



ZONAL TRAINING INSTITUTE, SOUTH ZONE
(A UNIT OF NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY)
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of labour – Government of India)
No.2, 15th MAIN ROAD, RANGANATHAN GARDENS,
PHONE: 044 - 2628 45 65, FAX – 044 2628 59 47
E-mail:ztisz@yahoo.co.in

No.ZTI/SZ/1(1)/2011-12/

Date: 26.04.2011

To

- 1.The ACCs(TN&KR),(KN&Goa),(AP&OR)
- 2.The RPFC – I,
All ROs of South Zone

Sir,

Sub: Training Calendar for the year 2011-12 – Sponsoring of Candidates –
Instructions – Reg.

The training calendar for Zonal Training Institute (SZ) for the year 2011-12 is enclosed. The following guidelines may please be adhered to while sponsoring trainees.

- i. Each newly recruited staff should be sponsored for the training programme on “Induction Course for SSAs” within the 1st year of his/her joining the organization.
 - ii. Regarding the training programme on Retirement Planning, please ensure that officials who are due to retire within next one year and who have given notice for Voluntary Retirement are only sponsored.
 - iii. Sl.No.18 is a programme intended for Employers/EPF Members. The dates may be circulated to the establishments under your jurisdiction on receipt of separate communication from this end.
 - iv. As regards programme on Skill development of MTAS, please note that, one programme is earmarked for each State and will be conducted at Zonal Training Institute (SZ). The number of participants for each region in the State will be intimated separately.
 - v. The programme on “Life Style Management” (Sl.No.17) is meant for officers and Staff of Zonal Training Institute (SZ) . Hence no trainees need be sponsored for this programme.
2. You are requested to ensure 100% participation level so that every official is given minimum of one training in two years.
 3. The officials who have earlier been sponsored for course specific/behavioural aspects need not be sponsored again for the same training programme.
 4. It may be ensured that the same officials are not sponsored for training frequently.

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5. It may be ensured that as far as possible staff working in respective functional area is sponsored. Officials due for superannuation by 31.03.2012 need not be sponsored for any training other than Retirement Planning.

6. Physically disabled officials who may not be in a position to undertake journey may be exempted from training on their specific request.

7. Since yoga class starts at 7.00 A.M. from the first day of training, trainees may be advised to reach the Zonal Training Institute (SZ) one day in advance.

8. The prescribed number of trainees for 13 Regions, for all the training programme except Sl.No.3, 10 will be as under:

REGION	TO BE SPONSORED
Hyderabad	2
Nizamabad	2
Guntur	3
Bangalore	2
Peenya	2
Mangalore	2
Gulbarga	2
Goa	1
Trivandrum	4
Chennai	3
Tambaram	2
Coimbatore	3
Madurai	2
TOTAL	30

9. For training programme at Sl.No.3, Induction Course for SSAs the number of trainees to be sent has already been informed vide this office letter No.ZTI/SZ/1(1)/2010-11/2628 to 2630 dated : 03.03.2011 upto May 2011.

10. For programme at Sl.No.10, the officials will be called for as and when the programme is Organized.

Encl: As above

Yours faithfully,

Sd./-

(KOUSALYA GANAPATHY)
REGIONAL P.F.COMMISSIONER – I

Copy to:

1.The Director,NATRSS

2.All SROs of South Zone

3.The RPFC(NDC)

By name to: Shri.Sanjay Kesari,RPFC-II

...with a request to place the training calendar in the official website of EPFO



TRAINING CALENDAR FOR THE YEAR 2011-2012

ZONAL TRAINING INSTITUTE (SOUTH ZONE), CHENNAI - NATRSS

For Group - B,C, Officials & Employers/ EPF Members

Sl.NO.	TRAINING PROGRAMME ON	APR.-11	MAY-11	JUN-11	JUL-11	AUG-11	SEP-11	OCT-11	NOV-11	DEC-11	JAN-12	FEB-12	MAR-12	TOTAL	Days	Total Days
Induction/Foundation Course																
01.	Induction course for EOs/AOs	18-29		06-17	18-29			10-21						04	10	40
02.	Induction course for SS											20-24		01	05	05
03.	Induction course for SSAs	25-06 AP	09-21	07-18 AP	04-15	01-12	05-16		14-25	19-30				16	10	160
			23-03	20-01	05-16 AP	02-13 AP	06-17									
			24-04 AP	21-02 AP			19-30									
Training Programme on Functional Area																
04.	Accounts								14-18			06-10		02	05	10
05.	Compliance										16-20			01	05	05
06.	Administration								21-24					01	05	05
07.	Pension					23-26				12-15				02	04	08
08.	Adm.Vigilance							31-04						01	05	05
09.	Financial Management										23-27			01	04	04
10.	Skills development of Multi Task Attendants								08-09 AP		09-10 KR		01-02 KN	04	02	08
											11-12 TN					
11.	EOs/AOs Refresher									12-16				01	05	05
12.	SCD							21						01	01	01
Training Programme on Behavioural Aspects & Managerial Development																
13.	Customer Relationship Management				18-22						02-06	13-17		03	05	15
14.	Personality Development		09-13						28-02		30-03			03	05	15
15.	Retirement Planning										03-05	27-29		02	03	06
16.	Gender Sensitisation							10-12					07-09	02	03	06
17.	Life Style Management	21											20	02	01	02
Workshops for Er/Ees of Exempted/Un-ex.estts.																
18.	Employers/EPF Members Un-Exempted					18-19		13-14		08-09			12-13	04	02	08
Total No.of Programmes		03	04	04	04	04	03	05	05	04	07	04	04	51		307