

Online Training for Head Assistants during 28/01/2021 – 03/02/2021

A 5 days online training for the Head Assistants of various Departments is being conducted from the 28th of January to the 3rd of February, 2021.

The topics being taken up for deliberation are the ones that the trainees would have to tackle in their day to day functions such as establishment functions, financial functions, e-office, HRMS, IFMS, WBHS, Death cum retirement benefits, purchase policies etc.

Communicative English will also be taught by the British Council. The course is designed to enhance both the skills and the attitude of the trainees. Hence we have also designed a topic on management and behavioral science.

The above mentioned training is being conducted through the LMS platform recently launched by the ATI. All the materials and other details are being uploaded in the LMS.

