

From

The Principal,
Accounts Training Institute, Haryana,
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/ 04-08
Dated: 08-01-2020

Sub: Accounts Training for Accountants /Auditors/ Assistants/ Accounts Clerks/ Stenographers/ clerks - 64th course from 03.02.2020 to 14.02.2020.

Kinder refer to the subject cited above.

2. The Accounts Training Course for **Accountants/Auditors/Assistants/ Accounts Clerks/Stenographers/clerks** will be conducted from **03.02.2020 to 14.02.2020** 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 duration of training is two weeks.
- (ii) The officials will be required to take examination on the concluding day of the training i.e. 14.02.2020.
- (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 03.02.2020.**
- (v) This Institute does not have any hostel accommodation. So, officials are required to make their own arrangements. However, lunch and two times tea will be provided during the training except holidays, which will not affect T.A. entitlement mentioned at (iii) above.

3. It is therefore, 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.pki@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/>).

Kalra
8.1.2020

Principal
Accounts Training Institute,
Haryana, Panchkula.

ANNEXURE "A"

1. **Haryana Civil Services (Pay) Rules 2016.**
2. **Haryana Civil Services (ACP) Rules 2016.**
3. **Haryana Civil Services (Leave) Rules 2016:** Different kinds of leave its extent & authority competent to sanction.
4. **Haryana Civil Services (General) Rules 2016:** joining time, maintenance of Service book, General condition of service.
5. **Haryana Civil Services (Pension) Rules 2016:** Rules regarding old pension scheme & New Pension Scheme.
6. **Haryana Civil Services (GPF) Rules 2016:** Subscription, advances & withdrawal from GPF etc.
7. **Haryana Civil Services (T.A.) Rules 2016:** Grades of Government Employees, Journey on retirement, journey on a course of training, preparation of T.A. Bills etc.
8. **Punjab Budget Manual:** Estimates of Revenue expenditure and Receipts, Schedule of New Expenditure, Excess and Surrender, Supplementary Estimates etc.
9. **Punjab Financial Rules:** Definitions, General Principles and Rules regarding handling of cash, maintenance of Cash Book, payments, instructions regarding enforcement of responsibility for losses sustained through fraud negligence etc. latest instructions regarding purchase of stores, approved sources, important delegations.
10. E-billing, HRMS, Budget allocation, e-TDS filing.
11. **Medical attendance Rules & instructions for Haryana Govt. employees.**