




भारत सरकार /Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
प्रशासनिक प्रशिक्षण संस्थान / Administrative Training Institute
शून्य मंजिल, विक्रम साराभाई भवन, अणुशक्तिनगर, मुंबई-४०००९४
Zero Floor, V.S. Bhavan, Anushakti Nagar, Mumbai-४०००९४
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Date: 08 July 2016

Subject: Program Code No: 52 - Mandatory Induction Training Programme (17/10/2016 to 11/11/2016) at ATI, Mumbai

Administrative Training Institute is organising the following programme. It is requested that nominations of the interested officials may please be sent to us immediately.

Program Code:	52				
Title of the Program	Mandatory Induction Training Programme				
Broad Contents:	DAE Activities, Government Machinery & Procedures, Personnel and Service Matters, , Information Tools, Communication skills (Oral & Written), OL Policy, Right to Information, Syndicate Presentation and Book Review followed by written exam on the topics c				
Duration of the Programme	17-Oct-16	To	11-Nov-16	Number of Days	26
Venue:	ATI, Mumbai				
TG:	Group C Adm Staff recruited from 2013-14 onwards and who have not undergone Induction programme (including those whose probation has been closed)				
Participating Unit(s)	Programme is restricted to staff from Constituent Units located in Mumbai, Baroda, Indore, Jaipur, Jamshedpur, Kolkata, New Delhi, Nagpur.				
Course Capacity:	40				
Faculty:	2-Inhouse+ External				


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1. Head of Units
2. Administrative and Account Heads
3. All Officers in DAE Secretariat, Mumbai and Branch Secretariat
4. Officers in charge of Web content Management in all Units with the request to provide a link to the circular in the intranet
5. AO-III, TSH
6. Manager Canteen, VS Bhavan