

TRAINING CIRCULAR
(TIME BOUND)

ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN, PIN NO.-791110
Email Id: atidir@rediffmail.com/atiaruanchal@gmail.com
Website: www.ati.arunachal.gov.in

No. ATI (TRG.)-5/2026 / 8003-04

Dated Naharlagun the 12th Jan.' 2026

To,

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

Sub: - 03 (three) days Refresher Training on "e-Office-III" for the Ministerial Staff of A.P Civil Sectt. & HoOs within Capital Complex from 10th to 12th February 2026, Nomination of Participants thereof;

Sir/Madam,

Administrative Training Institute, Govt. of Arunachal Pradesh, Naharlagun will be conducting 03(three) days Training Programme on "**e-Office-III**" for the **Ministerial Staff of A.P. Civil Secretariat and HoOs within Capital Complex from 10th to 12th February 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 training programme will cover following aspects of e-Office procedures:-

1. E-Office pre-requisite,
2. Receipts Section & Diarisation
3. E-file section
4. How to configure DSC/e-Sign &
5. Practices/Practical Session etc.

The expected programme outcome would be as under:-

1. **Increased Proficiency:** Training become more proficient in navigating and using the e-office software. Will understand different features, function and tools available.
2. **Improved Productivity:** Trainees are expected to lead an increased productivity in handling electronic documents, Managing workflows and collaborating with colleagues.
3. **Streamlined Documents Management:** Will learn how to organize and manage electronic document more efficiently reducing likelihood errors and data loss.
4. **Better Collaboration:** Will able to facilitate better collaboration among team members.



Contd.@P/2

5. **Enhanced Security Awareness:** Trainees will be equipped with security protocols and best practices for handling sensitive information. Will help them reduce the risk of data breaches or unauthorized access.
6. **Compliance and Accuracy:** understanding and how to use the system correctly leading to better compliance of organization policies, standards etc.
7. **Time and Cost Saving:** By efficiently managing electronic document and work flows, participants will experience time saving for themselves and their organizations.
8. **Confidence in Digital Workflows:** Will build self confidence working with digital tools and technologies making more adaptable to modern work environments.
9. **Reduced Paper Uses:** Participants will be encouraged a shift from traditional paper based process to electronic ones, which will lead to potential reduction of organization's unwarranted environment impacts.
10. **Ability to Train Others:** Trainees will be positioned with responsibility of training others leading to more productivity in their organizations.

02(two) slots are kept against each Department and total number of participant is restricted to 25 (Twenty-Five) only on "**first come first serve basis**". Therefore, the nominating authorities are requested to forward their nominations on or **before 05th February 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. Shri Bittu Kri, Deputy Director-cum-Course Coordinator ATI-8415079830
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti Chenga Lhamu (DA) ATI-9862174197

The Officials attending the training course are treated as on duty and they must **report by 9:00 A.M to A.P Civil Secretariat, Block-3, First Floor, Room No. 106 on 10/02/2026.** The registration will close at 9:45 AM and no late registration will be entertained beyond the stipulated time.

Yours Sincerely,


12/02/2026
(Pate Marik)

Director (Training)

Administrative Training Institute,
Naharlagun

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Memo No. ATI (TRG.)-5/2026

Dated Naharlagun, the.....Jan' 2026

Copy to:-

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