

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 .432- PAR (Trg)/HR/O/3T-58/2014 (Part-II)

Dated, Howrah, the 13th of August, 2026

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

To: Dr. Sukanta Saha, WBCS (Exe.)
OSD & E.O. Sr. Deputy Secretary
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
(Batch-5) from 19-25 August, 2026 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 19th August, 2026 to 25th August, 2026 (5 working days) during office hours, as communicated vide his Memo No. 88/ATI-13012(11)/13/2025 dated 06/08/2026. 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 Candidates	Department/Office
1.	Shri Bikram Biswas	Agriculture
2.	Smt. Baishali Biswas	Do
3.	Smt. Anasua Debnath (CD)	Disaster Management and Civil Defence
4.	Shri Surajit Pathak	Finance
5.	Shri Sukhendu Goswami	Do
6.	Smt. Shewli Das	Do
7.	Shri Gopal Sadhukhan	Food & Supplies
8.	Naharul Islam	Health & Family Welfare
9.	Shri Palash Pal	Do
10.	Shri Dibyendu Sekhar Jana	Home & Hill Affairs
11.	Shri Bisweswar Sardar	Do
12.	Shri Chinmoy Mahanta (CMO)	Do
13.	Shri Soham Mukherjee	Do
14.	Sabnam Banu	Industry, Commerce & Enterprises
15.	Shri Arijit Dey	Judicial
16.	Shri Anupam Paul	Labour
17.	Shri Palash Kr. Biswas	Do
18.	Sk. Nasiruddin	Land & Land Reforms and Refugee Relief & Rehab.
19.	Abdus Salam Gazi	Do
20.	Shri Partha Sarothi Sarkar	Mass Education Extension & Library Services
21.	Shri Surajit Halder	Micro, Small & Medium Enterprises & Textiles
22.	Shri Sujoy Sharma	Panchayat & Rural Development
23.	Jawed Irfan	Do
24.	Shri Shashi Bhushan Prasad	Personnel & Administrative Reforms

(P.T.O.)

25.	Shri Atanu Kumar Roy	Public Works
26.	Shri Suman Manna	Do
27.	Shri Aniruddha Mondal	Transport
28.	Shri Samir Kumar Basak	Urban Development & Municipal Affairs
29.	Shri Bodhisattwa Nath	Do
30.	Shri Manas Paul	WB Human Rights 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. 432/1(18) -PAR (Trg)/HR/O/3T-58/2014 (Part-II) Dated, Howrah, the 13th of August, 2026

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

Dept., 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 18th August, 2026 with an intimation to this Department (e-mail ID: wbpar.trainingcell@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 if the nominated U.D. Assistant(s) is/are unable to attend the said training. He is further requested to intimate this Dept. the appropriate cause of absence of the nominated candidates with necessary documents.

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

Sd/-

Senior Special Secretary

No. 432/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-II)

Dated, Howrah, the 13th of August, 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. He/She is to intimate this Dept. appropriate reason with supporting documents if he/she absents himself/herself from the said training.

Sd/-

Deputy Secretary

No. 432/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-II)

Dated, Howrah, the 13th of August, 2026

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.

[Signature]
13.8.26
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.88/ATI-13012(11)/13/2025

Date: 06.08.2026

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

Sub: Proposal for the Non-Residential Training for UDAs (Batch - 05) at NSATI from 19.08.2026 to 25.08.2026 (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 UDAs (Batch - 05) at NSATI to be held from 19 - 25 August, 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 UDAs by P&AR (in above mentioned format) by 18th August, 2026;
2. Training will be commenced from 19th August, 2026

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

Yours faithfully


Dr. Sukanta Saha, WBCS(Exe),
OSD & E.O Sr. Deputy Secretary, NSATI

Proposed Training Schedule for UDAs

Day - 1

Time	Topics
10.15 a.m. - 11.45 a.m.	WBSR Part-I
12.00 (noon). - 01.30 p.m.	
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
12.00 (noon). - 01.30 p.m.	GeM
02.15 p.m. - 04.45 p.m.	Pay Fixation & any other Service Rules
04.00 p.m. - 05.30 p.m.	GPF & GISS

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.	Office Procedure with Special Reference to Secretariat Manual

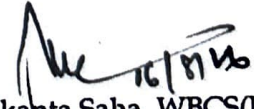
Day - 5

Time	Topics
10.15 a.m. - 11.45 a.m.	e-Office & Office Automation
12.00 (noon). - 01.30 p.m.	RTI Act 2005
02.15 p.m. - 04.00 p.m.	Official Writing Skill (Writing Memo, Notes and Emails along with vocabulary inputs)
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


Dr. Sukanta Saha, WBCS(Exe),
OSD & E.O Sr. Deputy Secretary, NSATI