

ATI - TRAINING CALENDAR FOR THE YEAR 2025-2026

Sl. No.	PC No.	Category of Training	Name of the Course	Category of Participants	Duration (in Days)	Tentative Month	No of Participants
1	2	3	4	5	6	7	8
1	1	Induction Training	Induction Training for LDC/ UDC Steno (#)	Newly inducted LDC/UDC/stenographers	45	Apr-25	45
2	3	Induction Training	Induction Training for Work Assistants (#)	Newly inducted Work Assistants	12	May-25	45
3	2	Induction Training	Induction Training for LDC/ UDC Steno (#)	Newly inducted LDC/UDC/stenographers	45	Jun-25	45
4	69	Induction Training	Induction for Drivers	Newly Inducted Drivers	5	Jul-25	25
5	4	Induction Training	Induction Training for ASOs	Newly inducted Assistant Security Officers	70	Oct-25	45
6	5	Induction Training	Induction Training for Security Guards	Newly inducted Security Guards	45	Jan-26	45
7	17	Capacity Enhancement	Workshop on Noting & Drafting (Jan) RRCAT	Employees from Admin/Accounts	2	Jan-26	40
8	45	Capacity Enhancement	Workshop on Administrative Law / Court Cases	Employees from Admin, Technical and Scientific cadre	3	Jan-26	40
9	40	Capacity Enhancement	Right to Information	All categories of employees	1	Apr-25	40

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10	42	Capacity Enhancement	Material Management for Purchase and Stores Personnel	Purchase and Stores Personnel	5	Apr-25	40
11	44	Capacity Enhancement	Workshop on Project Management	Group A and B (Gazetted) - Scientific	1	Apr-25	40
12	15	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	2	May-25	40
13	26	Capacity Enhancement	Women Empowerment	Women employees (including AI)-	1	May-25	60
14	47	Capacity Enhancement	Awareness Generation for Divyangjan- service matters	Divyangjan Employees (Admin and accounts personnel)	3	May-25	30
15	18	Capacity Enhancement	E_Office	Scientific/Technical/Admin/Accounts/Security	1	May-25	50
16	37	Capacity Enhancement	Workshop for Liaison Officers (SC/ST)	Liasion officers of all units	1	Jun-25	40
17	38	Capacity Enhancement	Training for Office Bearers of Staff Associations	Office Bearers of Staff Associations	3	Jul-25	40
18	14	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	2	Jul-25	40

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19	27	Capacity Enhancement	Knowing Organisation (Atoms & Development,Radiation Health and Society)	Group A and B	1	Jul-25	40
20	41	Capacity Enhancement	Knowledge of taxation of products (GST and related taxes)	Employees from Accounts cadre	2	Aug-25	40
21	43	Capacity Enhancement	Workshop on Pay Fixation	Employees from Admin/Accounts	2	Aug-25	40
22	28	Capacity Enhancement	Knowing your Organisation	Group B (non gazetted and Group C	1	Sep-25	40
23	16	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	2	Oct-25	40
24	39	Capacity Enhancement	Seminar on Right to Information (APIO, PIO,FAAs) & drafting RTI replies	APIO, PIO,FAAs and those dealing with the subject.	2	Oct-25	40
25	46	Capacity Enhancement	Awareness Generation for Divyangjan (Soft skills)	Divyangjan Employees	1	Nov-25	30
26	36	Capacity Enhancement	Purchase, Works & Contract Management	Employees from Admin ,Accounts , Technical and Scientific cadre	3	Nov-25	40
27	78	Computer Skills	Workshop on Emerging Technology (AI, Data Anaylsis, Big Data..)	All categories of employees	1	Apr-25	30

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28	77	Computer Skills	Training Programme on Computer Applications -(MS Office suite)	All categories of employees	3	May-25	30
29	73	Computer Skills	MS-Excel (Advance)	All categories of employees	2	Jun-25	30
30	75	Computer Skills	Training on MS Access	All categories of employees	3	Jul-25	30
31	79	Computer Skills	Chat GPT AI	All categories of employees	1	Aug-25	30
32	76	Computer Skills	Training on MS Access	All categories of employees	3	Nov-25	30
33	80	Computer Skills	Cyber Security	All categories of employees	1	Dec-25	40
34	74	Computer Skills	MS-Excel (Advance)	All categories of employees	2	Dec-25	30
35	71	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	5	Sep-25	10
36	72	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	5	Jan-26	10

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37	55	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Group B (Gazetted)	4	May-25	40
38	58	Management Development Programme	Management Development Programme (Empanelled and recently promoted for Group 'B' Gazetted Posts)	Empanelled and recently promoted for Group 'B' Gazetted Posts)	5	Jun-25	40
39	59	Management Development Programme	Management Development Programme for Group 'A' Officers (Other than Scientific)	Group A Officers other than Scientific Officers	5	Jul-25	30
40	52	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Group A (non Gazetted)	4	Will be intimate d later	15
41	53	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Group B (Non-Gazetted)	4	Will be intimate d later	15
42	54	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Group C employees	4	Will be intimate d later	15
43	56	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Group A Gazetted (Admin/Accounts/Security)	4	Will be intimate d later	25
44	57	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Group A Gazetted (Scientific & Technical)	4	Will be intimate d later	25
45	6	Orientation Programme	Retirement Benefits/ Planning	Retiring Employees.	3	Apr-25	60

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46	7	Orientation Programme	Retirement Benefits/ Planning	Retiring Employees.	3	Apr-25	60
47	62	Orientation Programme	Orientation Programme on Service Matters Group B (Accounts)	Group B Non Gazetted Accounts personnel	5	May-25	35
48	65	Orientation Programme	Orientation Programme for Asst. Security Officers (5 years regular service)	Employees from Security cadre - Assistant Security Officers with 5 yrs of regular service	5	Jun-25	35
49	68	Orientation Programme	Orientation Programme for OL Cadre	Employees of OL cadre	5	Jun-25	25
50	67	Orientation Programme	Orientation Course for Security Officers (6 Years regular service)	Employees from Security cadre - Security Officers with 6 yrs of regular service	5	Jul-25	25
51	66	Orientation Programme	Orientation Course for Security Guards (6 Years regular service)	Employees from Security cadre - Security Guards with 6 yrs of regular service	5	Aug-25	40
52	64	Orientation Programme	Orientation Programme (Admin, Accounts, Security, P&S)-	Promotee Group A Officers	5	Aug-25	30
53	60	Orientation Programme	Orientation course for Work Assistants & Hospital Work Assistants	Work Assistants & Hospital Work Assistants- Work Assistants with 6 years of regular service	3	Aug-25	40
54	61	Orientation Programme	Orientation Programme on Service Matters Group B (Admin)	Group B Non Gazetted Admin personnel	5	Sep-25	40

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55	63	Orientation Programme	Orientation Programme for UDCs (6 Years regular service)	UDCs (6 Years regular service)	5	Oct-25	40
56	9	Orientation Programme	Retirement Benefits/ Planning (Oct)	Retiring Employees.	3	Oct-25	60
57	8	Orientation Programme	Retirement Benefits/ Planning (Oct)	Retiring Employees.	3	Oct-25	60
58	70	Orientation Programme	Orientation Programme for Stenographers/PA/PS	Stenographers/PA/PS	5	Dec-25	40
59	29	Orientation Programme	Public Awareness Programme on DAE/Radiation Health and Safety /Atoms & Development and Quiz for school Children	General Public & School Children	2	Will be intimate d later	60
60	48	Soft Skills	Communication Skills	Group B (non gazetted) and Group C	1	Jun-25	40
61	49	Soft Skills	Health talk / yoga and Meditation/ Natureopathy	All categories of employees	1	Jun-25	40
62	50	Soft Skills	Ethics and Value in Public Governance	Employees of Group A and B (Gazetted)	1	Sep-25	40
63	51	Soft Skills	Vipasana	All categories of employees	10	Will be intimate d later	40

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64	13	Work Related	Government e- Marketplace (GeM) (Advance) (Procurement + Services)	All categories of employees	2	Jan-26	45
65	25	Work Related	APAR	Group A (Gazetted)	1	Jan-26	30
66	19	Work Related	Role of IO/PO in handling disciplinary cases	Group A (Gazetted)	2	May-25	30
67	10	Work Related	Government e- Marketplace (GeM) (basic) (Procurement)	All categories of employees	1	May-25	45
68	24	Work Related	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	All categories of employees	2	Jun-25	30
69	12	Work Related	Government e- Marketplace (GeM) (Advance) (Procurement + Services)	All categories of employees	2	Aug-25	45
70	34	Work Related	Workshop on contents in Tendering Documents	Group A and B Gazetted	1	Aug-25	40
71	22	Work Related	Handling of Court Cases	Employees dealing with the subject	2	Sep-25	40
72	31	Work Related	Handling of Recruitment procedures, conducting of DPC proceedings and reservation in services, MACP	Employees from Administration (UDCs, Sr.Clerk, Assistants, APOs)	2	Sep-25	40

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73	32	Work Related	Programme for Medical Personnel	Employees from Medical Division - Doctors	2	Oct-25	40
74	11	Work Related	Government e- Marketplace (GeM) (basic) (Procurement)	All categories of employees	1	Nov-25	45
75	20	Work Related	Role of IO/PO in handling disciplinary cases	Group B (Gazetted and non gazetted)	2	Nov-25	30
76	30	Work Related	Reservation Roster	Employees from Administration (UDCs, Sr.Clerk, Assistants, APOs)	1	Nov-25	40
77	23	Work Related	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	All categories of employees	2	Nov-25	30
78	33	Work Related	Programme for Medical Personnel	Employees from Medical Division - Nurses	2	Nov-25	40
79	35	Work Related	Workshop on Public Procurement	Group A and B	2	Nov-25	40
80	21	Work Related	Workshop on Drafting of Charge Sheet	Group A (upto level 11 only) and Group B (Gazetted and non gazetted)	1	Dec-25	30
81	81	Work Related	Training programme for accounts personnel	Employees from Accounts cadre	3	Aug-25	40

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82	82	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later		W i l l b e i n t i m a t e d l a t e r	30
83	83	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
84	84	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
85	85	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
86	86	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
87	87	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
88	88	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
89	89	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30
90	90	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			30

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91	91	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received		W i l l b e i n t i m a t e d l a t e r	
92	92	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
93	93	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
94	94	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
95	95	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
96	96	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
97	97	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
98	98	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
99	99	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			
100	100	Prog. At Centre of Excellence	Trng prog at Centre of Excellence - Depends on circulars received from Centres of Excellence	To be decided as per circular received			

Note: The dates indicated are tentative in nature and are subject to change. ATI reserves the right to modify or cancel any program without assigning any reasons.