



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



PDNASS/DIRECTOR/2023/08/05

DATED: 28-08-2023

OFFICE ORDER

It is to inform that one-week training in respect of 110 number of trainees (Two batches of 55 each) as per **Annexure-I** will also be held at National Data Centre (NDC), Dwarka, New Delhi w.e.f. dates mentioned in Annexure-1. Stay arrangement of the trainees have been made at PDNASS, New Delhi.

2. Session plan for NDC component is mentioned on page number from 59 to 64 of "INDUCTION TRAINING AO/EO Officers Booklet". Relevant pages of INDUCTION TRAINING AO/EO Officers Booklet are attached as **Annexure-2**. Trainees are further directed to ensure completion of course mandatory under 'iGOT' courses before start of aforesaid training course attached as **Annexure-3**.

3. It is also directed that all trainee officers to ensure strict compliance of instructions regarding code of conduct/ ethics, dressing, discipline etc. as mentioned from page number 77 to 86 of the above said booklet attached as Annexure-2.

4. After NDC phase all trainees will return to "On Job Training". Trainee officers may 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 report for aforesaid training irrespective of the fact that they have drawn TA advance or not.

(Issues with the approval of Director, PDNASS)

Enclosed;

1. Annexure-1, List of Participants, 3 Pages

2. Annexure-2, Induction Training AO/EO Booklet, 21 Pages
3. Annexure-3, iGOT Karmayogi Online Courses, 1 Page



(Sunil Kumar)
RPFC-II,
Course Director,
AO/EO Induction Training

To,

All Trainee Officers as per Annexure-1.

Copy for information to:

- | | | |
|---|---|-------------------------------------|
| 1. ACC(HQ), IS | } | for necessary action, please. |
| 2. RPFC (NDC) | | |
| 3. All ACCs (Zonal Offices) | } | With an advice to relieve aforesaid |
| 4. All RPFC-1s (Regional Offices) | | trainees to join NDC training on |
| | | dates as mentioned in Annexure-1 |
| 5. All Officers PDNASS, for information and necessary arrangements. | | |

ANNEXURE-I
LIST OF TRAINEES

ANNEXURE-1								
LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC"								
S.No	EmployeeID	Employee Name	Gender	Father Name	Present Place of Posting	Zone	NDC PHASE DATES	PLACE OF NEXT PHASE
1	RE031292110230123	RAMESHWARA RAO GUPTA P D	Male	ESWARAIAH P	KADAPA	Andhra Pradesh (Vijaywada)	25-09-2023 to 30-09-2023	NDC, New Delhi
2	SS210696107230123	SINGURU KRISHNA CHAITANYA	Male	SINGURU RANGANAIKULU	VISAKHAPATNAM	Andhra Pradesh (Vijaywada)	25-09-2023 to 30-09-2024	NDC, New Delhi
3	AR280296060240123	ALOK DIXIT	Male	RAJ KISHORE DIXIT	K R PURAM (WHITEFIELD)	Bengaluru	25-09-2023 to 30-09-2025	NDC, New Delhi
4	BB010195139270123	BHUPENDER YADAV	Male	BALWANT SINGH	BENGALURU (KORAMANGALA)	Bengaluru	25-09-2023 to 30-09-2026	NDC, New Delhi
5	MM270896133230123	KRISHNA KUMARI	Female	MANGLA RAM	YELAHANKA	Bengaluru	25-09-2023 to 30-09-2027	NDC, New Delhi
6	NM260794077200123	NIDHI M	Female	MANJAPPA D	PEENYA	Bengaluru	25-09-2023 to 30-09-2028	NDC, New Delhi
7	RR060395080230123	RAYAGIRI LOKESH	Male	RAYAGIRI SRINIVASA MURTHY	MYSORE ROAD	Bengaluru	25-09-2023 to 30-09-2029	NDC, New Delhi
8	SR090491060240123	SRIJAN KAR	Male	RATAN KUMAR KAR	K R PURAM (WHITEFIELD)	Bengaluru	25-09-2023 to 30-09-2030	NDC, New Delhi
9	AC100588121230123	ALOK KUMAR VERMA	Male	CHANORA SHEKHAR	PATNA	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2031	NDC, New Delhi
10	RS110193036230123	RAJEEV RANJAN	Male	SANJAY KUMAR	BHAGALPUR	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2032	NDC, New Delhi
11	SS280793074020223	SHASHI KUMAR SAHA	Male	SHANKAR PRASAD SINHA	RANCHI	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2033	NDC, New Delhi
12	SS060191095230123	SHUBHAM SAMEER	Male	SHIVAJEE PRASAD SINGH	JAMSHEDPUR	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2034	NDC, New Delhi
13	SS301290072230123	SUMIT THAKUR	Male	SATANJIB THAKUR	MUZAFFARPUR	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2035	NDC, New Delhi
14	SC260994074230123	SUNNY SAHAY	Male	CHANDRA MOHAN SAHAY	RANCHI	Bihar & Jharkhand (Patna)	25-09-2023 to 30-09-2036	NDC, New Delhi
15	BK170491037200123	BRIJESH MEENA	Male	KAMOL SINGH MEENA	PUDUCHERRY	Chennai & Puducherry (Chennai)	25-09-2023 to 30-09-2037	NDC, New Delhi
16	BH081293141200123	BUVANESH S H	Male	HEMANTH KUMAR E	CHENNAI (SOUTH)	Chennai & Puducherry (Chennai)	25-09-2023 to 30-09-2038	NDC, New Delhi
17	NN140490141040523	Narapinni Chinna Rao	Male	Apparao	CHENNAI (SOUTH)	Chennai & Puducherry (Chennai)	25-09-2023 to 30-09-2039	NDC, New Delhi
18	RR270991089230123	RAMAN KUMAR MEENA	Male	RAM CHARAN MEENA	DELHI NORTH	Delhi & Uttarakhand	25-09-2023 to 30-09-2040	NDC, New Delhi
19	AB030193145230123	ASHOK KUMAR MEGHWAL	Male	BANNARI LAL	GURGAON (WEST)	Haryana	25-09-2023 to 30-09-2041	NDC, New Delhi
20	SN090992145230123	SUDHANSHI SHAKYA	Female	NARENDRA SINGH SHAKYA	GURGAON (WEST)	Haryana	25-09-2023 to 30-09-2042	NDC, New Delhi
21	VB301297118200123	VIKASH KUMAR	Male	BALWANT YADAV	FARIDABAD	Haryana	25-09-2023 to 30-09-2043	NDC, New Delhi
22	BA050691108200123	BALAJI A	Male	A RAGHUNATHA	MYSORE	Karnataka & Goa	25-09-2023 to 30-09-2044	NDC, New Delhi
23	BG020894029250123	BHARATH G	Male	GANGARAJU	MANGALORE	Karnataka & Goa	25-09-2023 to 30-09-2045	NDC, New Delhi
24	HK100690138200123	HARISH M	Male	K MANJANNA	BENGALURU (ELECTRONIC CITY)	Karnataka & Goa	25-09-2023 to 30-09-2046	NDC, New Delhi
25	KK260695032200123	KADAGURI PRAVEEN KUMAR	Male	KADAGURI PAKKERAPPA	RAICHUR	Karnataka & Goa	25-09-2023 to 30-09-2047	NDC, New Delhi
26	SN111193007200123	SKANDA KUMARA N N	Male	NAGARAJA N R	BELLARY	Karnataka & Goa	25-09-2023 to 30-09-2048	NDC, New Delhi
27	DM100794100200123	DANISH ANSARI	#N/A	MASHKOOR HUSAIN ANSARI	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	25-09-2023 to 30-09-2049	NDC, New Delhi
28	GP101195082200123	GOKUL SURESH	Male	P K SURESH	KANNUR	Kerala & Lakshadweep (Thiruvananthapuram)	25-09-2023 to 30-09-2050	NDC, New Delhi
29	PP131294120200123	PREETHU T J	Female	PRETHULACHANDRAN T K	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	25-09-2023 to 30-09-2051	NDC, New Delhi
30	AA180890075170223	ARKATEJ GANGULY	Male	ANUP KUMAR GANGULY	KOLHAPUR	Maharashtra (Pune)	25-09-2023 to 30-09-2052	NDC, New Delhi
31	AD201096093230123	AVINASH DASHRATH JADHAO	Male	DASHRATH	NASIK	Maharashtra (Pune)	25-09-2023 to 30-09-2053	NDC, New Delhi
32	AR060795125230123	ARVIND YADAV	Male	RAJNATH YADAV	BANDRA	Mumbai-I (Bandra)	25-09-2023 to 30-09-2054	NDC, New Delhi
33	KK270385004200123	KAMEI ACHAMLU	Female	KAMEI NAMKAOLUNG	SHILLONG	NER (Guwahati)	25-09-2023 to 30-09-2055	NDC, New Delhi
34	SG020395097270123	SAMOM DEEPAK SINGH	Male	S BIRJIT SINGH	AGARTALA	NER (Guwahati)	25-09-2023 to 30-09-2056	NDC, New Delhi
35	SY170491128200123	SANKALP KUMAR	Male	YOGENDRA SINGH	GUWAHATI	NER (Guwahati)	25-09-2023 to 30-09-2057	NDC, New Delhi
36	NR030393116200123	NEERAJ KUMAR	Male	RAM BACHAN SHARMA	BHUBANESHWAR	Odisha (Bhubaneswar)	25-09-2023 to 30-09-2058	NDC, New Delhi
37	PS170993041200123	PANKAJ GUPTA	Male	SUMER PRASAD GUPTA	ROURKELA	Odisha (Bhubaneswar)	25-09-2023 to 30-09-2059	NDC, New Delhi
38	RB030993083200123	RAHUL BARNWAL	Male	BIRENDRA KUMAR BARNWAL	BRAHMAPUR	Odisha (Bhubaneswar)	25-09-2023 to 30-09-2060	NDC, New Delhi
39	RB250496123230123	ROHIT SAH	Male	BADRI SAH	KEONJHAR	Odisha (Bhubaneswar)	25-09-2023 to 30-09-2061	NDC, New Delhi
40	SM100595027270123	SHIVAM VATS	Male	MANISH KUMAR	CHANDIGARH	Punjab & HP (Chandigarh)	25-09-2023 to 30-09-2062	NDC, New Delhi

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LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC"								
S.No	EmployeeID	Employee Name	Gender	Father Name	Present Place of Posting	Zone	NDC PHASE DATES	PLACE OF NEXT PHASE
41	SN021094027270123	SONU SINGH YADAV	Male	NANDLAL SINGH YADAV	CHANDIGARH	Punjab & HP (Chandigarh)	25-09-2023 to 30-09-2063	NDC, New Delhi
42	CH190796050200123	CHANDRAVEER GURJAR	Male	HARDAYAL GURJAR	JAIPUR	Rajasthan (Jaipur)	25-09-2023 to 30-09-2064	NDC, New Delhi
43	BJ290196059200123	BALAJI J	Male	J JAMBUKESAN	NAGERCOIL	Tamil Nadu (Excluding Chennai) (Coimbatore)	25-09-2023 to 30-09-2065	NDC, New Delhi
44	KN191094114270123	KADAM AJAY NAGSEN	Male	NAGSEN DHONDIRAM KADAM	SALEM	Tamil Nadu (Excluding Chennai) (Coimbatore)	25-09-2023 to 30-09-2066	NDC, New Delhi
45	MR150780005200123	MANOJ KUMAR	Male	RAMSWAROOP	COIMBATORE	Tamil Nadu (Excluding Chennai) (Coimbatore)	25-09-2023 to 30-09-2067	NDC, New Delhi
46	MA150197085230123	MOHAN YADAV	Male	ASENDER KUMAR YADAV	MADURAI	Tamil Nadu (Excluding Chennai) (Coimbatore)	25-09-2023 to 30-09-2068	NDC, New Delhi
47	RO160398005200123	RAVINDRA SINGH	Male	OMVEER SINGH	COIMBATORE	Tamil Nadu (Excluding Chennai) (Coimbatore)	25-09-2023 to 30-09-2069	NDC, New Delhi
48	BB020293135240123	BANOTH KETHAN	Male	BANOTH HACHYA	HYDERABAD (MADHAPUR)	Telangana (Hyderabad)	25-09-2023 to 30-09-2070	NDC, New Delhi
49	BB121093106250123	BAPATLA MANOJ KUMAR	Male	BAPATLA YESUPADAM	PATANCHERU	Telangana (Hyderabad)	25-09-2023 to 30-09-2071	NDC, New Delhi
50	MM141193134230123	MIDDE NIKHIL CHANDRA	Male	M J V BHASKAR RAO	HYDERABAD (BARKATPURA)	Telangana (Hyderabad)	25-09-2023 to 30-09-2072	NDC, New Delhi
51	AK030995094200123	AJAY KUSHWAHA	Male	KASHIRAM KUSHWAHA	KANPUR	Uttar Pradesh (Kanpur)	25-09-2023 to 30-09-2073	NDC, New Delhi
52	AJ141194105200123	AJAY PRATAP SINGH	Male	JOGENDRA SINGH	AGRA	Uttar Pradesh (Kanpur)	25-09-2023 to 30-09-2074	NDC, New Delhi
53	AB060292094200123	ATUL CHAUHAN	Male	BALCHAND CHAUHAN	KANPUR	Uttar Pradesh (Kanpur)	25-09-2023 to 30-09-2075	NDC, New Delhi
54	RS030790105250123	RAJNEESH DIXIT	Male	SURESH NARAIN DIXIT	AGRA	Uttar Pradesh (Kanpur)	25-09-2023 to 30-09-2076	NDC, New Delhi
55	SN021093091200123	SARBANI MOHAPATRA	Female	NIHAR RAJAN MOHAPATRA	DURGAPUR	WB, A&N Islands & Sikkim (Kolkata)	25-09-2023 to 30-09-2077	NDC, New Delhi
56	SM221294136200123	SUSMITA TARAFDAR	Female	MANTU KUMAR TARAFDAR	BENGALURU (CENTRAL)	Bengaluru	03-10-2023 to 07-10-2023	NDC, New Delhi
57	CS170894047200123	CHAITHANYA PAUL NAKKA	Male	SAMUEL PAUL NAKKA	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	03-10-2023 to 07-10-2024	NDC, New Delhi
58	SM190395141050423	SABA PARVEEN	Female	MOHD MUZAMMIL	CHENNAI SOUTH	Chennai & Puducherry (Chennai)	03-10-2023 to 07-10-2025	NDC, New Delhi
59	SW110997047200123	SUBAM RAJ W	Male	WAKIL PRASAD	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	03-10-2023 to 07-10-2026	NDC, New Delhi
60	AS111096089230122	AKSHAY KUMAR	Male	SANJAY KUMAR	DELHI NORTH	Delhi & Uttarakhand	03-10-2023 to 07-10-2027	NDC, New Delhi
61	AK101193035230123	AKASH CHATTERJEE	Male	KUMAR SUROJIT CHATTERJEE	AHMEDABAD	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2028	NDC, New Delhi
62	AM161096035230123	AKASH JHA	Male	MIHIR KUMAR JHA	AHMEDABAD	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2029	NDC, New Delhi
63	AM120494035230123	ASHWANI PALAWAT	Male	MAHENDRA SINGH PALAWAT	AHMEDABAD	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2030	NDC, New Delhi
64	DM100795035230123	DEEPAK KUMAR MEENA	Male	MATHURA LAL MEENA	AHMEDABAD	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2031	NDC, New Delhi
65	DC051190023020323	DEEPAK RANA	Male	CHAND KIRAN	VADODARA	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2032	NDC, New Delhi
66	DR260998008200123	DEEPTI CHOUDHARY	Female	RAJVIR SINGH	BHARUCH	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2033	NDC, New Delhi
67	MS241090067230123	MANISH YADAV	Male	S R YADAV	VAPI	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2034	NDC, New Delhi
68	NV140793067230123	NISHIT KUMAR	Male	VIJAY KUMAR SINGH	VAPI	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2035	NDC, New Delhi
69	NS280197035230123	NITISH KUMAR	Male	SUNIL KUMAR	AHMEDABAD	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2036	NDC, New Delhi
70	PR250593023010223	PANDEY PANKAJ KUMAR RAMKUMAR	Male	RAM KUMAR	VADODARA	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2037	NDC, New Delhi
71	PN060797015230123	PAWAN KUMAR SHARMA	Male	NIRANJAN PRASAD SHARMA	NARODA	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2038	NDC, New Delhi
72	RD010197046230123	RAM NIWAS SINWAR	Male	DANA RAM SINWAR	RAJKOT	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2039	NDC, New Delhi
73	VB090695008200123	VIRENDRA KUMAR PAL	Male	BENI PRASAD PAL	BHARUCH	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2040	NDC, New Delhi
74	VC140191046230123	VIVEK KUMAR	Male	CHETLAL MAHTO	RAJKOT	Gujarat (Ahmedabad)	03-10-2023 to 07-10-2041	NDC, New Delhi
75	KJ160395117200123	KANISHK BHUKAR	Male	JITENDRA KUMAR BHUKAR	GOA	Karnataka & Goa	03-10-2023 to 07-10-2042	NDC, New Delhi
76	SR250997025250123	SWATI UDDEY	#N/A	RAMKRISHNA UDDEY	KOTTAYAM	Kerala & Lakshadweep (Thiruvananthapuram)	03-10-2023 to 07-10-2043	NDC, New Delhi
77	UA010294025200123	UNNIKRISHNAN A K	#N/A	AMPATTU ASHOK KUMAR	KOTTAYAM	Kerala & Lakshadweep (Thiruvananthapuram)	03-10-2023 to 07-10-2044	NDC, New Delhi
78	VS300195120230123	VINITA YADAV	Female	SEDURAM YADAV	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	03-10-2023 to 07-10-2045	NDC, New Delhi
79	ZA260693100200123	ZUBIN ABY KURIAN	Male	ABY C KURIAN	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	03-10-2023 to 07-10-2046	NDC, New Delhi
80	AS100396039200123	ABHINAV SONI	Male	SHRIKRISHNA SONI	BHOPAL	Madhya Pradesh & Chhattisgarh (Bhopal)	03-10-2023 to 07-10-2047	NDC, New Delhi

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LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC"								
S.No	EmployeeID	Employee Name	Gender	Father Name	Present Place of Posting	Zone	NDC PHASE DATES	PLACE OF NEXT PHASE
81	SL020795020230123	SHUBHAM MAHORE	Male	L P MAHORE	UJJAIN	Madhya Pradesh & Chhattisgarh (Bhopal)	03-10-2023 to 07-10-2048	NDC, New Delhi
82	YY021092010250123	YOGITA SAHU	Female	YASHWANT RAM SAHU	SAGAR	Madhya Pradesh & Chhattisgarh (Bhopal)	03-10-2023 to 07-10-2049	NDC, New Delhi
83	AG231296096230123	ANISH GIRISH JOSHI	Male	GIRISH BINDURAO JOSHI	AURANGABAD	Maharashtra (Pune)	03-10-2023 to 07-10-2050	NDC, New Delhi
84	AR100292073200123	ANUJ KUMAR CHAUDHARY	Male	RAJESH KUMAR CHAUDHARY	PUNE	Maharashtra (Pune)	03-10-2023 to 07-10-2051	NDC, New Delhi
85	SM110991073200123	SAMYAK KAIN	Male	MADAN LAL KAIN	PUNE	Maharashtra (Pune)	03-10-2023 to 07-10-2052	NDC, New Delhi
86	VA080897111200123	VAIBHAV KUMAR	Male	AKHILESH KUMAR SINGH	NAGPUR	Maharashtra (Pune)	03-10-2023 to 07-10-2053	NDC, New Delhi
87	DD090895148200123	DHRUV D AGARWAL	Male	DINESH KUMAR GUPTA	RO MUMBAI-3 (NARIMAN POINT)	Mumbai-I (Bandra)	03-10-2023 to 07-10-2054	NDC, New Delhi
88	KS091295125200123	KUNDAN SANTOSH HIRE	Male	SANTOSH SAHEBRAO HIRE	BANDRA	Mumbai-I (Bandra)	03-10-2023 to 07-10-2055	NDC, New Delhi
89	OD140192149200123	OM ADITYA	Male	DIPAK KUMAR VERMA	RO MUMBAI-4 (POWAI)	Mumbai-I (Bandra)	03-10-2023 to 07-10-2056	NDC, New Delhi
90	PS260891148270123	PIYUSH	Male	SUNIL KUMAR KANTH	Bandra-III (Nariman Point) (East)	Mumbai-I (Bandra)	03-10-2023 to 07-10-2057	NDC, New Delhi
91	PU260494125230123	PRASHANT ULHAS KULKARNI	Male	ULHAS BALWANT KULKARNI	BANDRA	Mumbai-I (Bandra)	03-10-2023 to 07-10-2058	NDC, New Delhi
92	AM020490151250123	ADWAIT SINGH CHOUHAN	Male	MAHENDRA SINGH CHOUHAN	KANDIVALI EAST	Mumbai-II (Thane)	03-10-2023 to 07-10-2059	NDC, New Delhi
93	AS100191001200123	AKSHAY KUMAR MISRA	Male	SATGURU MISHRA	VASHI	Mumbai-II (Thane)	03-10-2023 to 07-10-2060	NDC, New Delhi
94	AK190595001200123	AVNEESH KAUSHIK	Male	KAILASH CHANDRA KAUSHIK	VASHI	Mumbai-II (Thane)	03-10-2023 to 07-10-2061	NDC, New Delhi
95	MV250693119250123	MESHRAM VAIBHAV VASANT	Male	VASANT MANGAL MESHRAM	KANDIVALI	Mumbai-II (Thane)	03-10-2023 to 07-10-2062	NDC, New Delhi
96	MN230995153250123	MURGENDRA NANASO GHULANAWAR	Male	NANASO GHULANAWAR	THANE (SOUTH)	Mumbai-II (Thane)	03-10-2023 to 07-10-2063	NDC, New Delhi
97	MS221292151240123	NIKHIL SUNIL MALVIYA	Male	SUNIL RAMKISAN MALVIYA	KANDIVALI EAST	Mumbai-II (Thane)	03-10-2023 to 07-10-2064	NDC, New Delhi
98	NV011095119230123	NIKUMBH BHAVESH VISHWARUP	Male	VISHWARUP DEVIDAS NIKUMBH	KANDIVALI	Mumbai-II (Thane)	03-10-2023 to 07-10-2065	NDC, New Delhi
99	SS170194152230123	SANKET SADASHIV PATIL	Male	SADASHIV DADU PATIL	THANE NORTH	Mumbai-II (Thane)	03-10-2023 to 07-10-2066	NDC, New Delhi
100	SR260294151230123	STUTI VERMA	Female	RAJENDRA PRASAAD	KANDIVALI EAST	Mumbai-II (Thane)	03-10-2023 to 07-10-2067	NDC, New Delhi
101	SG301093153250123	SWAROOP GHANSHAM PUNSE	Male	GHANSHAM PUNSE	THANE (SOUTH)	Mumbai-II (Thane)	03-10-2023 to 07-10-2068	NDC, New Delhi
102	SN101293122270123	SAMUEL CHINSONMUNG	Male	N NEHSIAL	TINSUKIA	NER (Guwahati)	03-10-2023 to 07-10-2069	NDC, New Delhi
103	AD090397050200123	AMAN SEVADA	Male	DWARAKA PRASAD SHARMA	ALWAR	Rajasthan (Jaipur)	03-10-2023 to 07-10-2070	NDC, New Delhi
104	AB110790011200123	ASHISH KODAP	Male	BAL MUKUND VERMA	UDAIPUR	Rajasthan (Jaipur)	03-10-2023 to 07-10-2071	NDC, New Delhi
105	PM200497063200123	PRADEEP KUMAR GARG	Male	MUKESH CHAND GARG	JODHPUR	Rajasthan (Jaipur)	03-10-2023 to 07-10-2072	NDC, New Delhi
106	RJ150895011200123	RAMRAJ MEENA	Male	JAGANNATH MEENA	UDAIPUR	Rajasthan (Jaipur)	03-10-2023 to 07-10-2073	NDC, New Delhi
107	YR020793045270123	YOGESH KHERAJANI	Male	RAM CHANDRA KHERAJANI	KOTA	Rajasthan (Jaipur)	03-10-2023 to 07-10-2074	NDC, New Delhi
108	SP030292053200123	SHREYASH PAL	Male	PUTTAN LAL PAL	TIRUNELVELI	Tamil Nadu (Excluding Chennai) (Coimbatore)	03-10-2023 to 07-10-2075	NDC, New Delhi
109	AP141194090270223	AVIK VIDYANTA	Male	PURNENDU VIDYANTA	BARRACKPORE	WB, A&N Islands & Sikkim (Kolkata)	03-10-2023 to 07-10-2076	NDC, New Delhi
110	MM201092099200123	MOHAMMAD SHAHID	Male	MOHAMMAD NIZAMUDDIN ANSARI	PARK STREET	WB, A&N ISLANDS & SIKKIM (KOLKATA)	03-10-2023 to 07-10-2077	NDC, New Delhi

ANNEXURE-II
AO/EO INDUCTION TRAINING
BOOKLET (EXCERPTS FROM AO-
EO BOOKLET)



EPFO | ईपीएफओ



INDUCTION TRAINING

ACCOUNTS OFFICERS/ ENFORCEMENT OFFICERS



Mission Karmayogi



ZTI Faridabad



ZTI Chennai



ZTI Kolkata



ZTI Ujjain

*Pandit Deendayal Upadhyaya
National Academy of Social Security*

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोज़गार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

GANDHI'S TALISMAN

"I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man [woman] whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him [her]. Will he [she] gain anything by it? Will it restore him[her] to a control over his [her] own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions?

Then you will find your doubts and yourself melt away."

-One of the last notes left behind by Gandhi in 1948, expressing his deepest social thought.

Source: Mahatma Gandhi - The Last Phase, Vol. II (1958), p.65



Dean's Message...

Neelam Shami Rao

CPFC & Dean, Pandit Deendayal National Academy of Social Security

Dear Trainees,

It is my privilege to welcome you to our training institute as you embark on this exciting journey of professional development. Our goal here is to provide you with the knowledge, skills, and hands-on experience necessary to succeed in your respective fields.

2. As the Dean of this institute, I am committed to ensuring that you receive the highest quality training possible. Our experienced instructors will provide you with a comprehensive and challenging curriculum designed to meet the demands of today's job market.
3. I encourage you to take an active role in your own trainings by asking questions, participating in discussions, and putting into practice what you learn. The opportunities you have here are tremendous, and it is up to you to seize them and make the most of your time.
4. I wish you all the best and am confident that you will emerge from our program as well-rounded and highly competent professionals in the field of public governance.

Best wishes,

Neelam Shami Rao



Director's Message...

Sandeep Kumar Aggarwal

Addl. CPFC (HQ) & Director, PDNASS

Dear Trainees,

It is my pleasure to welcome you to our training institute as the newest members of our team. Your appointment to this position is a testament to your skills, qualifications, and commitment to public service.

2. As the director of this institute, I am responsible for providing you with the training and support you need to succeed in your role as a direct recruit officer. During your time here, you will be challenged and exposed to new ideas and ways of thinking, but I am confident that you will rise to the occasion and become valuable contributors to our organization.
3. I encourage you to make the most of this opportunity by actively participating in all aspects of the training program, asking questions, and engaging in discussions with your instructors and peers. Your success is not only important for your personal growth but also for the betterment of our organization and the communities we serve.
4. Once again, welcome to our institute, and I look forward to working with each and every one of you.

Best wishes,

Sandeep Kumar Aggarwal



Course Director's Message...

Sunil Kumar

Regional Provident Fund Commissioner-II & Course Director, PDNASS

Dear Trainees,

I am thrilled to welcome you to our training program and am confident that you will find this experience to be both challenging and rewarding. As the Course Director, my goal is to ensure that you receive the highest quality education and support possible.

2. Throughout this program, you will have the opportunity to gain new knowledge and skills, interact with industry experts, and network with your peers. Our instructors are committed to providing you with a comprehensive curriculum designed to meet the demands of today's job market.
3. I encourage you to actively participate in your own education by asking questions, sharing your experiences, and applying what you learn to real-world situations. Your success is our top priority, and we are here to support you every step of the way.
4. I wish you all the best in your studies and look forward to working with each and every one of you.

Best wishes,

Sunil Kumar

WEEK-9
NDC

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Lecture cum Case Study based Discussions by Faculty on -E-Governance -Use of technology - Transparency - Process Re-Engineering - Reducing Discretion Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	NDC & C-DAC Team
	11:30- 11:45	BREAK	
	11:45-12:45	Lecture cum Case Study based Discussions by Faculty on Technology as an Enabler -Leveraging technology - Cyber-crime - Innovation Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	NDC & C-DAC Team
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/ APFC, AO, SS, DA from RO
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer	TEAM OF RPFC-II/ APFC, AO, SS, DA from RO

		systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	11:30- 11:45	BREAK	
	11:45-12:45	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	FO Interface: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with FO interface software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	15:15 – 15:30	BREAK	
	15:30 – 16:45	FO Interface: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with FO interface software	TEAM OF RPFC-II/APFC, AO, SS, DA from RO

		installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Inspection Allotment and general functioning of SSP.	RPFC-I and AEO from RO involved in handling of SSP
	11:30- 11:45	BREAK	
	11:45-12:45	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Uploading of AEO report.	RPFC-I and AEO from RO involved in handling of SSP
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Sample Inspection Reports uploaded on SSP.	RPFC-I and AEO from RO involved in handling of SSP
	15:15 – 15:30	BREAK	

	15:30 – 16:45	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Sample MIS reports of SSP	RPFC-I and AEO from RO involved in handling of SSP
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	11:30- 11:45	BREAK	
	11:45-12:45	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves.	NDC Team Involved in Unified Employer Portal

		For this purpose, dummy logins of Employers needs to be provided to trainees.	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers needs to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	UNIFIED MEMBER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Member Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Member Portal
	11:30- 11:45	BREAK	
	11:45-12:45	UNIFIED MEMBER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Member Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Member Portal
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	E-Office: Computer Lab Oriented Session where all participants learns	E-Office Expert

		through doing things themselves on computer systems with E-office installed on it and they have dummy logins to create and move a file in e-office.	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	E-Office: Computer Lab Oriented Session where all participants learns through doing things themselves on computer systems with E-office installed on it and they have dummy logins to create and move a file in e-office.	E-Office Expert
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Preparation for moving from NDC module to Field-Training Module	
SUNDAY		Preparation for moving from NDC module to Field-Training Module	

10. 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.

11. 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.

12. 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.

13. 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.

14. 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 Trainees is a host. She/he is expected to be present 10 minutes before the guests arrive to receive them and to see that no guests 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 Trainees 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.

15. 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-III

iGOT TRAININGS TO BE

COMPLETED BY ALL TRAINEES

**(iGOT CERTIFICATE OF COMPLETION WILL BE CHECKED BEFORE
ISSUING FINAL TRAINING COMPLETION CERTIFICATE)**

iGOT TRAINING TO BE COMPLETED BY TRAINEE DURING
NDC TRAINING

S.No	Name of the Course	Duration
1	Basics of e-governance and digital India	2h15m
2	Excel Advanced	3h44m
3	Introduction to emerging technologies	2h30m
4	Microsoft Excel for beginners	6h55m
5	Microsoft PowerPoint Beginners	2h41m
6	Microsoft Teams	2h14m
7	Microsoft Word for beginners	2h56m
8	PowerPoint advance	2h18m
9	Preventive Vigilance	1h30m
10	Word Advanced	2h49m
11	Microsoft One Note	1h12m