



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/2023/08/4

DATED: 23-08-2023

To,

1. ACC(HQ)/ACCs, Zonal Offices (ZOs)
2. ACC, Zonal Training Institutes (ZTIs)
3. RPFC-I/Officer-in-Charges (OICs), Regional Offices (ROs)
4. Registrar, Tamil Nadu-National Law University, Trichy,
5. Registrar, Gujarat-National Law University, Gandhinagar.

Subject: Induction training program, "On Job Training" of 14 Weeks for Direct Recruit (DR) EO-AOs recruited through UPSC w.e.f 11-9-2023-**reg.**

Reference;

1. HO Letter bearing number HRM-III/22(01)2018/14939, dated 19/12/2022
2. PDNASS Letter bearing number PDNASS/COURSE_DIRECTOR/2023/07/11, dated 11/07/2023
3. PDNASS Office Order bearing number PDNASS/DIRECTOR/2023/08/21, dated 02-08-2023

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. There are total 348 numbers of AOs-EOs (DR) who are to be given training. These 348 number have been divided into two batches comprising 157 Trainees in Batch-1 and 191 Trainees (18 Absent) in Batch-2. Phase-1 of training for Batch-2 was initiated on 17th July 2023 at four ZTIs and was completed on 11th August 2023. Out of total 173 trainees of Batch-2, 118 trainees were sent to G-NLU, Gandhinagar and TN-NLU, Trichy for 4 Weeks training. NLU phase. Now, these 118 trainees from GNLU and TNNLU are being sent to "On Job training" w.e.f 11th September 2023.

2. As per the approved training policy, these 118 Trainees (**Annexure-1**) will proceed for their "On Job Training". This training will be imparted at their place of present postings. This "On Job Training" will consist of 14 Weeks as per approved training policy. The detailed plan of 14 weeks is attached in the "AO/EO Induction Booklet (Page number 65 to 66)", Attached with this letter as **Annexure-III**.

3. As per the approved EPFO Training Policy below mentioned is the purpose of mentorship policy;

*“This mentorship policy envisages identification and development of senior experienced officers to act as **mentors** of new employees, called **mentees**, to enable them to access learning resources and navigate workplace culture and relationships better, as they learn on the job, and benefit from the experience of their seniors. It is designed to work as a development tool and support system, in continuation to and supplementing formal training.”*

4. To enable the implementation of the mentorship policy and to impart “On Job Training” to these new recruits, as per training policy duly approved, it has been decided that each Regional Office (RO) will have atleast one mentor per twenty-five Trainees preferably of the rank of **RPFC-1/RPFC-II**. Relevant excerpt from the approved “EPFO Training Policy” is mentioned below;

*“Depending on the number of probationers, mentors will be assigned on location as far as possible, with no more than **25 trainees** assigned to each mentor.”*

5. Your attention is also drawn to page number 24 of the AO/EO Induction Training Booklet wherein it is mentioned that, *“The program is led by OIC of the field office where the probationer is posted on a regular basis.”*

6. Mentorship policy is mentioned in the “AO/EO Induction Booklet (Page number 21 to 29)”, Attached with this letter. There is also “Checklist & Evaluation Form” for this mentorship program. All Regional Offices having DR AO/EO trainees Officers posted are required to fill this Checklist and Evaluation Form, **sign, stamp and send** it to their respective Zonal Office which in turn will send it to their respective ZTIs.

ZTIs are required to compile these collected “Checklist & Evaluation Form” and send it to PDNASS at sunil.kumar@epfindia.gov.in.

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

8. For resolution of doubts, copy of EPFO Training Policy **(Annexure-II)**, AO/EO Induction Training Booklet relevant pages **(Annexure-III)** and iGOT training list to be completed by trainees **(Annexure-IV)** are attached with this circular. All efforts need to be made to ensure that mentorship program during “On Job Training” is carried out strictly as per the approved policy and booklet.

(Issues with the approval of Director, PDNASS)

Enclosed;

1. Annexure-I, List of Trainees, 3 Pages
2. Annexure-II, Mentorship Policy excerpts from EPFO Training Policy, 7 Pages
3. Annexure-III, AO/EO Induction Training Booklet, 7 Pages
4. Annexure-IV, iGOT Training List, 1 Page

Regards,



(Sunil Kumar)

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

Copy for information to,

1. PA to CPFC

2. PA to FA & CAO
3. PA to ACC (HQ), HRM
4. PA to ACC (HQ), HRD
5. Local Course Co-ordinator, TN-NLU and G-NLU with a request to inform the trainees present in their premises about this circular.
6. All Officers of PDNASS

ANNEXURE-I
LIST OF TRAINEES

ANNEXURE-I

List of Trainee Officers for next phase of Training for Batch-2 w.e.f 11th September 2023 (The program is to be led by OIC of the field office where the probationer is posted on a regular basis)

S.No	Employee ID	Employee Name	Father Name	Present Place of Posting	Zone	PRESENT PLACE OF TRAINING	Next Phase Training w.e.f 11-9-2023
1	AA090794017230123	AITHU NITHEESH	AITHU VEERESH	RAJAHMUNDRY	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
2	AA290494033230123	ALUGUBELLY ANUSHA REDDY	ALUGUBELLY VENKAT REDDY	GUNTUR	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
3	KK240996033230123	KAMINENI ANAND BABU	KAMINENI MOHAN RAO	GUNTUR	Andhra Pradesh (Vijaywada)	GMLU-Gandhinagar-Batch-2	On Job Training
4	RA010785110010223	RAMESH MARISERLA	ARJUNA NAIDU	KADAPA	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
5	TT260491107230123	TANAKALA PUNAM SIVA SURYA PRAVEEN	TANAKALA VENKATARAMANA	VISAKHAPATNAM	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
6	VV111093110270123	VELMA MAHENDHAR REDDY	VELMA DEVENDHAR	KADAPA	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
7	VS100899033240123	VISHAL KUMAR	SATYAVEERSINGH	GUNTUR	Andhra Pradesh (Vijaywada)	TNNLU-Trichy-Batch-2	On Job Training
8	DD020396077200123	DHARAVATH ABHIRAJ	DHARAVATH BHIKYA	PEENYA	Bengaluru	TNNLU-Trichy-Batch-2	On Job Training
9	KR280293127270123	KULDEEP SINGH	RAMESH KUMAR	TUMKUR	Bengaluru	GMLU-Gandhinagar-Batch-2	On Job Training
10	SS280189080020223	SAV SAMLESHKUMAR	SHAMBHU	MYSORE ROAD	Bengaluru	TNNLU-Trichy-Batch-2	On Job Training
11	SR180393060200123	SHILPASHREE R	RAMESH S	K R PURAM (WHITEFIELD)	Bengaluru	TNNLU-Trichy-Batch-2	On Job Training
12	UG230391060200123	UJWAL G SHETTY	GOPALKRISHNA M SHETTY	K R PURAM (WHITEFIELD)	Bengaluru	TNNLU-Trichy-Batch-2	On Job Training
13	VD230990136200123	VIKRAM PATIL	DILIP PATIL	BENGALURU (CENTRAL)	Bengaluru	TNNLU-Trichy-Batch-2	On Job Training
14	AS251090121230123	AMIT KUMAR	SURENDRA NATH GUPTA	PATNA	Bihar & Jharkhand (Patna)	GMLU-Gandhinagar-Batch-2	On Job Training
15	AJ100893095240123	ANSHU PATEL	JAWAHAR PATEL	JAMSHEDPUR	Bihar & Jharkhand (Patna)	GMLU-Gandhinagar-Batch-2	On Job Training
16	AM050196095270123	AVINASH KUMAR	MADHUKANT MADHU	JAMSHEDPUR	Bihar & Jharkhand (Patna)	GMLU-Gandhinagar-Batch-2	On Job Training
17	NM130196074130223	NITISH KUMAR	MANTU CHAUDHARY	RANCHI	Bihar & Jharkhand (Patna)	TNNLU-Trichy-Batch-2	On Job Training
18	RS010195121230123	RIDDHI SINGH	SHAILENDRA KUMAR SINGH	PATNA	Bihar & Jharkhand (Patna)	TNNLU-Trichy-Batch-2	On Job Training
19	AD100390058230123	ANKIT	DAYANAND	AMBATTUR	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
20	GA300794037200123	GAURAV ANAND	AJAY KUMAR SINHA	PUDUCHERRY	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
21	GG080494140200123	GOKUL R	GAYATHRI K	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
22	MM010196084200123	MASARAPU NARENDRA	M RAJU	VELLORE	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
23	MA110688140160223	MOHAMMAD RAYEES AHMAD	AINUDDIN	CHENNAI (NORTH)	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
24	SJ010191038200123	SAURABH TRIPATHI	JAY NARAYAN TRIPATHI	TAMBARAM	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
25	SV140993038200123	SWETA GUPTA	VISHAL KUMAR	TAMBARAM	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
26	NA	Vivek Kumar	NA	AMBATTUR	Chennai & Puducherry (Chennai)	TNNLU-Trichy-Batch-2	On Job Training
27	SG021088089230123	SPALZES DOLMA	GAURAV KUMAR	DELHI NORTH	Delhi & Uttarakhand	GMLU-Gandhinagar-Batch-2	On Job Training
28	AB051292023240123	ABHINAY BUNKAR	BHAGWAN LAL BUNKAR	VADODARA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
29	DP020294023010223	DEEPAK KUMAR	PRAMOD KUMAR SAHU	VADODARA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
30	GR161292067230123	GAURAV GUNAWAT	RAMESH CHAND MEENA	VAPI	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
31	HJ100792035230123	HEMENDRA KUMAR	JAGAT RAM	AHMEDABAD	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
32	KA061190015230123	KRITIKESH JHA	ARUN KUMAR JHA	NARODA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
33	MK170191046300123	MOHIT CHHAJER	KANA RAM CHHAJER	RAJKOT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
34	PR110899023240123	POOJA KHYALIA	RAJPAL KHYALIA	VADODARA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
35	PR220990034250123	PRANAY PATHAK	RAJIV PATHAK	SURAT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
36	PS240289034010223	PRERIT KANT	SHREEKANT KUMAR SINGH	SURAT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
37	RI060996034230123	RAJBIR SINGH MARWAH	INDERJIT SINGH MARWAH	SURAT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
38	SS090994008090223	SHASHANK KATARIA	SURESH PAL	BHARUCH	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
39	SS190892034240123	SHASHANK SINGH	SHIV SINGH	SURAT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
40	SA240796046230123	SHEKHAR	ANIL KUMAR	RAJKOT	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
41	SM060192015010223	SHUBHAM PATHAK	MANOJ KUMAR PATHAK	NARODA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
42	UR080396008200123	UJJWAL KUMAR	RAJESH KUMAR	BHARUCH	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
43	VS101096102230123	VIPUL DAGAR	SOMBIR DAGAR	VATWA	Gujarat (Ahmedabad)	GMLU-Gandhinagar-Batch-2	On Job Training
44	AR250395021060223	ANKUR	RAMESH KUMAR	HUBLI	Karnataka & Goa	GMLU-Gandhinagar-Batch-2	On Job Training

ANNEXURE-I

List of Trainee Officers for next phase of Training for Batch-2 w.e.f 11th September 2023 (The program is to be led by OIC of the field office where the probationer is posted on a regular basis)

S.No	Employee ID	Employee Name	Father Name	Present Place of Posting	Zone	PRESENT PLACE OF TRAINING	Next Phase Training w.e.f 11-9-2023
45	DB200393108200123	DEEPAK MAHALA	BRIJ LAL MAHALA	MYSORE	Karnataka & Goa	TNNLU-Trichy-Batch-2	On Job Training
46	KK120195138200123	KOUSHIK BISWAS	KHOKAN BISWAS	BENGALURU (ELECTRONIC CITY)	Karnataka & Goa	TNNLU-Trichy-Batch-2	On Job Training
47	NN180889022230123	NIMMANA SRAVAN KUMAR	NIMMANA SATYANARAYANA	UDUPI	Karnataka & Goa	TNNLU-Trichy-Batch-2	On Job Training
48	AA241194009080223	AKHIL NAMBIAR	A K JAYARAJAN	KOZHIKODE (CALICUT)	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
49	AP120694120200123	ASHWIN G	P V GANGADHARAN	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2 (Absent)	On Job Training
50	DM201192082060423	DIWAKAR KUMAR	Mrityunjay Kumar	Kannur	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
51	HS161095082200123	HARIPRIYA S R	SURESH KUMAR S	KANNUR	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
52	JV260693026010223	JITHIN V J	VIJAYAKURUP N	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
53	MK150992100250123	MAYANK SINGH	KASHISH SINGH	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
54	PP020996026230123	PATIL AKSHAY MANILAL	PATIL MANILAL BABURAO	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
55	PP081293120200123	PAWAR VIKRAM MADHUKAR	PAWAR MADHUKAR N	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
56	RS281090026200123	ROHIT SAJEEV	SAJEEV KUMAR	KOLLAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
57	SN250793100230123	SHARANABASAVA YETAGAL	NAGAPPA YETAGAL	THIRUVANANTHAPURAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
58	SS101292120200123	SURAJ KUMAR	SHEKHAR KUMAR SINGH	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
59	VR160494120200123	VARTIKA ANAND	RAJ KISHORE	KOCHI	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
60	VB120196025200123	VISHNU NARAYANA PRASAD K V	BALAKRISHNAN K V	KOTTAYAM	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
61	YB180196009060323	YOGANSHU PATEL	BASANT PATEL	KOZHIKODE (CALICUT)	Kerala & Lakshadweep (Thiruvananthapuram)	TNNLU-Trichy-Batch-2	On Job Training
62	BD010196020030223	BAIDYANATH KUMAR	DILIP KUMAR JHA	UJJAIN	Madhya Pradesh & Chhattisgarh (Bhopal)	GMLU-Gandhinagar-Batch-2	On Job Training
63	RA141293062200123	RAHUL SHRIVASTAVA	ASHOK KUMAR SHRIVASTAVA	INDORE	Madhya Pradesh & Chhattisgarh (Bhopal)	GMLU-Gandhinagar-Batch-2	On Job Training
64	SY030896070130223	SHOAIB UR REHMAN	YASEEN UR REHMAN	JABALPUR	Madhya Pradesh & Chhattisgarh (Bhopal)	GMLU-Gandhinagar-Batch-2	On Job Training
65	SR240592039270123	SUNEET MINHAS	RAJKUMAR MINHAS	BHOPAL	Madhya Pradesh & Chhattisgarh (Bhopal)	GMLU-Gandhinagar-Batch-2	On Job Training
66	BF161191096270123	BELAL TAUHEED	FIROZUT TAUHEED	AURANGABAD	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
67	BD020290155200123	BHUSHAN DINESH MAHALE	DINESH SAKHARAM MAHALE	PUNE (AKURDI)	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
68	JJ190694093250123	JUNAIDKHAN JAFARKHAN PATHAN	JAFARKHAN	NASIK	Maharashtra (Pune)	TNNLU-Trichy-Batch-2	On Job Training
69	KS110797073230123	KAJAL DAGAR	SHRIOM DAGAR	PUNE	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
70	KS090593073230123	KHOBRADE YOGESH SUNIL	SUNIL WAMANRAO KHOBRADE	PUNE	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
71	LL110691073240123	LAHANE SUNIL VENKATRAO	LAHANE VENKATRAO TUKARAM	PUNE	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
72	MR240693155230123	MAULIK R THAKKAR	ROHITKUMAR THAKKAR	PUNE (AKURDI)	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
73	RK010791155230123	ROHIT KUMAR VERMA	KISHORE KUMAR VERMA	PUNE (AKURDI)	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
74	SP230590024250123	SHRISH PRATIN PATTALWAR	PRATIN RAJENDRA PATTALWAR	AKOLA	Maharashtra (Pune)	TNNLU-Trichy-Batch-2	On Job Training
75	SM220394069230123	SHUBHAM MOHAN DERE	MOHAN BHANUDAS DERE	SOLAPUR	Maharashtra (Pune)	TNNLU-Trichy-Batch-2	On Job Training
76	UA260195111200123	UTTAM KAPOOR	ANIL KUMAR	NAGPUR	Maharashtra (Pune)	GMLU-Gandhinagar-Batch-2	On Job Training
77	AG020593125010223	AMAN	GORAKH NATH SINGH	BANDRA	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training
78	NR141193147230123	NAVNEET AGARWAL	RAKESH AGARWAL	RO MUMBAI-2 (DADAR)	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training
79	NT020396149200123	NAVNEET ANAND	TAPENDRA SINGH	RO MUMBAI-4 (POWAI)	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training
80	PS290792149200123	PANKAJ YADAV	SHRI CHANDRA YADAV	RO MUMBAI-4 (POWAI)	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training
81	PS040893148030223	PREETI	SATBIR SINGH	Bandra-III (Nariman Point) (East)	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training
82	VS290895147240123	VIJAY SANJAY DEVKATE	SANJAY NAMDEV DEVKATE	RO MUMBAI-2 (DADAR)	Mumbai-I (Bandra)	GMLU-Gandhinagar-Batch-2	On Job Training

ANNEXURE-I

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S.No	Employee ID	Employee Name	Father Name	Present Place of Posting	Zone	PRESENT PLACE OF TRAINING	Next Phase Training w.e.f 11-9-2023
83	AR080894001270123	AKHIL SINGH	RAJENDRA PRASAD SINGH	VASHI	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
84	AM200793151200123	AMBIKA AGARWAL	MUKESH KUMAR AGARWAL	KANDIVALI EAST	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
85	AP241193119270123	ANMOL VARSHNEY	PUSPENDRA KUMAR VARSHNEY	KANDIVALI	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
86	DR290594153240123	DABHERAO AKSHAY RAJENDRA	RAJENDRA JAYSINGH DABHERAO	THANE (SOUTH)	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
87	PM131193001230123	PAWAN PRAJAPATI	MUNNI LAL PRAJAPATI	VASHI	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
88	SJ291293001250123	SANJEEV MEENA	JAIRAM MEENA	VASHI	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
89	SD040198153240123	SAURAV KUMAR SINGH	DEVENDRA SINGH	Thane-II (South)	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
90	SS220194119230123	SHASHANK KUMAR	SHAIENDRA KUMAR	KANDIVALI	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
91	SN250891151060223	SWAPNIL NANDU THANGE	NANDU KISAN THANGE	KANDIVALI EAST	Mumbai-II (Thane)	GMLU-Gandhinagar-Batch-2	On Job Training
92	SN310191128200123	SOYO NINGSHEN	NINGSHEN NGATHINGKHUI	GUWAHATI	NER (Guwahati)	GMLU-Gandhinagar-Batch-2	On Job Training
93	KV070595116230123	KUNDAN KUMAR	VINOD KUMAR SINGH	BHUBANESHWAR	Odisha (Bhubaneshwar)	TNNLU-Trichy-Batch-2	On Job Training
94	PN270397116200123	PRASHANT KUMAR	NARESH SHARMA	BHUBANESHWAR	Odisha (Bhubaneshwar)	TNNLU-Trichy-Batch-2	On Job Training
95	RN081094116200123	ROHIT KUMAR CHOUDHARY	NAWAL KISHORE CHOUDHARY	BHUBANESHWAR	Odisha (Bhubaneshwar)	TNNLU-Trichy-Batch-2	On Job Training
96	AS170896045200123	AJAY KUMAR DHAKA	SOHAN LAL DHAKA	KOTA	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
97	AA100498045200123	ARCHIT YADAV	ASHOK KUMAR YADAV	KOTA	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
98	HS101295050200123	HIMANSHU BIKONIA	SURESH KUMAR BIKONIA	JAIPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
99	JR210595050200123	JITENDRA GAWARIYA	RAJ KUMAR GAWARIYA	JAIPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
100	KV180696011200123	KAPIL GUPTA	VINOD KUMAR GUPTA	UDAIPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
101	NR100998063200123	NISHA PANWAR	RENWATI LAL PANWAR	JODHPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
102	OM200696050200123	OM PRAKASH BIRDA	MAHAVEER PRASAD BIRDA	ALWAR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
103	SH220396050200123	SHUBHAM AGARWAL	HUKAM CHAND AGARWAL	JAIPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
104	SR121292063200123	SUSHIL KUMAR BAIRWA	RAMSWAROOP BAIRWA	JODHPUR	Rajasthan (Jaipur)	GMLU-Gandhinagar-Batch-2	On Job Training
105	DG230993076200123	DHANVIJ ANAND GHANSHYAM	GHANSHYAM DHANVIJ	TRICHY	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
106	DM200794076200123	DIKSHANT MANORI	MAHENDRA PRASAD MANORI	TRICHY	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
107	HR061195085230123	HARSH MEENA	RAM CHARAN MEENA	MADURAI	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
108	ND010793114200123	NITISH RAI	DINDAYAL RAI	SALEM	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
109	PP260292005200123	PRATIK PRAKASHRAO KHODE	PRAKASH RAO	COIMBATORE	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
110	VV211097114200123	VIKASH KUMAR	VIJAY DAYAL BIHARI	SALEM	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
111	VM300590085230123	VISHAL MARU	MOHANLAL MARU	MADURAI	Tamil Nadu (Excluding Chennai) (Coimbatore)	TNNLU-Trichy-Batch-2	On Job Training
112	GG050192054230123	GUDEPU NARESH	GUDEPU RAMULU	KARIMNAGAR	Telangana (Hyderabad)	TNNLU-Trichy-Batch-2	On Job Training
113	KK250691135250123	KANDULA RAVI CHANDRA	KANDULA RAJA BAPAI AH	HYDERABAD (MADHAPUR)	Telangana (Hyderabad)	TNNLU-Trichy-Batch-2	On Job Training
114	RN120890044230123	RAGHAVENDER K	NARSIMHULU K	NIZAMABAD	Telangana (Hyderabad)	TNNLU-Trichy-Batch-2	On Job Training
115	RS170195134230123	ROHIT AGARWAL	SATYANARAYANA AGARWAL	HYDERABAD (BARKATPURA)	Telangana (Hyderabad)	TNNLU-Trichy-Batch-2	On Job Training
116	VK190895061230123	VIRENDRA TANDEKAR	KUNDAN TANDEKAR	SIDDIPET	Telangana (Hyderabad)	TNNLU-Trichy-Batch-2	On Job Training
117	NA	AMAN PRAKASH	NA	NOIDA	Uttar Pradesh (Kanpur)	TNNLU-Trichy-Batch-2	On Job Training

ANNEXURE-I							
List of Trainee Officers for next phase of Training for Batch-2 w.e.f 11th September 2023 (The program is to be led by OIC of the field office where the probationer is posted on a regular basis)							
S.No	Employee ID	Employee Name	Father Name	Present Place of Posting	Zone	PRESENT PLACE OF TRAINING	Next Phase Training w.e.f 11-9-2023
118	KK121291101200123	KUMAR RISHAV	KASHI BISHWANATH JHA	KOLKATA	WB, A&N Islands & Sikkim (Kolkata)	TNNLU-Trichy-Batch-2	On Job Training

ANNEXURE-II

MENTORSHIP POLICY “EXCERPTS” **FROM EPFO TRAINING POLICY**



सत्यमेव जयते



EPFO

TRAINING POLICY 2022



New Delhi

EMPLOYEES' PROVIDENT FUND ORGANISATION

MINISTRY OF LABOUR AND EMPLOYMENT

Annexures

Annexure-1: Mentorship Policy

This mentorship policy envisages identification and development of senior experienced officers to act as mentors of new employees, called mentees, to enable them to access learning resources and navigate workplace culture and relationships better, as they learn on the job, and benefit from the experience of their seniors. It is designed to work as a development tool and support system, in continuation to and supplementing formal training.

BENEFITS OF MENTORING

FOR THE MENTEE:

- Complements formal training and provides a practical background for theoretical knowledge, as well as resolution of doubts
- Helps in acclimatising to organizational culture and ethos, teaches respect for hierarchy and correct protocols
- Increases career networks and facilitates interaction between junior and senior officers
- Improves ability to express expectations, goals, and concerns, helps in goal setting and career planning and growth.

FOR THE MENTOR:

- Enhances skills in coaching, counselling, and modelling behaviour
- Provides opportunity for passing on learned skills, experience and insights, and of leaving and continuing service legacies
- Personal fulfilment, legacy ship,

Both the mentor and the mentee give and grow in the mentoring process. The success of mentoring will depend on clearly defined roles and expectations in addition to the participant's awareness of the benefits of participating in the mentoring program.

SELECTION OF MENTORS

-
- Mentors should as far as possible be selected from volunteers willing to accept the responsibilities implicit in the mentoring process. Apart from senior officers of

PDNASS and ZTIs, and other officers of the department, mentors may also be chosen from other academies, ministries

- Mentors also need to have traits such as desire to help others, developed coaching and facilitation skills, also they must be approachable and available
- They should be amenable to training to enable them to effectively perform their roles and must be willing to work with the mentees direct supervisors at work, to ensure optimal learning outcomes
- As mentees grow and specialize, mentors who are veterans and specialists in the relevant fields may need to be chosen and assigned.

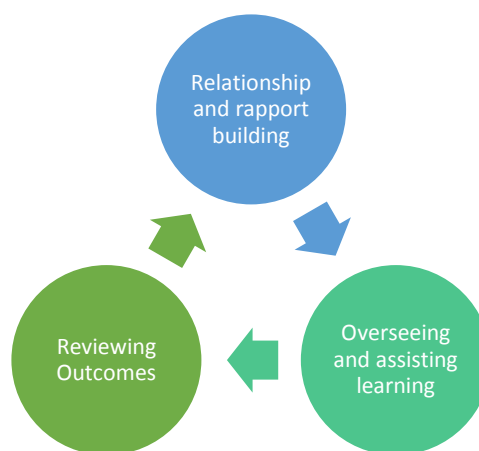
FUNCTIONING AND OVERSIGHT

The mentoring program will be overseen and be conducted under direct supervision of Director PDNASS. Mentors will be assigned to new recruits upon their induction and will remain in place through the training and probation phases. Depending on the number of probationers, mentors will be assigned on location as far as possible, with no more than 25 trainees assigned to each mentor.

STAGES IN THE MENTORSHIP PROCESS

Following will be the stages in every mentorship assignment going up the hierarchy, and ensuring equal opportunity and guidance to each individual employee, throughout his career journey:

Figure 23: Stages in Mentoring



RELATIONSHIP AND RAPPORT BUILDING

Mentoring process begins by establishing a professional, mentoring relationship with the mentee and later the mentee's reporting manager. Having established a suitable development assignment, and having had it contractually agreed with management, the mentor can help the mentee learn while training and the job, taking into account the wider needs of the organisation. It involves:

- Liaison between management, PDNASS, mentors and mentees
- Establishing mentoring goals and ground rules in the beginning along with expectations, learnings and reasonable outcomes.

OVERSEEING AND ASSISTING LEARNING

This phase starts from the beginning of formal training and is meant to keep the mentee abreast of all training interventions, cover any gaps or weak areas and provide ongoing support and help to the mentee. It is governed by the mentoring contract and covers the two main areas of:

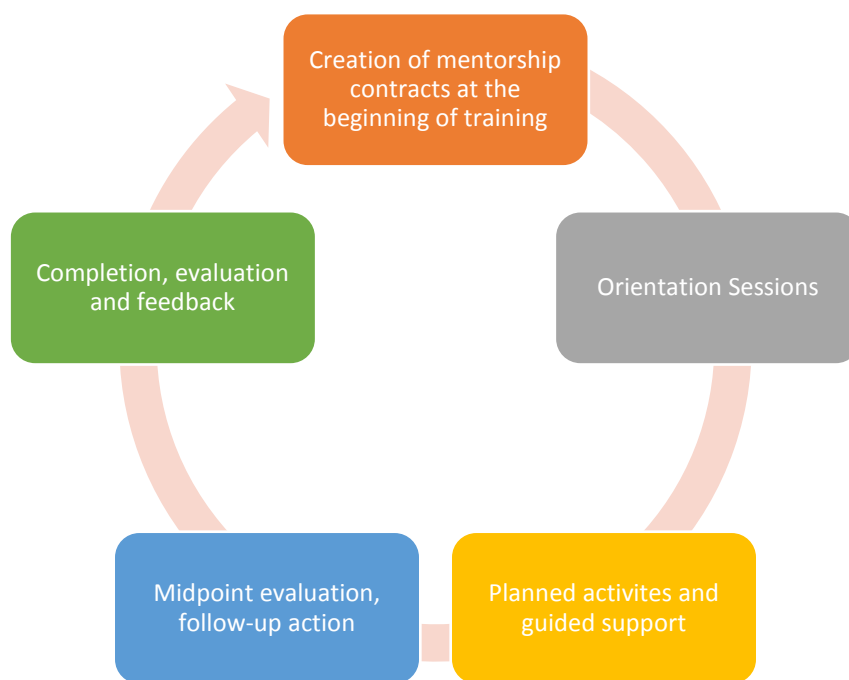
- Identifying resources available to support the mentee's development
- Providing informal guidance, handholding and guiding along the learning curve.

REVIEWING OUTCOMES

To increase the likelihood of success, it is essential to include formal means for assessment and feedback. The intention is to reassure the mentee about their progress and keep track of the learning curve.

- Assessment should be supportive, involving informal dialogue with a mentee to check progress against agreed targets or objectives.
- It includes advice, feedback and ongoing support to mentees to maintain interaction, motivation and progress. Even after formal training is over.

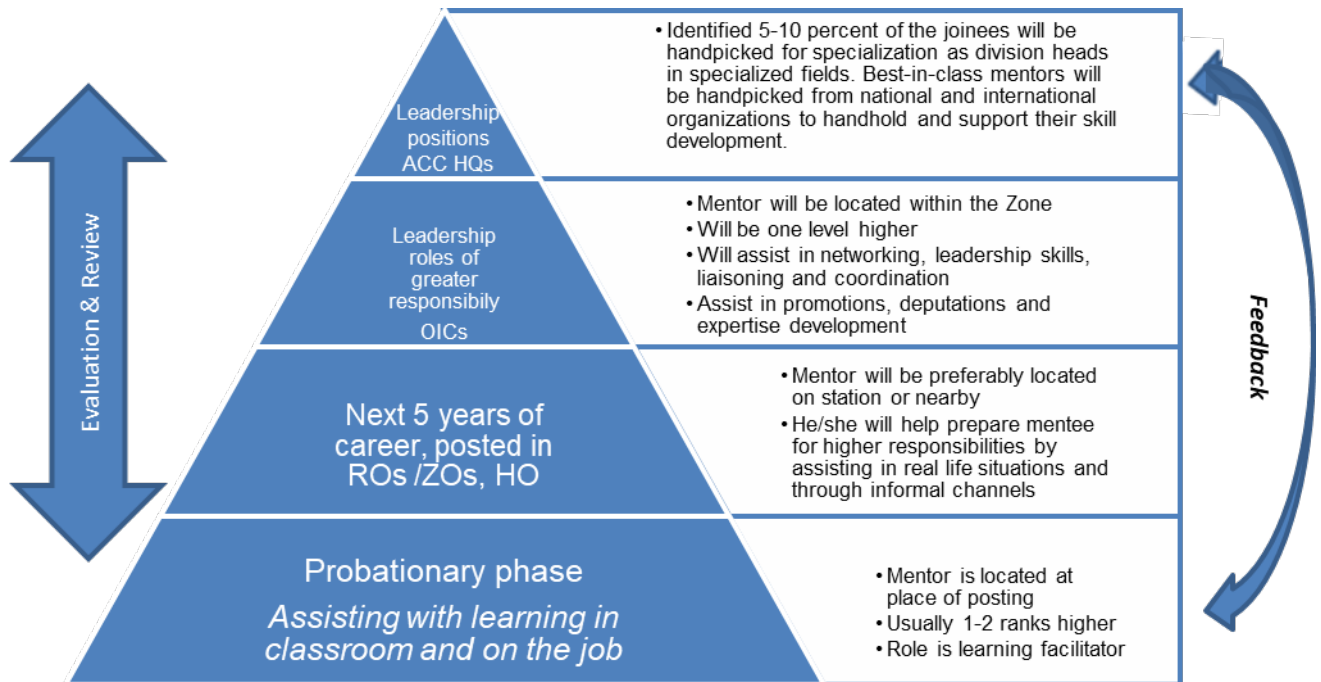
Figure 24: Mentoring Process



MENTORSHIP MODEL

Mentorship in the organization will be structured in a hierarchical model, guiding employees through different career stages of their career progression and ensuring availability of the right guidance and resources for their optimal growth and organizational success. Following is the proposed model:

Figure 25: Proposed Mentorship Model



At the conclusion of the training mentors will be reassigned as per posting profile and location, to provide support for ongoing learning on the job, in a support role, in alignment with the reporting manager. There will be conducted a follow-up evaluation three months after the completion of each step to measure the success of the program.

EPFO PDNASS

TRAINING



PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY
OF SOCIAL SECURITY (PDNASS)
Employees' Provident Fund Organizaon
Ministry of Labour & Employment
Government of India, New Delhi



TRAINING POLICY

2022

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



सत्यमेव जयते



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-10 to WEEK-23
ON JOB TRAINING OF 14 WEEKS

S. No.	WEEK	SUBJECT DIVISION	DETAILED TOPICS
1	1 & 2	Accounts & Claims	Processing of claim form-19, 20, 10C, 10D, 31, 13, 14 & 5IF. Familiarisation with different roles assigned to officials. Familiarisation with Unified Portal (UAN generation, KYC etc.), Updation of member basic details, joint declaration. Understanding the annual accounts process and how to prepare establishments for interest processing.
		Attachment of Trainee EO/AO with DA (1 week)/SS (1 Week)/AO/EO/ APFC/ RPFC-II/RPFC-I as per the work to understand each process practically in detail	
2	3 & 4	Compliance & Damages	Shram Suvidha Portal (how establishments are registered), Role and functions of Compliance Wing. Compliance Circle – EPFO Software on Compliance, assignment of inspections, powers & duties of inspectors, CAIU, e-inspection, e-proceeding, Tribunal. Levy of damages, Penal provisions. Visit to one exempted establishment and one unexempted establishment.
		Attachment of Trainee EO/AO with DA (1 Week)/SS (1 Week)/AO/EO/APFC/ RPFC-II/RPFC-I as per the work to understand each process practically in detail and visit to Police Station to file FIR	
3	5	Audit	Role of Concurrent Audit, Audit Paras (Internal Audit & CAG). Role of internal audit.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
4	6 & 7	Administration	General office procedure, Gem Portal, GFR, Biometric Attendance, HR Soft, APAR, FRSR, Budget, Pay bill, Rosters, RTI, SPF, GIS. Role of PAC. Familiarisation with different roles assigned to officials. Visit of trainees to 1-District Office, 1- Zonal Office of the Zone.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
5	8	Recovery	Section 8B to 8G, Revenue Recovery Certificates.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
6	9	Exemption	Provisions, processing applications for grant of exemption, cancellation of exemption, exemption returns (6 e-return modules: A, B, C, D, E, and F), audit of PA statement,

			acceptance of securities by RPFC, guidelines for transfer of cash/securities, guidelines for acceptance of securities. Familiarisation with different roles assigned to officials. Visit to one exempted establishment of the zone.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
7	10	Pension	Processing of 10D, transfer in received from other offices, calculation of pension, disbursement of pension, BRS, Jeevan Pramaan,
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
8	11	Cash	Function of Cash section, Receipts & Payments, maintenance of cash book, CCPAP, Balance sheet, Scroll preparation, preparation of payment CD, liasoning with Bank.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
9	12	Citizen Services Division	EPFiGMS, CPGRAM, how to handle grievances received physically or through emails. Call Centre
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
10	13	Intelligence / Public Relations / Public Awareness / International Workers	PRO, Nidhi Aapke Nikat, CoC, Despatch, WhatsApp, EPFO's Facebook and Twitter account. Every week during on job training, one day (Every week) the trainee officer will sit in the PRO section of the office.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
11	14	Legal	Para-wise comments, Handling Court Cases, Handling Consumer Forum cases, Assistant Public Prosecutors. Penal Provisions – Under Section 14, Para 76, IPC Section 405/406/409, Cr.PC. Under Section 110-Sanction, Procedure for filing of complaint, Issuing summons and legal notices
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	

ANNEXURE-VI

iGOT TRAININGS TO BE

COMPLETED BY ALL TRAINEES

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

iGOT TRAINING TO BE COMPLETED BY TRAINEE DURING
OJT

S.No	Name of the Course	Duration
1	Agriculture and Rural Development	2h2m
2	Cyber Security and Strategy	2h11m
3	Emotional Intelligence	45m
4	Formulation of Public Policies	7h15m
5	Gender Sensitivity: Understanding Gender Bias	50m
6	Goal Setting	50m
7	Increasing your Emotional Quotient	1h
8	Introduction to Gender and Disaster Risk Management	45m
9	Managing Personal Relationships	40m
10	Preparation and Maintenance of Reservation Rosters	2h20m
11	Prevention of sexual harassment of women at workplace	1h51m
12	Project Management	46m
13	Public Administration	1h5m
14	Recruitment 2	1h10m
15	Reform Initiatives of Government of India	55m
16	Right to Information Act, 2005 - Part 1	45m
17	Right to Information Act, 2005 - Part 2	41m
18	Self-Leadership	1h16m
19	Service Conditions	35m
20	Service Delivery Management	2h13m
21	Stakeholders in Governance	53m
22	STRESS MANAGEMENT	2h17m
23	Time Management	1h15m
24	Total Quality Management	38m
25	Travelling Allowance	55m
26	Understanding Motivation	1h35m
27	Yoga for Excellence	1h10m
28	Increase your emotional Quotient	1h54m
29	Disciplinary Proceedings in Government	3h57m
30	Ethics & Values	50m
31	Social Policy & Migration	2h5m
32	Energy Efficiency in Public Buildings	20h
33	Safety ,accident prevention & disaster management	8h50m
34	Complaints	35m
35	POSH	1h20m
36	Y-Break Yoga at Workplace	1h30m
37	Orientation Module on Mission LIFE	2h10m
38	Stay Safe in Cyber Space	2h5m
39	Child Rights with Special Focus on Juvenile Justice System	2h4m