

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Tele.Fax ☎ 2573875

To

All Heads of Departments

Memo No. TA-(ATI)2019/ 419-71.

Dated: *24/6/19*
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Sub: Accounts Training for Accountants/Auditors/Assistants/Accounts Clerks/Stenographers/clerks - (61st course from 15.07.2019 to 26.07.2019).

Kinder refer to the subject cited above.

2. The Accounts Training Course for Accountants/Auditors/Assistants/Accounts Clerks/Stenographers/clerks will be conducted from 15.07.2019 to 26.07.2019 at 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 training will be of two weeks duration.
- (ii) The officials will be required to take examination on the concluding day of the training i.e. 26.07.2019.
- (iii) The officials will be entitled to Travelling Allowance and Daily Allowance as per Rule and the same will be paid by the concerned Department.
- (iv) Reporting time for the training will be 10.00 a.m. on 15.07.2019.
- (v) This Institute does not have any hostel accommodation. So, officials are required to make their own arrangements. However, working lunch and two times tea will be provided during the training, which will not affect T.A. entitlement mentioned at (iii) above.

3. You are requested to depute atleast the 2-3 Officials of your Department. Kindly intimate the name of the official(s) on the E-mail ID of this Institute i.e. principal.ati.pkl@gmail.com. at least a week prior to the starting of the course for making requisite arrangements. This letter is also available on the website of Treasuries and Accounts Department, Haryana (<http://www.hrtreasuries.gov.in/>).

[Signature]
20/6/19

Sr. Accounts Officer,
For Principal Accounts Training Institute,
Haryana, Panchkula.

ANNEXURE "A"

1. HCS (General) Rules, 2016
2. HCS (Pension) Rules, 2016
3. HCS (Pay) Rules, 2016
4. HCS (T.A.) Rules, 2016 and other admissible allowance Rules, 2016
5. HCS (Allowance) Rules, 2016
6. HCS (Leave) Rules, 2016
7. HCS (GPF) Rules, 2016
8. HCS (Govt. Employees Conduct) Rules, 2016
9. HCS (Punishment & Appeal) Rules, 2016
10. Medical Reimbursement Policy
11. R.T.I. Act, 2005.
12. Rules/Instructions relating State Budget
13. Duties and Responsibilities of Drawing & Disbursing Officer
14. Calculation of Income Tax etc.
15. P.F.R. and Treasury Rules.
16. E-Billing, e-TDS, E-salary, E-pension, Budget allocation, E-gras/GST, E-Stamping, HRMS, CFMS etc.