

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

No. 3314-F(Y)/WB

Dated: 18.07.2017

Sub : In-service training of Officers of State Constituted Services

The matter of introduction of in-service training programme with an exposure to foreign institution for State Constituted Services in line with WBCS (Exe.) officers has been under active consideration of the Govt. for some time past. After careful consideration of the matter the Governor is pleased to approve 2 (two) weeks in-service training programme on Public Finance and Budgeting at O.P. Jindal Global University, Haryana and Lee Kuan Yew School of Public Policy, Singapore from **2nd October, 2017 to 13th October, 2017** for 25 (twenty five) officers of the State Constituted Services.

2. The names of the State Constituted Services eligible for participation in the aforesaid training programme along with respective quota of trainees for each service are detailed below :

Sl. No.	Name of the Constituted State Service	Quota of Trainees
1	West Bengal Audit & Accounts Service	7
2	West Bengal Commercial Tax Service	7
3	West Bengal Registration & Stamp Revenue Service	2
4	West Bengal Excise Service	2
5	West Bengal Food & Supplies Service	2
6	West Bengal Employment Service	2
7	West Bengal Co-operative Service	1
8	West Bengal Labour Service	1
9	West Bengal Agriculture Income Tax Service	1
	Total	25

3. The Cadre Controlling Authority of the respective State Services shall make initial short listing of officers in multiple of five times of the quota mentioned under Para 2 above for the aforesaid training programme based on the following criteria –
- Officers should have put in minimum 15 (fifteen) years of service from the date of joining to the date of commencement of training programme.
 - Officers should have at least 08 (eight) years of service remaining (His/her date of superannuation should not fall within 30.09.2025) from the date of start of training programme.
 - Officers who have already undergone foreign training programme in any official capacity are not eligible for the aforesaid training.

- d) Officers should be cleared from vigilance angle and must have submitted his / her Asset Declaration Statement (ADS) and ACR (SAR) regularly.
4. 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 700 001**) within **10th August, 2017** in respect of shortlisted officers for final selection to be made by the "Selection Committee" of Finance Department:
- i. Bio Data of officers & Consolidated Statement – Annexure-1 & 2.
 - ii. Complete ACR Dossier for last 5 (five years) starting from 2011-2012 to 2015-2016- Annexure-3.
 - iii. Vigilance Clearance Report of the State Vigilance Commission, West Bengal in respect of the concerned officer.
 - iv. Visa Application Form duly filled and signed by the officer concerned.
 - v. Covering letter duly signed by the officer concerned and addressed to The Visa Officer, Consulate General of Singapore, Delhi.
5. 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. Principal Secretary, Finance Department.
 - ii. Secretary / Special Secretary (WBA&AS Cell), Finance Department.
 - iii. Special Secretary, Finance Department.
6. Based on the recommendation of the "Selection Committee", a final list of 25 (twenty five) trainees shall be prepared by Finance Department for undergoing the training.
7. 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 three (03) years.
8. For any query relating to the training programme please contact Shri Avik Roy, Assistant Secretary, WBA&AS Cell, Finance Department on (033) 2214 1372, email id asgrt2.fdwb@gov.in.

Encl: As stated.

Sd/- (H.K. Dwivedi)

Principal Secretary to the
Govt. of West Bengal.

No. 3314/1(100)-F(Y)/WB

Date: 18.07.2017

Copy forwarded for information to:-

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


Assistant Secretary to the
Government of West Bengal.

Bio Data of Officers

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

ACR dossier of short listed officers eligible for Training Programme

Sl. No	Name of Officer(Sh./Smt.)	Period of ACR(preceding 5 yrs) (Separate row for each part ACR)	Whether ACR is duly reported/reviewed/accepted? If yes, mark (✓) If no, indicate the deficiency with reasons e.g. not reviewed etc.	Whether ACR is valid as per ACR Rules of State Govt. If yes, mark (✓) If no, indicate reasons	ACR Score (out of '4')	Date of Submission of Declaration of Assets	Remarks
1.		3			6		
		2011-12					
		2012-13					
		2013-14					
		2014-15					
2015-16							
1	2		4	5	6		7

(Signature of the Cadre Controlling Authority)

