



भारत सरकार/Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
प्रशासनिक प्रशिक्षण संस्थान/ Administrative Training Institute



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संदर्भ : 1/पीसी- 39/2021-22/एटीआई/258

September 13, 2021

Sub : Refresher Programme for Stenographers and PA/PS- (PC 39)

प्रशासनिक प्रशिक्षण संस्थान निम्नलिखित कार्यक्रम का आयोजन कर रहा है। अनुरोध है कि इस कार्यक्रम में भाग लेने के इच्छुक कर्मचारियों के नामांकन शीघ्रताशीघ्र अग्रेषित करने का कष्ट करें :-

Administrative Training Institute is organizing the following programme. It is requested that the nominations of the interested officials may please be sent at the earliest:-

कार्यक्रम कोड तथा शीर्षक Programme Code & Title	PC-39 Refresher Programme for Stenographers and PAs/PSs
कार्यक्रम की अवधि Duration of Programme	22.09.2021 – 24.09.2021
लक्षित समूह / Target Group	Stenographers and PA/PS
भाग लेने वाली इकाइयां/ Participating Units	Constituent units and Aided Institutes
व्यापक सामग्री Broad Contents	Professional skills, General English, DAE Activities, Office Procedure and Record Management, Leave/LTC, Official Language , RTI , CCs(Conduct) etc.
आवेदन कैसे करे How to apply	(a) Heads of Unit / Admin Heads of Unit may nominate employees and thereafter advise them to submit their nomination through the google nomination form link given below. (b) Acceptance of Nomination shall be informed to the Sponsoring Authority / Admin Heads of Unit. (c) Training / Meet link will be sent to the Sponsoring Authorities concerned for onwards transmission to their nominated employees.
व्याख्याता / Faculty	Internal
नामांकन जमा करने के लिए लिंक Link for submitting nominations	Click on the link below; or Copy and paste the below text in the address bar of the browser https://docs.google.com/forms/d/e/1FAIpQLSdzevHPafqSOkV_sNttot9Gcu2W7f96OD-w5t95w71d60Zy5g/viewform
नामांकन प्राप्त करने की अंतिम तिथि Last date for receipt of nominations	17.09.2021
अभियुक्ति Remarks	The session will be conducted online. There is no restriction in the number of nominations from any Unit.

इसे निदेशक (एटीआई) के अनुमोदन से जारी किया जाता है /This has the approval of Dir(ATI).

(शबाना शाजहान/ Shabana Shajahan)
सहायक निदेशक (एटीआई)/Assistant Director (ATI)

1. सभी संबंधित इकाइयों के प्रमुख/Head of units concerned
2. सभी संबंधित इकाइयों के प्रशासनिक प्रमुख/Admin. Heads of units concerned