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No. D.33012/2/2021 - ATI  
GOVERNMENT OF MIZORAM  
ADMINISTRATIVE TRAINING INSTITUTE  
MIZORAM : AIZAWL

Aizawl, the 16<sup>th</sup> of November, 2022.

**OFFICE ORDER**

The Administrative Training Institute(ATI) has been charging rents/fees for use of various facilities for conducting trainings. The facilities are in constant demand by various departments. While ATI is proud of its infrastructure and also of the satisfaction expressed by the user departments, the issue of upkeep and maintenance of the facilities makes it incumbent to revise the rents/fees. Accordingly, the new structure of fees/rents is as follows:

Facility	Duration	Existing rent per day	Revised rent per day	Remarks
Auditorium	1) For One(1) to Five(5) days	₹ 3,000/-	₹ 5,000/-	Inclusive of LCD projector and Public Address System. Seating Capacity is 200, Air conditioned.
	2) For Six(6) to Ten(10) days	₹ 3,000/-	₹ 3,500/-	
	3) For Ten(10) days onward	₹ 3,000/-	₹ 3,000/-	
Computer Lab.	1) For One(1) to Five(5) days	₹ 3,000/-	₹ 5,000/-	Equipped with 30(thirty) desktop computers, internet connectivity and LCD projector.
	2) For Six(6) to Ten(10) days	₹ 3,000/-	₹ 3,500/-	
	3) For Ten(10) days onward	₹ 3,000/-	₹ 3,000/-	
Conference Hall/ Training Hall	1) For One(1) to Five(5) days	₹ 2,000/-	₹ 3,000/-	Air conditioned and equipped with Public Address System and LCD projector.
	2) For Six(6) to Ten(10) days	₹ 2,000/-	₹ 2,500/-	
	3) For Ten(10) days onward	₹ 2,000/-	₹ 2,000/-	

The above rents/fees will be applicable even if the facilities are used for half or less than half a day.

The revised rent/fee is effective from the date of issue of this circular.

**Sd/- S.M. ALI**  
**Director**  
**Administrative Training Institute**  
**Mizoram : Aizawl**

**Memo No. D.33012/2/2021 - ATI : Aizawl, the 16<sup>th</sup> of November, 2022.**

Copy to:

1. All Administrative Heads of Department.
2. All Heads of Department.
3. Website Management Team, ATI for uploading the Office Order on the Institute website.

  
**(S.M. ALI)**  
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**Administrative Training Institute**  
**Mizoram : Aizawl**  
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