

Online Training for Upper Division Assistant

A 5 day online training for the UDAs of various Departments was conducted from the 27th of November to the 4th of December, 2020 as approved by Personnel & Administrative Reforms Department, Government of West Bengal.

The topics were selected for the capacity building of UDA to help in their day to day functions such as establishment functions, financial functions, e-office, HRMS, IFMS, WBHS, Death cum retirement benefits, purchase policies etc.

Sessions on communicative English were conducted by the British Council.

The course was designed to enhance the knowledge, skills and the attitude of the trainees and included pre-course activities, online assessment for the entry behavior and summative assessment. Management and Behavioural Science sessions were also included in the course.

The course was conducted through the Learning Management System (LMS) platform recently launched by the ATI. All the study materials have been uploaded in the LMS for continuous learning.



Shri Sonam Bhutia, WBCS(Exe), Course Director during a session



Valedictory Session was attended by Shri Manick Lal Maitra, WBRs, Additional Director, ATI, Shri Sonam Bhutia, WBCS(Exe), Course Director, Shri Sayantan Ghoshal, Faculty British Council and the participants.