

From

**The Principal,**  
Accounts Training Institute, Haryana,  
Treasuries and Accounts Department (FD),  
Sinchai Bhawan, "B" Block, 5<sup>th</sup> Floor,  
Sector 5, Panchkula.  
Tele. ☎ 0172-2573875

To

All Heads of Departments in  
Haryana State.

Memo No. TA-(ATI)2015/ 687  
Dated: 28-7-15

**Sub: Accounts Training for Drawing and Disbursing Officers in order to avoid the possibilities of frauds and embezzlement (84<sup>th</sup> course from 07.09.2015 to 18.09.2015).**

Kinder refer on the subject cited above.

2. The accounts training course for Drawing and Disbursing Officers will be conducted from 07.09.2015 to 18.09.2015 by the Accounts Training Institute, Haryana, Panchkula. The brief particulars regarding training are as under: -

- (1) The training will be of two weeks duration.
- (2) The officers will be required to take examination on the concluding day of the training i.e. 18.09.2015.
- (3) 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.
- (4) Reporting time for the training will be 11.00 a.m. on 07.09.2015.
- (5) SAS officers may not be deputed.
- (6) 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 accordingly.

  
(Dr. U.S. Malik)  
Principal

Accounts Training Institute, Haryana  
Treasuries and Accounts Department(FD),  
Sec. 5, Panchkula.