

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Tele No.- 0172-2929535

To

1. All Heads of Departments.
In State of Haryana.
2. All Heads of Boards, Corporations and Universities,
In State of Haryana.

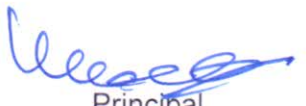
Memo No. TA-(ATI) 2024/ 39-40 Dated: 07/2/2024

Sub: Imparting training to the employees as per Haryana State Training Policy, 2020.

Kindly refer to the subject cited above.

2. The 1st Batch of 'Accounts training course' for ministerial staff (Clerks/Accounts Clerks/Accountants/Assistants/ Stenographers, Auditors etc.) will be conducted from **26.02.2024 to 07.03.2024 (two Weeks only)** by the Accounts Training Institute, Haryana, Panchkula. The brief particulars regarding training are as under: -

- (i) There is no hostel facility in the Institute and candidates have to make their own stay etc.
 - (ii) Only **Lunch and two times tea** will be served to the trainees during training days.
 - (iii) T.A./D.A. shall be admissible as per rule.
 - (iv) Reporting time for the training will be 11.00 a.m. on **26.02.2024 (first day of Training)**. Further schedule of training will be intimated to trainees after their joining. Trainees may be directed to reach in the institute in time.
 - (v) The Boards, Corporations and Universities will pay Rs. 2000/- per candidate for this two weeks training program through Demand Draft in favour of Principal, Accounts Training Institute, Panchkula.
3. You are requested to depute **5 officials** of your Department/ Organization and in case excess names are received beyond the prescribed limit or capacity of this institute, the final decision regarding enrollment of name of any candidate would lie with Principal, ATI . Kindly intimate the name of the participants at least one week before the start of course (upto 19.02.2024). So that arrangements could be made accordingly. Kindly intimate/send the names of participants on E-mail of this Institute i.e. principal.ati.pkl@gmail.com . This letter is also available on the official website of Treasury and Accounts Department, Haryana (<http://www.hrtreasuries.gov.in/>).


Principal
Accounts Training Institute,
Haryana, Panchkula.