



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: 29 June 2016

Subject: Program Code No: 33 - Capacity Enhancement Programme (01/08/2016 to 12/08/2016) 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:	33
Title of the Program	Capacity Enhancement Programme
Broad Contents:	Finance/Accounts Management, Budget, Civil Account Manual, Accounts Standards, Case studies on Works Procedure, IIW Audit report, Purchase, Banking Transaction, Proforma Accounts, Costing of Departmental Products
Duration of the Programme	01-Aug-16 To 12-Aug-16 Number of Days 12
Venue:	ATI, Mumbai
TG:	UDCs and Stenographers (who have qualified the written exam of Asstt. Accountants), Assistant Accountants
Participating Unit(s)	Constituent Units
Course Capacity:	40
Faculty:	Inhouse+ External
Remarks:	



(K. Swaminathan)

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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