

Govt. of West Bengal
Finance Department (Audit Branch)
WBA&AS Cell (Group-T)
Writers' Buildings

No.3710-F(Y)/WB

Date: 01.10.2019

Sub: Conduct of "**Management Development Programme**" in collaboration
with **Indian Institute of Management, Calcutta** during **11th -16th**
November, 2019

Finance Department is going to organise Management Development Programme (MDP) for **a batch of twenty (20) in-service officers of West Bengal Audit & Accounts Service & West Bengal Revenue Service** during **11th -16th November, 2019 at Indian Institute of Management, Calcutta.** Details of eligibility criteria, process of application in connection with the said programme are stated below:

2. Eligibility Criteria :

- i. Officers who have rendered minimum five (05) years of service as on 1st January, 2019 and have been declared confirmed in their respective cadre are eligible to apply. Officers who have less than two (02) years of service left as on 1st January, 2019 need not apply.
- ii. Officers who have previously undergone residential in-service training programme organised by Finance Department for five (05) days or more are not eligible to apply.

3. Process of Application :

- i. Officers intending to participate in the MDP are required to fill up enclosed form (Annexure "A") and submit the same to the respective Head of Office.
- ii. Heads of offices will forward the same along with recommendation to the respective cadre controlling authority in Finance Department [WBA&AS Cell (Group T) for WBA&AS officers & Finance (Revenue) Department for WBRS officers] for further scrutiny and selection. Alternatively, recommendations of WBA&AS officers may also be sent on email id **asfinwb@gmail.com**.
- iii. Recommendation of HoO should reach to Cadre Controlling Authority in Finance Department as stated under Para (ii) above by **23rd October, 2019**.
- iv. Cadre Controlling Authority will consolidate the lists such received from different Head of Offices in the order of priority. The said list of WBRS officers should reach WBA&AS Cell {asfinwb@gmail.com} located at Block IV, 2nd Floor, Writers' Buildings, Kolkata 700 001) by **25th October, 2019**.
- v. Finally selected officers shall be nominated officers for attending the MDP.

4. Programme Details :

- i. The programme will be fully residential and officers are required to report at IIM one day prior to the commencement of the programme, i.e. on 10th November, 2019 afternoon. No officers will be allowed to leave training venue during the training programme.

- ii. The programme will focus on various aspects such as the contract administration, Public Finances, e Governance, aspects of Business Process Re-engineering, Prioritisation and Time Management, as well as management of personnel. It will cover all aspects to sensitise and inform the participants to various issues which are essential for better decision making.
5. WBA&AS Cell under Finance Department [WBA&AS Cell (Block IV, 2nd Floor, Writers' Buildings, Kolkata 700 001)] will function as Nodal Authority for conducting the Management Development Programme at IIM, Calcutta. In case of any clarifications please contact on (033) 2214-1372 or asfinwb@gmail.com.

Encl: As stated.

Sd/-(P.A. Siddiqui)

Secretary to the Govt. of West Bengal.

No. 3710/1(14)-F(Y)/WB

Date: 01.10.2019

Copy forwarded for information & necessary action to:

1. Additional Chief Secretary/Principal Secretary/Secretary.....
Department.
2. OSD & EO Secretary, Finance (Revenue) Department.
3. Additional Secretary, Finance (Revenue) Department.
4. Commissioner, Directorate of Commercial Taxes.
5. Commissioner, Directorate of Excise.
6. Inspector General of Registration & Commissioner of Stamp Revenue, West Bengal.
7. Director/Commissioner
8. District Magistrate
9. Deputy Secretary (Technical), Finance (Revenue) Department.
10. Sub Divisional Officer
11. PS to Additional Chief Secretary, Finance Department.
12. Prof. Ashok Banerjee, Course Director, Indian Institute of Management, Calcutta.
13. Website Copy.
14. Office Copy.


Assistant Secretary to the
Govt. of West Bengal.

Application Form for "Management Development Programme"

Name of Cadre: WBA&AS / WBRS (Please tick)

1. Name of Officer :
2. Date of Birth :
3. Educational Qualification(s) :
4. Date of Entry into Service/Cadre :
5. Date of Confirmation in Service/Cadre :
6. Present Post (Substantive) :
7. Present Office with Address :
8. Mobile No. :
9. Email ID :
10. Previous Trainings Attended :
 - a) .
 - b) .
 - c) .
11. Special Achievements (if any) :
12. Objective of attending the MDP:

Signature of the Officer

Recommendation of name

I hereby recommend Shri/Smt. _____ for Management Development Programme" to be conducted in Indian Institute of Management, Calcutta.

Signature of the Head of Office