



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
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Date: 29 June 2016

Subject: Program Code No: 37 - MS Office (22/08/2016 to 24/08/2016) 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.

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|---------------------------|--|----|-----------|----------------|---|
| Program Code: | 37 | | | | |
| Title of the Program | MS Office | | | | |
| Broad Contents: | MS Word, Excel, PPT | | | | |
| Duration of the Programme | 22-Aug-16 | To | 24-Aug-16 | Number of Days | 3 |
| Venue: | ATI, Mumbai | | | | |
| TG: | Group B and C from Administrative Cadre | | | | |
| Participating Unit(s) | Constituent Units, Aided Institutions and PSUs | | | | |
| Course Capacity: | 25 | | | | |
| Faculty: | 1-Professional Institute | | | | |
| Remarks: | | | | | |

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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