

**Induction Training Programme for WBCS(Exe.) Officers' on
promotion from 24th January 2022 to 19th February 2022**

Netaji Subhas Administrative Training Institute conducted Induction Training Programme for WBCS (Exe) Officers in online mode during 24th January 2022 to 19th February 2022.

18 participants appointed to the WBCS(Exe) Cadre i.e. 17 from feeder services of Joint BDO and 1 from feeder services of ACRO had attend the course. The course was cover various topics related to the administration.

Shri Saikat Chakrabarti, WBCS(Exe), Ex. Officio Joint Secretary & OSD, NSATI was acting as the Course Director

Induction Training Programme for WBCS(Exe) Officers' on Promotion
(Online Mode)
(Week-1)

Day- 1 DATE: 24/01/2022			
Sl. No	Duration	Session	Resource Person
	10:00 AM – 10:30 AM	Reporting & Registration	
1	10:30 AM - 11:45 AM	Inaugural session in presence of ShriAlapanBandyopadhyay, IAS (Retd.), Chief Advisor to Hon'ble Chief Minister, West Bengal & Officer on Special Duty & Ex- Officio Director General, NSATI	
	11:45 AM - 12:00 Noon	Break	
2	12:00 Noon – 1:00 PM	Briefing about the Course & Departmental Examination	ShriSaikatChakrabarti, WBCS(Exe), Ex. Officio Joint Secretary & OSD, NSATI
	1:00 PM -2:00 PM	Break	
3	2:00 PM - 3:15 PM	West Bengal Service Rules- Part I	ShriManickLalMaitra, WBRS, Additional Director, NSATI&Ex. Officio Special Secretary
	3:15 PM - 3:30 PM	Break	
4	3:30 PM –4:45 PM	Changing Role of Executive Magistrate, Overview and powers of the Executive Magistrate	ShriHindoleDatta, WBCS(Exe), Associate Professor& Ex- Officio, Special Secretary
5	5:00 PM - 6:00 PM	eOffice	Faculty, NSATI
Day -2 DATE: 25/01/2022			
6	10:15 AM - 11:30 AM	Power & functions of Executive Magistrate in relationship with Police according to Cr. PC and PRB	ShriSupriyaGhoshal, WBCS (Exe), Director in the rank of Special Secretary, State Urban Development Agency (SUDA)
	11:30 AM - 11:45 AM	Break	
7	11:45 AM – 1:00 PM	Relationship between Police & Magistrate	ShriSupriyaGhoshal, WBCS (Exe), Director in the rank of Special Secretary, State Urban Development Agency (SUDA)
	1:00 PM -2:00 PM	Break	
8	2:00 PM - 3:15 PM	Duties, Rights and Obligations/ CCA Rules	ShriManickLalMaitra, WBRS, Additional Director, NSATI&Ex. Officio Special Secretary
	3:15 PM - 3:30 PM	Break	
9	3:30 PM - 4:45 PM	Dispersal of unlawful assembly by use of civil-armed forces while managing law and order	ShriHindoleDatta, WBCS(Exe), Associate Professor& Ex- Officio, Special Secretary
10	5:00 PM - 6:00 PM	eOffice	Faculty, NSATI
Day- 3 DATE: 27/01/2022			
11	10:15 AM - 11:30 AM	Security for keeping peace and good behaviour (Cr. PC Sec. 107-122), Maintenance of Public Order & Tranquillity (Cr. PC Sec. 133-148)	ShriHindoleDatta, WBCS(Exe), Associate Professor, NSATI& Ex- Officio, Special Secretary and ShriSupriyaGhoshal, WBCS (Exe), Director In the Rank Of Special Secretary, SUDA
	11:30 AM - 11:45 AM	Break	
12	11:45 AM – 1:00 PM	Security for keeping peace and good behaviour (Cr. PC Sec. 107-122), Maintenance of Public Order & Tranquillity (Cr. PC Sec. 133-148) contd.	ShriHindoleDatta, WBCS(Exe), Associate Professor, NSATI & Ex- Officio, Special Secretary and ShriSupriyaGhoshal, WBCS (Exe), Director in the rank of

			Special Secretary, SUDA
	1:00 PM -2:00 PM	Break	
13	2:00 PM - 3:15 PM	Inquest, Disinter & Dying Declarations, Enquiry into Custodial Death	Shri Manish Verma, WBCS (Exe), Officer on Special Duty, NSATI
	3:15 PM - 3:30 PM	Break	
14	3:30 PM - 4:45 PM	Inquest, Disinter & Dying Declarations, Enquiry into Custodial Death	Shri Manish Verma, WBCS (Exe), Officer on Special Duty
15	5:00 PM - 6:00 PM	eOffice	Faculty NSATI
Day- 4 DATE: 28/01/2022			
16	10:15 AM - 11:30 AM	SaboojSathi/ Shikhasree/ Scholarship Scheme/ Hostle/ERMS/ Jai Johar/ TapashiliBandhu/	Smt. Sharmistha Banerjee Nee Ghosh , WBCS (Exe), Addl. Director BCW & TD
	11:30 AM - 11:45 AM	Break	
17	11:45 AM – 1:00 PM	SaboojSathi/ Shikhasree/ Scholarship Scheme/ Hostle/ERMS/ Jai Johar/ TapashiliBandhu/	Smt. Sharmistha Banerjee Nee Ghosh , WBCS (Exe), Addl. Director BCW & TD&Ex. Officio Joint Secretary
	1:00 PM -2:00 PM	Break	
18	2:00 PM - 3:15 PM	WBCS (Exe) in present perspective: Service, Administration, Opportunities & Issues	ShriAmlanJyotiSaha, WBCS (Exe), Additional Director & Ex. Officio Joint Secretary
	3:15 PM - 3:30 PM	Break	
19	3:30 PM - 4:45 PM	Caste Certificate	ShriAtanuChatterjee, IAS, Sr. Special Secretary,BCW Department
20	5:00 PM – 6:00 PM	eOffice	Faculty, NSATI

(Week-2)

Day- 5 DATE: 31/01/2022			
21	10:15 AM - 11:30 AM	Land Laws of West Bengal : working area under Land Acquisition Act, 1894, West Bengal Estate Act, 1953, West Bengal Land Reforms Act, 1955, WB Public Land (Eviction of Unauthorized Occupants) Act, 1962, Urban Land (Ceiling & Regulation) Act, 1976 etc.	ShriArindam Mani, WBCS (Exe), Additional Secretary, L & LR Department, GoWB
	11:30 AM - 11:45 AM	Tea Break	
22	11:45 AM – 1:00 PM	Land Laws of West Bengal : working area under Land Acquisition Act, 1894, West Bengal Estate Act, 1953, West Bengal Land Reforms Act, 1955, WB Public Land (Eviction of Unauthorized Occupants) Act, 1962, Urban Land (Ceiling & Regulation) Act, 1976 etc. ... contd.	ShriArindam Mani, WBCS (Exe), Additional Secretary, L & LR Department, GoWB
	1:00 PM -2:00 PM	Break	
23	2:00 PM - 3:15 PM	A step by step guide to conduct Disciplinary Proceedings	ShriManickLalMaitra, WBRS, Additional Director, NSATI&Ex. Officio Special Secretary

	3:15 PM - 3:30 PM	Break	
24	3:30 PM - 4:45 PM	Taking over charges and immediate issues after taking over charges	Smt. Anindita Roy Choudhury, WBCS (Exe), BDO, Budge Budge-I
25	5:00 PM – 6:00 PM	eOffice	Faculty, NSATI
Day- 6 DATE: 01/02/2022			
26	10:15 AM - 11:30 AM	Kanyashree, Rupashree, LakshmirBhandar, Jai Bangla Pension scheme	Shri Bedanga Biswas, WBCS (Exe), Joint Secretary Women & Child Dev. & Social Welfare Dept.
	11:30 AM - 11:45 AM	Break	
27	11:45 AM – 1:00 PM	Kanyashree, Rupashree, LakhirBhandar, Jai Bangla Pension scheme	Shri Bedanga Biswas, WBCS (Exe), JointSecretary Women & Child Dev. & Social Welfare Dept.
	1:00 PM -2:00 PM	Break	
28	2:00 PM - 3:15 PM	Procurement policy of Govt. of WB and Tender Process	Shri Anirban Chowdhury, WBA&AS, OSD& E.O. Deputy Secretary,E-Governance Group
	3:15 PM - 3:30 PM	Break	
29	3:30 PM - 4:45 PM	Procurement policy of Govt. of WB and Tender Process... contd.	ShriAnirbanChowdhury, WBA&AS, OSD&E.O. Deputy Secretary,E-Governance Group
30	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day- 7 DATE. 02/02/2022			
31	10:15 AM - 11:30 AM	Home/ICDS/ WBCTCR/ Child Marriage	ShriBedangaBiswas, WBCS (Exe), Joint Secretary Women &Child Dev. & Social Welfare Dept.
	11:30 AM - 11:45 AM	Break	
32	11:45 AM – 1:00 PM	Home/ICDS/ WBCTCR/ Child Marriage	ShriBedangaBiswas, WBCS (Exe), Joint Secretary Women & Child Dev. & Social Welfare Dept.
	1:00 PM -2:00 PM	Break	
33	2:00 PM - 3:15 PM	Duare Ration & Public Distribution System	Sima Halder, WBCS(Exe), Jt. Secretary, Food and Supplies Department
	3:15 PM - 3:30 PM	Break	
34	3:30 PM - 4:45 PM	Duare Ration & Public Distribution System	Sima Halder, WBCS(Exe), Jt. Secretary, Food and Supplies Department
35	5:00 PM - 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day- 8 DATE: 03/02/2022			
36	10:15 AM - 11:30 AM	District Administration : Role of different sections of Collectorate, interface of Block	Smt. Mohua Das, WBCS (Exe), PO cum

		Development Officer with District	DRO, North 24 Parganas
	11:30 AM - 11:45 AM	Break	
37	11:45 AM – 1:00 PM	District Administration : Role of different sections of Collectorate, interface of Block Development Officer with District	Smt. Mohua Das, WBCS (Exe), PO cum DRO, North 24 Parganas
	1:00 PM -2:00 PM	Break	
38	2:00 PM - 3:15 PM	Sharing of experiences of field level administration, Role of BDO in disaster management and Govt. schemes under disaster management Dept.&Duare Tran	ShriSouravChatterjee, WBCS (Exe) & ShriSoumyabrata Banerjee, WBCS (Exe)
	3:15 PM - 3:30 PM	Break	
39	3:30 PM - 4:45 PM	Organising mega- administrative events at District Level	ShriSouravChatterjee, WBCS (Exe) & ShriSoumyabrata Banerjee, WBCS (Exe)
40	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI

(Week-3)

Day-9 DATE: 07/02/2022			
41	10:15 AM - 11:30 AM	Doubt clearing session on Accounts II	Shri Somnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences Kolkata
	11:30 AM - 11:45 AM	Break	
42	11:45 AM – 1:00 PM	Doubt clearing session on Accounts II	Shri Somnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences Kolkata
	1:00 PM -2:00 PM	Break	
43	2:00 PM - 3:15 PM	Writing Self Appraisal Report (SAR) through HRMS	Shri Sarbasish Biswas, WBA&AS, IAO
	3:15 PM - 3:30 PM	Break	
44	3:30 PM - 4:45 PM	An overview on the role of a Head of Office in the different sub-modules in HRMS	Shri Satyajit Paul, WBA&AS, IAO, OSD
45	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day- 10 DATE: 08/02/2022			
46	10:15 AM - 11:30 AM	Schemes that are implemented by Higher Education & School Education Department, Government of West Bengal	Shri Subrata Palit, WBCS (Exe), District SHG & SE Officer, South 24 parganas
	11:30 AM - 11:45 AM	Break	
47	11:45 AM – 1:00 PM	Schemes that are implemented by Higher Education & School Education Department, Department, Government of West Bengal	Shri Subrata Palit, WBCS (Exe), District SHG & SE Officer, South 24 parganas
	1:00 PM -2:00 PM	Break	
48	2:00 PM - 3:15 PM	Maintaining financial propriety	ShriSomnath Mukherjee, WBA&AS, Assistant Finance

			Officer, WB University of Animal and Fishery Sciences Kolkata
	3:15 PM - 3:30 PM	Break	
49	3:30 PM - 4:45 PM	An overview of West Bengal Treasury Rules as amended	ShriSomnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences Kolkata
50	5:00 PM – 6:00 PM	eOffice	Faculty NSATI
Day -11 DATE: 09/02/2022			
51	10:15 AM - 11:30 AM	Overview of RTI Act 2005	Shri Rahul Samanta, WBRS Joint Commissioner of Revenue & Superintendent of Excise Alipore, South 24 Parganas
	11:30 AM - 11:45 AM	Break	
52	11:45 AM – 1:00 PM	Handling RTI applications	Shri Rahul Samanta, WBRS Joint Commissioner of Revenue & Superintendent of Excise Alipore, South 24 Parganas
	1:00 PM -2:00 PM	Break	
53	2:00 PM - 3:15 PM	HR Intervention in Government Department	Dr.ParthaNaskar, WBA&AS, Joint Director (Accounts), NSATI
	3:15 PM - 3:30 PM	Break	
54	3:30 PM - 4:45 PM	Computation of Income Tax return & e-filling of IT return	Shri Partha Chakroborty, WBA&AS Deputy Director, DPPG
	5:00 PM – 6:00 PM	eOffice	Faculty NSATI
Day-12DATE: 10/02/2022			
55	10:15 AM - 11:30 AM	Duare Sarkar	ShriParthaSarathiMukhopadhyay, WBCS (Exe), Special Secretary, DOSPI
	11:30 AM - 11:45 AM	Break	
56	11:45 AM – 1:00 PM	DuareSarkar	ShriParthaSarathiMukhopadhyay, WBCS (Exe), Special Secretary, DOSPI
	1:00 PM -2:00 PM	Break	
57	2:00 PM - 3:15 PM	West Bengal Health Scheme	ShriSomnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences, Kolkata
	3:15 PM - 3:30 PM	Break	
58	3:30 PM - 4:45 PM	West Bengal Health Scheme	ShriSomnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences, Kolkata
Day-13 DATE: 11/02/2022			
59	10:15 AM - 11:30 AM	MSDP/ IMDP /Aikashree/ Education Loan	ShriSoumyabrata Banerjee, WBCS (Exe), District Officer, Minority Affairs, South 24 Parganas
	11:30 AM - 11:45 AM	Break	
60	11:45 AM – 1:00 PM	MSDP/ IMDP /Aikashree/ Education Loan	ShriSoumyabrata Banerjee, WBCS (Exe), District Officer,

			Minority Affairs, South 24 Parganas
	1:00 PM -2:00 PM	Break	
61	2:00 PM - 3:00 PM	Governance of Tomorrow: Role of emerging Technology	ShriSanjay Kumar Das, WBCS (Exe), Joint Secretary, Information & Technology Dept.
	3:00 PM - 3:15 PM	Break	
62	3:15 PM - 4:00 PM	Governance of Tomorrow: Role of emerging Technology	Shri Sanjay Kumar Das, WBCS (Exe), Joint Secretary, Information & Technology Dept.

(Week-4)

15/02/2022 (Tuesday) 11:00 a.m. – 12.00 noon	Ms Word
12:00 noon – 12:15 p.m.	Break
12:15p.m. – 13:15p.m.	Ms Word
13:15p.m. – 14:15 p.m.	Break
14:15 p.m. – 15:15 p.m.	Working on Assignment – I
15:15 p.m. – 15:30 p.m.	Break
15:30 p.m. – 16:30 p.m.	Working on Assignment – II

16/02/2022 (Wednesday)

11:00 a.m. – 12.00 noon	Ms Excel (Basic)
12:00 noon – 12:15 p.m.	Break
12:15p.m. – 13:15p.m.	Ms Excel (Basic)
13:15p.m. – 14:15 p.m.	Break
14:15 p.m. – 15:15 p.m.	Working on Assignment – III
15:15 p.m. – 15:30 p.m.	Break
15:30 p.m. – 16:30 p.m.	Working on Assignment – IV

17/02/2022 (Thursday)

11:00 a.m. – 12.00 noon	Ms Excel (Advance)
12:00 noon – 12:15 p.m.	Break
12:15p.m. – 13:15p.m.	Ms Excel (Advance)
13:15p.m. – 14:15 p.m.	Break
14:15 p.m. – 15:15 p.m.	Working on Assignment – V
15:15 p.m. – 15:30 p.m.	Break
15:30 p.m. – 16:30 p.m.	Working on Assignment – VI

18/02/2022 (Friday)

11:00 a.m. – 12.00 noon	Powerpoint
12:00 noon – 12:15 p.m.	Break
12:15p.m. – 13:15p.m.	Powerpoint
13:15p.m. – 14:15 p.m.	Break
14:15 p.m. – 15:15 p.m.	Working on Assignment – VII
15:15 p.m. – 15:30 p.m.	Break
15:30 p.m. – 16:30 p.m.	Working on Assignment – VIII

19/02/2022 (Saturday)

11:00 a.m. onwards	Valediction
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