



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/2023/08/02

DATED: 16-08-2023

To,

1. ACC(HQ)/ACCs, Zonal Offices (ZOs)
2. ACC, Zonal Training Institutes (ZTIs)
3. RPFC-I/Officer-in-Charges (OICs), Regional Offices (ROs)

Subject: Induction training program, "On Job Training" of 14 Weeks for Direct Recruit (DR) EO-AOs recruited through UPSC-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 2/8/2023

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 349 numbers of AOs-EOs (DR) who are to be given training. These 349 number have been divided into two batches comprising 157 Trainees in Batch-1 and 192 Trainees (Present 173) 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, 120 trainees were sent to G-NLU, Gandhinagar and TN-NLU, Trichy for 4 Weeks training and 49 trainees were sent to NDC, New Delhi for 1 Week training w.e.f 14/8/2023 and 4 Trainees were sent on "On Job Training" w.e.f 14/8/2023. The 1 Week Training at NDC, New Delhi is going to be completed on 19th August 2023.

2. Thereafter, these 49 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)** and AO/EO Induction Training Booklet **(Annexure-III)** 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, 2 Page
2. Annexure-II, Mentorship Policy excerpts from EPFO Training Policy, 7 Pages
3. Annexure-III, AO/EO Induction Training Booklet, 85 Pages

Regards,



(Sunil Kumar)

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

Copy for information to,

1. PA to CPFC
2. PA to FA&CAO
3. 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 21st August 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 21-8-2023
1	AR020988143230123	AJAY CHAUHAN	RAMPHAL CHAUHAN	DELHI (CENTRAL)	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
2	AA251292142230123	ANKIT SRIVASTAVA	ANAND KUMAR SRIVASTAVA	DELHI (WEST)	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
3	AR120197089010223	ASAD RAIS	RAIS KHAN	DELHI NORTH	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
4	KR010192098230123	KULDEEP SINGH	RANA PRATAP SINGH	DELHI SOUTH	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
5	KV050492098230123	KUNWAR VIKRAM SINGH	VINAY KUMAR SINGH	DELHI SOUTH	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
6	MS090993142140223	MANISH	SURESH KUMAR	DELHI (WEST)	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
7	MI070396081250123	MUDASSIR KHAN	IRFAN AHMAD KHAN	DEHRADUN	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
8	TD201292089220523	TARUN AGRAWAL	Not Available	DELHI (CENTRAL)	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
9	YA130794089230123	YASH ANAND	ARBIND KUMAR	DELHI NORTH	Delhi & Uttarakhand	NDC-Delhi-Batch-2	On Job Training
10	MS090797035230123	MEHUL KUMAR	SURENDER KUMAR	AHMEDABAD	Gujarat (Ahmedabad)	NDC-Delhi-Batch-2	On Job Training
11	AS210492145250123	ABHILASH	SATISH CHANDRA	GURGAON (WEST)	Haryana	NDC-Delhi-Batch-2	On Job Training
12	AA300492051270123	ABHISHEK SISODIA	ALOK KUMAR SINGH	ROHTAK	Haryana	NDC-Delhi-Batch-2	On Job Training
13	AK150995118200123	ALOK KUMAR PANDEY	KAMESHWAR PANDEY	FARIDABAD	Haryana	NDC-Delhi-Batch-2	On Job Training
14	AJ061295016230123	ANNU SHARMA	JAIBHAGWAN SHARMA	KARNAL	Haryana	NDC-Delhi-Batch-2	On Job Training
15	AS130590118230123	ASHUTOSH KUMAR SINGH	SATISH KUMAR SINGH	FARIDABAD	Haryana	NDC-Delhi-Batch-2	On Job Training
16	NR260394048230123	NIKHIL KUMAR KANOJIA	R A KANOJIA	GURGAON	Haryana	NDC-Delhi-Batch-2	On Job Training
17	NA	SATEESH KUMAR	NA	BHUBANESHWAR	Odisha (Bhubaneswar)	NDC-Delhi-Batch-2	On Job Training
18	AS191295056230123	AGRIT TYAGI	SUNIL KUMAR TYAGI	BHATINDA	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
19	AP301090056230123	AKSHYA KUMAR	PREETAM SINGH	BHATINDA	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
20	AJ240396027030423	Anurag Katara	Jagdish Prasad Katara	CHANDIGARH	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
21	JS140794078230123	JALAJ KASHYAP	SHYAM KISHORE SINGH	AMRITSAR	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
22	KB280695078230123	KARANBIR SINGH MANN	BIKERMJIT SINGH MANN	AMRITSAR	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
23	KS300693078240123	KIRAN	SATPAL	AMRITSAR	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
24	KR210895030300123	KUMKUM MEENA	RAMCHANDAR MEENA	JALANDHAR	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
25	RJ080192030230123	RUPINDER KAUR	JATINDER SINGH	JALANDHAR	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
26	SA110796056230123	SHESHAN SHENIWAL	ARUN KUMAR SINHA	BHATINDA	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
27	SS040296056240123	SHIVAM	SUDARSHAN KUMAR	BHATINDA	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
28	SU031295027230123	SHUBHAM TYAGI	UMESH CHANDRA TYAGI	CHANDIGARH	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
29	TR220393027310123	TUSHAR SINGH	RAMJASH KUMAR	CHANDIGARH	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
30	VD141087027240123	VIPIN RAJ	DHARM RAJ	CHANDIGARH	Punjab & HP (Chandigarh)	NDC-Delhi-Batch-2	On Job Training
31	AC010790088200123	ANKUR YADAV	CHANDRA BHANU YADAV	MEERUT	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
32	AL150193040200123	ANUBHAV CHANDRA	LALLAN RAM	GORAKHPUR	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
33	AY020794057200123	ASHISH YADAV	YOGENDRA SINGH YADAV	NOIDA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
34	AK100595040200123	ATUL VERMA	KEDAR NATH VERMA	GORAKHPUR	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
35	DR050195057200123	DINESH KUMAR MISHRA	RAMESH KUMAR MISHRA	NOIDA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
36	HS030194057200123	HEMANT KUMAR SINGH KUTAR	SHIV PRASAD KUTAR	NOIDA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
37	MP231094087200123	MAHENDRA PRATAP SINGH	PRAHLAD SINGH	LUCKNOW	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
38	MS200589013200123	MANEESH KUMAR YADAV	SHIV PRASAD YADAV	VARANASI	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
39	PD071190104200123	PRASHANT KUMAR SINGH	DINESH SINGH	ALLAHABAD	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
40	RM020195105200123	RAHUL KUMAR VERMA	MANSHARAM VERMA	AGRA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
41	RB210789088200123	RAM BABU YADAV	BASANT LAL YADAV	MEERUT	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
42	RR160296057200123	RAMAKANT YADAV	RAJ PATI YADAV	NOIDA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
43	RB010792013300123	RAVENDRA SINGH PATEL	BHOOPENDRA SINGH PATEL	VARANASI	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training

ANNEXURE-I

List of Trainee Officers for next phase of Training for Batch-2 w.e.f 21st August 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 21-8-2023
44	SA150794094200123	SARVESHVAR SINGH	ANOOP KUMAR SINGH	KANPUR	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
45	SV280797043200123	SAURABH MISHRA	VIJAY KUMAR MISHRA	BAREILLY	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
46	SR150795088200123	SHASHANK RANA	ROHAN SINGH	MEERUT	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
47	SS231292105200123	SUMIT KUMAR PAL	SUKHDEV PRASAD	AGRA	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
48	UA030792040200123	UTKARSH KUMAR	ARUN KUMAR UPADHYAY	GORAKHPUR	Uttar Pradesh (Kanpur)	NDC-Delhi-Batch-2	On Job Training
49	MR200193092200123	MANISH KUMAR	RAM PRAVESH SINGH	PORT BLAIR	WB, A&N Islands & Sikkim (Kolkata)	NDC-Delhi-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.

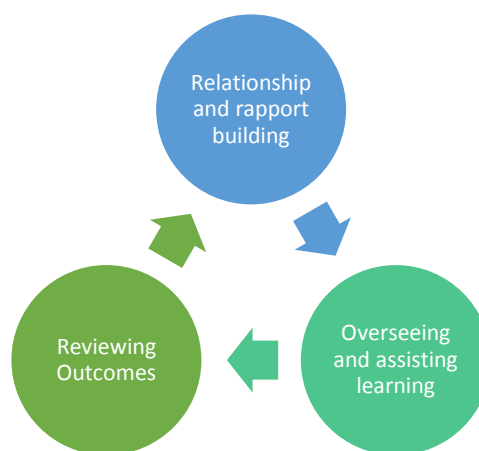
FUNCTIONING AND OVERSIGHT

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:

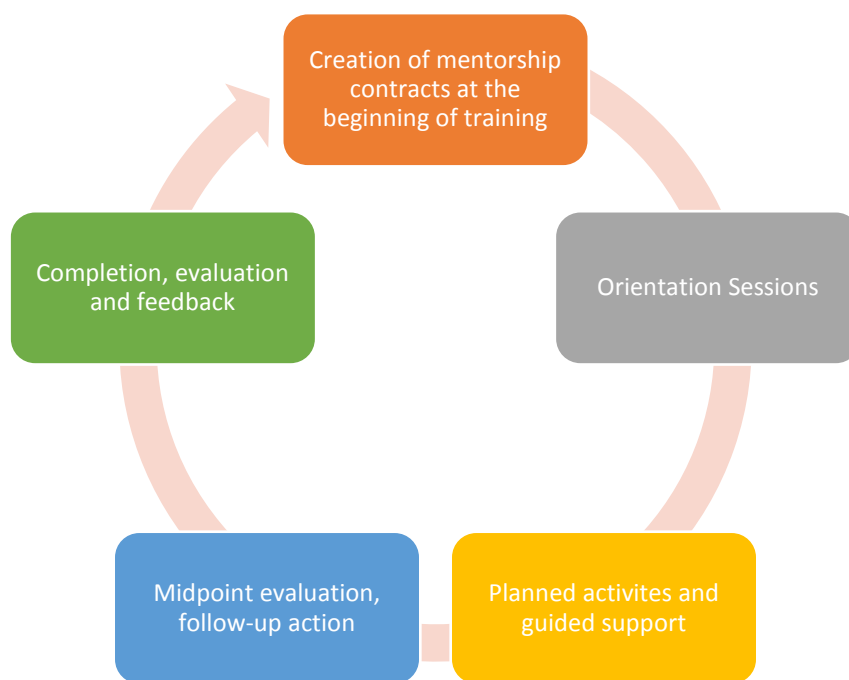
- Identifying resources available to support the mentee's development
- Providing informal guidance, handholding and guiding along the learning curve.

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.

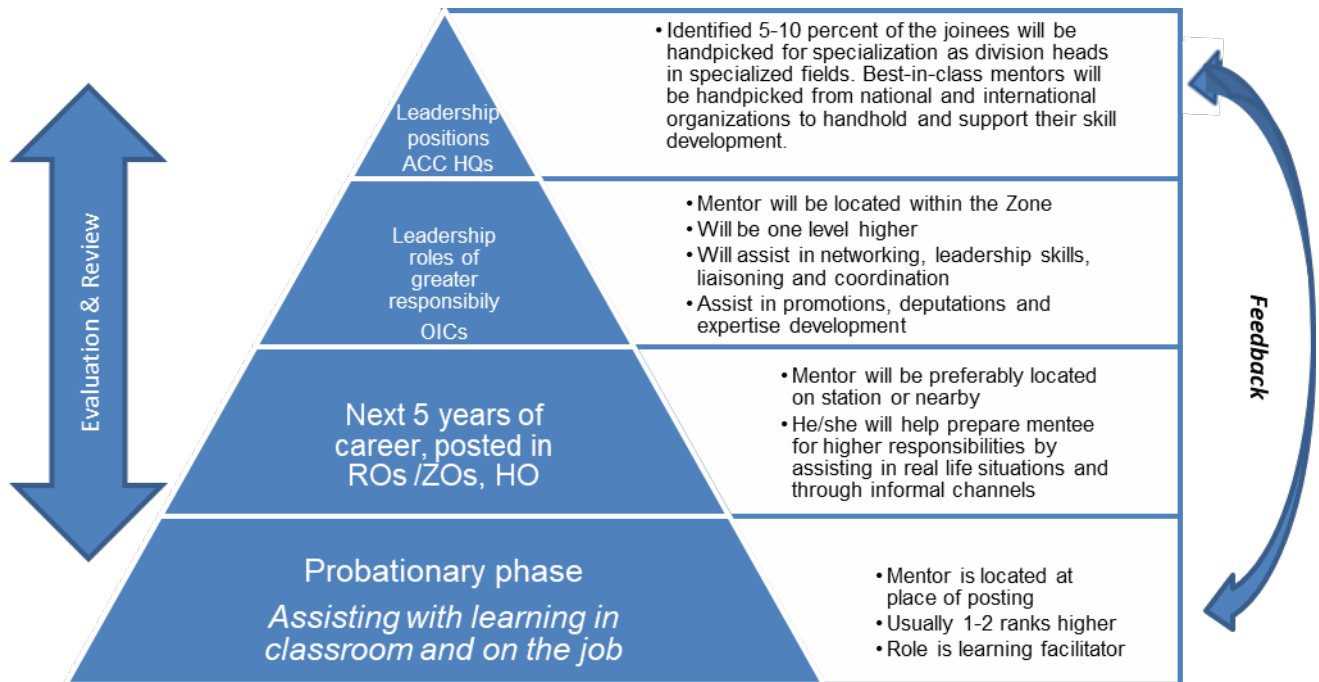
Figure 24: Mentoring Process



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



TRAINING AND DEVELOPMENT



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



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

CONTENTS

MESSAGE DEAN'S DESK	5
MESSAGE DIRECTOR'S DESK	6
MESSAGE COURSE DIRECTOR'S DESK	7
1. PDNASS STORY	8
2. EPFO ENFORCEMENT/ACCOUNTS OFFICER	9
3. CHANGING ROLE AS FACILITATORS	10
4. INDUCTION COURSE-COURSE OBJECTIVE	11-12
5. COURSE CONTENT	13-20
6. MENTORSHIP PROGRAM	21-26
7. PDNASS EO-AO PROBATIONERS ACTIVITY CHECKLIST	27
8. MENTOR/EO-AO PROBATIONERS EVALUATION FORM	28-29
9. SESSION PLANS 25 WEEKS	30-76
10. CONDUCT, RULES AND REGULATIONS	77
11. DRESS CODE	78
12. LEAVE OF ABSENCE	79
13. CHECKLIST FOR ESCORT OFFICERS OF GUEST FACULTY	80-82
14. MESS ETIQUETTE	83-85
15. DOs & DON'Ts	86



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

1. PDNASS STORY

PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY is dedicated to providing training in the field of social security. It is named after Pandit Deendayal Upadhyaya, a prominent Indian political philosopher and leader.

There are 4 Zonal Training Institutes (ZTIs) and one Sub-Zonal Training Institutes. These ZTIs are located in different parts of the country, covering different zones: Faridabad, Kolkata, Chennai, Ujjain, and Sub ZTI at Shillong. Zonal Training Institutes (ZTIs) are training centers set up by the Employees' Provident Fund Organization (EPFO) to provide training to EPFO employees, field offices, and members of the public on various topics related to the organization's mandates and services, including social security schemes, pension schemes, and provident funds.

The ZTIs aim to improve the capacity building of EPFO staff and to enhance the delivery of services to the organization's stakeholders.

The academy provides training to various stakeholders in the social security sector, including government officials, employees of social security organizations, and other professionals. The aim of the academy is to enhance the knowledge, skills, and capacity of these individuals to effectively implement and manage social security programs. One of the functions of the academy is to conduct international training programs. These programs are aimed at building the capacity of social security practitioners and policymakers from other countries in the Asia-Pacific region and beyond. The international training programs cover a wide range of topics related to social security administration, such as pension schemes, provident funds, and social insurance programs. The aim of these programs is to enhance the knowledge and skills of participants and to promote the exchange of ideas and best practices in the field of social security administration. The training curriculum covers various aspects of social security, such as pensions, insurance, health care, and welfare programs. The academy is committed to promoting the principles of social justice and equitable access to social security for all citizens.

2. EPFO ENFORCEMENT/ACCOUNTS OFFICER

ROLES, RESPONSIBILITIES & EXPECTATIONS

The Enforcement/Accounts Officer (AO-EO) of the Employees' Provident Fund Organization (EPFO) are responsible for ensuring that employers comply with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Employees' Pension Scheme, 1995. Some of the key roles and responsibilities of EPFO Enforcement Officers include:

1. Inspections

Conducting inspections of employers to ensure that they are maintaining accurate records of their employees' provident fund contributions and following the prescribed procedures for remitting the same to EPFO.

2. Enforcement

Taking enforcement action against employers who violate the provisions of the Act, such as imposing penalties, collecting arrears, and initiating legal proceedings, if necessary.

3. Recovery of dues

Ensuring the recovery of provident fund contributions and other statutory dues from defaulting employers.

4. Monitoring

Monitoring the compliance of employers with the provisions of the Act and taking necessary action to enforce compliance.

5. Investigation

Conducting investigations into cases of fraud and misappropriation of provident fund contributions by employers.

6. Awareness creation: Creating awareness among employers, employees, employer associations and trade unions about the provisions of the Act and the benefits of the employees' provident fund and pension scheme.

7. Advisory role: Providing advice and guidance to employers, employees, employer associations and trade unions on various aspects of the Act, including their rights, responsibilities and obligations.

8. Claim Settlements and Office Administration including Legal desks:

Processing of eligible claims, facilitating Grievance Redressal, managing Office administration, preparing legal drafts to defend cases, and to attend to legal forums.

In performing these duties, EPFO Enforcement Officers must act with impartiality, fairness, and in accordance with the law. They play a critical role in ensuring the effective implementation of the Employees' Provident Funds and Miscellaneous Provisions Act and in protecting the rights of workers. More responsibilities are on the way when the new Social Security Code is notified for implementation.

3. CHANGING ROLE AS FACILITATORS

The role of Enforcement Officers has undergone significant changes in recent years. With the increasing complexity of business and regulatory environments, inspectors are being called upon to play a more strategic role in ensuring compliance with laws and regulations. The following are some of the ways in which the role of inspectors has evolved in India:

Increased emphasis on risk-based inspection: Inspectors are now focused on identifying areas of highest risk and allocating their resources accordingly. This requires a greater understanding of the business operations being inspected and the underlying risks and challenges.

Use of technology: Inspectors are making use of technology such as mobile devices, data analytics, and other tools to streamline their work and improve the efficiency and accuracy of their inspections.

Collaborative approach: Inspectors are working more closely with businesses to understand their operations and identify areas for improvement. This helps to build trust and reduce the risk of conflict between businesses and regulators.

Greater focus on preventive measures: Inspectors are focusing on helping businesses identify and prevent problems before they occur, rather than just detecting and correcting problems after the fact.

Professional development: Inspectors are being encouraged to pursue ongoing professional development to stay current with developments in their field and to continuously improve their skills.

In summary, the role of inspectors in India has shifted from being purely enforcement-focused to being more collaborative, risk-based, and preventive in nature. Thus, Inspectors are now seen as partners or facilitators in promoting compliance and improving business operations, rather than simply as enforcers of rules and regulations.

This change is a pre-requisite for India in attaining its ideals of creating an environment conducive to ease of doing business promoting ease of living for citizens at large.

4. INDUCTION COURSE-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

TRAINING PERSPECTIVE

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.

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.

EPFO@2047

<https://www.youtube.com/watch?v=fePZckHau2Q>

5. COURSE CONTENT

SOFT SKILLS, COMMUNICATION SKILLS, TIME MANAGEMENT, GROUP TASKS, CASE STUDIES, ASSIGNMENTS, AND PRESENTATION

1. Icebreaking of the batch.
2. Team, and confidence-building exercises.
3. Dressing professionally.
4. Dining etiquette
5. General Office etiquette.
6. Exposure to the ethos of the social security organization (EPFO),
7. Empathy & Ethics in daily life and work.
8. Responsiveness to all stakeholders.
9. Communication Skills: Employers/Members/Pensioners, EPFO Staff, & Officers.
10. Information-seeking Attitude.
11. Emotional intelligence.
12. Attitudinal changes to serve the citizen-centric goals.
13. Role and responsibility of Government officials.
14. Leadership and drive to take initiative
15. Soft skills and Time Management
16. Gender Sensitization and Sensitization to the cause of SC/ST Officers
17. Dos and Don'ts of Conduct Rules
18. Learning to master the working language of the cadre State

PART B

BASIC ORIENTATION

1. Social security: concept, origin, evolution and Important International Institutes.
2. Evolution of Pension System as Social Security and the Best Practices in the field of Pension worldwide
3. Introduction to Social Security in India, Constitutional Provisions and Organizations.
4. Role of EPFO in providing social security.
5. Organizational Structure of EPFO and its relationship with the Government of India
6. Organizational set-up of the Ministry of Labour and Employment and its key units EPFO, ESIC, DGLW, and CLC.
7. Central Board of Trustees and its Units
8. Regional Committees
9. Role of State Governments in EPFO
10. Evolution of EPFO
11. Vision and Mission and Citizen Charter of EPFO.
12. Business of EPFO and its impact on the Indian Economy
13. CCS Conduct Rules
14. CCS (Leave/TA/LTC) etc.
15. General Financial Rules (GFR) and Gem Portal
16. General Overview & Functioned of PAC, CAC, IAP & Vigilance.
17. Rajbhasha (implementation and legal provisions)
18. E- office, Office Procedure, File Management, Noting and Drafting,
19. Right to Information (RTI) Act, 2005, Responding to Parliamentary Questions
20. EPFO Vision 2047
21. Grievance Redressal
22. Public Perception management in EPFO
23. New Initiatives in EPFO
24. A comparison of products offered by EPFO and NPS and an overview of Services offered
25. Future Challenges
26. Cadre Language working knowledge Orientation

PART C

EPF & MP ACT-1952 AND ALLIED SCHEME

1. **Life cycle of Establishment:** Incorporation, Growth, Intelligence & Coverage (Voluntary/Forced), Registration, Evasion, Defaults, Legal (Tribunal/Court), Liquidation. Role & Responsibilities of EO/AO at each stage.
2. **Life Cycle of Members:** Employment, Generation of UAN, KYC, Family, Benefits, Advances, Death in service, Death away from service, Job change, PF Transfers, Pension.
3. **EPF & MP Act-1952**
 - a. Applicability of the EPF&MP Act
 - b. Interpretation and Definitions under the Act.
 - c. Contribution
 - d. Membership
 - e. Appointment of Officers and Staff, Service Condition.
 - f. Statutory and Quasi-Judicial Authorities.
 - g. Duties and Powers of Enforcement Officers, Enforcement and Facilitation
 - h. Employer: Definition, importance, role, and responsibilities of the employer.
 - i. Principal Employer (PE) & Contractors.
 - j. Roles and responsibilities of PE under EPF&MP Act,
 - k. PE Portal, Case laws on Principle employers and contractors.
4. **Determination of Dues:**
 - a. Authorities under, and Scope of section 7A,
 - b. Speaking Order,
 - c. Time limit for disposal of inquiry,
 - d. Dispute regarding the applicability,
 - e. Determination of dues,
 - f. Ex-parte order,
 - g. Determination of the escaped amount,
 - h. Review of Order
 - i. Administrative Scrutiny of quasi-judicial orders

5. Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments
6. Types of Inspections: Unexempted Inspections, Exempted Inspections
7. Gathering of Information/ Intelligence, Various Sources of Intelligence, Investigation
8. Data Analytics, Cyber forensics, Artificial intelligence
9. Filing of FIR, documents required and procedure to be followed to take it to the logical end. Filing of Prosecution cases, documents required, and procedure to be followed to take it to the logical end
10. **Penalties:** Offenses under the Act and penalties, Persons liable to be charged for offense, Authority to file a complaint in the Court, Cognizable Offence, Power of court to make an order.
11. Filing Prosecution
12. **Levy of Damages and Interest:**
 - a. Default leading to damage
 - b. Limitation to levy of damage
 - c. Sick establishment,
 - d. Waiver or reduction of damage
 - e. Speaking order.
 - f. Interest on belated remittances
13. **Recovery of the Dues.**
 - a. Recovery Certificates.
 - b. Priority of payment of contributions over other debts.
 - c. Liability in case of transfer of establishment.
 - d. Modes of Recovery, and Authorities to Enforce Recovery.
 - e. Recovery by an authority other than Recovery Officer,
 - f. Recovery by a Recovery Officer
 - g. Attachment and sale of the property of.
 - h. Arrest of employer and his detention in prison
 - i. Transfer of certificate of other Recovery Officer.

- j. Corrections in and/or stay on the Recovery Certificate.
 - k. The Recovery Rules
14. **EPS-1995**
- a. History.
 - b. Definition,
 - c. Types of pensions and eligibility
 - d. Important provisions and contributions.
 - e. Benefits, Pension calculation with an example.
 - f. Analysis of important case laws
15. Recent judgments especially the Supreme Court judgment in higher pension matters.
16. Basics of Actuarial Science and Actuarial Report analysis/ examination (Para 32 of EPS-95)
17. Actuarial Valuations in EPFO
18. Exemption
- a. Statutory provisions related to grant of exemption/ surrender of exemption / cancellation of exemption
 - b. Terms and conditions of the exemption
 - c. Scrutiny of Online returns
 - d. Processing of Compliance Audit reports
 - e. Investment patterns and consequence of deviations
 - f. Role of annual audit/special audit/third party audit
 - g. Scrutiny of the ranking results
 - h. Standard Operating Procedure for the Surrender/Cancellation

PART D

ACCOUNTS AND CLAIMS

1. Roles and responsibilities of Accounts Officer.
2. Manual of Accounting.
 - a. Part I- General
 - b. Part IIA- EPF Scheme 1952
 - c. Part II B- EDLI
 - d. Part IV- Pension
3. Claim settlement: Form 19, 31, 13, 10C, 10D, 5IF etc.
4. Monthly pension processing and BRS
5. Hands-on training of Facial Authentication Technology and other Jeevan Pramaan Authentication modes.

PART E

INVESTMENT, BANKING & LEGAL

1. **Investment:**
 - a. Basic Financial Market:
 - b. Types of Market
 - c. Types of securities – positive and negative
 - d. What is ETF.
 - e. Rating Agencies.
 - f. Returns and Financial Ratios.
 - g. Financial appreciation
2. Balance Sheet: Preparation of Annual Accounts of the Organization.
3. Banking: Collection, Payment and Reconciliation.
4. Basics of Banking System (Pension Disbursement & DBT)
5. Introduction & Briefing to Code on Social Security-2020
6. Comparative analysis of the Code and the EPF Act.

PART F

LEGAL

- a. Roles and responsibilities of EO legal.
- b. Important provisions of the Evidence Act, IPC, and their relevance to EPF&MP Act.
- c. Important provisions of Cr. PC, CPC, and their relevance to EPF&MP Act.
- d. Standing order of a company and Apprentice Act.
- e. CGIT
- f. High courts and Supreme court
- g. Bankruptcy Code: Its overview and relevance to EPF&MP Act.
- h. Roles and responsibilities of Resolution professional.
- i. NCLAT: Structure and Functions. Steps and process of initiating insolvency proceedings.
- j. Preparation of Para wise reply.
- k. Case laws on the supremacy of the PF dues over the insolvency proceedings.
- l. Precautions are to be taken to ensure that the PF dues recovery is not delayed due to insolvency proceedings.
- m. Briefing of the Legal Framework Document (LFD)
- n. SOPs for various Courts, ADR Mechanism,
- o. Appeals and Contempt cases and IBC matters.
- p. Briefing on important cases.
- q. Briefing on the Ad-hoc Committee on Coverage and related Litigation.
- r. Unorganized and Gig workers- Legal aspects.
7. Income Tax Act: Overview and its relevance to EPF&MP Act-1952. 2nd and 3rd schedule of the Income Tax act.
8. Income Tax (Certificate and Proceedings) Rule 1962, Form 26AS and 26Q of Income Tax.
9. Companies Act, 2013: Basic overview of the company's act. And its relevance to EPF & MP Act.
10. Overview of Partnership Act, Trust Rules, and their relevance to EPF & MP Act.
11. GST act.: overview and its relevance to the EPF & MP Act.
12. Types of Audits: Basic Provisions of Audit, Regular Audit by EPFO, CAG Audit, Concurrent Audit, IT Audit
13. Recovery Procedures in EPFO

PART G

TECHNOLOGY AS AN ENABLER

1. E-Governance
2. Use of technology
3. Transparency
4. Process Re-Engineering
5. Reducing Discretion
6. Moving towards Faceless Inspections

PART H

VIGILANCE

1. Overview of Vigilance functions including evolution
2. Punitive, Participative & Preventive Vigilance
3. Importance of Preventive Vigilance
4. Examples of best practices on preventive Vigilance

PART I

VISIT, ATTACHMENTS, OUTBOUND & TEAM BUILDING

1. Visits/Attachments to:
 - a. Police station (FIR Filing)
 - b. Court (Representing Case)
 - c. Establishments (Mock Inspection)
 - d. Regional Offices (Day to day working of ROs)
 - e. Bank (8F orders)
2. Daily Team Building Exercises
3. Visit to a Large Establishment
4. Visit to Labour Inspector's Office
5. Visit to ESIC

6. MENTORSHIP PROGRAM

1 BACKGROUND

PDNASS has established a program where a cadre of experienced mentors can counsel and provide trainee officers with support and motivation. These mentors can provide individuals with insights including unspoken rules, politics, and nuances, while providing individuals with perspectives and solutions to errors that may have been caused by an individual's inexperience or naiveté. Finally, the Mentor can help to develop the careers of individuals and mold them towards nation building approach keeping the principles behind ease of doing business and citizen centric service delivery.

DEFINITION OF MENTORSHIP

Mentorship is a relationship between two individuals, in which the more experienced, teaches a less knowledgeable individual with the goal of providing the inexperienced person with an experienced partner to guide and nurture their development.

OBJECTIVES OF MENTORSHIP PROGRAM

The objectives of PDNASS mentorship program are as follows:

- To promote the personal and professional well-being of the new DR EO-AO.
- To develop the knowledge, skills and competencies needed by DR EO-AO to be successful.
- To provide an opportunity for analysis of their skills and knowledge through coaching
- To improve the skill sets of both the EO-AO probationers and the mentor.

SPECIFIC ROLES

The mentoring program involves three components, the mentor, the EO-AO probationers, and the PDNASS. The following are the roles for each of the components:

Role of the Mentor

- Accepts the EO-AO probationers.
- Skilled at providing support.
- Committed to being the role of mentor.

- Is a model of continuous learning.
- Communicates hope and optimism.
- Is a leader as a nurturer.

Role of the EO-AO probationers

- Must be willing to enter the mentorship relationship.
- Must respect and trust the mentor.
- Be responsible by taking initiative and showing resourcefulness.
- Develop a plan for accomplishing goals.
- Listen to advice and respond appropriately.

Role of the PDNASS

- The mentoring program is fully supported by the PDNASS.
- Benefits of a Mentoring Program.

BENEFITS OF THE PROGRAM

The following lists the benefits of a mentor program for the EO-AO probationers and mentors.

EO-AO probationers

- Enhances professional career development.
- Receives individual recognition and encouragement.
- Receives honest criticism and informal feedback.
- Opportunity to receive guidance.
- Stay informed on the developments of the business environment in the country and changing social security needs.
- Opportunities to participate in a strong networking experience.
- Learns how to reach appropriate channels and to resolve potential grievances.

- Opportunities to learn new skills.
- Skills and career development benefits
- Helps in avoiding mistakes.
- Access to an informed second opinion
- Insight into own performance through a 'critical friend'
- Identifies personal development needs, and
- Opportunities to learn from the experience of the Mentor.

Mentor

- Participates in the professional development of trainees.
- Provides leadership opportunities.
- Provides an inside and holistic view.
- Provides a new and reinvigorating outlook on one's own job.
- Provides ideas and skills that can be applied to other parts of a mentor's life.
- Provides an outlet for new ideas and feedback about mentor's current projects.
- Provides a way to meet new colleagues and expand networks.
- Satisfaction of helping someone achieve higher skills and competencies.

PDNASS

- Enhances communications.
- Provides leadership and skill development.
- Provides professional development and training.

PDNASS MENTORSHIP PROGRAM

Role of Mentors and Mentees

The program aims to make the DR AO-EOs more efficient in handling their works in office environment and help EPFO meet its mission and vision thereby adding value to the governance resolve of deepening social security in the country.

The program is led by OIC of the field office where the probationer is posted on a regular basis. The OIC interacts with the probationer right from day 1 to end of the induction training program. The questions raised by the probationers during this phase are either answered by the OIC or is done through appropriate officers/officials under her/his disposal.

The relationship matrix is such that both the mentor and mentee become comfortable with each other without compromising the discipline of the cadre.

The mentor and the mentee also share notes with each other and at the end of the program each of them presents an assessment report to PDNASS which uses the inputs to further strengthen the future mentorship program.

Select a group of mentors and mentee join a national committee to supervise this future mentorship program development.

Role of zonal ACCs

On monthly basis preferably as a part of zonal review the zonal ACCs shall take stock of the mentorship program progress form each OIC and shall provide overall oversight and guidance. The zonal ACCs thus shall be responsible for the outcome of this exercise towards meeting the vision and mission of EPFO.

MENTORING PROGRAM GUIDELINES FOR EO-AO PROBATIONERS

General

- The mentoring arrangement will last for probation period.
- Meetings should take place at least once a month; however, this may vary based upon the needs of both parties involved.
- Mentoring contributes to the professional development of the EO-AO probationers and is endorsed by PDNASS.
- Meetings between mentors and EO-AO probationers are considered work time, and should be included in individual work plan.
- Information exchanged within the relationship is considered confidential.

Obligations

The commitment of mentor and mentee is as follows:

- Commit to the mentoring program for the entire probation period.
- Commit to at least two contacts per month.
- Commit to meeting once a week for the first month.
- Respond to any evaluation of the program.

For EO-AO probationers

- Introduce yourself by email to mentor. Feel free to elaborate your strengths and weaknesses and aspirations.
- Think ahead about what you might like to gain from this relationship.
- Value and take advantage of this opportunity.
- The EO-AO probationers must also keep track of the activities completed during mentorship.

ROLES AND RESPONSIBILITIES

Guidelines for Mentees

- Meet with the Mentor with prior appointment.
- Attend training lectures and other training activities, religiously.
- Positive attitude and strong work ethic.
- Participate actively in the mentor-EO-AO probationers' relationship.
- Contact the mentor and take the lead in the communications.

- Follow through on suggested advice given by mentors.
- Participate in program evaluations.

Guidelines for Mentors

General

- Recognize that a request from a mentee for a mentor may come at any time.
- Meetings should take place at least once a month; however, this may vary based upon the needs of both parties involved.
- Mentoring contributes to the professional development of the EO-AO probationers.
- Information exchanged within the relationship is considered confidential.

Obligations

The commitment for the mentor is as follows:

- Commit to mentoring for probation period.
- Commit to one contact per month.
- Commit to meeting once a week for the first month.
- Respond to an evaluation of the program.

ROLES AND RESPONSIBILITIES FOR THE MENTOR

The following are the roles and responsibility for the mentor:

- Be open and honest with your assessment.
- Regular contact is important. Meet face-to-face on a periodic basis.
- Be collaborative – work on sharing information.
- Learn from each other.
- Respect each other
- Be goal oriented and problem solving focused.
- Focus on developing the EO-AO probationers as they will change and evolve over time.
- Be open to assistance from other colleagues outside the mentor-EO-AO probationers' relationship.
- Be professional oriented by continually improving the practice of teaching and learning.

7. PDNASS EO-AO PROBATIONERS ACTIVITY CHECKLIST

EO-AO probationer:

Mentor:

Activity	Date Completed	Mentor Initials	EO-AO probationers
1. Contact made in person or over the telephone with a minimum of one per month			
1st Month			
Week one <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week two <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week three <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week four <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
2nd Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
3rd Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
4th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
5th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
6th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
7th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
8th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
9th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
10th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
11th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
12th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
2. Set professional goals and develop action plan			
3. Encourage professional development activities that included the following: (please list them)			
4. Encourage certification (iGOT, Language, etc.) and provided the necessary information			

8. MENTOR/EO-AO PROBATIONERS EVALUATION FORM

The PDNASS wants to continue to improve the mentorship program. We request you to complete and return the following evaluation form post completion of the probation. Once completed, please email it local course coordinator and local course coordinator to compile it and sent it to course director.

This evaluation is being completed by the: Mentor/Mentee

Evaluation Form
Name:
Program Objectives:
Please check the appropriate answer for each question:
1. In your experience, has the program enhanced the process for professional/career development? Yes No
2. Has the program provided career advice or direction to the EO-AO probationers? Yes No
3. Has the program developed the mentor's coaching skills? Yes No
4. Has the program provided you with an opportunity to broaden your knowledge and contacts? Yes No
5. Overall would you recommend the mentorship program? Yes No
Goals and Expectations

6. What expectations did you have of the mentorship program?
7. Have these expectations been met?
8. Do you have any concerns about the program?
9. What improvements would you suggests to PDNASS?
Commitment
10. Were you able to commit to the time provided in activity check list?
11. Did this commitment suit your needs?
Yes No
12. What recommendations would you make to improve the mentorship program.

9. SESSION PLANS 25 WEEKS

WEEK-1

ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
19-6-2023 (MONDAY)	REGISTRATION AND OTHER FORMALITIES RELATED TO INDUCTION TRAINING OF AO-EOs		
20-6-2023 (TUESDAY)	INAGURATION OF AO-EO INDUCTION TRAINING PROGRAM		
WEDNESDAY	10:00-11:30	Good Governance, Principles and Practices of Good Governance, Citizen Centric Service Delivery. Roles and Responsibilities of Accounts Officer	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Good Governance w.r.t EPFO, Vision & Mission of EPFO, Citizen Charter of EPFO. Roles and Responsibilities of Accounts Officer	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Introduction to Social Security in India and the Constitutional Provisions.	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Introduction to Social Security Around the world	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	Organizational set-up of Ministry of Labour and Employment and its key units	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Facilitation Role of Accounts 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

WEEK-2
ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Office Procedure, File Management, Noting and Drafting	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Office Procedure, File Management, Noting and Drafting	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	E- office	EXTERNAL/ INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	E- office	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
TUESDAY	10:00-11:30	CCS Conduct Rules, 1964	EXTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Lecture cum Case Study based Discussions by Faculty on Conduct Rules -Overview -Constitutional Basis -Major provisions – Central Civil Services -Classification, Control and Appeal Rules/ -All India Service Rules/ relevant service rules Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Fundamental Rules & Supplementary Rules (FR & SR) -Creation of Posts, Recruitment, Appointment & Termination, Pay & Allowances, Pay Fixation, Leave Rules, TA/DA, LTC, Joining Time	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Fundamental Rules & Supplementary Rules (FR & SR) -Creation of Posts, Recruitment, Appointment & Termination, Pay & Allowances, Pay Fixation, Leave Rules, TA/DA, LTC, Joining Time	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
WEDNESDAY	10:00-11:30	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	COMMUNICATIONS SKILLS AND Responding to Parliamentary Questions	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	COMMUNICATIONS SKILLS AND Responding to Parliamentary Questions	EXTERNAL/ INTERNAL

	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	EXTERNAL/
	14:00-15:15	CCS Pension Rules & New Pension Scheme	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CCS Pension Rules & New Pension Scheme	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	Preventive Vigilance “A Conceptual Framework”: -Overview of Vigilance functions including evolution. -Punitive, Participative & Preventive Vigilance -Importance of Preventive Vigilance -Examples of best practices on preventive Vigilance -Film on Preventive Vigilance by the Central Vigilance Commission: (Film on Preventive Vigilance prepared by the Commission for Vigilance Awareness Week-2018 may be screened. It is on the website of the Central Vigilance Commission)	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Vigilance Machinery of Government of India- An Overview Functions and responsibilities of CVC/CBI/CVO/ZVDs, Regular Departmental Proceedings- Drafting of Charge Sheet. First & Second stage advice	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Seniority	EXTERNAL/ INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Promotions	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the 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	under	Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

WEEK-3
ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	EPF&MP Act, 1952	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	EPF&MP Act, 1952: Powers of Inspectors and their responsibilities	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Schemes and its Provisions EPF-1952	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Schemes and its Provisions EPF-1952: Powers of Inspectors and their responsibilities	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
TUESDAY	10:00-11:30	Schemes and its Provisions EPF-1952: Powers of AO and their responsibilities	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Schemes and its Provisions FPS-1971, EPS-1995	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Schemes and its Provisions FPS-1971, EPS-1995: Powers of Inspectors and their responsibilities	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Schemes and its Provisions FPS-1971, EPS-1995: Powers of AO and their responsibilities	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL

WEDNESDAY	10:00-11:30	Schemes and its Provisions EDLI-1976	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Schemes and its Provisions EDLI-1976: Powers of Inspectors and their responsibilities	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Introduction to Code On Social Security-2020	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Introduction to Code On Social Security-2020	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	Investment Management in EPFO	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	A comparison of products offered by EPFO and NPS and overview of Services offered	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Grievance Redressal in EPFO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Lecture cum Case Study based Discussions by Faculty on Complaint Handling System & Whistle Blower Mechanism -Internal in every organization -Protection of Whistle Blower -Feedback on action taken -Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	INTERNAL

	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	GFR, 2017, Delegation of Financial Power Rules, Purchase and store management	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	How to put up proposals for infrastructure, Preparing Budget Estimate, Putting up proposals for sanction from welfare fund, Procurement through Government e-Marketplace (GeM), Central Public Procurement Portal (CPPP), etc.	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	New Initiatives in EPFO, Future Challenges	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CLAIMS PROCESSING IN COMPUTER LAB OF ZTI WITH ACCESS TO CLONE OF APPLICATION SOFTWARE WITH DUMMY ESTABLISHMENT AND DUMMY CLAIMS	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes as well. In remaining time presentations/ seminars/sports competitions/team building activities/outdoor activities/etc.	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL

Every Day		Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL
-----------	--	--	----------

WEEK-4
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, templates and circulars on inspections	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Intelligence: Gathering of Information/ Intelligence, Various Sources of Intelligence	INTERNAL
	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 Templates	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	
		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 there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

WEEK-5
NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Constitution and Judiciary	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Constitution and Judiciary	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Judicial Process: A General Description	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Quasi-Judicial Proceedings: A General Description	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Roles and responsibilities of EO/AO in Quasi-Judicial Procedures	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Roles and responsibilities of EO/AO in Quasi-Judicial Procedures	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Powers of Inspectors: Interpreting Section 13 of EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	

	15:30 – 16:45	Powers of Inspectors: Interpreting Section 13 of EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Search and Seizure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Search and Seizure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Arrest: Rules and Regulations	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Arrest: Rules and Regulations	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Summoning & attendance of witnesses: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Summoning & attendance of witnesses: Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Engaging Other Government Agencies in Operations of Inspectors: Procedures	As per the Institution where trainees are undergoing training.

FRIDAY	15:15 – 15:30	BREAK	
	15:30 – 16:45	Engaging Other Government Agencies in Operations of Inspectors: Procedures: Case Studies	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	10:00-11:30	Unorganized and Gig workers- Legal aspects	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Unorganized and Gig workers- Case Studies from around the world	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Recovery Procedure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Recovery Procedure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
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/	As per the Institution where trainees are undergoing training.

		sports competitions/team building activities/outdoor activities/etc.	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
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 carryout their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	As per the Institution where trainees are undergoing training.

WEEK-6**NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Code on Wages, 2020: Emphasis on definition of wages relevant for PF assessment	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Industrial Relations Code, 2020: Emphasis on various returns which are relevant for PF assessment	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Occupational Safety, Health & Working Condition Code, 2020: Emphasis on sections relevant for Inspector work	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Social Security Code, 2020: An Overview	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
WEDNESDAY	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	10:00-11:30	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Indian Penal Code: Provisions related to protection of Public Servant	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Indian Penal Code: Provisions related to protection of Public Servant	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Indian Evidence Act: Emphasis on provisions relevant to work of PF Inspector	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Indian Evidence Act: Emphasis on provisions relevant to work of PF Inspector	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Right to Information Act: Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Right to Information Act: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	THE INSOLVENCY AND BANKRUPTCY CODE, 2016	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	THE INSOLVENCY AND BANKRUPTCY CODE, 2016	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
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.	As per the Institution where trainees are undergoing training.

		<p>There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/sports competitions/team building activities/outdoor activities/etc.</p>	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all 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>	As per the Institution where trainees are undergoing training.

WEEK-7**NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Show Cause Notices: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Drafting of Show Cause Notice: Ingredient of a good SCN, Deficiencies noticed in the investigations with examples. Common Errors in SCN, Hands-on training on the drafting of SCN	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Panchnama: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Drafting of Panchnama and recording of statements, Hands on training	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Speaking Orders: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Speaking Orders: Drafting	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Affidavits: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Affidavits: Drafting	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Procedure related to production of documents and things before the court and their admissibility	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Procedure related to production of documents and things before the court and their admissibility	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Issue and service of summons, Provisions related to bails and sureties including anticipatory bail and issues related threatening of witnesses	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Issue and service of summons, Provisions related to bails and sureties including anticipatory bail and issues related threatening of witnesses	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Questioned Documents and evidentiary value	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Questioned Documents and evidentiary value	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Issuing of summons and warrants: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Issuing of summons and warrants: Drafting	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Rajbhasha: Constitutional and Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Rajbhasha: Constitutional and Legal Provisions	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

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.</p> <p>In remaining time presentations/seminars/ sports competitions/ team building activities/ outdoor activities/etc.</p>	As per the Institution where trainees are undergoing training.
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently.</p> <p>This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	As per the Institution where trainees are undergoing training.

WEEK-8

NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Income Tax Act, 1961: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Income Tax Act, 1961: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GST Act: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	GST Act: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	EPF& MP Act, 1952, Section 7A Powers and Case Studies	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	EPF& MP Act, 1952, Section 14B,7Q Powers and Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Administrative Scrutiny of quasi-judicial orders	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	

	15:30 – 16:45	Administrative Scrutiny of quasi-judicial orders	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Recent judgments especially Supreme Court judgment in higher pension matter	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Recent judgments especially Supreme Court judgment in higher pension matter	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	High Court: Role of Inspectors in various Cases related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	High Court: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	National Companies Law Tribunal: Constitution and Functions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	National Companies Law Tribunal: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Supreme Court: Relevant Case Studies related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.

	15:15 – 15:30	BREAK	
	15:30 – 16:45	Supreme Court: Relevant Case Studies related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Court procedures and etiquette	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Court procedures and etiquette	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
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.</p> <p>There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/sports</p>	As per the Institution where trainees are undergoing training.

		competitions/team building activities/outdoor activities/ etc.	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI).</p> <p>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>	As per the Institution where trainees are undergoing training.

WEEK-9
NDC

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

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

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

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

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

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

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.	

WEEK-24

INSTITUTES APPROVED BY ACCOUNTANT GENERAL'S OFFICE

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Fundamentals: i. Definition of Accounting ii. Functions of Accounting iii. Necessity of Accounting	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Fundamentals: i. Definition of Accounting ii. Functions of Accounting iii. Necessity of Accounting	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Accounting Principles i. Concepts & Conventions ii. Cash and Mercantile Systems	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Accounting Principles i. Concepts & Conventions ii. Cash and Mercantile Systems	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.

	15:15 – 15:30	BREAK	
	15:30 – 16:45	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in Subsidiary books – Posting of Ledger	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in Subsidiary books – Posting of Ledger	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	

	11:45-12:45	Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance Sheet.	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance Sheet.	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Intelligence, Investigation: Basics	
	11:30- 11:45	BREAK	
	11:45-12:45	Intelligence, Investigation: Sources	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Intelligence, Investigation: Collaborating with Other Government Departments for Financial/Other Returns	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Intelligence, Investigation: Collaborating with Other Government Departments for Financial/Other Returns	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

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.</p> <p>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.</p> <p>This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	EXTERNAL

WEEK-24**INSTITUTES APPROVED BY ACCOUNTANT GENERAL'S OFFICE**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Reading and Understanding of Financial Statements: Accounting Standards, Balance Sheet, Trial Balance, Profit & Loss Account, Annual Report, Auditor's report, Tax Audit Report (44AB of IT Act) (Basic concepts of Financial Accounting/ Classification of Accounts and their Concept) Accounting principles, Accounting Standards Accounting concepts & conventions Double entry system, Accounting terms Accounting equations, Personal Account, Real Account, Nominal Account Need for classification of accounts Reading Financial Statements Accounting process and accounting Capital and Revenue expenditure cycles Annual Report	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Reading and Understanding of Financial Statements: Accounting Standards, Balance Sheet, Trial Balance, Profit & Loss Account, Annual Report, Auditor's report, Tax Audit Report (44AB of IT Act) (Basic concepts of Financial Accounting/ Classification of Accounts and their Concept) Accounting principles, Accounting Standards Accounting concepts & conventions Double entry system, Accounting terms Accounting equations, Personal Account, Real Account, Nominal Account Need for classification of accounts Reading Financial Statements	

		Accounting process and accounting Capital and Revenue expenditure cycles Annual Report	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Book of Original Entry – Journal -What is journal -Format of journal -Steps for journalizing -Rules of Debit /Credit -Exercise -Subsidiary book, Cash book, Sales book -Purchase book, Sales return book, Purchase return bill, Bills receivable/ payable books -PF Inspectors concern	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Book of Original Entry – Journal -What is journal -Format of journal -Steps for journalizing -Rules of Debit /Credit Exercise -Subsidiary book, Cash book, Sales book -Purchase book, Sales return book, Purchase return bill, Bills receivable/ payable books -PF Inspector concern	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Ledger -What is ledger -Format of ledger -Arrangement of accounting in ledger -Sub division of ledger -Steps in posting -Balancing of account	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Trial Balance -What is trial balance -Features of trial balance -Hints for preparation of trial balance -Suspense account	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Final Accounts-Profit & Loss Account -What is Profit & Loss A/C -Trading account -Adjustment of entries -Other income Depreciation, -Treatment of losses -Preparation of trading/ manufacturing -P & L account	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Final Accounts-Profit & Loss Account -What is Profit & Loss A/C -Trading account -Adjustment of entries -Other income Depreciation, -Treatment of losses -Preparation of trading/ manufacturing -P & L account	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Final Accounts- Balance Sheet -What is balance-sheet -Assets and liabilities -Format of balance sheet -Preparation of balance sheet -Auditor's Report -Tax Audit Report (44AB of IT Act)	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Final Accounts- Balance Sheet -What is balance-sheet -Assets and liabilities -Format of balance sheet -Preparation of balance sheet -Auditor's Report -Tax Audit Report (44AB of IT Act)	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Importance of information contained in ITRs Changes in Corporate Act, 2013 and its implication in GST Cost Audit Report and in GST audit and its relevance in PF inspections and report.	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Importance of information contained in ITRs Changes in Corporate Act, 2013 and its implication in GST Cost Audit Report and in GST audit and its relevance in PF inspections and report.	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	

	11:45-12:45	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Preparation for Moving to Next Phase	
SUNDAY		Preparation for Moving to Next Phase	
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

10. CONDUCT, RULES AND REGULATIONS

I. GENERAL CONDUCT

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

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

II. CONDUCT IN CLASS

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

III. CONDUCT IN HOSTELS

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

2. **Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct will result in disciplinary action.**
3. It is also important to use the allotted hostel rooms properly. Because it is mandatory to obtain NoC for infrastructure on returning back the allotted rooms. Any restoration cost to be incurred by EPFO to make the rooms habitable by the next allottee shall be recovered from the previous allottee.

11. DRESS CODE

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

2. **Gentlemen OTs:** Black/Dark coloured Buttoned-up suits/similar formal attire and foot wear comprising black shoes and dark coloured socks.
3. **Lady OTs:** The decent coloured Saree & footwear comprising shoes or sandals.
4. **In classrooms:** OTs may wear shirt and trousers or safari suits along with leather Brown/Black shoes, while lady OTs may wear sarees or salwar suits with shoes or sandals. Wearing of Lapel card is compulsory in class rooms. **Casual attires including jeans, T-shirts, sneakers etc. are not permitted in classrooms, or in administrative block.** Sneakers, sports shoes, can be worn only while doing physical activities. Use of bathroom slippers is restricted to hostel rooms only.
5. **Physical Activity sessions:** OTs are required to wear prescribed Academy T-shirts/Track Suits and shorts or track-suits with shoes/sneakers and socks while doing physical activity. Lady OTs are expected to wear Academy track-suits with canvas shoes/sneakers and socks.
6. OTs are required to be decently attired in the Officers' Mess. In the Indoor Sports Complex footwear like sports or canvas shoes maybe worn but slippers/chappals are not allowed.

12. LEAVE OF ABSENCE

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

2. OTs absenting themselves from duty, without leave of absence or overstaying beyond the period for which leave has been sanctioned etc. is an act of indiscipline and may lead to disciplinary action. Repeated instances of unauthorized absence can result in extension of probation or discharge from the Service.
3. For going out of station during holidays, the OTs must obtain, well in advance written permission to leave the headquarters. Any unauthorized absence in this regard would be viewed seriously.

13. CHECKLIST FOR ESCORT OFFICERS OF GUEST FACULTY

I. TRAVEL ARRANGEMENTS

1. Take the mobile number and other contact details of the Guest Faculty from the Course Team.
2. Contact the guest and find out his/her travel plan.
3. Confirm transport arrangements. Ensure that the Academy staff car is detailed by the Academy in time to receive the Guest Speaker at the Railway Station or Airport, as the case may be. Get the mobile number of driver for ready reference.
4. Confirm accommodation arrangements from Administration. Do inspect the rooms allotted to the Guest Speakers and ensure that they are well made-up. Please check up whether the furniture and fittings are all right; the taps and lights work.
5. Get in touch with the Guest Faculty to apprise him / her about the arrangements made for his / her reception.
6. Decide the meeting point at the airport / railway station, in consultation with the Guest Faculty, and carry a Name Card with the name of the Guest Faculty as well as EPFO inscribed on it, for easy identification.
7. Receive Guest Faculty and take him / her to designated accommodation.
8. Ascertain his / her catering requirements (time for serving bed tea / coffee, whether he / she would like to have breakfast / lunch / dinner in the mess or in the room) and food preferences (vegetarian / non-vegetarian), and inform those concerned.
9. If the guest faculty is arriving at odd times (late night/early morning/public holiday, dine-out day of mess etc.), please ensure that proper arrangements are made for his food/tea/coffee etc.
10. Receive the Guest Speaker at the Guest House. Help him/her to settle down comfortably. Please enquire whether he/she would like to have tea/coffee etc. You should look after him/her generally throughout his/her stay in the Academy and ensure that his/her needs (including special diet, medicines etc. if any) are attended to. While you need not impose yourself on him/her, it is necessary that you ensure that the Guest Speaker is not left high and dry unless he chooses to. You must be available for him/her to contact at any time. Please instruct his/her room bearer about your whereabouts. Please accompany him/her to breakfast/lunch/dinner, unless he/she has different programmes.

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

II. LECTURE ARRANGEMENTS

1. Supply copy of the Weeks' Time Table containing his / her lecture's timings.
2. Supply copy of EPFO Brochure/Course manual/Booklet/Session Plan.
3. Check about uploading of PowerPoint and/or video Presentation (s), if any and arrange for their uploading through Lecture Hall / classroom technical assistant.
4. Check about circulation / distribution of his / her Presentation and Reading Material (if any) to Officer Trainees. If yes, make necessary arrangements.
5. Check whether he / she would like to visit the Lecture Hall in advance and see / check the presentation arrangements. If yes, make necessary arrangements. If no, please check yourself.
6. Arrange for carrying of the lecture material, books etc. to the classroom with the Guest Faculty.
7. Introduce the Guest Faculty at the beginning of his / her lecture and thank him / her at the end of the Lecture (s). You have to preside over the lecture session and ensure that the meeting is conducted in a manner which neither embarrasses the Guest Speaker nor the Academy in any way. You will introduce him to the audience

briefly and use the bio-data already collected for the purpose. After the talk is over, you will announce that the Guest Speaker would welcome question from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance). At the end of the session, you will thank the Guest Speaker on behalf of the Officer Trainees, the Academy and yourself in the appropriate manner. This is the most important part of your duties.

III. PAYMENT OF HONORARIUM AND REIMBURSEMENT OF EXPENSES

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

IV. MISCELLANEOUS ARRANGEMENTS

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

14. MESS ETIQUETTE

I. GENERAL RULES:

1. EPFO Officers Mess is managed by Officer Trainees themselves through a Committee elected from amongst themselves. Every Officer Trainees is a member of the mess and shares equal responsibility to make dining experience in the Officers' Mess the best one for all whosoever dines in.
2. Entry into the Officers' Mess is restricted to both serving and retired EPFO Officers and their family members and guests, faculty of EPFO, participants of in-service courses / seminars / workshops in EPFO, and any other special invitees.
3. Officer Trainees are required to strictly adhere to the mess timings.
4. Officers Trainees must always be in queue while taking food in the mess. They should show due courtesy towards senior officers, guests and also to their fellow Officer Trainees visiting the mess.
5. Courtesy and consideration is to be shown to all colleagues during the meals.
6. Officer Trainees must keep their used plates and glasses at the demarcated place after taking their meals.
7. Officer Trainees should maintain decency and decorum while in the dining area and observe table manners while eating and using cutlery. While in conversation, be polite and do not interrupt a person who is talking.
8. Officer Trainees appointed as escort officers must receive their guests at the entrance of the mess and remain in attendance throughout. They are expected to look after their guests and to introduce them to other Officer Trainees and faculty members who are in proximate distance. On conclusion of the meals, the escort officers are expected to see their guests off. Courtesy should be shown towards guests and dining area designated for them should not be disturbed.
9. It is mandatory for Officer Trainees to have their food in the dining hall of the Mess. Room service is provided only in exceptional circumstances like illness etc.
10. During formal breakfast / lunch / dinner with dignitaries, senior officers and faculty members, the Officer Trainees should take care of the following points:
 - A. Every Officer Trainees is a host. She/he is expected to be present 10 minutes before the guests arrive to receive them and to see that no guests is left

unattended to. Officer Trainees should not leave the mess until all the guests have left.

- B. The Officer Trainees are expected to rise and wish when the dignitaries / senior officers or faculty approach or pass through the tables where they are seated. No Officer Trainees should commence his meal before the chief guest. In case of buffet lunches and dinners, the officer Trainees should allow all the dignitaries, senior officers and faculty members to commence their meals and thereafter they should pick-up their plates. If some counter is earmarked for the senior officers, then the Officer Trainees should avoid using that counter.
- C. Officer Trainees must not monopolize the dignitary / senior officers / guests or leave him / her abruptly. Officer Trainees must request to be excused when he / she leaves the dignitary / senior officers / guests.

II. DRESS CODE:

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

Ceremonial Occasions:

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

Formal lunches and dinners:

GENTLEMEN: Formal shirt and trousers with formal shoes

LADIES: Saree / Western business suit with formal footwear

Working Days & Informal Lunches / Dinners:

GENTLEMEN: Formal shirt and formal trousers with shoes / sandals

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

Saturdays / Sundays / Holidays:

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

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

Special Occasions:

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

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

Miscellaneous

1. Officer Trainees should be polite while dealing with the mess workers. They should not use intemperate language or conduct themselves in a manner not befitting an officer. Any misdemeanour on the part of the mess workers should be reported to the Local Course Coordinator for necessary action.
2. The Officer Trainees are required to avoid spillage and wastage of food. In case of spillage, they are expected to get it cleared before they leave the mess.
3. The Officer Trainees should take care of the furniture and cutlery in the mess. They should not disturb the arrangement of any furniture in the mess.
4. Any Officer Trainees bringing his / her personal guest is to inform the mess manager and also make entry in the register kept for this purpose.
5. During formal lunches and dinners personal guests of Officer Trainees are not allowed unless specifically invited.
6. All the Officer Trainees are expected to follow the table manners mentioned below. During their stay experts from hospitality industry will take sessions on this.

15. DOs & DON'Ts

I. DO:

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

II. DO NOT:

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

III. PROHIBITED:

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