

**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.par.trainingcell@gmail.com](mailto:wbp.par.trainingcell@gmail.com)

No. 247 -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 29<sup>th</sup> 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 Section Officers (Batch- 2)  
from 08-16 June, 2026 at NSATI, WB**

Apropos the above, the undersigned is directed to state that the following 30 (thirty) Section Officers (table below) posted in various Departments of the West Bengal Secretariat have been nominated to undergo the training programme for Section Officers to be held at NSATI, WB, from 8<sup>th</sup> June, 2026 to 16<sup>th</sup> June, 2026 (7 working days) during office hours, as communicated vide his Memo No. 26/ATI-13012(11)/13/2025 dated 21<sup>st</sup> May, 2026. The enlisted Departments may nominate any other untrained Section Officer(s) if the Section Officer(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of the Officers	Departments
1.	Shri Dipankar Pal	Agriculture
2.	Shri Rajarshi Roy	Animal Resource Development
3.	Shri Subal Hemram	Backward Classes Welfare
4.	Shri Goutam Ray	Co-operation
5.	Shri Subrata Sardar	Finance
6.	Shri Subrata Das	Do
7.	Smt. Dipa Paul (Sarkar)	Do
8.	Shri Sanjit Kumar Das	Fire & Emergency Services
9.	Smt. Indrani Datta	Fisheries
10.	Smt. Mala Samanta	Forest
11.	Shri Prabir Basu	Health & Family Welfare
12.	Shri Prabir Roy	Do
13.	Shri Tarun Kumar Shit	Higher Education
14.	Shri Sanjoy Das	Home & Hill Affairs
15.	Shri Dipak Ranjan Das	Do
16.	Shri Raja Dutta	Housing
17.	Shri Amitabha Mukherjee	Industry, Commerce & Enterprises
18.	Shri Samit Banerjee	Information & Cultural Affairs
19.	Shri Tamal Ghose	Do
20.	Shri Sumit Kumar Mallick	Information Technology & Electronics
21.	Shri Samar Kumar Bawali	Judicial
22.	Shri Debnath Mukherjee	Labour
23.	Shri Anirban Bhaumik	Land & Land Reforms and Refugee Relief & Rehabilitation

(P.T.O.)

24.	Shri Achintya Karmakar	Micro, Small & Medium Enterprises & Textiles
25.	Shri Joydeep Chakrabarti	
26.	Shri Ashok Kumar Mondal	Personnel and Administrative Reforms
27.	Shri Samir Chandra Das	Public Works
28.	Shri Sanjay Banerjee	Urban Development & Municipal Affairs
29.	Shri Dharmajay Kumar	Do
30.	Shri Saumendranath Sardar	Water Resource Investigation & Development
		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/-*

Senior Special Secretary

No. 247/1(24) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the 29<sup>th</sup> of May, 2026

Copy forwarded to the 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](mailto:atiwbtrainingcourse@gmail.com)) in the following format **latest by 5<sup>th</sup> June, 2026** with an intimation to this Department (e-mail ID: [wbpar.trainingcell@gmail.com](mailto:wbpar.trainingcell@gmail.com)). He/She is further requested to nominate any other untrained Section Officer(s) who will serve the govt. at least one and half years if the nominated Officer (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. 247/2(30) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the      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. 247/3(2) -PAR (Trg)/HR/O/3T-44/2017

Dated, Howrah, the      of May, 2026

Copy forwarded for information and necessary action to:

- ✓ 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.

*Sd/-*  
29.5.26

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. 26/ATI-13012(11)/13/2025

Date: 21.05.2026

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 Section Officers (Batch - 02) at NSATI from 08.06.2026 to 16.06.2026 (Seven 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 Section Officers (Batch -02) at NSATI to be held from 08<sup>th</sup> -16<sup>th</sup> June, 2026 (Seven Working Days).

Details of the trainees may be forwarded in the following format :

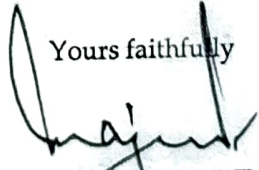
Name of the Trainee	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Email id

The timelines for the training may be as follows:

1. Sponsoring of names of Section Officers by P&AR (in above mentioned format) by 05<sup>th</sup> June, 2026 ;
2. Training will be commenced from 08<sup>th</sup> June, 2026.

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

Yours faithfully

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

## Proposed Training Schedule for Section Officers

### Day - 1

Time	Topics
10.15 a.m. - 11.45 a.m.	Secretariat Manual with special reference to office establishment and inter departmental references
12.00 (noon) - 01.30 p.m.	Rules of business including cabinet procedure
02.15 p.m. - 03.45 p.m.	W.B.S.R (Part -I)
04.00 p.m. - 05.30 p.m.	

### Day - 2

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Duties Rights and Obligations Rules
12.00 (noon) - 01.30 p.m.	West Bengal Services (Classification, Control and Appeal) Rules.
02.15 p.m. - 03.45 p.m.	Disciplinary Proceedings
04.00 p.m. - 05.30 p.m.	Preparation of Budget

### Day - 3

Time	Topics
10.15 a.m. - 11.45 a.m.	Tender and Tax Rules
12.00 (noon) - 01.30 p.m.	Pay fixation, increment matters
02.15 p.m. - 03.45 p.m.	HRMS
04.00 p.m. - 05.30 p.m.	West Bengal Financial Rules

### Day - 4

Time	Topics
10.15 a.m. - 11.45 a.m.	Death cum retirement benefits
12.00 (noon) - 01.30 p.m.	GPF & GISS
02.15 p.m. - 03.45 p.m.	IFMS
04.00 p.m. - 05.30 p.m.	Discussion on Various Aspect of Income Tax

### Day - 5

Time	Topics
10.15 a.m. - 11.45 a.m.	Audit Reply thereon & Court Related Matter
12.00 (noon) - 01.30 p.m.	Use of MS-Office & e-office on Office Efficiency
02.15 p.m. - 03.45 p.m.	West Bengal Health Scheme
04.00 p.m. - 05.30 p.m.	R.T.I. Act, 2005

### Day - 6

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.	Management of Behavioral Science
02.15 p.m. - 03.45 p.m.	West Bengal Treasury Rules
04.00 p.m. - 05.30 p.m.	Communicative English

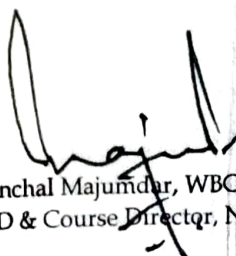
### Day - 7

Time	Topics
10.15 a.m. - 11.45 a.m.	Communicative English
12.00 (noon) - 01.30 p.m.	
02.15 p.m. - 3.45 p.m.	
4.00 pm - 5.30 pm	

11.45 a.m. - 12.00 (noon) - Break

01.30 p.m - 02.15 p.m. - Break

3.45 p.m. - 04.00 p.m. - Break

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