

From

The Principal,  
Accounts Training Institute, Haryana,  
Treasuries and Accounts Department,  
Sinchai Bhawan, "B" Block, 5<sup>th</sup> Floor,  
Sector 5, Panchkula.  
Tele. ☎ 0172-2929535

To

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

Memo No. TA-(ATI) 2024/ 531-32 Dated: 03.06.2024


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

Kindly refer to the subject cited above.

2. The 7<sup>th</sup> Batch of '**Accounts Training Course**' for ministerial staff (Clerk/ Accounts Clerk/Accountants/Assistants/Stenographers/Auditors etc.) will be conducted for **two weeks** w.e.f. **24.06.2024 to 05.07.2024** 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) **Lunch and two times tea** will be served to the trainees during training days.
- (III) **T.A./D.A.** shall be admissible as per rules.
- (IV) Reporting time for the training will be 11:00 a.m. on **24.06.2024 (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 have to 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 send the names of participants including field offices of your Department/ Organization. Kindly intimate the names of the participants on or before **21.06.2024** so that necessary 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](mailto:principal.ati.pkl@gmail.com). This letter is also available on the the official website of Treasuries and Accounts Departments, Haryana (<http://www.hrtreasuries.gov.in/>).

  
(P.K.SACHDEVA, HAS)  
Principal  
Accounts Training Institute, Haryana  
Sectot- 5, Panchkula.