



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



No. V5/13/87/2022/23/PDNASS/TrngCalendar2023-24/202

27.07.2023

To,

The Additional Central PF Commissioners, Zonal Offices/HO(ASD)

The Regional PF Commissioners/OICs, Regional Offices/ ZTIs

**Subject: Self Learning programmes for Group 'A' Officers of EPFO through iGOT Karmayogi & ITC-ILO online courses as per training calendar for 2023-24; Suggestive list of programmes– Reg.**

Madam/Sir,

As per the approved Training Calendar for 2023-24, the mandatory self-learning programmes have to be completed by every Group 'A' EPFO Officer. In this regard, it has been decided to include both national and international online courses through iGOT Karmayogi & ITC-ILO platforms respectively.

- Each Group 'A' officer has to thus, complete at least *five hours* of iGOT training programmes (<https://portal.igotkarmayogi.gov.in>) and at least *ten hours* of ITC-ILO online courses (<https://www.itcilo.org/courses>). These courses are free.
- The respective Zonal Offices are requested to provide officer-wise confirmation about completion of the targeted iGOT Karmayogi & ITC-ILO online courses latest by 31.10.2023 through email at [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in)
- The list of suggested training programmes of iGOT Karmayogi & ITC-ILO online courses is annexed on the following page.

Yours faithfully,

Kunal Thakur

RPFC-II, Training

## iGOT KARMAYOGI TRAINING PROGRAMMES: SUGGESTIVE LIST

(https://portal.igotkarmayogi.gov.in)

Srl.	Programme	Programme Details	Weblink
1	LEAVE RULES	Human Resource Service Quality Management	<a href="https://portal.igotkarmayogi.gov.in/public/toc/do_1136930725768888321116/overview">https://portal.igotkarmayogi.gov.in/public/toc/do_1136930725768888321116/overview</a>
2	STRESS MANAGEMENT DEVELOPING RESILIENCE TO MANAGE STRESS	The course aims to provide the learners a potpourri of stress management tips and strategies to tackle the root cause of stress. As you go through the course you will be able to apply the learning and develop insight into meaning of stress, its impact, symptoms, causes as well as practical interventions which can help busting the stress level.	<a href="https://portal.igotkarmayogi.gov.in/public/toc/do_1134122937914327041177/overview">https://portal.igotkarmayogi.gov.in/public/toc/do_1134122937914327041177/overview</a>
3	SELF LEADERSHIP	This course has many insightful videos on self-leadership by Gurudev Sri Sri Ravi Shankar. We exist at 7 levels - Body, Breath, Mind, Intellect, Memory, Ego and Self. When these 7 levels are in harmony, our performance and productivity is better and we can be more effective leaders. The more we know about the various aspects of ourselves, the better we are able to manage ourselves. Self-awareness, Self-control and Self-confidence all increase with Self-knowledge.	<a href="https://portal.igotkarmayogi.gov.in/public/toc/do_113651330692145152128/overview">https://portal.igotkarmayogi.gov.in/public/toc/do_113651330692145152128/overview</a>
4	UNDERSTANDING MOTIVATION: UNDERSTANDING MOTIVATION FROM DIFFERENT PERSPECTIVES	By the end of this course, the learners will be able to understand the concept of motivation from the lens of various theories. They will be able to explore the questions like why people do what they do, what is the role of a leader in motivating and demotivating others and how the design of the jobs plays a role in motivation.	<a href="https://portal.igotkarmayogi.gov.in/public/toc/do_113474579909279744117/overview">https://portal.igotkarmayogi.gov.in/public/toc/do_113474579909279744117/overview</a>
5	RIGHT TO INFORMATION ACT - PART 1	Right to Information Act	<a href="https://portal.igotkarmayogi.gov.in/public/toc/do_113693885524467712197/overview">https://portal.igotkarmayogi.gov.in/public/toc/do_113693885524467712197/overview</a>

## ITC-ILO ONLINE TRAINING PROGRAMMES: SUGGESTIVE LIST

(<https://www.itcilo.org/courses>)

Srl.	Programme	Programme Details	Weblink
1	<b>CONTINUING LEGAL EDUCATION 1 - INTRODUCTION TO INTERNATIONAL LABOUR STANDARDS</b>	It provides entry-level guidance on the comprehensive system of international labour standards (ILS) established and developed by the International Labour Organization since 1919.	<a href="https://www.itcilo.org/courses/continuing-legal-education-1-introduction-international-labour-standards">https://www.itcilo.org/courses/continuing-legal-education-1-introduction-international-labour-standards</a>
2	<b>DISABILITY IN THE WORKPLACE A GLOBAL PERSPECTIVE</b>	ITCilo teamed up with Cornell University to create a course on disability in the workplace. In this interactive video-based course, employers, experts and persons with disabilities themselves share their latest insights, knowledge and experiences to enable you to identify the competitive advantage of including people with disabilities in your workforce, to create a business case, and to plan, implement and audit your disability inclusion strategy.	<a href="https://www.itcilo.org/courses/disability-workplace">https://www.itcilo.org/courses/disability-workplace</a>
3	<b>SOCIAL DIALOGUE AND INDUSTRIAL RELATIONS: A SELF-GUIDED INDUCTION COURSE</b>	The primary goal of the ILO is to promote opportunities for women and men to obtain decent and productive work in conditions of freedom, equality, security and human dignity.	<a href="https://www.itcilo.org/courses/social-dialogue-and-industrial-relations-self-guided-induction-course">https://www.itcilo.org/courses/social-dialogue-and-industrial-relations-self-guided-induction-course</a>
4	<b>FORMALISATION OF THE INFORMAL ECONOMY</b>	Basic understanding of the informal economy and examples of good practices promoting transition to formality with an emphasis on ILO's Decent Work strategies.	<a href="https://www.itcilo.org/courses/formalisation-informal-economy">https://www.itcilo.org/courses/formalisation-informal-economy</a>
5	<b>DISCRIMINATION, VIOLENCE AND HARASSMENT: SELF-GUIDED LEARNING ON ILO CONVENTIONS NO. 111 AND NO. 190</b>	This self-guided learning experience will literally take you through an immersive journey. You will land in the modern city of Doha and head off to a very special exhibition, exploring the different facets of violence, harassment and unacceptable behaviour in the world of work, through a gender perspective and beyond.	<a href="https://www.itcilo.org/courses/discrimination-violence-and-harassment-self-guided-learning-ilo-conventions-no-111-and-no-0">https://www.itcilo.org/courses/discrimination-violence-and-harassment-self-guided-learning-ilo-conventions-no-111-and-no-0</a>
6	<b>OHCHR GENDER TOOL</b>	This online course has been designed to provide a basic understanding of gender equality and how to integrate a gender perspective into human rights work.	<a href="https://www.itcilo.org/courses/ohchr-gender-tool">https://www.itcilo.org/courses/ohchr-gender-tool</a>