

**TRAINING CIRCULAR**

**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.)-1/2026 | 8060-66

Dated Naharlagun the 13<sup>th</sup> Jan.' 2026

To

The Deputy Commissioner of Tawang/ Bichom /West Kameng/ East Kameng/Pakke-Kessang/ Upper Subansiri/ Lower Subansiri/ Siang/ Upper Siang/ West Siang/ East Siang/ Lower Siang/ Shi Yomi/ Leparada/ Kurung Kumey/ Papum Pare/ Kra Daadi/ Kamle/ Changlang/ Tirap/ Longding/ Lohit/Namsai/ Anjaw/ Dibang Valley/ Lower Dibang Valley/ Keyi Panyor/ Capital Complex.

**Sub:-03(three) Days Re-fresher Training Programme on "Office Rules & Procedure-I" for the Ministerial Employees of District Administration from 23<sup>rd</sup> to 25<sup>th</sup> Feb.' 2026 submission of nomination thereof.**

Sir/Madam,

Administrative Training Institute, Govt. of Arunachal Pradesh, Naharlagun will conduct 3(three) days Training Programme on "**Office Rules & Procedure-I**" for the Ministerial Employees of District Administration under Govt. of A.P from 23<sup>rd</sup> to 25<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 objective of the training programme is to familiarize the Govt. officials with different facets of Office Rules, Administrative procedures and office management with a view to enable them to dispose off their day to day works correctly.** The training programme will be imparted through experienced Officers. Therefore, it is requested to nominate one participant from each district.

The nominating authorities and nominees should confirm their selection before joining the Programme from following persons:-

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

**Contd.@P/2**

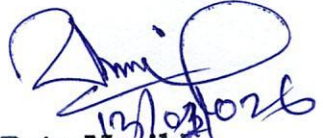
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The total number of participant is restricted to 25 (Twenty Five) only on “**first come first service basis**”. The Nominations may be sent in the prescribed format enclosed herewith to reach ATI, Naharlagun on or before **18/02/2026** or can be mailed alongwith mobile no. of nominees at Email ID given in the letter ahead above. No TA/DA will be borne by ATI, Naharlagun and has to be borne by the nominating authority. These instructions may please be communicated to the officials who are nominated for training. The Officials selected for the Training Programme should attend the Programme on full time basis and must report to ATI by **9:00 A.M on 23/02/2026.**

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

**Memo No. ATI (TRG.)-1/2026 / 8060-66 Dated Naharlagun the.....<sup>13<sup>th</sup></sup>Jan' 2026**  
**Copy to:-**

1. The Secretary (AR & Training), Govt. of Arunachal Pradesh, Itanagar for information
2. The SPA to Director ATI for information.
3. Shri Bittu Kri, Deputy Director (Training) for Information.
4. Smti Corinna Mum Norbu Deputy Director (Faculty)-cum-Course Coordinator for necessary follow up action.
5. Smti Chenga Lhamu (DA) 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 :
- (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