

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PUBLIC HEALTH ENGINEERING
NEW SECRETARIAT BUILDINGS, 7TH FLOOR, KOLKATA-1.

Dte. (HQ)	6480
Registration No.	29/8/17
Date	

No. PHE/2051/3T-2/2003

OSP/MSJ
By: 25/08/17

Dated 22.08.2016.

From : The Deputy Secretary
to the Govt. of West Bengal .

To : The Chief Engineer
(Headquarters)
PHE. Dte.

Sub:- Regarding nomination for training course on "PPP (GOI)" & "Strategic Negotiation & Conflict Management" at ATI., W.B.

The undersigned is directed to forward herewith a copy of letter no. i) 76/VI-4/ATI/ADG/16-17 dt. 31.07.17 and ii) TRG-11011/20/2017-O/O-JD (Admn.) dated 01.08.2017 as received from ATI., W.B. on the matter stated above for his information and necessary action.

Encl:- as stated.


Deputy Secretary

Arun-230816

ADMINISTRATIVE TRAINING INSTITUTE

GOVERNMENT OF WEST BENGAL

FC-BLOCK, SECTOR-III, SALT LAKE CITY, KOLKATA-700106

PHONE NO - 033-2341 0102, Email : puneet_y@yahoo.com

**Shri Puneet Yadav, IAS,
Addl. Director General, ATI**

Chaudhary
[Signature]

No: 76/VI-4/ATI/ADG/16-17

Date: 31/07/2017

To

✓
The Addl. Chief Secretary/Principal Secretary/Secretary
Public Health Engineering Department
Govt. of West Bengal
New Secretariat Buildings (7th Floor),
1, K. S. Roy Road, Kolkata-700 001.

Sub : Seeking nominations for a 3 days training course on
"Public Private Partnership (GOI)" at ATI, Salt Lake,
Kolkata from **11.09.2017 to 13.09.2017.**

Sir/Madam,

I am directed to inform you that a training course on the above subject will be held at Administrative Training Institute, Salt Lake, Kolkata from 11.09.2017 to 13.09.2017.

You are requested to kindly send names of 2 to 3 participants from the department or its corporation in middle level management, including Engineers/Financial Advisors/officers in the rank of Group A/B/C.

The participants should be asked to register themselves online at the following link on the web site of ATI - (<http://atiwb.gov.in/courses.htm>) at the earliest.

The participants are requested to reach ATI, West Bengal on 11.09.2017 by 10.00 a.m.

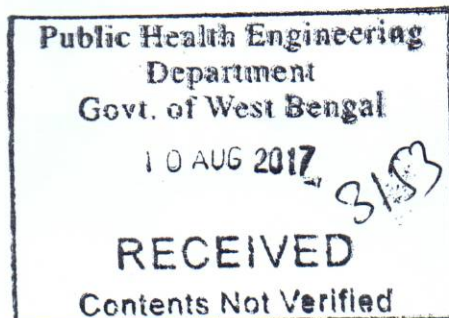
Fooding and lodging arrangements will be made at ATI, if needed.

Your kind early confirmation is requested for logistics planning.

Yours faithfully,

[Signature]
31.7.17

(Puneet Yadav, IAS)
ADG, ATI, Kolkata



2017

**Administrative Training Institute
Government of West Bengal**

FC Block, Sector III, Salt Lake, Kolkata 700106

Phone: 2337 4015, Fax: 23374015/23373960

Email: prabhasukil@gmail.com

To
The Principal Secretary
Public Health Engineering Department
Government of West Bengal
New Secretariat Building, 1, K.S. Roy Road, 7th Floor
Kolkata - 700001
FAX - 033-22486769

**Sub : Training Course on Strategic Negotiation & Conflict Management to be held at
ATI, West Bengal during 30/08/2017 to 01/09/2017**

Sir,

I am directed to inform you that ATI, West Bengal will conduct a three days Training Programme on '**Strategic Negotiation & Conflict Management**', sponsored by Department of Personnel & Training (DOPT), Government of India, during **30/08/2017 to 01/09/2017** at **ATI**, Salt Lake, Kolkata.

During the Training, inputs will be given on the following topics.

- Role of Conflict Management in effective group decision making
- Conflict Management Strategies & Styles
- Simple distributive Negotiation
- Complex Integrative Negotiation
- Two party single issues Negotiation
- Two party multi issue Negotiation
- Multi party Multi Issues Negotiation

As tools of experiential learning Technique, largely, Case Study & Role Play Method will be utilized, apart from lecture method.

In this regard, I am directed to request you to kindly nominate **2 Gr. A Officers** of your organization, at least having **10 years** of experience in managerial level, to attend the training programme, at ATI, West Bengal on the aforesaid date.

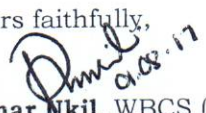
The Training programme is residential and no course fees is charged from the participants sponsored by the Central, State or Union Territory Govt. However a Course fee of **Rs. 2000/- (Rupees Two thousand) only** per participants per day will be charged in advance in respect of employees of Public Sector Undertaking/Autonomous bodies etc. and the same is required to be paid through a Bank Draft in favour of Administrative Training Institute, West Bengal.

The nominations must be sent in the following format latest by **23/08/2017**. As per DOPT norms, maximum 25 nominations, on first come first serve basis, would be accepted.

Sl. No	Name	Designation	Mobile	e-mail Id

The nominated participants are advised to submit the online nomination by going to ATI Website online nomination page www.atiwbgov.in/courses.htm. The participants may be requested to report ATI on **30/08/2017 by 10.00 a.m.**

Yours faithfully,


Prabhas Kumar Ukil, WBCS (Exe.)
Joint Director (Administration)

& E.O. Deputy Secretary to the Govt. of West Bengal
Phone : 2337-4015 (O). Mobile 9830306596