

प्रशासनिक प्रशिक्षण संस्थान/ ADMINISTRATIVE TRAINING INSTITUTE
वर्ष 2026-27 के लिए प्रशिक्षण कैलेंडर / Training calendar for the year 2026-27

Sr. No.	Pc No	Category of Training	Sub Category	Name of the Course	Category of Participants	Actual trng days	Duration From	Mon.	Duration (in Days)	Duration To	Faculty	Venue	Mode	No of Participants
1	1	Induction Training	Induction Training	Induction Training for Security Guards	Newly induced Security Guards	45	06/04/2026	4	45	20/05/2026	Internal & External	ATI, Mumbai	Offline	45
2	5	Induction Training	Induction Training	Induction Training for LDC/ UDC Steno (#)	Newly induced LDC/UDC/ stenographers	45	20/04/2026	4	45	03/06/2026	Internal & External	ATI, Mumbai	Offline	45
3	3	Induction Training	Induction Training	Induction Training for Work Assistants (#)	Newly induced Work Assistants	12	04/05/2026	5	12	15/05/2026	Internal & External	ATI, Mumbai	Offline	45
4	4	Induction Training	Induction Training	Induction Training for Work Assistants (#)	Newly induced Work Assistants	12	25/05/2026	5	12	05/06/2026	Internal & External	ATI, Mumbai	Offline	45
5	2	Induction Training	Induction Training	Induction for Drivers	Newly Inducted Drivers	5	20/07/2026	7	5	24/07/2026	Internal & External	ATI, Mumbai	Offline	25
6	6	Induction Training	Induction Training	Induction Training for Work Assistants (#)	Newly induced Work Assistants	12	10/08/2026	8	12	21/08/2026	Internal & External	ATI, Mumbai	Offline	45
7	7	Induction Training	Induction Training	Induction Training for Security Guards	Newly induced Security Guards	45	31/08/2026	8	45	14/10/2026	Internal & External	ATI, Mumbai	Offline	45
8	8	Induction Training	Induction Training	Induction Training for Work Assistants (#)	Newly induced Work Assistants	12	05/10/2026	10	12	16/10/2026	Internal & External	ATI, Mumbai	Offline	45
9	9	Induction Training	Induction Training	Induction Training for Security Guards	Newly induced Security Guards	45	01/02/2027	2	45	17/03/2027	Internal & External	ATI, Mumbai	Offline	45
10	10	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning (Manuguru)	Retiring Employees.	3	08/04/2026	4	3	10/04/2026	Internal & External	ATI, Mumbai	Offline	45
11	11	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning	Employees Retiring within next One Year	1	13/05/2026	5	1	13/05/2026	Internal & External	Outside	Offline	100
12	12	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning (Jul-Dec26) - Mumbai	Retiring Employees.	3	08/07/2026	7	3	10/07/2026	Internal & External	ATI, Mumbai	Offline	45

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13	13	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning (Jul-Dec26) - South	Retiring Employees.	3	07/09/2026	9	3	09/09/2026	Internal & External	ATI, Mumbai	Offline	45
14	14	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning (Jan27 to Jun27) - Mumbai	Retiring Employees.	3	16/11/2026	11	3	18/11/2026	Internal & External	ATI, Mumbai	Offline	45
15	15	Orientation Programme	Orientation Programme	Retirement Benefits/ Planning (Jan27 to Jun27) - South	Retiring Employees.	3	10/02/2027	2	3	12/02/2027	Internal & External	ATI, Mumbai	Offline	45
16	16	Behavioural	Management Development Programme	Management Development Programme for Scientific	Scientific & Technical Officers	5	08/06/2026	6	5	12/06/2026	Internal /External	ATI, Mumbai	Offline	30
17	17	Domain	Capacity Enhancement	Knowledge of taxation of products (GST and related taxes)	Employees from Accounts cadre	2	04/05/2026	5	2	05/05/2026	Internal & External	ATI, Mumbai	Offline	40
18	18	Domain	Capacity Enhancement	Knowing Your Organisation	Group A and B	1	08/06/2026	6	1	08/06/2026	Internal & External	ATI, Mumbai	Offline	40
19	19	Domain	Orientation Programme	Orientation Programme for Stenographers/PA/PS	(PA/PS/PS(NS)/Sr.P S/Steno Gr.I) - Related to Probation	5	15/06/2026	6	5	19/06/2026	Internal & External	ATI, Mumbai	Offline	40
20	20	Domain	Orientation Programme	Orientation Programme for OL Cadre	Employees of OL cadre	5	13/07/2026	7	5	17/07/2026	Internal & External	ATI, Mumbai	Offline	25
21	21	Domain	Orientation Programme	Orientation Programme on Service Matters Group B (Admin)	Group B Non Gazetted Admin personnel (Asstt, Sr. Clerk) - Related to Probation	5	20/07/2026	7	5	24/07/2026	Internal & External	ATI/Other unit	Offline	40
22	22	Domain	Orientation Programme	Orientation Programme for Asst. Security Officers/ Secuiryt Officers (3 years regular service)	Employees from Security cadre - Assistant Security Officers/ Security Officers with 3 yrs of regular service	5	27/07/2026	7	5	31/07/2026	Internal & External	ATI, Mumbai	Offline	25
23	23	Domain	Orientation Programme	Orientation Programme for UDCs&LDCs (6 Years regular service)	UDCs&LDCs (6 Years regular service)	5	03/08/2026	8	5	07/08/2026	Internal & External	ATI, Mumbai	Offline	40
24	24	Domain	Orientation Programme	Orientation Programme on Service Matters Group B (Accounts)	Group B Non Gazetted Accounts personnel (AA, Sr. Clerk) - Related to Probation	5	10/08/2026	8	5	14/08/2026	Internal & External	ATI/Other unit	Offline	35
25	25	Domain	Orientation Programme	Orientation Course for Security Guards (4 Years regular service)	Employees from Security cadre - Security Guards with 4 yrs of regular service	5	17/08/2026	8	5	21/08/2026	Internal	ATI, Mumbai	Offline	35

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26	26	Domain	Orientation Programme	Orientation course for Work Assistants & Hospital Work Assistants	Work Assistants & Hospital Work Assistants- Work Assistants with 6 years of regular service	3	01/09/2026	9	3	03/09/2026	Internal	ATI, Mumbai	Offline	40
27	27	Domain	Orientation Programme	Orientation Programme for Purchase & Stores	DPS will nominate	3	28/09/2026	9	3	30/09/2026	Internal & External	ATI, Mumbai	Offline	40
28	28	Domain	Capacity Enhancement	Material Management for Purchase and Stores Personnel	Purchase and Stores Personnel	5	30/09/2026	9	5	04/10/2026	Internal & External	DPS	Offline	40
29	29	Domain	Capacity Enhancement	Estate Management/Allotment Rules and its application	All employees dealing with the subject matter	1	23/10/2026	10	1	23/10/2026	External	ATI, Mumbai	Offline	40
30	30	Domain	Orientation Programme	Orientation Programme for LDCs	LDC (less than 3 Years regular service)	5	26/10/2026	10	5	30/10/2026	Internal & External	ATI, Mumbai	Offline	30
31	31	Domain	Orientation Programme	Orientation Programme for Asst. Security Officers/ Security Officers (3 years regular service)	Employees from Security cadre - Assistant Security Officers/ Security Officers with 3 yrs of regular service	5	16/11/2026	11	5	20/11/2026	Internal & External	ATI, Mumbai	Offline	20
32	32	Domain	Capacity Enhancement	Vigilance Week Related Trainings (Handling of Court Cases, Drafting of charge sheet, Administrative Law etc)	All employees dealing with the subject matter	2	To be conducted during VAW		2		Internal/External	ATI, Mumbai	Offline	40
33	33	Domain	Capacity Enhancement	Vigilance Week Related Trainings (Handling of Court Cases, Drafting of charge sheet, Administrative Law etc)	All employees dealing with the subject matter	2	To be conducted during VAW		2		Internal	ATI, Mumbai	Offline	30
34	34	Functional	Capacity Enhancement	APAR (Writing skills)	Group A & B (Gazetted)	1	10/04/2026	4	1	10/04/2026		ATI, Mumbai	Offline	30
35	35	Functional	Capacity Enhancement	Handling of Recruitment procedures, conducting of DPC proceedings and reservation in services, MACP	Employees from Administration (UDCs, Sr.Clerk, Assistants, APOs)	2	16/04/2026	4	2	17/04/2026	Internal	ATI, Mumbai	Offline	40
36	36	Functional	Capacity Enhancement	Awareness Generation for Divyangjan	Divyangjan Employees	3	20/04/2026	4	3	22/04/2026	Internal & External	ATI, Mumbai	Offline	30
37	37	Functional	Capacity Enhancement	Budget Management	All employees dealing with the subject matter	1	08/05/2026	5	1	08/05/2026	External	ATI, Mumbai	Offline	40
38	38	Functional	Computer Skills	MS-Excel (Advance)	All categories of employees	2	21/05/2026	5	2	22/05/2026	Internal & External	ATI, Mumbai	Offline	30
39	39	Functional	Capacity Enhancement	Workshop on Noting & Drafting (Southern)	Employees from Admin/Accounts	2	22/05/2026	5	2	23/05/2026	Internal /External	ATI, Mumbai	Offline	40

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40	40	Functional	Capacity Enhancement	E_Bhavishya	All employees of Admin/ Accounts dealing with the subject matter	1	05/06/2026		1	05/06/2026	External	ATI, Mumbai	Offline	30
41	41	Functional	Computer Skills	Training on MS Access	All categories of employees	3	22/06/2026	6	3	24/06/2026	Internal & External	ATI, Mumbai	Offline	30
42	42	Functional	Computer Skills	Training Programme on Computer Applications -(MS Office suite)	All categories of employees	3	01/07/2026	7	3	03/07/2026	Internal & External	ATI, Mumbai	Offline	30
43	43	Functional	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	5	27/07/2026	7	5	31/07/2026	Internal & External	Other Unit	Offline	10
44	44	Functional	Capacity Enhancement	Role of IO/PO in handling disciplinary cases	Officials handling disciplinary cases	2	06/08/2026	8	2	07/08/2026	Internal/External	ATI, Mumbai	Offline	30
45	45	Functional	Capacity Enhancement	Government e- Marketplace (GeM) (Procurement + Services)	All categories of employees	2	13/08/2026	8	2	14/08/2026	Internal/External	ATI, Mumbai	Offline	45
46	46	Functional	Computer Skills	Cyber Security	All categories of employees	1	24/08/2026	8	1	24/08/2026	Internal & External	ATI, Mumbai	Offline	40
47	47	Functional	Capacity Enhancement	Arbitration	All employees dealing with the subject matter	2	03/09/2026	9	2	04/09/2026	External	ATI, Mumbai	Offline	40
48	48	Functional	Capacity Enhancement	Workshop on contents in Tendering Documents	Group A and B Gazetted	1	07/09/2026	9	1	07/09/2026	Internal/ External	ATI, Mumbai	Offline	40
49	49	Functional	Capacity Enhancement	Training for Office Bearers of Staff Associations (inclu visit to Unit)	Office Bearers of Staff Associations	3	16/09/2026	9	3	18/09/2026	Internal & External	ATI, Mumbai /Tarapur	Offline	40
50	50	Functional	Capacity Enhancement	PFMS	All employees dealing with the subject matter	1	09/10/2026	10	1	09/10/2026	External	ATI, Mumbai	Offline	30
51	51	Functional	Capacity Enhancement	Right to Information	All categories of employees	2	19/10/2026	10	2	20/10/2026	Internal & External	ATI, Mumbai	Offline	40
52	52	Functional	Computer Skills	Training Programme on Computer Applications -(MS Office suite)	All categories of employees	3	26/10/2026	10	3	28/10/2026	Internal & External	ATI, Mumbai	Offline	30
53	53	Functional	Computer Skills	MS-Excel (Advance)	All categories of employees	2	19/11/2026	11	2	20/11/2026	Internal & External	ATI, Mumbai	Offline	30
54	54	Functional	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	2	19/11/2026	11	2	20/11/2026	Internal /External	ATI, Mumbai	Offline	40
55	55	Functional	Computer Skills	Training on MS Access	All categories of employees	3	02/12/2026	12	3	04/12/2026	Internal & External	ATI, Mumbai	Offline	30
56	56	Functional	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	5	07/12/2026	12	5	11/12/2026	Internal & External	Other Unit	Offline	10

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57	57	Functional	Capacity Enhancement	Government e- Marketplace (GeM) (Procurement + Services)	All categories of employees	2	07/01/2027	1	2	08/01/2027	Internal/External	ATI, Mumbai	Offline	45
58	58	Functional	Capacity Enhancement	Types of Pension and processing of pension cases	All employees of Admin/ Accounts dealing with the subject matter	1	08/01/2027	1	1	08/01/2027	External	ATI, Mumbai	Offline	40
59	59	Functional	Computer Skills	Training Programme on Computer Applications -(MS Office suite)	All categories of employees	3	11/01/2027	1	3	13/01/2027	Internal & External	ATI, Mumbai	Offline	30
60	60	Functional	Capacity Enhancement	Workshop on Pay Fixation	Employees from Admin/Accounts	2	21/01/2027	1	2	22/01/2027	Internal	ATI, Mumbai	Offline	40
61	61	Functional	Computer Skills	MS-Excel (Advance)	All categories of employees	2	04/02/2027	2	2	05/02/2027	Internal & External	ATI, Mumbai	Offline	30
62	62	Functional	Capacity Enhancement	Programme for Medical Personnel	Employees from Medical Division - Doctors	2	To be scheduled as per Head, MD		2		Internal	ATI, Mumbai	Offline	40
63	63	Functional	Capacity Enhancement	Programme for Medical Personnel	Employees from Medical Division - Nurses and Pharmacists	2	To be scheduled as per Head, MD		2		Internal	ATI, Mumbai	Offline	40
64	64	Behavioural	Soft Skills	NIRAMAYA- Health talk / yoga and Meditation/ Natureopathy	All categories of employees	1	15/06/2026	6	1	15/06/2026	External	ATI, Mumbai	Offline	40
65	65	Behavioural	Management Development Programme	Management Development Programme (Admin, Accounts, Security, P&S)-	Promotee Group A Officers	5	11/01/2027	1	5	15/01/2027	Internal & External	ATI, Mumbai	Offline	30
66	66	Behavioural	Soft Skills	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	All categories of employees	2	02/03/2027	3	2	03/03/2027	Internal	ATI, Mumbai	Offline	30
67	67	Behavioural	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Non-Gazetted - Group A & B & C	4	Dates to be finalised in consultation with IoC		4		External	IoC, Panchgani -	Offline	40
68	68	Behavioural	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Gazetted Officials	4	Dates to be finalised in consultation with IoC		4		External	IoC, Panchgani -	Offline	40
69	69	Behavioural	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Gazetted Officials	4	Dates to be finalised in consultation with IoC		4		External	IoC, Panchgani -	Offline	40
70	70	Behavioural	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Non-Gazetted - Group A & B & C	4	Dates to be finalised in consultation with IoC		4		External	IoC, Panchgani -	Offline	40

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71	71	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	20	Dates to be finalised as per requirement		20					800
72	72	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
73	73	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
74	74	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
75	75	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
76	76	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
77	77	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							

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78	78	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
79	79	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
80	80	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
81	81	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
82	82	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
83	83	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
84	84	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							

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85	85	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
86	86	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
87	87	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
88	88	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
89	89	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
90	90	Capacity building	Capacity building	Capacity Building programmes in line with Mission Karmayogi (Topics related to Functional & Domain specific, Personality development: Stress Management, communications skills)	Target audience to be identified later	0	Dates to be finalised as per requirement							
91	91	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes Like Filing of IT Returns	Accounts Cadre	10	Dates to be finalised as per requirement		10					400
92	92	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes Like Training on CHSS	Target audience to be identified later	0	Dates to be finalised as per requirement							

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93	93	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes Like Preparation of Roster	Target audience to be identified later	0	Dates to be finalised as per requirement							
94	94	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes Like Orientation for OL Cadre	Target audience to be identified later	0	Dates to be finalised as per requirement							
95	95	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							
96	96	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							
97	97	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							
98	98	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							
99	99	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							
100	100	Short Notice Programme	Short Notice Programme	Short Notice Programme- programmes which are not provided for in the training calendar and requested by units	Target audience to be identified later	0	Dates to be finalised as per requirement							