

(ONLY D.D.O. TRAINING)

From

The Principal,
Accounts Training Institute, Haryana,
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To

All Heads of Departments in
Haryana State

Memo No. TA-(ATI)2017/ 682


Date: 13/11/17.

Sub: Drawing and Disbursing Officers' Training on 7th Pay Fixation applicable from 01.01.2016 and other General Services Rules applicable from 19.07.2016 – 103rd batch from 11.12.2017 to 15.12.2017.

It has been decided by this Institute to impart training to the DDOs regarding new Rules framed by the Finance Department and Chief Secretary, Haryana applicable w.e.f. 19.07.2016. The lecture will be delivered on following topics: -

- (i) 7th Pay Fixation from 01.01.2016
- (ii) Punishment & Appeal Rules, 2016
- (iii) Revise T.A. Rules, 2016 applicable from 19.07.2016
- (iv) G.P.F. Rules, 2016
- (v) Duties & Responsibilities of D.D.Os.
- (vi) Joining Time on Transfer applicable w.e.f. 19.07.2016
- (vii) Leave Rules and Allowances Rules, 2016.
- (viii) R.T.I./C.M. Window
- (ix) Medical Reimbursement Policy
- (x) Govt. Accommodation Rules, 2016
- (xi) New Pension Scheme and Pension Rules, 2016
- (xii) E-budgeting, E-gras and digitization of vouchers.
- (xiii) Record Retention Schedule

- (1) There is no hostel facility in the Institute during training period.
- (2) **Lunch and two times tea** will be served to the trainees during training days.
- (3) T.A./D.A. shall be admissible as per rule.
- (4) The officer to whom DDO power to be assigned in future may also participate in the training.
- (5) DDOs are requested to reach in the Institute on 11.12.2017 from 9.00 a.m. to 10.30 a.m. for registration positively.
- (6) Kindly depute atleast 2-3 officers of your department or the officers, who are presently working as DDO or are likely to be given the assignment of DDO in near future. Kindly intimate/upload the names of participants on E-mail of this Institute accordingly. This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>).


Principal
Accounts Training Institute, Haryana
Sec. 5, Panchkula.

10.11.2017