

ADMINISTRATIVE TRAINING INSTITUTE (ATI)
GOVERNMENT OF ARUNACHAL PRADESH
D-SECTOR: NAHARLAGUN
Email ID: atidir@rediffmail.com/atiarunachal@gmail.com
Website : www.ati.arunachal.gov.in

No. TRG/ATI-29/2026

Dated Naharlagun, the 1st June 2026

TRAINING CIRCULAR
(TIME BOUND)

The Administrative Training Institute (ATI) Naharlagun will organize 5 (Five) Days Refresher Training on “**Establishment Rules**” for the Group ‘B’ & ‘C’ Employees of A.P Secretariat and Heads of Offices in Capital Complex with special focus on recently recruited personnels w.e.f. 22nd to 26th June 2026 at ATI Naharlagun.

The objective of training programme is to equip Group B & C officials with comprehensive knowledge of Establishment Rules covering office procedures, pay & services matters, leave, pension conduct rules and noting & drafting for efficient functioning at the operational level.

The intake capacity is restricted for 35(Thirty five) participants only on “first come first serve basis”. The format for nomination is enclosed herewith. Therefore, the nominating authorities may submit their nominations on or before 19th June 2026 at the e-mail id given at the letter head. The nominating authorities and nominees should confirm their selection before joining the Programme from following persons:-

1. Smti. Corinna Mum Norbu, DD/ Faculty-cum Course Coordinator - 9862218780
2. Smti Hage Yapa, SPA to Director ATI – 9615287487
3. Smti Tomen Rumi Ronya, Programmer - 9383107977

The participants to report at ATI at 0900 Hrs for registration on 22nd June 2026 and registration will be closed at 0950 Hrs.


Sd/-
(Bittu Kri)
I/C. Director (Training)
Administrative Training Institute,
Naharlagun

Memo No. TRG/ATI-29/2026

Copy for information and necessary action to:- 119-125

Dated Naharlagun, the...nd June '2026

1. The Commissioner (Personnel & Training), Govt. of Arunachal Pradesh, Itanagar for information
2. All the Directors, Govt. of A.P. Itanagar/Naharlagun/Nirjuli
3. All the Chief Engineers of Works Department, Itanagar / Naharlagun
4. Smti. Corinna Mum Norbu, DD/Faculty-cum Course Coordinator for necessary follow-up action.
5. Smti Tomen Rumi Ronya, Programmer for information and necessary action.
6. The SPA to Director ATI for information and necessary action.
7. The Office copy.


(Bittu Kri)
I/c. 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 latter)
6. SC/ST/OBC/OTHERS :
7. Date of Birth :
8. Designation :
9. Pay Scale :
10. Basic Pay :
11. Academic Qualification :
12. Professional Qualification(if any) :
13. Address for the Communication (With PIN) :
- Fax No. Phone No. (Office) : Phone No. (Resi):
- Brief Description of the duties of the officer:

(Signature of the Candidate)

Place:

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 officers nominated with reference to his present/future duties vis-à-vis the contents of the course.
- c). The officer, if selected, will be relieved on full- time basis for attending the programme.

Address of communication to sponsoring Organization:

PIN

PHONE

FAX

Place:

Date:

Signature of the Sponsoring Authority with Seal