

**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)  
Website: [www.ati.arunachal.gov.in](http://www.ati.arunachal.gov.in)**

No. ATI (TRG.)-07/2026 | 8058 - 50X

Dated Naharlagun the 12<sup>th</sup> 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 Training on “Role and Responsibilities of DDOs” for the DDOs of Head of Offices within Capital Complex from 17<sup>th</sup> to 19<sup>th</sup> February 2026, Nomination of Participants thereof;**

**Sir/Madam,**

Administrative Training Institute (ATI), Govt. of Arunachal Pradesh, Naharlagun will conduct 03(three) days Training Programme on **“Role and Responsibilities of DDOs” for the Officer holding charge of DDOs or likely to hold charge of DDOs of Head of Offices within Capital Complex from 17<sup>th</sup> to 19<sup>th</sup> 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 main objective of the training programme is to familiarize the participants with duties & responsibilities of Head of Offices with particular reference of Financial Rules. **The programme aims to provide comprehensive understanding of the roles and responsibilities of Drawing and Disbursing Officers (DDOs), including budget codification of expenditure, Accounting and Handling Audit Objections, UTGEGIS, General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Central Treasury Rules (CTR), Goods and Services Tax (GST) and the National Pension System (NPS).**

Further, the programme seeks to strengthen the financial management capabilities of DDOs by enhancing their conceptual understanding and practical skills related to financial administration, compliance, and effective utilization of public funds.

Sl. No.	Name of the Sponsoring Authority/Department	Level of participants	No. of slots
1.	Secretary (SAD), Govt. of A.P, Itanagar.	FAO/ Officers holding power of DDOs or likely to take the charge of DDOs	02 Nos
2.	All Head of Offices, Itanagar/Naharlagun/ Nirjuli.	-do- 	01 No.

P/2

The 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 16<sup>th</sup> 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 Sange Tsering, Dy. Director (Faculty)-cum-Course Coordinator 8974598333
2. Smti Hage Yapa, SPA to Director ATI- 9615287487
3. Smti Chenga Lhamu (DA) ATI-9862174197

The Officers attending the program course are treated as on duty and they must report to ATI by 9:00 A.M on 17/02/2026. 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.)-07/2026**

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

**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 Sange Tsering Deputy Director-cum-Course Coordinator for information and necessary action.
4. Smti Chenga Lhamu (DA), ATI for information and necessary action.
5. Shri Nani Tanyang (LDC), ATI for information.
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 :
- (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