

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. 23 -PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 17<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 Training Programme for U. D. Assistants  
from 27-31 January, 2025 at NSATI**

Apropos the above, the undersigned is directed to state that the following 30 (thirty) U.D. Assistants (table below) posted in various Departments/Offices of the West Bengal Secretariat have been nominated to undergo the training programme for U.D. Assistants to be held at NSATI, WB, from 27<sup>th</sup> January to 31<sup>st</sup> January, 2025 (5 working days) during office hours, as communicated vide his Memo No. 29/ATI-13012(11)/2/2025 dated 15/01/2025. The Departments/Offices concerned may nominate any other untrained U.D. Assistant(s) who was/were promoted to the said post vide Memo. No. 38-PAR(CCW)/Estt./3P-03/2024 dated 16/02/2024 if the U.D. Assistant(s) nominated herein under is/are unable to attend the said training.

Sl. No.	Name of the Trainee	Departments
1.	Smt. Pallabi Hore	Co-operation
2.	Shri Santi Samanta	Do
3.	Shri Arijeet Mukherjee	Disaster Management & Civil Defence (D. M. Wing)
4.	Shri Sourav Kumar Boral	Do (C. D. Wing)
5.	Shri Surajit Seth	Finance
6.	Shri Rudra Kanta Meyur	Do
7.	Shri Koushik Kumar Das	Fisheries
8.	Shri Partha Saha	Higher Education
9.	Smt. Suchismita Debnath	Do
10.	Shri Tarak Das	Home & Hill Affairs
11.	Shri Sourav Dutta	Do
12.	Smt. Sumedha Ghosh	Industry, Commerce & Enterprises
13.	Shri Kinkar Maity	Do
14.	Shri Madhusudan Chattopadhyay	Irrigation & Waterways
15.	Smt. Joyati Bhattacharjee	Judicial
16.	Shri Somenath Chatterjee	Do
17.	Shri Santanu Pan	Labour
18.	Shri Rakesh Halder	Do
19.	Shri Subhajit Dutta	Land & Land Reforms and RR&R
20.	Shri Raj Kumar Pandey	Do
21.	Shri Sudipta Paul	Law
22.	Smt. Bratati Das	Panchayat & Rural Development
23.	Smt. Rupa Sen	Do



24.	Shri Kowsik Biswas	Planning & Statistics
25.	Shri Sujit Bose	Power
26.	Smt. Debjani Das	School Education
27.	Irfan Hussain	Women & Child Dev. & Social Welfare
28.	Smt. Srimoyee Mukherjee	West Bengal Administrative Tribunal
29.	Smt. Gargi Ray	State Vigilance Commission
30.	Shri Aniket Banerjee	WBLR & TT

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. 23/1(20)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 17<sup>th</sup> of January, 2025

Copy forwarded to the Registrar /Special Secretary/ Joint Secretary/Deputy Secretary,

....., 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 **24<sup>th</sup> January, 2025** 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 U.D. Assistant(s) who was/were promoted to the said post vide Memo. No. 38-PAR(CCW)/Estt./3P-03/2024 dated 16/02/2024 (available in the website of this Dept.) if the nominated U.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/-  
Sr. Special Secretary

No. 23 /2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 17<sup>th</sup> of January, 2025

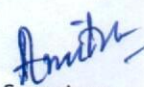
Shri/Smt..... Department. He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach NSATI by 09: 15 AM on the first day of the said training. The particulars of this training are enclosed herewith.

Sd/-  
Deputy Secretary

No. 23 /3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 17<sup>th</sup> of January, 2025

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.

  
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. 29 /ATI-13012(11)/2/2025

Date: 15.01.2025

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 Training for UDAs (Batch - 1) at NSATI from 27.01.2025 to 31.01.2025 (Five 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 Training for UDAs (Batch - 1) at NSATI to be held from 27<sup>th</sup> January to 31<sup>st</sup> January, 2025 (Five Working Days).

Details of the trainees may be forwarded in the following format :

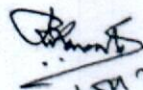
Name of the Trainee	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Email id

The timelines for the training may be as follows:

1. Sponsoring of names of UDAs by P&AR (in above mentioned format) by 24<sup>th</sup> January, 2024 ;
2. Training will be commenced from 27<sup>th</sup> January, 2024.

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

Yours faithfully

  
(Rahul Kr. Samanta, WBR)



## Proposed Training Schedule for UDAs

### Day - 1 (27.01.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Secretariat Manual with special reference to office establishment and inter departmental references, Indexing and filing, noting and drafting, official communication
12.00 (noon). - 01.30 p.m.	
02.30 p.m. - 04.00 p.m.	WBSR Part -I
04.15 p.m. - 05.45 p.m.	

### Day - 2 (28.01.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Health Scheme
12.00 (noon). - 01.30 p.m.	Death Cum Retirement Benefit Schemes
02.30 p.m. - 04.00 p.m.	IFMS
04.15 p.m. - 05.45 p.m.	HRMS

### Day - 3 (29.01.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Government Accounting System
12.00 (noon). - 01.30 p.m.	West Bengal Financial Rules
02.30 p.m. - 04.00 p.m.	West Bengal Treasury Rules
04.15 p.m. - 05.45 p.m.	Pay Fixation

### Day - 4 (30.01.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Preparation of Budget
12.00 (noon). - 01.30 p.m.	Purchase policy and GeM
02.30 p.m. - 04.00 p.m.	GPF & GISS
04.15 p.m. - 05.45 p.m.	e-Office & Office Automation

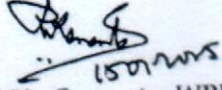
### Day - 5 (31.01.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	Communicative English (E-mail writing)
12.00 (noon). - 01.30 p.m.	Communicative English (E-mail writing)
02.30 p.m. - 04.00 p.m.	Communicative English (Writing Memos & Notes)
04.15 p.m. - 05.45 p.m.	Communicative English (Writing Memos & Notes)

11.45 a.m. - 12.00 (noon) - Break

01.30 p.m. - 02.30 p.m. - Break

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

  
 15/01/2025  
 Rahul Kr. Samanta, WBSR  
 Additional Director, NSATI & Course Director