

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. 477 -PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 2nd of September, 2026

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

To: Dr. Sukanta Saha, WBCS (Exe.)
OSD in the rank of Sr. Deputy Secretary & Course Director
Netaji Subhas Administrative Training Institute, West Bengal,
FC Block, Sector – III, Salt Lake City, Kolkata – 700106.

**Sub: Non-Residential Induction Training Programme for Newly Appointed
L. D. Assistants (Batch - 3) from 14-24 September, 2026 at NSATI**

With reference to above, the undersigned is directed to state that the following 30 L.D. Assistants (table below) posted in various Departments/Offices of the West Bengal Secretariat have been nominated to undergo the induction training to be held at NSATI, WB, **from 14th September, 2026 to 24th September, 2026** (8 working days) during office hours, as communicated vide his Memo No. 108/ATI-13012(11)/13/2025 dated 21st August, 2026. Enlisted Departments/Offices may nominate any other untrained L.D. Assistant(s) if the L.D. Assistant(s) nominated hereinunder is/are unable to attend the said training.

Sl. No.	Name of Candidates	Departments/Office
1.	Shri Santanu Das	Animal Resource Development
2.	Shri Bishal Podder	Do
3.	Shri Santanu Ghosh	Correctional Administration
4.	Shri Suvendu Roy	Finance
5.	Shri Arunanshu Das	Do
6.	Shri Arghya Chakraborty	Fisheries
7.	Shri Prosanto Sarkar	Higher Education
8.	Tohid Mondal	Do
9.	Shri Debasis Das	Home & Hill Affairs
10.	Shri Krishna Chandra Mandal	Do
11.	Rahid Gazi	Housing
12.	Shri Ajay Kumar Sardar	Do
13.	Shri Atanu Ghosh	Industry, Commerce & Enterprises
14.	Shri Suman Roy	Do
15.	Shri Anamika Ram	Judicial
16.	Shri Biswajit Roy	Land & Land Reforms and Refugee Relief & Rehab.
17.	Shri Pritam Pradhan	Do
18.	Md. Mahmudul Hossain Laskar	Mass Education Extension & Library Services
19.	Shihabulla Sarder	Do
20.	Smt. Merry Ganguly	North Bengal Development
21.	Rangina Bibi	Do
22.	Shri Santanu Bhunia	Personnel & Administrative Reforms
23.	Shri Kartick Halder	Power
24.	Shri Bimal Barman	Do
25.	Ismail Hossain	Do
26.	Smt. Priyasmita Pathak	Science & Technology & Bio-Technology

(P.T.O.)

27.	Shri Saurav Jalan	Tourism
28.	Smt. Puja Kundu	Do
29.	Sk Sahamim Ali	WB Information Commission
30.	Smt. Riya Chakraborty	State Vigilance 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/-

(Dr. Rajat Nanda, IAS)

Senior Special Secretary

No. 477/1(18)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 2nd of September, 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 their details to NSATI (e-mail ID: atiwbtrainingcourse@gmail.com) in the following format latest by 11th September, 2026 with an intimation to this Department (e-mail ID: wbpar.trainingcell@gmail.com). He/She is requested to nominate other untrained L.D. Assistant(s) positively if the nominated L.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 candidate(s) with necessary documents.

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

Sd/-

(Dr. Rajat Nanda, IAS)

Senior Special Secretary

No. 477/2(30)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 2nd of September, 2026

Shri/Smt.....Dept. 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/-

(Subhas Chandra Mandal)

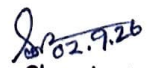
Deputy Secretary

No. 477/3(2)- PAR (Trg)/HR/O/3T-37/2019

Dated, Howrah, the 2nd of September, 2026

Copy forwarded for information and 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.


(Subhas Chandra Mandal)
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. 108/ATI-13012(11)/13/2025

Date: 21.08.2026

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

Sub: Proposal for the Non-Residential Induction Training for LDAs (Batch - 03) at NSATI from 14.09.2026 to 24.09.2026 (Eight 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 Induction Training for LDAs (Batch - 03) at NSATI to be held from 14 - 24 September, 2026 (Eight 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 LDAs by P&AR (in above mentioned format) by 11th September, 2026;
2. Training will be commenced from 14th September, 2026

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

Yours faithfully


Dr. Sukanta Saha, WBCS(Exe),
OSD in the rank of Sr. Deputy Secretary
& Course Director, NSATI

Netaji Subhas Administrative Training Institute
Govt. of West Bengal
Proposed Scheduled for Induction Training for Newly Appointed Lower Division Assistants

Day-1	
Duration	Topics
10.00 am - 10.15 am	Reporting & Registration and Inauguration
10.15 am - 11.45 am	Secretariat Manual with special reference to office establishment and inter departmental references including Rules of Business
12.00 noon - 1.30 pm	Office procedure a) Placing of letters and documents in file b) Maintenance of file register c) Stock maintenance of stationary and other articles including furniture and stored keeping of files in Takid bundles (TB) with assistance of Record supplier, regular checking of T B
02.15 pm - 03.45 pm	Office procedure - a) Acting arrangements b) Leave account c) Maintenance of service book and service record
04.00 pm - 5.30 pm	Office procedure- a) Discipline in attendance and completion of the work within the time allotted b) Receiving of Dak, diarising of letters, files and documents etc c) Despatch of letters and keeping office copies and other process
	DRO & CCA Rules
Day-2	
Duration	Topics
10.15 am - 11.45 am	West Bengal Health Scheme
12.00 noon - 1.30 pm	
02.15 pm - 03.45 pm	RTI Act, 2005
04.00 pm - 5.30 pm	Office procedure (accounts)-a) Preparation/checking bill for recoupment of permanent advance or undisbursed cash. b) Preparation/checking of bills for refund of Revenue and Revenue Deposits
Day-3	
Duration	Topics
10.15 am - 11.45 am	Management & Behavioral Science
12.00 noon - 1.30 pm	Office procedure - a) Maintenance of case book b) Notings on Amendment of Acts and Rules Office procedure (accounts)-a) Preparation of salary bill, supplementary bill and arrears bill-chapter 1 of DDO's Handbook b) Preparation/checking of office expense bill/other charges/Grants-in-aid
02.15 pm - 03.45 pm	Office procedure (accounts)- a) Receipts of Government b) Procedure of filing receipted challan (TR FORM no.7) c) Bills claiming dues from Government-how to check such bills
04.00 pm - 5.30 pm	Office procedure (accounts)- a) Conditions to be satisfied for presentation of claims to the Kolkata PAO or a Treasury; DDO's Handbook First chapter b) Preservation of office copy of bill, voucher, sub voucher and documents relating to countersignature of bill
Day-4	
Duration	Topics
10.15 am - 11.45 am	Basics of Government Accounting System
12.00 noon - 1.30 pm	I) Office procedure (accounts) - Budget procedures-preparation of Budget Estimate and Revised Estimate
02.15 pm - 03.45 pm	II) Office procedure (accounts) - Original grant, supplementary grant and re-appropriation
04.00 pm - 5.30 pm	Death cum Retirement Benefits
Day-5	
Duration	Topics
10.15 am - 11.45 am	HRMS
12.00 noon - 1.30 pm	
02.15 pm - 03.45 pm	IFMS
04.00 pm - 5.30 pm	
Day-6	
Duration	Topics
10.15 am - 11.45 am	Official Writing Skills (Writing: Memo, Note, and E-mails along with vocabulary input.)
12.00 noon - 1.30 pm	
02.15 pm - 03.45 pm	Use of MS-Office on Office Efficiency
04.00 pm - 5.30 pm	
Day-7	
Duration	Topics
10.15 am - 11.45 am	Overview of W.B.S.R- Part - I
12.00 noon - 1.30 pm	
02.15 pm - 03.45 pm	e-Office
04.00 pm - 5.30 pm	
Day-8	
Duration	Topics
10.15 am - 11.45 am	WBFR with emphasis on Procurement Policy & GeM
12.00 noon - 1.30 pm	Data Privacy & Cyber Security for e-Gov
02.15 pm - 03.45 pm	Noting & Drafting
04.00 pm - 5.30 pm	Valediction & Certificate Distribution

Dr. Sukanta Saha, WBCS(Exe)
OSD in the rank of Sr. Deputy Secretary
& Course Director, NSATI