

Government of West Bengal
Department of Personnel and Administrative Reforms
Training Cell
State Secretariat, NABANNA, 7th Floor
325, Sarat Chatterjee Road, Howrah – 711102
Telephone-03322535281, e-mail-wbpar.trainingcell@gmail.com

No. 33 - PAR (Trg)/HR/O/3T-58/2014 (Part-1)

Dated, Howrah, the 22nd of January, 2024

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

To: The Addl. Chief Secretary/Principal Secretary/ Secretary/Special Secretary/Pay & Accounts Officer,

.....
.....Department

Subject: Training Programme for Head Assistants at NSATI, WB
from 5 - 9 February, 2024

Ref. : Memo No. 02 - AP(HD)/2024 dated 16/01/2024 from NSATI, WB

Sir/ Madam,

In enclosing the letter referred to above, I am directed to inform you that the Netaji Subhas Administrative Training Institute, West Bengal is going to organize a classroom training programme for Head Assistants (30 participants) for a period of 5 working days **from 5th February, 2024 to 9th February, 2024** at NSATI, West Bengal. The schedule of this training is enclosed herewith.

In this connection, I am further directed to request you to kindly nominate one participant from your Department/Office and send the nomination directly to NSATI, West Bengal (**e-mail ID : atiwbtrainingcourse@gmail.com**) by **2nd February, 2024** in the following format for his/her participation in the said training, with an intimation to this Dept. (**e-mail : wbpar.trainingcell@gmail.com**). A total number of 50(fifty) Depts./Offices have been enlisted for sending nominations to NSATI, WB and the selection will be done on first-come- first-served basis.

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

Yours faithfully,

Encl : As stated

Sd/-
Special Commissioner

(P.T.O.)

No. 33/1(1) -PAR (Trg)/HR/O/3T-58/2014 (Part-1)

Dated, Howrah, the 22nd of January, 2024

Copy forwarded for information to :

Shri Hindole Datta, WBCS (Exe.), Associate Professor, NDM & E.O. Special Secretary to the Govt. of WB, NSATI, Salt Lake, Kolkata -700106 with reference to his Memo No. 02-AP(HD)/2024 dated 16/01/2024. He is also requested to send the attendance report after the completion of the said training. The list of Depts. is enclosed herewith.

Sd/-

Special Commissioner

No. 33/2(2) -PAR (Trg)/HR/O/3T-58/2014 (Part-1)

Dated, Howrah, the 22nd of January, 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.

chiraj 22/01/2024.

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. 02 - AP (HD) / 2024

Date: 16.01.2024

From : Hindole Datta, WBCS (Exe.),
Associate Professor, NDM & E.O. Spl. Secy., GoWB

To : The Special Secretary,
Dept. of P & AR, Govt. of West Bengal
Government of West Bengal

Sub: Proposal for the Non-Residential Training Programme for Head Assistants (Batch - 1) at NSATI from 05.02.2024 to 09.02.2024 (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,

With reference to above, as scheduled we submit a proposal for non-residential training programme for Head Assistants (Batch - 1) at NSATI to be held from 05th February, 2024 to 09th February, 2024 (Five Working Days).

As suggested by you we postpone the training programme for Section Officers scheduled to be held from 16.01.2024 to 25.01.2024

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 Head Assistants by P&AR (In above mentioned format) by 02th February, 2024
2. Start date of training from 5th February, 2024

A line of confirmation will be highly appreciated.

Enclosure:

1. Proposed Training Schedule.

Yours Sincerely,


(HINDOLE DATTA)

Proposed Training Schedule for UDAs

Day - 1 (05.02.2024)

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 (06.02.2024)

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 (07.02.2024)

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.	Management & Behavioral Science

Day - 4 (08.02.2024)

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.	Learning on e-office & basic knowledge of Computer
04.15 p.m. - 05.45 p.m.	Learning on e-office & basic knowledge of Computer

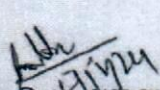
Day - 5 (09.02.2024)

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


 Hindole Datta, WBCS (Exe.)
 Associate Professor, NDM & E.O. Spl. Secy. GoWB

List of Departments

(Training Programme for Head Assistants from 5-9 February, 2024)

Sl. No.	Departments/Offices
1.	Agriculture
2.	Animal Resource Development
3.	Backward Classes Welfare
4.	Consumer Affairs
5.	Co-operation
6.	Disaster Management & Civil Defence
7.	Finance
8.	Fire & Emergency Services
9.	Fisheries
10.	Food Processing Industries & Horticulture
11.	Food & Supplies
12.	Forest
132.	Health & Family Welfare
14.	Higher Education
15.	Home & Hill Affairs
16.	Housing
17.	Industry, Commerce & Enterprises
18.	Information & Cultural Affairs
19.	Information Technology & Electronics
20.	Irrigation & Waterways
21.	Judicial
22.	Labour
23.	Land & Land Reforms and Refugee Relief & Rehabilitation
24.	Law
25.	Micro, Small & Medium Enterprises & Textiles
26.	Minorities Affairs & Madrasah Education
27.	North Bengal Development
28.	Panchayat & Rural Development
29.	Personnel & Administrative Reforms
30.	Planning & Statistics
31.	Power
32.	Public Enterprises & Industrial Reconstruction
33.	Public Health Engineering
34.	Public Works
35.	School Education
36.	Science & Technology & Bio-Technology
37.	Self-Help Group & Self-Employment
38.	Technical Education, Training & Skill Development
39.	Tourism
40.	Transport
41.	Tribal Development
42.	Urban Development & Municipal Affairs
43.	Water Resource Investigation & Development
44.	Women & Child Development & Social Welfare
45.	Youth Services & Sports
46.	Governor's Secretariat
47.	PAO-I
48.	PAO-II
49.	PAO-III
50.	State Vigilance Commission