

**ATI TRAINING CALENDAR FOR THE YEAR 2024-2025**

PC No.	Category of Training	Name of the Course	Category of Participants	No of Participants	Duration (in Days)	Faculty
1	Induction Training	Induction Training for LDC/ UDC Steno	Newly inducted LDC/ UDC/ stenographers	45	45	Internal & External
2	Induction Training	Induction Training for LDC/ UDC Steno	Newly inducted LDC/UDC/ stenographers	45	45	Internal & External
3	Induction Training	Induction Training for Work Assistants	Newly inducted Work Assistants	45	12	Internal & External
4	Induction Training	Induction Training for Work Assistants	Newly inducted Work Assistants	45	12	Internal & External
5	Induction Training	Induction Training for Security Guards	Newly inducted Security Guards	45	45	Internal & External
6	Induction Training	Induction Training for Security Guards	Newly inducted Security Guards	45	45	Internal & External
7	Induction Training	Induction Training for ASOs	Newly inducted Assistant Security Officers	45	70	Internal & External
9	Capacity Enhancement	Atoms & Development,Radiation Health and Society	All categories of employees	100	1	Internal & External
10	Capacity Enhancement	Knowledge of Organisational Structure - (AEC , DAE Activities, Organisation structure)	Employees from Admin/Accounts/OL & Auxilliary cadre & Scientific Cadre	40	2	Internal
11	Capacity Enhancement	Experience sharing seminar amongst Admin Accounts	Employees from Admin &Accounts cadre	40	2	Internal / External

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12	Capacity Enhancement	Orientation Programme (Admin, Accounts, Security, P&S)-	Promotee Group A Officers	40	5	Internal & External
13	Capacity Enhancement	Health Care Administration and Management	Medical Officers	30	3	Internal & External
14	Capacity Enhancement	Material Management for Purchase and Stores Personnel	Purchase and Stores Personnel	40	5	Internal & External
15	Capacity Enhancement	Purchase, Works & Contract Management	Employees from Admin, Accounts, Technical and Scientific cadre	40	3	External
16	Capacity Enhancement	Right to Information	All categories of employees	40	1	Internal & External
17	Capacity Enhancement	Training for Office Bearers of Staff Associations	Office Bearers of Staff Associations	40	3	Internal & External
18	Capacity Enhancement	Seminar on Right to Information (APIO, PIO, FAAs) & drafting RTI replies	APIO, PIO, FAAs and those dealing with the subject.	40	2	Internal & External
19	Capacity Enhancement	Workshop for Liaison Officers (SC/ST)	Liaison officers of all units	40	1	Internal
20	Capacity Enhancement	Workshop on Administrative Law / Court Cases	Employees from Admin, Technical and Scientific cadre	40	3	Internal
21	Capacity Enhancement	Workshop on Arbitration in Civil Contracts	Employees from Admin, Accounts, Technical and Scientific cadre	40	3	Internal & External

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22	Capacity Enhancement	Workshop on Social Media	Employees from Admin/Accounts/OL & Auxilliary cadre & Scientific Cadre	40	2	Internal
23	Capacity Enhancement	Workshop on Emerging Technology (AI, Data Anaylsis, Big Data..)	All categories of employees	40	1	Internal & External
24	Capacity Enhancement	Workshop on Income Tax	All categories of employees	40	1	Internal & External
25	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	40	2	Internal /External
26	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	40	2	Internal /External
27	Capacity Enhancement	Workshop on Noting & Drafting	Scientific & Technical Cadre	40	1	Internal /External
28	Capacity Enhancement	Workshop on Noting & Drafting	Employees from Admin/Accounts	40	2	Internal /External
29	Capacity Enhancement	Workshop on Pay Fixation	Employees from Admin/Accounts	40	2	Internal
30	Capacity Enhancement	Workshop on Project Management	Group A and B (Gazetted) - Scientific	40	1	Internal & External
31	Capacity Enhancement	Awareness Generation for Divyangjan	Divyangjan Employees	40	1	Internal & External

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32	Capacity Enhancement	Knowledge of taxation of products (GST and related taxes & GFR)	Employees from Accounts cadre	40	2	Internal & External
33	Capacity Enhancement	Orientation Programme for OL Policy	Employees of OL cadre	40	5	Internal & External
57	Capacity Enhancement	Women Empowerment	All categories of employees (including AI)	60	1	Internal & External
58	Capacity Enhancement	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	ICC Members and other categories	40	2	Internal & External
77	Capacity Enhancement	Construction Safety (Electrical and Civil)	Officials in the Construction Field	40	1	Internal/ External
78	Capacity Enhancement	Writing Skills on APARs	All Categories of employees	40	1	Internal/ External
48	Computer Skills	Data Analytics using MS-Excel	All categories of employees	30	2	Internal & External
49	Computer Skills	Training on MS Access	All categories of employees	30	3	Internal & External
50	Computer Skills	Training Programme on Computer Applications	All categories of employees	30	3	Internal & External
51	Computer Skills	Workshop on Cyber Security	All categories of employees	40	1	Internal & External

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60	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	10	5	Internal & External
61	Faculty Development Programme	Faculty Development Programme	Employees from admin, accounts and Auxiliary cadre	10	5	Internal & External
79	Management Development Programme	Management Development Programme for Scientific Officers	Scientific Officers	40	5	Internal /External
80	Management Development Programme	Management Development Programme (Empanelled and recently promoted for Group 'B' Gazetted Posts)	Empanelled and recently promoted for Group 'B' Gazetted Posts)	40	12	Internal /External
81	Management Development Programme	Management Development Programme for Group 'A' Officers (Other than Scientific)	Group A Officers other than Scientific Officers	40	3	Internal /External
82	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Group A & Group B (Gazetted Officers)	25	4	External
83	Management Development Programme	Management Development program (Heart of Effective Living) - IoC, Panchgani -	Group A employees	25	4	External
84	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Group B (Non-Gazetted) and C employees	30	4	External
85	Management Development Programme	Management Development program (Effective Life and Leadership) - IoC, Panchgani -	Group B (Non-Gazetted) and C employees	25	4	External
34	Orientation Programme	Orientation Course for Security Guards (6 Years regular service)	Employees from Security cadre - Security Guards with 6 yrs of regular service	40	5	Internal

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35	Orientation Programme	Orientation course for Work Assistants & Hospital Work Assistants	Work Assistants & Hospital Work Assistants- Work Assistants with 6 years of regular service	40	3	Internal
36	Orientation Programme	Orientation Programme for Asst. Security Officers (5 years regular service)	Employees from Security cadre - Assistant Security Officers with 5 yrs of regular service	40	5	Internal & External
37	Orientation Programme	Orientation Programme for UDCs (6 Years regular service)	UDCs (6 Years regular service)	40	5	Internal & External
38	Orientation Programme	Orientation Programme on Service Matters Group B (Admin)	Group B Non Gazetted Admin personnel	40	5	Internal & External
39	Orientation Programme	Orientation Programme on Service Matters Group B (Accounts)	Group B Non Gazetted Accounts personnel	40	5	Internal & External
40	Orientation Programme	Retirement Benefits/ Planning	Retiring Employees.	80	3	Internal & External
41	Orientation Programme	Retirement Benefits/ Planning	Retiring Employees.	80	3	Internal & External
42	Orientation Programme	Retirement Benefits/ Planning	Retiring Employees.	80	3	Internal & External
43	Orientation Programme	Orientation Programme on Financial, Audit and Service Matters	(Asst. Accountants with 3 years service)	40	5	Internal & External
44	Orientation Programme	Orientation Training Programme on Preventive Vigilance	Group A and B (Gazetted and non Gazetted)	40	1	Internal & External

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45	Orientation Programme	Orientation Programme for OL Cadre	Employees of OL cadre	40	5	Internal & External
46	Orientation Programme	Orientation Course for Security Officers (6 Years regular service)	Employees from Security cadre - Security Officers with 6 yrs of regular service	40	5	Internal & External
47	Orientation Programme	Public Awareness Programme on DAE/Radiation Health and Safety /Atoms & Development and Quiz for school Children	General Public & School Children	60	2	Internal
8	Refresher	Refresher/Capacity enhancement for Stenographers/PA/PS	Stenographers/PA/PS	40	5	Internal & External
52	Soft Skills	Ethics and Value in Public Governance	Employees of Group A and B (Gazetted)	40	1	Internal & External
53	Soft Skills	Gender Sensitization	All categories of employees	40	1	Internal & External
54	Soft Skills	Workshop on Communication Skills	Group B and Group C	40	1	External
55	Soft Skills	Yoga and Meditation	All categories of employees	40	1	External
56	Soft Skills	Vipasana	All categories of employees	40	10	External
59	Work Related	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	All categories of employees	40	2	Internal

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62	Work Related	Hospitality Management for Canteen staff	Employees from Departmental Canteens	40	3	Internal & External
63	Work Related	Development Training for Drivers	Drivers	40	3	Internal & External
64	Work Related	Government e- Marketplace (GeM)	All categories of employees	60	1	Internal/ External
65	Work Related	Government e- Marketplace (GeM)	All categories of employees	60	1	Internal/ External
66	Work Related	Handling Parliamentary Matters	Employees dealing with the subject	40	1	Internal
67	Work Related	Handling of Court Cases	Employees dealing with the subject	40	2	Internal/ External
68	Work Related	Handling of Grievances and CPGRAMS	Employees dealing with the subject	40	1	Internal/ External
69	Work Related	Handling of Recruitment procedures, conducting of DPC proceedings and reservation in services, MACP	Employees from Admin	40	3	Internal
70	Work Related	Reservation Roster for PwBD	Employees from Admin	40	1	External
71	Work Related	Proactive Disclosure of information under RTI Act and Third Party Audit	Employees dealing with the subject	40	1	Internal/ External



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72	Work Related	Professional Skills for Nursing / Paramedical Staff	Employees from Medical Division	40	2	Internal
73	Work Related	Role of IO/PO in handling disciplinary cases	Group A and B (Gazetted and non gazetted)	40	3	Internal
74	Work Related	Workshop on e-Tendering-	Group A and B	40	2	Internal
75	Work Related	Workshop on Drafting of Tender Documents	Group A and B Gazetted	40	1	Internal/ External
76	Work Related	Workshop on Drafting of Charge Sheet	Group A and B (Gazetted and non gazetted)	40	1	Internal
86	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
87	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
88	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
89	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
90	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			

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91	Short Notice Programme	Short Notice Programme-programmes which are not provided for in the training calendar and requested by units	To be decided later			
92	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
93	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			
94	Short Notice Programme	Programmes which are not provided for in the training calendar and requested by units	To be decided later			