

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

Dated, Howrah, the 20th of May, 2026

From: The Senior Special Secretary to the Govt. of West Bengal

To: Shri Chanchal Majumdar, WBCS (Exe.)
OSD & Course Director
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City, Kolkata – 700106.

Sub: Non-Residential Training Programme for Head Assistants (Batch-1)
from 1-5 June, 2026 at NSATI

Apropos the above, the undersigned is directed to state that the following 30 (thirty) Head Assistants (table below) posted in various Departments/Offices of the West Bengal Secretariat have been nominated to undergo the training programme for Head Assistants to be held at NSATI, WB, from 1st June, 2026 to 5th June, 2026 (5 working days) during office hours, as communicated vide his Memo No. 25/ATI-13012(11)/13/2025 dated 14th May, 2026. The enlisted Departments/Offices may nominate any other untrained Head Assistant(s) if the Head Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Trainee	Department/Office
1.	Shri Asit Kumar Nandi	Agriculture
2.	Shri Pallab Kumar Basu	Do
3.	Shri Arindam Bhattacharya	Animal Resource Development
4.	Shri Shekhar Kumar Biswas	Disaster Management & Civil Defence (D M wing)
5.	Shri Krishna Kanta Karmakar	Finance
6.	Shri Partha Modak	Do
7.	Smt. Swarnali Sarkar	Food Processing Industries & Horticulture
8.	Shri Amit Kumar Sen	Forest
9.	Shri Prolay Mondal	Health & Family Welfare
10.	Shri Sourendra Nath Sarkar	Do
11.	Smt. Tania Hazra (Bose)	Home & Hill Affairs
12.	Shri Indrajit Guha	Do
13.	Shri Vijay Kumar Das	Do
14.	Shri Debdas Purkait	Industry, Commerce & Enterprises
15.	Smt. Tanima Basu (Sarkar)	Do
16.	Shri Ranjit Biswas	Irrigation & Waterways
17.	Shri Soumen Choudhury	Judicial
18.	Shri Arghya Das	Labour
19.	Shri Sujoy Biswas	Land & Land Reforms and RR & R
20.	Shri Amitava Chattopadhyay	Do
21.	Shri Susovan Das	Micro, Small & Medium Enterprises & Textiles
22.	Shri Pankaj Kumar Mandal	Panchayat & Rural Development
23.	Shri Satyajit Hembrom	Personnel & Administrative Reforms
24.	Shri Amit Halder	Public Works

(P. T. O.)

25.	Shri Swarnendu Goswami	Self-Help Group & Self-Employment
26.	Shri Shibnath Sarkar	Technical Education, Training & Skill Development
27.	Shri Sukdev Naskar	Youth Services and Sports (Sports Wing)
28.	Shri Rahuldeb Chatterjee	State Vigilance Commission
29.	Shri Sudipta Sengupta	Lokayukta
30.	Shri Sajal Chowdhury	WB Clininca Establishment Regulatory Commission

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. 230/1(23)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 20th of May, 2026

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

.....Department,
with the request to kindly allow the official(s) concerned to participate in the said training and send the required details of the nominated candidate(s) to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) in the following format latest by 29th May, 2026 with an intimation to this Department (e-mail ID: wbp.par.trainingcell@gmail.com). He/She is further requested to nominate any other untrained Head Assistant(s) positively if the nominated Head 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. 230/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 20th of May, 2026

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. 230/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 20th of May, 2026

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.


20.5.26
Deputy Secretary

NetajiSubhas Administrative Training Institute

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

Memo No. 25/ATI-13012(11)/13/2025

Date: 14.05.2026

To: The Senior Special Secretary to the Govt. of West Bengal
Personnel & Administrative Reforms Department

From: Sri Chanchal Majumdar, WBCS(Exe)
OSD & Course Director, NSATI

Sub: Proposal for the Non-Residential Training for Head Assistant (Batch - 01) at NSATI from 01.06.2026 to 05.06.2026 (Five Working Days).

Ref: Your memo no. 25-PAR(Trg)/HR/O/3T-107/2013 dated. 27.01.2026 & our memo no. 713/ATI-13012(11)/13/2025 dated. 22.12.2025 & 04/ATI-13012(11)/13/2025 dated 14.01.2026

Sir,
In reference to above, I would like to submit a proposal for Non-Residential Training for Head Assistants (Batch - 01) at NSATI to be held from 01st to 05th June, 2026 (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	Home Address

The timelines for the training may be as follows:

1. Sponsoring of names of Head Assistants by P&AR (in above mentioned format) by 29th May, 2026;
2. Training will be commenced from 1st June, 2026

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

Yours faithfully,


Chanchal Majumdar, WBCS(Exe)
OSD & Course Director, NSATI

5
14/5/26

Proposed Training Schedule for Head Assistants

Day - 1

Time	Topics
10.15 a.m.-11.45 a.m.	WBSR Part-I
12.00 (noon).-01.30 p.m.	Secretariat Manual with special reference to office establishment and inter departmental references, Indexing and filing, noting and drafting, official communication
02.15 p.m. - 04.45 p.m.	West Bengal Financial Rules
04.00 p.m.-05.30 p.m.	West Bengal Treasury Rules

Day - 2

Time	Topics
10.15 a.m.-11.45 a.m.	Government Accounting System
12.00 (noon).-01.30 p.m.	Preparation of Budget
02.15 p.m. - 04.45 p.m.	IFMS
04.00 p.m.-05.30 p.m.	HRMS

Day - 3

Time	Topics
10.15 a.m.-11.45 a.m.	Purchase policy with special reference to e-Tender & GeM
12.00 (noon).-01.30 p.m.	RTI Act 2005
02.15 p.m. - 04.45 p.m.	GPF & GISS
04.00 p.m.-05.30 p.m.	Pay Fixation & any other Service Rules

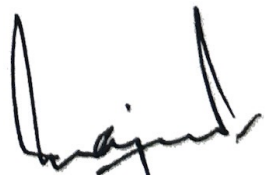
Day - 4

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
02.15 p.m. - 04.45 p.m.	Audit Reply thereon & Court Related Matter
04.00 p.m.-05.30 p.m.	e-Office & Office Automation

Day - 5

Time	Topics
10.15 a.m.-11.45 a.m.	Official Writing Skill (Writing Memo, Notes and Emails along with vocabulary inputs)
12.00 (noon).-01.30 p.m.	
02.15 p.m. - 04.45 p.m.	
04.00 p.m.-05.30 p.m.	

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


 Chanchal Majumdar, WBCS(Exe)
 OSD & Course Director, NSATI
 14/5/20