

From

The Principal,
Accounts Training Institute, Haryana,
Treasuries and Accounts Department,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Tele. ☎0172-2573875

To

*All Heads of Departments in
Haryana State.*

Memo No. TA-(ATI)2020/ 242-46 Dated: 02, March, 2020

Sub: Accounts Training course for DDOs (109th Course) to be conducted from 16.03.2020 to 27.03.2020 .

Kinder refer on the subject cited above.

2. The Accounts Training Course for Drawing and Disbursing Officers will be conducted from 16.03.2020 to 27.03.2020 by the Accounts Training Institute, Haryana, Panchkula. The syllabus for the course will be as per Annexure 'A'. The brief particulars regarding training are as under -

- (i) The duration of Training is two weeks.
- (ii) The officer will be entitled to Travelling Allowance and Daily Allowance as per Rule and the same will be paid by your Department.
- (iii) Reporting time for the training is 09:00 A.M. to 11.00 A.M. on 16.03.2020.
- (iv) This Institute does not have any hostel accommodation so the officers are required to make their own arrangements. However, lunch and two times tea will be provided during the training, which will not affect T.A. entitlement mentioned at (ii) above.

3. You are requested to depute atleast 2-3 Officers of group A or B of your Department who are presently working as Drawing and Disbursing Officers or are likely to be given the assignment of Drawing and Disbursing Officer in near future. Preference may be given to those officers who have not attended any training course previously.

4. Kindly intimate the name of the participants at least one week prior to the start so that arrangements could be made accordingly. The names of participants may be uploaded on E-mail of this Institute i.e. (principal.ati.pki@gmail.com.) This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>).

SP
For 02/03/2020
Sr AO
Principal

Accounts Training Institute, Haryana
Treasuries and Accounts Department,
Sec. 5, Panchkula.