

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: wbp.ar.trainingcell@gmail.com

No. 163 -PAR (Trg)/HR/O/3T-57/2014 (Pt.-1)

Dated, Howrah, the 18th of April, 2024

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

To: Shri Hindole Datta, WBCS (Exe.)
Associate Professor & E.O. Special Secretary, Govt. of West Bengal
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City,
Kolkata – 700 106.

Sub: Non-Residential Training Programme for Newly Appointed Registrars/
OSDs/ Special Officers from 6-15 May, 2024 at NSATI

With reference to the subject cited above, the undersigned is directed to state that the following 30 (thirty) officers belonging to WBSS cadre have been nominated to undergo training to be held at NSATI, WB, from 6th May, 2024 to 15th May, 2024 (seven working day) during office hours, as communicated in his Memo No. 70-AP(HD)/2024 dated 08/04/2024.

The Officers nominated (table below) hereinunder are being requested to reach the training centre by 09: 00 AM on the first day of the training programme. Departments may nominate any other officer in the equivalent post if the nominated officer is unable to attend the said training.

Sl. No.	Name	Designation	Department
1.	Shri Ajoy Senapati	Registrar	Consumer Affairs
2.	Smt. Swapna Mukhopadhyay	Special Officer	Co-operation
3.	Shri Subhashis Kumar Kundu	OSD	Finance
4.	Smt. Jayanti Saren	OSD	Do
5.	Shri Debdulal Mandal	OSD	Fisheries
6.	Md. Asghar Alam	Registrar	Food & Supplies
7.	Shri Sagar Hira	Registrar	Forest
8.	Shri Uday Shankar Kharwar	OSD	Health & Family Welfare
9.	Shri Partha Sarathi Mondal	OSD	Higher Education
10.	Shri Gopal Chandra Pakhira	OSD	Home & Hill Affairs
11.	Shri Debasis Nath	OSD	Do
12.	Shri Sudip Mukherjee	OSD	Industry, Commerce & Enterprises
13.	Shri Amal Kumar Bhattacharya	OSD	Judicial
14.	Shri Sushil Kr. Ray	OSD	Labour
15.	Shri Satyajit Bandyopadhyay	OSD	Land & Land Reforms and RR & R
16.	Shri Kishore Kumar Mazumder	OSD	Do
17.	Shri Nair Iqbal	OSD	Law
18.	Shri Asit Kumar Pal	Registrar	M.E.E & Library Services
19.	Shri Abhijit Kumar Basu	OSD	Minority Affairs & Madrasah Education
20.	Shri Soumitra Kumar Guha	OSD	North Bengal Development
21.	Shri Manish Kundu	Special Officer	Public Ent. & Industrial Reconstruction

(P.T.O.)

22.	Smt. Siuli Mitra (Manna)	OSD	Panchayat & Rural Development
23.	Shri Prasun Kumar Ghosh	Registrar	Public Works
24.	Shri Pramod Kumar Rajak	OSD	Public Health Engineering
25.	Smt. Miti Roy Chowdhury	OSD	Planning & Statistics
26.	Shri Sumanta Banerjee	OSD	School Education
27.	Shri Asim Samaddar	Registrar	Tourism
28.	Shri Prithwinath Bhattacharya	OSD	Tribal Development
29.	Shri Sudip Sinha	Registrar	Urban Development & Municipal Affairs
30.	Shri Barun Kumar Sinha	OSD	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. 163/1(26)- PAR (Trg)/HR/O/3T-57/2014(Pt.-1)

Dated, Howrah, the 18th of April, 2024

Copy forwarded to the Commissioner/ Special Secretary/ Joint Secretary,

.....Department, with the request to kindly allow the officer concerned to participate in the said training and send his/her nomination to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) within **03/05/2024** in a prescribed format as mentioned in Memo No. 70-AP(HD)/2024 dated 08/04/2024 of NSATI (**copy enclosed**) under an intimation to this Department(e-mail : wbp.par.trainingcell@gmail.com). Departments may nominate any other officer in the equivalent post, who will serve the Government at least one year as on 06/05/2024, if the nominated officer is unable to attend the said training.

Sd/-
Special Commissioner

No. 163/2(30)- PAR (Trg)/HR/O/3T-57/2014(Pt.-1)

Dated, Howrah, the 18th of April, 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 a.m. on 6th May, 2024.

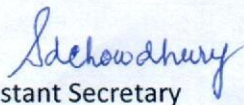
Sd/-
Assistant Secretary

No. 163/3(2)- PAR (Trg)/HR/O/3T-57/2014(Pt.-1)

Dated, Howrah, the 18th of April, 2024

Copy forwarded for necessary action to:

1. The I. T. Cell of this Department to upload the Memo on the website of this Dept. immediately.
2. The Section Officer, Training Cell of this Department.


Assistant Secretary



Netaji Subhas Administrative Training Institute

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

Memo No. 70 - AP (HD) / 2024

Date: 08.04.2024

From : Hindole Datta, WBCS (Exe.),
Associate Professor, NDM & E.O. Spl. Secy., GoWB

To : The Special Commissioner
in the Dept. of Personnel & Administrative Reforms
Government of West Bengal

Sub: Proposal for the Non-Residential Training Programme for Registrars/OSDs/Special Officers at NSATI from 06.05.2024 to 15.05.2024 (Seven 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,

With reference to above, as proposed scheduled I would like to submit a proposal for Non-Residential Training Programme for Registrars/OSDs/Special Officers at NSATI to be commenced from 06th May, 2024 to 15th May, 2024 (Seven Working Days).

The details of the trainees may be forwarded in the below format.

Name of the Trainees	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Correct Email id

The modalities and timelines for the training to be followed, if approved are as follows:

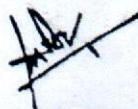
1. Sponsoring of names of Registrars/OSDs/Special Officers by P&AR (In above mentioned format) by **03rd May, 2024**
2. Start date of training from **06th May, 2024**

A line of confirmation will be highly appreciated.

Enclosure:

1. Proposed Training Schedule.

Yours Sincerely,


(HINDOLE DATTA)

Proposed Training Schedule for Registrar, OSDs & Special Officers

Day - 1 (06.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	Roles & Responsibility of Special Officers & OSDs
11.45 a.m. - 01.15 p.m.	West Bengal Service Rules
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 p.m.	Role of D.D.O.

Day - 2 (07.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	Right to Information Act, 2005
11.45 a.m. - 01.15 p.m.	Management of Behavioral Science
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 p.m.	West Bengal Health Scheme

Day - 3 (09.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	Death cum Retirement Benefits
11.45 a.m. - 01.15 p.m.	Pay Fixation & any other Service Rules
02.30 p.m. - 04.00 p.m.	Cyber Security
04.15 p.m. - 05.45 p.m.	GeM

Day - 4 (10.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	IFMS
11.45 a.m. - 01.15 p.m.	HRMS
02.30 p.m. - 04.00 p.m.	
04.15 p.m. - 05.45 p.m.	Purchase Policy with special reference to e-Tender

Day - 5 (13.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	E-learning on e-office & Basic Knowledge of Computer
11.45 a.m. - 01.15 p.m.	
02.30 p.m. - 04.00 p.m.	Email Writing
04.15 p.m. - 05.45 p.m.	Email Writing

Day - 6 (14.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	Spoken English- Introduction
11.45 a.m. - 01.15 p.m.	Spoken English - Group Discussions
02.30 p.m. - 04.00 p.m.	Spoken English - Group Discussions
04.15 p.m. - 05.45 p.m.	Spoken English - Group Discussions

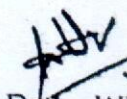
Day - 7 (15.05.2024)

Time	Topics
10.00 a.m. - 11.30 a.m.	Report Writing
11.45 a.m. - 01.15 p.m.	Report Writing
02.30 p.m. - 04.00 p.m.	Report Writing
04.15 p.m. - 05.45 p.m.	Report Writing

11.30 a.m. - 11.45 a.m. - Break

01.15 p.m. - 02.30 p.m. - Lunch Break

04.00 p.m. - 04.15 p.m. - Break


 Hindole Datta, WBCS (Exe.)
 Associate Professor & Course Director, ATI
 Ex-Officio Additional Secretary, GoWB