

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) 2025/ 2022-23 Dated:- 19/12/2025


Sub: Imparting training to the employees as per Haryana State Training Policy, 2024.

Kindly refer to the subject cited above.

2. The 12th Batch of 'Training Course' for ministerial staff (Clerk, Accounts Clerk, Accountants, Assistants, Stenographers and Auditors etc.) will be conducted for **two weeks** i.e. w.e.f. **12.01.2026 to 22.01.2026** 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 10:00 a.m. on **12.01.2026** i.e. 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. 2,000/- per candidate for this two weeks training program through Demand Draft in favour of Principal, Accounts Training Institute, Panchkula.

3. It is requested to nominate the names of concerned ministerial staff of your Department/Organization for above said training and send their names through E-mail of this Institute i.e. principal.ati.pkl@gmail.com on or before **07.01.2026**, so that necessary arrangements could be made accordingly. The final decision regarding enrollment of names of the candidate would lie with Principal, ATI. This letter is also available on the official website of Treasuries and Accounts Departments, Haryana i.e. <http://www.hrtreasures.gov.in/>.


(Yashvir Singh)
Principal
Accounts Training Institute, Haryana
Sectot- 5, Panchkula.