

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN, PIN NO.-791110**

Email Id: atidir@rediffmail.com/atiaruanchal@gmail.com

No. ATI (TRG.)-72/2025

Dated Naharlagun the 22nd Dec.' 2025

To

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

Sub:- 3(three) Days Training Programme on “Ms Excel” for the Group ‘B’ & ‘C’ Employees (Non Gazetted) of A.P. Civil Secretariat and Head of Offices within Capital Complex w.e.f. 19/01/2026 to 21/01/2026, Nomination of Participants thereof;

Sir/Madam(s),

Administrative Training Institute, Govt. of Arunachal Pradesh, Naharlagun will be conducting 03(three) days Training Programme on “**Ms Excel-I**” for the Group ‘B’ & ‘C’ Employees (Non Gazetted) of A.P. Civil Secretariat and Head Offices within Capital Complex w.e.f. 19/01/2026 to 21/01/2026. The programme is sponsored by the Department of Personnel and Training, Govt. of India, New Delhi under its Plan Training Assistance for the year 2025-2026.

The main objective of the course is to familiarize & sensitize the participants with the key features of an electronic Spreadsheet package and impart necessary skills for application development. The course will comprise of following topics to provide an indepth knowledge:-

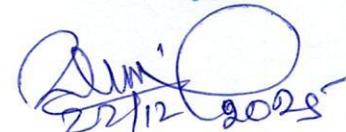
- 1. Basic, Entering, Editing & Formatting Data.**
- 2. An overview of Spreadsheet.**
- 3. Creation and manipulation of worksheet.**
- 4. Formulae and functions.**
- 5. Export/Import of files.**
- 6. Graph, data analysis techniques.**
- 7. Tables & Charts.**
- 8. Maths & Statistics.**
- 9. Logical functions.**
- 10. Advanced functions, database functions.**
- 11. Protect Worksheet etc.**
- 12. Hands on Exercises.**

The total number of participant is restricted to 20 (Twenty) only on “**first come first serve basis**”. Therefore, the nominating authorities are requested to forward their nominations on or **before 15th January 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 through the following persons:-

1. Smti Corinna Mum Norbu, Deputy Director (Faculty)-cum-Course Coordinator- 9862218780
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti Chenga Lhamu (LA) ATI-9862174197

The Officials attending the training course are treated as on duty and they must report to ATI by 9:00 A.M on 19/01/2026. The registration will close at 9:45 AM and no late registration will be entertained beyond the stipulated time.

Yours Sincerely,



(Pate Marik)

Director (Training)

Administrative Training Institute,
Naharlagun

Memo No. ATI (TRG.)-72 /2025/6925-30 **Dated Naharlagun, the 22nd Dec. ' 2025**
Copy to:-

1. The Secretary (AR & 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 (Training) for information.
4. Smti Corinna Mum Norbu Deputy Director (R&P)-cum-Course Coordinator for necessary follow-up action.
5. Smti Chenga Lhamu (LA), ATI for information and necessary action.
6. 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 :
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