

Induction Training Programme for WBCS(Exe.) Officers' on promotion from 14th March 2022 to 1st April 2022

NSATI is conducting Induction Training Programme for WBCS (Exe) Officers on promotion during 14th March 2022 to 1st April 2022.

16 participants appointed to the WBCS(Exe) Cadre i.e. 14 from feeder services of SRO-II and 2 from feeder services of Joint BDO will attend the course. The course will cover various topics related to the administration.

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

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

Day- 1 DATE: 14/03/2022			
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: 15/03/2022			
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: 16/03/2022			
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: 17/03/2022			
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: 21/03/2022			
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	-Do-	-Do-
	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: 22/03/2022			
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	-Do-	-Do-
	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, Deputy Financial Advisor & Ex-officio Deputy Secretary, Home & Hill Affairs Dept.
	3:15 PM - 3:30 PM	Break	
29	3:30 PM - 4:45 PM	-Do-	-Do-
30	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day- 7 DATE. 23/03/2022			
31	10:15 AM - 11:30 AM	Home/ICDS/ WBCTCR/ Child Marriage	Shri Bedanga Biswas, WBCS (Exe), Joint Secretary Women & Child Dev. & Social Welfare Dept.
	11:30 AM - 11:45 AM	Break	
32	11:45 AM – 1:00 PM	-Do-	-Do-
	1:00 PM -2:00 PM	Break	
33	2:00 PM - 3:15 PM	Duare Ration & Public Distribution System	Shri Achintya Kumar Pati, IAS, Secretary, Food and Supplies Department
	3:15 PM - 3:30 PM	Break	
34	3:30 PM - 4:45 PM	-Do-	-Do-
35	5:00 PM - 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day- 8 DATE: 24/03/2022			
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	-Do-	-Do-
	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	Shri Sourav Chatterjee, WBCS (Exe) & Shri Soumyabrata Banerjee, WBCS (Exe)
	3:15 PM - 3:30 PM	Break	
39	3:30 PM - 4:45 PM	Organising mega- administrative events at District Level	-Do-
40	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI
Day-9 DATE: 25/03/2022			
41	10:15 AM - 11:30 AM	Writing Self Appraisal Report (SAR) through HRMS	Shri Sarbasish Biswas, WBA&AS, IAO

	11:30 AM - 11:45 AM	Break	
42	11:45 AM – 1:00 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
	1:00 PM -2:00 PM	Break	
43	2:00 PM - 3:15 PM	Doubt clearing session on Accounts II	Shri Somnath Mukherjee, WBA&AS, Assistant Finance Officer, WB University of Animal and Fishery Sciences Kolkata
	3:15 PM - 3:30 PM	Break	
44	3:30 PM - 4:45 PM	-Do-	-Do-
45	5:00 PM – 6:00 PM	WBRTPS Act 2013	Faculty NSATI

(Week-3)

Day- 10 DATE: 28/03/2022			
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	Do	Do
	1:00 PM -2:00 PM	Break	
48	2:00 PM - 3:15 PM	Maintaining financial propriety	Shri Somnath 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	Shri Somnath 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: 29/03/2022			
51	10:15 AM - 11:30 AM	Overview of RTI Act 2005 & Handling RTI applications	Smt. Gargi Ghosh, WBCS (Exe), Professor, Disaster Management Centre, NSATI & Ex- Officio, Special Secretary
	11:30 AM - 11:45 AM	Break	
52	11:45 AM – 1:00 PM	Art of Interacting with Media: Crisis Communication	Shri Samir Goswami, Ex-Chief Public Relations Officer, Eastern Railway, Media Trainer, Ex-President, Public Relations Society of India
	1:00 PM -2:00 PM	Break	
53	2:00 PM - 3:15 PM	HR Intervention in Government Department	Dr. Partha Naskar, 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-12 DATE: 30/03/2022			
55	10:15 AM - 11:30 AM	Duare Sarkar	Shri Partha Sarathi Mukhopadhyay, WBCS (Exe), Special Secretary, DOSPI
	11:30 AM - 11:45 AM	Break	
56	11:45 AM – 1:00 PM	Do	Do
	1:00 PM -2:00 PM	Break	
57	2:00 PM - 3:15 PM	West Bengal Health Scheme	Shri Somnath 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	Effective Utilisation Social Media: Boundaries thereof	Shri Debyeet Ganguly, WBCS (Exe), Deputy Secretary, Youth Services and Sports, GoWB and CEO, Kishore Bharati
Day-13 DATE: 31/03/2022			
59	10:15 AM - 11:30 AM	MSDP/ IMDP /Aikashree/ Education Loan	Shri Pranabesh Mondal, WBCS (Exe), P.S. to MoS, Food & Supplies Deptt. & Shri Soumyabrata Banerjee, WBCS (Exe), District Officer, Minority Affairs, South 24 Parganas
	11:30 AM - 11:45 AM	Break	
60	11:45 AM – 1:00 PM	Do	Do
	1:00 PM -2:00 PM	Break	
61	2:00 PM - 3:00 PM	Governance of Tomorrow: Role of emerging Technology	Shri Sanjay Kumar Das, WBCS (Exe), Joint Secretary, Information & Technology Dept.
	3:00 PM - 3:15 PM	Break	
62	3:15 PM - 4:00 PM	Do	Do
Day-14 DATE: 01/04/2022			
	11.00 AM. onwards	Valediction	