

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL**

**Institutional Training Programme for IAS (Prob.) 2019 Batch
(Orientation Course)**

01/12/2020 – 13/12/2020 and 21/12/2020 – 24/12/2020

Administrative Training Institute, West Bengal is conducting Institutional Training of IAS Officers 2019 Batch.(Orientation Course) from December 1, 2020 with 12 IAS Officer Trainees , batch 2019

The course will be conducted in online mode due to COVID-19 pandemic situation

Shri Sumanta Chaudhuri, IAS, Additional Chief Secretary and Director General, ATI WB will inaugurate the training course.

After the inauguration of the said training course, Shri Dhaval Jain, IAS, Member-Secretary, West Bengal Valuation Board will be taking session on "Administrative setup of the State Government"

The main focus for this part of the training (Week 1) will be preparing the IAS Officers for the Half Yearly Departmental Examination scheduled to be held from 15/12/2020.The Officers will be trained in different topics under Accounts I and Accounts II. There will be sessions on Bengali language to help the officers enhance their reading , writing skills and speaking power in Bengali.

Different sessions of the course will be facilitated by the experienced faculty members including senior level IAS officers with interactive seminars, panel discussions, experience sharing and presentation by the IAS OTs.

The course will be conducted through Learning Management System (LMS) with the combination of Live Webinars/ Virtual Classrooms and pre-recorded videos .

To motivate individual pace of learning ,some parts of the course have been designed on the basis of "Anytime Anywhere Learning " and topics include eOffice, West Bengal Right to Public Services Act,2013(WBRTPS) , Government eMarket Place (GeM), Departmental Procedures, Accounts-I and so on. IAS Officers may attend these sessions in their own time .The Officers have already registered themselves for online Course in eOffice and have been provided with Demo version of eOffice for practice.

The course is being co-ordinated by Shri Manick Lal Maitra , WBRS, Additional Director, ATI WB