

**Government of West Bengal**  
**Finance Department**  
**Audit Branch, WBA&AS Cell**  
**Writers' Buildings, Kolkata- 700 001.**

No.4376-F(Y)/WB

Dated 10.12.2019

**Sub: In-service training of officers of state constituted services.**

In-service training programme with an exposure to foreign institutions for officers belonging to State Constituted Services Similar to WBCS (Exe.) officers was introduced by this department few years back.

2. Now, after careful consideration of the matter the Governor is pleased to approve 02 (two) weeks In-service Training Programme on **Public Finance Management** with domestic leg at O.P. Jindal Global University, Sonapat, Haryana and the foreign leg at the Lee Kuan Yew School of Public Policy, Singapore from **27<sup>th</sup> January, 2020 to 7<sup>th</sup> February, 2020** for a batch of 25 (twenty five) officers of the State Constituted Services.
3. For participation in each of the aforesaid training programmes, the names of the State Constituted Services eligible along with the respective quota of trainees for each service are detailed below :

Sl. No.	Name of the Constituted State Service	Quota of Trainees
1	West Bengal Revenue Service	10
2	West Bengal Audit & Accounts Service	7
3	West Bengal Food & Supplies Service	2
4	West Bengal Employment Service	2
5	West Bengal Co-operative Service	1
6	West Bengal Labour Service	1
7	West Bengal Information & Cultural Service	1
8	West Bengal Forest Service	1
	<b>Total</b>	<b>25</b>

4. The Cadre Controlling Authority of the respective State Services shall make **initial short listing of officers in multiple of five (05) times** of the quota mentioned under Para 3 above and prepare priority wise list based on the following criteria –
  - i. Officers should have put in minimum ten (10) years of service and should have at least 08 (eight) years of service remaining in the respective State Services as on 1<sup>st</sup> January of the year in which training is scheduled to be conducted.
  - ii. In case of the officers of West Bengal Revenue Service, their service period in the erstwhile Services namely the West Bengal Commercial Tax Service, the West Bengal Excise Service, the West Bengal Agricultural Income Tax Service and the West Bengal Registration and Stamp Revenue Service shall be taken into account.

- iii. Officers who have already undergone foreign training programme in any official capacity are not eligible for the aforesaid training.
  - iv. Officers should be cleared from vigilance angle and must have submitted his/her Asset Declaration Statement (ADS) and ACR (SAR) regularly.
5. Cadre Controlling Authority of the respective services is required to submit the following report to this department (**The Secretary, WBA&AS Cell, Finance Department, Writers' Buildings, Block IV, Ground Floor, Kolkata 700001**) within **20.12.2019** in respect of shortlisted officers for final selection to be made by the "Selection Committee" of Finance Department:
- i. Bio Data of all the officers recommended [Annexure-1].
  - ii. Consolidated Statement - [Annexure- 2].
  - iii. Complete ACR Dossier for last 5 (five years) starting from 2014-2015 to 2018-2019- [Annexure-3].
  - iv. Vigilance Clearance Report of the State Vigilance Commission, West Bengal in respect of the concerned officers [Annexure-4]
6. Final selection of trainees shall be made by the "**Selection Committee**" of Finance Department constituted for this purpose on the basis of recommendation made by the respective Cadre Controlling Department of the State Constituted Services. The "**Selection Committee**" shall comprise of :
- i. Additional Chief Secretary, Finance Department- Chairman.
  - ii. Secretary, Finance Department.
  - iii. Joint/Special Secretary, Finance Department.
7. Based on the recommendation of the "Selection Committee", a final list of 25 (twenty five) participants for the aforesaid training programme shall be prepared by Finance Department for undergoing the training.
8. Once selected an officer cannot opt out of the training programme. If he/she opts out for any reason, then the officer concerned would not be considered for such training programme for next 03(three) years.
9. For any query relating to the training programme please contact Assistant Secretary, WBA&AS Cell, Finance Department on (033) 2214 1372, email id: asgrt2.f-d-wb@gov.in.

Encl: As stated.

**Sd/- (P.A. Siddiqui)**

Secretary to the  
Government of West Bengal.

Copy forwarded for information and taking necessary action to :

1. The Additional Chief Secretary/Principal Secretary/Secretary,  
----- Department
2. The Additional Secretary/Special Secretary/Joint Secretary,  
----- Department
3. The Director/Commissioner,  
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4. The MD/CEO  
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5. The Commissioner..... Division.
6. The District Magistrate.....
7. The Sub-Divisional Officer.....
8. Shri Sumit Mitra, Network Administrator, Finance Department with a request to  
upload this order on the website of Finance Department.
9. Office copy.

  
Assistant Secretary to the  
Government of West Bengal.

**Bio Data of Officers**

1. Name of Officer :
2. HRMS ID :
3. Name of Service/Cadre :
4. Date of Birth :
5. Educational Qualification :
6. Date of Entry into Service/Cadre :
7. Date of Confirmation in Service/Cadre :
8. Present Post (Substantive) :
9. Present Office with Address :
10. Passport No. with Issue Date :
11. Mobile No. :
12. Email Id :
13. Special Achievement (if any, in brief) :
14. Training's Attended :

Signature of the Officer

Countersignature of the Cadre  
Controlling Authority.

Consolidated Statement of shortlisted officers eligible for Training Programme

Sl. No.	Name of the Officer (Shri/ Smt.)	Date of Birth	Year of Allotment	Date of Entry into Cadre	Date of Confirmation in Service	Date of Retirement	Remarks (if any)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

(Signature of the Cadre Controlling Authority)

