

From

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

To

All Heads of Departments  
in Haryana State.

Memo No. TA-(ATI)2019/ 840-UIS Dated: 15<sup>th</sup> November 2019

Sub: Accounts Training course for DDOs (108<sup>th</sup> Course) to be conducted  
from 02.12.2019 to 13.12.2019):

Kinder refer on the subject cited above.

2. The Accounts Training Course for Drawing and Disbursing Officers will be conducted from 02.12.2019 to 13.12.2019 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. + 11.00 A.M. on 02.12.2019.
  - (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.pkl@gmail.com](mailto:principal.ati.pkl@gmail.com).) This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>).

*Gallawa*  
14.11.19

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

## ANNEXURE "A"

1. HCS (General) Rules, 2016
2. HCS (Pension) Rules, 2016
3. HCS (Pay) Rules, 2016 and ACP Rules
4. HCS (T.A.) Rules, 2016 and other allowances
5. HCS (Leave) Rules, 2016
6. HCS (GPF) Rules, 2016 and Loans and Advances
7. HCS (Govt. Employees Conduct) Rules, 2016
8. HCS (Punishment & Appeal) Rules, 2016
9. New Pension Scheme (NPS)
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. GST and Income Tax etc.
15. Online Treasury functioning.
16. P.F.R and Purchase of Stores
17. HRMS
18. E-Billing