ATI TRAINING CALENDAR FOR 2023-2024

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
Induction Training Programme							
1	Mandatory Induction Training Program for Work Assistants	Newly inducted Works Assistants	Offline	Internal/ External	ATI/DAE Units	35	2 weeks
2	Mandatory Induction Training Program for Works Assistantsts	Newly inducted Works Assistants	Offline	Internal/ External	ATI/DAE Units	35	2 weeks
3	Mandatory Induction Training Program for UDC / Stenographers / JTO	Newly inducted UDC / Stenographers / JTO	Offline	Internal/ External	ATI/DAE Units	35	45
4	Mandatory Induction Training for Assistant Security Officers	Newly inducted Assistant Security Officers	Offline	Internal/ External	ATI/DAE Units	60	70
5	Mandatory Induction Training for Security Guards	Newly inducted Security Guards	Offline	Internal/ External	ATI/DAE Units	60	45
6	Mandatory Induction Training for JPA/JSK *	Trainee JPA/Trainee JSK	Offline	Internal/ External	ATI/DAE Units	35	90
Refresher/Capacity enhancement /Orientation Programm on service matters							
7	Refresher / Capacity Enhancement on Service Matters- Orientation for Translators	Hindi Cadre officers	Offline	Internal/ External	ATI/DAE Units	35	4
8	Refresher / Capacity Enhancement on Service Matters- Orientation for AD(OL)	Hindi Cadre officers	Offline	Internal/ External	ATI/DAE Units	35	4
9	Refresher / Capacity Enhancement on Service Matters- Refresher program for Security Guards	Employees from Security cadre-Security Guards	Offline	Internal/ External	ATI/DAE Units	35	4

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10	Refresher / Capacity Enhancement on Service Matters- Refresher program for Asstt Security Officers	Employees from Security cadre- ASO	Offline	Internal/ External	ATI/DAE Units	35	4
11	Refresher / Capacity Enhancement on Service Matters- Refresher program for Security Officers	Employees from Security cadre- SO	Offline	Internal/ External	ATI/DAE Units	35	4
12	Refresher / Capacity Enhancement on Service Matters-	Goup B to group A officers	Offline	Internal/ External	ATI/DAE Units	35	3
13	Refresher / Capacity Enhancement on Service Matters	Employees from Admin/Accounts / OL &	Offline	Internal/ External	ATI/DAE Units	35	3
14	Refresher / Capacity Enhancement on Service Matters	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline	Internal/ External	ATI/DAE Units	35	3
15	Refresher / Capacity Enhancement on Service Matters	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline	Internal/ External	ATI/DAE Units	35	3
16	Refresher / Capacity Enhancement on Service Matters	Employees from Admin/Accounts / OL & Auxiliary cadre	Offline	Internal/ External	ATI/DAE Units	35	3
17	JCM Scheme under RSA Rules	Members of Service Associatons	Offline	Internal	ATI/DAE Units	100	1
18	Training Programme on Retirement Benefits	Retiring Employees	Offline	Internal/ External	HWP (M)	35	3
19	Training Programme on Retirement Benefits	Retiring Employees	Offline	Internal/ External	ATI/DAE Units	35	3
20	Training Programme on Retirement Benefits	Retiring Employees	Offline	Internal/ External	ATI/DAE Units	35	3
21	Training Programme on Retirement Benefits	Retiring Employees	Offline	Internal/ External	ATI/DAE Units	35	3
22	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	2

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
23	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	1
24	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	1
25	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	1
26	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	1
27	Orientation programme on Service matters	Employees of admin & Accounts Cadre	Hybrid	Internal/ External	ATI/DAE Units	25	1
Computer Skills							
28	Training Programme on MS Office Suite-	Scientific Assistants & Technicians	Offline	External	ATI	30	3
29	Training Programme on MS Office Suite	Scientific Assistants & Technicians	Offline	External	ATI	30	3
30	Training Programme on MS Office Suite- (Access basics)	All categories of employees	Offline	External	ATI	30	3
31	Training Programme on MS Office Suite-	All categories of employees	Offline	External	ATI	30	3
32	Training Programme on MS Office Suite- Word and Excel	All categories of employees	Offline	External	ATI	30	3
33	Training Programme on MS Office Suite	All categories of employees	Offline	External	ATI	30	3
34	Cyber Security	All categories of employees	Hybrid	Internal	ATI/DAE Units	20	1
35	Cyber Security	All categories of employees	Hybrid	Internal	ATI/DAE Units	20	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
			Soft Skills/ Behavioural Skills				
36	Training Programme on Soft Skills / personality development- Ethics & values in Governance	Scientific Assistants & Technicians	Hybrid	External	ATI/DAE Units	30	1
37	Training Programme on Soft Skills / personality development- Hospitality Management	Canteen Employees	Hybrid	External	ATI/DAE Units	30	1
38	Training Programme on Soft Skills / personality development	Scientific Assistants & Technicians	Hybrid	External	ATI/DAE Units	30	1
39	Training Programme on Soft Skills / personality development	Scientific Officers /Doctors	Hybrid	External	ATI/DAE Units	30	1
40	Training Programme on Soft Skills / personality development	All categories of employees	Hybrid	External	ATI/DAE Units	30	1
41	Training Programme on Soft Skills / personality development	All categories of employees	Hybrid	External	ATI/DAE Units	30	1
42	Training Programme on Soft Skills / personality development	All categories of employees	Hybrid	External	ATI/DAE Units	30	1
43	Training Programme on Soft Skills / personality development	All categories of employees	Hybrid	External	ATI/DAE Units	30	1
44	Training Programme on Soft Skills / personality development	All categories of employees	Hybrid	External	ATI/DAE Units	30	1
45	Training Programme on Soft Skills / personality development	All categories of employees/Divyangjan	Hybrid	External	ATI/DAE Units	30	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
46	Yoga and Meditation	All categories of employees	Offline	Internal/ External	ATI	100	1
47	Gender Sensitization	All categories of employees	Hybrid	Internal/ External	ATI	40	1
48	Gender Sensitization	All categories of employees	Hybrid	Internal/ External	ATI	40	1
49	Prevention of Sexual Harassment & Role of IC	All categories of employees	Hybrid	Internal/ External	ATI	40	1
50	Prevention of Sexual Harassment & Role of IC	All categories of employees	Hybrid	Internal/ External	ATI	40	1
51	Communication Skills	Employees of AERB	Offline	External	ATI	30	1
	Faculty Development programme						
52	Faculty Development programme	Employees from Admin & Auxiliary cadre	Offline	Internal/ External	ATI/DAE Units	20	5
53	Faculty Development programme	Employees from Admin & Auxiliary cadre	Offline	Internal/ External	ATI/DAE Units	20	5
	Work Related Training Programs						
54	Handling of Court cases	Group B and C employees including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal/ External	HWP(M)	30	1
55	Handling of Court cases	Group B and C employees including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal/ External	ATI	30	1
56	Workshop on Disciplinary Proceedings	Group B and C employees dealing with the matter	Offline	Internal	NFC/AMD	30	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
57	Workshop on Disciplinary Proceedings	Group A & Group B Gazetted officers dealing with matter	Offline	Internal	ATI/DAE Units	30	1
58	Workshop on Legal / Vigilance / Disciplinary Proceedings	Group B and C employees dealing with the matter	Offline	Internal	ATI/DAE Units	30	1
59	Workshop on Legal / Vigilance / Disciplinary Proceedings	Group A & Group B Gazetted officers dealing with matter	Hybrid	Internal	ATI/DAE Units	30	1
60	Workshop on Vigilance Matters- Disciplinary cases	Vigilance Officers of the Department- Assistants & UDCs	Offline	Internal/ External	ATI/DAE Units	30	1
61	Orientation program on work related matters- Grievance redressal matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
62	Orientation program on work related matters-Liasion Officers for all 29 units of DAE	Liasion Officers of all 29 units of dAE	Hybrid	Internal/ External	ATI/DAE Units	30	1
63	Orientation program on work related matters-GeM	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
64	Orientation program on work related matters- Risk based Audit	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	External	ATI/DAE Units	30	1
65	Orientation program on work related matters- Training programme on "KANTHAST"	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
66	Orientation program on work related matters- Noting & drafting from ISTM	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
67	Orientation program on work related matters- Finance for non-finance personnel	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	External	ATI/DAE Units	30	1
68	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
69	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
70	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
71	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
72	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1

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73	Orientation program on work related matters	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	30	1
74	Tendering and Works Procedure	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	40	1
75	Tendering and Works Procedure	All category of employees, including Scientific & Technical cadres, dealing with the subject	Offline	Internal	ATI/DAE Units	40	1
76	Tendering and Works Procedure	All category of employees, including Scientific & Technical cadres, dealing with the subject	Hybrid	Internal	ATI/DAE Units	40	1
77	RTI Act, 2005 including procedure for conducting Transparency Audit	Transparency Officers	Hybrid	Internal	ATI/DAE Units	35	1
78	Atoms & Development & Radiation Health Safety including DAE activities	All categories of employees	Offline	Internal	ATI	35	1
79	Atoms & Development & Radiation Health Safety including DAE activities	All categories of employees	Offline	Internal	ATI	35	1
80	Filing of Income Tax	All categories of employees	Hybrid	Internal/ External	ATI	40	1
81	Intellectual Property Rights (IPR)	Scientific Officers	Offline	Internal/ External	ATI/DAE Units	120	1
82	Intellectual Property Rights (IPR)	Scientific Officers	Offline	Internal/ External	ATI/DAE Units	120	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
83	Experience Sharing	Group B & C employees	Hybrid	Internal	ATI/DAE Units	20	1
84	Experience Sharing	OL Cadre	Hybrid	Internal	ATI/DAE Units	80	1
Management Development Program							
85	Effective Life and Leadership Panchgani	Group B and C employees	Offline	External	IoFC	20	4
86	Effective Life and Leadership Panchgani	Group B and C employees	Offline	External	IoFC	20	4
87	Heart of Effective Living - Panchgani	Group A employees	Offline	External	IoFC	25	4
88	Heart of Effective Living Panchgani	Scientific & Technical Officers	Offline	External	IoFC	25	4
89	Management Development Program	Group A and Group B Gazetted	Offline	External	ATI	30	5
90	Management Development Program	Group A and Group B Gazetted	Offline	External	ATI	30	5
91	Management Development Program	Vice Principlas of AEES	Offline	External	ATI	30	5
Short Notice Programs							
92	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
93	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1

Sl	Program	Catergory of Employees	Mode	Faculty	Venue	No of participants **	Duration in days
94	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
95	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
96	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
97	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
98	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
99	Short notice Training Programme (to be decided by demand from DAE units to be conducted by ATI)	To be decided later			ATI/DAE Units	To be decided later	1
100	Disaster and Emergency Management for Divyangjan	Liason Officer for Divyangjan along with Divyangjan Employees of all cadres	Offline	Internal/ External	ATI	20	1

Note ** Strength indicated is offline wherever it is hybrid