

NO. D. 11030/2/2023 - ATI
GOVERNMENT OF MIZORAM
ADMINISTRATIVE TRAINING INSTITUTE
MIZORAM : AIZAWL

Aizawl, the 13th of September, 2024.

OFFICE ORDER

1. Administrative Training Institute (ATI) has received requests for detailing Faculty officers from different Departments and offices at their office premises through direct communication with their desired Faculty. These are then processed in files and given due consideration before given approval or regret.

2. Of late, it has been noticed that more and more requests from Departments/offices located within and outside Aizawl for such trainings at their own offices are pouring in. This stretches the resources of ATI beyond its capacity and invites rearrangement of ATI's annual Calendar of Training and the particular Faculties' schedule themselves.

3. The very purpose of ATI is to conduct trainings in the Institute itself where training ambience is sought to be inculcated to the Trainees as far as possible, far removed from their everyday office atmosphere.

It is also noticed that once a particular Office/Department's officers and staff are given training at their own premises, distractions from their usual office works tend to come up more than while undergoing training at ATI itself.

4. Hence, after due consideration, it has been decided that imparting training to different offices at their own premises should be avoided in order to ensure uniformity of training needs of all Departments and Offices according to seniority, size of manpower etc.

As such, all Departments and Offices are requested to kindly desist from approaching Faculty officers of ATI for their services to impart training outside the Institute.

In extraordinary and special circumstances, written communication may be addressed to the Director, Administrative Training Institute which shall be examined purely on merit of the case.

This supersedes Administrative Training Institute Circular on the same issue Vide No.A.33027/59/2021 - ATI dated 30.10.2023.

Sd/- LALHMANSANGA

Director

Administrative Training Institute

Mizoram : Aizawl

Memo No. D. 11030/2/2023 - ATI

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Aizawl, the 13th of September, 2024.

Copy to:-

1. All Administrative Heads of Departments for information.
2. All Heads of Departments with a request to circulate to all subordinate offices under them.
3. All Officers of ATI for information.
4. Guard File copy/ATI website.

(LALBIAKKIMI)

Deputy Director(Admn.)

Administrative Training Institute

Mizoram : Aizawl