

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. 277 -PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, Howrah, the 8th of June, 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 – 700 106.

Sub: Training Programme for Deputy Secretaries belonging to WBSS Cadre from
17/06/2026 to 25/06/2026

In connection with the above, the undersigned is directed to state that the following Deputy Secretaries (30 participants) have been nominated to undergo the non-residential training programme scheduled to be held at NSATI, WB, from 17/06/2026 to 25/06/2026 (seven working days) as communicated vide his Memo No. 33/ATI-13012/13/2025 dated 02/06/2026. Departments may nominate any other untrained Deputy Secretary/Deputy Secretaries who has/have at least one and half years of service period as on 17/06/2026 if the officer(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name	Department
1.	Shri Debdatta Mandal	Agriculture
2.	Smt. Promodini Hembram	Consumer Affairs
3.	Shri Satyendra Nath Barman	Disaster Management & Civil Defence
4.	Shri Tapas Kumar Biswas	Finance
5.	Shri Subhendu Dutta	Do
6.	Shri Bhabatosh Halder	Food & Supplies
7.	Shri Narendra Kumar Shukla	Do
8.	Shri Debdulal Mandal	Higher Education
9.	Shri Tushar Kanti Biswas	Home & Hill Affairs
10.	Shri Amal Kumar Ganguly	Do
11.	Shri Dipak Kumar Biswas	Housing
12.	Shri Chandrasekhar Roy	Industry, Commerce & Enterprises
13.	Smt. Doel Majumder	Information & Cultural Affairs
14.	Shri Suresh Chandra Mandal	Judicial
15.	Shri Sukanta Das	Labour
16.	Smt. Uma Bhowmick (Mallick)	Do
17.	Shri Nantu Palit	Land & Land Reforms and RR&R
18.	Shri Sukumar Bhattacharya	Mass Education Extension & Library Services
19.	Shri Swapan Biswas	MSME & Textiles
20.	Shri Jyotish Mondal	Minority Affairs & Madrasah Education
21.	Shri Saroj Kumar Golder	Panchayat & Rural Development
22.	Shri Chandan Banerjee	Personnel & Administrative Reforms
23.	Shri Anil Kumar Mondol	Planning & Statistics

24.	Shri Sujit Kumar Biswas	Public Enterprises & Industrial Reconstruction
25.	Shri Koushik Chakraborty	Public Health Engineering
26.	Shri Dipak Kumar Mandal	School Education
27.	Shri Sudipta Ghosh	Transport
28.	Shri Sibaprasad Sinharay	Urban Development & Municipal Affairs
29.	Shri Santanu Chatterjee	Youth Services & Sports
30.	Shri Biswajit Biswas	WB Human Rights Commission

This nomination may please be accepted and the absentee statement 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. 277/1(26) -PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, Howrah, the 8th of June, 2026

Copy forwarded to the Additional Secretary/ Special Secretary/ Joint Secretary,

.....Department,
with the request to kindly allow the officer(s) concerned to participate in the said training and send his/her nomination to NSATI (e-mail ID: atiwtrainingcourse@gmail.com) within **16th June, 2026** in a prescribed format as mentioned in Memo No. 33/ATI-13012/13/2025 dated 02/06/2026 of NSATI (copy enclosed) under an intimation to this Department (e-mail : wbp.par.trainingcell@gmail.com). He/She is requested to nominate any other untrained Dy. Secretary/Dy. Secretaries who will serve the Govt. at least one and half years as on 17/06/2026 if the nominated officer(s) is/are unable to attend the said training.

Sd/-
Senior Special Secretary

No. 277/2(30)-PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, Howrah, the 8th of June, 2026

Shri/Smt.

He/ She is requested to attend the above mentioned training with the prior approval of his/ her controlling authority and reach ATI by 09: 15 a.m. on 17/06/2026. The particulars of this training are enclosed herewith.

Sd/-
Senior Special Secretary

No. 277/3(2)-PAR (Trg)/HR/O/3T-57/2014(Part-I)

Dated, Howrah, the 8th of June, 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.


Deputy Secretary

Netaji Subhas Administrative Training Institute

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

Date: 02.06.2026

Memo No. 33/ATI-13012(11)/13/2025

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 Deputy Secretaries at NSATI from 17.06.2026 to 25.06.2026 (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 Deputy Secretaries at NSATI to be held from 17th -25th June, 2026 (Seven Working Days).

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

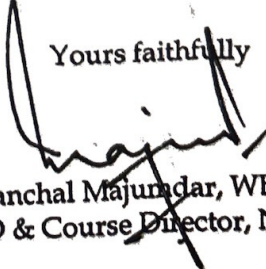
Name of the Trainee	M/F	Name of the Department	Contact No. (Mobile No. with whatsapp facility)	Email id

The timelines for the training may be as follows:

1. Sponsoring of names of Deputy Secretaries by P&AR (in above mentioned format) by 16th June, 2026 ;
2. Training will be commenced from 17th June, 2026.

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

Yours faithfully


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

2/6/26

Proposed Training Schedule for Deputy Secretaries

Day - 1

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Service Rules (Part -I)
12.00 (Noon) - 01.30 p.m.	
02.15 pm - 03.45 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.	Duties Rights & Obligations of Government Employees
12.00 (Noon) - 01.30 p.m.	CCA Rules
02.15 pm - 03.45 p.m.	Disciplinary Proceeding
04.00 p.m. - 05.30 p.m.	Pay Fixation & any other Service Rules

Day - 3

Time	Topics
10.15 a.m. - 11.45 a.m.	Departmental Budget
12.00 (Noon) - 01.30 p.m.	Discuss on various aspects of Income Taxes
02.15 pm - 03.45 p.m.	HRMS
04.00 p.m. - 05.30 p.m.	IFMS

Day - 4

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Health Scheme
12.00 (Noon) - 01.30 p.m.	Audit Reply thereon & Court Related Matter
02.15 pm - 03.45 p.m.	Death Cum Retirement Benefits
04.00 p.m. - 05.30 p.m.	

Day - 5

Time	Topics
10.15 a.m. - 11.45 a.m.	Right to Information Act, 2005
12.00 (Noon) - 01.30 p.m.	
02.15 pm - 03.45 p.m.	GPF & GISS
04.00 p.m. - 05.30 p.m.	Basis Learning on e-office & Computer


Day - 6

Time	Topics
10.15 a.m. - 11.45 a.m.	Tender & Tax Rules
12.00 (Noon) - 01.30 p.m.	Purchase Policy with special reference to e-Tender
02.15 pm - 03.45 p.m.	GeM
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 pm - 03.45 p.m.	
04.00 p.m. - 05.30 p.m.	

11.45 a.m. - 12.00 (Noon) - Break
 01.30 p.m. - 02.15 p.m. - Break
 04.00 p.m. - 04.15 p.m. - Break


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

26/26