



No. ILGUS/1T-3/2013/561 (7)

December 22, 2014

From : B. N. Kar, WBCS (Exe)  
Joint Director – in - Charge

To : The Chairperson

Murshidabad, Beldanga, Berhampore, Dhulian, Jangipur, Jiaganj-Azimganj and Kandi Municipality

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

Sir,

It is needless to mention that all the ULBs are often facing problems in respect of various issues on Service Matters i.e., Service Rules, Right to Public Service Act, RTI Act, Fixation of Pay, Promotion cases 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.

In view of the above, our Institute is going to organise a three days' Residential Workshop on '**Capacity Building of the Employees of ULBs on Service Matters & Computer Application**' to be held on and from **January 5-7, 2015 at ILGUS Conference Hall**. The Programme will start at **11.00 am and continue up to 5.00 pm daily**. The participants shall report at **10.30 am sharp on the first day i.e., January 5, 2015. Presence in each day is compulsory**. However, the participants may report in the **late afternoon or evening of 04.01.2015**. Food and lodging will be provided to the **participants only** by ILGUS at free of cost.

In this connection, we would request you to kindly nominate the Head Clerk, Accountant, and Establishment In-Charge 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, Pay Fixation etc., may kindly be made. In any case, the **total participants from each ULB shall not exceed three persons**. The said nomination shall reach the undersigned latest by **January 2, 2015**. 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. You are also requested to advise the participants to **maintain the Time Schedule and ensure their presence on all the days**. Certificate will be issued to the participants at the end of the programme. The participants may contact Shri Shankar Banerjee, Head Clerk cum Accountant, ILGUS (9748191987) for further queries, if any.

Yours faithfully,

Joint Director – in - Charge

