

# HIGHER AND STATE AUDIT & ACCOUNTS SERVICES ASSOCIATION

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Memo No. SS/66/12

Dated : 19-07-2012

To,  
Shri. Swapan Kr. Pal, W.B.C.S(Exe.)  
Special Secretary to the Finance Department,  
Govt. of West Bengal,  
Writers' Buildings, Kolkata – 700 001

Subject:- Training Committee to finalise the training module for the training of West Bengal Audit & Accounts Services Officers.


Ref.: Your Department's No. 5616(4)-F(Y) dated: 02-07-2012 read with No. 4762(4)-F(Y) dated: 07-06-2012

Sir,

I would like to inform you that Shri. Devendra Pant, the Executive Committee Member of our association, now posted as Deputy Finance Officer, KMWSA, will represent in the training committee constituted by the Finance Department vide no. 5616(4)-F(Y) dated: 02-07-2012, on behalf of our association. Shri. Pant will deliberate in the meeting of the training committee as and when convened for finalization of training module. However, I suggest that there should not be one time training programme for the officers of the West Bengal Audit & Account Services. The training programme should be broad-based which should encompass various aspects of the training, particularly the issues like capacity building, knowledge upgradation & behavioural science etc. I am enclosing a short note on the induction level training for the officers of the West Bengal Audit & Accounts Services for your kind perusal and consideration, for the time being.

With regards,

Yours faithfully,

  
19/07/12  
(Sushil Kumar Kundu)  
General Secretary

## WBA&AS OFFICERS AS TRAINEES : A Proposal

All WBA&AS officers recruited directly or otherwise shall undergo a course of theoretical as well as practical training in the Administrative Training Institute (ATI) Salt Lake, Kolkata and in the district as may be selected by the F.D for each of them.

The object of training shall be to train up the WBA&AS officers in various aspects of Govt. Finance, administrative, and development works by way of providing them opportunities of acquiring theoretical knowledge as well as practical experience in different offices having diverse administrative and financial work including development works in order to develop in them an early acquaintance with the Govt. policies and programmes . The object of training is also to inculcate in them the ideals of public service, economy in spending and correct behaviour with senior colleagues, juniors and public at large. The training Course need be framed in such a way so as to provide a thorough knowledge of the core subjects on the one hand and to emphasize capacity building of the trainee officer on the other.

The training programme therefore, may be divided into three parts:

- 1) Training at ATI, Kolkata. : 3 Weeks
- 2) Training at District offices : 3 Month
- 3) Refresher Training at ATI Kolkata : one week
- 1) Training at ATI, Kolkata:- WBA&AS officers shall undergo in service residential training for three weeks at ATI Kolkata which should cover important aspects of Indian constitution with particular emphasis on Finance, Panchayati Raj in W.B Planning in India, industrial scenario in WB, CCA Rules, DCRB, audit and accounts, office procedure, RTI and other similar important subjects .
- 2) Training at District:- On completion of residential training at ATI, WBA&AS officers shall undergo a course of practical training in different offices of the district, sub-division and at block-level to gain the first hand knowledge of Govt. working. They should cover following offices.
  - 1) Treasury 2) Zilla Parishad , 3) DI/S(Pry& Secondary), DPO,SSA, DPSC, DHS, DRDC , DD(A/Cs) Edn, DD, Co-operative Audit and municipality.

A separate diary shall be maintained by the trainee officer to record daily work while visiting offices which shall be certified by the head of office he visited for the training purpose.

