

**UM-18: Online Training Programme for Employees of Kolkata Metropolitan
Development Authority (KMDA)
(Sr. Assistant / Head Assistant / Section Officer)
10th to 11th October 2020
Urban Management Centre
Administrative Training Institute, West Bengal**

The Urban Management Centre (UMC), ATI conducted a customized Online Training Programme for the employees of KMDA (Sr. Assistant/ Head Assistant /Section Officer) on 10th and 11th October 2020.

The training was conceptualized by Smt. Antara Acharya, IAS, CEO, KMDA to upgrade the capacities of the secretarial staff of KMDA on Office procedure. As envisioned, the training was designed at a very short notice by ATI and was conducted in the weekend to fast-track the learning. In the inauguration session on Saturday, 10th October, she stressed upon the importance of constant upgradation and capacity building in the better methods for faster service delivery. The need for office protocol through e-office was further emphasized. The inaugural session was also attended by Shri Sanjay Mukherjee, WBCS (Exe), Joint Secretary 1, Shri Debasish Chakraborty, WBCS (Exe), Joint Secretary 2, Shri Soumen Pal, WBCS (Exe), Dy. Secretary 1, Smt. Suparna Majumdar, WBCS (Exe), Dy. Secretary (from KMDA).

Shri Manick Lal Maitra, Additional Director, ATI in charge of Urban Management Centre took part in the inaugural session along with Shri Kaushik Ghosh, Assistant Professor, Urban Management Centre, ATI and Course Director.

Course Content

The Kolkata Metropolitan Development Authority (KMDA) is the statutory planning and development authority for the Kolkata Metropolitan Area (KMA) under the Urban Development & Municipal Affairs Department, Govt. of West Bengal. This 2-day training on Office Procedure covered the topics of filing, records, service book maintenance and office protocol. The training was curated to provide inputs about the general service rules of the Govt. of West Bengal as well as the special provisions of KMDA. The following topics were the topics of discussion:

- Overview of Service Rules /Regulations of KMDA officials - General conditions for Service, Pay, Leave, Subsistence Allowance etc.
- General Procedure in dealing with cases - Note, Physical files/ e-file, Diary of Receipts, Urgency grading, File Register , Issue Register, Case Book etc.
- Official forms of Communications - Letter, Memorandum, Endorsement , Circular ,Notification etc.
- Preparation of Draft ,Opening of Service Book of an Employee -Documents required for opening of Service Book, Annual Service Verification, Duplicate Service Book
- Examination of Cases and Opening of Part File, procedure for application of Grant, Requirement of Stock Entry / work done satisfactorily Certificate, Allotment, Progressive Expenditure etc.

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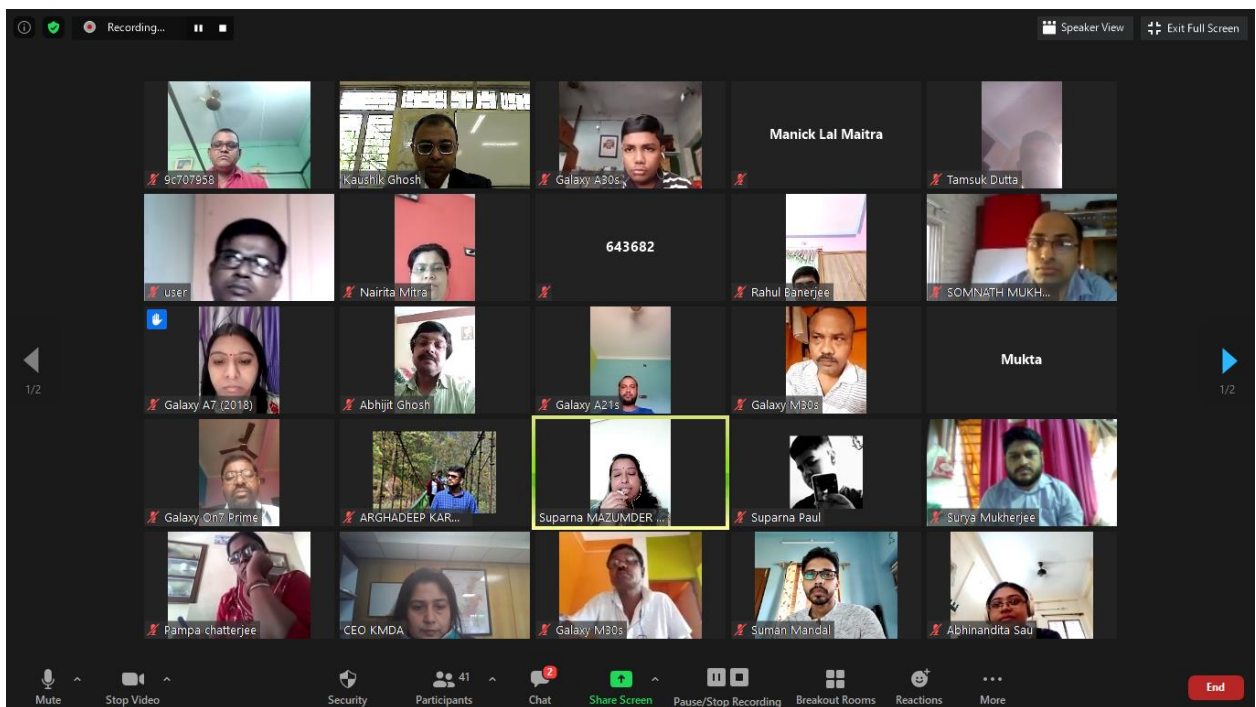
- Duties of Sr. Assistant ,Head Assistant and Section Officer regarding dealing with cases
- Main Action points of Assistant and Section Officer on receipt of a file.
- Right to Information (RTI) Act, 2005

Participation

There was active participation of 33 participants from various sectors and divisions of KMDA. Each and every session was extremely interactive as the participants clarified their queries as the discussion progressed.

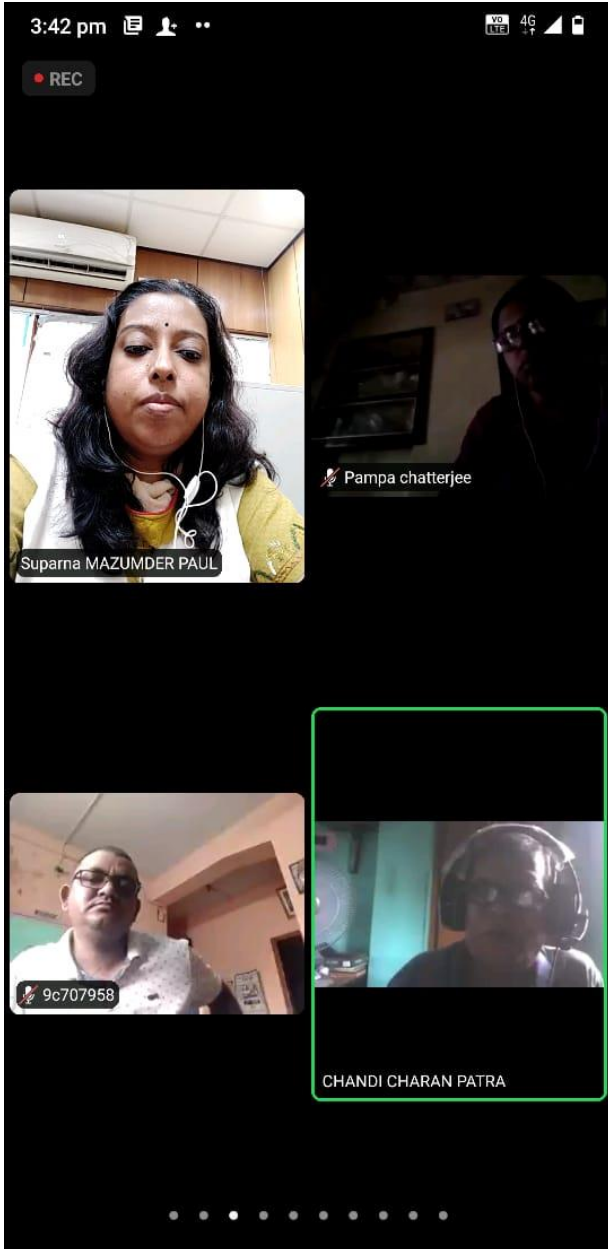
Resource Persons

The sessions were jointly conducted by Shri Somnath Mukherjee, WBA & AS, Assistant Finance Officer, WBA&AS, WB University of Animal & Fishery Sciences, GoWB and Shri Chandni Charan Patra, Retd. Section Officer, Finance Deptt., GoWB. Shri Kaushik Ghosh, Assistant Professor, UMC, ATI moderated the session.



Inaugural Session on 10/10/2020

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Smt Antara Acharya, IAS, CEO, KMDA at the inaugural session