



Administrative Training Institute
Government of West Bengal

**Training Calendar for the officials of the West Bengal
Secretariat From January to December 2021**

| Sl. No. | Training Name on Online Mode | Start Date | End Date | No of Trainees |
|---------|------------------------------------|------------|------------|----------------|
| 1 | Training for Head Assistants | 28-01-2021 | 03-02-2021 | Maximum 30 |
| 2 | Training for Head Assistants | 09-02-2021 | 15-02-2021 | Maximum 30 |
| 3 | Training for UDAs | 22-02-2021 | 26-02-2021 | Maximum 30 |
| 4 | Training for Deputy Secretaries | 08-03-2021 | 16-03-2021 | Maximum 30 |
| 5 | Training for Section Officers | 05-04-2021 | 14-04-2021 | Maximum 30 |
| 6 | Training for UDAs | 06-05-2021 | 12-05-2021 | Maximum 30 |
| 7 | Training for Deputy Secretaries | 19-05-2021 | 28-05-2021 | Maximum 30 |
| 8 | Training for OSDs/Special Officers | 03-06-2021 | 11-06-2021 | Maximum 30 |
| 9 | Training for Assistant Secretaries | 24-06-2021 | 30-06-2021 | Maximum 30 |
| 10 | Training for Assistant Secretaries | 06-07-2021 | 15-07-2021 | Maximum 30 |
| 11 | Training for Section Officers | 22-07-2021 | 30-07-2021 | Maximum 30 |
| 12 | Training for Section Officers | 09-08-2021 | 17-08-2021 | Maximum 30 |
| 13 | Training for UDAs | 23-08-2021 | 27-08-2021 | Maximum 30 |
| 14 | Training for Section Officers | 08-09-2021 | 16-09-2021 | Maximum 30 |
| 15 | Training for UDAs | 22-09-2021 | 28-09-2021 | Maximum 30 |
| 16 | Training for Head Assistants | 16-11-2021 | 23-11-2021 | Maximum 30 |
| 17 | Training for OSDs/Special Officers | 08-12-2021 | 16-12-2021 | Maximum 30 |
| 18 | Training for UDAs | 22-12-2021 | 28-12-2021 | Maximum 30 |

NOTICE

The above Administrative Training Calendar for the various officials of the West Bengal Secretariat from UDAs to Deputy Secretaries has been approved by P & AR Department vide memo no. 03-PAR (Trg)/HR/O/3T-09/2019 dated, the 6th of January, 2021.