

No. A-33025/58/2026-ATI
GOVERNMENT OF MIZORAM
ADMINISTRATIVE TRAINING INSTITUTE
MIZORAM:AIZAWL



Aizawl, the 24th September, 2026

To

All Administrative Heads (May also be kindly forwarded to respective Directorates at the earliest), Registrar MZU & Heads of all Boards/Corporations/Societies.

Subject: Invitation of nominations for 12 DoPT Training Programmes to be conducted during October to December, 2026.

Sir/Madam,

Administrative Training Institut is going to conduct the following DoPT training programmes during the month of October, 2026 to December, 2026:

Sl. No.	Course	Duration	Date	Last date of application	Course Director
1.	Office Administration for Departmental Officers in Works Department (Group A)	3 Days	05-07/10/2026	30/09/26	Lalbiakenga, Deputy Director(Trg.)
2.	Dealing with Court Cases (Group A & B)	3 Days	06-08/10/2026	30/09/26	Lalbiakenga, Deputy Director(Trg.)
3.	Functional Efficiency in Establishment Matters for dealing hand (Group B & C)	3 Days	12-14/10/2026	07/10/26	B Tlangdingliana, Asst Director (Trg.)
4.	Legislative Drafting (Group A)	3 Days	13-15/10/2026	08/10/26	B Tlangdingliana, Asst Director (Trg.)
5.	Preparation of Rosters	2 Days	21-22/10/2026	15/10/26	B Tlangdingliana, Asst Director (Trg.)
6.	Functional Efficiency in MS office (Group B & C)	3 Days	21-23/10/2026	15/10/26	Joseph Lalmangaiha, Asst Director
7.	Mastering Public Procurement: EoI to Tender (Group B)	3 Days	03-05/11/2026	28/10/26	B Tlangdingliana, Asst Director (Trg.)



8.	Service Matters for Teachers	3 Days	17-19/11/2026	11/11/26	Joseph Lalmangaiha, Asst Director
9.	Pension & ORB - Batch II (Group B & C)	3 Days	18-20/11/2026	11/11/26	F Lalremmawia, Deputy Director (F&A)
10.	CCS(CCA)- A case study of Disciplinary Inquiry (A practical look) (Group A)	3 Days	25-27/11/2026	18/11/26	B Tlangdingliana, Asst Director (Trg.)
11.	Legal Literacy for Government Servant (Group B & C)	3 Days	01-03/12/2026	25/11/26	Lalbiakenga, Deputy Director(Trg.)
12.	Training on IFMIS- Batch II (Group B & C)	2 Days	03-04/12/2026	26/11/26	B Tlangdingliana, Asst Director (Trg.)

Willing candidate may, on the approval of their controlling authorities submit nomination through ATIMiz App within the stipulated time.

Selection will be notified at Administrative Training Institute Website & via ATIMiz app.

Yours faithfully,

Digitally signed by
RITA LALNUNMAWII PACHUAU
Date: 25-09-2026 11:51:00

(RITA LALNUNMAWII PACHUAU)
Director,
Administrative Training Institute,
Mizoram:Aizawl

Memo No. A-33025/58/2026-ATI : Aizawl, the 24th September, 2026
Copy to:

- 1) Website Manager, Administrative Training Institute.
- 2) Digital Learning Lab Team, Administrative Training Institute.

Director,
Administrative Training Institute,
Mizoram:Aizawl