

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

No.ATI(TRG)-37/2025 / 3834-3867

Dated Naharlagun, the 21st July 2025

To,

The Deputy Commissioners of Arunachal Pradesh, Tawang/ W/Kameng, E/Kameng, U/Subansiri
L/Subansiri/ Kamle/ U/Siang/ Lower Siang/ W/Siang, E/Siang/ Siang /Kurung Kumey/ Papum Pare
/Kra-Daadi/ Changlang/ Tirap/ Longding/ Lohit/ Namsai/ Anjaw/ Dibang Valley/ L/Dibang Valley/
Lepa Rada/ Pakke Kessang/ Shi Yomi/ Bichom /Keyi Panyor and Itanagar Capital Complex,

Sub:- **Conducting of 3(Three) Days Refresher Trainings on "Office Rules and Procedures" for the Ministerial Employees of the District Administrations -reg. Nominations**

Sir/Madam,

The Administrative Training Institute (ATI) Naharlagun will conduct 3 (Three) Days Refresher Training on "**Office Rules and Procedures**" for the Ministerial Employees of the District Administrations who have not undergone such training earlier w.e.f. 19th to 21st Aug. 2025 at ATI Naharlagun.

The objective of the training programme is to familiarize the Govt. officials with different facets of Office Rules and Administrative procedures & office management 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 district and may submit their nominations on or before **13th 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 19th Aug. 2025 and registration will be closed at 0950 Hrs.


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

Memo No. ATI(TRG)-37/2025

Dated Naharlagun, the 21st July '2025

Copy for information and necessary action to:-

1. The Secretary (AR& Training), Govt. of Arunachal Pradesh, Itanagar for information
2. Shri Bittu Kri, Deputy Director ATI-cum-Course Coordinator for necessary follow-up action.
3. Smti Tomen Rumi Ronya, Programmer for information and necessary action
4. The SPA to Director ATI for information & necessary action.
5. 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