

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**

**DEPARTMENT OF URBAN DEVELOPMENT
AND MUNICIPAL AFFAIRS
GOVERNMENT OF WEST BENGAL**

No. ILGUS/1T-1/2018/599 (10)



স্থানীয় শাসন এবং নগর সমীক্ষণ সংস্থা
নগরোন্নয়ন ও পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

December 4, 2018

From : Sutanu Prasad Kar
OSD & Director

To : The Chairperson
Murshidabad, Beldanga, Bankura, Bishnupur, Dankuni, Uluberia, Gaulia, Bhatpara, Bongaon,
and Bhadreswar Municipalities

Re : Three Days' residential Workshop on Capacity Building of the employees
on Service Matters, Office Procedures & Computer Application.

Sir,

It is needless to mention that all the ULBs are often facing problems in respect of various issues on Service Matters, Office Procedures etc. The employees of ULBs should have a clear idea on the above noted matters to deal such cases according to the law and also to avoid unnecessary court cases on the aforesaid issues. Besides this, considering the present situation use of computer in daily office work is unavoidable, therefore, a basic idea especially preparing of documents, reports, receiving and sending of email etc. is essential for better and effective performance of the personnel of ULBs.

In view of the above, Institute of Local Government and Urban Studies (ILGUS) is going to organise a three days' Residential Training Programme cum Workshop on '**Capacity Building of the Employees of ULBs on Service Matters, Office procedures & Computer Application**'. The said Training Programme cum Workshop will be organised by ILGUS in batches. The very 1st batch of such Training Programme cum Workshop will be held on and from **December 19-21, 2018 at Conference Hall of ILGUS**. The Programme will start at **10.00 am and continue up to 5.00 pm daily**. The participants shall report at **10.00 am sharp on the first day i.e., December 19, 2018. Presence in each day is compulsory**. However, the participants may report in the **late afternoon or evening of 18.12.2018**. The boarding and lodging to the **participants only** will be provided.

In this connection, we would request you to kindly nominate the personnel of the ULBs preferably Office Superintendent, Head Clerk, Accountant, AFC, Establishment In-Charge and Office Assistants (UDC & LDC) of your ULB for the aforesaid Training Programme cum Workshop. In case, if you do not have any of the abovenoted employees, in that case nomination of the employee(s) dealing the matters related with Maintenance of Service Book, Establishment, Accounts etc., may kindly be made. In any case, the **total participants from each ULB in a batch shall not exceed five**. You are requested to kindly send the names of all the personnel for whom such Training is required and also mention the name of the personnel (maximum five person) to attend the 1st batch of Training to be held on and from **December 19-21, 2018 in the enclosed proforma**. The said nomination shall reach the office of ILGUS latest by **December 12, 2018**. Nomination along with **arrival time and date** may kindly be sent through e mail of this Institute (ilgus.magowb@gmail.com) but the original hard copy shall be submitted by the participants at the time of reporting at ILGUS. The participants may contact **Shri Shankar Banerjee, Assistant Administrative Officer, ILGUS (9748191987)** for any further queries. Certificate will be issued to the participants at the end of the programme.

Yours faithfully,


OSD & Director

Encl. as stated



