

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

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No.ATI(TRG)-36/2025

Dated Naharlagun, the <sup>21<sup>st</sup></sup>.....July 2025

**TRAINING CIRCULAR  
(TIME BOUND)**

The Administrative Training Institute (ATI) Naharlagun will organize 3 (Three) Days Refresher Training on “**Office Rules and Procedures**” - I for the Ministerial Employees of A.P Secretariat and Heads of Offices in Capital Complex who have not undergone such training earlier w.e.f. 19<sup>th</sup> to 21<sup>st</sup> Aug. 2025 at ATI Naharlagun.

The objective of the training programme is to familiarize the Govt. officials with different facets of Office Rules, Administrative procedures and office management with a view to enable them to dispose off their day to day works correctly. The training programme will be imparted through experienced Officers drawn from, various Departments as Guest Resource Persons.

The intake capacity is restricted for **35(Thirty five)** participants only on “first come first serve basis”. The format for nomination is enclosed herewith. Therefore, all concerned are requested to nominate 2(Two) officers from each department and may submit their nominations on or before **13<sup>th</sup> Aug. 2025** at the e-mail id and website 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 Tomen Rumi Ronya, Programmer - 9383107977


The participants to report at ATI at 0900 Hrs for registration on 19<sup>th</sup> Aug. 2025 and registration will be closed at 0950 Hrs.

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

Memo No.ATI(TRG)-36/2025 / <sup>3826-33</sup>  
Copy for information and necessary action to:-

Dated Naharlagun, the <sup>21<sup>st</sup></sup>.....July 2025

1. The Secretary (AR & Training), Govt. of Arunachal Pradesh, Itanagar for information
2. All the Directors, Govt. of A.P. Itanagar/Naharlagun/Nirjuli
3. All the Chief Engineers of Works Department, Itanagar / Naharlagun
4. Shri Bitti Kri, Deputy Director ATI-cum-Course Coordinator for necessary follow-up action.
5. Smti Tomen Rumi Ronya, Programmer for information and necessary action.
6. The SPA to Director ATI for information and necessary action.
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 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