

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

Dated, Howrah, the 14th of November, 2024

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

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 2-6 December, 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/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 2nd December to 6th December, 2024** (5 working days) during office hours, as communicated vide his Memo No. 185/ATI-13012(11)/4/2024 dated 11th November, 2024. 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. Purnosree Kar	Agriculture
2.	Sakir Saba	Do
3.	Smt. Mallika Roy	Correctional Administration
4.	Md. ASif Iqbal Ansari	Environment
5.	Smt. Bidisha Ganguly	Finance
6.	Md. Akhtar	Do
7.	Shri Rakesh Das	Food Processing Industries & Horticulture
8.	Shri Tapas Mondal	Health
9.	Shri Abhishek Satpati	Do
10.	Shri Pratap Narayan Das	Home & Hill Affairs
11.	Smt. Tamasa Dey Sarkar	Do
12.	Smt. Susmita Roy Chowdhury	Housing
13.	Shri Suvajit Achar	Information & Cultural Affairs
14.	Shri Sabarna Saha	Do
15.	Shri Suman Debnath	Land & Land Reforms and Refugee Relief & Rehab.
16.	Shri Subhayan Ghosh	Do
17.	Smt. Sukla Paul	Mass Education Extension & Library Services
18.	Shri Jashanjib Mukhopadhyay	Minority Affairs & Madrasah Education
19.	Shri Suryasnata Basu	North Bengal Development
20.	Shri Pratick Kumar Chowdhury	Parliamentary Affairs
21.	Shri Supriya Dutta	Personnel & Administrative Reforms
22.	Shri Subhas Chandra Shee	Do
23.	Shri Debabrata Banerjee	Public Enterprises & Industrial Reconstruction

24.	Shri Sourav Mukherjee	Do
25.	Shri Dayanand Sah	Public Works
26.	Shri Sourav Bhattacharjee	Do
27.	Shamima Khatun	Tourism
28.	Shri Pranajit Roy	Transport
29.	Shri Subhabrata Sanyal	Do
30.	Smt. Upama Chakraborty	Lokayukta

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. 465/1(20)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 14th of November, 2024

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

.....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 **29th November, 2024** with an intimation to this Department (e-mail ID: 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/-
Special Commissioner

No. 465/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 14th of November, 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. 465/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I) Dated, Howrah, the 14th of November, 2024

Copy forwarded for necessary action to:

- ✓ The I. T. Cell of this Department to upload the Memo on the website of this Dept.
- The Section Officer, Training Cell of this Department.

Chitra
14/11/2024
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. 185 /ATI-13012(11)/4/2024

Date: 11/11/2024

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

From: Rahul Kr. Samanta, WBRS
Additional Director, NSATI

Sub: Proposal for the Non-Residential Training for UDAs (Batch - 3) at NSATI from 02.12.2024 to 06.12.2024 (Five 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,

In reference to above, I would like to submit a proposal for Non-Residential Training for UDAs (Batch - 3) at NSATI to be held from 2nd December to 6th December, 2024 (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 29th November, 2024 ;
2. Training will be commenced from 2nd December, 2024.

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

Yours faithfully


11.11.2024
(Rahul Kr. Samanta, WBRS)

Proposed Training Schedule for UDAs

Day - 1 (02.12.2024)

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 (03.12.2024)

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 (04.12.2024)

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 (05.12.2024)

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

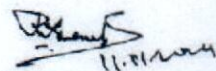
Day - 5 (06.12.2024)

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


11.11.2024

Rahul Kr. Samanta, WBSR
Additional Director, NSATI & Course Director