

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

Dated, Howrah, the 10th of June, 2024

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

To: Shri Hindole Datta, WBCS (Exe.)
Associate Professor, NDM & E.O. Spl. Secretary, Govt. of West Bengal
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City, Kolkata – 700106.

Sub: **Non-Residential Training Programme for Newly Appointed L. D. Assistants
from 18-27 June, 2024 at NSATI**

In continuation of this Dept.'s earlier Memo No. 195 -PAR (Trg)/HR/O/3T-37/2019 dated the 7th of May, 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 18th June, 2024 to 27th June, 2024** (8 working days) during office hours, as communicated vide his Memo No. 123-AP(HD)/2024 dated 27/05/2024. 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 Anish Kumar Nath	Agriculture
2.	Shri Subrata Das	Do
3.	Nadira Sultana	Do
4.	Smt. Sreetama Roy	Co-operation
5.	Smt. Sangita Halder	Do
6.	Shri Kaustabh Das	Do
7.	Shri Goutam Banerjee	Finance
8.	Md. Amir Hamza	Do
9.	Shri Sudip Prodhan	Do
10.	Shri Sakti Debnath	Forest
11.	Shri Avishek Dutta	Do
12.	Smt. Tanusree De	Do
13.	Shri Anup Barman	Governor's Secretariat
14.	Smt. Moumita Paul	Do
15.	Shri Sagar Das	Health & Family Welfare
16.	Shri Bhaskar Barman	Do
17.	Shri Koushik Majumdar	Do
18.	Shri Supriyo Mondal	Panchayat & Rural Development
19.	Shri Jeet Mondal	Do
20.	Shri Tanmay Mondal	Do
21.	Md. Samim Ahamed	Tech. Education, Training & Skill Dev.
22.	Shri Tapajyoti Bhandari	Do
23.	Shri Sauvik Sarkar	Do

(P. T. O.)

24.	Shri Sanjoy Debnath	Urban Development & Municipal Affairs
25.	Shri Debojyoti Dutta	Do
26.	Munsi Md Rakib	Do
27.	Shri Anupam Sarkar	Do
28.	Smt. Paulami Sarkar	State Vigilance Commission
29.	Shri Kamal Kanti Sarkar	Do
30.	Tausif Ahamed	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. 243/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of June, 2024

Copy forwarded to the Secretary/Commissioner/ Special Secretary/ Joint 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) in the following format **latest by 14th June, 2024** with an intimation to this Department (e-mail ID: wbparringcell@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)	Correct Email id

Sd/-

Special Commissioner

No. 243/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of June, 2024

Shri/Smt..... 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. 243/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 10th of June, 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.
2. The Section Officer, Training Cell of this Department.

Chitra 10/06/2024
Deputy Secretary

Administrative Training Institute
Govt. of West Bengal
Introduction Training for Newly Recruited /Promoted LDAs

Day/Date	10-11(1Hour)	11-12(1 Hour)	12-12.15	12.15-1.15(1Hour)	1.15-2.00	2.00-3.30(1.30Hour)	3.30-3.45	3.45-5.15 (1.30Hour)	5.15-6.15(1 Hour)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Day 1	Secretariat manual with special reference to office establishment and inter departmental references including Rules of Business	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	Tea Break	a) Over view of W.B.S.R-Part One, b) indexing of files	Lunch	Office procedure- a) Acting arrangements b) Leave account c) Maintenance of service book and service record	Tea Break	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	
Day 2	Pre-Course Assessment, Communicative English	Session on Writing Memos & Notes	Tea Break	Session on Writing Memos & Notes	Lunch	Session on E-mail writing (part II)	Tea Break	Session on E-mail writing (part II)	Briefing on WBRTTS Act/rule
Day 3	Office procedure - Government property - Maintaining accounts of property and land - realization of rents	Office procedure (accounts) -a) Preparation/checking bill for recoupment of permanent advance or undischursed cash. b) Preparation/checking of bills for refund of Revenue and Revenue Deposits	Tea Break	Office procedure (accounts)-Budget procedures- preparation of Budget estimate and Revised estimate		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.	Tea Break	Basics of Government Accounting system	Office procedure (accounts)- Original grant, supplementary grant and re-appropriation
Day 4	a) Maintenance of case book b) Notings on amendment of Acts and Rules	Gender Sensitization	Tea Break	Death cum retirement benefits	Lunch Break	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	Tea Break	West Bengal Backward Classes (other than SC and STs) Reservation of Vacancies in Services and Posts Rules, 2012 West Bengal SC and ST (reservation of Vacancies in Services and posts) Rules, 1976	West Bengal Health Scheme

Administrative Training Institute
Govt. of West Bengal
Introduction Training for Newly Recruited /Promoted LDAs

Day 5	Cyber Security & GeM	Use of E-office for Office work	Tea Break	Use of E-office for Office work	Lunch	Use of E-office for Office work	Tea Break	Use of E-office for Office work	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
Day 6	IFMS	IFMS	Tea Break	HRMS	Lunch	HRMS	Tea Break	HRMS	
Day 7	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept.	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	
Day 8	Departmental Inputs	Activities of the Dept.	Tea Break	Structure of the Dept	Lunch	Acts. Of the Dept.	Tea Break	Schemes of the Dept.	