

TRAINING CIRCULAR

**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.)-2/2026/8067-74

Dated Naharlagun the 13th 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 Re-fresher Training Programme on "Office Rules & Procedure-II for the Ministerial Employees of A.P Civil Secretariat & HoOs within Capital Complex, Govt. of A.P from 23rd to 25th February' 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-II" for the Ministerial Employees of A.P Civil Secretariat & HoOs of Capital Complex, Govt. of A.P from 23rd to 25th February.** The programme is sponsored by the Department of Personnel and Training, GoI, New Delhi under its Plan Training Assistance for the year 2025-26.

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.

In view of the above, all concerned HoD & HoOs are requested kindly to nominate their officials as per the slot given below:-

Sl. No.	Name of the Sponsoring Authority/Department	Level of Participants	No. of Slots
1.	Secretary (SAD), Govt. of Arunachal Pradesh, Itanagar.	ASO, SSA, JSA	03 Nos.
2.	The Heads of Offices Govt. of Arunachal Pradesh, Itanagar/Naharlagun/Nirjuli.	Assistant, UDC, LDC	02 Nos.

[Contd.@P/2](#)

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

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

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.**


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 23/02/2025.**

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

Memo No. ATI (TRG.)-2/2026
Copy to:-

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

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