



Training on Office Rule and Procedures begins at Arunachal

A week-long training on ‘Office Rule and Procedures’ for Assistants of Arunachal Pradesh Civil Secretariat Administration and Heads of Department of both Itanagar and Naharlagun has begun at Administrative Training Institute (ATI), Naharlagun from today.

Addressing the participants on the inaugural day, ATI Director (Training), reminded the participants of their vital role in maintaining office up-to-date. Describing them as the proper custodian of office records and documents, the Director, however, cautioned that lack of sound knowledge on office rules and procedures could hinder works.

Exhorting them to demonstrate higher level of vision, ability and honesty in discharging their duties, the Director, at the same time, told, one should obey rules & regulations of the office.

As many as 44 officials attended the training on the inaugural day.