

TRAINING CIRCULAR

ADMINISTRATIVE TRAINING INSTITUTE (ATI)
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN

Email ID: atidir@rediffmail.com / atiarunachal@gmail.com

No. ATI-13012/4/2026 / 1051 - 1163

Dated Naharlagun, the 3rd Sept. 2026

To,

1. The Secretary (Personnel)
Govt. of Arunachal Pradesh,
2. All Directors/Chief Engineers
Govt. of Arunachal Pradesh, Itanagar/Naharlagun/Nirjuli.

Subject: Nomination of Officers for the Two-Day Training Programme on "Sevottam Framework and Citizen-Centric Governance" — reg.

Sir/Madam,

I am directed to inform you that the Administrative Training Institute (ATI), Naharlagun, is organising a **two-day training programme on "Sevottam Framework and Citizen-Centric Governance"** on 24th – 25th September 2026 for officers of the State Government, under the DARPG Sevottam Scheme.

The programme aims to build the capacities of State Officers/Officials in the Sevottam Framework — an initiative of the Government of India for achieving excellence in public service delivery through Citizens' Charters, Grievance Redressal and Service Delivery Capability — so as to make public services more citizen-centric, accountable and time-bound.

The programme is intended for officers of the rank of **Deputy Secretaries, Under Secretaries, Heads of Offices and Departmental Nodal Officers**. The total number of seats is limited to 30 (Thirty), and nominations will be accepted on a first-come, first-served basis subject to this ceiling.

It is, therefore, requested to nominate eligible officers and forward their nominations to this Institute so as to reach on or before **18th September 2026**. A copy of Nomination Form is enclosed. Nominations received after the last date, or in excess of the allotted seats, may not be entertained. Before joining the workshop, the nominees may confirm their selection /admission to the program from following persons: -

1. Smti Corinna Mum Norbu, Dy. Director/Faculty(R&P) - 9862218780
2. Smti Hage Yapa, PA to Director ATI - 9615287487
3. Shri Linmar Kadu, ASO - 8794290094

All officers nominated for the training program shall be treated as "On Duty" and they must report at ATI by 9:00 AM **on 24th Sep' 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 09:50 AM and no entries will be accepted thereafter.

Sd/- (Pate Marik)
Director (Training)
ATI, Naharlagun.

Memo. No. ATI-13012/4/2026

Dated Naharlagun, the..... th Sept. 2026

Copy for information and necessary action to:-

1. The Secretary (Training), Govt. of A.P., Itanagar for information
2. All the Directors, Govt. of A.P, Itanagar/ Naharlagun/ Nirjuli.
3. Shri Bittu Kri, Asstt. Director ATI-cum-Course Coordinator for necessary follow-up action.
4. The SPA to Director ATI.
5. The Section Officer, ATI, Naharlagun.
6. The Office copy.


(Corinna Mum Norbu)
Dy. Director/ Faculty (R&P) Cum-Course Coordinator
ATI, 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