



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
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Subject: Program Code No: 43 - Capacity Enhancement Programme (19/09/2016 to 30/09/2016) 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:	43
Title of the Program	Capacity Enhancement Programme
Broad Contents:	Stenography Skill, English & IT, Personnel and Service Matters, Tax, TA / DA / Handling Boss; Personal Reengineering etc.
Duration of the Programme	19-Sep-16 To 30-Sep-16 Number of Days 12
Venue:	ATI, Mumbai
TG:	Stenographers / PAs
Participating Unit(s)	Constituent Units, Aided Institutions and PSUs
Course Capacity:	25
Faculty:	3-Inhouse
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