

(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. All District Education Officers in Haryana State.
2. All Civil Surgeon in Haryana State..
3. All Deputy Excise & Taxation Commissioners (Excise & Sales Tax), Bhiwani, Fatehabad, Hisar, Gurugram, Palwal, Rewari, Faridabad, Sirsa, Rohtak, Sonapat only.
4. All District Sports Officers in Haryana State.

Memo No. TA-(ATI)2017/612-615, Dated: 22/08/2017

Sub: Special Drawing and Disbursing Officers' Training – 101st batch from 12.09.2017 to 15.09.2017.

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) You are requested to depute atleast **3-4 Officers** of your Department from **each district** 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. 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

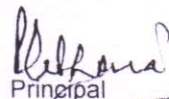
Accounts Training Institute, Haryana
Sec. 5, Panchkula. 22/8

Endst. No. TA-(ATI)2017/616-620

Dated: 22/08/2017

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

1. Director of Secondary Education Department, Haryana, Panchkula.
2. Director General, Health Services, Haryana Panchkula.
3. Excise and Taxation Commissioner, Haryana, Panchkula.
4. Director General, Sports and Youth Affairs Department, Haryana, Panchkula.
5. Director General, Treasuries and Accounts Department, Haryana, Chandigarh for placing the letter on the website of the Department.


Principal

Accounts Training Institute, Haryana
Sec. 5, Panchkula. 22/8