

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL
BLOCK-FC, SECTOR-III, SALT LAKE CITY
KOLKATA-700106

Memo. No. 217/OSD (A)/NSATI/2023

Date: 02/06/2023

ORDER

In supersession of all earlier orders, the distribution of work amongst the Officers/Faculty of this Institute will be as under:-

Name	Allotment of work	Leave Substitute
Shri S Suresh Kumar, IAS Additional Director General	1. Leave substitute of the Director General	Shri Rajeev Kumar, IAS, Additional Director General
	2. Supervision of drawing up of Training Calendar for NSATI and Scheduling of Courses and coordinating the overall implementation.	
	3. Supervision for drawing up of Administrative Calendar for the NSATI as a part of submission to the P&AR Department for State's Administrative Calendar	
	4. Day-to-day functioning, supervision and Administrative matters of the NSATI: Major personnel and works and financial matters under the supervision of the Director General	
Shri Rajeev Kumar, IAS Additional Director General	1. Supervision of drawing up of Training Calendar for NSATI and Scheduling of Courses and coordinating the overall implementation.	Dr. Godala Kiran Kumar, IAS OSD
	2. Supervision for drawing up of Administrative Calendar for the NSATI as a part of submission to the P&AR Department for State's Administrative Calendar	
	3. Supervision of RTCs including infrastructure development & implementation of Training Curriculum as part of NSATI Training Schedule	
	4. Supervision of development of computer based application including grounding, customization and functioning of Tally	
	5. Course Director for Courses as assigned by DG	
	6. Any other matter assigned by the DG	
Dr. Godala Kiran Kumar, IAS	1. Responsible for drawing up of Training Calendar for NSATI and scheduling of courses	Shri Manick Lal Maitra, WBRS, Additional Director
	2. Coordinating the overall implementation and developing cross linkage between courses for developing Training Policy	
	3. Responsible for drawing up of Administrative Calendar for the NSATI as a part of submission to the P&AR Department for State's Administrative Calendar	
	4. 1st Appellate Authority under RTI Act	