

**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.)-73/2025**

**Dated Naharlagu 16<sup>th</sup> Jan.' 2026**

To

1. All Head of Offices/  
Directorate/Chief Engineer  
Govt. of Arunachal Pradesh,  
Itanagar/Naharlagun/Nirjuli.

**Sub: -Training on "Training Needs Analysis (TNA)" has been deferred to 02<sup>nd</sup> to 07<sup>th</sup> February' 2026 under TDP for the Academic Year 2025-2026 Nomination thereof;**

Dear Sir/Madam,

In partial modification of this institute's letter of even No. dated 26<sup>th</sup> December 2025, the 6 (Six) days Residential Training Programme on "**Training Needs Analysis (TNA)**" which was schedule from 19<sup>th</sup> to 24<sup>th</sup> January 2026 has been deferred to 02<sup>nd</sup> to 07<sup>th</sup> February 2026 due to administrative reasons.

The Training Programme is meant for all Govt. Officers who are directly or indirectly involved in the Training Activity. **The Objective of the Training is to systematically identify gaps between existing and desired knowledge, skill and attitudes to design effective training and other interventions targeting individuals, teams or the whole institution.** The Training is for Group 'A' level of Govt. Officers. Therefore, it is requested to nominate one officer from each department without fail.

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 will be made by the institute. **However, no to & fro journey TA/DA will be borne by ATI, Naharlagun and the same has to be borne by the nominating department concerned.** The instructions may please be communicated to the nominated officers. It is, further requested that mobile No. and Email Address of Nominated Officers be mentioned compulsorily in the Nomination letter.

**Further, it is also to inform that no Family members, friends etc of participants are allowed to stay at ATI Hostel during Training periods.**

**Contd.@P/2**

P/2

A soft copy of the prescribed nomination form 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). You may contact Dr. Mizum Nyodu, Deputy Director-cum-Course Coordinator at Mobile No. 9899358711 & Smti Hage Yapa SPA to Director ATI at Mobile no. 9615287487 and Smti Chenga Lhamu (DA)-9862174197 regarding confirmation of nominations etc. The nomination should be sent **on or before 28<sup>th</sup> January' 2026**. A hard copy of nomination form may also be sent with the officer participating in the training Course.

The Officers attending the training course are treated on duty and they must report/registrat at ATI Hostel registration desk before 5 PM (Evening) on **01<sup>st</sup> February 2026**.

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

**Memo No. TRG/ATI-73/2025**

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

**Copy to:-**

1. The Secretary (Training), Govt. of Arunachal Pradesh, Itanagar for information.
2. Dr. Mizum Nyodu, Deputy Director & Course Coordinator for necessary follow-up action.
3. The SPA to Director, ATI, for follow-up action.
4. All Deputy Directors, ATI for information.
5. Smti Chenga Lhamu (DA), for follow-up action
6. Shri Nani Tanyang (LDC), for information.
7. 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), State Level</b>
Course Date	<b>19<sup>th</sup> – 24<sup>th</sup> January' 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	

## NOMINATION FORM

Course Name	<b>Training Needs Analysis (TNA), State Level</b>
Venue	<b>Administrative Training Institute Government of Arunachal Pradesh D-Sector: Naharlagun, Pin No.-791110</b>
Course Date	<b>19<sup>th</sup> – 24<sup>th</sup> January' 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: