

No. A-33028/4/2026-ATI
GOVERNMENT OF MIZORAM
ADMINISTRATIVE TRAINING INSTITUTE
MIZORAM:AIZAWL



Aizawl, the 21st October, 2026

To

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

Subject: Invitation of nominations for 6 training Programmes to be conducted during November, 2026 to January, 2027-reg.

Sir/Madam,

I am to state that the following 6 training programmes will be conducted by Institute of Government Accounts & Finance (NER), Ministry of Finance, Department of Expenditure, Govt. of India at Administrative Training Institute, Aizawl:

Sl. No.	Topics	Duration	Date	Last date for submission of nominations
1.	Pay Fixation, ACP & MACP	1 day	17.11.2026	02.11.2026
2.	Advance Features of MS Word and Excel	1 day	20.11.2026	02.11.2026
3.	Treasury Single Accounts (TSA) & Treasury Single Accounts Hybrid (TSA Hybrid)	1 day	25.11.2026	02.11.2026
4.	Central Nodal Agency (CNA)	1 day	27.11.2026	02.11.2026
5.	Internal Audit Process & Report Writing	1 day	22.01.2026	15.12.2026
6.	AI-Prompt Engineering and its responsible use in Government offices	2 days	27 & 28.01.2027	15.12.2026

Willing candidates may, on the approval of their controlling authorities submit nomination through email at **ingafner.aizawl@gmail.com** on or before the given respective last dates.

Yours faithfully,

Digitally signed by
 RITA LALNUNMAWII PACHUAU

Date: 21-10-2026 10:49:58

(RITA LALNUNMAWII PACHUAU)

Director,
 Administrative Training Institute,
 Mizoram:Aizawl