



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; फ़ैक्स: ०२२-२५५८६८६४
email: atioff.dae@gov.in

Date: 24 June 2016

Subject: Program Code No: 32 - Excel Advanced (25/07/2016 to 26/07/2016) 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:	32
Title of the Program	Excel Advanced
Broad Contents:	Excel advanced tools
From	25-Jul-16
To:	26-Jul-16
Duration:	2
TG:	Officials from Adm/Accounts cadre havig basic working knowledge in Excel
Participating Unit(s)	Constituent Units, Aided Institutions and PSUs
Course Capacity:	25
Venue:	ATI, Mumbai
Faculty:	1-Professional Institute


24.6.16

K. Swaminathan
Dy. Director, ATI
(022)25991057; 25486056
ddati.dae@gov.in;
atioff.dae@gov.in

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