

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

No.ATI(TRG)- 47/2026 / 741-48

Dated Naharlagun the 17th July' 2026

To,

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

Sub: -3(Three) Days Refresher Training on "Pension Rules and Pay Fixation" for the Group 'B' and 'C' of A.P. Civil Secretariat and Heads Offices within Capital Complex w.e.f. 29th to 31st July' 2026; Nomination of Participants thereof.

The Administrative Training Institute (ATI), Govt. of Arunachal Pradesh, Naharlagun will conduct 3 (three) days Re-fresher Training on **"Pension Rules and Pay Fixation" for the Group 'B' and 'C' of A.P. Civil Secretariat and Heads of Offices within Capital Complex w.e.f. 29th to 31st July' 2026** at ATI Naharlagun under the sponsorship of Govt. of A.P under its Annual Plan Training for the Year 2026-2027.

The objective of the training programme is to enable the participants to: **provide clarity on services rules, pay fixation procedures and pension processing.**

In view of the above, all the concerned Heads of Department/Offices situated at capital complex are requested kindly to nominate their officials as per the slot given below:-

Sl No.	Name of the Sponsoring Authority/Department	Level of Participants	No. of Slots
1.	The Secretary (SAD), Govt. of Arunachal Pradesh, Itanagar.	Ministerial Staff	04 participants
2.	The Heads of Offices Govt. of Arunachal Pradesh, Itanagar/Naharlagun/Nirjuli.	-do-	02 -do-

The total number of participants is restricted to 30 (Thirty) only on **"first come first service basis"**. Therefore, the nominating authorities are requested to forward their nominations on or **before 28th July' 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 from following persons:-

1. Shri Sange Tsering, Deputy Director/Faculty(FM) ATI-cum-Course Coordinator-8974598333
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti T.R.Ronya, Progammer ATI-9383107977

Contd. P2

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The Officials attending the training course are treated on duty and they must report to ATI by 9:00 A.M on 29/07/2026. The registration will be closed at 9.45 am and after which, late comers will not be entertained.

Yours Sincerely,

Sd/-

(Pate Marik)

Director (Training)

Administrative Training Institute,
Naharlagun

Memo No. ATI-47/2026

Dated Naharlagun, the ¹⁶17th July' 202

Copy for information and necessary action to:-

1. The Secretary (Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. The SPA to Director ATI for information and necessary action.
3. Shri Bittu Kri, Deputy Director ATI
4. Shri Sange Tsering, Deputy Director/Faculty (FM) ATI-cum-Course Coordinator for necessary follow-up action.
5. Smti T.R.Ronya, Progammer ATI for information and necessary action.
6. The Office copy.



(Bittu Kri)

Dy. 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