



Government of West Bengal  
Irrigation & Waterways Department  
JalasampadBhavan(3<sup>RD</sup> Fl.); Salt Lake; Kol-91

No. 1446-IE

Dt. 10/08/2021

**From: Sri A. Sengupta, Additional Secretary to the Government of West Bengal.**

**To: The Joint Director(Training), Administrative Training Institute, Govt. of West Bengal,  
FC-Block, Sector-III, Bidhannagar, Kolkata-700106.**

**Sub : Request to organise an online Training Programme on Pension.**

Sir/Madam,

I am directed to inform you that the process of disbursal of Pension to each and every employee who is to be superannuating on retirement, is an integral and important part of any Govt. office.

It is moreover seen that Engineer Officers who act as D.D.O as well as Pension Sanctioning Authority (P.S.A.) in both of our Directorate and Sub-Ordinate Offices under this department, as well as the staffs who deals with these Pension cases also needs a training on the statutory norms regarding the Pension procedures.

In light of the above facts, and as per desire of the Secretary of this department I am hereby directed to request you to organize an online training programme on the whole process of Pension Disbursal as well as Sanction of Pension, to the nominated Master Trainers, who may be nominated by Superintending Engineers from each circle, who may in turn train all the concerned employees and sensitize all the employees in the matter of pension in their respective circle offices & all sub-ordinate offices.

Yours faithfully,

**Additional Secretary to the  
Government of West Bengal**

No.1446/1(4) -IE

Dt. 10/08/2021

Copy forwarded for information to :

1. The Deputy Secretary to the Govt. of West Bengal, Department of P & AR & e-Governance, Training Cell, State Secretariat, NABANNA, 7<sup>th</sup> Floor, 325, Sarat Chatterjee Road, Howrah- 711 102.

2. The Chief Engineer (All), \_\_\_\_\_, I & W Dte.

3. The Superintending Engineer (All), \_\_\_\_\_, I & W Dte.----They are requested to nominate one Master Trainer from each circle for the above mentioned online training programme. Master Trainers will be responsible for imparting training to all the employees in their respective offices.

✓ 4. The Executive Engineer, DVC Study Cell, I & W Dte.----- He is requested to upload the same in this department's official website.

*AE. 10/08/21*  
Additional Secretary to the  
Government of West Bengal