

No. S-15/50/2025-PG division (e9586)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

5th floor, Sardar Patel Bhawan, Sansad Marg,
New Delhi, the 30 July, 2026

To,
The Pay & Accounts Officer
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms & Public Grievances
Lok Nayak Bhawan, Khan Market
New Delhi- 110003

Sub: Release of grants under Sevottam Scheme to ATI West Bengal - reg.

Sir,

I am directed to convey the sanction of the Competent Authority for the release of first installment of ₹7,50,000/- (Rupees Seven Lakh Fifty Thousand only) to "ATI West Bengal", out of the approved grant of ₹30,00,000/- (Rupees Thirty Lakh only) for conducting capacity building training programmes under revised Sevottam Scheme in FY 2026-27.

2. The said payment is hereby transferred in the Central Nodal Account of National Centre for Good Governance (NCGG), Central Nodal Agency (CNA) of this Department, as per following details:

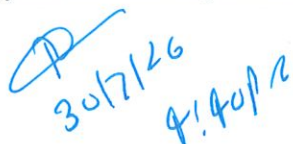
Bank	State Bank of India
Account Name	National Centre for Good Governance
Account Type	Central Nodal Account (CNA)
Account No.	42199275748
IFSC	SBIN0000691
Branch Name	Main Branch, Parliament Street, New Delhi (Branch Code: 000691)

3. The said payment may be released by NCGG through NEFT/RTGS to the bank account specified below in favour of the beneficiary, **Netaji Subhas Administrative Training Institute, (ATI West Bengal):**

Name of Account holder	Name of Bank	Account No.	IFSC Code
Netaji Subhas Administrative Training Institute, West Bengal	State Bank of India	1083 6424 040	SBIN 0001612

4. The above release is subject to the following conditions:

- ATI to utilize funds for the purpose it has been released, i.e. for conducting capacity building training programmes in accordance with the objectives of the Scheme.
- ATI shall mandatorily ensure timely updation of complete details of all the training programmes on the online monitoring portal of Sevottam (<https://ati.darpg.in.net/>).
- ATI shall furnish monthly Achievement-cum-Performance Report in prescribed format by 5th day of subsequent month.
- Copy of the Training Calendar should be shared in advance with DARPG/ Stakeholders


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- v. There should be suitable components of training to be conducted at field level including district/sub divisions workshops
 - vi. Focus should be on hiring the qualified resource persons with preference given to subject matter specialists who can provide deeper insights.
 - vii. The curriculum should follow the Model Curriculum, Content, and Andragogy shared by DARPG and ensure that there are components of specialised department wise programmes besides the normal components. An indicative list of specialised components include Urban Town Planning, PWD, Police and PHED Department.
5. The request for release of subsequent installment of approved grant shall be considered subject to receipt of Utilization Certificate in GFR 12 – C (Rule 239 of GFR 2017) for utilization of at least 75% of funds released earlier and compliance of the above conditions.
6. NCGG may comply with the procedures laid down in the Department of Expenditure's O.M. No. 1(18)/PFMS/FCD/2021 dated 09.03.2022.
7. The expenditure involved is debit to Major Head 2070 (Other Administrative Services) - 42.03.31 (GIA General), under Demand No. 74, Ministry of Personnel, Public Grievances and Pensions for the FY 2026-27.
8. This issues with the concurrence of Integrated Finance Division (H) vide Note #347 dated 27.07.2026 and approval of Secretary DARPG vide Note #351 dated 28.07.2026.

P Jain
30/07/2026

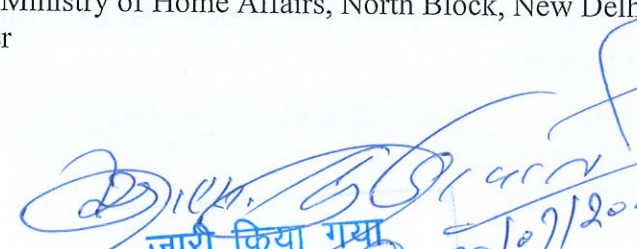
(Pinkesh Jain)

Under Secretary to the Govt. of India
Tel No. 23440342

Copy to:

- i. DDO / Cash Section, DARPG (2 copies)
- ii. Director General, National Centre for Good Governance (NCGG), 9th Floor, NDCC - II Building, Jai Singh Road, New Delhi, Delhi - 110001
- iii. Director General, Netaji Subhas Administrative Training Institute, FC Block, Sector-III, Kolkata, West Bengal - 700 106
- iv. AFA (Pers.), Ministry of Home Affairs, North Block, New Delhi
- v. Budget Folder

o/c


जारी किया गया
ISSUED
30/07/2026