



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/COURSE_DIRECTOR/2023/07/11

DATED: 11-07-2023

To,

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 350 AO-EOs who are to be trained. These 350 AO-EOs have been divided into two batches. Batch-1 of 157 Trainees and Batch-2 of 193 Trainees. Phase-1 of training for Batch-1 has been initiated and is going to get completed on 14th July 2023.

2. The first phase of training will commence for **Batch-2 from 17th July 2023** in 4 Zonal Training Institutes (ZTIs) located at Faridabad, Ujjain, Chennai and Kolkata. The **Batch-2** will be trained there **from 17th JULY 2023 TO 11th AUGUST 2023**. Date of arrival and departure of trainee officers in ZTIs is 16/7/2023 and 12/08/2023 respectively.

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)	BATCH-2
1	North Zone	57
2	South Zone	51
3	East Zone	29
4	West Zone	56
Grand Total		193

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/updation is required in any trainee data, same may please be brought to the notice of undersigned immediately.

5. **Session plan** for **Phase-2** 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 guidance of OIC and supervision 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 Officers are 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 17th July 2023. All ACCs (ZTI) are requested to be present in the opening program on 17th July 2023 in respective ZTIs.

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

10. Trainee officers may be allowed to draw advance against TA/DA, if they so desire, from their respective parent offices i.e. their place of postings, as per existing rules and regulations. However, candidates should be directed to report for aforesaid training irrespective of the fact that they have drawn TA advance or not.

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

(Issues with the approval of Director, PDNASS)

Enclosed;

1. List of Participants, Annexure-1, 4 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

Regards,



(Sunil Kumar)

Regional PF Commisisoner-II,
Course Director,
AO/EOs Induction Training Program

Copy for information to,

1. PA to CPFC
2. All Officers of PDNASS

ANNEXURE-1							
LIST OF TRAINEES FOR BATCH-2 DR AO/EOs FOR TRAINING AT ZTIs							
S.No	EmployeeID	Employee Name	Father Name	Present Office	Zone	ZTI Finalized for Training	Batch 2
1	AG020593125010223	AMAN	GORAKH NATH SINGH	BANDRA	Mumbai-I (Bandra)	East Zone	2
2	AS251090121230123	AMIT KUMAR	SURENDRA NATH GUPTA	PATNA	Bihar & Jharkhand (Patna)	East Zone	2
3	AR250395021060223	ANKUR	RAMESH KUMAR	HUBLI	Karnataka & Goa	East Zone	2
4	AJ100893095240123	ANSHU PATEL	JAWAHAR PATEL	JAMSHEDPUR	Bihar & Jharkhand (Patna)	East Zone	2
5	AM050196095270123	AVINASH KUMAR	MADHUKANT MADHU	JAMSHEDPUR	Bihar & Jharkhand (Patna)	East Zone	2
6	BB200793017250123	BEHERA GIRIDHAR	BEHERA SIMHACHALAM	RAJAHMUNDY	Andhra Pradesh (Vijaywada)	East Zone	2
7	DT150794014200123	DEEPAK KUMAR SINGH	TEJNARAYAN SINGH	SHIMOGA	Karnataka & Goa	East Zone	2
8	GG270595018230123	G PRASHANTH	G YADIAIAH	WARANGAL	Telangana (Hyderabad)	East Zone	2
9	GG050192054230123	GUDEPU NARESH	GUDEPU RAMULU	KARIMNAGAR	Telangana (Hyderabad)	East Zone	2
10	JJ190694093250123	JUNAIDKHAN JAFARKHAN PATHAN	JAFARKHAN	NASIK	Maharashtra (Pune)	East Zone	2
11	KK240996033230123	KAMINENI ANAND BABU	KAMINENI MOHAN RAO	GUNTUR	Andhra Pradesh (Vijaywada)	East Zone	2
12	KK120195138200123	KOUSHIK BISWAS	KHOKAN BISWAS	BENGALURU (ELECTRONIC CITY)	Karnataka & Goa	East Zone	2
13	KR280293127270123	KULDEEP SINGH	RAMESH KUMAR	TUMKUR	Bengaluru	East Zone	2
14	KK121291101200123	KUMAR RISHAV	KASHI BISHWANATH JHA	KOLKATA	WB, A&N Islands & Sikkim (Kolkata)	East Zone	2
15	KV070595116230123	KUNDAN KUMAR	VINOD KUMAR SINGH	BHUBANESHWAR	Odisha (Bhubaneswar)	East Zone	2
16	NM130196074130223	NITISH KUMAR	MANTU CHAUDHARY	RANCHI	Bihar & Jharkhand (Patna)	East Zone	2
17	PN270397116200123	PRASHANT KUMAR	NARESH SHARMA	BHUBANESHWAR	Odisha (Bhubaneswar)	East Zone	2
18	PD090995074230123	PRAVENDRA KUMAR	DHARMRAJ	RANCHI	Bihar & Jharkhand (Patna)	East Zone	2
19	RN120890044230123	RAGHAVENDER K	NARSIMHULU K	NIZAMABAD	Telangana (Hyderabad)	East Zone	2
20	RS010195121230123	RIDDHI SINGH	SHAIENDRA KUMAR SINGH	PATNA	Bihar & Jharkhand (Patna)	East Zone	2
21	RN081094116200123	ROHIT KUMAR CHOUDHARY	NAWAL KISHORE CHOUDHARY	BHUBANESHWAR	Odisha (Bhubaneswar)	East Zone	2
22	SN291292109270123	SAI TEJA KATLAGUNTA	NAGA MALLESWARA RAO KATLAGUNTA	KUKATPALLY	Telangana (Hyderabad)	East Zone	2
23	SP230590024250123	SHRISH PRATIN PATTALWAR	PRATIN RAJENDRA PATTALWAR	AKOLA	Maharashtra (Pune)	East Zone	2
24	SM220394069230123	SHUBHAM MOHAN DERE	MOHAN BHANUDAS DERE	SOLAPUR	Maharashtra (Pune)	East Zone	2
25	SN310191128200123	SOYO NINGSHEN	NINGSHEN NGATHINGKHUI	GUWAHATI	NER (Guwahati)	East Zone	2
26	TT260491107230123	TANAKALA PUNAM SIVA	TANAKALA	VISAKHAPATNAM	Andhra Pradesh (Vijaywada)	East Zone	2
27	UU310795123200123	SURYA PRAVEEN	VENKATARAMANA	KEONJHAR	Odisha (Bhubaneswar)	East Zone	2
28	VS101096102230123	UTSAB CHANDA	UTTAM CHANDA	VATWA	Gujarat (Ahmedabad)	East Zone	2
29	VK190895061230123	VIPUL DAGAR	SOMBIR DAGAR	SIDDIPET	Telangana (Hyderabad)	East Zone	2
30	AS210492145250123	VIRENDRA TANDEKAR	KUNDAN TANDEKAR	GURGAON (WEST)	Haryana	North Zone	2
31	AA300492051270123	ABHILASH	SATISH CHANDRA	ROHTAK	Haryana	North Zone	2
32	AA300492051270123	ABHISHEK SISODIA	ALOK KUMAR SINGH	DELHI (CENTRAL)	Punjab & HP (Chandigarh)	North Zone	2
33	AS191295056230123	AGRIT TYAGI	SUNIL KUMAR TYAGI	DELHI (CENTRAL)	Punjab & HP (Chandigarh)	North Zone	2
34	AR020988143230123	AJAY CHAUHAN	RAMPHAL CHAUHAN	DELHI (CENTRAL)	Delhi & Uttarakhand	North Zone	2
35	AP301090056230123	AKSHYA KUMAR	PREETAM SINGH	DELHI (CENTRAL)	Punjab & HP (Chandigarh)	North Zone	2
36	AK150995118200123	ALOK KUMAR PANDEY	KAMESHWAR PANDEY	DELHI (CENTRAL)	Haryana	North Zone	2
37	AA251292142230123	ANAND KUMAR	SRIVASTAVA	DELHI (WEST)	Delhi & Uttarakhand	North Zone	2
38	AC010790088200123	ANKIT SRIVASTAVA	ANKUR YADAV	MEERUT	Uttar Pradesh (Kanpur)	North Zone	2
39	AJ061295016230123	CHANDRA BHANU YADAV	ANNU SHARMA	KARNAL	Haryana	North Zone	2
40	AL150193040200123	JAIBHAGWAN SHARMA	ANUBHAV CHANDRA	GORAKHPUR	Uttar Pradesh (Kanpur)	North Zone	2
41	AJ240396027030423	LALLAN RAM	Anurag Katara	CHANDIGARH	Punjab & HP (Chandigarh)	North Zone	2
42	AR120197089010223	Jagdish Prasad Katara	ASAD RAIS	DELHI NORTH	Delhi & Uttarakhand	North Zone	2
43	AY020794057200123	RAIS KHAN	ASHISH YADAV	NOIDA	Uttar Pradesh (Kanpur)	North Zone	2
44	AS130590118230123	YOGENDRA SINGH YADAV	ASHUTOSH KUMAR SINGH	NOIDA	Haryana	North Zone	2
45	AK100595040200123	FARIDABAD	ATUL VERMA	KEDAR NATH VERMA	Uttar Pradesh (Kanpur)	North Zone	2
46	DR050195057200123	GORAKHPUR	DINESH KUMAR MISHRA	RAMESH KUMAR MISHRA	Uttar Pradesh (Kanpur)	North Zone	2
47	GB070194030020223	NOIDA	GULABDEEP SINGH THIND	BALJIT SINGH THIND	Punjab & HP (Chandigarh)	North Zone	2
48	HS030194057200123	JALANDHAR	HEMANT KUMAR SINGH KUTAR	SHIV PRASAD KUTAR	Uttar Pradesh (Kanpur)	North Zone	2
49	JS140794078230123	Uttar Pradesh (Kanpur)	JALAJ KASHYAP	SHYAM KISHORE SINGH	Punjab & HP (Chandigarh)	North Zone	2
50	KB280695078230123	Punjab & HP (Chandigarh)	KARANBIR SINGH MANN	BIKERMJIT SINGH MANN	Punjab & HP (Chandigarh)	North Zone	2
51	KS300693078240123	Punjab & HP (Chandigarh)	KIRAN	SATPAL	Punjab & HP (Chandigarh)	North Zone	2
52	KR010192098230123	Delhi & Uttarakhand	KULDEEP SINGH	RANA PRATAP SINGH	Delhi & Uttarakhand	North Zone	2
53	KR210895030300123	Punjab & HP (Chandigarh)	KUMKUM MEENA	RAMCHANDAR MEENA	Punjab & HP (Chandigarh)	North Zone	2
54	KV050492098230123	Delhi & Uttarakhand	KUNWAR VIKRAM SINGH	VINAY KUMAR SINGH	Delhi & Uttarakhand	North Zone	2

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LIST OF TRAINEES FOR BATCH-2 DR AO/EOs FOR TRAINING AT ZTIs							
S.No	EmployeeID	Employee Name	Father Name	Present Office	Zone	ZTI Finalized for Training	Batch 2
54	MP231094087200123	MAHENDRA PRATAP SINGH	PRAHLAD SINGH	LUCKNOW	Uttar Pradesh (Kanpur)	North Zone	2
55	MS200589013200123	MANEESH KUMAR YADAV	SHIV PRASAD YADAV	VARANASI	Uttar Pradesh (Kanpur)	North Zone	2
56	MS090993142140223	MANISH	SURESH KUMAR	DELHI (WEST)	Delhi & Uttarakhand	North Zone	2
57	MR200193092200123	MANISH KUMAR	RAM PRAVESH SINGH	PORT BLAIR	WB, A&N Islands & Sikkim (Kolkata)	North Zone	2
58	MM121297048250123	MD SARFARAZ ALAM	MD SHAMSUL HODA	GURGAON	Haryana	North Zone	2
59	MI070396081250123	MUDASSIR KHAN	IRFAN AHMAD KHAN	DEHRADUN	Delhi & Uttarakhand	North Zone	2
60	NR141193147230123	NAVNEET AGARWAL	RAKESH AGARWAL	RO MUMBAI-2 (DADAR)	Mumbai-I (Bandra)	North Zone	2
61	NR260394048230123	NIKHIL KUMAR KANOUIJA	R A KANOUIJA	GURGAON	Haryana	North Zone	2
62	PR110899023240123	POOJA KHYALIA	RAJPAL KHYALIA	VADODARA	Gujarat (Ahmedabad)	North Zone	2
63	PD071190104200123	PRASHANT KUMAR SINGH	DINESH SINGH	ALLAHABAD	Uttar Pradesh (Kanpur)	North Zone	2
64	RM020195105200123	RAHUL KUMAR VERMA	MANSHARAM VERMA	AGRA	Uttar Pradesh (Kanpur)	North Zone	2
65	RB210789088200123	RAM BABU YADAV	BASANT LAL YADAV	MEERUT	Uttar Pradesh (Kanpur)	North Zone	2
66	RR160296057200123	RAMAKANT YADAV	RAJ PATI YADAV	NOIDA	Uttar Pradesh (Kanpur)	North Zone	2
67	RB010792013300123	RAVENDRA SINGH PATEL	BHOOPENDRA SINGH PATEL	VARANASI	Uttar Pradesh (Kanpur)	North Zone	2
68	RA201195057200123	RONAK ASHARAM	ASHARAM MEENA	NOIDA	Uttar Pradesh (Kanpur)	North Zone	2
69	RJ080192030230123	RUPINDER KAUR	JATINDER SINGH	JALANDHAR	Punjab & HP (Chandigarh)	North Zone	2
70	SA150794094200123	SARVESHVAR SINGH	ANOOP KUMAR SINGH	KANPUR	Uttar Pradesh (Kanpur)	North Zone	2
71	NA	SATEESH KUMAR	NA	BHUBANESHWAR	Odisha (Bhubaneswar)	North Zone	2
72	SV280797043200123	SAURABH MISHRA	VIJAY KUMAR MISHRA	BAREILLY	Uttar Pradesh (Kanpur)	North Zone	2
73	SR150795088200123	SHASHANK RANA	ROHAN SINGH	MEERUT	Uttar Pradesh (Kanpur)	North Zone	2
74	SA110796056230123	SHESHAN SHENIWAL	ARUN KUMAR SINHA	BHATINDA	Punjab & HP (Chandigarh)	North Zone	2
75	SS040296056240123	SHIVAM	SUDARSHAN KUMAR	BHATINDA	Punjab & HP (Chandigarh)	North Zone	2
76	SB170498142150523	SHIVAM DWIVEDI	BANSH RAJ DWIVEDI	DELHI (WEST)	Delhi & Uttarakhand	North Zone	2
77	SU031295027230123	SHUBHAM TYAGI	UMESH CHANDRA TYAGI	CHANDIGARH	Punjab & HP (Chandigarh)	North Zone	2
78	SG021088089230123	SPALZES DOLMA	GAURAV KUMAR	DELHI NORTH	Delhi & Uttarakhand	North Zone	2
79	SS231292105200123	SUMIT KUMAR PAL	SUKHDEV PRASAD	AGRA	Uttar Pradesh (Kanpur)	North Zone	2
80	TD201292089220523	TARUN AGGRAWAL	Not Available	DELHI (CENTRAL)	Delhi & Uttarakhand	North Zone	2
81	TR220393027310123	TUSHAR SINGH	RAMJASH KUMAR	CHANDIGARH	Punjab & HP (Chandigarh)	North Zone	2
82	UA030792040200123	UTKARSH KUMAR	ARUN KUMAR UPADHYAY	GORAKHPUR	Uttar Pradesh (Kanpur)	North Zone	2
83	VS020695145230123	VIBHOR GUPTA	SANJEEV KUMAR GUPTA	GURGAON (WEST)	Haryana	North Zone	2
84	VD141087027240123	VIPIN RAJ	DHARM RAJ	CHANDIGARH	Punjab & HP (Chandigarh)	North Zone	2
85	VS100899033240123	VISHAL KUMAR	SATYAVEERSINGH	GUNTUR	Andhra Pradesh (Vijaywada)	North Zone	2
86	YA130794089230123	YASH ANAND	ARBIND KUMAR	DELHI NORTH	Delhi & Uttarakhand	North Zone	2
87	AA090794017230123	AITHU NITHEESH	AITHU VEERESH	RAJAHMUNDRI	Andhra Pradesh (Vijaywada)	South Zone	2
88	AA241194009080223	AKHIL NAMBIAR	A K JAYARAJAN	KOZHICODE (CALICUT)	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
89	AA290494033230123	ALUGUBELLY ANUSHA REDDY	ALUGUBELLY VENKAT REDDY	GUNTUR	Andhra Pradesh (Vijaywada)	South Zone	2
90	NA	AMAN PRAKASH	NA	NOIDA	Uttar Pradesh (Kanpur)	South Zone	2
91	AR280597084200123	AMAR BAGHEL	RUAL BAGHEL	VELLORE	Chennai & Puducherry (Chennai)	South Zone	2
92	AD100390058230123	ANKIT	DAYANAND	AMBATTUR	Chennai & Puducherry (Chennai)	South Zone	2
93	AP120694120200123	ASHWIN G	P V GANGADHARAN	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
94	BB100892137240123	BANOTHU BHARATH KUMAR	BANOTHU DASURU	BENGALURU (MALLESWARAM)	Bengaluru	South Zone	2
95	BB231092038200123	BOKKA RAVIKIRAN REDDY	BOKKA SANJEEVA REDDY	TAMBARAM	Chennai & Puducherry (Chennai)	South Zone	2
96	CC031193136250123	CHAUDHAR VISHAL SHESHRAO	CHAUDHAR SHESHRAO JAYWANTRAO	BENGALURU (CENTRAL)	Bengaluru	South Zone	2
97	DB200393108200123	DEEPAK MAHALA	BRIJ LAL MAHALA	MYSORE	Karnataka & Goa	South Zone	2
98	DG230993076200123	DHANVIJ ANAND GHANSHYAM	GHANSHYAM DHANVIJ	TRICHY	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
99	DD020396077200123	DHARAVATH ABHIRAJ	DHARAVATH BHIKYA	PEENYA	Bengaluru	South Zone	2
100	DM200794076200123	DIKSHANT MANORI	MAHENDRA PRASAD MANORI	TRICHY	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
101	DM201192082060423	DIWAKAR KUMAR	Mrityunjay Kumar	Kannur	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
102	GA300794037200123	GAURAV ANAND	AJAY KUMAR SINHA	PUDUCHERRY	Chennai & Puducherry (Chennai)	South Zone	2
103	GG080494140200123	GOKUL R	GAYATHRI K	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	South Zone	2
104	HS161095082200123	HARIPRIYA S R	SURESH KUMAR S	KANNUR	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
105	HR061195085230123	HARSH MEENA	RAM CHARAN MEENA	MADURAI	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2

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LIST OF TRAINEES FOR BATCH-2 DR AO/EOs FOR TRAINING AT ZTIs							
S.No	EmployeeID	Employee Name	Father Name	Present Office	Zone	ZTI Finalized for Training	Batch 2
106	JV260693026010223	JITHIN V J	VIJAYAKURUP N	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
107	KK180692136250123	KANDALA SRINIVAS	K UDAY KUMAR	BENGALURU (CENTRAL)	Bengaluru	South Zone	2
108	KK250691135250123	KANDULA RAVI CHANDRA	KANDULA RAJA BAPAI AH	HYDERABAD (MADHAPUR)	Telangana (Hyderabad)	South Zone	2
109	MM140595012230123	MARRU AKHIL	MARRU VENKATESHWAR RAO	GULBARGA	Karnataka & Goa	South Zone	2
110	MM010196084200123	MASARAPU NARENDRA	M RAJU	VELLORE	Chennai & Puducherry (Chennai)	South Zone	2
111	MK150992100250123	MAYANK SINGH	KASHISH SINGH	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
112	MA110688140160223	MOHAMMAD RAYEES AHMAD	AINUDDIN	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	South Zone	2
113	NN180889022230123	NIMMANA SRAVAN KUMAR	NIMMANA SATYANARAYANA	UDUPI	Karnataka & Goa	South Zone	2
114	ND010793114200123	NITISH RAI	DINDAYAL RAI	SALEM	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
115	PP020996026230123	PATIL AKSHAY MANILAL	PATIL MANILAL BABURAO	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
116	PP081293120200123	PAWAR VIKRAM MADHUKAR	PAWAR MADHUKAR N	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
117	PP260292005200123	PRATIK PRAKASHRAO KHODE	PRAKASH RAO	COIMBATORE	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
118	RA010785110010223	RAMESH MARISERLA	ARIJUNA NAIDU	KADAPA	Andhra Pradesh (Vijaywada)	South Zone	2
119	RS170195134230123	ROHIT AGARWAL	SATYANARAYANA AGARWAL	HYDERABAD (BARKATPURA)	Telangana (Hyderabad)	South Zone	2
120	RS281090026200123	ROHIT SAJEEV	SAJEEV KUMAR	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
121	SP200694058200123	S VIGNESH PRABHU	P SHANMUGA SUNDARARAJ	AMBATTUR	Chennai & Puducherry (Chennai)	South Zone	2
122	SJ010191038200123	SAURABH TRIPATHI	JAY NARAYAN TRIPATHI	TAMBARAM	Chennai & Puducherry (Chennai)	South Zone	2
123	SS280189080020223	SAV SAMLESHKUMAR	SHAMBHU	MYSORE ROAD	Bengaluru	South Zone	2
124	SN250793100230123	SHARANABASAVA YETAGAL	NAGAPPA YETAGAL	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
125	SR180393060200123	SHILPASHREE R	RAMESH S	K R PURAM (WHITEFIELD)	Bengaluru	South Zone	2
126	SD310197137230123	SHIVAM KUMAR	DINANATH	BENGALURU (MALLESWARAM)	Bengaluru	South Zone	2
127	SS101292120200123	SURAJ KUMAR	SHEKHAR KUMAR SINGH	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
128	SV140993038200123	SWETA GUPTA	VISHAL KUMAR	TAMBARAM	Chennai & Puducherry (Chennai)	South Zone	2
129	UG230391060200123	UJWAL G SHETTY	GOPALKRISHNA M SHETTY	K R PURAM (WHITEFIELD)	Bengaluru	South Zone	2
130	VR160494120200123	VARTIKA ANAND	RAJ KISHORE	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
131	VV111093110270123	VELMA MAHENDHAR REDDY	VELMA DEVENDHAR	KADAPA	Andhra Pradesh (Vijaywada)	South Zone	2
132	VV211097114200123	VIKASH KUMAR	VIJAY DAYAL BIHARI	SALEM	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
133	VD230990136200123	VIKRAM PATIL	DILIP PATIL	BENGALURU (CENTRAL)	Bengaluru	South Zone	2
134	VM300590085230123	VISHAL MARU	MOHANLAL MARU	MADURAI	Tamil Nadu (Excluding Chennai) (Coimbatore)	South Zone	2
135	VB120196025200123	VISHNU NARAYANA PRASAD K V	BALAKRISHNAN K V	KOTTAYAM	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
136	NA	Vivek Kumar	NA	AMBATTUR	Chennai & Puducherry (Chennai)	South Zone	2
137	YB180196009060323	YOGANSHU PATEL	BASANT PATEL	KOZHICODE (CALICUT)	Kerala & Lakshadweep (Thiruvananthapuram)	South Zone	2
138	AB051292023240123	ABHINAV BUNKAR	BHAGWAN LAL BUNKAR	VADODARA	Gujarat (Ahmedabad)	West Zone	2
139	AD071095039230123	ABHISHEK AGARWAL	D K SINGHAL	BHOPAL	Madhya Pradesh & Chhattisgarh (Bhopal)	West Zone	2
140	AS170896045200123	AJAY KUMAR DHAKA	SOHAN LAL DHAKA	KOTA	Rajasthan (Jaipur)	West Zone	2
141	AR080894001270123	AKHIL SINGH	RAJENDRA PRASAD SINGH	VASHI	Mumbai-II (Thane)	West Zone	2
142	AO120696155230223	AKRITI THAKUR	ONKAR SINGH	PUNE (AKURDI)	Maharashtra (Pune)	West Zone	2
143	AM200793151200123	AMBIKA AGARWAL	MUKESH KUMAR AGARWAL	KANDIVALI EAST	Mumbai-II (Thane)	West Zone	2
144	Not Available	Anand Maitreya	Not Available	Not Available	Gujarat (Ahmedabad)	West Zone	2
145	AP241193119270123	ANMOL VARSHNEY	PUSPENDRA KUMAR VARSHNEY	KANDIVALI	Mumbai-II (Thane)	West Zone	2
146	AA100498045200123	ARCHIT YADAV	ASHOK KUMAR YADAV	KOTA	Rajasthan (Jaipur)	West Zone	2
147	BD010196020030223	BAIDYANATH KUMAR	DILIP KUMAR JHA	UJJAIN	Madhya Pradesh & Chhattisgarh (Bhopal)	West Zone	2
148	BF161191096270123	BELAL TAUHEED	FIROZUT TAUHEED	AURANGABAD	Maharashtra (Pune)	West Zone	2
149	BD020290155200123	BHUSHAN DINESH MAHALE	DINESH SAKHARAM MAHALE	PUNE (AKURDI)	Maharashtra (Pune)	West Zone	2

ANNEXURE-1							
LIST OF TRAINEES FOR BATCH-2 DR AO/EOs FOR TRAINING AT ZTIs							
S.No	EmployeeID	Employee Name	Father Name	Present Office	Zone	ZTI Finalized for Training	Batch 2
150	DR290594153240123	DABHERAO AKSHAY RAJENDRA	RAJENDRA JAYSINGH DABHERAO	THANE (SOUTH)	Mumbai-II (Thane)	West Zone	2
151	DD301291073240123	DANDGE TUSHAR NARAYANRAO	DANDGE NARAYAN NAMDEORAO	PUNE	Maharashtra (Pune)	West Zone	2
152	DP020294023010223	DEEPAK KUMAR	PRAMOD KUMAR SAHU	VADODARA	Gujarat (Ahmedabad)	West Zone	2
153	GR161292067230123	GAURAV GUNAWAT	RAMESH CHAND MEENA	VAPI	Gujarat (Ahmedabad)	West Zone	2
154	HJ100792035230123	HEMENDRA KUMAR	JAGAT RAM	AHMEDABAD	Gujarat (Ahmedabad)	West Zone	2
155	HS101295050200123	HIMANSHU BIKONIA	SURESH KUMAR BIKONIA	JAIPUR	Rajasthan (Jaipur)	West Zone	2
156	JR210595050200123	JITENDRA GAWARIYA	RAJ KUMAR GAWARIYA	JAIPUR	Rajasthan (Jaipur)	West Zone	2
157	KS110797073230123	KAJAL DAGAR	SHRIOM DAGAR	PUNE	Maharashtra (Pune)	West Zone	2
158	KB271286035230123	KAPIL DEV	BABU LAL SHASTRI	AHMEDABAD	Gujarat (Ahmedabad)	West Zone	2
159	KV180696011200123	KAPIL GUPTA	VINOD KUMAR GUPTA	UDAIPUR	Rajasthan (Jaipur)	West Zone	2
160	KS090593073230123	KHOBRADE YOGESH SUNIL	SUNIL WAMANRAO KHOBRADE	PUNE	Maharashtra (Pune)	West Zone	2
161	KA061190015230123	KRITIKESH JHA	ARUN KUMAR JHA	NARODA	Gujarat (Ahmedabad)	West Zone	2
162	KK040589147240123	KUNAL KISAN NAGE	KISAN PRALHAD NAGE	RO MUMBAI-2 (DADAR)	Mumbai-I (Bandra)	West Zone	2
163	LL110691073240123	LAHANE SUNIL VENKATRAO	LAHANE VENKATRAO TUKARAM	PUNE	Maharashtra (Pune)	West Zone	2
164	MR240693155230123	MAULIK R THAKKAR	ROHITKUMAR THAKKAR	PUNE (AKURDI)	Maharashtra (Pune)	West Zone	2
165	MS090797035230123	MEHUL KUMAR	SURENDER KUMAR	AHMEDABAD	Gujarat (Ahmedabad)	West Zone	2
166	MK170191046300123	MOHIT CHHAJER	KANA RAM CHHAJER	RAJKOT	Gujarat (Ahmedabad)	West Zone	2
167	NT020396149200123	NAVNEET ANAND	TAPENDRA SINGH	RO MUMBAI-4 (POWAI)	Mumbai-I (Bandra)	West Zone	2
168	NR100998063200123	NISHA PANWAR	RENWATI LAL PANWAR	JODHPUR	Rajasthan (Jaipur)	West Zone	2
169	OM200696050200123	OM PRAKASH BIRDA	MAHAVEER PRASAD BIRDA	ALWAR	Rajasthan (Jaipur)	West Zone	2
170	PS290792149200123	PANKAJ YADAV	SHRI CHANDRA YADAV	RO MUMBAI-4 (POWAI)	Mumbai-I (Bandra)	West Zone	2
171	PM131193001230123	PAWAN PRAJAPATI	MUNNI LAL PRAJAPATI	VASHI	Mumbai-II (Thane)	West Zone	2
172	PR220990034250123	PRANAY PATHAK	RAJIV PATHAK	SURAT	Gujarat (Ahmedabad)	West Zone	2
173	PS040893148030223	PREETI	SATBIR SINGH	andra-III (Nariman Point) (Eas	Mumbai-I (Bandra)	West Zone	2
174	PS240289034010223	PRERIT KANT	SHREEKANT KUMAR SINGH	SURAT	Gujarat (Ahmedabad)	West Zone	2
175	RA141293062200123	RAHUL SHRIVASTAVA	ASHOK KUMAR SHRIVASTAVA	INDORE	Madhya Pradesh & Chhattisgarh (Bhopal)	West Zone	2
176	RI060996034230123	RAJBIR SINGH MARWAH	INDERJIT SINGH MARWAH	SURAT	Gujarat (Ahmedabad)	West Zone	2
177	RK010791155230123	ROHIT KUMAR VERMA	KISHORE KUMAR VERMA	PUNE (AKURDI)	Maharashtra (Pune)	West Zone	2
178	SJ291293001250123	SANJEEV MEENA	JAIRAM MEENA	VASHI	Mumbai-II (Thane)	West Zone	2
179	SD040198153240123	SAURAV KUMAR SINGH	DEVENDRA SINGH	Thane-II (South)	Mumbai-II (Thane)	West Zone	2
180	SS090994008090223	SHASHANK KATARIA	SURESH PAL	BHARUCH	Gujarat (Ahmedabad)	West Zone	2
181	SS220194119230123	SHASHANK KUMAR	SHAIENDRA KUMAR	KANDIVALI	Mumbai-II (Thane)	West Zone	2
182	SS190892034240123	SHASHANK SINGH	SHIV SINGH	SURAT	Gujarat (Ahmedabad)	West Zone	2
183	SA240796046230123	SHEKHAR	ANIL KUMAR	RAJKOT	Gujarat (Ahmedabad)	West Zone	2
184	SY030896070130223	SHOAIB UR REHMAN	YASEEN UR REHMAN	JABALPUR	Madhya Pradesh & Chhattisgarh (Bhopal)	West Zone	2
185	SH220396050200123	SHUBHAM AGARWAL	HUKAM CHAND AGARWAL	JAIPUR	Rajasthan (Jaipur)	West Zone	2
186	SM060192015010223	SHUBHAM PATHAK	MANOJ KUMAR PATHAK	NARODA	Gujarat (Ahmedabad)	West Zone	2
187	SR240592039270123	SUNEET MINHAS	RAJKUMAR MINHAS	BHOPAL	Madhya Pradesh & Chhattisgarh (Bhopal)	West Zone	2
188	SR121292063200123	SUSHIL KUMAR BAIRWA	RAMSWAROOP BAIRWA	JODHPUR	Rajasthan (Jaipur)	West Zone	2
189	SN250891151060223	SWAPNIL NANDU THANGE	NANDU KISAN THANGE	KANDIVALI EAST	Mumbai-II (Thane)	West Zone	2
190	UR080396008200123	UJJWAL KUMAR	RAJESH KUMAR	BHARUCH	Gujarat (Ahmedabad)	West Zone	2
191	UA260195111200123	UTTAM KAPOOR	ANIL KUMAR	NAGPUR	Maharashtra (Pune)	West Zone	2
192	VS290895147240123	VIJAY SANJAY DEVKATE	SANJAY NAMDEV DEVKATE	RO MUMBAI-2 (DADAR)	Mumbai-I (Bandra)	West Zone	2
193	VK240295062200123	VINAY KUMAR	KRISHAN RAM	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. SECOND HALF OF DAY-1 WILL HAVE SESSIONS AS MENTIONED ABOVE.

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 CONDUCT RULES -OVERVIEW -CONSTITUTIONAL BASIS -MAJOR PROVISIONS – CENTRAL CIVIL SERVICES - CLASSIFICATION, CONTROL AND APPEAL RULES/ -ALL INDIA SERVICE RULES/ RELEVANT SERVICE RULES FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.	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	PREVENTIVE VIGILANCE “A CONCEPTUAL FRAMEWORK”: -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	VIGILANCE MACHINERY OF GOVERNMENT OF INDIA - AN OVERVIEW 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		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	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 COMPLAINT HANDLING SYSTEM & WHISTLE BLOWER MECHANISM -INTERNAL IN EVERY ORGANIZATION -PROTECTION OF WHISTLE BLOWER -FEEDBACK ON ACTION TAKEN -FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.	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-2
1	North Zone	Shri Nadeem Ahmed, RPFC-II
2	South Zone	Shri Saurabh Kumar, RPFC-II
3	East Zone	Shri Naveen Juneja, RPFC-II
4	West Zone	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 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-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		
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL	
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 CONDUCT RULES -OVERVIEW -CONSTITUTIONAL BASIS -MAJOR PROVISIONS – CENTRAL CIVIL SERVICES -CLASSIFICATION, CONTROL AND APPEAL RULES/ -ALL INDIA SERVICE RULES/ RELEVANT SERVICE RULES FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.	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	PREVENTIVE VIGILANCE “A CONCEPTUAL FRAMEWORK”: -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	VIGILANCE MACHINERY OF GOVERNMENT OF INDIA - AN OVERVIEW 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 COMPLAINT HANDLING SYSTEM & WHISTLE BLOWER MECHANISM -INTERNAL IN EVERY ORGANIZATION -PROTECTION OF WHISTLE BLOWER -FEEDBACK ON ACTION TAKEN -FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.	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		<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 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.</p>	EXTERNAL	
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ANNEXURE-5

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

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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	ZTI.NORTH@EPFINDIA.GOV.IN	0129- 2297894
2	SOUTH ZONE	ZONAL TRAINING INSTITUTE, SOUTH ZONE NO.2, 15TH MAIN ROAD, RANGANATHAN GARDENS,ANNA NAGAR, (TN) CHENNAI - 600 040	ZTI.SOUTH@EPFINDIA.GOV.IN	044- 28380255
3	EAST ZONE	NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE (NSATI), IS SITUATED AT BLOCK FC, SECTOR – III, SALT LAKE, KOLKATA, WEST BENGAL-700106. (THE NEAREST LANDMARK IS WATER TANK NO.11.)	ZTI.EAST@EPFINDIA.GOV.IN	033- 22258227
4	WEST ZONE	ZONAL TRAINING INSTITUTE, WEST ZONE 1, BHARATPURI ADMINISTRATIVE AREA, DEWAS ROAD, (MP) UJJAIN(MP) - 456 010	ZTI.WEST@EPFINDIA.GOV.IN	0734- 3552230