

From

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

To

All Heads of Departments

Memo No. TA-(ATI)2015/305  
Dated: 08-05-2015

**Sub: Accounts Training Course for Drawing & Disbursing Officers- 83<sup>rd</sup> Course.**

Kindly refer to the subject cited above.

2. The accounts training course for Drawing and Disbursing Officers will be conducted from 15.06.2015 to 26.06.2015 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 training will be of two weeks duration.
- (ii) The officers will be required to take examination on the concluding day of the training i.e. 15.05.2015.
- (iii) The officer will be entitled to Travelling Allowance and Daily Allowance as per Rule 2.88 of C.S.R., Volume III and the same will be paid by your Department.
- (iv) Reporting time for the training will be 11.00 a.m. on 15.06.2015.
- (v) 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 (iii) above.

3. You are requested to depute atleast 2-3 Officers of your Department or the officers, who are presently working as Drawing and Disbursing Officers or are likely to be given the assignment of Drawing and Disbursing Officer in near future. 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/>).



(Dr. U.S. Malik)

Principal  
Accounts Training Institute,  
Haryana, Panchkula.