

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

No.TRG/ATI-24/2025

Dated Naharlagun, the 23<sup>rd</sup> May 2025

**TRAINING CIRCULAR**  
**(TIME BOUND)**

**Sub:- Conducting of 3-days Refresher Training on “Establishment Rules-I” for Ministerial Employees of A.P Civil Secretariat & HoOs under Capital Complex Govt. of A.P. w.e.f 16/06/2025 to 18/06/2025 CANDIDATES THEREOF.**

The Administrative Training Institute (ATI) Naharlagun will organize 3 (three) Days Refresher Training on “Establishment Rules-I” for the Ministerial Employees of A.P Civil Secretariat and Heads of Offices within Capital Complex w.e.f. 16<sup>th</sup> to 18<sup>th</sup> June’ 2025 at ATI Naharlagun. The programme is sponsored by the DoPT, GoI, New Delhi under its Plan Training Assistance for the year 2025-26. The training programme will be imparted through experienced Officers drawn from, various Departments as Guest Resource Persons.

The intake capacity is restricted for 25 (Twenty Five) participants only on “first come first serve basis”. The format for nomination is enclosed herewith. Therefore, the nominating authorities may submit their nominations on or before 13<sup>th</sup> June’ 2025 at the e-mail id and web site given at the letter head. The nominating authorities and nominees should confirm their selection before joining the Programme from following persons:-

1. Shri Bittu Kri (APCS), Deputy Director ATI-cum Course Coordinator - 8415079830
2. Smti Hage Yapa, SPA to Director ATI – 9615287487
3. Smti Chenga Lhamu (LA) ATI-986217497

The participants to report at ATI at 0900 Hrs for registration on 16<sup>th</sup> June’ 2025 and registration will be closed at 0950 Hrs.

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

**Memo No.TRG/ATI-24/2025 /3234 - 4/**  
Copy for information and necessary action to:-

Dated Naharlagun, the 23<sup>rd</sup> May’ 2025

1. The Commissioner (Personnel & Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. The Secretary (SAD), Govt. of Arunachal Pradesh for information and nomination of participants.
3. To All the Directors, Govt. of Arunachal Pradesh Itanagar/Naharlagun/Nirjuli for information and nomination of participants.
4. The SPA to Director ATI for information and necessary action.
5. Shri Bittu Kri, Deputy Director ATI-cum-Course Coordinator for necessary follow-up action.
6. Smti Hage Yapa, SPA for information and necessary action.
7. Smti Chenga Lhamu (LA) for information and necessary action.
8. 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

