Dept. of Personnel & Administrative Reforms

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 - 13) from 11-20 December, 2024 at NSATI**

In continuation of this Dept.'s earlier Memo No. 444 -PAR (Trg)/HR/O/3T-37/2019 dated 28<sup>th</sup> October, 2024, the undersigned is directed to state that the following 30 (thirty) L.D. Assistants (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the induction training to be held at NSATI, WB, **from 11<sup>th</sup> December, 2024 to 20<sup>th</sup> December, 2024** (8 working days) during office hours, as communicated vide his Memo No. 222/ATI-13012(11)/4/2024 dated 22/11/2024. Enlisted Departments 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 Biswajit Khutia	Finance
2.	Shri Monaj Naskar	Do
3.	Shri Arghya Bhattacharya	Do
4.	Shri Avishek Sardar	Finance (PAO-I)
5.	Shri Sourav Mondal	Food
6.	Smt. Moumita Guha	Do
7.	Shri Animesh Karmakar	Do
8.	Smt. Upasana Mukhopadhyay	Health & Family Welfare
9.	Md. Arif Mondal	Do
10.	Md. Jahangir Alam	Do
11.	Smt. Avisikta Ghosh	Home & Hill Affairs
12.	Smt. Shuvasri Koley	Do
13.	Saif Ali	Do
14.	Shri Suresh Shaw	Housing
15.	Smt. Priya Ghosal	Do
16.	Smt. Monalisa Midya	Do
17.	Shri Avijit Maity	Information & Cultural Affairs
18.	Shri Prasit Ghosh	Do
19.	Shri Swapnil Biswas	Labour
20.	Shri Supravat Mondal	Do
21.	Manjur Ahmed	Land & Land Reforms and RR&R
22.	Sohel Rana Mondal	Do

(P.T.O)

23.	Shri Mahesh Majhi	Do
24.	Samim Hasan Mondal	Panchayat & Rural Development
25.	Shanu Mondal	Do
26.	Shri Bhuban Roy	Do
27.	Shri Sourav Basu	Public Works
28.	Shri Rakesh Ghosh	Do
29.	Smt. Poulami Das	Do
30.	Shri Gopal Biswas	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/-  
Special Commissioner

No. 483/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of November, 2024

Copy forwarded to 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 their details to NSATI (e-mail ID: [atiwbtrainingcourse@gmail.com](mailto:atiwbtrainingcourse@gmail.com)) in the following format **latest by 10<sup>th</sup> December, 2024** with an intimation to this Department (e-mail ID: [wbparrainingcell@gmail.com](mailto: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/-  
Special Commissioner

No. 483/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of November, 2024

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. 483/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 27<sup>th</sup> of November, 2024

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.

Sd/-  
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. 222/ATI-13012(11)/4/2024

Date: 22/11/2024

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 - 13) at NSATI from 11.12.2024 to 20.12.2024 (Eight Working Days).

Ref: Your memo no. 19-PAR(Trg)/HR/O/3T-107/2013 dated. 15.01.2024 & our memo no. 187 - AP(HD)/2023 dated. 21.12.2023

Sir,

In reference to above, I would like to submit a proposal for **Non-Residential Induction Training for Newly Appointed LDAs (Batch - 13) at NSATI to be held from 11<sup>th</sup> December to 20<sup>th</sup> December, 2024 (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 10<sup>th</sup> December, 2024 ;
2. Training will be commenced from 11<sup>th</sup> December, 2024.

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

Yours faithfully

(Rahul Kr. Samanta, WBRS)

Netaji Subhas Administrative Training Institute  
Govt. of West Bengal  
**Induction Training for Newly Appointed Lower Division Assistants**

<b>Day -1</b>	
<b>Duration</b>	<b>Topics</b>
9.30 am - 10.00 am	<b>Reporting &amp; Registration and Inauguration</b>
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
<b>Day -2</b>	
<b>Duration</b>	<b>Topics</b>
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
<b>Day -3</b>	
<b>Duration</b>	<b>Topics</b>
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
<b>Day -4</b>	
<b>Duration</b>	<b>Topics</b>
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
<b>Day -5</b>	
<b>Duration</b>	<b>Topics</b>
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	
<b>Day -6</b>	
<b>Duration</b>	<b>Topics</b>
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	
<b>Day -7</b>	
<b>Duration</b>	<b>Topics</b>
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	
<b>Day -8</b>	
<b>Duration</b>	<b>Topics</b>
10.00 am - 11.30 am	Department Inputs
11.45 am - 1.15 pm	
2.00 pm - 3.30 pm	