

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

Dated, Howrah, the 10<sup>th</sup> 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. Special 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 U. D. Assistants  
from 5-9 August, 2024 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 of the West Bengal Secretariat have been nominated to undergo the training programme for U.D. Assistants to be held at NSATI, WB, **from 5<sup>th</sup> to 9<sup>th</sup> August, 2024** (5 working days) during office hours, as communicated vide his Memo No. 153-AP(HD)/2024 dated 4<sup>th</sup> July, 2024. The Departments 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.	Shri Debanjan Pal	Animal Resource Development
2.	Shri Debdas Dutta	Co-operation
3.	Shri Dipayan Khanra	Finance
4.	Aabida Parveen	Do
5.	Shri Joy Prokash Mahato	Food & Supplies
6.	Shri Ashis Kumar De	Forest
7.	Shri Victor Biswas	Health & Family Welfare
8.	Shri Suman Sarkar	Do
9.	Shri Sourav Bose	Higher Education
10.	Shri Avijit Banerjee	Do
11.	Shri Subhajit Paul	Home & Hill Affairs
12.	Shri Aneek Nandy	Do
13.	Perwaiz Alam Ansari	Industry, Commerce & Enterprises
14.	Shri Souradeep Sarkar	Irrigation & Waterways
15.	Shri Subhendu Mondal	Judicial
16.	Shri Rajesh Banerjee	Labour
17.	Shri Sumit Nandi	Do
18.	Smt.Madhumita Sarkar(Roy)	Land & Land Reforms and Ref. Relief & Rehabilitation
19.	Smt. Asmita Panja	Do
20.	Shri Saptarshi Gangopadhyay	Law
21.	Shri Arup Sarkar	Micro, Small & Medium Enterprises & Textiles
22.	Shri Arun Kumar Upadhyay	Panchayat & Rural Development



23.	Shri Sankar Kumar Kundu	Planning & Statistics
24.	Shri Dipanjan Pal	Public Works
25.	Shri Ramu Karmakar	Do
26.	Smt. Saheli Ganguly	School Education
27.	Smt. Nabamita Bhar	Urban Development & Municipal Affairs
28.	Smt. Susmita Biswas	Do
29.	Shri Raj Kumar Karan	Water Resource Investigation & Development
30.	Shri Partha Raha	Women & Child Development & Social Welfare

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. 297/1(22)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 10<sup>th</sup> of July, 2024

Copy forwarded to the 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](mailto:atiwbtrainingcourse@gmail.com)) in the following format latest by **2<sup>nd</sup> August, 2024** 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 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/-

Special Commissioner

No. 297/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 10<sup>th</sup> of July, 2024

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. 297/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 10<sup>th</sup> 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.

*diye*  
10/07/2024  
Deputy Secretary