



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
NORTH 24 PARGANAS, BARASAT
DISTRICT OFFICE MINORITY AFFAIRS &
MADRASAH EDUCATION
"MINORITY BHAWAN",
BANAMALIPUR WEST, KOLKATA-700124

Ph No: 25846279

Email: minorityaffairs12@gmail.com

Memo No.: M-13013/2/2019-DOMA/78

Date: 16/01/2024

To

- 1) The Vice- Chancellors
West Bengal State University
North 24 Parganas,
- 2) The Principal (All Colleges)
North 24 Parganas

Sub: Awareness cum orientation programme for the aspirants Civil Services Examination conducted by UPSC as well as WBCS (Exe.)

Ref: Memo No. 010(22)/SECY/ MA&ME Dept. Dated. 08/01/2024

Sir/Madam,

With reference to the subject mentioned above, this is to bring to your kind notice that Awareness cum Orientation Programme for the aspirants of Civil Services Examination for the minority students at the advanced stage of UG and those pursuing PG and higher courses including alumni and external students is scheduled to be held in the following venues:

Name of the District	Name of the Venue	Proposed Programe date	Time:	Proposed Speaker's Name
North 24 Parganas	BARASAT COLLEGE	18 th January(2 nd HALF)	05:00 PM - 06:30 PM	(1)Manish Misra IAS, ADM
	NARULA INSTITUTE OF TECHNOLOGY	18 th January(2 nd HALF)	04:00 PM - 05:30 PM	2) Smt. Dhivya Loganathan IAS, ADM
	BASIRHAT COLLEGE	19 th January (1 st Half)	10:30 AM - 12:00 PM	1)Ashis Kumar, IAS, SDO, Basirhat

So, you are requested to inform all the interested students who are at the at the advanced stage of UG and those pursuing PG and higher courses including alumni and external students about the Awareness cum Orientation Programme on the Civil Services Examination conducted by UPSC & WBCS(Exe.) so that they can attend the said venue mentioned above. The letter of the Secretary, Minority Affairs & Madrasah Education Department in this regard is attached with this letter.

Encl:As stated above.

Additional District Magistrate (Minority Affairs),
North 24 Parganas

Memo No. M-13013/2/2019-DOMA/78(1)/888

Date: 16/01/2024

Copy forwarded for necessary information to:

- (1) The Secretary, Minority Affairs & Madrasah Edcation Department, Nabanna,
- (2) The Special Secretary, Minority Affairs & Madrasah Edcation Department, Nabanna.
- (3) The Executive Officer, WBSHC.
- (4-6)The Sub-Divisional Officer, Barrackpore, Barasat & Basirhat Sub-Division.
- (7) The Course Co-ordinator, SNTCCSSC, Saltlake.
- (8) CA to the Additional District Magistrate (General), North 24 Parganas.

Additional District Magistrate (Minority Affairs),
North 24 Parganas



OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
NORTH 24 PARGANAS, BARASAT
DISTRICT OFFICE MINORITY AFFAIRS &
MADRASAH EDUCATION
"MINORITY BHAWAN",
BANAMALIPUR WEST, KOLKATA-700124

Ph No: 25846279

Email: minorityaffairs12@gmail.com

Memo No.: M-13013/2/2019-DOMA/79

Date: 16/01/2024

To

The Sub-Divisional Officer, Barrackpore, Barasat & Basirhat
Sub-Division, North 24 Parganas

Sub: Request for arrangement for Logistic & Refresment for Awareness cum orientation programme for the aspirants Civil Services Examination conducted by UPSC as well as WBCS (Exe.)

Ref: Memo No. 010(22)/SECY/ MA&ME Dept. Dated. 08/01/2024

With reference to the subject mentioned above, this is to bring to your kind notice that Awareness cum Orientation Programme for the aspirants of Civil Services Examination for the minority students at the advanced stage of UG and those pursuing PG and higher courses including alumni and external students is scheduled to be held in the following venues:

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	BASIRHAT COLLEGE	19 th January (1 st Half)	10:30 AM - 12:00 PM	1)Ashish Kumar, IAS, SDO, Basirhat

So, you are requested to make the following necessary arrangements for Awareness cum orientation programme for the aspirants Civil Services Examination conducted by UPSC as well as WBCS (Exe.) for the said venues mentioned above.

- Counter for attendance.
- Counter for making online application for Coaching Programme
- Tea, biscuit & water before the programme for students @Rs. 20/-
- Light Tiffin packets after the programme for students@Rs. 100/-
- Refreshments for Guest.

Encl:As stated above.

Additional District Magistrate (Minority Affairs),
North 24 Parganas

Memo No. M-13013/2/2019-DOMA/79(1)/8 Date: 16/01/2024

Copy forwarded for necessary information to:

- (1) The Secretary, Minority Affairs & Madrasah Edcation Department, Nabanna,
- (2) The Special Secretary, Minority Affairs & Madrasah Edcation Department, Nabanna.
- (3) The Executive Officer, WBSHC.
- (4-6) The Sub-Divisional Officer, Barrackpore, Barasat & Basirhat Sub-Division.
- (7) The Course Co-ordinator, SNTCSSC, Saltlake.
- (8) CA to the Additional District Magistrate (General), North 24 Parganas.

Additional District Magistrate (Minority Affairs),
North 24 Parganas



GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
NORTH 24 PARGANAS, BARASAT
DISTRICT OFFICE MINORITY AFFAIRS &
MADRASAH EDUCATION
"MINORITY BHAWAN",
PANAMALIPUR WEST, KOLKATA-700124

Ph No: 25846279

Email: minorityaffairs12@gmail.com

Memo No.: M-1701 2/6/2013-DOMA/ 66

Date: 11/01/2024

To
The Secretary to the Govt. of West Bengal
Minority Affairs & Madrasah Education Dept.
Nabanna.

Sub: Regarding UPSC Awareness Camp in the District North 24 Parganas
Ref: Memo No. 010(22)/SECY/MA&ME , Dated. 08/01/2024

Sir,

With reference to the subject mentioned above, sending herewith the letter regarding UPSC awareness program schedule in the district North 24 Parganas .

The details schedule of UPSC awareness program is given below:

Name of the District	Name of the Venue	Proposed Programe date	Proposed Speaker's Name
North 24 Parganas	BARASAT COLLEGE	18 th January(2 nd HALF)	(1)Manish Misra IAS, ADM
	NARUAINSTITUTE OF TECHNOLOGY	18 th January(2 nd HALF)	2) Smt. Dhivya Loganathan IAS, ADM
	BASIRHAT COLLEGE	19 th January (1 st Half)	1)Ashis Kumar, IAS, SDO, Basirhat

This is for your kind information & oblige.

Yours faithfully,

Additional District Magistrate (Minority Affairs)
North 24 Parganas

Government of West Bengal
Minority Affairs & Madrasah Education Department
"NABANNA", Howrah
325, Sarat Chatterjee Road, Howrah – 711102

Memo No. 010(22)/SECY/MAME

Date: 08/01/2024

From : Secretary to the Govt. of West Bengal

To : The District Magistrate (all)

_____ District

Subject:- Awareness programme for start of IAS coaching at Haj Tower, Kaikhali

Dear Madam/ Sir,

As you are aware the West Bengal State Haj Committee under this department is conducting a Residential Coaching Centre for WBCS (Exe) etc Examination for last couple of years with considerable success. 69 out of 100 students trained in two last batches have got selected for various Government services including 12 in WBCS (Exe) etc Examination. Presently, the third batch of 50 students is undergoing training.

The appropriate authority in the Government has approved the upgradation of the Coaching Centre from next batch. From now onwards, the Centre will provide coaching for the Civil Services Examination conducted by UPSC as well as WBCS (Exe) etc Examination with the assistance of S N Tagore Civil Service Study Centre (SNTCSSC) at ATL, Salt Lake. The number of seats has also been increased to 100.

With the combined objectives of orienting the job aspirants for UPSC Civil Examination, to create awareness about this programme and to reach potential meritorious candidates for the Coaching, the department has decided to hold awareness campaign in minority concentration areas of each district. The pattern of the awareness programme will be similar to those conducted by the Higher Education Department in collaboration with SNTCSSC. The Districts will organize these programmes between 11th January to 25th January 2024.

A list containing the tentative number of programmes to be held, tentative places, names of the colleges where the number of the minority students are high and the names of probable speakers is attached.



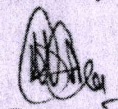
You are requested to kindly make necessary arrangements for holding such number of the programmes in your districts.

The following action may kindly be taken for awareness cum orientation programme:-

- 1) Select venues with a seating capacity of around 350-400 students for each area as mentioned in the enclosed list.. The list of venue with date and time of the program should be confirmed with WBSHC by 10th February 2024. (wbshc2011@gmail.com)
- 2) District administration will ensure comprehensive logistic arrangements, including that of transportation of students to the venue, if required.
- 3) Senior officers of the department tagged with the districts for the entire awareness campaign will be in touch the ADMs/ DOMAs.
- 4) Students at the advanced stage of UG and those pursuing PG and higher courses, including alumni and external students interested in coaching, should be invited.
- 5) Meetings may be had with representatives of CSO, Mission schools etc as well who may assist in arranging targeted students and may also serve as Resource Persons.
- 6) Arrangements should be made for on- the-spot application at the orientation camp.
- 7) Intensive publicity should be started by the district through local newspaper, TV cable scrolling, banner and hoarding etc. IEC materials will be shared shortly.
- 8) The district administration should arrange speakers from amongst the IAS and IPS officers posted within the district.

Your personal intervention will go a long way in ensuring the success of this initiative.

Yours faithfully,



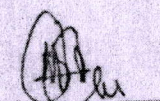
Secretary

Memo No. 010(22)/1(25)/SECY/MAME

Date: 08/01/2024

Copy forwarded information and necessary action to the:-

- 1) Course Co-ordinator, SNTCSSC, Salt Lake
- 2) Additional District Magistrate (all), in-charge of Minority Affairs
- 3) District Officer, Minority Affairs (all)



Secretary

UPSC awareness_district wise program schedule (Draft)

Sr.	Name of the District	Name of the Venue	Proposed Program date	Proposed speaker's Name
1	KOLKATA	MAHAJATI SADAN	16-Jan-24	1) Jitin Yadav, IAS and other
		HARIMOHAN GHOSH COLLEGE	18-Jan-24	
2	NORTH 24 PARGANAS	BARASAT COLLEGE	11-Jan-24 (1ST HALF)	1) Manish Mishra, IAS, ADM 2) Smt. Dhivya Loganathan, IAS, ADM
		NARULA INSTITUTE OF TECHNOLOGY	11-Jan-24 (2ND HALF)	
		BASIRHAT COLLEGE	15-Jan-24	1) Ashish Kumar, IAS, SDO, Basirhat
3	PASCHIM MEDINIPUR	SUKUMAR SENGUPTA MAHAVIDYALAYA	16-Jan-24 (1ST Half)	1) Khursheed Ali Qadri, IAS, DM 2) Kempa Honnaiah, IAS, ADM 3) Suman Sourav Mohanty, IAS, ADM 4) Shrinivas Vyankatrao Patil, IAS, ADM
4	PURBA MEDINIPUR	SITANANDA COLLEGE	16-Jan-24 (2nd Half)	1) Vaibhav Chaudhary, IAS, ADM 2) Ms. Divya Murugesan, IAS, ADM
5	SOUTH 24 PARGANAS	BHANGAR MAHAVIDYALAYA	17-Jan-24 (1st Half)	1) Aneesh Dasgupta, IAS, ADM 2) Harsimran Singh, IAS, ADM 3) Jitin Yadav, IAS, ADM 4) Saddam Navas, IAS, ADM
		AL- AMEEN MEMORIAL MINORITY COLLEGE	17-Jan-24 (2nd Half)	
		FAKIR CHAND COLLEGE	18-Jan-24	
		BUDGE BUDGE COLLEGE	22-Jan-24	
		DHOLA MAHAVIDYALAYA	24-Jan-24	

1	PURBA BARDHAMAN	GUSHKARA MAHAVIDYALAYA	9-Jan-24 (1ST HALF)	1) Sana Akhtar, IAS, ADM 2) Sweta Agarwal, IAS, ADM 3) Amandeep, IPS, SP 4) Jasleen Kaur, IAS, AM & AC
		GALSI MAHAVIDYALAYA	9-Jan-24 (2ND HALF)	
		MUC WOMEN'S COLLEGE	10-Jan-24	
2	PASCHIM BARDHAMAN	BIDHAN CHANDRA COLLEGE	15-Jan-24	1) Shiraz Daneshyar, IAS, ADM 2) Prashant Raj Shukla, IAS, ADM
3	BIRBHUM	SAMBHUNATH COLLEGE	16-Jan-24 (1ST HALF)	1) Ms. Nitu, IAS, ADM 2) Nikhil Agarwal, IPS, SDPO, Bolpur
		KABI NAZRUL COLLEGE	16-Jan-24 (2ND HALF)	
4	HOOGHLY	NETAJI MAHAVIDYALAYA	17-Jan-24	1) Aditi Chaudhary, IAS, ADM 2) Kuhuk Bhushan, IAS, ADM 3) Vishnu Das, IAS, SDO, Chandannagar
5	HOWRAH	ULUBERIA COLLEGE	18-Jan-24	1) Unice Rishin Ismail, IAS, ADM 2) Dhaval Jain, IAS, Com, HMC 3) Jitin Yadav, IAS, ADM 4) Azar Zia, IAS, ADM 5) George Allen John, IPS, ACP, HPC

1	DAKSHIN DINAJPUR	GANGARAMPUR COLLEGE	16-Jan-24	1) Vivek Kumar, IAS, ADM 2) Naveen Kumar Chandra, IAS, ADM 3) Dr. Haaris Rasheed, IAS, ADM 4) P Promoth, IAS, SDO, Gangarampur
2	MALDAH	KALIACHAK COLLEGE	17-Jan-24 (1st HALF)	1) Nitin Singhania, IAS, DM 2) Jameel Fathima Zeba, IAS, ADM 3) Piyush Bhagwanrao Salunkhe, IAS, ADM 4) Ali Aboobacker TT, IPS, Addl. SP
		SAMSI COLLEGE	17-Jan-24 (2nd HALF)	
3	MURSHIDABAD	NUR MOHAMMAD SMRITI MAHAVIDYALAYA	18-01-2024 (1st HALF)	1) Sumant Sahay, IAS, ADM 2) Ekam J Singh, IAS, SDO, Jangipur 3) Asim Khan, IPS, SDPO, Lalbag 4) Majid Iqbal Khan, IPS, SDPO, Kandi
		SEWNARAYAN RAMESWAR FATEPURIA COLLEGE	18-01-2024 (2nd HALF)	
4	NADIA	PLASSEY COLLEGE	16-Jan-24	1) Ezaz Ahmed, IAS, ADM 2) Shinjan Shekhar, IAS, ADM 3) Md. Sana Akhtar, IPS, SP Ranaghat PD

1	UTTAR DINAJPUR	ISLAMPUR COLLEGE, UTTAR DINAJPUR	18-Jan-24	1) Ravi Agrawal, IAS, ADM 2) Abhishek Chourasiya, IAS, ADM, 3) Haseen Zahera Rizv, IAS 4) Mohd Abdul Shahid, IAS, SDO, Islampur
		RAIGANJ COLLEGE, UTTAR DINAJPUR	19-Jan-24	
2	DARJEELING	DARJEELING GOVERNMENT COLLEGE	16-Jan-24	1) Srikanth Palli, IAS, ADM 2) Priyanka Singh, IAS, SDO, Siliguri 3) Shubhendra Kumar, IPS, ADCP, SPC
3	KALIMPONG	KALIMPONG COLLEGE	17-Jan-24	1) Shekhar Kumar Chaudhary, IAS, ADM 2) Balasupramanian T, IAS, DM 3) Ms. Shubhanwita, IPS, Addl. SP
4	COOCHBEHAR	DINHATA COLLEGE	18-Jan-24	1) Shantanu Bala, IAS, ADM 2) Ravi Ranjan, IAS, ADM 3) Ms. Rehana Bashir, IAS, SDO

Government of West Bengal
Department of Minority Affairs & Madrasah Education
Nabanna,
325, Sarat Chatterjee Road, Howrah-711-102

No.70-MD

Date.11.01.2024

ORDER

Awareness-cum-orientation programmes will be conducted in minority concentration areas of various districts with regard admission to the Free Residential Coaching Centre at Haj Tower, Kaikhali for Civil Services Examination conducted by UPSC/PSC, West Bengal.

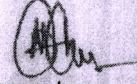
The following officers under department have been assigned to oversee the awareness-cum-orientation programmes to be conducted in the districts mentioned against their names.

Sl. No.	Name of the officer	District
1	Jb. G.H. Obaidur Rahman, IAS, Secretary in the MA & ME Deptt	Cooch Behar
2		Jalpaiguri
3		Alipurduar
4	Jb. Shakil Ahmed, IAS, Special Commissioner, MA & ME Deptt.	Darjeeling
5		Kalimpong
6		Murshidabad
7	Md. Enaur Rahman, WBCS (Exe.), Special Secretary, MA & ME Deptt.	Dakshin Dinajpur
8		Malda
9		North 24 Parganas
10	Jb. Abid Hossain, WBCS(Exe.), OSD & ex-officio, Director, Madrasah Education	Bankura
11		Birbhum
12		Paschim Bardhaman
13		Purulia
14	Md Naqui, WBCS(Exe.), Executive Officer, WBSHC	Kolkata
15		Nadia
16		Purba Bardhaman
17		Uttar Dinajpur
18	Mohtarma Nuzhat Zainab, WBCS(Exe.), Sr. Deputy Secretary, MA & ME Department.	South 24 Parganas
19		Hooghly
20		Howrah
21	Jb. Ahsan Ali, WBCS(Exe.), CEO, Waqf, WB	West Medinipur
22		East Medinipur
23		Jhargram

The officers will maintain close Liaison with the District Administration of the respective districts and will remain present in the Awareness-cum-Orientation programme.

2

Districts are requested to extend logistic support to the designated officers. The ADM (MA) or DOMA of the concerned district will brief the officers on daily basis about the execution of the micro plan devised for publicity, arrangement at the venues and conduct of the programme.



Secretary
to the Govt. Of West Bengal
MA & ME Department

No.70/1(7)-MD

Date.11.01.2024

Copy forwarded for kind information and necessary action to :

1. Jb. G.H. Obaidur Rahman, IAS, Secretary in the MA & ME Department.
2. Jb. Shakil Ahmed, IAS, Special Commissioner, MA & ME Department
3. Md. Enaur Rahman, WBCS(Exe.), Special Secretary, MA & ME Deptt.
4. Jb. Abid Hossain, WBCS(Exe.), OSD & ex-officio, Director, Madrasah Education
5. Md Naqui, WBCS(Exe.), Executive Officer, WBSHC
6. Mohtarma Nuzhat Zainab, WBCS(Exe.), Sr. Deputy Secretary, MA & ME Department.
7. Jb. Ahsan Ali, WBCS(Exe.), CEO, Waqf, WB



Secretary
to the Govt. Of West Bengal
MA & ME Department

No.70/2(4)-MD

Date.11.01.2024

Copy forwarded for kind information and necessary action to :

1. District Magistrate (All)
2. Additional District Magistrate (MA), All
3. District Officer, Minority Affairs, (all)
4. Sr. PS to Secretary, MA & ME Department



Secretary 11/01/24
to the Govt. Of West Bengal
MA & ME Department



Memo No. WBSHC- 35 /24

Dated: 14/01/2024

From : The Executive Officer
 West Bengal State Haj Committee
 & ex-officio Sr. Dy. Secretary to the Govt. of West Bengal

To : The Addl. District Magistrate (All)

**Subject : SOP for the Awareness Programme for
 Civil Service Coaching Centre for IAS examination .**

Madam/ Sir,

In inviting a reference to the above subject, enclosed pleas find herewith a detailed standard operating procedure (SOP) for the upcoming Awareness programe on Civil Service Coaching Centre for IAS Examinations.

I am directed to request you for taking necessary action towards success of the awareness programme.

Yours faithfully,

Executive Officer,
 West Bengal State Haj Committee
 & ex-officio Sr. Dy. Secretary to the Govt.
 of West Bengal

Memo No. WBSHC-35/1(10) /24

Dated: 14/01/2024

Copy forwarded for information and taking necessary action to :

- 1) Jb. G.H Obaidur Rahaman, IAS, Secretary in the MA & ME Department.
- 2) Jb. Shakil Ahmed, IAS, Special Commissioner in the MA & ME Department.
- 3) Md Enaur Rahman, WBCS (Exe.), Special Secretary in the MA & ME Department.
- 4) Jb. Abid Hossain, WBCS (Exe.), OSD & ex-officio, Director, Madrasah Education.
- 5) Md. Naqui, WBCS (Exe.), Executive Officer, WBSHC.
- 6) Mohtarma Nuzhat Zainab, WBCS (Exe), Sr. Deputy Secretary in the MA & ME Department.
- 7) Jb. Ahsan Ali, WBCS (Exe.) CEO, Waqf, West Bengal.
- 8) The PS to the Secretary, MA & ME Department, Nabanna, Howrah-711 102.
- 9) The PA to the District Magistrate, (All District)
- 10) The District Officer, Minority Affairs (All District)

Executive Officer
 West Bengal State Haj Committee

Standard Operating Procedure (SOP) for awareness programme for Civil Services Coaching Centre for IAS examination.

The following SOP is designed to ensure the smooth execution and effectiveness of the programme.

1) Objective :

- a. To orient the students about the Civil Services Examinations with focus on UPSC conducted CS Examinations.
- b. To publicize the coaching conducted by MA & ME Department with WBSHC as a Nodal Agency.
- c. To facilitate applications for admission to forthcoming Coaching Programme.

2) Target Group :

- a. Youths preparing for Selection Examinations for Government job.
- b. Recently passed out Graduates including Engineers and other technical course graduates.
- c. Final year students of bachelor and master courses.
- d. Alumni of Mission schools etc. may also involve college principals and professions, teachers, people working in the field of educations.

3) Pattern of Awareness Meeting :

- a. Welcome address by the Principal (if the venue is a college/school) or ADM/DOMA (for other venue).
- b. Felicitation of Guests by the college/school (if the venue is a college/school) or District Administration (for other venue)
- c. Power Point Presentation by an Officer representing the Department.
- d. Speeches by IAS/IPS officers of the district.
- e. Question & Answer session.
- f. Vote of thanks.

4) Logistics to be arranged by District Administration at venue.

- a. Counters for attendance.
- b. Counter for making online applications for Coaching Programme
- c. Tea, biscuits & water before the programme for students @Rs.20/-
- d. Light Tiffin packet after the programme for students @ Rs.100/-
- e. Refreshments for Guests.

