

<p>Additional Director</p> <ol style="list-style-type: none"> 1. In-charge of ATI in the absence of the Director 2. Quality Improvement of ATI's activities 3. General administration and establishment matters 4. Coordination with Govt. of India and other organizations 5. Matters relating to SACT and other committees concerning ATI. 6. Research projects and studies 7. Supervision of RTC matters 8. Matters relating to RTCs South 24-Parganas, Howrah, Hooghly 9. Counsellor for South 24-Parganas, Howrah, Hooghly districts 10. Conduct of Joint Induction Course for the IAS, WBCS (Exe.), WBPS Officers etc. 11. Supervision of RTI matters 12. Co-ordination with the Training Institutes of Government West Bengal 13. Supervision of Library. 14. Chairman, Tender Committee 	<p>Leave substitute : Dr. Arabinda Ghosh</p>
<p>Dr. Arabinda Ghosh, WB Excise Service, Joint Director</p> <ol style="list-style-type: none"> 1. Trainer Development Programmes 2. Supervision of all IT matters in ATI 3. Matters relating to Administrative Reforms, Center of Excellence(Except Centre of Excellence For Flood), State Training Policy etc. 4. Externally aided Projects (except RTI) 5. Providing guidance regarding training to all Departments 6. Matters relating to RTC Burdwan 7. Counsellor for Burdwan districts 	<p>Leave substitute : Ms. Sharmistha Das</p>
<p>Sri P. K. Poddar, WB A&AS, Joint Director (Accounts)</p> <ol style="list-style-type: none"> 1. Drawing and Disbursing Officer 2. Conduct of training on Financial Management and Induction and in-service training of WBA&AS Officers 4. All files relating to accounts matter 5. Maintenance of Service Books 6. Audit queries 7. Member of the Tender Committee 	<p>Leave substitute : Ms. Mitali Bandyopadhyay</p>
<p>Smt. Mitali Bandyopadhyay, WBCS (Exe), Joint Director</p> <ol style="list-style-type: none"> 1. Matters relating to Government of India training programmes 2. Co-ordination of training programmes of all RTCs 3. Member-Secretary, Case Study Committee 4. Matters relating to RTC Paschim Medinipur, Purba Medinipur 5. Counsellor for Paschim Medinipur & Purba Medinipur 6. In-charge of Publication Cell 7. Over all supervision for preparation of ATI training calendar, preparation and validation of case studies, conduct of case study workshops 	<p>Leave substitute : Dr. Arabinda Ghosh</p>
<p>Smt. Sarmistha Das, WBCS (Exe.), Joint Director</p> <ol style="list-style-type: none"> 1. Professional Course for WBCS (Exe.) Officers 2. Matters relating to RTCs Malda, Dakshin Dinajpur and Darjeeling 	<p>Leave substitute : Ms. Mitali Bandyopadhyay</p>

<ol style="list-style-type: none"> 3. Counsellor for Malda, Dakshin Dinajpur & Datjeeling districts 4. Collaboration with NSOU and IGNOU etc. for various Professional Courses 5. Research and Documentation of Best Practices 	
<p>Sri Supriya Ghoshal, WBCS (Exe), Joint Director (Administration)</p> <ol style="list-style-type: none"> 1. Head of Office 2. General administration and Establishment of ATI Office & its Campus 3. Member-Secretary, Tender Committee 4. Co-signer of all cheques with Joint Director (Accounts) 5. Matters relating to RTCs Nadia & North 24-Parganas 6. Counsellor for Nadia & North 24-Parganas districts 7. Service records of WBCS (Exe.) Probationers 8. M.A. in Public Administration under NSOU for WBCS (Exe.) Probationers (All related administrative works including mobilization of course fees for the trainee officers from the Government) 	<p>Leave substitute : Ms. Sharmistha Das</p>
<p>Mr. Usman Ali Shah, WBCS (Exe.), Professor, NDM Wing</p> <ol style="list-style-type: none"> 1. Over all charge of NDM Wing and matters relating to Disaster Management training programmes 2. Research, studies and documentation relating to Disaster Management 3. Developing handbooks and manuals on disaster management 4. Matters relating to Advisory Committee on NDM 5. Preparation of Disaster Management Plans 6. Assignment of duties among three Associate Professors 7. Matters relating to RTCs Murshidabad & Birbhum 8. Counsellor for Murshidabad & Birbhum districts 9. Over all charge of Centre of Excellence For Flood. 	<p>Leave substitute : Smt. Arundhati Sarkar</p>
<p>Smt. Arundhati Sarkar, WBCS(Exe), Associate Professor, NDM</p> <ol style="list-style-type: none"> 1. Matters relating to allotment of fund from NIDM/Government and utilization thereof. 2. All other items of work as assigned by Professor, NDM 3. Matters relating to RTCs, Jalpaiguri, Cooch Behar & Uttar Dinajpur 4. Counsellor for Jalpaiguri, Cooch Behar & Uttar Dinajpur districts 	<p>Leave substitute : Smt. Gargi Ghosh</p>
<p>Smt. Gargi Ghosh, WBCS(Exe), Associate Professor, NDM Wing & SNO, RTI</p> <ol style="list-style-type: none"> 1. All items of work as assigned by the Professor, NDM 2. Nodal Officer, RTI 3. 'Training For All' Project (Nadia) under JD(AG) 4. Counsellor for Purulia & Bankura districts 5. Matters relating to RTCs Purulia & Bankura 6. Matters relating to Research & Documentation of Best Practices in RTI Sector. 	<p>Leave substitute : Smt. Arundhati Sarkar</p>
<p>Sri N. N. Som, Professor, Urban Management Centre</p> <ol style="list-style-type: none"> 1. Conducting workshops and training programmes in Urban Management and related areas 	<p>Leave Substitute : Sri U.K. Roy</p>

<ol style="list-style-type: none"> 2. Research and case studies 3. Training Needs Assessment in urban sector 4. Matters relating to Research & Documentation of Best Practices in Urban Sector 5. Appraisal of Draft Development Plan (DDP) prepared by ULBs 6. Conducting AITP Course. 	
<p>Sri U. K. Roy, Assistant Professor, Urban Management Centre</p> <ol style="list-style-type: none"> 1. Providing assistance for all items of work as indicated against Professor, Urban Management Centre 2. Duties and responsibilities as Warden for ATI hostel. 	<p>Leave Substitute : Sri N.N. Som</p>
<p>Sri Arup Mukherjee, Librarian</p> <ol style="list-style-type: none"> 1. All matters relating to Library service 2. Preservation of digital and paper records of all training course with cataloguing 3. Setting up and maintenance of a separate Library for the Centre of Excellence For Flood, digitization of Library records for the Centre, networking with NIDM, Disaster Management Deptt. of the Home State as well as States outside West Bengal. 	
<p>Sri Amitava Paul, Programme Officer (I.T.)</p> <ol style="list-style-type: none"> 1. All I.T. matters 2. Conducting Training Programmes on IT matters 	<p>Leave Substitute : Smt. Aparna Das</p>
<p>Smt. Aparna Das, Assistant Programme Officer (IT)</p> <ol style="list-style-type: none"> 1. Providing assistance for all items of work as indicated against Programme Officer, (IT) 	<p>Leave Substitute : Sri Amitava Paul</p>