

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

Dated, Howrah, the 21st of March, 2025

From: The Senior 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 - 3) from 21-30 April, 2025 at NSATI**

In continuation of this Dept.'s earlier Memo No. 82 -PAR (Trg)/HR/O/3T-37/2019 dated 25th of February, 2025, 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 21st April, 2025 to 30th April, 2025 (8 working days) during office hours, as communicated vide his Memo No. 208/ATI-13012(11)/1/2025 dated 18/03/2025. 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/Office
1.	Shri Surajit Baidya	Co-operation
2.	Shri Amit Kujur	Do
3.	Sk Mehebab	Finance
4.	Mansur Alam	Do
5.	Shri Rahul Hansda	Do
6.	Shri Sayan Sarkar	Do
7.	Smt. Ritosri Roy	Food & Supplies
8.	Amzad Ali	Do
9.	Waseem Anwar	Do
10.	Shri Kuntal Mondal	Health & Family Welfare
11.	Shri Santanu Jana	Do
12.	Shri Kalyan Sau	Home & Hill Affairs
13.	Sk Rakesh Ali	Do
14.	Shri Shibu Sen	Do
15.	Shri Paritosh Patra	Do
16.	Shahid Mahaboob Molla	Housing
17.	Shri Kartik Das	Do
18.	Mustafijur Rahaman	Information & Cultural Affairs
19.	Shri Prabesh Barua	Do
20.	Shri Anirban Sinha	Do
21.	Shri Soumyadip De	Panchayat & Rural Development
22.	Shri Santanu Mandal	Do
23.	Shri Abhishek Kumar Shaw	Urban Development & Municipal Affairs

24.	Smt. Pallabi Mukherjee	Do
25.	Smt. Rituparna Basu	Water Resources Investigation & Development
26.	Shri Ramjit Hansda	Governor's (Household) Secretariat
27.	Shri Buddhadev Das	Kolkata Pay & Accounts Office-II
28.	Shri Puspendu Halder	Do
29.	Shri Akash Mudi	Do
30.	Smt. Smriti Mosel	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/-
Senior Special Secretary

No. 124/1(12)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 21st of March, 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 17th April, 2025** with an intimation to this Department (e-mail ID: wbp.par.trainingcell@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/-
Senior Special Secretary

No. 124/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 21st of March, 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: 15 AM on the first day of the said training. The particulars of this training are enclosed herewith.

Sd/-
Deputy Secretary

No. 124/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 21st of March, 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



Netaji Subhas Administrative Training Institute

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

Memo No. 208/ATI-13012(11)/1/2025

Date: 18.03.2025

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 - 03) at NSATI from 21.04.2025 to 30.04.2025 (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 - 03) at NSATI to be held from 21st - 30th April, 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 17th April, 2025 ;
2. Training will be commenced from 21st April, 2025.

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

Yours faithfully


(Rahul Kr. Samanta, WBR)