



भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
प्रशासनिक प्रशिक्षण संस्थान / Administrative Training Institute



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दिनांक 01.04.2019 से 30.09.2019 की अवधि हेतु संभावित प्रशिक्षण कैलेंडर
Tentative Training Calendar for the period from 01.04.2019 to 30.09.2019

क्र.सं. SNo	कार्यक्रम सं. Prog.Code	शीर्षक Title	लक्षित समूह Target Group	स्थान Venue	प्रतिभागियों की संख्या No. of participants	अवधि Duration
1	1	Capacity Enhancement	Work Assistants who have completed five years of service	ATI, Mumbai	40	5 Day(s)
2	2	Capacity Enhancement	Assistants	ATI, Mumbai	40	10 Day(s)
3	3	Capacity Enhancement	UDC	ATI, Mumbai	40	10 Day(s)
4	4	Clinical research methodology	Medical Doctors	BARC Hospital	25	2 Day(s)
5	5	Computer (MS Access) Advanced	Group 'A' and Group 'B'	ATI, Mumbai	15	5 Day(s)
6	6	Computer (MS Access) Basic	Group 'B' and Group 'C'	ATI, Mumbai	15	5 Day(s)
7	7	Computer (MS Excel) Advanced	Group 'B' and Group 'C'	ATI, Mumbai	15	5 Day(s)
8	8	Computer (MS Office)	Group 'B' and Group 'C'	ATI, Mumbai	15	5 Day(s)
9	9	Contract Management, Outsourcing, Negotiating skills etc.	Officers and Dealing Hands handling such cases	ATI, Mumbai	30	2 Day(s)
10	10	Cyber Security	Group-A & B officers	ATI, Mumbai	40	2 Day(s)
11	11	Ethics and values in Govt.	Any Level	NFC, Hyderabad	40	1 Day(s)

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12	12	Executive Secretarial Training	Stenographers & Dealing Assistants	IGCAR, Kalpakkam	50	2 Day(s)
13	13	Experience sharing	JD(OL), DD(OL), AD(OL) and equivalent	Venue to be identified	30	3 Day(s)
14	14	Experience Sharing	Chief Admin. Officers & Jt. Controller (F&A)	NCBS/Venue to be identified	30	2 Day(s)
15	15	Financial Management	Officers of Accounts Division	ATI, Mumbai	30	5 Day(s)
16	16	Heart of Effective Leadership	Group 'A'	IoC, Panchagani	20	4 Day(s)
17	17	Induction programme for Trainee Scientific Officers (TSO)	newly inducted TSO	IGCAR, Kalpakkam	40	3 Day(s)
18	18	Management Development Programme	DCA, JC(F&A), Heads of Accounting Units	ATI, Mumbai	25	3 Day(s)
19	19	Management Development Programme	Group 'A' and Group 'B'	Professional Institute	30	5 Day(s)
20	20	Management Development Programme	Scientific Officers of RRCAT	Venue to be identified	30	5 Day(s)
21	21	Mandatory Induction Training Programme	Work Assistants appointed on or after 01-01-2014	Venue to be identified	40	10 Day(s)
22	22	Mandatory Induction Training Programme	JSK/JPA appointed on or after 01-01-2014	ATI, Mumbai	40	10 Day(s)
23	23	Mandatory Induction Training Programme for Administrative Staff	Admin. Staff (LDC/UDC/Steno/JHT) appointed on or after 01-01-2014	ATI, Mumbai	40	45 Day(s)
24	24	MDP (ELL)	Group 'B' and Group 'C' (Admn & Accts)	IoC, Panchagani	20	4 Day(s)

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25	25	MDP (ELL)	Group 'B'	IoC, Panchagani	20	4 Day(s)
26	26	MDP (In House)	Group 'B' and Group 'C' Non Gazetted officials of Admin/Accounts/Security/DPS	ATI, Mumbai	30	3 Day(s)
27	27	Orientation Programme for AO- III/DCA	Admin. Officer-III/Dy. Controller of Accounts (including empanelled candidates)	ATI, Mumbai	20	5 Day(s)
28	28	Orientation Programme for APO/AAO	Asst. Personnel Officers/Assistant Accounts Officer (including empanelled candidates)	ATI, Mumbai	40	5 Day(s)
29	29	Orientation Programme for JC(F&A), CAO & Director	Chief Admin. Officer, Joint Controller (F&A) and Director (including empanelled candidates)	ATI, Mumbai	20	5 Day(s)
30	30	Pension and retirement benefits Life Management post retirement	Employees retiring in next one year	ATI, Mumbai	40	3 Day(s)
31	31	Pension and retirement benefits Life Management post retirement	Employees retiring in next one year	RMP, Mysore	40	2 Day(s)
32	32	Pension and retirement benefits Life Management post retirement	Employees retiring in next one year	IGCAR, Kalpakkam	60	2 Day(s)
33	33	Pension and retirement benefits Life Management post retirement	Employees retiring in next one year	NFC, Hyderabad	50	2 Day(s)
34	34	Personal Re-engineering	Group 'B' (Non-Gazetted) and Group 'C' officials	ATI, Mumbai	30	2 Day(s)

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35	35	Personality Development workshop	Technicians	ATI, Mumbai	40	2 Day(s)
36	36	Prevention of Sexual Harassment	Members of Internal Complaints Committee & Group B & C employees from Admin./Accts. Cadre	ATI, Mumbai	40	2 Day(s)
37	37	Preventive Vigilance & Departmental proceedings	Group A and Group B Gazetted Officers and Group B Non-Gazetted officials dealing with the subject matter	Venue to be identified	40	2 Day(s)
38	38	Programme on GST	All employees handling such cases	Venue to be identified	50	1 Day(s)
39	39	Programme on Income Tax	Any Level	ATI, Mumbai	40	1 Day(s)
40	40	Project Management	Scientific Officer	ATI, Mumbai	30	5 Day(s)
41	41	Purchase and Works Procedure	Officers and Dealing Hands handling such cases	ATI, Mumbai	40	1 Day(s)
42	42	Recruitment and Promotion	Officers and Dealing Hands handling such cases	ATI, Mumbai	40	2 Day(s)
43	43	Refresher Programme	Purchase Assistant / Storekeeper	ATI, Mumbai	40	5 Day(s)
44	44	Refresher / Capacity Enhancement Programme	ASO who have completed five years of service	ATI, Mumbai	40	5 Day(s)
45	45	Refresher Programme	Group A & B Officials of Aided institutions	venue to be identified	30	3 Day(s)
46	46	Refresher Programme	Officers and staff of Public Relations wing	ATI, Mumbai	20	1 Day(s)

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47	47	Refresher Programme for APO/ASO of DPS	Asst. Purchase Officer/Asst. Stores Officers	ATI, Mumbai	40	5 Day(s)
48	48	Refresher programme for Drivers	Drivers	IGCAR, Kalpakkam	40	1 Day(s)
49	49	Refresher Programme for Hearing Impaired Officials	Any Level of DAE units/PSU/Aided Instt.	ATI, Mumbai	30	5 Day(s)
50	50	Refresher Programme for office bearer of recognized association	Office bearer of recognized associations	ATI, Mumbai	40	1 Day(s)
51	51	Refresher Programme for Security Guards	Security Guards who have completed five years of service	ATI, Mumbai	40	5 Day(s)
52	52	Reservation Policy and Preparation of Rosters	Liaison Officers and officials dealing with the subject	Venue to be identified	30	1 Day(s)
53	53	Reservation Policy and Preparation of Rosters	SC/ST/OBC Cell Members and Dealing Hands handling such cases	NFC, Hyderabad	30	1 Day(s)
54	54	Vipassana	Any Level	Mumbai	30	12 Day(s)
55	55	Vipassana	Any Level	Mumbai	30	12 Day(s)
56	56	Workshop for officers in Accounts	Officers of Accounts cadre	ATI, Mumbai	30	0.5 Day(s)
57	57	Workshop for officers in Accounts	Officers of Accounts cadre	ATI, Mumbai	30	0.5 Day(s)
58	58	Workshop for officers in Accounts	Officers of Accounts cadre	ATI, Mumbai	30	0.5 Day(s)
59	59	Workshop on DPC Procedure	UDC/Assistants and Dealing	ATI, Mumbai	40	1 Day(s)
60	60	Workshop on handling disciplinary cases	Group-A officers	ATI, Mumbai	40	3 Day(s)
61	61	Workshop on Leave Rules	Officials dealing with the subject	ATI, Mumbai	40	1 Day(s)

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62	62	Workshop on Leave Travel Concession / TA	Officials dealing with the subject	ATI, Mumbai	40	1 Day(s)
63	63	Workshop on Managerial Skills	Group B officials	ATI, Mumbai	40	2 Day(s)
64	64	Workshop on Managerial Skills(Personality Development Programme)	Scientific Assistants	ATI, Mumbai	40	2 Day(s)
65	65	Workshop on Parliament matters	Group B & C officials dealing with parliament matters	ATI, Mumbai	40	1 Day(s)
66	66	Workshop on Pay Fixation	Officials dealing with the subject	ATI, Mumbai	40	1 Day(s)
67	67	Workshop on PRIS	Officials dealing with the subject	ATI, Mumbai	40	1 Day(s)
68	68	Workshop on sign language	Any Level	ATI, Mumbai	20	5 Day(s)

Note :-

- Individual circulars will be issued for each programme indicating the dates/venue/target group, etc.
- Kindly visit our website (<http://ati.dae.gov.in>) regularly.
- Accommodation for outstation participants will be subject to availability in BARC Training School Hostel.