

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No.4955-F(Y)

Dated <sup>rd.</sup> 3 August, 2018

To  
Additional Chief Secretary / Principal Secretary / Secretary,  
..... Department,  
Government of West Bengal

**Sub: Master Trainers' Programme on Government-e-Marketplace (GeM).**

Sir / Madam,

I am directed to inform you that a Masters Trainers' Programme for five days to train Master Trainers from 6<sup>th</sup> August to 10<sup>th</sup> August, 2018 will be held at the Conference Hall of Finance Department at 12<sup>th</sup> Floor of Nabanna (Room No-1202) from 2.30 PM to 5.00 PM. daily in order to enable them to understand the necessary procedural details of various aspects of procurement through GeM.

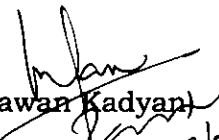
Each day Training will be imparted to 10 Nodal Officers and 2 (two) Master Trainers for respective Departments who are handling procurement related works so that they may act as the Master Trainers employees / officials of the Department and entities under its control. The schedule of training is as follows:

<b>Date</b>	<b>Sl. No.</b>	<b>Department</b>
06.08.2018. Monday Time: 2.30 PM to 5.00 PM	1.	Agriculture
	2.	Agriculture Marketing
	3.	Animal Resources Development
	4.	Backward Classes Welfare
	5.	Consumer Affairs
	6.	Co-operation
	7.	Correctional Administration
	8.	Disaster Management & Civil Defence
	9.	Environment
	10.	<u>Finance</u> — one officer from the following Directorate: Treasuries & Accounts/ Pension, Provident Fund & Group Insurance / Commercial Tax. /Excise / WB. Registration & Stamp Revenue/Lottery /Small Savings and two officers of Public Service Commission,

07.08.2018. Tuesday Time: 2.30 PM to 5.00 PM	11.	<u>Fire &amp; Emergency Services</u>
	12.	<u>Fisheries</u>
	13.	<u>Food &amp; Supplies</u>
	14.	<u>Food Processing Industries and Horticulture</u>
	15.	<u>Forest</u>
	16.	<u>Health &amp; Family Welfare</u>
	17.	<u>Higher Education, Science and Technology and Biotechnology</u>
	18.	<u>Home and Hill Affairs</u>
	19.	<u>Housing</u>
	20.	<u>Information &amp; Cultural Affairs</u>
08.08.2018. Wednesday Time: 2.30 PM to 5.00 PM	21.	<u>Information Technology &amp; Electronics</u>
	22.	<u>Irrigation &amp; Waterways</u>
	23.	<u>Judicial</u>
	24.	<u>Labour</u>
	25.	<u>Land and Land Reforms &amp; Refugee Relief and Rehabilitation</u>
	26.	<u>Industry, Commerce &amp; Enterprises</u>
	27.	<u>Law</u>
	28.	<u>Mass Education Extension &amp; Library Services</u>
	29.	<u>Micro Small &amp; Medium Enterprise and Textiles</u>
	30.	<u>Minorities Affairs &amp; Madrasah Education</u>
09.08.2018. Thursday Time: 2.30 PM to 5.00 PM	31.	<u>North Bengal Development</u>
	32.	<u>Panchayat &amp; Rural Development</u>
	33.	<u>Parliamentary Affairs</u>
	34.	<u>Paschimanchal Unnayan Affairs</u>
	35.	<u>Personnel and Administrative Reforms and e-Governance</u>
	36.	<u>Planning, Statistics &amp; Programme Monitoring</u>
	37.	<u>Power &amp; Non-Conventional Energy Sources</u>
	38.	<u>Public Health Engineering</u>
	39.	<u>Public Works</u>
	40.	<u>School Education</u>
10.08.2018. Friday Time: 2.30 PM to 5.00 PM	41.	<u>Self Help Group &amp; Self Employment</u>
	42.	<u>Sundarban Affairs</u>
	43.	<u>Technical Education, Training &amp; Skill Development</u>
	44.	<u>Tourism</u>
	45.	<u>Transport</u>
	46.	<u>Tribal Development</u>
	47.	<u>Urban Development &amp; Municipal Affairs</u>
	48.	<u>Water Resources Investigation &amp; Development</u>
	49.	<u>Women &amp; Child Development and Social Welfare</u>
	50.	<u>Youth Services &amp; Sports</u>

I am directed to request you to kindly depute the Nodal Officer of your Department along with two other officials who will act as Departmental Master Trainers to attend the training programme as per above schedule.

Yours faithfully,

  
(Pawan Kadyan)

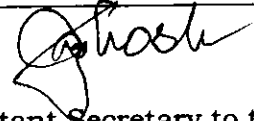
Joint Secretary, Finance Deptt. &  
State Nodal Officer,

Dated, 3<sup>rd</sup> August, 2018

No. 4955/1(50)-F(Y)

Copy forwarded for information and necessary action to:

1. Secretary, Public Service Commission, 161-A, Shyama Prasad Mukherjee Road, Kolkata, West Bengal 700026.
2. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700001.
3. Inspector General of Registration, Directorate of Registration & Stamp Revenue, Fortuna Tower, 9th Floor, 23A N.S.Road, Kolkata, West Bengal 700001.
4. Directorate of Commercial Taxes, Sales Tax Building, 14, Beliaghata Main Road, Seal Lane, Tangra, Kolkata, West Bengal 700015.
5. Directorate of State Lotteries, 69, First Floor, India House, Ganesh Chandra Avenue, Dharmatala, Kolkata - 700013.
6. Directorate of Pension, Provident Fund & Group Insurance, Purta Bhavan, 2nd Floor, Salt Lake, Kolkata - 700091.
7. Financial Advisor, \_\_\_\_\_ Department



Assistant Secretary to the  
Government of West Bengal