

Online Refresher Training Programme for Upper Division Assistant (UDA)

Online Refresher Training Programme for Upper Division Assistants (UDA) has started on 27/07/2020 as per the approval of Personnel & Administrative Reforms Department, Government of West Bengal.

20 UDAs from Departments namely Science & Technology and Biotechnology, Information & Cultural Affairs, Self Help Group & Self Employment, Public Works, Transport, Panchayat & Rural Development, Youth Service & Sports, Food Processing Industries & Horticulture, Tourism, Labour, Irrigation & Waterways, Agriculture, Home & Hill Affairs etc. have joined the training course.

A series of pre-course tutorial and briefing with faculty members, participants and ATI Officials were held on 21/07/2020, 23/07/2020 and 24/07/2020 through Webinars.

Shri Sonam Bhutia, WBCS(Exe), OSD and Course Director, ATI elaborated the guidelines for attending the 5 days training with the do's and don't's of the training course.

The course will cover Office Procedure, Service Rules, iFMS, HRMS, West Bengal Health Scheme, Death cum Retirement Benefits Scheme, West Bengal Financial Rules, Government accounting system and preparation of budget, West Bengal Treasury Rules, Purchase Policy and GeM. The course will also have the relevant topics like Management and Behavioural Science. British Council Team will conduct sessions on Communicative English on the various aspects of Writing Memos and Notes and email.

The course is being conducted in Blended format whereas most of the sessions are held through Webinar with the exception of eOffice which can be done online/ offline and based on Anywhere Anytime learning. The participants will be able to use the eOffice micro sessions during their real time work in the respective offices.

It may be pointed out that this is for the first time an online course is being conducted for the UDAs as approved by the Personnel & Administrative Reforms Department, Government of West Bengal.

Shri Sonam Bhutia, WBCS(Exe), OSD, ATI is acting as the Course Director.