

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

Dated, Howrah, the 1st of July, 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 22-31 July, 2024 at NSATI**

In continuation of this Dept.'s earlier Memo No. 243 -PAR (Trg)/HR/O/3T-37/2019 dated the 10th of June, 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 22nd July, 2024 to 31st July, 2024** (8 working days) during office hours, as communicated vide his Memo No. 146-AP(HD)/2024 dated 25/06/2024. 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 Sayan Mitra	Backward Classes Welfare
2.	Smt. Saheli Mondal	Do
3.	Al Mokabbir Biswas	Do
4.	Md. Manirul Islam	Finance
5.	Shri Debjit Bepari	Do
6.	Shri Bhaskar Das	Do
7.	Shri Rickjeen Tamang	Do
8.	Smt. Soma Mondal	Home & Hill Affairs
9.	Smt. Rimpa Mondal	Do
10.	Smt. Rincky Roy	Do
11.	Tofazul Haque	Do
12.	Akhtarul Hoque	Land & Land Reforms & RR&R
13.	Sahabaj Ali	Do
14.	Asgar Ali	Do
15.	Smt. Renu Manna	Law
16.	Shri Somnath Midya	Do
17.	Nurul Hasan	Do
18.	Smt. Debarati Das	Micro, Small & Medium Enterprises & Textiles
19.	Shri Babusona Karmakar	Do
20.	Shri Arnab Das	Minorities Affairs and Madrasah Education
21.	Shri Sumit Pal	Do
22.	Champa Khatun	Do

23.	Shri Soumik Purkait	Transport
24.	Smt. Riya Chakraborty	Do
25.	Shri Dipayan Das	Do
26.	Shri Bitan Chowdhury	Water Resources Investigation & Development
27.	Shri Surya Sekher Sarkar	Do
28.	Shri Pritam Paul	Kolkata Pay & Accounts Office-III
29.	Sayed Bin Rahaman	Do
30.	Smt. Tumpa Sarkar	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. 279/1(10)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 1st of July, 2024

Copy forwarded to Commissioner/ Special Secretary/ Joint 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 19th July, 2024** with an intimation to this Department (e-mail ID: 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)	Correct Email id

Sd/-
Special Commissioner

No. 279/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 1st of July, 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. 279/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 1st of July, 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.

Chiranjit
6/1/2024
Deputy Secretary



NetajiSubhas Administrative Training Institute

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

Memo No. 146 - AP (HD) / 2024

Date: 25.06.2024

From: The Special Commissioner,
Personnel & Administrative Reforms Department,
Government of West Bengal

To: Sri Hindole Datta, WBCS (Exe.),
Associate Professor, NDM & E.O. Special Secretary

Sub: Proposal for the Non-Residential Induction Training Programme for Newly Appointed LDAs (Batch - 8) at NSATI from 22.07.2024 to 31.07.2024 (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,

With reference to above, as scheduled we submit a proposal for **Non-Residential Induction Training Programme for Newly Appointed LDAs (Batch - 8) at NSATI to be held from 22nd July to 31st July, 2024 (Eight Working Days).**

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

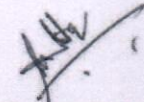
Name of the Trainees	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Correct Email id

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

1. Sponsoring of names of LDAs by P&AR (In above mentioned format) by **19th July, 2024**
2. Start date of training from **22nd July, 2024**

A line of confirmation will be highly appreciated.

Yours Sincerely,


(HINDOLE DATTA)

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 WBRTPS 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 & bene

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.	