

**ADMINISTRATIVE TRAINING INSTITUTE  
GOVERNMENT OF ARUNACHAL PRADESH  
D-SECTOR: NAHARLAGUN, PIN NO.-791110  
Email Id: [atidir@rediffmail.com](mailto:atidir@rediffmail.com) / [atiaruanchal@gmail.com](mailto:atiaruanchal@gmail.com)**

**TRAINING CIRCULAR**

F/No. ATI (TRG.)-74/2025 7062-68

Dated Naharlagun 07<sup>th</sup> Jan' 2026

To

All the ATIs/SIRDs of State of India/  
Government of India.

**Sub: -Nomination for the DoPT Training on "Training Needs Analysis (TNA)"  
from 02<sup>nd</sup> to 07<sup>th</sup> Feb.' 2026 under TDP for the Academic Year 2025-26.**

Dear Sir/Madam,

The Administrative Training Institute, Naharlagun is organizing a 6 (six) days Training Programme on "**Training Needs Analysis (TNA)**" from 02<sup>nd</sup> to 07<sup>th</sup> February 2026 under Trainer Development Programme (TDP). The Course is sponsored by the Department of Personnel and Training (DoPT), GoI, New Delhi.

The Training Programme meant for all Govt. Officers who are directly or indirectly involved in the training activity. **The Objective of the Training is to enhance the Skill and Knowledge to enable trainers to undertake the additional responsibility of training skill and design.** The Training is for Group 'A' level of Govt. Officers. Therefore, it is requested to nominate one officer from your institute.

As the above training is interactive, intensive and involves morning and evening activities, the programme will be residential. There will be no course fee. All the lodging and boarding arrangements for trainees will be made by the institute. However, no TA/DA will be borne by ATI, Naharlagun and has to be borne by the nominating institute. These instructions may please be communicated to the officers who are nominated for training. It is further requested that mobile no. and email address of the Nominated Officers may please be mentioned compulsorily in the Nomination letter.

**It is also to inform that no Family members, friends etc of participants are allowed to stay in ATI, hostel during the Training.**

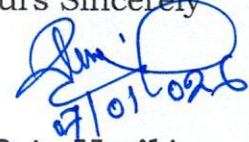
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A soft copy of the prescribed nomination is attached herewith. Scanned nomination in prescribed format duly signed by the competent authority may please be mailed at [atidir@rediffmail.com](mailto:atidir@rediffmail.com)/[atiaruanchal@gmail.com](mailto:atiaruanchal@gmail.com). For any query, you may contact to Shri Bittu Kri, Deputy Director-cum-Course Coordinator (Mobile No. 8415079830), Smti Hage Yapa, SPA to Director-9615287487 and Smti Chenga Lhamu (DA)-9862174197, regarding the nomination, confirmation etc. Your nomination should be received **on or before 28<sup>th</sup> January' 2026**. A hard copy of same nomination form may be sent with the officer participating in the training Course.

The Officers attending the training course must report/register at ATI Hostel registration desk before 5 PM (Evening) on **01<sup>st</sup> February' 2026**.

Yours Sincerely



**(Pate Marik)**

**Director (Training)**

Administrative Training Institute,  
Naharlagun.

**Memo No. TRG/ATI-74/2025**

**Copy to:-**

**Dated Naharlagun, the 07<sup>th</sup> Jan.' 2026**

1. The Secretary (AR & Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. Shri Bittu Kri, Deputy Director & Course Coordinator for necessary follow-up action.
3. The SPA to Director, ATI, for information.
4. Smti Chenga Lhamu (DA), for information and necessary action.
5. Shri Nani Tanyang (LDC), for information.
6. Office Copy.

**(Pate Marik)**

**Director (Training)**

Administrative Training Institute,  
Naharlagun.

## NOMINATION FORM

Name of the Organization Institute	<b>Administrative Training Institute Government of Arunachal Pradesh D-Sector: Naharlagun, Pin No.-791110 Email Id:<a href="mailto:atidir@rediffmail.com">atidir@rediffmail.com</a>/<a href="mailto:atiarunachal@gmail.com">atiarunachal@gmail.com</a></b>
Course Name	<b>Training Needs Analysis (TNA), National Level</b>
Course Date	<b>02<sup>nd</sup> – 07<sup>th</sup> February' 2026</b>

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 4 weeks prior to the course dates to host institute.

### NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Department Institute/ organization	
4	Scale of Pay	
5	Date of birth	
6	Sex:	Male/Female
7	Category:	SC/ST/General/OBC
8	Address for communication (with Pin Code) e-mail address	
9	FAX Number	
10	Telephone Number : Mobile No : e-mail address :	
11	Relevance of the training programme to the officer	
12	Details of other "Training of Trainers (ToT)" Courses attended, with dates	

(Signature of the Nominee)

## NOMINATION FORM

Course Name	<b>Training Needs Analysis (TNA), National Level</b>
Venue	<b>Administrative Training Institute Government of Arunachal Pradesh D-Sector: Naharlagun, Pin No.-791110</b>
Course Date	<b>02<sup>nd</sup> – 07<sup>th</sup> February' 2026</b>

### Sponsoring Authority's Confirmation

1	Name of sponsoring authority	
2	Address for Communication (with Pin Code)	
3	Telegraphic Address & e-mail	
4	Telephone Number	
5	Fax Number	
6	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
7	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date:

Signature & Seal of Sponsoring Authority