

TRAINING CIRCULAR
(TIME BOUND)

ADMINISTRATIVE TRAINING INSTITUTE (ATI)
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN
Email ID: atidir@rediffmail.com/atiarunachal@gmail.com
Website: www.ati.arunachal.gov.in

No.ATI (TRG)- 40/2026 /552-587

Dated Naharlagun, the 6th July 2026

To

The Deputy Commissioners of Arunachal Pradesh,
Tawang/ West Kameng/ East Kameng/Pakke-Kessang/ Upper Subansiri/
Lower Subansiri/ Siang/Upper Siang/ West Siang/ East Siang/ Lower
Siang/Shi Yomi/Leparada/Kurung Kumey/ Papum Pare/ Kra
Daadi/Kamle/ Changlang/ Tirap/ Longding/ Lohit/ Namsai/Anjaw/
Dibang Valley/ Lower Dibang Valley/Kamle/ Bichom/Keyi
Panyor/Capital Complex

Sub:- **3(Three) Days Training on “MS Office and MS Powerpoint” for the Group B & C Officers/Officials of District Administration under Govt. of A.P w.e.f. 3rd to 5th Aug’ 2026 at ATI, Naharlagun. Nomination of Candidates thereof.**

Sir/Madam,

The Administrative Training Institute (ATI) Naharlagun will organize 3 (Three) Days Training on “MS Office and MS Powerpoint” for the Group B & C Officers/Officials of District Administration under Govt. of Ar.P w.e.f. 3rd to 5th Aug’ 2026 at ATI, Naharlagun.

The objective of training programme is “*To enhance workplace performance of Group B & C officers/officials through proficiency in MS Word & MS PowerPoint for efficient documentation, communication, and presentation of official work*”.

The intake capacity is restricted to 20 participants only on “First Come First Serve Basis”. The nominations along with the contact no. and the e-mail id may be sent in the prescribed format enclosed herewith to reach ATI, Naharlagun on or before 29th July’2026 or can be mailed in the e-mail id given at the letter head.

No TA/DA will be borne by the organizing institute; it has to be borne by the nominating authority. These instructions may please be communicated to the officials who are nominated for the training.

The nominating authorities and nominees should confirm their selection before joining the Programme from following persons: -

1. Smti. Corinna Mum Norbu, DD/ Faculty-cum Course Coordinator - 9862218780
2. Smti Hage Yapa, SPA to Director ATI – 9615287487
3. Smti T.R. Ronya, Programmer -9383107977

The participants attending the training course are treated as “on duty” and they must report to ATI by 09:00 Hrs for registration on 3rd Aug. 2026. The registration will be closed at 0950 Hrs and no late registration will be entertained beyond the stipulated time.

Rumi
06/07 2026

(Pate Marik)
Director (Training)
Administrative Training Institute,
Naharlagun

Memo No.ATI(TRG)-40 /2026 /552-584 Dated Naharlagun, the 6th.... July '2026
Copy for information and necessary action to: -

1. The Commissioner (Personnel & Training), Govt. of Arunachal Pradesh, Itanagar for information
2. Smti. Corinna Mum Norbu, DD/Faculty-cum Course Coordinator for necessary follow-up action.
3. Smti Tomen Rumi Ronya, Programmer for information and necessary action.
4. The SPA to Director ATI for information and necessary action.
5. The Office copy.

/

(Pate Marik)
Director (Training)
Administrative Training Institute,
Naharlagun

NOMINATION FORM

1. Programme Title :
2. Name of the Institute :
3. Venue :
4. Programme dates :
5. Name of the Candidate :
(in capital letter)
6. SC/ST/OBC/ Others :
7. Date of Birth :
8. Designation :
9. Pay Matrix :
10. Basic Pay :
11. Academic qualification :
12. Professional Qualification :
13. Address for the Communication (with PIN):

Office Phone No..... email id.....

Mobile No. of Nominee:.....

Brief Description of the duties of the nominee:

Place:

(Signature of the Nominee)

Date:

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Certified that:-

- (a) The particulars given above are correct.
- (b) Due care has been taken of the training needs of the nominee(s) with reference to his/her present & future duties with reference to the contents of the course.
- (c) The nominee. If selected, will be relieved on full-time basis for attending the programme.

Address of the sponsoring authority for communication:

Address:

Contact No.:(A)Office:

(B) Mobile:

(C) email id:

Signature & date of the Sponsoring Authority with Seal