

From

The Principal,
Accounts Training Institute, Haryana,
Sinchai Bhawan, "B" Block, 5th Floor,
Sector 5, Panchkula.
Tele.Fax ■ 2573875

To

All Heads of Departments in
Panchkula and Chandigarh.

Memo No. TA-(ATI)2018/ 07

Dated: 12/01/2018

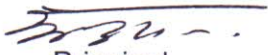
Subject:- Special training of S.A.S. personnel (Accounts Officers and Section Officers) posted at Panchkula and Chandigarh on e-governance, Human Resources Management System (H.R.M.S.) and Haryana Civil Services Rules.

Kinder refer to the subject cited above.

2. The training course for Accounts Officers and Section Officers (posted at Panchkula and Chandigarh) is scheduled to be conducted from **12.02.2018 to 23.02.2018** at the Accounts Training Institute, Haryana, Panchkula. The details is mentioned as under:

- (i) The training will be of two weeks duration covering all e-Governance projects and Haryana Govt. Finance Department topics on Service Rules.
- (ii) The officer will be entitled to Travelling Allowance and Daily Allowance as per Rule by your Department.
- (iii) Reporting time for the training will be 11.00 a.m. on 12.02.2018.
- (iv) 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 (ii) above.

3. You are requested to depute the Officers of your Department. Kindly intimate the name to this Institute at least a week prior to the starting of the course for making required arrangement. Kindly 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, Panchkula.