



पंडित दीनदयाल उपाध्याय  
राष्ट्रीय सामाजिक सुरक्षा अकादमी  
PANDIT DEENDAYAL UPADHYAYA  
NATIONAL ACADEMY OF SOCIAL SECURITY  
कर्मचारी भविष्य निधि संगठन, श्रम एवं रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' PROVIDENT FUND ORGANISATION  
MINISTRY OF LABOUR AND EMPLOYMENT  
GOVERNMENT OF INDIA



PDNASS/DIRECTOR/2023/06/08 / 1DD

DATED: 08-06-2023

To,

08 JUN 2023

1. ACC(HQ)/ACCs, Zonal Offices (ZOs)
2. ACC, Zonal Training Institutes (ZTIs)
3. RPFC-I, Regional Offices (ROs)

**Subject:** Induction training program for Direct Recruit (DR) EO-AOs recruited through UPSC-reg.

**Reference;**

1. HO Letter bearing number HRM-III/22(01)2018/11053, dated 30/09/2022
2. HO Letter bearing number HRM-III/22(01)2018/11963, dated 04/11/2022
3. HO Letter bearing number HRM-III/22(01)2018/14846, dated 15/12/2022
4. HO Letter bearing number HRM-III/22(01)2018/14939, dated 19/12/2022

**Respected Ma'am(s)/Sir(s),**

Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is conducting an induction training program for newly recruited DR AO-EOs. There are total 355 AO-EOs who are to be trained. These 355 AO-EOs have been divided into two batches. Batch-1 of 177 Trainees and Batch-2 of 178 Trainees.

2. The first phase of training will commence for **Batch-1 from 20<sup>th</sup> June 2023** in 4 Zonal Training Institutes (ZTIs) located at Faridabad, Ujjain, Chennai and Kolkata. The **Batch-2** will be trained **from 17<sup>th</sup> JULY 2023 TO 11<sup>th</sup> AUGUST 2023**.
3. The distribution of candidates in the 4 ZTIs is done as mentioned in Table-1.

**TABLE-1**

**DISTRIBUTION OF TRAINEES IN 4 ZTIs**

S.NO	ZONAL TRAINING INSTITUTE (ZTI)	TRAINING AO-EO LOAD PER ZTI	BATCH-1	BATCH-2
1	North Zone	103	52	51
2	South Zone	92	46	46
3	East Zone	55	27	28
4	West Zone	105	52	53
<b>Grand Total</b>		<b>355</b>	<b>177</b>	<b>178</b>

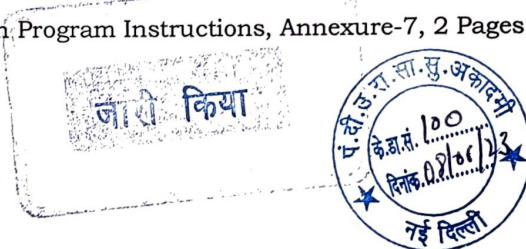
4. The list of participants for the training programme is enclosed as **Annexure-1**. The list is compiled as per information received from Zonal Offices. However, in case there is any error correction/update is required in any trainee data, same may please be brought to the notice of undersigned immediately.
5. **Session plan** for **Phase-1** of training program is attached as **Annexure-2**. Annexure-2 has details of all sessions proposed to be covered. ZTIs have the freedom to shift sessions without changing their names as per the faculty availability. Local Course Co-ordinator for each ZTIS, is attached as **Annexure-3**. Local Course Co-ordinator will be overall responsible for the smooth execution of induction training program in their respective ZTIs under the supervision of OIC and guidance of ACC.
6. All trainee officers need to be directed to register themselves on iGOT learning platform (<https://igotkarmayogi.gov.in/index.html#igotcourses>), and take the online courses mentioned in **Annexure-4**. These iGOT courses are pre-requisite for the trainee officers and they must complete them before coming for training.
7. The Induction Training Joining Formalities and instructions for the induction Course are being enclosed as **Annexure-5**. All trainees need to be directed to go through these instructions meticulously.
8. All the concerned Respected OICs are requested to kindly direct the nominated officer(s) posted in their respective Zones/Regional Offices to join the training program as per schedule mentioned therein. The details of respective ZTIs (**Annexure-6**) be shared with the trainees so that they report by 9 AM on 19<sup>th</sup> June 2023 (Monday). The inauguration program will be held on 20<sup>th</sup> June 2023 (Tuesday). Schedule for inauguration program is attached as **Annexure-7**.

9. A separate communication will be made for other phases of the induction training program shortly.

10. No exemption of any kind is permissible. In exceptional circumstances if they so require prior approval of undersigned may please be obtained.

**Enclosed;**

1. List of Participants, Annexure-1, 7 Pages
2. Session Plan, Annexure-2, 11 Pages
3. Course Co-ordinator of ZTIs, Annexure-3, 2 Pages
4. iGOT Karmayogi Online Courses, Annexure-4, 13 Pages
5. Training Joining Formalities and Instructions, Annexure-5, 18 Pages
6. Contact details and address of ZTIs, Annexure-6, 2 Pages
7. Inauguration Program Instructions, Annexure-7, 2 Pages



**Regards,**

**(S K AGGARWAL)**  
ACC (HQ)  
DIRECTOR, PDNASS

**Copy for information to,**

1. PA to CPFC
2. All Officers of PDNASS

**Regards,**

**(S K AGGARWAL)**  
ACC (HQ)  
DIRECTOR, PDNASS

**ANNEXURE-I**  
**BATCH-1 & BATCH-2**

S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
1	AD240497031200123	ABINASH SHARMA	DES RAJ	EO/AO	SILIGURI	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
2	AC100588121230123	ALOK KUMAR VERMA	CHANORA SHEKHAR	EO/AO	PATNA	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
3	AA180890075170223	ARKATEJ GANGULY	ANUP KUMAR GANGULY	EO/AO	KOLHAPUR	MAHARASHTRA (PUNE)	EAST ZONE	1
4	AR060795125230123	ARVIND YADAV	RAJNATH YADAV	EO/AO	BANDRA	MUMBAI-I (BANDRA)	EAST ZONE	1
5	AP141194090270223	AVIK VIDYANTA	PURNENDU VIDYANTA	EO/AO	BARRACKPORE	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
6	AD201096093230123	AVINASH DASHRATH JADHAO	DASHRATH	EO/AO	NASIK	MAHARASHTRA (PUNE)	EAST ZONE	1
7	BB121093106250123	BAPATLA MANOJ KUMAR	BAPATLA YESUPADAM	EO/AO	PATANCHERU	TELANGANA (HYDERABAD)	EAST ZONE	1
8	DS260994028200123	DEBOPAM DE	SAMIR DE	EO/AO	HOWRAH	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
9	KK270385004200123	KAMEI ACHAMLU	KAMEI NAMKAOLUNG	EO/AO	SHILLONG	NER (GUWAHATI)	EAST ZONE	1
10	MR200193092200123	MANISH KUMAR	RAM PRAVESH SINGH	EO/AO	PORT BLAIR	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
11	MM201092099200123	MOHAMMAD SHAHID	MOHAMMAD NIZAMUDDIN ANSARI	EO/AO	PARK STREET	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
12	NR030393116200123	NEERAJ KUMAR	RAM BACHAN SHARMA	EO/AO	BHUBANESHWAR	ODISHA (BHUBANESHWAR)	EAST ZONE	1
13	PS170993041200123	PANKAJ GUPTA	SUMER PRASAD GUPTA	EO/AO	ROURKELA	ODISHA (BHUBANESHWAR)	EAST ZONE	1
14	RB030993083200123	RAHUL BARNWAL	BIRENDRA KUMAR BARNWAL	EO/AO	NOT AVAILABLE	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
15	RS110193036230123	RAJEEV RANJAN	SANJAY KUMAR	EO/AO	BHAGALPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
16	RB250496123230123	ROHIT SAH	BADRI SAH	EO/AO	KEONJHAR	ODISHA (BHUBANESHWAR)	EAST ZONE	1
17	SG020395097270123	SAMOM DEEPAK SINGH	S BIRJIT SINGH	EO/AO	AGARTALA	NER (GUWAHATI)	EAST ZONE	1
18	SN101293122270123	SAMUEL CHINSONMUNG	N NEHSIAL	EO/AO	TINSUKIA	NER (GUWAHATI)	EAST ZONE	1
19	SY170491128200123	SANKALP KUMAR	YOGENDRA SINGH	EO/AO	GUWAHATI	NER (GUWAHATI)	EAST ZONE	1
20	SN021093091200123	SARBANI MOHAPATRA	NIHAR RANJAN MOHAPATRA	EO/AO	DURGAPUR	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	1
21	SS280793074020223	SHASHI KUMAR SAHA	SHANKAR PRASAD SINHA	EO/AO	RANCHI	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
22	SS060191095230123	SHUBHAM SAMEER	SHIVAJEE PRASAD SINGH	EO/AO	JAMSHEDPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
23	SS210696107230123	SINGURU KRISHNA CHAITANYA	SINGURU RANGANAIKULU	EO/AO	VISAKHAPATNAM	ANDHRA PRADESH (VIJAYWADA)	EAST ZONE	1
24	SR040294095100223	SUMIT GHOSH	RAM PRASAD GHOSH	EO/AO	JAMSHEDPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
25	SS301290072230123	SUMIT THAKUR	SATANJIB THAKUR	EO/AO	MUZAFFARPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
26	SC260994074230123	SUNNY SAHAY	CHANDRA MOHAN SAHAY	EO/AO	RANCHI	BIHAR & JHARKHAND (PATNA)	EAST ZONE	1
27	VS100899033240123	VISHAL KUMAR	SATYAVEERSINGH	EO/AO	GUNTUR	ANDHRA PRADESH (VIJAYWADA)	EAST ZONE	1
28	AB180894086200123	AAKASH VERMA	BABULAL VERMA	EO/AO	LUDHIANA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
29	AA220197049300123	ADITYA JOSHI	ANIL KUMAR JOSHI	EO/AO	HALDWANI	DELHI & UTTARAKHAND	NORTH ZONE	1
30	AK030995094200123	AJAY KUSHWAHA	KASHIRAM KUSHWAHA	EO/AO	KANPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
31	AJ141194105200123	AJAY PRATAP SINGH	JOGENDRA SINGH	EO/AO	AGRA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
32	AS291296016230123	AKSHAY	SUKHBIR SINGH	EO/AO	KARNAL	HARYANA	NORTH ZONE	1
33	AS111096089230122	AKSHAY KUMAR	SANJAY KUMAR	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	1
34	AB130399098230123	AMAN KASHYAP	BAIJU PRASAD	EO/AO	DELHI SOUTH	DELHI & UTTARAKHAND	NORTH ZONE	1
35	AM171194081230123	ANKIT THAPLIYAL	MANGAL MOHAN THAPLIYAL	EO/AO	DEHRADUN	DELHI & UTTARAKHAND	NORTH ZONE	1
36	AA121291145230123	ANSHUMAAN GOEL	A K GOEL	EO/AO	GURGAON (WEST)	HARYANA	NORTH ZONE	1
37	AB030193145230123	ASHOK KUMAR MEGHWAL	BANNARI LAL	EO/AO	GURGAON (WEST)	HARYANA	NORTH ZONE	1
38	AR210791086200123	ASHWANI YADAV	RAM NIWAS	EO/AO	LUDHIANA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
39	AB060292094200123	ATUL CHAUHAN	BALCHAND CHAUHAN	EO/AO	KANPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
40	AR161196057200123	AVNEESH KUMAR MEENA	RISHIKESH MEENA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
41	BR100797112230123	BISHNU SHARMA	RAVENDRA KUMAR SHARMA	EO/AO	DELHI (EAST)	DELHI & UTTARAKHAND	NORTH ZONE	1
42	DS080795057230123	DEEPAK MEENA	SHRIRAM MEENA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
43	GR180995057200123	GAJANAND MEENA	RAMLAL MEENA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
44	GR071293048230123	GAURAV ARORA	RAMESH KUMAR ARORA	EO/AO	GURGAON	HARYANA	NORTH ZONE	1
45	KR270191078100423	KARAMBIR SINGH	RAJENDER SINGH	EO/AO	AMRITSAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
46	KS300693078240123	KIRAN	SATPAL	EO/AO	AMRITSAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
47	MM121297048250123	MD SARFARAZ ALAM	MD SHAMSUL HODA	EO/AO	GURGAON	HARYANA	NORTH ZONE	1
48	NK010895030230123	NAVEEN	KULDEEP SINGH	EO/AO	JALANDHAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
49	NK290594088200123	NIKHIL TIWARI	KAMALESH KUMAR TIWARI	EO/AO	MEERUT	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
50	PL040993043200123	PRASHANT SRIVASTAVA	LALLAN LAL SRIVASTAVA	EO/AO	BAREILLY	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
51	PR210292118200123	PUSHPENDER SHEORAN	RAM KAPOOR	EO/AO	FARIDABAD	HARYANA	NORTH ZONE	1
52	RD020290143230123	RAHUL SINGH	DEEPIKA SINGH	EO/AO	DELHI (CENTRAL)	DELHI & UTTARAKHAND	NORTH ZONE	1
53	RR300991043200123	RAJAN HARDAHA	RAJENDRA KUMAR HARDAHA	EO/AO	BAREILLY	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
54	RR290496048230123	RAJAT SINGH	RAHUL CHAUDHRI	EO/AO	GURGAON	HARYANA	NORTH ZONE	1
55	RS030790105250123	RAJNEESH DIXIT	SURESH NARAIN DIXIT	EO/AO	AGRA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
56	RB210789088200123	RAM BABU YADAV	BASANT LAL YADAV	EO/AO	MEERUT	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
57	RR270991089230123	RAMAN KUMAR MEENA	RAM CHARAN MEENA	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	1
58	RR110591089230123	RAMKRISHAN SAINI	RAJINDER PRASAD SAINI	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	1
59	RR200592142300123	RAVINDRA KUMAR MEENA	RAM DAYAL MEENA	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	1



S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
60	RK160699027230123	RISHABH SARCAIK	KEWAL RAM	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
61	RK160699056230123	RITESH SARCAIK	KEWAL RAM	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
62	RA201195057200123	RONAK ASHARAM MEENA	ASHARAM MEENA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
63	SR291192086230123	SAGAR TANDON	RADHEY SHYAM TANDON	EO/AO	LUDHIANA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
64	SH150788087200123	SANDEEP KUMAR SINGH	HARIBANSH SINGH	EO/AO	LUCKNOW	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
65	SM180792078240123	SANGEETA YADAV	MANPHOOL SINGH	EO/AO	AMRITSAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
66	SK081293056240123	SANJIV YADAV	KRISHAN KUMAR	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
67	SL041092088200123	SANTOSH KUMAR YADAV	LAKSHIRAM YADAV	EO/AO	MEERUT	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
68	SB100791057200123	SHAIENDRA ARYA	BALAK RAM ARYA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
69	SM100595027270123	SHIVAM VATS	MANISH KUMAR	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
70	SN021094027270123	SONU SINGH YADAV	NANDLAL SINGH YADAV	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
71	SN090992145230123	SUDHANSHI SHAKYA	NARENDRA SINGH SHAKYA	EO/AO	GURGAON (WEST)	HARYANA	NORTH ZONE	1
72	SS170596087200123	SUMIT SONI	SANTOSH KUMAR SONI	EO/AO	LUCKNOW	UTTAR PRADESH (KANPUR)	NORTH ZONE	1
73	TD201292089220523	TARUN AGGRAWAL	NOT AVAILABLE	EO/AO	DELHI (CENTRAL)	DELHI & UTTARAKHAND	NORTH ZONE	1
74	VA300790089230123	VIKAS ANAND	ARBIND KUMAR SINHA	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	1
75	VM230593142230123	VIKASH KUMAR	MAHESH CHANDRA	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	1
76	VB301297118200123	VIKASH KUMAR	BALWANT YADAV	EO/AO	FARIDABAD	HARYANA	NORTH ZONE	1
77	VI200694142230123	VIVEK KUMAR	INDRA DEO	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	1
78	VR090294030230123	VIVEK YADAV	RAJ SINGH	EO/AO	JALANDHAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	1
79	ZS050295081240123	ZAKI ANWAR NAQVI	SYED NASEEM AKHTAR NAQVI	EO/AO	DEHRADUN	DELHI & UTTARAKHAND	NORTH ZONE	1
80	AA240695141200123	A C M ABINESH KUMAR	A C MOHAN	EO/AO	CHENNAI (SOUTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
81	AR280296060240123	ALOK DIXIT	RAJ KISHORE DIXIT	EO/AO	K R PURAM (WHITEFIELD)	BENGALURU	SOUTH ZONE	1
82	AR250395021060223	ANKUR	RAMESH KUMAR	EO/AO	HUBLI	KARNATAKA & GOA	SOUTH ZONE	1
83	AA160892009200123	ARJIT DUBEY	ARVIND KUMAR DUBEY	EO/AO	KOZHIKODE (CALICUT)	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
84	BA050691108200123	BALAJI A	A RAGHUNATHA	EO/AO	MYSORE	KARNATAKA & GOA	SOUTH ZONE	1
85	BJ290196059200123	BALAJI J	J JAMBUKESAN	EO/AO	NAGERCOIL	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
86	BB020293135240123	BANOTH KETHAN	BANOTH HACHYA	EO/AO	HYDERABAD (MADHAPUR)	TELANGANA (HYDERABAD)	SOUTH ZONE	1
87	BG020894029250123	BHARATH G	GANGARAJU	EO/AO	MANGALORE	KARNATAKA & GOA	SOUTH ZONE	1
88	BB010195139270123	BHUPENDER YADAV	BALWANT SINGH	EO/AO	BENGALURU (KORAMANGALA)	BENGALURU	SOUTH ZONE	1
89	BB231092038200123	BOKKA RAVIKIRAN REDDY	BOKKA SANJEEVA REDDY	EO/AO	TAMBARAM	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
90	BK170491037200123	BRIJESH MEENA	KAMOL SINGH MEENA	EO/AO	PUDUCHERRY	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
91	BH081293141200123	BUVANESH S H	HEMANTH KUMAR E	EO/AO	CHENNAI (SOUTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
92	CS170894047200123	CHAITHANYA PAUL NAKKA	SAMUEL PAUL NAKKA	EO/AO	CHENNAI (NORTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
93	CB170194141200123	CHANCHAL PANWAR	BHAGWATI PRASAD PANWAR	EO/AO	CHENNAI (SOUTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
94	DM100794100200123	DANISH ANSARI	MASHKOOR HUSAIN ANSARI	EO/AO	THIRUVANANTHAPURAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
95	DT150794014200123	DEEPAK KUMAR SINGH	TEJNARAYAN SINGH	EO/AO	SHIMOGA	KARNATAKA & GOA	SOUTH ZONE	1
96	GP101195082200123	GOKUL SURESH	P K SURESH	EO/AO	KANNUR	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
97	HK100690138200123	HARISH M	K MANJANNA	EO/AO	BENGALURU (ELECTRONIC CITY)	KARNATAKA & GOA	SOUTH ZONE	1
98	KK260695032200123	KADAGURI PRAVEEN KUMAR	KADAGURI PAKKERAPPA	EO/AO	RAICHUR	KARNATAKA & GOA	SOUTH ZONE	1
99	KN191094114270123	KADAM AJAY NAGSEN	NAGSEN DHONDIRAM KADAM	EO/AO	SALEM	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
100	KG050989076200123	KAMRAN NEMANI	GHULAM NEMANI	EO/AO	TRICHY	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
101	MM270896133230123	KRISHNA KUMARI	MANGLA RAM	EO/AO	YELAHANKA	BENGALURU	SOUTH ZONE	1
102	KR280293127270123	KULDEEP SINGH	RAMESH KUMAR	EO/AO	TUMKUR	BENGALURU	SOUTH ZONE	1
103	MR150780005200123	MANOJ KUMAR	RAMSWAROOP	EO/AO	COIMBATORE	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
104	MM140595012230123	MARRU AKHIL	MARRU VENKATESHWAR RAO	EO/AO	GULBARGA	KARNATAKA & GOA	SOUTH ZONE	1
105	MM141193134230123	MIDDE NIKHIL CHANDRA	M J V BHASKAR RAO	EO/AO	HYDERABAD (BARKATPURA)	TELANGANA (HYDERABAD)	SOUTH ZONE	1
106	MA150197085230123	MOHAN YADAV	ASENDER KUMAR YADAV	EO/AO	MADURAI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
107	NM260794077200123	NIDHI M	MANJAPPA D	EO/AO	PEENYA	BENGALURU	SOUTH ZONE	1
108	PP020996026230123	PATIL AKSHAY MANILAL	PATIL MANILAL BABURAO	EO/AO	KOLLAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
109	PP050794058200123	PATIL RAHUL MADHUKAR	PATIL MADHUKAR RAGHUNATH	EO/AO	AMBATTUR	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
110	PP131294120200123	PREETHU T J	PRETHULACHANDRAN T K	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
111	PH200594137240123	PRINCE BHALLA	H K BHALLA	EO/AO	BENGALURU (MALLESWARAM)	BENGALURU	SOUTH ZONE	1
112	RE031292110230123	RAMESHWARA RAO GUPTA P D	ESWARAIAH P	EO/AO	KADAPA	ANDHRA PRADESH (VIJAYWADA)	SOUTH ZONE	1

S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
113	RO160398005200123	RAVINDRA SINGH	OMVEER SINGH	EO/AO	COIMBATORE	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
114	RR060395080230123	RAYAGIRI LOKESH	RAYAGIRI SRINIVASA MURTHY	EO/AO	MYSORE ROAD	BENGALURU	SOUTH ZONE	1
115	SM190395141050423	SABA PARVEEN	MOHD MUZAMMIL	EO/AO	CHENNAI SOUTH	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
116	SJ040295002010223	SACHIN LOHCHAB	JAIPAL SINGH	EO/AO	CHIKMAGALUR	KARNATAKA & GOA	SOUTH ZONE	1
117	SP030292053200123	SHREYASH PAL	PUTTAN LAL PAL	EO/AO	TIRUNELVELI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	1
118	SN111193007200123	SKANDA KUMARA N N	NAGARAJA N R	EO/AO	BELLARY	KARNATAKA & GOA	SOUTH ZONE	1
119	SR090491060240123	SRIJAN KAR	RATAN KUMAR KAR	EO/AO	K R PURAM (WHITEFIELD)	BENGALURU	SOUTH ZONE	1
120	SW110997047200123	SUBAM RAJ W	WAKIL PRASAD	EO/AO	CHENNAI (NORTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	1
121	SM221294136200123	SUSMITA TARAFDAR	MANTU KUMAR TARAFDAR	EO/AO	BENGALURU (CENTRAL)	BENGALURU	SOUTH ZONE	1
122	SR250997025250123	SWATI UDDEY	RAMKRISHNA UDDEY	EO/AO	KOTTAYAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
123	UA010294025200123	UNNIKRISHNAN A K	AMPATTU ASHOK KUMAR	EO/AO	KOTTAYAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
124	VS300195120230123	VINITA YADAV	SEDURAM YADAV	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
125	ZA260693100200123	ZUBIN ABY KURIAN	ABY C KURIAN	EO/AO	THIRUVANANTHAPURAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	1
126	AS100396039200123	ABHINAV SONI	SHRIKRISHNA SONI	EO/AO	BHOPAL	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
127	AM020490151250123	ADWAIT SINGH CHOUHAN	MAHENDRA SINGH CHOUHAN	EO/AO	KANDIVALI EAST	MUMBAI-II (THANE)	WEST ZONE	1
128	AK101193035230123	AKASH CHATTERJEE	KUMAR SUROJIT CHATTERJEE	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	1
129	AM161096035230123	AKASH JHA	MIHIR KUMAR JHA	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	1
130	AS100191001200123	AKSHAY KUMAR MISRA	SATGURU MISHRA	EO/AO	VASHI	MUMBAI-II (THANE)	WEST ZONE	1
131	AD090397050200123	AMAN SEVADA	DWARAKA PRASAD SHARMA	EO/AO	ALWAR	RAJASTHAN (JAIPUR)	WEST ZONE	1
132	AA070393062200123	ANIMESH KUMAR SINHA	ARVIND KUMAR SINHA	EO/AO	INDORE	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
133	AG231296096230123	ANISH GIRISH JOSHI	GIRISH BINDURAO JOSHI	EO/AO	AURANGABAD	MAHARASHTRA (PUNE)	WEST ZONE	1
134	AR100292073200123	ANUJ KUMAR CHAUDHARY	RAJESH KUMAR CHAUDHARY	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	1
135	AB110790011200123	ASHISH KODAP	BAL MUKUND VERMA	EO/AO	UDAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	1
136	AM120494035230123	ASHWANI PALAWAT	MAHENDRA SINGH PALAWAT	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	1
137	AK190595001200123	AVNEESH KAUSHIK	KAILASH CHANDRA KAUSHIK	EO/AO	VASHI	MUMBAI-II (THANE)	WEST ZONE	1
138	CH190796050200123	CHANDRAVEER GURJAR	HARDAYAL GURJAR	EO/AO	JAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	1
139	DM100795035230123	DEEPAK KUMAR MEENA	MATHURA LAL MEENA	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	1
140	DC051190023020323	DEEPAK RANA	CHAND KIRAN	EO/AO	VADODARA	GUJARAT (AHMEDABAD)	WEST ZONE	1
141	DR260998008200123	DEEPTI CHOUDHARY	RAJVIR SINGH	EO/AO	BHARUCH	GUJARAT (AHMEDABAD)	WEST ZONE	1
142	DD090895148200123	DHRUV D AGARWAL	DINESH KUMAR GUPTA	EO/AO	RO MUMBAI-3 (NARIMAN POINT)	MUMBAI-I (BANDRA)	WEST ZONE	1
143	HM260192003240123	HITESH KUMAR TIWARI	MOHAN LAL TIWARI	EO/AO	GWALIOR	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
144	KB181095073200123	KAMBLE SANKET BHIMRAO	BHIMRAO V KAMBLE	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	1
145	KJ160395117200123	KANISHK BHUKAR	JITENDRA KUMAR BHUKAR	EO/AO	GOA	KARNATAKA & GOA	WEST ZONE	1
146	KS091295125200123	KUNDAN SANTOSH HIRE	SANTOSH SAHEBRAO HIRE	EO/AO	BANDRA	MUMBAI-I (BANDRA)	WEST ZONE	1
147	MS241090067230123	MANISH YADAV	S R YADAV	EO/AO	VAPI	GUJARAT (AHMEDABAD)	WEST ZONE	1
148	MR240693155230123	MAULIK R THAKKAR	ROHITKUMAR THAKKAR	EO/AO	PUNE (AKURDI)	MAHARASHTRA (PUNE)	WEST ZONE	1
149	MV250693119250123	MESHRAM VAIBHAV VASANT	VASANT MANGAL MESHRAM	EO/AO	KANDIVALI	MUMBAI-II (THANE)	WEST ZONE	1
150	MN230995153250123	MURGENDRA NANASO GHULANAWAR	NANASO GHULANAWAR	EO/AO	THANE (SOUTH)	MUMBAI-II (THANE)	WEST ZONE	1
151	MS221292151240123	NIKHIL SUNIL MALVIYA	SUNIL RAMKISAN MALVIYA	EO/AO	KANDIVALI EAST	MUMBAI-II (THANE)	WEST ZONE	1
152	NV011095119230123	NIKUMBH BHAVESH VISHWARUP	VISHWARUP DEVIDAS NIKUMBH	EO/AO	KANDIVALI	MUMBAI-II (THANE)	WEST ZONE	1
153	NV140793067230123	NISHIT KUMAR	VIJAY KUMAR SINGH	EO/AO	VAPI	GUJARAT (AHMEDABAD)	WEST ZONE	1
154	NS280197035230123	NITISH KUMAR	SUNIL KUMAR	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	1
155	OD140192149200123	OM ADITYA	DIPAK KUMAR VERMA	EO/AO	RO MUMBAI-4 (POWAI)	MUMBAI-I (BANDRA)	WEST ZONE	1
156	PR250593023010223	PANDEY PANKAJ KUMAR RAMKUMAR	RAM KUMAR	EO/AO	VADODARA	GUJARAT (AHMEDABAD)	WEST ZONE	1
157	PN060797015230123	PAWAN KUMAR SHARMA	NIRANJAN PRASAD SHARMA	EO/AO	NARODA	GUJARAT (AHMEDABAD)	WEST ZONE	1
158	PS260891148270123	PIYUSH	SUNIL KUMAR KANTH	EO/AO	BANDRA-III (NARIMAN POINT) (EAST)	MUMBAI-I (BANDRA)	WEST ZONE	1
159	PR110899023240123	POOJA KHYALIA	RAJPAL KHYALIA	EO/AO	VADODARA	GUJARAT (AHMEDABAD)	WEST ZONE	1
160	PM200497063200123	PRADEEP KUMAR GARG	MUKESH CHAND GARG	EO/AO	JODHPUR	RAJASTHAN (JAIPUR)	WEST ZONE	1
161	PR220990034250123	PRANAY PATHAK	RAJIV PATHAK	EO/AO	SURAT	GUJARAT (AHMEDABAD)	WEST ZONE	1
162	PU260494125230123	PRASHANT ULHAS KULKARNI	ULHAS BALWANT KULKARNI	EO/AO	BANDRA	MUMBAI-I (BANDRA)	WEST ZONE	1
163	RD010197046230123	RAM NIWAS SINWAR	DANA RAM SINWAR	EO/AO	RAJKOT	GUJARAT (AHMEDABAD)	WEST ZONE	1
164	RJ150895011200123	RAMRAJ MEENA	JAGANNATH MEENA	EO/AO	UDAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	1
165	RK010791155230123	ROHIT KUMAR VERMA	KISHORE KUMAR VERMA	EO/AO	PUNE (AKURDI)	MAHARASHTRA (PUNE)	WEST ZONE	1
166	SM110991073200123	SAMYAK KAIN	MADAN LAL KAIN	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	1
167	SS170194152230123	SANKET SADASHIV PATIL	SADASHIV DADU PATIL	EO/AO	THANE NORTH	MUMBAI-II (THANE)	WEST ZONE	1
168	SS190892034240123	SHASHANK SINGH	SHIV SINGH	EO/AO	SURAT	GUJARAT (AHMEDABAD)	WEST ZONE	1

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169	SY030896070130223	SHOAIB UR REHMAN	YASEEN UR REHMAN	EO/AO	JABALPUR	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
170	SL020795020230123	SHUBHAM MAHORE	L P MAHORE	EO/AO	UJJAIN	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
171	SR260294151230123	STUTI VERMA	RAJENDRA PRASAAD	EO/AO	KANDIVALI EAST	MUMBAI-II (THANE)	WEST ZONE	1
172	SG301093153250123	SWAROOP GHANSHAM PUNSE	GHANSHAM PUNSE	EO/AO	THANE (SOUTH)	MUMBAI-II (THANE)	WEST ZONE	1
173	VA080897111200123	VAIBHAV KUMAR	AKHILESH KUMAR SINGH	EO/AO	NAGPUR	MAHARASHTRA (PUNE)	WEST ZONE	1
174	VB090695008200123	VIRENDRA KUMAR PAL	BENI PRASAD PAL	EO/AO	BHARUCH	GUJARAT (AHMEDABAD)	WEST ZONE	1
175	VC140191046230123	VIVEK KUMAR	CHETLAL MAHTO	EO/AO	RAJKOT	GUJARAT (AHMEDABAD)	WEST ZONE	1
176	YR020793045270123	YOGESH KHERAJANI	RAM CHANDRA KHERAJANI	EO/AO	KOTA	RAJASTHAN (JAIPUR)	WEST ZONE	1
177	YY021092010250123	YOGITA SAHU	YASHWANT RAM SAHU	EO/AO	SAGAR	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	1
178	AG020593125010223	AMAN	GORAKH NATH SINGH	EO/AO	BANDRA	MUMBAI-I (BANDRA)	EAST ZONE	2
179	AS251090121230123	AMIT KUMAR	SURENDRA NATH GUPTA	EO/AO	PATNA	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
180	AJ100893095240123	ANSHU PATEL	JAWAHAR PATEL	EO/AO	JAMSHEDPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
181	AN291094041200123	ARNAB ACHARYA	NTTYANANDA ACHARYA	EO/AO	ROURKELA	ODISHA (BHUBANESHWAR)	EAST ZONE	2
182	AM050196095270123	AVINASH KUMAR	MADHUKANT MADHU	EO/AO	JAMSHEDPUR	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
183	BB200793017250123	BEHERA GIRIDHAR	BEHERA SIMHACHALAM	EO/AO	RAJAHMUNDRY	ANDHRA PRADESH (VIJAYWADA)	EAST ZONE	2
184	GG270595018230123	G PRASHANTH	G YADAAIAH	EO/AO	WARANGAL	TELANGANA (HYDERABAD)	EAST ZONE	2
185	GG050192054230123	GUDEPU NARESH	GUDEPU RAMULU	EO/AO	KARIMNAGAR	TELANGANA (HYDERABAD)	EAST ZONE	2
186	JJ190694093250123	JUNAIDKHAN JAFARKHAN PATHAN	JAFARKHAN	EO/AO	NASIK	MAHARASHTRA (PUNE)	EAST ZONE	2
187	KK240996033230123	KAMINENI ANAND BABU	KAMINENI MOHAN RAO	EO/AO	GUNTUR	ANDHRA PRADESH (VIJAYWADA)	EAST ZONE	2
188	KK120195138200123	KOUSHIK BISWAS	KHOKAN BISWAS	EO/AO	BENGALURU (ELECTRONIC CITY)	KARNATAKA & GOA	EAST ZONE	2
189	KK121291101200123	KUMAR RISHAV	KASHI BISHWANATH JHA	EO/AO	KOLKATA	WB, A&N ISLANDS & SIKKIM (KOLKATA)	EAST ZONE	2
190	KV070595116230123	KUNDAN KUMAR	VINOD KUMAR SINGH	EO/AO	BHUBANESHWAR	ODISHA (BHUBANESHWAR)	EAST ZONE	2
191	MR121191116250123	MANISH KUMAR	RAJBIR SINGH	EO/AO	BHUBANESHWAR	ODISHA (BHUBANESHWAR)	EAST ZONE	2
192	NM130196074130223	NITISH KUMAR	MANTU CHAUDHARY	EO/AO	RANCHI	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
193	PN270397116200123	PRASHANT KUMAR	NARESH SHARMA	EO/AO	BHUBANESHWAR	ODISHA (BHUBANESHWAR)	EAST ZONE	2
194	PD090995074230123	PRAVENDRA KUMAR	DHARMRAJ	EO/AO	RANCHI	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
195	RN120890044230123	RAGHAVENDER K	NARSIMHULU K	EO/AO	NIZAMABAD	TELANGANA (HYDERABAD)	EAST ZONE	2
196	RS010195121230123	RIDDHI SINGH	SHAILENDRA KUMAR SINGH	EO/AO	PATNA	BIHAR & JHARKHAND (PATNA)	EAST ZONE	2
197	RN081094116200123	ROHIT KUMAR CHOUDHARY	NAWAL KISHORE CHOUDHARY	EO/AO	BHUBANESHWAR	ODISHA (BHUBANESHWAR)	EAST ZONE	2
198	SN291292109270123	SAI TEJA KATLAGUNTA	NAGA MALLESWARA RAO KATLAGUNTA	EO/AO	KUKATPALLY	TELANGANA (HYDERABAD)	EAST ZONE	2
199	SP230590024250123	SHRISH PRATIN PATTALWAR	PRATIN RAJENDRA PATTALWAR	EO/AO	AKOLA	MAHARASHTRA (PUNE)	EAST ZONE	2
200	SM220394069230123	SHUBHAM MOHAN DERE	MOHAN BHANUDAS DERE	EO/AO	SOLAPUR	MAHARASHTRA (PUNE)	EAST ZONE	2
201	SN310191128200123	SOYO NINGSHEN	NINGSHEN NGATHINGKHUI	EO/AO	GUWAHATI	NER (GUWAHATI)	EAST ZONE	2
202	TT260491107230123	TANAKALA PUNAM SIVA SURYA PRAVEEN	TANAKALA VENKATARAMANA	EO/AO	VISAKHAPATNAM	ANDHRA PRADESH (VIJAYWADA)	EAST ZONE	2
203	UU310795123200123	UTSAB CHANDA	UTTAM CHANDA	EO/AO	KEONJHAR	ODISHA (BHUBANESHWAR)	EAST ZONE	2
204	VS101096102230123	VIPUL DAGAR	SOMBIR DAGAR	EO/AO	VATWA	GUJARAT (AHMEDABAD)	EAST ZONE	2
205	VK190895061230123	VIRENDRA TANDEKAR	KUNDAN TANDEKAR	EO/AO	SIDDIPET	TELANGANA (HYDERABAD)	EAST ZONE	2
206	AS210492145250123	ABHILASH	SATISH CHANDRA	EO/AO	GURGAON (WEST)	HARYANA	NORTH ZONE	2
207	AA300492051270123	ABHISHEK SISODIA	ALOK KUMAR SINGH	EO/AO	ROHTAK	HARYANA	NORTH ZONE	2
208	AS191295056230123	AGRIT TYAGI	SUNIL KUMAR TYAGI	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
209	AR020988143230123	AJAY CHAUHAN	RAMPHAL CHAUHAN	EO/AO	DELHI (CENTRAL)	DELHI & UTTARAKHAND	NORTH ZONE	2
210	AP301090056230123	AKSHYA KUMAR	PREETAM SINGH	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
211	AK150995118200123	ALOK KUMAR PANDEY	KAMESHWAR PANDEY	EO/AO	FARIDABAD	HARYANA	NORTH ZONE	2
212	AA251292142230123	ANKIT SRIVASTAVA	ANAND KUMAR SRIVASTAVA	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	2
213	AC010790088200123	ANKUR YADAV	CHANDRA BHANU YADAV	EO/AO	MEERUT	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
214	AJ061295016230123	ANNU SHARMA	JAIBHAGWAN SHARMA	EO/AO	KARNAL	HARYANA	NORTH ZONE	2
215	AL150193040200123	ANUBHAV CHANDRA	LALLAN RAM	EO/AO	GORAKHPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
216	AJ240396027030423	ANURAG KATARA	JAGDISH PRASAD KATARA	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
217	AY220694086010223	ANUSHREE	YOGESH R	EO/AO	LUDHIANA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
218	AR120197089010223	ASAD RAIS	RAIS KHAN	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	2
219	AY020794057200123	ASHISH YADAV	YOGENDRA SINGH YADAV	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
220	AS130590118230123	ASHUTOSH KUMAR SINGH	SATISH KUMAR SINGH	EO/AO	FARIDABAD	HARYANA	NORTH ZONE	2
221	AK100595040200123	ATUL VERMA	KEDAR NATH VERMA	EO/AO	GORAKHPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
222	DR050195057200123	DINESH KUMAR MISHRA	RAMESH KUMAR MISHRA	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
223	GB070194030020223	GULABDEEP SINGH THIND	BALJIT SINGH THIND	EO/AO	JALANDHAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
224	HS030194057200123	HEMANT KUMAR SINGH KUTAR	SHIV PRASAD KUTAR	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
225	JS140794078230123	JALAJ KASHYAP	SHYAM KISHORE SINGH	EO/AO	AMRITSAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
226	KB280695078230123	KARANBIR SINGH MANN	BIKERMJIT SINGH MANN	EO/AO	AMRITSAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
227	KR010192098230123	KULDEEP SINGH	RANA PRATAP SINGH	EO/AO	DELHI SOUTH	DELHI & UTTARAKHAND	NORTH ZONE	2



S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
228	KR210895030300123	KUMKUM MEENA	RAMCHANDAR MEENA	EO/AO	JALANDHAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
229	KV050492098230123	KUNWAR VIKRAM SINGH	VINAY KUMAR SINGH	EO/AO	DELHI SOUTH	DELHI & UTTARAKHAND	NORTH ZONE	2
230	MV150695086020323	MAHAKTA MEENA	VIJAY KUMAR MEENA	EO/AO	LUDHIANA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
231	MP231094087200123	MAHENDRA PRATAP SINGH	PRAHLAD SINGH	EO/AO	LUCKNOW	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
232	MS200589013200123	MANEESH KUMAR YADAV	SHIV PRASAD YADAV	EO/AO	VARANASI	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
233	MS090993142140223	MANISH	SURESH KUMAR	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	2
234	MM150692016230123	MAYA CHAHAR	MAHENDRA SINGH CHAHAR	EO/AO	KARNAL	HARYANA	NORTH ZONE	2
235	MI070396081250123	MUDASSIR KHAN	IRFAN AHMAD KHAN	EO/AO	DEHRADUN	DELHI & UTTARAKHAND	NORTH ZONE	2
236	NR141193147230123	NAVNEET AGARWAL	RAKESH AGARWAL	EO/AO	RO MUMBAI-2 (DADAR)	MUMBAI-I (BANDRA)	NORTH ZONE	2
237	NR260394048230123	NIKHIL KUMAR KANOUIJA	R A KANOUIJA	EO/AO	GURGAON	HARYANA	NORTH ZONE	2
238	PD071190104200123	PRASHANT KUMAR SINGH	DINESH SINGH	EO/AO	ALLAHABAD	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
239	RM020195105200123	RAHUL KUMAR VERMA	MANSHARAM VERMA	EO/AO	AGRA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
240	RR160296057200123	RAMAKANT YADAV	RAJ PATI YADAV	EO/AO	NOIDA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
241	RB010792013300123	RAVENDRA SINGH PATEL	BHOOPENDRA SINGH PATEL	EO/AO	VARANASI	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
242	RJ080192030230123	RUPINDER KAUR	JATINDER SINGH	EO/AO	JALANDHAR	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
243	SA150794094200123	SARVESHVAR SINGH	ANOOOP KUMAR SINGH	EO/AO	KANPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
244	SV280797043200123	SAURABH MISHRA	VIJAY KUMAR MISHRA	EO/AO	BAREILLY	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
245	SR150795088200123	SHASHANK RANA	ROHAN SINGH	EO/AO	MEERUT	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
246	SA110796056230123	SHESHAN SHENIWAL	ARUN KUMAR SINHA	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
247	SS040296056240123	SHIVAM	SUDARSHAN KUMAR	EO/AO	BHATINDA	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
248	SB170498142150523	SHIVAM DWIVEDI	BANSH RAJ DWIVEDI	EO/AO	DELHI (WEST)	DELHI & UTTARAKHAND	NORTH ZONE	2
249	SU031295027230123	SHUBHAM TYAGI	UMESH CHANDRA TYAGI	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
250	SG021088089230123	SPALZES DOLMA	GAURAV KUMAR	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	2
251	SS231292105200123	SUMIT KUMAR PAL	SUKHDEV PRASAD	EO/AO	AGRA	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
252	TR220393027310123	TUSHAR SINGH	RAMJASH KUMAR	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
253	UA030792040200123	UTKARSH KUMAR	ARUN KUMAR UPADHYAY	EO/AO	GORAKHPUR	UTTAR PRADESH (KANPUR)	NORTH ZONE	2
254	VS020695145230123	VIBHOR GUPTA	SANJEV KUMAR GUPTA	EO/AO	GURGAON (WEST)	HARYANA	NORTH ZONE	2
255	VD141087027240123	VIPIN RAJ	DHARM RAJ	EO/AO	CHANDIGARH	PUNJAB & HP (CHANDIGARH)	NORTH ZONE	2
256	YA130794089230123	YASH ANAND	ARBIND KUMAR	EO/AO	DELHI NORTH	DELHI & UTTARAKHAND	NORTH ZONE	2
257	AA090794017230123	AITHU NITHEESH	AITHU VEERESH	EO/AO	RAJAHMUNDRY	ANDHRA PRADESH (VIJAYWADA)	SOUTH ZONE	2
258	AA241194009080223	AKHIL NAMBIAR	A K JAYARAJAN	EO/AO	KOZHICODE (CALICUT)	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
259	AA290494033230123	ALUGUBELLY ANUSHA REDDY	ALUGUBELLY VENKAT REDDY	EO/AO	GUNTUR	ANDHRA PRADESH (VIJAYWADA)	SOUTH ZONE	2
260	AR280597084200123	AMAR BAGHEL	RUAL BAGHEL	EO/AO	VELLORE	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
261	AD100390058230123	ANKIT	DAYANAND	EO/AO	AMBATTUR	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
262	AP120694120200123	ASHWIN G	P V GANGADHARAN	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
263	BB100892137240123	BANOTHU BHARATH KUMAR	BANOTHU DASURU	EO/AO	BENGALURU (MALLESWARAM)	BENGALURU	SOUTH ZONE	2
264	CC031193136250123	CHAUDHAR VISHAL SHESHRAO	CHAUDHAR SHESHRAO JAYWANTRAO	EO/AO	BENGALURU (CENTRAL)	BENGALURU	SOUTH ZONE	2
265	DB200393108200123	DEEPAK MAHALA	BRIJ LAL MAHALA	EO/AO	MYSORE	KARNATAKA & GOA	SOUTH ZONE	2
266	DG230993076200123	DHANVIJ ANAND GHANSHYAM	GHANSHYAM DHANVIJ	EO/AO	TRICHY	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
267	DD020396077200123	DHARAVATH ABHIRAJ	DHARAVATH BHIKYA	EO/AO	PEENYA	BENGALURU	SOUTH ZONE	2
268	DM200794076200123	DIKSHANT MANORI	MAHENDRA PRASAD MANORI	EO/AO	TRICHY	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
269	DM201192082060423	DIWAKAR KUMAR	MRITYUNJAY KUMAR	EO/AO	KANNUR	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
270	GA300794037200123	GAURAV ANAND	AJAY KUMAR SINHA	EO/AO	PUDUCHERRY	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
271	GG080494140200123	GOKUL R	GAYATHRI K	EO/AO	CHENNAI (NORTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
272	HS161095082200123	HARIPRIYA S R	SURESH KUMAR S	EO/AO	KANNUR	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
273	HR061195085230123	HARSH MEENA	RAM CHARAN MEENA	EO/AO	MADURAI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
274	JV260693026010223	JITHIN V J	VIJAYAKURUP N	EO/AO	KOLLAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
275	KK180692136250123	KANDALA SRINIVAS	K UDAY KUMAR	EO/AO	BENGALURU (CENTRAL)	BENGALURU	SOUTH ZONE	2
276	KK250691135250123	KANDULA RAVI CHANDRA	KANDULA RAJA BAPAI AH	EO/AO	HYDERABAD (MADHAPUR)	TELANGANA (HYDERABAD)	SOUTH ZONE	2
277	MM010196084200123	MASARAPU NARENDRA	M RAJU	EO/AO	VELLORE	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
278	MK150992100250123	MAYANK SINGH	KASHISH SINGH	EO/AO	THIRUVANANTHAPURAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
279	MA110688140160223	MOHAMMAD RAYEES AHMAD	AINUDDIN	EO/AO	CHENNAI (NORTH)	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
280	NN180889022230123	NIMMANA SRAMAN KUMAR	NIMMANA SATYANARAYANA	EO/AO	UDUPI	KARNATAKA & GOA	SOUTH ZONE	2
281	ND010793114200123	NITISH RAI	DINDAYAL RAI	EO/AO	SALEM	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2



S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
282	PP081293120200123	PAWAR VIKRAM MADHUKAR	PAWAR MADHUKAR N	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
283	PP260292005200123	PRATIK PRAKASHRAO KHODE	PRAKASH RAO	EO/AO	COIMBATORE	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
284	RA010785110010223	RAMESH MARISERLA	ARJUNA NAIDU	EO/AO	KADAPA	ANDHRA PRADESH (VIJAYWADA)	SOUTH ZONE	2
285	RS170195134230123	ROHIT AGARWAL	SATYANARAYANA AGARWAL	EO/AO	HYDERABAD (BARKATPURA)	TELANGANA (HYDERABAD)	SOUTH ZONE	2
286	RS281090026200123	ROHIT SAJEEV	SAJEEV KUMAR	EO/AO	KOLLAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
287	SP200694058200123	S VIGNESH PRABHU	P SHANMUGA SUNDARARAJ	EO/AO	AMBATTUR	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
288	SJ010191038200123	SAURABH TRIPATHI	JAY NARAYAN TRIPATHI	EO/AO	TAMBARAM	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
289	SS280189080020223	SAV SAMLESHKUMAR	SHAMBHU	EO/AO	MYSORE ROAD	BENGALURU	SOUTH ZONE	2
290	SN250793100230123	SHARANABASAVA YETAGAL	NAGAPPA YETAGAL	EO/AO	THIRUVANANTHAPURAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
291	SR180393060200123	SHILPASHREE R	RAMESH S	EO/AO	K R PURAM (WHITEFIELD)	BENGALURU	SOUTH ZONE	2
292	SD310197137230123	SHIVAM KUMAR	DINANATH	EO/AO	BENGALURU (MALLESWARAM)	BENGALURU	SOUTH ZONE	2
293	SS101292120200123	SURAJ KUMAR	SHEKHAR KUMAR SINGH	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
294	SV140993038200123	SWETA GUPTA	VISHAL KUMAR	EO/AO	TAMBARAM	CHENNAI & PUDUCHERRY (CHENNAI)	SOUTH ZONE	2
295	UG230391060200123	UJWAL G SHETTY	GOPALKRISHNA M SHETTY	EO/AO	K R PURAM (WHITEFIELD)	BENGALURU	SOUTH ZONE	2
296	VR160494120200123	VARTIKA ANAND	RAJ KISHORE	EO/AO	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
297	VV111093110270123	VELMA MAHENDHAR REDDY	VELMA DEVENDHAR	EO/AO	KADAPA	ANDHRA PRADESH (VIJAYWADA)	SOUTH ZONE	2
298	VV211097114200123	VIKASH KUMAR	VIJAY DAYAL BIHARI	EO/AO	SALEM	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
299	VD230990136200123	VIKRAM PATIL	DILIP PATIL	EO/AO	BENGALURU (CENTRAL)	BENGALURU	SOUTH ZONE	2
300	VM300590085230123	VISHAL MARU	MOHANLAL MARU	EO/AO	MADURAI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	SOUTH ZONE	2
301	VB120196025200123	VISHNU NARAYANA PRASAD K V	BALAKRISHNAN K V	EO/AO	KOTTAYAM	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
302	YB180196009060323	YOGANSHU PATEL	BASANT PATEL	EO/AO	KOZHICODE (CALICUT)	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	SOUTH ZONE	2
303	AB051292023240123	ABHINAY BUNKAR	BHAGWAN LAL BUNKAR	EO/AO	VADODARA	GUJARAT (AHMEDABAD)	WEST ZONE	2
304	AD071095039230123	ABHISHEK AGARWAL	D K SINGHAL	EO/AO	BHOPAL	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	2
305	AS170896045200123	AJAY KUMAR DHAKA	SOHAN LAL DHAKA	EO/AO	KOTA	RAJASTHAN (JAIPUR)	WEST ZONE	2
306	AR080894001270123	AKHIL SINGH	RAJENDRA PRASAD SINGH	EO/AO	VASHI	MUMBAI-II (THANE)	WEST ZONE	2
307	AO120696155230223	AKRITI THAKUR	ONKAR SINGH	EO/AO	PUNE (AKURDI)	MAHARASHTRA (PUNE)	WEST ZONE	2
308	AM200793151200123	AMBIKA AGARWAL	MUKESH KUMAR AGARWAL	EO/AO	KANDIVALI EAST	MUMBAI-II (THANE)	WEST ZONE	2
309	NOT AVAILABLE	ANAND MAITREYA	NOT AVAILABLE	EO/AO	NOT AVAILABLE	GUJARAT (AHMEDABAD)	WEST ZONE	2
310	AB170296152250123	ANKIT YADAV	BIJENDRA PAL SINGH	EO/AO	THANE NORTH	MUMBAI-II (THANE)	WEST ZONE	2
311	AP241193119270123	ANMOL VARSHNEY	PUSPENDRA KUMAR VARSHNEY	EO/AO	KANDIVALI	MUMBAI-II (THANE)	WEST ZONE	2
312	AA100498045200123	ARCHIT YADAV	ASHOK KUMAR YADAV	EO/AO	KOTA	RAJASTHAN (JAIPUR)	WEST ZONE	2
313	BD010196020030223	BAIDYANATH KUMAR	DILIP KUMAR JHA	EO/AO	UJJAIN	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	2
314	BF161191096270123	BELAL TAUHEED	FIROZUT TAUHEED	EO/AO	AURANGABAD	MAHARASHTRA (PUNE)	WEST ZONE	2
315	BD020290155200123	BHUSHAN DINESH MAHALE	DINESH SAKHARAM MAHALE	EO/AO	PUNE (AKURDI)	MAHARASHTRA (PUNE)	WEST ZONE	2
316	DR290594153240123	DABHERAO AKSHAY RAJENDRA	RAJENDRA JAYSINGH DABHERAO	EO/AO	THANE (SOUTH)	MUMBAI-II (THANE)	WEST ZONE	2
317	DD301291073240123	DANDGE TUSHAR NARAYANRAO	DANDGE NARAYAN NAMDEORAO	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	2
318	DP020294023010223	DEEPAK KUMAR	PRAMOD KUMAR SAHU	EO/AO	VADODARA	GUJARAT (AHMEDABAD)	WEST ZONE	2
319	GR161292067230123	GAURAV GUNAWAT	RAMESH CHAND MEENA	EO/AO	VAPI	GUJARAT (AHMEDABAD)	WEST ZONE	2
320	HJ100792035230123	HEMENDRA KUMAR	JAGAT RAM	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	2
321	HS101295050200123	HIMANSHU BIKONIA	SURESH KUMAR BIKONIA	EO/AO	JAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
322	JR210595050200123	JITENDRA GAWARIYA	RAJ KUMAR GAWARIYA	EO/AO	JAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
323	KS110797073230123	KAJAL DAGAR	SHRIOM DAGAR	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	2
324	KB271286035230123	KAPIL DEV	BABU LAL SHASTRI	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	2
325	KV180696011200123	KAPIL GUPTA	VINOD KUMAR GUPTA	EO/AO	UDAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
326	KS090593073230123	KHOBRAGADE YOGESH SUNIL	SUNIL WAMANRAO KHOBRAGADE	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	2
327	KA061190015230123	KRITIKESH JHA	ARUN KUMAR JHA	EO/AO	NARODA	GUJARAT (AHMEDABAD)	WEST ZONE	2
328	KK040589147240123	KUNAL KISAN NAGE	KISAN PRALHAD NAGE	EO/AO	RO MUMBAI-2 (DADAR)	MUMBAI-I (BANDRA)	WEST ZONE	2
329	LL110691073240123	LAHANE SUNIL VENKATRAO	LAHANE VENKATRAO TUKARAM	EO/AO	PUNE	MAHARASHTRA (PUNE)	WEST ZONE	2
330	MS090797035230123	MEHUL KUMAR	SURENDER KUMAR	EO/AO	AHMEDABAD	GUJARAT (AHMEDABAD)	WEST ZONE	2
331	MK170191046300123	MOHIT CHHAJER	KANA RAM CHHAJER	EO/AO	RAJKOT	GUJARAT (AHMEDABAD)	WEST ZONE	2
332	NT020396149200123	NAVNEET ANAND	TAPENDRA SINGH	EO/AO	RO MUMBAI-4 (POWAI)	MUMBAI-I (BANDRA)	WEST ZONE	2
333	NR100998063200123	NISHA PANWAR	RENWATI LAL PANWAR	EO/AO	JODHPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
334	OM200696050200123	OM PRAKASH BIRDA	MAHAVEER PRASAD BIRDA	EO/AO	ALWAR	RAJASTHAN (JAIPUR)	WEST ZONE	2
335	PS290792149200123	PANKAJ YADAV	SHRI CHANDRA YADAV	EO/AO	RO MUMBAI-4 (POWAI)	MUMBAI-I (BANDRA)	WEST ZONE	2
336	PM131193001230123	PAWAN PRAJAPATI	MUNNI LAL PRAJAPATI	EO/AO	VASHI	MUMBAI-II (THANE)	WEST ZONE	2
337	PS040893148030223	PREETI	SATBIR SINGH	EO/AO	BANDRA-III (NARIMAN POINT) (EAST)	MUMBAI-I (BANDRA)	WEST ZONE	2
338	PS240289034010223	PRERIT KANT	SHREEKANT KUMAR SINGH	EO/AO	SURAT	GUJARAT (AHMEDABAD)	WEST ZONE	2

S.NO	EMPLOYEEID	EMPLOYEE NAME	FATHER NAME	PRESENT DESIGNATION	PRESENT OFFICE	ZONE	ZTI FINALIZED FOR TRAINING	BATCH 1/2
339	RA141293062200123	RAHUL SHRIVASTAVA	ASHOK KUMAR SHRIVASTAVA	EO/AO	INDORE	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	2
340	RI060996034230123	RAJBIR SINGH MARWAH	INDERJIT SINGH MARWAH	EO/AO	SURAT	GUJARAT (AHMEDABAD)	WEST ZONE	2
341	RR040593067240123	RINKU MEENA	R K MEENA	EO/AO	VAPI	GUJARAT (AHMEDABAD)	WEST ZONE	2
342	SJ291293001250123	SANJEEV MEENA	JAIRAM MEENA	EO/AO	VASHI	MUMBAI-II (THANE)	WEST ZONE	2
343	SD040198153240123	SAURAV KUMAR SINGH	DEVENDRA SINGH	EO/AO	THANE-II (SOUTH)	MUMBAI-II (THANE)	WEST ZONE	2
344	SS090994008090223	SHASHANK KATARIA	SURESH PAL	EO/AO	BHARUCH	GUJARAT (AHMEDABAD)	WEST ZONE	2
345	SS220194119230123	SHASHANK KUMAR	SHAIENDRA KUMAR	EO/AO	KANDIVALI	MUMBAI-II (THANE)	WEST ZONE	2
346	SA240796046230123	SHEKHAR	ANIL KUMAR	EO/AO	RAJKOT	GUJARAT (AHMEDABAD)	WEST ZONE	2
347	SH220396050200123	SHUBHAM AGARWAL	HUKAM CHAND AGARWAL	EO/AO	JAIPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
348	SM060192015010223	SHUBHAM PATHAK	MANOJ KUMAR PATHAK	EO/AO	NARODA	GUJARAT (AHMEDABAD)	WEST ZONE	2
349	SR240592039270123	SUNEET MINHAS	RAJKUMAR MINHAS	EO/AO	BHOPAL	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	2
350	SR121292063200123	SUSHIL KUMAR BAIRWA	RAMSWAROOP BAIRWA	EO/AO	JODHPUR	RAJASTHAN (JAIPUR)	WEST ZONE	2
351	SN250891151060223	SWAPNIL NANDU THANGE	NANDU KISAN THANGE	EO/AO	KANDIVALI EAST	MUMBAI-II (THANE)	WEST ZONE	2
352	UR080396008200123	UJJWAL KUMAR	RAJESH KUMAR	EO/AO	BHARUCH	GUJARAT (AHMEDABAD)	WEST ZONE	2
353	UA260195111200123	UTTAM KAPOOR	ANIL KUMAR	EO/AO	NAGPUR	MAHARASHTRA (PUNE)	WEST ZONE	2
354	VS290895147240123	VIJAY SANJAY DEVKATE	SANJAY NAMDEV DEVKATE	EO/AO	RO MUMBAI-2 (DADAR)	MUMBAI-I (BANDRA)	WEST ZONE	2
355	VK240295062200123	VINAY KUMAR	KRISHAN RAM	EO/AO	INDORE	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	WEST ZONE	2

# **ANNEXURE-2**

## **SESSION PLANS OF 4 WEEKS AT ZTI**



**WEEK-1****ZTI**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	GOOD GOVERNANCE, PRINCIPLES AND PRACTICES OF GOOD GOVERNANCE, CITIZEN CENTRIC SERVICE DELIVERY	EXTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	GOOD GOVERNANCE, PRINCIPLES AND PRACTICES OF GOOD GOVERNANCE, CITIZEN CENTRIC SERVICE DELIVERY	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GOOD GOVERNANCE W.R.T EPFO, VISION & MISSION OF EPFO, CITIZEN CHARTER OF EPFO	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	GOOD GOVERNANCE, VISION & MISSION OF ORGANIZATION, CITIZEN CHARTER OF ORGANIZATION	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
TUESDAY	10:00-11:30	INTRODUCTION TO SOCIAL SECURITY IN INDIA AND THE CONSTITUTIONAL PROVISIONS	EXTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	INTRODUCTION TO SOCIAL SECURITY AROUND THE WORLD	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	ORGANIZATIONAL SET-UP OF MINISTRY OF LABOUR AND EMPLOYMENT AND ITS KEY UNITS	EXTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	ORGANIZATIONAL SET-UP OF MINISTRY OF LABOUR AND EMPLOYMENT AND ITS KEY UNITS	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
WEDNESDAY	10:00-11:30	ROLES AND RESPONSIBILITIES OF ACCOUNT OFFICER	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	ROLES AND RESPONSIBILITIES OF ACCOUNT OFFICER	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	ACCOUNT OFFICER ROLE IN SERVICE DELIVERY	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	ACCOUNT OFFICER ROLE IN SERVICE DELIVERY	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
THURSDAY	10:00-11:30	FACILITATION ROLE OF ACCOUNT OFFICER	INTERNAL
	11:30 - 11:45	BREAK	

	11:45-12:45	FACILITATION ROLE OF ACCOUNT OFFICER	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	OVERVIEW OF SOCIAL SECURITY CODE, 2020	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	OVERVIEW OF SOCIAL SECURITY CODE, 2020	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
FRIDAY	10:00-11:30	EPFO VISION 2047	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	EPFO VISION 2047	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GENDER SENSITIZATION AND SENSITIZATION TO THE CAUSE OF SC/ST OFFICERS	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	GENDER SENSITIZATION AND SENSITIZATION TO THE CAUSE OF SC/ST OFFICERS	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
SATURDAY		FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICIALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL

\* RESERVED FOR INAUGURATION PROGRAM AND ITS PREPARATIONS. THESE SESSIONS MAY BE ACCOMMODATED BY RESPECTIVE ZTIS IN SUBSEQUENT WEEKS.

## **WEEK-2**

### **ZTI**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	OFFICE PROCEDURE, FILE MANAGEMENT, NOTING AND DRAFTING	EXTERNAL/I NTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	OFFICE PROCEDURE, FILE MANAGEMENT, NOTING AND DRAFTING	EXTERNAL/I NTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	E- OFFICE	EXTERNAL/I NTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	E- OFFICE	EXTERNAL/I NTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
TUESDAY	10:00-11:30	CCS CONDUCT RULES, 1964	EXTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	LECTURE CUM CASE STUDY BASED DISCUSSIONS BY FACULTY ON <b>CONDUCT RULES</b> -OVERVIEW -CONSTITUTIONAL BASIS -MAJOR PROVISIONS – CENTRAL CIVIL SERVICES - CLASSIFICATION, CONTROL AND APPEAL RULES/ -ALL INDIA SERVICE RULES/ RELEVANT SERVICE RULES <b>FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.</b>	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
WEDNESDAY	10:00-11:30	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	



	14:00-15:15	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
THURSDAY	10:00-11:30	COMMUNICATIONS SKILLS AND RESPONDING TO PARLIAMENTARY QUESTIONS	EXTERNAL/I NTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	COMMUNICATIONS SKILLS AND RESPONDING TO PARLIAMENTARY QUESTIONS	EXTERNAL/I NTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	CCS PENSION RULES & NEW PENSION SCHEME	EXTERNAL/I NTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CCS PENSION RULES & NEW PENSION SCHEME	EXTERNAL/I NTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
FRIDAY	10:00-11:30	<b>PREVENTIVE VIGILANCE “A CONCEPTUAL FRAMEWORK”:</b> -OVERVIEW OF VIGILANCE FUNCTIONS INCLUDING EVOLUTION. -PUNITIVE, PARTICIPATIVE & PREVENTIVE VIGILANCE -IMPORTANCE OF PREVENTIVE VIGILANCE -EXAMPLES OF BEST PRACTICES ON PREVENTIVE VIGILANCE -FILM ON PREVENTIVE VIGILANCE BY THE CENTRAL VIGILANCE COMMISSION: (FILM ON PREVENTIVE VIGILANCE PREPARED BY THE COMMISSION FOR VIGILANCE AWARENESS WEEK-2018 MAY BE SCREENED. IT IS ON THE WEBSITE OF THE CENTRAL VIGILANCE COMMISSION)	EXTERNAL/I NTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	<b>VIGILANCE MACHINERY OF GOVERNMENT OF INDIA - AN OVERVIEW</b> FUNCTIONS AND RESPONSIBILITIES OF CVC/CBI/CVO/ZVDS, REGULAR DEPARTMENTAL PROCEEDINGS - DRAFTING OF CHARGE SHEET. FIRST & SECOND STAGE ADVICE	EXTERNAL/I NTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	SENIORITY	EXTERNAL/I NTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	PROMOTIONS	EXTERNAL/I NTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL

SATURDAY		<p>FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.</p>	EXTERNAL
SUNDAY		<p>SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI</p>	EXTERNAL
EVERY DAY		<p>EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICIALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.</p>	EXTERNAL

**WEEK-3****ZTI**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	EPF&MP ACT, 1952	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	EPF&MP ACT, 1952: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	SCHEMES AND ITS PROVISIONS EPF-1952	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	SCHEMES AND ITS PROVISIONS EPF-1952: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
TUESDAY	10:00-11:30	SCHEMES AND ITS PROVISIONS EPF-1952: POWERS OF AO AND THEIR RESPONSIBILITIES	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995: POWERS OF AO AND THEIR RESPONSIBILITIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
WEDNESDAY	10:00-11:30	SCHEMES AND ITS PROVISIONS EDLI-1976	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	SCHEMES AND ITS PROVISIONS EDLI-1976: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	INTRODUCTION TO CODE ON SOCIAL SECURITY-2020	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	INTRODUCTION TO CODE ON SOCIAL SECURITY-2020	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
THURSDAY	10:00-11:30	INVESTMENT MANAGEMENT IN EPFO	INTERNAL
	11:30 - 11:45	BREAK	



	11:45-12:45	A COMPARISON OF PRODUCTS OFFERED BY EPFO AND NPS AND OVERVIEW OF SERVICES OFFERED	EXTERNAL/INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GRIEVANCE REDRESSAL IN EPFO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	LECTURE CUM CASE STUDY BASED DISCUSSIONS BY FACULTY ON <b>COMPLAINT HANDLING SYSTEM &amp; WHISTLE BLOWER MECHANISM</b> -INTERNAL IN EVERY ORGANIZATION -PROTECTION OF WHISTLE BLOWER -FEEDBACK ON ACTION TAKEN <b>-FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.</b>	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
FRIDAY	10:00-11:30	GFR, 2017, DELEGATION OF FINANCIAL POWER RULES, PURCHASE AND STORE MANAGEMENT	EXTERNAL/INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	HOW TO PUT UP PROPOSALS FOR INFRASTRUCTURE, PREPARING BUDGET ESTIMATE, PUTTING UP PROPOSALS FOR SANCTION FROM WELFARE FUND, PROCUREMENT THROUGH GOVERNMENT E-MARKETPLACE (GEM), CENTRAL PUBLIC PROCUREMENT PORTAL (CPPP), ETC.	EXTERNAL/INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	NEW INITIATIVES IN EPFO, FUTURE CHALLENGES	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CLAIMS PROCESSING IN COMPUTER LAB OF ZTI WITH ACCESS TO CLONE OF APPLICATION SOFTWARE WITH DUMMY ESTABLISHMENT AND DUMMY CLAIMS	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
SATURDAY		FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.	EXTERNAL

SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THEIR WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICALS PHYSICALLY FIT TO CARRYOUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL

**WEEK-4****ZTI**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	INSPECTOR MANUAL & RECOVERY MANUAL (LATEST VERSIONS)	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	INSPECTOR MANUAL & RECOVERY MANUAL (LATEST VERSIONS)	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	INSPECTION POLICY OF EPFO (LATEST VERSION): AN OVERVIEW THROUGH FORMS, TEMPELATES AND CIRCULARS ON INSPECTIONS	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	INTELLIGENCE: GATHERING OF INFORMATION/ INTELLIGENCE, VARIOUS SOURCES OF INTELLIGENCE	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
TUESDAY	10:00-11:30	GRANT OF EXEMPTION: THROUGH CASE STUDIES	BANKING
	11:30 - 11:45	BREAK	
	11:45-12:45	GRANT OF EXEMPTION: THROUGH CASE STUDIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	CONDITIONS OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	CANCELLATION OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
WEDNESDAY	10:00-11:30	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: ALL RETURNS TEMPELATES	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: SAMPLE RETURNS	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL

THURSDAY	10:00-11:30	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GRIEVANCE HANDLING IN EPFO: CASE STUDIES	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	GRIEVANCE HANDLING IN EPFO: CASE STUDIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
FRIDAY	10:00-11:30	INSPECTIONS: BASICS	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	INSPECTIONS: FORMS AND PROCEDURES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	INSPECTIONS: SAMPLE FILES	INTERNAL
	15:15 - 15:30	BREAK	
	15:30 - 16:45	INSPECTIONS: SHRAM SUVIDHA PORTAL IN THE IT LAB OF ZTI WHERE ALL PARTICIPANTS WILL DO HANDS ON THE COMPUTERS TO UNDERSTAND THE WORKING OF SSP.	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
SATURDAY		PREPARATIONS FOR MOVING OUT FROM ZTI FOR NEXT PHASE OF TRAINING	
SUNDAY		PREPARATIONS FOR MOVING OUT FROM ZTI FOR NEXT PHASE OF TRAINING	
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THEIR WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICALS PHYSICALLY FIT TO CARRYOUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL



# **ANNEXURE-3**

**COURSE CO-ORDINATORS (ZTI)**

S.NO	ZTI	BATCH-1	BATCH-2
1	North Zone	Shri Nadeem Ahmed, RPFC-II	Shri Altamash Ali, RPFC-II
2	South Zone	Shri Saurabh Kumar, RPFC-II	Shri Saurabh Kumar, RPFC-II
3	East Zone	Shri Anand Manish, RPFC-II	Shri Naveen Juneja, RPFC-II
4	West Zone	Smt Archana Janu, RPFC-II	Shri Nikunj Meena, RPFC-II

**ANNEXURE-4****PREREQUISITES TO INDUCTION TRAINING**

**CANDIDATES ARE ADVISED TO COMPLETE INDICATED iGOT TRAININGS BEFORE THE SCHEDULED SESSIONS**

**WEEK-1**

DATE	SESSION (TIME)	TOPICS	FACULTY	iGOT TOPICS
MONDAY	10:00-11:30	GOOD GOVERNANCE, PRINCIPLES AND PRACTICES OF GOOD GOVERNANCE, CITIZEN CENTRIC SERVICE DELIVERY	EXTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	GOOD GOVERNANCE, PRINCIPLES AND PRACTICES OF GOOD GOVERNANCE, CITIZEN CENTRIC SERVICE DELIVERY	EXTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	GOOD GOVERNANCE W.R.T EPFO, VISION & MISSION OF EPFO, CITIZEN CHARTER OF EPFO	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	GOOD GOVERNANCE, VISION & MISSION OF ORGANIZATION, CITIZEN CHARTER OF ORGANIZATION	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
TUESDAY	10:00-11:30	INTRODUCTION TO SOCIAL SECURITY IN INDIA AND THE CONSTITUTIONAL PROVISIONS	EXTERNAL	SOCIAL POLICY AND MIGRATION
	11:30 - 11:45	BREAK		
	11:45-12:45	INTRODUCTION TO SOCIAL SECURITY AROUND THE WORLD	EXTERNAL	SOCIAL POLICY AND MIGRATION
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	ORGANIZATIONAL SET-UP OF MINISTRY OF LABOUR AND EMPLOYMENT AND ITS KEY UNITS	EXTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	ORGANIZATIONAL SET-UP OF MINISTRY OF LABOUR AND EMPLOYMENT AND ITS KEY UNITS	EXTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
WEDNES DAY	10:00-11:30	ROLES AND RESPONSIBILITIES OF ACCOUNT OFFICER	INTERNAL	INTRODUCTION TO FUNCTIONS AND ORGANIZATION OF
	11:30 - 11:45	BREAK		
	11:45-12:45	ROLES AND RESPONSIBILITIES OF ACCOUNT OFFICER	INTERNAL	

				ACCOUNTS DEPARTMENT
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	ACCOUNT OFFICER ROLE IN SERVICE DELIVERY	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	ACCOUNT OFFICER ROLE IN SERVICE DELIVERY	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
THURSDAY	10:00-11:30	BASICS OF MICROSOFT OFFICE	INTERNAL	MICROSOFT WORD FOR BEGINNERS
	11:30 - 11:45	BREAK		
	11:45-12:45	BASICS OF MICROSOFT OFFICE	INTERNAL	MICROSOFT EXCEL FOR BEGINNERS
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	BASICS OF MICROSOFT OFFICE	EXTERNAL	MICROSOFT POWERPOINT BEGINNERS
	15:15 – 15:30	BREAK		
	15:30 – 16:45	BASICS OF MICROSOFT OFFICE	EXTERNAL	MICROSOFT TEAMS
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
FRIDAY	10:00-11:30	EPFO VISION 2047	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	EPFO VISION 2047	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	GENDER SENSITIZATION	EXTERNAL	GENDER EQUALITY AND DEVELOPME NT – OVERVIEW
	15:15 – 15:30	BREAK		
	15:30 – 16:45	SENSITIZATION TO THE CAUSE OF SC/ST	EXTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
SATURDAY		FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.	EXTERNAL	



SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL	
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE- REQUISITE FOR THIS JOB.	EXTERNAL	

**WEEK-2**

DATE	SESSION (TIME)	TOPICS	FACULTY	iGOT TOPICS
MONDAY	10:00-11:30	OFFICE PROCEDURE, FILE MANAGEMENT, NOTING AND DRAFTING	EXTERNAL/INTERNAL	OFFICE PROCEDURE  NOTING AND DRAFTING
	11:30 - 11:45	BREAK		
	11:45-12:45	OFFICE PROCEDURE, FILE MANAGEMENT, NOTING AND DRAFTING	EXTERNAL/INTERNAL	OFFICE PROCEDURE, NOTING AND DRAFTING
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	E- OFFICE	EXTERNAL/INTERNAL	
	15:15 - 15:30	BREAK		
	15:30 - 16:45	E- OFFICE	EXTERNAL/INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
TUESDAY	10:00-11:30	CCS CONDUCT RULES, 1964	EXTERNAL	CODE OF CONDUCT FOR GOVERNMENT EMPLOYEES  CONDUCT RULES
	11:30 - 11:45	BREAK		
	11:45-12:45	LECTURE CUM CASE STUDY BASED DISCUSSIONS BY FACULTY ON <b>CONDUCT RULES</b> -OVERVIEW -CONSTITUTIONAL BASIS -MAJOR PROVISIONS – CENTRAL CIVIL SERVICES -CLASSIFICATION, CONTROL AND APPEAL RULES/ -ALL INDIA SERVICE RULES/ RELEVANT SERVICE RULES <b>FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.</b>	EXTERNAL	CODE OF CONDUCT FOR GOVERNMENT EMPLOYEES, CONDUCT RULES
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		

	14:00-15:15	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL	FUNDAMENTAL RULES (FR) AND SUPPLEMENTARY RULES (SR)
	15:15 – 15:30	BREAK		
	15:30 – 16:45	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL	PAY, ALLOWANCES & STAFF WELFARE
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
WEDNESDAY	10:00-11:30	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
THURSDAY	10:00-11:30	COMMUNICATIONS SKILLS AND RESPONDING TO PARLIAMENTARY QUESTIONS	EXTERNAL/INTERNAL	EFFECTIVE COMMUNICATION
	11:30 - 11:45	BREAK		
	11:45-12:45	COMMUNICATIONS SKILLS AND RESPONDING TO PARLIAMENTARY QUESTIONS	EXTERNAL/INTERNAL	EFFECTIVE COMMUNICATION
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	CCS PENSION RULES & NEW PENSION SCHEME	EXTERNAL/INTERNAL	PENSIONER BENEFITS  NATIONAL PENSION SYSTEM

	15:15 – 15:30	BREAK		
	15:30 – 16:45	CCS PENSION RULES & NEW PENSION SCHEME	EXTERNAL/INTERNAL	PENSIONER BENEFITS, NATIONAL PENSION SYSTEM
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
FRIDAY	10:00-11:30	<b>PREVENTIVE VIGILANCE “A CONCEPTUAL FRAMEWORK”:</b> -OVERVIEW OF VIGILANCE FUNCTIONS INCLUDING EVOLUTION. -PUNITIVE, PARTICIPATIVE & PREVENTIVE VIGILANCE -IMPORTANCE OF PREVENTIVE VIGILANCE -EXAMPLES OF BEST PRACTICES ON PREVENTIVE VIGILANCE -FILM ON PREVENTIVE VIGILANCE BY THE CENTRAL VIGILANCE COMMISSION: (FILM ON PREVENTIVE VIGILANCE PREPARED BY THE COMMISSION FOR VIGILANCE AWARENESS WEEK-2018 MAY BE SCREENED. IT IS ON THE WEBSITE OF THE CENTRAL VIGILANCE COMMISSION)	EXTERNAL/INTERNAL	PREVENTIVE VIGILANCE
	11:30 - 11:45	BREAK		
	11:45-12:45	<b>VIGILANCE MACHINERY OF GOVERNMENT OF INDIA - AN OVERVIEW</b> FUNCTIONS AND RESPONSIBILITIES OF CVC/CBI/CVO/ZVDS, REGULAR DEPARTMENTAL PROCEEDINGS - DRAFTING OF CHARGE SHEET. FIRST & SECOND STAGE ADVICE	EXTERNAL/INTERNAL	PREVENTIVE VIGILANCE
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	SENIORITY	EXTERNAL/INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	PROMOTIONS	EXTERNAL/INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
SATURDAY		FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE	EXTERNAL	



		FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.		
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL	
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICIALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL	

**WEEK-3**

DATE	SESSION (TIME)	TOPICS	FACULTY	iGOT TOPICS
MONDAY	10:00-11:30	EPF&MP ACT, 1952	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	EPF&MP ACT, 1952: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	SCHEMES AND ITS PROVISIONS EPF-1952	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	SCHEMES AND ITS PROVISIONS EPF-1952: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
TUESDAY	10:00-11:30	SCHEMES AND ITS PROVISIONS EPF-1952: POWERS OF AO AND THEIR RESPONSIBILITIES	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	SCHEMES AND ITS PROVISIONS FPS-1971, EPS-1995: POWERS OF AO AND THEIR RESPONSIBILITIES	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
WEDNESDAY	10:00-11:30	SCHEMES AND ITS PROVISIONS EDLI-1976	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	SCHEMES AND ITS PROVISIONS EDLI-1976: POWERS OF INSPECTORS AND THEIR RESPONSIBILITIES	INTERNAL	

	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	INTRODUCTION TO CODE ON SOCIAL SECURITY-2020	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	INTRODUCTION TO CODE ON SOCIAL SECURITY-2020	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
THURSDAY	10:00-11:30	INVESTMENT MANAGEMENT IN EPFO	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	A COMPARISON OF PRODUCTS OFFERED BY EPFO AND NPS AND OVERVIEW OF SERVICES OFFERED	EXTERNAL/INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	GRIEVANCE REDRESSAL IN EPFO	INTERNAL	COMMON SERVICES CENTERS SCHEME
	15:15 – 15:30	BREAK		
	15:30 – 16:45	LECTURE CUM CASE STUDY BASED DISCUSSIONS BY FACULTY ON <b>COMPLAINT HANDLING SYSTEM &amp; WHISTLE BLOWER MECHANISM</b> -INTERNAL IN EVERY ORGANIZATION -PROTECTION OF WHISTLE BLOWER -FEEDBACK ON ACTION TAKEN <b>-FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.</b>	INTERNAL	COMPLAINTS
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
FRIDAY	10:00-11:30	GFR, 2017, DELEGATION OF FINANCIAL POWER RULES, PURCHASE AND STORE MANAGEMENT	EXTERNAL/INTERNAL	GOVERNMENT MARKETPLACE
	11:30 - 11:45	BREAK		
	11:45-12:45	HOW TO PUT UP PROPOSALS FOR INFRASTRUCTURE, PREPARING BUDGET ESTIMATE, PUTTING UP PROPOSALS FOR SANCTION FROM WELFARE FUND, PROCUREMENT THROUGH GOVERNMENT E-	EXTERNAL/INTERNAL	MODE OF PROCUREMENT & PROCUREMENT PROCESSES

		MARKETPLACE (GEM), CENTRAL PUBLIC PROCUREMENT PORTAL (CPPP), ETC.		
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	NEW INITIATIVES IN EPFO, FUTURE CHALLENGES	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	CLAIMS PROCESSING IN COMPUTER LAB OF ZTI WITH ACCESS TO CLONE OF APPLICATION SOFTWARE WITH DUMMY ESTABLISHMENT AND DUMMY CLAIMS	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
SATURDAY		FORMAL DRESSING, DINING ETIQUETTES, GENERAL OFFICE ETIQUETTE THROUGH TRAINING IN DINING ENVIRONMENT DURING BREAKFAST, LUNCH AND DINNER WITH SPECIAL MENU IN PRESENCE OF EXPERT FROM THE FIELD OF HOTEL MANAGEMENT/HOSPITALITY. THERE HAS TO BE SESSION ON DRESSING ETIQUETTES AS WELL. IN REMAINING TIME PRESENTATIONS/SEMINARS/SPORTS COMPETITIONS/TEAM BUILDING ACTIVITIES/OUTDOOR ACTIVITIES/ETC.	EXTERNAL	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL	
EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICIALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL	

**WEEK-4**

DATE	SESSION (TIME)	TOPICS	FACULTY	iGOT TOPICS
MONDAY	10:00-11:30	INSPECTOR MANUAL & RECOVERY MANUAL (LATEST VERSIONS)	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	INSPECTOR MANUAL & RECOVERY MANUAL (LATEST VERSIONS)	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	INSPECTION POLICY OF EPFO (LATEST VERSION): AN OVERVIEW THROUGH FORMS, TEMPLATES AND CIRCULARS ON INSPECTIONS	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	INTELLIGENCE: GATHERING OF INFORMATION/ INTELLIGENCE, VARIOUS SOURCES OF INTELLIGENCE	INTERNAL	EMOTIONAL INTELLIGENCE
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
TUESDAY	10:00-11:30	GRANT OF EXEMPTION: THROUGH CASE STUDIES	BANKING	
	11:30 - 11:45	BREAK		
	11:45-12:45	GRANT OF EXEMPTION: THROUGH CASE STUDIES	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	CONDITIONS OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	CANCELLATION OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
WEDNESDAY	10:00-11:30	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: ALL RETURNS TEMPELATES	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: SAMPLE RETURNS	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL	
	15:15 – 15:30	BREAK		



	15:30 – 16:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
THURSDAY	10:00-11:30	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	TYPES OF RETURNS IN EPFO, SCRUTINY OF RETURNS, PROVISIONS TO SECURE RETURNS, OFFENCES BY ESTABLISHMENTS: CASE STUDIES	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	GRIEVANCE HANDLING IN EPFO: CASE STUDIES	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	GRIEVANCE HANDLING IN EPFO: CASE STUDIES	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
FRIDAY	10:00-11:30	INSPECTIONS: BASICS	INTERNAL	
	11:30 - 11:45	BREAK		
	11:45-12:45	INSPECTIONS: FORMS AND PROCEDURES	INTERNAL	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	13:00-14:00	LUNCH BREAK		
	14:00-15:15	INSPECTIONS: SAMPLE FILES	INTERNAL	
	15:15 – 15:30	BREAK		
	15:30 – 16:45	INSPECTIONS: SHRAM SUVIDHA PORTAL IN THE IT LAB OF ZTI WHERE ALL PARTICIPANTS WILL DO HANDS ON THE COMPUTERS TO UNDERSTAND THE WORKING OF SSP.	INTERNAL	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
SATURDAY		NEXT PHASE OF TRAINING		
SUNDAY		NEXT PHASE OF TRAINING		

EVERY DAY		EVERY MORNING FROM 6:45 AM TO 7:30 AM THERE WILL BE PHYSICAL TRAINING SESSION UNDER THE GUIDANCE OF A PHYSICAL TRAINING INSTRUCTOR (PTI). MAIN PURPOSE OF THIS SESSION IS TO MAKE ALL OFFICALS PHYSICALLY FIT TO CARRY OUT THEIR FIELD DUTIES EFFICIENTLY. THIS WILL ALSO INCULCATE A DISCIPLINE IN THEM WHICH IS A PRE-REQUISITE FOR THIS JOB.	EXTERNAL	
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# **ANNEXURE-5**

## **INDUCTION TRAINING JOINING** **FORMALITIES AND INSTRUCTIONS** **FOR THE INDUCTION COURSE**

## **CONTENTS**

1. INDUCTION COURSE .....	3
COURSE OBJECTIVE .....	3
2. TRAINING PERSPECTIVE.....	5
I. VISION .....	5
II. MISSION .....	5
3. CONDUCT, RULES AND REGULATIONS .....	6
I. GENERAL CONDUCT .....	6
II. CONDUCT IN CLASS .....	7
III. CONDUCT IN HOSTELS .....	7
4. DRESS CODE .....	8
5. LEAVE OF ABSENCE.....	9
6. CHECKLIST FOR ESCORT OFFICERS OF GUEST FACULTY .....	10
I. TRAVEL ARRANGEMENTS .....	10
II. LECTURE ARRANGEMENTS.....	11
III. PAYMENT OF HONORARIUM AND REIMBURSEMENT OF EXPENSES .....	12
IV. MISCELLANEOUS ARRANGEMENTS .....	13
7. MESS ETIQUETTE .....	14
I. GENERAL RULES:.....	14
II. DRESS CODE:.....	15
8. DOs & DON'Ts .....	18
I. DO: .....	18
II. DO NOT:.....	18
III. PROHIBITED: .....	18

# **1. INDUCTION COURSE**

## **INDUCTION TRAINING HAS BEEN DESIGNED WITH THE FOLLOWING OBJECTIVES**

### **COURSE OBJECTIVE**

1. To enable trainees to understand the strategic vision and future objectives of EPFO.
2. To expose trainees to the ethos of EPFO and tenets of EPF & MP Act and allied schemes.
3. To assist trainees in understanding the importance of the EPFO for the Indian economy on the whole and in the life of members in particular.
4. To develop an in-depth understanding social security system and its importance in mitigating the risk in the life of a member and their families.
5. To sensitize trainees towards the needs and aspirations of members and pensioners.
6. To prepare trainees for “Nirbadh” service delivery to members and pensioners.
7. To instill a passion for service while being empathetic and responsive to the needs of members and pensioners.
8. To nurture the adeptness for understanding and appreciating compliance behavior of establishment and thus facilitating voluntary compliance.
9. To facilitate in understanding the provisions of EPF & MP Act and the development of skills for detection and penalizing the non-compliance
10. To impart working knowledge of other relevant laws, institutions, general and financial management office administration.



11. To provide technical knowledge in the field of Information Technology including the role of technology in service delivery, digital forensics, and Information Security.
12. To ensure an all-round and balanced personality development of trainees and inculcate the spirit of excellence and professionalism in their performance and conduct.
13. To instill values of personal and professional integrity, community service, and a high degree of probity in public life.

## **2. TRAINING PERSPECTIVE**

### **I. VISION**

An innovation driven social security organisation aiming to extend universal coverage and ensuring Nirbadh (Seamless and uninterrupted) service delivery to its stakeholders through state-of-the-art technology.

### **II. MISSION**

- To meet the evolving needs of comprehensive social security in a transparent, contactless, faceless and paperless manner.
- To ensure Nirbadh services with multi-locational and auto claim settlement process for disaster proofing EPFO.
- To ensure ease of living for members and pensioners, and ease of doing business for employers by leveraging Government of India's technology platforms for reaching out to millions.

### **3. CONDUCT, RULES AND REGULATIONS**

#### **I. GENERAL CONDUCT**

OTs are expected to work hard to attain the technical competence and knowledge required for their jobs; participate whole-heartedly in curricular and co-curricular activities; respect rules, norms and conventions of the Academy and the Service at large; and make deliberate efforts to develop oneself into an outstanding officer and also make meaningful contributions in developing the Academy into a centre of excellence through purposeful involvement in social work and other enriching activities. The OTs are required to maintain the highest standards of discipline and personal conduct throughout the period of training; both within and outside the Academy. They must observe punctuality in attending physical activities, lectures, tutorials, cultural events, sports activities, outdoor visits, social functions, formal and informal gatherings.

2. Community life constitutes an important part of training. OTs must exhibit officer-like conduct in classrooms and elsewhere like hostel, mess, auditorium, library, indoor stadium, swimming pool, etc. in conformity with the Central Civil Services (Conduct) Rules, 1964. Officer-like conduct implies high standards of social behaviour, courtesy, dignity, decorum, integrity and personal hygiene. **Smoking and consumption of alcohol are strictly prohibited in the campus.** As a consideration towards fellow-officers, OTs are expected not to play loud music or speak very loudly in their rooms, lounges and corridors. They are expected to always carry their identity cards. **The Officer Trainees must always wear lapel cards while attending classes & official functions and events.**

## **II. CONDUCT IN CLASS**

OTs should arrive in classrooms at least **five minutes before** the scheduled time and take their pre-assigned seats. They are expected to come prepared for each class by studying the reading material, if any, given in advance by the faculty members. OTs are encouraged to participate actively in the discussions in the class, express their views, seek clarifications or raise pertinent questions without engaging in long drawn or protracted arguments. Difference of opinions, if any, should be aired in an unoffending and subtle manner, particularly, in the cases of guest speakers.

## **III. CONDUCT IN HOSTELS**

Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 2200 Hrs is to be heard only through ear-phones.

**2. Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct will result in disciplinary action.**

3. It is also important to use the allotted hostel rooms properly. Because it is mandatory to obtain NoC for infrastructure on returning back the allotted rooms. Any restoration cost to be incurred by EPFO to make the rooms habitable by the next allottee shall be recovered from the previous allottee.

#### **4. DRESS CODE**

OTs are expected to dress up well in neat attires. They should not appear unkempt or slovenly. The OTs are expected to observe the following dress code on formal occasions like ceremonies for course inaugurations or valedictions, national festivals like Independence Day and Republic Day, and on other occasions declared as formal by the Academy:

**2. Gentlemen OTs:** Black/Dark coloured Buttoned-up suits/similar formal attire and foot wear comprising black shoes and dark coloured socks.

**3. Lady OTs:** The decent coloured Saree & footwear comprising shoes or sandals.

**4. In classrooms,** OTs may wear shirt and trousers or safari suits along with leather Brown/Black shoes, while lady OTs may wear sarees or salwar suits with shoes or sandals. Wearing of Lapel card is compulsory in class rooms. Casual attires including jeans, T-shirts, sneakers etc. are not permitted in classrooms, or in administrative block. Sneakers, sports shoes, can be worn only while doing physical activities. Use of bathroom slippers is restricted to hostel rooms only.

**5. Physical Activity sessions:** OTs are required to wear prescribed Academy T-shirts/Track Suits and shorts or track-suits with shoes/sneakers and socks while doing physical activity. Lady OTs are expected to wear Academy track-suits with canvas shoes/sneakers and socks.

6. OTs are required to be decently attired in the Officers' Mess. In the Indoor Sports Complex footwear like sports or canvas shoes maybe worn but slippers/chappals are not allowed.

## **5. LEAVE OF ABSENCE**

OTs are ordinarily not granted leave of absence individually, except in compelling circumstances like medical or other emergencies. However, block leave is granted at appropriate intervals, when the whole batch is allowed to proceed on leave for a specified period. Requests for individual leave of absence on grounds of compelling circumstances will be considered by the Course Director/Local Course Co-ordinator on a case-to-case basis. It must be borne in mind that usually no leave of absence is granted during tours/field training programmes like On Job Trainings, Industry visits, visits to RO/DO/ZO/NDC etc. for marriage of self/dependents or on any other grounds.

2. OTs absenting themselves from duty, without leave of absence or overstaying beyond the period for which leave has been sanctioned etc. is an act of indiscipline and may lead to disciplinary action. Repeated instances of unauthorized absence can result in extension of probation or discharge from the Service.

3. For going out of station during holidays, the OTs must obtain, well in advance written permission to leave the headquarters. Any unauthorized absence in this regard would be viewed seriously.



## **6. CHECKLIST FOR ESCORT OFFICERS OF GUEST FACULTY**

### **I. TRAVEL ARRANGEMENTS**

1. Take the mobile number and other contact details of the Guest Faculty from the Course Team.
2. Contact the guest and find out his/her travel plan.
3. Confirm transport arrangements. Ensure that the Academy staff car is detailed by the Academy in time to receive the Guest Speaker at the Railway Station or Airport, as the case may be. Get the mobile number of driver for ready reference.
4. Confirm accommodation arrangements from Administration. Do inspect the rooms allotted to the Guest Speakers and ensure that they are well made-up. Please check up whether the furniture and fittings are all right; the taps and lights work.
5. Get in touch with the Guest Faculty to apprise him / her about the arrangements made for his / her reception.
6. Decide the meeting point at the airport / railway station, in consultation with the Guest Faculty, and carry a Name Card with the name of the Guest Faculty as well as EPFO inscribed on it, for easy identification.
7. Receive Guest Faculty and take him / her to designated accommodation.
8. Ascertain his /her catering requirements (time for serving bed tea / coffee, whether he / she would like to have breakfast / lunch / dinner in the mess or in the room) and food preferences (vegetarian / non-vegetarian), and inform those concerned.
9. If the guest faculty is arriving at odd times (late night/early morning/public holiday, dine-out day of mess etc.), please ensure that proper arrangements are made for his food/tea/coffee etc.
10. Receive the Guest Speaker at the Guest House. Help him/her to

settle down comfortably. Please enquire whether he/she would like to have tea/coffee etc. You should look after him/her generally throughout his/her stay in the Academy and ensure that his/her needs (including special diet, medicines etc. if any) are attended to. While you need not impose yourself on him/her, it is necessary that you ensure that the Guest Speaker is not left high and dry unless he chooses to. You must be available for him/her to contact at any time. Please instruct his/her room bearer about your whereabouts. Please accompany him/her to breakfast/lunch/dinner, unless he/she has different programmes.

11. If the Guest Speaker has brought any hand-out, collect them and hand over to the Course Team for getting copies made. Ensure that the Guest Speaker is invited to all the functions of the various societies/clubs that may be scheduled during his stay.
12. Acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities in the Academy, if he/she is not already familiar with the same. You may hand over a Course Manual to him/her. You may also appraise the Guest Speaker about the Composition of the audience he will be addressing.
13. Collect from the Course Team the bio-data of the Guest Speaker before his/her arrival. If this is not available in the office, the data may be obtained from library sources or from the Guest Speaker politely. The biodata should be handed over to the office after use.
14. Inform the Guest Speaker about the duration and number of his lectures. You should also tell him that generally some time should be set apart for questions at the end of the lecture at the Academy.
15. Ascertain the Guest Speaker on his arrival about any special arrangements that he/she would like to be made in the lecture hall apart from normal provisions of a Projector Slide.

## **II. LECTURE ARRANGEMENTS**

1. Supply copy of the Weeks' Time Table containing his / her

lecture's timings.

2. Supply copy of EPFO Brochure/Course manual/Booklet/Session Plan.
3. Check about uploading of PowerPoint and/or video Presentation (s), if any and arrange for their uploading through Lecture Hall / classroom technical assistant.
4. Check about circulation / distribution of his / her Presentation and Reading Material (if any) to Officer Trainees. If yes, make necessary arrangements.
5. Check whether he / she would like to visit the Lecture Hall in advance and see / check the presentation arrangements. If yes, make necessary arrangements. If no, please check yourself.
6. Arrange for carrying of the lecture material, books etc. to the classroom with the Guest Faculty.
7. Introduce the Guest Faculty at the beginning of his / her lecture and thank him / her at the end of the Lecture (s). You have to preside over the lecture session and ensure that the meeting is conducted in a manner which neither embarrasses the Guest Speaker nor the Academy in any way. You will introduce him to the audience briefly and use the bio-data already collected for the purpose. After the talk is over, you will announce that the Guest Speaker would welcome question from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance). At the end of the session, you will thank the Guest Speaker on behalf of the Officer Trainees, the Academy and yourself in the appropriate manner. This is the most important part of your duties.

### **III. PAYMENT OF HONORARIUM AND REIMBURSEMENT OF EXPENSES**

1. Check about reimbursement of Air / train tickets. If yes, obtain / take copies of tickets / boarding cards, as per requirements.

2. Ascertain whether any reimbursement of taxi fare is required.
3. Supply papers and information obtained to Accounts Branch.
4. Obtain cheque (s) for Honorarium and reimbursement (s), if any, and Receipt Form from Accounts Branch.
5. Deliver the cheque (s) to the Guest Faculty, obtain his / her signature on the Receipt Form and return it to the Accounts Branch.
6. Ensure that due arrangement has been made of the Academy Staff Car for his return journey to airport/railway station. Please have this checked well in time and ensure that the driver is told the departure time. You may ascertain the convenience of the Guest Speaker before fixing the time. Ascertain the vehicle number and the name of the driver from the administration.

#### **IV. MISCELLANEOUS ARRANGEMENTS**

1. Obtain the CV / Bio-data of the Guest Faculty, either in advance or on arrival, in order to introduce him / her at the beginning of the lecture.
2. Ascertain whether he / she would like to have a round of the campus in spare time, if any. If yes, arrange for it.
3. Ascertain from the Local Course Co-coordinator whether any formal lunch or dinner is being organized for the Guest Faculty. If yes, inform him / her on arrival itself.
4. Maintain a Visitor Book. Time permitting, take him / her to the Archives and obtain his comments and signature on the Visitors' Book. Otherwise, obtain his / her comments on the Visitors' Book elsewhere before his / her departure.

## **7. MESS ETIQUETTE**

### **I. GENERAL RULES:**

1. EPFO Officers Mess is managed by Officer Trainees themselves through a Committee elected from amongst themselves. Every Officer Trainees is a member of the mess and shares equal responsibility to make dining experience in the Officers' Mess the best one for all whosoever dines in.
2. Entry into the Officers' Mess is restricted to both serving and retired EPFO Officers and their family members and guests, faculty of EPFO, participants of in-service courses / seminars / workshops in EPFO, and any other special invitees.
3. Officer Trainees are required to strictly adhere to the mess timings.
4. Officers Trainees must always be in queue while taking food in the mess. They should show due courtesy towards senior officers, guests and also to their fellow Officer Trainees visiting the mess.
5. Courtesy and consideration is to be shown to all colleagues during the meals.
6. Officer Trainees must keep their used plates and glasses at the demarcated place after taking their meals.
7. Officer Trainees should maintain decency and decorum while in the dining area and observe table manners while eating and using cutlery. While in conversation, be polite and do not interrupt a person who is talking.
8. Officer Trainees appointed as escort officers must receive their guests at the entrance of the mess and remain in attendance throughout. They are expected to look after their guests and to introduce them to other Officer Trainees and faculty members who are in proximate distance. On conclusion of the meals, the escort officers are expected to see their guests off. Courtesy should be shown towards guests and dining area designated for them should not be disturbed.
9. It is mandatory for Officer Trainees to have their food in the dining hall of the Mess. Room service is provided only in exceptional circumstances like illness etc.

10. During formal breakfast / lunch / dinner with dignitaries, senior officers and faculty members, the Officer Trainees should take care of the following points:

A. Every Officer Trainee is a host. She/he is expected to be present 10 minutes before the guests arrive to receive them and to see that no guest is left unattended to. Officer Trainees should not leave the mess until all the guests have left.

B. The Officer Trainees are expected to rise and wish when the dignitaries / senior officers or faculty approach or pass through the tables where they are seated. No Officer Trainee should commence his meal before the chief guest. In case of buffet lunches and dinners, the officer Trainees should allow all the dignitaries, senior officers and faculty members to commence their meals and thereafter they should pick-up their plates. If some counter is earmarked for the senior officers, then the Officer Trainees should avoid using that counter.

C. Officer Trainees must not monopolize the dignitary / senior officers / guests or leave him / her abruptly. Officer Trainees must request to be excused when he / she leaves the dignitary / senior officers / guests.

## **II. DRESS CODE:**

Dressing well is a sign of good manners and a reflection of your personality. The dress tells who you are before you speak. Whenever dining in the Officers' Mess, every person needs to be appropriately dressed.



### **Ceremonial Occasions:**

Whenever breakfast / lunch / dinner / high tea follows ceremonial occasions where the Officer Trainees are required to wear formal dress like Bandh Gala / Safari-Suit/Formal Attire/Saree, they are required to attend the breakfast / lunch / dinner / high tea in the same ceremonial dress.

### **Formal lunches and dinners:**

GENTLEMEN: Formal shirt and trousers with formal shoes

LADIES: Saree / Western business suit with formal footwear

### **Working Days & Informal Lunches / Dinners:**

GENTLEMEN: Formal shirt and formal trousers with shoes / sandals

LADIES: Saree/Salwar Kameez/Churidaar kurta/Western formals with sandals/Chappals/Shoes.

### **Saturdays / Sundays / Holidays:**

GENTLEMEN: Shirt/T-shirt with collar and jeans/trousers with shoes/sandals.

LADIES: Saree / Salwar Kameez / Churidaar Kurta / Western wear / Jeans & T-shirts with sandals / chappals/ shoes.

### **Special Occasions:**

On special occasions when breakfast / lunch / dinner is hosted during cultural events / festivals apart from the dress code prescribed for formal occasions, the Officer Trainees can dress up in decent ethnic wear.

Officer Trainees are **PROHIBITED** from entering mess in round neck T-shirt (Male OTs), track suits, shorts, pajamas or other indecent apparel and bathroom slippers / sneakers.

### **Miscellaneous**

1. Officer Trainees should be polite while dealing with the

mess workers. They should not use intemperate language or conduct themselves in a manner not befitting an officer. Any misdemeanour on the part of the mess workers should be reported to the Local Course Coordinator for necessary action.

2. The Officer Trainees are required to avoid spillage and wastage of food. In case of spillage, they are expected to get it cleared before they leave the mess.

3. The Officer Trainees should take care of the furniture and cutlery in the mess. They should not disturb the arrangement of any furniture in the mess.

4. Any Officer Trainees bringing his / her personal guest is to inform the mess manager and also make entry in the register kept for this purpose.

5. During formal lunches and dinners personal guests of Officer Trainees are not allowed unless specifically invited.

6. All the Officer Trainees are expected to follow the table manners mentioned below. During their stay experts from hospitality industry will take sessions on this.

## **8. DOs & DON'Ts**

### **I. DO:**

- wear your name tags during working hours and in the mess on formal/informal occasions
- maintain punctuality in all training activities i.e. 10 minutes before all scheduled Activities
- occupy seats assigned to you in classrooms 5 minutes before the arrival of faculty
- observe etiquette and courtesy in dealings with faculty, staff and each other
- consult your Counsellor in matters - personal or official - where you are doubtful or need guidance

### **II. DO NOT:**

- Do not mark proxy attendance
- smoke at any public / common place in the campus
- entertain or house any pet animals in the hostel or in your room
- park Personal Vehicles in the campus without permission.

### **III. PROHIBITED:**

- possession/ carrying weapons/ firearms in the Academy
- keeping or consuming intoxicating drugs / alcoholic drinks in the campus

# **ANNEXURE-6**

## **ZTI ADDRESS AND CONTACT DETAILS**

S.NO	ZTI	ADDRESS	EMAIL	LANDLINE NUMBER
1	NORTH ZONE	ZONAL TRAINING INSTITUTE, NORTH ZONE DR. SHYAMA PRASAD MUKHERJEE INSTITUTE OF SOCIAL SECURITY ADMINISTRATION BUILDING, SECTOR 16-A, OLD FARIDABAD FARIDABAD - 121 002	<a href="mailto:ZTI.NORTH@EPFINDIA.GOV.IN">ZTI.NORTH@EPFINDIA.GOV.IN</a>	0129- 2297894
2	SOUTH ZONE	ZONAL TRAINING INSTITUTE, SOUTH ZONE NO.2, 15TH MAIN ROAD, RANGANATHAN GARDENS,ANNA NAGAR, (TN) CHENNAI - 600 040	<a href="mailto:ZTI.SOUTH@EPFINDIA.GOV.IN">ZTI.SOUTH@EPFINDIA.GOV.IN</a>	044- 28380255
3	EAST ZONE	ZONAL TRAINING INSTITUTE, EAST ZONE 7 LU HSUN SARANI,(WB) TERRITY BAZAAR, KOLKATA - 700 073	<a href="mailto:ZTI.EAST@EPFINDIA.GOV.IN">ZTI.EAST@EPFINDIA.GOV.IN</a>	033- 22258227
4	WEST ZONE	ZONAL TRAINING INSTITUTE, WEST ZONE 1, BHARATPURI ADMINISTRATIVE AREA, DEWAS ROAD, (MP) UJJAIN(MP) - 456 010	<a href="mailto:ZTI.WEST@EPFINDIA.GOV.IN">ZTI.WEST@EPFINDIA.GOV.IN</a>	0734- 3552230

# **ANNEXURE-7**

## **INAUGURATION CEREMONY**

## **INAUGURATION CEREMONY**

**DATE- 20<sup>TH</sup> JUNE 2023**

**PARTICIPANTS-** TRAINEE AO-EOs OF ZTI FARIDABAD  
PRESENT PHYSICALLY, OTHER ZTIs AO-EOs AND  
BATCH-2 CONNECTED ONLINE FROM THEIR  
RESPECTIVE LOCATIONS, ALL OFFICERS OF PDNASS,  
ZTI FARIDABAD, OTHERS AS DECIDED BY  
COMPETENT AUTHORITY

### **SCHEDULE**

<b>S.NO</b>	<b>EVENT</b>	<b>TIMING</b>
1	ARRIVAL OF CHIEF GUEST AND DIGNITARIES	11.00 AM
2	WELCOME OF CHIEF GUEST AND DIGNITARIES	11.00-11.05
3	RECITATION OF NATIONAL SONG	11:05-11:06
4	LIGHTING OF LAMP	11:06-11:10
5	WELCOME ADDRESS BY DIRECTOR PDNASS	11:10:11:20
6	INTRODUCTION TO TRAINING PROGRAM BY RPFC (TRAINING & INNOVATION)	11:20-11:25
7	BRIEFING ON THE COURSE CONTENT BY THE COURSE DIRECTOR	11:25-11:30
8	ADDRESS BY DEAN PDNASS/CPFC	11:30-11:40
9	KEYNOTE ADDRESS OF THE CHIEF GUEST	11:40-11:50
10	RELEASE OF INDUCTION TRAINING BOOKLET AND LAUNCHES	11:50-12:10
11	INTERACTION OF CHIEF GUEST WITH PARTICIPANTS	12:00-12:10
12	VOTE OF THANKS BY RPFC (TRAINING)	12:10-12:20
13	NATIONAL ANTHEM FOLLOWED BY GROUP PHOTO	12:20-12:45
14	HIGH TEA	12:45-1:15