



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  
दूरभाष : (०२२)२५४८६०५७; २५४८६०५९; २५९९१०५७; फैक्स: ०२२-२५५८६८६४  
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Date: 24 June 2016

Subject: Program Code No: 29 - MS Access (27/07/2016 to 29/07/2016) 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:	29
Title of the Program	MS Access
Broad Contents:	MS Access fundamentals
From	27-Jul-16
To:	29-Jul-16
Duration:	3
TG:	Officials from Adm/Accounts cadre with basic knowledge of MS Excel
Participating Unit(s)	Constituent Units, Aided Institutions and PSUs
Course Capacity:	16
Venue:	ATI, Mumbai
Faculty:	1-Professional Institute

  
24.6.16

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1. Head of Units
2. Administrative and Account Heads
3. All Officers in DAE Secretariat, Mumbai
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. Manager Canteen, VS Bhavan