



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: 34 - 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:	34
Title of the Program	Capacity Enhancement Programme
Broad Contents:	Practical aspects of Establishment Rules/ Financial Rules, Importance of File/Records Management, RTI, Administrative Vigilance, Ethics in Administration, Work Life Balance, Stress Management
Duration of the Programme	01-Aug-16 To 12-Aug-16 Number of Days 12
Venue:	ATI, Mumbai
TG:	Assistants, UDCs & Stenographers (who have qualified the written exam of Asstt.)
Participating Unit(s)	Constituent Units
Course Capacity:	40
Faculty:	Inhouse+ External
Remarks:	


29.6.16
(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 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