



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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Subject: Program Code No: 25 - Capacity Enhancement Workshop (18/07/2016 to 22/07/2016) at NISER/IOP, Bhubaneshwar

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:	25
Title of the Program	Capacity Enhancement Workshop
Broad Contents:	DAE Activities, Establishment Matters, Financial rules, Accounting procedures, Office Procedure, Ethics and Values in administration & procedures Good practices in Aided Institutions
From	18-Jul-16
To:	22-Jul-16
Duration:	5
TG:	Administrative/Accounts Staff of Aided Institutions
Participating Unit(s)	7- Aided Institutions
Course Capacity:	30
Venue:	NISER/IOP, Bhubaneshwar
Faculty:	3-Inhouse

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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