

Training materials on West Bengal Service Rules & Financial Rules

Two separate compilations, "Training Material on West Bengal Financial Rules and Office Procedure" & "Training Material on West Bengal Service Rules" were published earlier as ATI Monograph Nos.2A/2005 and 2B/2005 for officials of all levels. These proved to be extremely useful and generated widespread demand for more copies. Appreciating this, ATI is now bringing out a combined version of both Monographs in a single volume for convenience of readers without any major change except exclusion of the "Office Procedure" portion from Monograph No.2A/2005 considering the necessity for a more elaborate treatment of the topic. At the request of ATI, Lt Sri H.P. Mukhopadhyay, WBCS(Exe) (Retd.) worked hard to put together rules, procedures, practices and executive orders laid down and released from time to time by the Government for running offices at the districts. It will be published shortly as another Monograph under the title, "Collectorate Manual". The book will cover the important and major provisions of Bengal Records Manual, 1943 and Practice and Procedure Manual, 1964 serving as a guide for management of district level offices mainly and other offices in general. Sri Pasupati Ghosh, WBA&AS (Retd.) is updating the service and financial matters in the earlier volumes.