



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



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मुंबई / Mumbai-400094

संदर्भ : 1/पीसी-04/2020-21/एटीआई/25

February 10, 2021

Sub : Training Programme on Executive Secretarial Training (PC-04)

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	04 – <u>Executive Secretarial Training</u>
कार्यक्रम की अवधि Duration of Programme	March 01-02, 2021 (Monday - Tuesday) 0945 Hrs. to 1715 Hrs.
लक्षित समूह / Target Group	PA & Steno
भाग लेने वाली इकाइयां/ Participating Units	Constituent Units & Aided Institutes
विषय सामग्री Broad Content	DAE Activities, Time Management, Communication Skills, Writing Skills, Office Procedure, Admin. Rules, Conduct Rules etc.
आवेदन कैसे करे How to apply	Interested candidates may submit their nomination through the google link given below. The participants may keep their controlling officers informed about their participation in the training session.
ब्याख्याता / Faculty	External
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/1FAIpQLSfCGhRtNHm99DioUxDD60mnbIJ1Z_KxC9TrBKZZGwAEZiWqWg/viewform
नामांकन प्राप्त करने की अंतिम तिथि Last date for receipt of nominations	19-02-2021
अभियुक्ति Remarks	The session will be conducted online and hence participants are not required to come to ATI campus for attending the sessions. The accepted nominees will be intimated the detailed guidelines about how to download the app, how to connect to the session, etc. along with the confirmation letter. The nominations will be accepted on first come first served basis.

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

(राघवेन्द्र सिन्हा / Raghendra Sinha)

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