

(ONLY D.D.O. TRAINING)

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
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E-mail : principal.ati.pkl@gmail.com

To

All Deputy Commissioners in the State of Haryana to depute one either CTM or DRO.
All Superintendents of Police to depute two DSPs for training from each district.
All Jail Superintendents/Deputy Superintendent in the State of Haryana (one of them).
Commissioner of Police Gurgaon N.C.R. Region (Two ACPs from each District).
Commissioner of Police Ambala to depute 2 ACPs under your jurisdiction from each district.

Memo No. TA-(ATI)2017/ 301-305

Dated: 16/6/2017

Sub: Two days Special Drawing and Disbursing Officers' Training - 99th batch from 11.07.2017 to 12.07.2017.

During the course of training the lectures on following topic will be delivered:

- (i) Punishment & Appeal Rules, 2016.
 - (ii) Revise T.A. Rules, 2016.
 - (iii) Duties and Responsibilities of DDO under Financial Rules to avoid over payments
 - (iv) Joining Time on Transfer
 - (v) E-Gras/E-Budgeting etc.
- (1) There is no hostel facility in the Institute during training period.
 - (2) **Lunch and two times tea** will be served to the trainees during training days.
 - (3) T.A./D.A. shall be admissible as per rule.
 - (4) Trainees are requested to reach in the Institute at 9.00 a.m. to 10.30 a.m. for registration.
 - (5) Trainees are requested to send their names on the official e-mail of this Institute or through Dak atleast 2 days before the start of training. This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>).

Deborahia
Principal

Accounts Training Institute, Haryana
Sec. 5, Panchkula.

Endst. No. TA-(ATI)2017/ 306-07

Dated: 16/6/2017

A copy of the above is forwarded to the following for information and necessary action to spare them for training please: -

1. Director General of Police, Police HQ, Sector 6, Panchkula.
2. Director General of Prison, Haryana Panchkula .

Deborahia
Principal

Accounts Training Institute, Haryana
Sec. 5, Panchkula.