From

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

To

Memo No. TA-(ATI)2013/ 2472-2580
Dated: 06/12/13

Sub: Accounts Training Course for Accountants/Auditors/Assistants/ Accounts Clerks to avoid the possibilities of frauds and embezzlement – 44th 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 06.01.2014 to 17.01.2014 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 officials are required to make their own arrangements during the training.

(iii) Reporting time for the training will be 11.00 a.m. on **06.01.2014**.

3. You are requested to depute alteast 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.