



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



No. V12/13/80/2023-24/PDNASS/759

26-02-2024

To,

1. All Additional Central Commissioners (Zones)
2. All In-Charge of Regional/Sub-Regional Offices/ZTIs

Subject: Nomination for DoPT sponsored Five days 'Design of Training' (DoT) training programme scheduled to be held in PDNASS from 11th to 15th March, 2024-Reg.

Respected Ma'am/Sir,

Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is organizing a national level five day On-Campus training programme on "Design of Training (DoT)" from 11.03.2024 to 15.03.2024 sponsored by Department Personnel & Training (DoP&T), Govt. of India for the calendar year 2023-24.

2. The aim of the 'Design of Training' (DoT) course is to equip the participants with the skills of designing a Training Course. DoT course is designed for people who have already completed the course in Direct Trainer Skills (DTS), and have some experience of direct training. The Course is specifically intended for trainers who are required to undertake design and development of training for their institution or organization. The trainers are the certified recognized Master Trainers (MTs)/ Recognized Trainers (RTs) of Govt. of India. The Course is fully residential. Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) has modest hostel facility. As per DoPT instructions, no course fee will be charged. TA/DA in respect of the participants to be borne by the sponsoring authority/organization.

3. It is requested to send the nominations of eligible officers from your jurisdiction. The maximum number of participants allowed in this training are 12 so nominations will be finalized on first come first basis.

30-31 इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110058,

फोन - 28524248, फ़ैक्स - 28525987

30-31 Institutional Area, D-Block, Janakpuri, New Delhi - 110058

Phone: 011-28524248, Fax: 28525987

Email: natrss@epfindia.gov.in, pdnass@epfindia.gov.in

The nominations filled in the specific format (enclosed) should reach PDUNASS at the earliest by email at natrss@epfindia.gov.in to enable us to make proper arrangements for the participants. After scrutiny application, the sponsoring authority will be informed through email and learning material will be provided to the selected participants in advance. The Nominee MUST NOT be relieved to attend the course till their participation is confirmed by PDUNASS.

4. For any further information, please contact on +91 8860632216. The application for nomination of participants and sponsoring Authority confirmation format are enclosed.

Regards,

A handwritten signature in black ink, appearing to read 'Sunil Kumar', with a horizontal line drawn underneath it.

(SUNIL KUMAR)

REGIONAL PF COMMISSIONER-I

NOMINATION FORM

Course name	Venue	Date

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 4 weeks prior to the course dates to host institute.

NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Department/ Institute/organization	
4	Scale of Pay	
5	Date of birth	
6	Sex:	Male/Female
7	Category:	SC/ST/General/OBC
8	Address for communication (with Pin Code) e-mail address	
9	FAX Number	
10	Telephone Number, Mobile, e-mail address	
11	Relevance of the training programme to the officer	
12	Details of other "Training of Trainers (ToT)" Courses attended, with dates	

NOMINATION FORM

Course name	Venue	Date

Sponsoring Authority's Confirmation

1	Name of sponsoring authority	
2	Address for communication (with Pin Code)	
3	Telegraphic Address, e-mail	
4	Telephone Number	
5	Fax Number	
6	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
7	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date

Signature & Seal of Sponsoring Authority