

From

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

To

ARD Heads of Departments,

Memo No. TA-(ATI)2014/3136

Dated: 20/3/2014


**Sub: Accounts Training Course for Accountants/Auditors/Assistants/
Accounts Clerks/Stenographers to avoid the possibilities of frauds and
embezzlement – 45th 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 21.04.2014 to 02.05.2014 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 **21.04.2014**.

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.


Principal
Accounts Training Institute,
Haryana, Panchkula.

