

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

No.4451-F(Y)/WB

Date: 06.12.2018

**MEMORANDUM**

Sub: Introduction of "**Management Development Programme**" in collaboration with **Indian Institute of Management, Calcutta** for in-service officers of WBA&AS & WBRB cadres.

The issue of imparting professional & specialised training in order to acquaint officers under Finance Department with latest concepts, tools & techniques for better & informed decision making has been under active contemplation of the Government for some time past. After careful consideration of the matter, the Governor is pleased to organise "Management Development Programme" in collaboration with Indian Institute of Management, Calcutta for in-service officers of West Bengal Audit & Accounts Service & West Bengal Revenue Service.

**2. Programme Structure :**

- i. Batch Size: 20 or 25 officers depending upon the availability of officers.
- ii. The programme will be fully residential.
- iii. The course structure and topics will be customized in consultation with IIM, Calcutta based on the requirement of target participants of a particular programme.
- iv. Officers having similar duties & responsibilities in their workplace may be selected and placed for identical training programme customized to their job requirement.

**3. Selection of Officers for Training Programme :**

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. 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 WBRB officers] for further scrutiny and selection. Cadre Controlling Authority will compile the lists such received in the order of priority. WBA&AS Cell will finally nominate these officers for a particular training programme. The Cadre controlling authority will compile the list based on the following criteria:

- i. Present assignment of officers.
- ii. Specific length of service rendered (depending upon the target participants). Selection of officers will be made by Finance Department after thorough evaluation of their general service records and suitability for the training programme, etc.
- iii. There may be a mix of officers from WBA&AS & WBRB in each batch for the training programme depending upon their duties, posting and capabilities, batch size etc.
- iv. One (01) senior officer from Finance Department will also be present as Observer for comprehensive monitoring and evaluation of the training programme.

4. First such training programme will start from 24<sup>th</sup> December, 2018 and end on 29<sup>th</sup> December, 2018.
5. Details of forthcoming programme including eligibility criteria programme content, opening & closing date of application by the officers, last date of submission of application to cadre controlling authority by the HoO, etc. shall be intimated shortly.
6. WBA&AS Cell under Finance Department 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.4451/1(10)-F(Y)/WB

Date: 06.12.2018

Copy forwarded for information & necessary action to:

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

  
Assistant Secretary to the  
Govt. of West Bengal.

Annexure "A"

**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 Training Attended :
11. Special Achievement (if any) :

Signature of the Officer

*Recommendation of name*

*I hereby recommend Shri/Smt. (Name of the officer) for Management Development Programme" to be conducted in Indian Institute of Management, Calcutta.*

Signature of the Head  
of Office