

From

Director General,
Treasuries & Accounts Department, Haryana,
Chandigarh.

To

1. All Nodal Officers of SAS Cadre.
2. All Treasury Officers-cum-Nodal Officers for training (In the State).

Memo No. _____ TA/HR/4T/2020/4150-51
Dated, 26.06.2020

Subject:- Training of new appointed Section Officers who have qualified Examination - 2019.

In continuation of the letter No. TA/HR/4T/2020/4006, dated 18 June 2020 on the subject cited above.

The undersigned was directed by Worthy ACS, Finance Department, Haryana to take the daily progress report of all Section Officers working with you on job training in the enclosed proforma 'A' & 'B'. The report must be send in PDF file format daily after verifying the facts provided by the concerned Section Officer on email ID hrtasotraining@gmail.com.

The report will be reviewed by Worthy ACS, Finance Department, Haryana on weekly basis. You are again directed to send the progress report on daily basis through email please.

Sd/

Principal

for Director General, Treasuries &
Accounts Department, Haryana,
Chandigarh.

Dated:- 26.06.2020

Endst. No. TA-HR(4T)2020/4155

A copy of the above is forwarded to the following for information: *please.*

1. PS to W/Additional Chief Secretary to Government Haryana, Finance Department.
2. PS to DG Treasury & Accounts Department, Haryana.
3. Principal, Accounts Training Institute, Panchkula for information.
4. Sh. Sunil Bahal, Programmer for uploading of this letter in Departmental website.

Callanand
26.6.2020

Principal

for Director General, Treasuries &
Accounts Department, Haryana,
Chandigarh.

Dated:- _____

PROFORMA - 'A'
DAILY PROGRESS REPORT
ON JOB TRAINING OF SECTION OFFICERS

Name of the Section Officer _____

Place of Posting:- _____

Place of Training:- _____

Sr. No.	Particulars	Number of cases dealt
1.	ACP Cases	
2.	Pension Cases	
3.	Medical Reimbursement	
4.	Court cases	
5.	Miscellaneous Work	
Remarks (If any):-		

Signatures

Verified by

(Section Officer)

Concerned Nodal Officer

(Treasury Officer-cum-
Nodal Officer)

Dated:-_____

PROFORMA - 'B'
DAILY PROGRESS REPORT
ON JOB TRAINING DISTRICT- WISE

Name of the District: _____

Sr. No.	Name of Section Officer	ACP Cases	Pension Cases	Medical Reimbursement	Court cases	Miscellaneous Work if any	Total No. of Cases disposed off
1.							
2.							
3.							
4.							
5.							

Signature

(Treasury Officer-cum-Nodal Officer)