

**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: wbpar.trainingcell@gmail.com

No. 451 -PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 12<sup>th</sup> of September, 2025

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

To: Shri Rahul Kr. Samanta, WBRS  
Additional Director  
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-4) from 13-17 October, 2025 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 13<sup>th</sup> October, 2025 to 17<sup>th</sup> October, 2025 (5 working days) during office hours, as communicated vide his Memo No. 558/ATI-13012(11)/2/2025 dated 09/09/2025. 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 the Trainee	Departments
1.	Shri. Abhishek Kumar Singh	Agriculture
2.	Smt. Mousumi Mondal	Do
3.	Shri Purbayan Nandy	Animal Resources Development
4.	Shri Biswarup Chakraborty	Finance
5.	Smt. Tapasi Chakraborty	Do
6.	Shri Somnath Mallick	Food & Supplies
7.	Shri Pallab datta	Do
8.	Smt. Trishita Ganguly	Forest
9.	Shri Dipanjan Mukherjee	Health & Family Welfare
10.	Shri Krishnendu Saha	Do
11.	Smt. Nandita Roy Chowdhury	Higher Education
12.	Shri Shantanu Mukhopadhyay	Do
13.	Shri Amit Das	Home & Hill Affairs
14.	Shri Satyajyoti Ghorai	Do
15.	Smt. Shreya Sengupta	Land & Land Reforms and Refugee Relief & Rehab.
16.	Shri Swarup Das	Do
17.	Shri Gourab Pal	Panchayat & Rural Development
18.	Shri Chiranjit Karmakar	Do
19.	Smt. Mousumi Chakraborty	Parliamentary Affairs
20.	Smt. Sharmila Ghosh	Do
21.	Shri Mrinmoy Bhunia	Planning & Statistics
22.	Smt. Debeshi Mishra	Public Works
23.	Shri Sumanta Pyne	Do

24.	Smt. Lipi Biswas	School Education
25.	Smt. Ranu Ghosh	Do
26.	Shri Surajit Mukherjee	Governor's Secretariat
27.	Shri Raju Kumbhakar	Do
28.	Shri Ram Gharami	WB Administrative Tribunal
29.	Shri Tamoghna Roy	WB Information Commission
30.	Shri Debraj Sadhukhan	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/-  
Sr. Special Secretary

No. 451/1(19) -PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, the 12<sup>th</sup> of September, 2025

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

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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](mailto:atiwbtrainingcourse@gmail.com)) in the following format latest by 10<sup>th</sup> October, 2025 with an intimation to this Department (e-mail ID: [wbpar.trainingcell@gmail.com](mailto: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 (available in the website of this Dept.) if the nominated U.D. 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/-  
Sr. Special Secretary

No. 451/2(30)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, the 12<sup>th</sup> of September, 2025

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. 451/3(2)- PAR (Trg)/HR/O/3T-58/2014 (Part-I)

Dated, Howrah, the 12<sup>th</sup> of September, 2025

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.

*Sd/*  
12.09.25  
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. 558/ATI-13012(11)/2/2025

Date: 09.09.2025

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

From: Rahul Kr. Samanta, WBR  
Additional Director, NSATI

**Sub: Proposal for the Non-Residential Training for UDAs (Batch - 4) at NSATI from 13.10.2025 to 17.10.2025 (Five Working Days).**

**Ref: Your memo no. 20-PAR(Trg)/HR/O/3T-107/2013 dated. 15.01.2025 & our memo no. 311/ATI-13/1/2020 dated. 24.12.2024**

Sir,

In reference to above, I would like to submit a proposal for Non-Residential Training for UDAs (Batch -4) at NSATI to be held from 13<sup>th</sup> - 17<sup>th</sup> October, 2025 (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

The timelines for the training may be as follows:

1. Sponsoring of names of UDAs by P&AR (in above mentioned format) by **10<sup>th</sup> October, 2025** ;
2. Training will be commenced from **13<sup>th</sup> October, 2025**.

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

Yours faithfully

  
(Rahul Kr. Samanta, WBR)

## Proposed Training Schedule for UDAs

### Day - 1 (13.10.2025)

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

### Day - 2 (14.10.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Financial Rules
12.00 (noon). - 01.30 p.m.	West Bengal Treasury Rules
02.15 p.m. - 04.45 p.m.	IFMS
04.00 p.m. - 05.30 p.m.	HRMS

### Day - 3 (15.10.2025)

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.	GPF & GISS
04.00 p.m. - 05.30 p.m.	Pay Fixation & any other Service Rules

### Day - 4 (16.10.2025)

Time	Topics
10.15 a.m. - 11.45 a.m.	West Bengal Health Scheme
12.00 (noon). - 01.30 p.m.	Purchase policy and GeM
02.15 p.m. - 04.45 p.m.	Death Cum Retirement Benefit Schemes
04.00 p.m. - 05.30 p.m.	e-Office & Office Automation


### Day - 5 (17.10.2025)

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



Rahul Kr. Samanta, WBRS  
Additional Director, NSATI & Course Director