

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Telefax: 0172-2573875

To

All Heads of Departments.

Memo No. TA-(ATI)2015/ 94

Dated: 7/4/2015

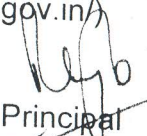
**Sub: Accounts Training Course for Accountants/Auditors/Assistants/
Accounts Clerks/Stenographers – 50th course.**

Kindly refer to the subject cited above.

2. The accounts training course for ministerial staff (Accountants/Assistants/Accounts Clerks/Stenos etc.) will be conducted from 25.05.2015 to 05.06.2015 by the Accounts Training Institute, Haryana, Panchkula. The syllabus for the course will be as per Annexure "A". The brief particulars regarding training are as under: -

- (i) The officials will be entitled to Travelling Allowance and Daily Allowance as per Rule 2.88 of C.S.R., Volume III and also as per the Govt. instructions issued from time to time and the same will be paid by the concerned office.
- (ii) This Institute does not have any hostel accommodation so officers are required to make their own arrangements. However, working lunch and two times tea will be provided during the training, which will not effect T.A. entitlement mentioned at (i) above.
- (iii) Reporting time for the training will be 11.00 a.m. on **25.05.2015**.

3. You are requested to depute atleast 2-3 officials of your Department. Kindly intimate the name of the participants at least a week prior to the starting of the course for making required arrangement. The detail of the training may also be seen/downloaded at the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>)


Principal
Accounts Training Institute,
Haryana, Panchkula.