



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/2023/12/03

DATED: 12-12-2023

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
5. HO Letter bearing number A-45011/219/2023-HRM-III/557, dated 26/10/2023
6. HO Letter bearing number A-12011/11/2023-HRM-III/137, dated 06/09/2023
7. HO Letter bearing number A-45011/219/2023-HRM-III/556, dated 26/10/2023

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

As your goodself is aware that Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is conducting an induction training program for newly recruited DR AO-EOs. As per HO letters mentioned in reference, along with main list two reserve panel lists have been issued. Consequently, adding the left over from the main list (16) and two reserve panel list (27) there are total **Forty-Three (Annexure-1)** AOs-EOs (DR) who have joined the department and they are to be given Phase-1 of induction training which is a 4 Week residential training at ZTI.

2. The first phase of four-week residential training at Zonal Training Institute (ZTI), North Zone, Faridabad for these Forty-Three trainees will commence from **26<sup>th</sup> December 2023 to 19<sup>th</sup> January 2024.**

3. The list of participants for the training programme is enclosed as **Annexure-1**. The list is compiled as per information received from Head Office Circulars and 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.

4. **Session plan** for Phase-1 of training program is attached as **Annexure-2**. Annexure-2 has details of all sessions proposed to be covered. ZTI, North Zone has the freedom to shift sessions without changing their names as per the faculty availability. Local Course Co-ordinator for ZTI, North Zone is attached as **Annexure-5**. 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.
5. All trainee officers may be directed to register themselves on iGOT learning platform <https://igotkarmayogi.gov.in/index.html#igotcourses> and take the online courses mentioned in **Annexure-3**. Furthermore, it is informed that Hon'ble Prime Minister launched Karmayogi **Prarambh Module** to impart induction training to all new joiners in the Government. There are eight iGOT courses under Prarambh Module and all trainees may be directed to begin their iGOT training by completing these courses by 25-12-2023.
6. Thereafter, remaining 175 courses to be done as per the iGOT list attached as Annexure-3. Completing iGOT training and producing its completion certificate is a pre-requisite for completing this induction training.
7. The Training Joining Formalities and instructions for the induction Course are being enclosed as **Annexure-4**. All trainee officers may 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 ZTI (**Annexure-6**) be shared with the trainees so that they report by 9 AM on 25<sup>th</sup> December 2023.

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

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

11. 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 be directed to 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. List of Participants, Annexure-1
2. Session Plan, Annexure-2
3. iGOT Karmayogi Online Courses, Annexure-3
4. Training Joining Formalities and Instructions, Annexure-4
5. Course Co-ordinator of ZTI, Annexure-5
6. Contact details and address of ZTI, Annexure-6

**Regards,**



**(SUNIL KUMAR)**

COURSE DIRECTOR

REGIONAL PF COMMISSIONER-II

**Copy for information to,**

1. PA to CPFC
2. PA to FA&CAO
3. PA to Director, PDNASS
4. RPFC-1, Induction Training and Innovation

5. All Officers of PDNASS
6. All Officers of ZTIs

**Regards,**

A handwritten signature in black ink, appearing to read 'Sunil Kumar', with a stylized flourish at the end.

**(SUNIL KUMAR)**  
COURSE DIRECTOR  
REGIONAL PF COMMISSIONER-II

# **ANNEXURE-1**

## **List of Trainees**

# ANNEXURE-I

## LIST OF DR AO-EO (BATCH-2022) TRAINEE OFFICERS FOR "ZTI PHASE" W.E.F 26-12-2023 AT ZONAL TRAINING INSTITUTE (ZTI), North Zone.

S.NO	EMPLOYEE ID	EMPLOYEE NAME	GENDER	PRESENT PLACE OF POSTING	ZONE	PHASE OF TRAINING
1	SS140392141290923	SHEIKU CHANDRA SEKHAR	MALE	CHENNAI SOUTH	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
2	BB200793017250123	BEHERA GIRIDHAR	MALE	RAJAHMUNDRI	ANDHRA PRADESH (VIJAYWADA)	ZTI, NORTH ZONE
3	AS220992060021123	ANUBHAV SINGH	MALE	K R PURAM	BENGALURU	ZTI, NORTH ZONE
4	AM260897060011123	ARUNESH	MALE	K R PURAM	BENGALURU	ZTI, NORTH ZONE
5	BB100892137240123	BANOTHU BHARATH KUMAR	MALE	BENGALURU (MALLESWARAM)	BENGALURU	ZTI, NORTH ZONE
6	BB070795037031023	BRIJESH KUMAR VAIS	MALE	YELAHANKA	BENGALURU	ZTI, NORTH ZONE
7	CC031193136250123	CHAUDHAR VISHAL SHESHRAO	MALE	BENGALURU (CENTRAL)	BENGALURU	ZTI, NORTH ZONE
8	HP290594139031123	HIMANSHU RANJAN SINGH	MALE	KORAMANGALA	BENGALURU	ZTI, NORTH ZONE
9	PS030298141031023	PRASHANT KUMAR SINGH	MALE	K R PURAM (WHITEFIELD)	BENGALURU	ZTI, NORTH ZONE
10	SD310197137230123	SHIVAM KUMAR	MALE	BENGALURU (MALLESWARAM)	BENGALURU	ZTI, NORTH ZONE
11	UC180394141051023	URMIL RASTOGI	FEMALE	YELAHANKA	BENGALURU	ZTI, NORTH ZONE
12	AR280597084200123	AMAR BAGHEL	MALE	VELLORE	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
13	AB270792058041023	ANUP KUMAR BUNDELA	MALE	AMBATTUR	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
14	DR220198140290923	DEEPAK KUMAR	MALE	CHENNAI NORTH	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
15	GS040691141031023	GAURAV PAWAR	MALE	CHENNAI SOUTH	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
16	KM010493038031023	KAILASH CHANDRA DHANDHU	MALE	TAMBARAM	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
17	MB100994140061123	MANJEET JAKHAR	MALE	CHENNAI NORTH	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
18	VR260597037061123	VIKASH KHYALIA	MALE	PUDUCHERRY	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
19	VB020396058051023	VISHNU PAL SINGH RANA	MALE	AMBATTUR	CHENNAI & PUDUCHERRY (CHENNAI)	ZTI, NORTH ZONE
20	SB170498142150523	SHIVAM DWIVEDI	MALE	DELHI (WEST)	DELHI & UTTARAKHAND	ZTI, NORTH ZONE
21	RJ120593084051023	RITESH KUMAR MEHTA	MALE	VELLORE	DELHI & UTTARAKHAND, JAMMU (DELHI)	ZTI, NORTH ZONE
22	AD010589046020623	ANAND MAITREYA	MALE	RAJKOT	GUJARAT (AHMEDABAD)	ZTI, NORTH ZONE
23	MM121297048250123	MD SARFARAZ ALAM	MALE	GURGAON	HARYANA	ZTI, NORTH ZONE
24	VS020695145230123	VIBHOR GUPTA	MALE	GURGAON (WEST)	HARYANA	ZTI, NORTH ZONE
25	MM140595012230123	MARRU AKHIL	MALE	GULBARGA	KARNATAKA & GOA	ZTI, NORTH ZONE
26	NA	BRAJESH KUMAR	MALE	KOZHIKODE (CALICUT)	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	ZTI, NORTH ZONE
27	VS010892120161023	VICKY KUMAR	MALE	KOCHI	KERALA & LAKSHADWEEP (THIRUVANANTHAPURAM)	ZTI, NORTH ZONE
28	SU100197128061023	SHUBHAM MANDLOI	MALE	GUWAHATI	MADHYA PRADESH & CHATTISGARH (BHOPAL)	ZTI, NORTH ZONE
29	AD071095039230123	ABHISHEK AGARWAL	MALE	BHOPAL	MADHYA PRADESH & CHHATTISGARH (BHOPAL)	ZTI, NORTH ZONE
30	DD301291073240123	DANDGE TUSHAR NARAYANRAO	MALE	PUNE	MAHARASHTRA (PUNE)	ZTI, NORTH ZONE
31	KK040589147240123	KUNAL KISAN NAGE	MALE	RO MUMBAI-2 (DADAR)	MUMBAI-I (BANDRA)	ZTI, NORTH ZONE
32	PS020896140290923	PANKAJ AHLAWAT	MALE	BHUBANESHWAR	ORISSA (BHUBANESHWAR)	ZTI, NORTH ZONE
33	DM300893005290923	DEEPANSHU DWIVEDI	MALE	COIMBATORE	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
34	DA100890085260923	DIVYANSHU KUMAR	MALE	MADURAI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
35	NA	GAURAV KUMAR	MALE	TRICHY	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
36	NA	GAURAV YADAV	MALE	TIRUNELVELI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
37	NA	HARSHA S	FEMALE	SALEM	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
38	KP151192114051023	KIRTI SAI SHUKLA	FEMALE	SALEM	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
39	SG281292076260923	SATYA PRAKASH KESHRI	MALE	TRICHY	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
40	UG230394053031023	UMANG SRIVASTAVA	MALE	TIRUNELVELI	TAMIL NADU (EXCLUDING CHENNAI) (COIMBATORE)	ZTI, NORTH ZONE
41	GG270595018230123	G PRASHANTH	MALE	WARANGAL	TELANGANA (HYDERABAD)	ZTI, NORTH ZONE
42	SN291292109270123	SAI TEJA KATLAGUNTA	MALE	KUKATPALLY	TELANGANA (HYDERABAD)	ZTI, NORTH ZONE
43	RA201195057200123	RONAK ASHARAM MEENA	MALE	NOIDA	UTTAR PRADESH (KANPUR)	ZTI, NORTH ZONE

# **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 <b>CONDUCT RULES</b> -OVERVIEW -CONSTITUTIONAL BASIS -MAJOR PROVISIONS – CENTRAL CIVIL SERVICES - CLASSIFICATION, CONTROL AND APPEAL RULES/ -ALL INDIA SERVICE RULES/ RELEVANT SERVICE RULES <b>FACULTY TO INITIATE GROUP DISCUSSION ALONG WITH CASE STUDIES AS PER HIS/HER EXPERT OPINION.</b>	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	FUNDAMENTAL RULES & SUPPLEMENTARY RULES (FR & SR) -CREATION OF POSTS, RECRUITMENT, APPOINTMENT & TERMINATION, PAY & ALLOWANCES, PAY FIXATION, LEAVE RULES, TA/DA, LTC, JOINING TIME	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	VERNACULAR LANGUAGE	EXTERNAL
WEDNESDAY	10:00-11:30	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	11:30 - 11:45	BREAK	
	11:45-12:45	MANUAL OF ACCOUNTING PROCEDURE (MAP): PROVISIONS RELATED TO AO/EO	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

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

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

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



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

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



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

# **ANNEXURE-3**

**iGOT TRAININGS TO BE**

**COMPLETED BY ALL TRAINEES**

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

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
1	PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE	1	51	OJT	PRARAMBH
2	SELF LEADERSHIP	1	16	OJT	PRARAMBH
3	STRESS MANAGEMENT	1	54.6	OJT	PRARAMBH
4	UNDERSTANDING MOTIVATION	1	35	OJT	PRARAMBH
5	CODE OF CONDUCT FOR GOVERNMENT EMPLOYEES	0	35	OJT	PRARAMBH
6	EFFECTIVE COMMUNICATION	5	34.2	OJT	PRARAMBH
7	MICROSOFT EXCEL FOR BEGINNERS	6	55	OJT	PRARAMBH
8	MICROSOFT WORD FOR BEGINNERS	2	56	OJT	PRARAMBH
9	AGRICULTURE AND RURAL DEVELOPMENT	2	2	OJT	
10	CHILD RIGHTS WITH SPECIAL FOCUS ON JUVENILE JUSTICE SYSTEM	6	19.8	OJT	
11	COMPLAINTS	0	35	OJT	
12	CYBER SECURITY AND STRATEGY	0	38.4	OJT	
13	DISCIPLINARY PROCEEDINGS IN GOVERNMENT	3	57	OJT	
14	EMOTIONAL INTELLIGENCE	1	4.8	OJT	
15	ETHICS & VALUES	0	50	OJT	
16	FORMULATION OF PUBLIC POLICIES	1	15	OJT	
17	GENDER SENSITIVITY: UNDERSTANDING GENDER BIAS	0	50	OJT	
18	GOAL SETTING	0	50	OJT	
19	INCREASE YOUR EMOTIONAL QUOTIENT	1	54	OJT	
20	INTRODUCTION TO GENDER AND DISASTER RISK MANAGEMENT	0	45	OJT	
21	MANAGING PERSONAL RELATIONSHIPS	0	40	OJT	
22	ORIENTATION MODULE ON MISSION LIFE	0	22	OJT	
23	POSH	1	52	OJT	
24	PROJECT MANAGEMENT	0	41.4	OJT	
25	PUBLIC ADMINISTRATION	1	15	OJT	
26	RECRUITMENT 2	1	10	OJT	
27	REFORM INITIATIVES OF GOVERNMENT OF INDIA	1	49.8	OJT	
28	SAFETY ,ACCIDENT PREVENTION & DISASTER MANAGEMENT	8	50	OJT	
29	SERVICE CONDITIONS	0	35	OJT	
30	SERVICE DELIVERY MANAGEMENT	2	13	OJT	
31	SOCIAL POLICY & MIGRATION	2	5	OJT	
32	STAKEHOLDERS IN GOVERNANCE	1	43.2	OJT	
33	STAY SAFE IN CYBER SPACE	1	16.8	OJT	
34	TIME MANAGEMENT	1	15	OJT	
35	TOTAL QUALITY MANAGEMENT	0	38	OJT	
36	TRAVELLING ALLOWANCE	0	55	OJT	
37	Y-BREAK 5 MINUTE YOGA AT WORKPLACE	0	24	OJT	
38	YOGA FOR EXCELLENCE	1	10	OJT	
39	COMMUNICATION FOR CITIZEN CENTRICITY	1	34.8	OJT	
40	ETHOS : THE FIRST PILLAR	3	20.4	OJT	
41	GENDER SENSITIVITY	0	58.8	OJT	
42	GENDER SENSITIZATION - 1	1	15	OJT	
43	GENDER SENSITIZATION -2	0	49.8	OJT	
44	GETTING ALONG WITH THE BOSS	0	31.2	OJT	
45	MANAGEMENT FUNDAMENTALS IN GOVERNMENT SERVICES	0	60	OJT	
46	NATIONAL PENSION SYSTEM (NPS) (PRARAMBH)	0	25.2	OJT	
47	OFFICIAL MEETING - ROLE OF PERSONAL STAFF	0	15.6	OJT	
48	PERSONAL AND ORGANISATIONAL VALUES	0	55.2	OJT	
49	PERSONAL AND PROFESSIONAL EFFECTIVENESS	1	34.8	OJT	
50	PRINCIPLES OF ORGANIZATION	2	10.2	OJT	
51	RIGHT TO INFORMATION (PRARAMBH)	0	35.4	OJT	
52	SUSTAINABLE DEVELOPMENT GOALS	0	49.2	OJT	
53	TEAM BUILDING	1	25.2	OJT	
54	TIME MANAGEMENT	1	15	OJT	
55	TRAINING ON IGOT	0	3.6	OJT	
56	YOGA: PRANAYAMA	0	36	OJT	
57	PREPARATION AND MAINTENANCE OF RESERVATION ROSTERS	2	20	ZTI	
58	ANNUAL PERFORMANCE APPRISAL REPORT	0	30	ZTI	
59	ARTIFICIAL INTELLIGENCE POWERED GRIEVANCE HANDLING APPLICATION	0	15	ZTI	
60	CENTRAL GOVERNMENT HEALTH SCHEME (CGHS) & CENTRAL SERVICES	1	0	ZTI	

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
61	COMMON SERVICES CENTERS SCHEME	2	0	ZTI	
62	CONDUCT RULES	0	56	ZTI	
63	CONSOLIDATED INSTRUCTIONS ON SUSPENSION	1	0	ZTI	
64	FUNDAMENTAL RULES (FR) AND SUPPLEMENTARY RULES (SR)	3	54	ZTI	
65	GENDER EQUALITY AND DEVELOPMENT – OVERVIEW	1	45	ZTI	
66	GOVERNMENT E MARKETPLACE	1	9	ZTI	
67	LEAVE RULES	0	55	ZTI	
68	MODE OF PROCUREMENT & PROCUREMENT PROCESSES	2	11	ZTI	
69	NOTING AND DRAFTING	2	0	ZTI	
70	OFFICE PROCEDURE	2	17	ZTI	
71	PAY, ALLOWANCES & STAF WELFARE	1	0	ZTI	
72	COMMON YOGA PROTOCOL ENGLISH	0	54.6	ZTI	
73	DECISION MAKING	0	34.8	ZTI	
74	DO'S AND DONT'S FOR GOVERNMENT EMPLOYEES- HINDI	0	54	ZTI	
75	EXIT AND WITHDRAWAL NORMS UNDER NPS	0	16.8	ZTI	
76	FAMILY PENSION UNDER NPS	0	9.6	ZTI	
77	LEADERSHIP	1	34.8	ZTI	
78	PROBLEM SOLVING AND DECISION MAKING	1	45	ZTI	
79	PUBLIC GRIEVANCE HANDLING AND CPGRAM 7.0	2	0	ZTI	
80	ROLE OF LIAISON OFFICER IN RESERVATION	0	45	ZTI	
81	VIGILANCE ANGLE	0	9	ZTI	
82	VIGILANCE CLEARANCE	0	12	ZTI	
83	WAYS OF ENHANCING PRESENTATION SKILLS	1	25.8	ZTI	
84	A COURSE ON TDS UNDER GST ACT	0	48	CGA	
85	ACCRUAL ACCOUNTING	1	7	CGA	
86	ANTI MONEY LAUNDERING	1	12	CGA	
87	BANK GURANTEES AND THEIR ENCASHMENT	0	21	CGA	
88	BANK RECONCILIATION STATEMENT	0	50	CGA	
89	BASICS OF FINANCIAL ACCOUNTING	0	50	CGA	
90	BASICS OF NATIONAL INCOME ACCOUNTING	0	15	CGA	
91	BID PARTICIPATION	0	42	CGA	
92	BILL PASSING, IMPREST ACCOUNTS & AUDIT INSPECTION	1	54	CGA	
93	BUDGET	0	40	CGA	
94	BUDGET (HINDI)	1	32	CGA	
95	BUDGETARY SYSTEM IN GOVERNMENT	0	45	CGA	
96	BUYER DASHBOARD	0	9	CGA	
97	CASH FLOW STATEMENT	0	17	CGA	
98	CATALOGUE MANAGEMENT	1	7	CGA	
99	COMMON SIZE STATEMENTS	1	8	CGA	
100	COMPARATIVE STATEMENTS	0	43	CGA	
101	CORPORATE VALUATION	0	33	CGA	
102	DATA DRIVEN DECISION MAKING FOR GOVERNMENT	2	30	CGA	
103	FINANCE AND ACCOUNTS	1	34.8	CGA	
104	GOVT ACCOUNTING SYSTEM	20	0	CGA	
105	IDENTITY-AUTHENTICATION-AUTHORIZATION-ACCOUNTING	1	40	CGA	
106	INFORMATION SECURITY BASICS	8	14.4	CGA	
107	INSURANCE	0	40.2	CGA	
108	INTRODUCTION TO ECONOMICS	0	47.4	CGA	
109	INTRODUCTION TO FUNCTIONS AND ORGANIZATION OF ACCOUNTS DEPA	0	43	CGA	
110	INTRODUCTION TO GEM FOR BUYERS	1	3	CGA	
111	INVOICING AND PAYMENT PROCESS	0	17	CGA	
112	KNOWLEDGE OF PAYMENT MANAGEMENT SYSTEM	0	24	CGA	
113	LEAVE TRAVEL CONCESSION (LTC)	1	7.8	CGA	
114	MODE OF PROCUREMENT (PRODUCT)	3	51.6	CGA	
115	MODE OF PROCUREMENT (SERVICE)	1	40.8	CGA	
116	MOTIVATION	1	4.8	CGA	
117	NATIONAL PENSION SYSTEM	0	19.8	CGA	
118	PAY FIXATION	1	25.8	CGA	
119	PAYMENT PROCESS FOR BUYERS	2	7.2	CGA	
120	PENSIONARY BENEFITS	0	44	CGA	

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
121	PROCUREMENT PROCESS	3	6.6	CGA	
122	PUBLIC FINANCE UNDER CO-OPERATIVE FEDERALISM	2	0	CGA	
123	PUBLIC PROCUREMENT FRAMEWORK	5	42	CGA	
124	PUBLIC PROCUREMENT FRAMEWORK OF GOI	1	55.2	CGA	
125	PUBLIC PROVIDENT FUND	1	6	CGA	
126	RATIO ANALYSIS OF FINANCIAL STATEMENTS	0	54	CGA	
127	REGISTRATION OF BUYERS	1	38.4	CGA	
128	REGISTRATION UNDER GST LAW	0	11.4	CGA	
129	RETURN FILING UNDER GST	0	58.2	CGA	
130	RISK BASED INTERNAL AUDIT	0	43	CGA	
131	UNDERSTANDING AND RECTIFYING ACCOUNTING ERRORS	0	34	CGA	
132	UNDERSTANDING DEPRECIATION ON ASSETS	0	37	CGA	
133	UNDERSTANDING FINANCIAL POSITION OF AN ORGANIZATION	0	43	CGA	
134	UNDERSTANDING OF CASH BOOK	0	22	CGA	
135	UNDERSTANDING OF DOUBLE ENTRY SYSTEM IN FINANCIAL ACCOUNTING	0	20	CGA	
136	UNDERSTANDING OF SINGLE ENTRY SYSTEM	0	21	CGA	
137	UNDERSTANDING REVENUE RECOGNITION PRINCIPLE	0	20	CGA	
138	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	1	13	CGA	
139	VENDOR REGISTRATION	0	20	CGA	
140	BASICS OF E-GOVERNANCE AND DIGITAL INDIA	2	15	NDC	
141	CYBER SECURITY BASICS	2	22.8	NDC	
142	DIGITAL INDIA	0	19.8	NDC	
143	DIGITAL LITERACY	1	45.6	NDC	
144	DIGITAL SAFETY ESSENTIALS	1	15	NDC	
145	EXCEL ADVANCED	3	44	NDC	
146	FOUNDATION COURSE ON CYBER SECURITY	24	0	NDC	
147	INTRODUCTION TO EMERGING TECHNOLOGIES	2	30	NDC	
148	INTRODUCTION TO E-OFFICE	0	18.6	NDC	
149	MICROSOFT ONE DRIVE	1	22.8	NDC	
150	MICROSOFT ONE NOTE	1	12	NDC	
151	MICROSOFT OUTLOOK	2	3	NDC	
152	MICROSOFT POWERPOINT ADVANCE	2	28.8	NDC	
153	MICROSOFT POWERPOINT BEGINNERS	3	17.4	NDC	
154	MICROSOFT SHAREPOINT	1	29.4	NDC	
155	MICROSOFT TEAMS	2	14	NDC	
156	MICROSOFT WORD ADVANCED	2	49.2	NDC	
157	MICROSOFT WORD BEGINNERS	2	55.8	NDC	
158	MIGRATION TO 5G	0	44.4	NDC	
159	POWERPOINT ADVANCE	2	18	NDC	
160	PREVENTIVE VIGILANCE	1	30	NDC	
161	STATISTICAL TOOLS AND DATA VISUALIZATION	2	4.8	NDC	
162	WORD ADVANCED	2	49	NDC	
163	BASICS OF ADMINISTRATIVE LAW	0	57	NLU	
164	CONSTITUTIONAL PROVISIONS AT WORKPLACE	1	1	NLU	
165	CONTRACT LABOUR ACT AND OTHER LABOUR LAWS	0	38.4	NLU	
166	EVALUATION OF EVIDENCE	1	31.8	NLU	
167	EVALUATION OF EVIDENCE (HINDI)	0	48	NLU	
168	HANDLING CAT CASES	2	34.2	NLU	
169	INTRODUCTION TO SUBSTANTIVE (CRIMINAL) LAWS	3	25	NLU	
170	JUDICIAL REVIEW AND HOW TO READ JUDGEMENT - HINDI	1	0	NLU	
171	LANDMARK JUDGEMENT ON CONSTITUTIONAL PROVISIONS - SUPREME COURT	0	40.2	NLU	
172	LANDMARK JUDGMENTS- RTI ACT, 2005	1	10.2	NLU	
173	LEGAL FRAMEWORK FOR LAWFUL INTERCEPTION	1	18	NLU	
174	NATURAL JUSTICE	0	4.8	NLU	
175	PARLIAMENT PROCEDURES	2	0	NLU	
176	PRINCIPLES OF NATURAL JUSTICE	0	35	NLU	
177	PROCEDURAL LAWS (CRIMINAL)	4	12	NLU	
178	RAJBHASHA HINDI	0	23.4	NLU	
179	RIGHT TO INFORMATION (RTI)	2	15	NLU	
180	RIGHT TO INFORMATION ACT - PART 2	1	22.2	NLU	

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
181	RIGHT TO INFORMATION ACT - PART 1	0	55.2	NLU	
182	SPECIAL ACTS	7	17	NLU	
183	UNDERSTANDING OF LABOUR LAW	0	46.8	NLU	

# **ANNEXURE-4**

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

## **CONTENTS**

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



# **1. INDUCTION COURSE**

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

### **COURSE OBJECTIVE**

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

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

## **2. TRAINING PERSPECTIVE**

### **I. VISION**

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

### **II. MISSION**

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

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

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

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

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

## **II. CONDUCT IN CLASS**

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

## **III. CONDUCT IN HOSTELS**

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

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

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

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

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

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

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

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

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

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

## **5. LEAVE OF ABSENCE**

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

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

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

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

### **I. TRAVEL ARRANGEMENTS**

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



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

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

## **II. LECTURE ARRANGEMENTS**

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

lecture's timings.

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

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

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

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

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

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

## **7. MESS ETIQUETTE**

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

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

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

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

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

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

## **II. DRESS CODE:**

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

### **Ceremonial Occasions:**

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

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

GENTLEMEN: Formal shirt and trousers with formal shoes

LADIES: Saree / Western business suit with formal footwear

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

GENTLEMEN: Formal shirt and formal trousers with shoes / sandals

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

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

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

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

### **Special Occasions:**

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

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

### **Miscellaneous**

1. Officer Trainees should be polite while dealing with the

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

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

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

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

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

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

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

### **I. DO:**

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

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

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

### **III. PROHIBITED:**

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



# **ANNEXURE-5**

**COURSE CO-ORDINATORS (ZTI)**

S.NO	ZTI	BATCH-2
1	North Zone	Shri Altamash Ali, RPFC-II

# **ANNEXURE-6**

## **ZTI ADDRESS AND CONTACT DETAILS**

S.NO	ZTI	ADDRESS	EMAIL	LANDLINE NUMBER
1	NORTH ZONE	ZONAL TRAINING INSTITUTE, NORTH ZONE DR. SHYAMA PRASAD MUKHERJEE INSTITUTE OF SOCIAL SECURITY ADMINISTRATION BUILDING, SECTOR 16-A, OLD FARIDABAD FARIDABAD - 121 002	<a href="mailto:ZTI.NORTH@EPFINDIA.GOV.IN">ZTI.NORTH@EPFINDIA.GOV.IN</a>	0129- 2297894