

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)2019/359-410 Dated: 11th June, 2019


Sub: Accounts Training course for DDOs (107th Course) to be started from 24.06.2019 to 05.07.2019) .

Kinder refer on the subject cited above.

2. The Accounts Training Course for Drawing and Disbursing Officers will be conducted from 24.06.2019 to 05.07.2019 by the Accounts Training Institute, Haryana, Panchkula. The brief particulars regarding training are as under: -

- (1) The training will be of two weeks duration.
- (2) The officers will be required to take examination on the concluding day of the training i.e. 05.07.2019.
- (3) The officer will be entitled to Travelling Allowance and Daily Allowance as per Rule and the same will be paid by your Department.
- (4) Reporting time for the training will be 11.00 a.m. on 24.06.2019.
- (5) This Institute does not have any hostel accommodation so officers 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 (3) above.

3. You are requested to depute atleast 2-3 Officers of your Department or the officers, 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. Kindly intimate the name of the participants at least one week prior to the start so that arrangements could be made accordingly. Kindly intimate/upload the names of participants on E-mail of this Institute i.e. principal.ati.pkl@gmail.com. This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>).


Principal 11/6/19
Accounts Training Institute, Haryana
Treasuries and Accounts Department,
Sec. 5, Panchkula.

ANNEXURE "A" FOR DRAWING AND DISBURSING OFFICERS.

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.