

**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](mailto:wbpar.trainingcell@gmail.com)

No. 412 -PAR (Trg)/HR/O/3T-57/2014(Pt.-I)

Dated, Howrah, the 4<sup>th</sup> of August, 2026

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

To: Shri Shouvik Bhattacharya, WBCS (Exe.)  
OSD & E.O. Sr. Deputy Secretary,  
Netaji Subhas Administrative Training Institute, West Bengal,  
FC Block, Sector – III, Salt Lake City, Kolkata – 700 106

**Sub: Training Programme for Assistant Secretaries belonging to WBSS Cadre  
from 10/08/2026 to 18/08/2026**

With reference to above, the undersigned is directed to state that the following officers have been nominated to undergo the training programme for Assistant Secretaries, to be held at NSATI, WB, from 10/08/2026 to 18/08/2026 (seven working days), as communicated vide his Memo No. 78/ATI-13012(11)/6/2025 dated 29/07/2026. The selected Depts. are also requested to nominate any other untrained Assistant Secretary positively, who will serve the Govt. at least one and half years as on 10/08/2026(D-o-B after 10/02/1968) if the officer(s) nominated hereinunder is/are unable to attend the said training.

| Sl. No. | Name of the officer            | Department                                      |
|---------|--------------------------------|-------------------------------------------------|
| 1.      | Shri Sudip Pal                 | Backward Classes Welfare(WBCBC)                 |
| 2.      | Smt. Papri Bose                | Consumer Affairs                                |
| 3.      | Shri Arun Kumar Pal            | Co-operation                                    |
| 4.      | Shri Subrata Kumar Mandal      | Disaster Management & Civil Defence             |
| 5.      | Shri Kuntal Adak               | Finance                                         |
| 6.      | Shri Mangal Hansda             | Do                                              |
| 7.      | Shri Tapan Kumar Halder        | Fisheries                                       |
| 8.      | Shri Arvind Kumar Pandit       | Food & Supplies                                 |
| 9.      | Shri Sanjiban Roy              | Home & Hill Affairs                             |
| 10.     | Shri Subrata Roy               | Do                                              |
| 11.     | Shri Samir Kumar Dey           | Housing                                         |
| 12.     | Md. Sahidul Islam Laskar       | Industry, Commerce & Enterprises                |
| 13.     | Shri Arijit Chowdhury          | Information & Cultural Affairs                  |
| 14.     | Smt. Pradipta Bhowmik          | Irrigation & Waterways                          |
| 15.     | Shri Rai Sachchida Raman Sinha | Judicial                                        |
| 16.     | Shri Asim Samaddar             | Labour                                          |
| 17.     | Shri Debasis Nath              | Land & Land Reforms and Refugee Relief & Rehab. |
| 18.     | Shri Anil Das                  | Do                                              |
| 19.     | Smt. Jayanti Saren             | Law                                             |
| 20.     | Smt. Kathakali Majumdar        | Micro, Small & Medium Enterprises & Textiles    |
| 21.     | Shri Sutanu Chattopadhyay      | Non-conventional & Renewable Energy Sources     |
| 22.     | Shri Ajay Kumar Biswas         | Panchayat & Rural Development                   |
| 23.     | Shri Biswajit Mallik           | Paschimanchal Unnayan Affairs                   |
| 24.     | Shri Aniruddha Mukhopadhyay    | Personnel & Administrative Reforms              |
| 25.     | Shri Debasis Sengupta          | Do                                              |

(P.T.O.)

|     |                         |                                       |
|-----|-------------------------|---------------------------------------|
| 26. | Shri Subrata Datta      | Public Works                          |
| 27. | Shri Madhu Sudan Biswas | School Education                      |
| 28. | Shri Amal Kumar Saha    | Urban Development & Municipal Affairs |
| 29. | Shri Pradip Ganguly     | Do                                    |
| 30. | Shri Tuhin Halder       | Youth Services & Sports               |

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. 412/1(25)- PAR (Trg)/HR/O/3T-57/2014(Pt.-I)

Dated, Howrah, the 4<sup>th</sup> of August, 2026

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

.....Dept.  
, with the request to kindly allow the officer(s) concerned to participate in the said training and send his/her details to NSATI (e-mail ID: [atiwbtrainingcourse@gmail.com](mailto:atiwbtrainingcourse@gmail.com)) in the following format latest by 7<sup>th</sup> August, 2026 with an intimation to this Department (e-mail ID: [wbp.par.trainingcell@gmail.com](mailto:wbp.par.trainingcell@gmail.com)). He/She is requested to nominate any other untrained Assistant Secretary positively, who will serve the Govt. at least one and half years as on 10/08/2026 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) | Correct Email id |
|---------------------|-----|-------------------|-------------------------------------------------|------------------|
|                     |     |                   |                                                 |                  |

Sd/-  
Sr. Special Secretary

No. 412/2(30)- PAR (Trg)/HR/O/3T-57/2014(Pt.-I)

Dated, Howrah, the 4<sup>th</sup> of August, 2026

Shri/Smt. ....

Deptt. 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 10/08/2026.

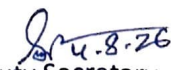
Sd/-  
Deputy Secretary

No. 412/3(2)- PAR (Trg)/HR/O/3T-57/2014(Pt.-I)

Dated, Howrah, the 4<sup>th</sup> of August, 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.

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

Date: 29.07.2026

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

Sub: Proposal for the Non-Residential Training for Assistant Secretaries at NSATI from 10.08.2026 to 18.08.2026 (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 Assistant Secretaries at NSATI** to be held from **10<sup>th</sup> - 18<sup>th</sup> August, 2026 (Seven Working Days)**.

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

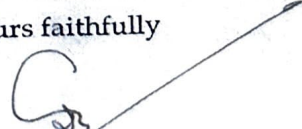
| Name of the Trainee | M/F | Name of the Department | Contact No.<br>(Mobile No. with whatsapp facility) | Email id |
|---------------------|-----|------------------------|----------------------------------------------------|----------|
|                     |     |                        |                                                    |          |

The timelines for the training may be as follows:

1. Sponsoring of names of Assistant Secretaries by P&AR (in above mentioned format) by **07<sup>th</sup> August, 2026 ;**
2. Training will be commenced from **10<sup>th</sup> August, 2026.**

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

Yours faithfully

  
Shouvik Bhattacharya, WBCS(Exe),  
OSD & E.O Sr. Deputy Secretary, NSATI

## Proposed Training Schedule for Assistant 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.     | West Bengal Health Scheme                           |
| 04.00 p.m. - 05.30 p.m.   |                                                     |

### 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.   |                                            |

### Day - 4

| Time                      | Topics                        |
|---------------------------|-------------------------------|
| 10.15 a.m. - 11.45 a.m.   | Disciplinary Proceeding       |
| 12.00 (Noon) - 01.30 p.m. | IFMS                          |
| 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.   | Audit Reply thereon & Court Related Matter         |

### Day - 7

| Time                      | Topics                             |
|---------------------------|------------------------------------|
| 10.15 a.m. - 11.45 a.m.   | WBRTPS Act                         |
| 12.00 (Noon) - 01.30 p.m. | Pay Fixation & other Service Rules |
| 02.15 pm - 03.45 p.m.     | Communicative English              |
| 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

  
 Shouvik Bhattacharya, WBCS(Exe)  
 OSD & E.O Sr. Deputy Secretary, NSATI