

**(Online) Induction Training Programme for WBCS (Exe) Officers on Promotion
from 24th Jan 2022 to 12th Feb 2022**

NSATI WB conducted Induction Training Programme in online mode for WBCS (Exe) Officers on Promotion during 24th January – 12th February, 2022

18 participants promoted to WBCS(Exe) Cadre attended the course. The course covered various topics related to the administration.

Shri Saikat Chakrabarti, WBCS(Exe), Officer on Special Duty & Ex. Officio Joint Secretary, NSATI acted as the Course Director.

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 (Amitabh)
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	Dispersion 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 (Arup)
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 (Amitabh)
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	ShriAmlanJyotiSaha, WBCS (Exe), Additional Director & Ex. Officio Joint Secretary

		& Issues	
	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 (Pratick)

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 Development Officer with District	Smt. Mohua Das, WBCS (Exe), PO cum 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	ShriSouravChatterjee,

		administration, Role of BDO in disaster management and Govt. schemes under disaster management Dept.&Duare Tran	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

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 -11DATE: 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-13DATE: 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.
Day-14DATE: 12/02/2022			
	11:00 AM onwards	Evaluation, Feedback and Valediction	