

TRAINING CIRCULAR
TIME BOUND

ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN, PIN NO.-791110
Email Id: atidir@rediffmail.com/atiaruanchal@gmail.com
Website: www.ati.arunachal.gov.in

No. ATI (TRG.)-43/2026/668-74

Dated Naharlagun, the 14th July' 2026

To

1. The Secretary (SAD)
Govt. of Arunachal Pradesh,
2. All Head of Offices
Directorate of /Chief Engineer
Govt. of Arunachal Pradesh,
Itanagar/Naharlagun/Nirjuli.

Sub:- 03 (three) days Training Programme on "Office Rules and Procedures" for recently recruited ministerial staff of A.P Civil Secretariat and HoOs, Govt. Arunachal Pradesh from 19th to 21st August' 2026, Nomination of Participants thereof.

Sir/Madam,

Administrative Training Institute (ATI), Govt. of Arunachal Pradesh, Naharlagun will conduct 03(three) days Training Programme on "Office Rules and Procedures" for recently recruited ministerial staff of A.P Civil Secretariat and HoOs, Govt. of A.P from 19th to 21st August' 2026. The programme is sponsored by the Department of Personnel and Training, Govt. of India, New Delhi under its Plan Training Assistance for the year 2026-2027.

The Objectives of the Course is to enhance the functional competence of Group 'B' & 'C' officials in handling routine office procedures, service matters, and disciplinary rules to ensure accurate, timely, and rule-based disposal of work at the operational level.

In view of the above, all the concerned nominating authorities are kindly requested to nominate their Official as per the slot, given below:-

Sl. No.	Name of the Nominating Authority	Level of participants	No. of slots
1.	Secretary (SAD), Govt. of A.P, Itanagar.	Ministerial Staff	05 Participants
2.	All Head of Offices, Itanagar/Naharlagun/ Nirjuli.	-do-	02 Participants

Contd. @ P/2

The total number of participant is restricted to 30 (Thirty) only on “**first come first serve basis**. Therefore, the nominating authorities are requested to forward their nominations on or **before 10th August’ 2026 alongwith mobile No.of nominees at the email ID & website given in the letter ahead above.**” A copy of Nomination Form is enclosed. The nominating authorities and nominees should confirm their selection before joining the Programme through the following persons:-

1. Smti Corinna Mum Norbu, Dy. Director-cum-Course Coordinator-9862218780
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti Chenga Lhamu (DA) ATI-9862174197

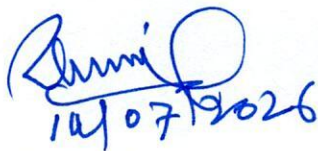
All officials nominated for the training program shall be treated as “On Duty” and they must report at ATI by 9:00 AM on 19th August’ 2026. Attendance on the first day is mandatory and participants failing to report on Day 1 will not be allowed to attend the training on subsequent days. The registration process will conclude at 9:45 AM and no entries will be accepted thereafter.

Sd/-Pate Marik
Director (Training)
Administrative Training Institute,
Naharlagun

Memo No. ATI (TRG.)-43/2026 / 668-74
Copy to:-

Dated Naharlagun, the 14th July’ 2026

1. The Secretary (Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. The SPA to Director ATI for information and necessary action.
3. Smti Corinna Mum Norbu, Deputy Director-cum-Course Coordinator for information and necessary action.
4. Shri Tage Ribia (SO), ATI for information.
5. Smti Chenga Lhamu (DA), ATI for information and necessary action.
6. Shri Nani Tanyang (LDC), ATI for information.
7. 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 latter)
 6. SC/ST/OBC/OTHERS :
 7. Date of Birth :
 8. Designation :
 9. Pay Scale :
 10. Basic Pay :
 11. Academic Qualification :
 12. Professional Qualification(if any) :
 13. Address for the Communication (With PIN) :
- Fax No. Phone No. (Office) Phone No. (Resi):
- Brief Description of the duties of the officer:

(Signature of the Candidate)

Place:

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 officers nominated with reference to his present/future duties vis-à-vis the contents of the course.
- (c). The officer, If selected, will be relieved on full- time basis for attending the programme.

Address of communication to sponsoring Organization:

PIN

PHONE

FAX

Place:

Date:

Signature of the Sponsoring Authority with Seal