

(ONLY D.D.O. TRAINING)

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Tele. ■ 0172-2573875
E-mail : principal.ati.pkl@gmail.com

To

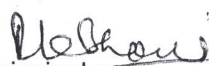
1. Treasury Officers, Jagadhri, Panchkula, Ambala, Kurukshetra, Karnal, Panipat, Kaithal, Jind, Rohtak, Bhiwani and Sonapat only.
2. Assistant Treasury Officer, Sadhaura, Kalka, Barara, Shahbad, Indri, Samalkha, Guhla, Narwana, Sampla, Charkhi Dadri, Gohana.
3. District Attorneys working in the capacity of DDO posted in All Districts only.
4. All Programme Officers of Women & Child Dev. Department posted in the State of Haryana.

Memo No. TA-(ATI)2017/ 515-A Dated: 20/7/17

Sub: Three days Special Drawing and Disbursing Officers' Training - 100th batch from 16.08.2017 to 18.08.2017.

During the course of training the lectures on following topic will be delivered: -

- (i) Punishment & Appeal Rules, 2016
 - (ii) Revise T.A. Rules, 2016
 - (iii) Duties and Responsibilities of DDO under Financial Rules to avoid over payments
 - (iv) Joining Time on Transfer
 - (v) Leave Rules 2016.
 - (vi) R.T.I./C.M. Window
 - (vii) Medical Reimbursement Policy
 - (viii) Govt. Accommodation Rules, 2016
- (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) Trainees are requested to reach in the Institute in time at 9.00 a.m. to 10.30 a.m. for registration.
 - (5) Trainees are requested to send their names on the official e-mail of this Institute or through Dak atleast 2 days before the start of training. This letter is also available on the website of Treasury and Accounts, Haryana (<http://www.hrtreasuries.gov.in/>). Only D.D.Os. would be permitted to attend the training please.



Principal
Accounts Training Institute, Haryana
Sec. 5, Panchkula. 19-7-17

Endst. No. TA-(ATI)2017/ 515

Dated: 20/7/17.

A copy of the above is forwarded to the following for information and necessary action to spare them for training please: -

1. Director General, Treasuries and Accounts Department, Haryana, Chandigarh..
2. Director General, Women & Child Development Department, Haryana Panchkula.
3. Director of Prosecution, Haryana, Panchkula.


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