



Government of West Bengal
Department of Personnel and Administrative Reforms
Training Cell
State Secretariat, Nabanna, 7th Floor,
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No. 75 - PAR (Trg)/HR/O/3T- 150/2005(Pt-II) Dated, Howrah, the 4th day of September, 2020.

From: The Special Secretary to the Government of West Bengal.

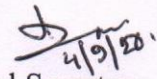
To: Sri Manick Lal Maitra
Additional Director
Administrative Training Institute, West Bengal
Salt Lake City, Sector-III, FC-Block
Kolkata-700106

Sub: Modified District Training Schedule for the IAS Probationers 2019 batch.
Ref: Your memo No. 026/ATI-13012(11)/1/2020-RTC(ATI)-ATI dated
26/08/2020

Sir,

In connection with the above, this is for your kind information that this Department has no objection to the Modified Training Schedule for District Training of IAS Probationers of 2019 batch. You are also requested to take necessary steps and to inform all concerned accordingly.

Yours faithfully,


Special Secretary.

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL**

Modified District Training Schedule for IAS Probationers of 2019 Batch

**Ref: Letter under No 75-PAR(Trg)/HR/O/3T-150/2005 (Pt II) dated 04/09/2020 issued by
P&AR Department, Government of West Bengal**

SI No	Training Component	Location of Training	Duration (Weeks)	Dates
1	Attachment with the District Magistrate Components: Functioning and coordination with the District Magistrate	District (DM to fine- tune)	2 Weeks	25/05/2020 – 07/06/2020
2	Attachment with SP & District Level Police Components: Functioning of district Police Office, Inspection of Police Station/ facility along with a competent Police Officer and coordination with the District Magistrate	District (DM to fine- tune)	1 Week	08/06/2020 – 12/06/2020
3	Attachment with Rural Police Station Components: Police Magistracy, Record Maintenance at PS, Execution of warrants/summons, Police report in security proceedings & Law and Order	District (DM to fine- tune)	1 Week	15/06/2020 – 19/06/2020
4	Attachment with District Treasury Components: Treasury Manual, Software and Treasury Procedure, Responsibilities of DDO, Inspection of Strong Rooms & Treasury, Compliance of Audit, Hands on training in passing bills.	District (DM to fine- tune)	1 Week	22/06/2020 – 26/06/2020
5	Attachment with outlying Sub Division Office and Outlying Treasury Components: To understand the functioning of SDO/ SDM Office including the Outlying Treasury Office	SDO Office (DM to fine- tune)	2 Weeks	29/06/2020 – 10/07/2020
6	Attachment with Divisional Forest	District (DM to	2 days	13/07/2020 –

Sl No	Training Component	Location of Training	Duration (Weeks)	Dates
	Officer Components: Protection of Forests & Environment, various legislations, Eco- tourism, convergence and role of administration	fine- tune)		14/07/2020
7	Attachment with District Office of PCB Components: Procedure for Environmental Impact Assessment at all levels in the district including Sub District & Block	District (DM to fine- tune)	3 days	15/07/2020 – 17/07/2020
8	Attachment with District M V Department Components: Familiarisation with the MV Act, Participate in mobile checking, Functioning of RTO at District level & Sub district level	District (DM to fine- tune)	1 Week	20/07/2020 – 24/07/2020
9	Attachment with District Commercial Tax Office Components: Familiarisation with the functioning of Commercial Tax Office, Different Acts administered by the Commercial Tax Office, Participate in mobile checking & Raids	District (DM to fine- tune)	1 Week	27/07/2020 – 31/07/2020
10	Attachment with Zilla Parishad Components: Functioning of Development Agencies, Funding mechanism, Monitoring Mechanism, MIS, Convergence of Data across schemes, Special schemes for tribal areas, Functioning of PRI at District & Sub District level.	District (DM to fine- tune)	2 Weeks	03/08/2020 – 14/08/2020
11	Attachment with ULB Components: Functioning of Municipalities/ Municipal Corporation, role of elected representative, responsibilities of staff under ULBs, Relationship between District Administration & ULBs iro Urban Planning, Sanitation, transport & Infrastructure Management and Maintenance	District (DM to fine- tune)	1 Week	17/08/2020 – 21/08/2020
12	Attachment with Superintendent of	District	1 Week	24/08/2020 –

Sl No	Training Component	Location of Training	Duration (Weeks)	Dates
	Excise Components: Familiarisation with the functioning of Excise Directorate, Different Acts administered by the Excise Directorate, Participate in mobile checking & Raids	(DM to fine- tune)		28/08/2020
13	Attachment with BDO Components: Role & Responsibilities of ERO/AERO in respect of SRER. To understand the functioning of Panchayati Raj System, Familiarisation with Fund flow, implementation of schemes, social welfare function of the GP, Panchayat Samiti and Social Audit.	District (DM to fine- tune)	2 Weeks	31/08/2020 – 11/09/2020
14	Independent Charge of Block Components: Hands on experience with office procedures and decision making at the Block Level	BDO Office (DM to fine- tune)	8 Weeks	14/09/2020 – 06/11/2020
15	District Attachment Components: Familiarization with the functioning of the various offices at the District Level, Functioning of LAO, Completion of the assignments & Training at the Line Departments [Note # 1]	DM Office & Line Department (DM to fine- tune)	3 Weeks	09/11/2020 – 27/11/2020
16	Institutional Training at ATI, West Bengal Components: Exposure to State, State Government, State Schemes/ Programmes, Laws, Language and Culture	ATI, West Bengal	2 Weeks	30/11/2020 – 11/12/2020
17	Departmental Examination Preparation	ATI, West Bengal	1 day	14/12/2020
18	Departmental Examination	ATI, West Bengal	4 Days	15/12/2020 – 18/12/2020
19	Institutional Training at ATI, West Bengal Components: Exposure to State, State Government, State Schemes/	ATI, West Bengal	1 Week	21/12/2020 – 25/12/2020

Sl No	Training Component	Location of Training	Duration (Weeks)	Dates
	Programmes, Laws, Language and Culture			
20	Secretariat Attachment Components: Familiarise with the functioning of the Secretariat and sessions with the Senior Officers	ATI, West Bengal	2 Weeks	28/12/2020 – 08/01/2021
21	Gangasagar Attachment Components: Exposure to Crowd Control & Coordination	Ganga Sagar, South 24 Parganas	1 Week	11/01/2021 – 15/01/2021
22	Training at BRAIPARD Components: Correlate with the functioning and monitoring of schemes by the P & RD Department, Govt. of West Bengal	BRAIPARD, Kalyani, Nadia	2 Weeks	18/01/2021 – 29/01/2021
23	Land and Settlement Training	ARTI, Salboni	2 Weeks	01/02/2021 – 12/02/2021
24	Attachment with DLRO, SDLLRO, and BLLRO offices Components: I. To Examine the functioning of Revenue Office at Grass root Level II. Dispose 4 Cases on Mutation, Conversion, Bhag-Chaash & Settlement	District Land Department (DM to fine- tune)	2 Weeks	15/02/2021 – 26/02/2021
25	Attachment with District Court/ SDJM Components: To observe the court procedure, judicial system and court functioning	District (DM to fine- tune)	1 Week	01/03/2021 – 05/03/2021
26	District Attachment Components: Familiarization with the functioning of the various offices at the District Level, Functioning of LAO, Completion of the assignments & Training at the Line Departments [Note # 1]	DM Office & Line Department (DM to fine- tune)	6 Weeks	08/03/2021 – 16/04/2021
27	Attachment with the Office of Divisional Commissioner Components: Role of Divisional Commissioner in administration and coordination	Office of the Divisional Commissioner	1 Week	19/04/2021 – 23/04/2021
28	State Darshan Components: Familiarisation with Culture, festivals, geographic	ATI, West Bengal	2 Weeks	26/04/2021 – 07/05/2021

Sl No	Training Component	Location of Training	Duration (Weeks)	Dates
	diversity and people of the State.			
29	Concluding training at ATI Components: Learning experiences, sharing of experiences	ATI	1 Week	10/05/2021 – 14/05/2021

Note # 1	Role & responsibility of Special LAO,CA to District Magistrate, District Statistical Officer, District Officer for Minority Affairs, P O cum DWO, DPMO, DICO, DYO, District Employment Officer, DPLO, DPRDO, DSWO, DIO,DCPU,DPO/ICDS,DCFS, ARCS,CMOH, Dy.CMOH in charge of WIFS/ vaccination, JLC/DLC/ALC, Assistant Director of Consumer Affairs & Legal Metrology, Consumer Court, District Legal Aid Authority, Executive Engineer/PWD, Executive Engineer/Irrigation, Executive Engineer/WRIDD, DNO/MGNREGS, District Horticulture Officer, Principal Agricultural Officer, District Fisheries Officer, CEO/FFDA, District Agri - Marketing Officer, DD/ARD, DPO/SSA, Officer-in-charge SSK/MSK, District Mass Education Extension Officer, Officer-in-charge CMDMP, District Inspector of Schools (Primary) , District Inspector of Schools (Secondary) , GM/ DIC, District Handloom Officer, DRDC, District Engineering Cell, District Sericulture Officer & Zilla Sainik Board
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