



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



PDNASS/DIRECTOR/2023/10/01

DATED: 10-10-2023

OFFICE ORDER

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

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

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

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

(Issues with the approval of Director, PDNASS)

Enclosed;

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

2. Annexure-2, Induction Training AO/EO Booklet, 85 Pages
3. Annexure-3, iGOT Karmayogi Online Courses, 1 Page



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

To,

All Trainee Officers as per Annexure-1.

Copy for information to:

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

ANNEXURE-I
LIST OF TRAINEES

| ANNEXURE-1 | | | | | | | | |
|--|-------------------|--------------------------|--------|----------------------------|-----------------------------|---|--------------------------|----------------------------------|
| LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC" Batch-V & VI | | | | | | | | |
| S.No | EmployeeID | Employee Name | Gender | Father Name | Present Place of Posting | Zone | NDC PHASE DATES | PLACE OF NEXT PHASE |
| 1 | HS101295050200123 | HIMANSHU BIKONIA | Male | SURESH KUMAR BIKONIA | JAIPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 2 | JR210595050200123 | JITENDRA GAWARIYA | Male | RAJ KUMAR GAWARIYA | JAIPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 3 | AS111096089230122 | AKSHAY KUMAR | Male | SANJAY KUMAR | DELHI NORTH | Delhi & Uttarakhand | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 4 | VM230593142230123 | VIKASH KUMAR | Male | MAHESH CHANDRA | DELHI (WEST) | Delhi & Uttarakhand | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 5 | SH220396050200123 | SHUBHAM AGARWAL | Male | HUKAM CHAND AGARWAL | JAIPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 6 | OM200696050200123 | OM PRAKASH BIRDA | Male | MAHAVEER PRASAD BIRDA | ALWAR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 7 | NA | AMAN PRAKASH | Male | NA | NOIDA | Uttar Pradesh (Kanpur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 8 | SL041092088200123 | SANTOSH KUMAR YADAV | Male | LAKSHIRAM YADAV | MEERUT | Uttar Pradesh (Kanpur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 9 | AA100498045200123 | ARCHIT YADAV | Male | ASHOK KUMAR YADAV | KOTA | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 10 | AS170896045200123 | AJAY KUMAR DHAKA | Male | SOHAN LAL DHAKA | KOTA | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 11 | BD010196020030223 | BAIDYANATH KUMAR | Male | DILIP KUMAR JHA | UJJAIN | Madhya Pradesh & Chhattisgarh (Bhopal) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 12 | KV180696011200123 | KAPIL GUPTA | Male | VINOD KUMAR GUPTA | UDAIPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 13 | AA070393062200123 | ANIMESH KUMAR SINHA | Male | ARVIND KUMAR SINHA | INDORE | Madhya Pradesh & Chhattisgarh (Bhopal) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 14 | NR100998063200123 | NISHA PANWAR | Female | RENWATI LAL PANWAR | JODHPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 15 | RA141293062200123 | RAHUL SHRIVASTAVA | Male | ASHOK KUMAR SHRIVASTAVA | INDORE | Madhya Pradesh & Chhattisgarh (Bhopal) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 16 | SY030896070130223 | SHOAIB UR REHMAN | Male | YASEEN UR REHMAN | JABALPUR | Madhya Pradesh & Chhattisgarh (Bhopal) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 17 | SR240592039270123 | SUNEET MINHAS | Male | RAJKUMAR MINHAS | BHOPAL | Madhya Pradesh & Chhattisgarh (Bhopal) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 18 | SR121292063200123 | SUSHIL KUMAR BAIRWA | Male | RAMSWAROOP BAIRWA | JODHPUR | Rajasthan (Jaipur) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 19 | AB051292023240123 | ABHINAY BUNKAR | Male | BHAGWAN LAL BUNKAR | VADODARA | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 20 | KK240996033230123 | KAMINENI ANAND BABU | Male | KAMINENI MOHAN RAO | GUNTUR | Andhra Pradesh (Vijaywada) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 21 | KK250691135250123 | KANDULA RAVI CHANDRA | Male | KANDULA RAJA BAPAAIAH | HYDERABAD (MADHAPUR) | Telangana (Hyderabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 22 | AR080894001270123 | AKHIL SINGH | Male | RAJENDRA PRASAD SINGH | VASHI | Mumbai-II (Thane) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 23 | AG020593125010223 | AMAN | Male | GORAKH NATH SINGH | BANDRA | Mumbai-I (Bandra) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 24 | KK120195138200123 | KOUSHIK BISWAS | Male | KHOKAN BISWAS | BENGALURU (ELECTRONIC CITY) | Karnataka & Goa | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 25 | KR280293127270123 | KULDEEP SINGH | Male | RAMESH KUMAR | TUMKUR | Bengaluru | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 26 | KV070595116230123 | KUNDAN KUMAR | Male | VINOD KUMAR SINGH | BHUBANESHWAR | Odisha (Bhubaneswar) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 27 | AM200793151200123 | AMBIKA AGARWAL | Female | MUKESH KUMAR AGARWAL | KANDIVALI EAST | Mumbai-II (Thane) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 28 | MM010196084200123 | MASARAPU NARENDRA | Male | M RAJU | VELLORE | Chennai & Puducherry (Chennai) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 29 | AP241193119270123 | ANMOL VARSHNEY | Female | PUSPENDRA KUMAR VARSHNEY | KANDIVALI | Mumbai-II (Thane) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 30 | MK150992100250123 | MAYANK SINGH | Male | KASHISH SINGH | THIRUVANANTHAPURAM | Kerala & Lakshadweep (Thiruvananthapuram) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 31 | MA110688140160223 | MOHAMMAD RAYEES AHMAD | Male | AINUDDIN | CHENNAI (NORTH) | Chennai & Puducherry (Chennai) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 32 | BF161191096270123 | BELAL TAUHEED | Male | FIROZUT TAUHEED | AURANGABAD | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 33 | NA | Vivek Kumar | Male | NA | AMBATTUR | Chennai & Puducherry (Chennai) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 34 | BD020290155200123 | BHUSHAN DINESH MAHALE | Male | DINESH SAKHARAM MAHALE | PUNE (AKURDI) | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 35 | DR290594153240123 | DABHERAO AKSHAY RAJENDRA | Male | RAJENDRA JAYSINGH DABHERAO | THANE (SOUTH) | Mumbai-II (Thane) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 36 | AA160892009200123 | ARJIT DUBEY | Male | ARVIND KUMAR DUBEY | KOZHIKODE (CALICUT) | Kerala & Lakshadweep (Thiruvananthapuram) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 37 | NN180889022230123 | NIMMANA SRAVAN KUMAR | Male | NIMMANA SATYANARAYANA | UDUPI | Karnataka & Goa | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 38 | ND010793114200123 | NITISH RAI | Male | DINDAYAL RAI | SALEM | Tamil Nadu (Excluding Chennai) (Coimbatore) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 39 | DP020294023010223 | DEEPAK KUMAR | Male | PRAMOD KUMAR SAHU | VADODARA | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 40 | GR161292067230123 | GAURAV GUNAWAT | Male | RAMESH CHAND MEENA | VAPI | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |

| ANNEXURE-1 | | | | | | | | |
|--|-------------------|-----------------------------------|--------|--------------------------|--------------------------|---|--------------------------|----------------------------------|
| LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC" Batch-V & VI | | | | | | | | |
| S.No | EmployeeID | Employee Name | Gender | Father Name | Present Place of Posting | Zone | NDC PHASE DATES | PLACE OF NEXT PHASE |
| 41 | PP020996026230123 | PATIL AKSHAY MANILAL | Male | PATIL MANILAL BABURAO | KOLLAM | Kerala & Lakshadweep (Thiruvananthapuram) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 42 | HJ100792035230123 | HEMENDRA KUMAR | Male | JAGAT RAM | AHMEDABAD | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 43 | JJ190694093250123 | JUNAIDKHAN JAFARKHAN PATHAN | Male | JAFARKHAN | NASIK | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 44 | KS110797073230123 | KAJAL DAGAR | Female | SHRIOM DAGAR | PUNE | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 45 | PP081293120200123 | PAWAR VIKRAM MADHUKAR | Male | PAWAR MADHUKAR N | KOCHI | Kerala & Lakshadweep (Thiruvananthapuram) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 46 | KS090593073230123 | KHOBRADE YOGESH SUNIL | Male | SUNIL WAMANRAO KHOBRADE | PUNE | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 47 | KA061190015230123 | KRITIKESH JHA | Male | ARUN KUMAR JHA | NARODA | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 48 | LL110691073240123 | LAHANE SUNIL VENKATRAO | Male | LAHANE VENKATRAO TUKARAM | PUNE | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 49 | MR240693155230123 | MAULIK R THAKKAR | Male | ROHITKUMAR THAKKAR | PUNE (AKURDI) | Maharashtra (Pune) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 50 | PN270397116200123 | PRASHANT KUMAR | Male | NARESH SHARMA | BHUBANESHWAR | Odisha (Bhubaneswar) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 51 | PP260292005200123 | PRATIK PRAKASHRAO KHODE | Male | PRAKASH RAO | COIMBATORE | Tamil Nadu (Excluding Chennai) (Coimbatore) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 52 | MK170191046300123 | MOHIT CHHAJER | Male | KANA RAM CHHAJER | RAJKOT | Gujarat (Ahmedabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 53 | NR141193147230123 | NAVNEET AGARWAL | Male | RAKESH AGARWAL | RO MUMBAI-2 (DADAR) | Mumbai-I (Bandra) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 54 | NT020396149200123 | NAVNEET ANAND | Male | TAPENDRA SINGH | RO MUMBAI-4 (POWAI) | Mumbai-I (Bandra) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 55 | RN120890044230123 | RAGHAVENDER K | Male | NARSIMHULU K | NIZAMABAD | Telangana (Hyderabad) | 30-10-2023 to 03-11-2023 | Training at NDC. Stay at PDNASS. |
| 56 | MM121297048250123 | MD SARFARAZ ALAM | Male | MD SHAMSUL HODA | GURGAON | Haryana | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 57 | VS020695145230123 | VIBHOR GUPTA | Male | SANJEEV KUMAR GUPTA | GURGAON (WEST) | Haryana | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 58 | SB170498142150523 | SHIVAM DWIVEDI | Male | BANSI RAJ DWIVEDI | DELHI (WEST) | Delhi & Uttarakhand | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 59 | AD071095039230123 | ABHISHEK AGARWAL | Male | D K SINGHAL | BHOPAL | Madhya Pradesh & Chhattisgarh (Bhopal) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 60 | Not Available | Anand Maitreya | Male | Not Available | Not Available | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 61 | BB200793017250123 | BEHERA GIRIDHAR | Male | BEHERA SIMHACHALAM | RAJAHMUNDRY | Andhra Pradesh (Vijaywada) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 62 | DD301291073240123 | DANDGE TUSHAR NARAYANRAO | Male | DANDGE NARAYAN NAMDEORAO | PUNE | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 63 | RA010785110010223 | RAMESH MARISERLA | Male | ARJUNA NAIDU | KADAPA | Andhra Pradesh (Vijaywada) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 64 | RS170195134230123 | ROHIT AGARWAL | Male | SATYANARAYANA AGARWAL | HYDERABAD (BARKATPURA) | Telangana (Hyderabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 65 | RN081094116200123 | ROHIT KUMAR CHOUDHARY | Male | NAWAL KISHORE CHOUDHARY | BHUBANESHWAR | Odisha (Bhubaneswar) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 66 | RS281090026200123 | ROHIT SAJEEV | Male | SAJEEV KUMAR | KOLLAM | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 67 | SN310191128200123 | SOYO NINGSHEN | Male | NINGSHEN NGATHINGKHUI | GUWAHATI | NER (Guwahati) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 68 | RA201195057200123 | RONAK ASHARAM MEENA | Male | ASHARAM MEENA | NOIDA | Uttar Pradesh (Kanpur) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 69 | DT150794014200123 | DEEPAK KUMAR SINGH | Male | TEJNARAYAN SINGH | SHIMOGA | Karnataka & Goa | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 70 | PS290792149200123 | PANKAJ YADAV | Male | SHRI CHANDRA YADAV | RO MUMBAI-4 (POWAI) | Mumbai-I (Bandra) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 71 | SJ010191038200123 | SAURABH TRIPATHI | Male | JAY NARAYAN TRIPATHI | TAMBARAM | Chennai & Puducherry (Chennai) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 72 | SS280189080020223 | SAV SAMLESHKUMAR | Male | SHAMBHU | MYSORE ROAD | Bengaluru | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 73 | SN250793100230123 | SHARANABASAVA YETAGAL | Male | NAGAPPA YETAGAL | THIRUVANANTHAPURAM | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 74 | SR180393060200123 | SHILPASHREE R | Female | RAMESH S | K R PURAM (WHITEFIELD) | Bengaluru | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 75 | SM060192015010223 | SHUBHAM PATHAK | Male | MANOJ KUMAR PATHAK | NARODA | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 76 | SS101292120200123 | SURAJ KUMAR | Male | SHEKHAR KUMAR SINGH | KOCHI | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 77 | SV140993038200123 | SWETA GUPTA | Female | VISHAL KUMAR | TAMBARAM | Chennai & Puducherry (Chennai) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 78 | TT260491107230123 | TANAKALA PUNAM SIVA SURYA PRAVEEN | Male | TANAKALA VENKATARAMANA | VISAKHAPATNAM | Andhra Pradesh (Vijaywada) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 79 | UG230391060200123 | UJWAL G SHETTY | Male | GOPALKRISHNA M SHETTY | K R PURAM (WHITEFIELD) | Bengaluru | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 80 | VR160494120200123 | VARTIKA ANAND | Female | RAJ KISHORE | KOCHI | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |

| ANNEXURE-1 | | | | | | | | |
|--|-------------------|----------------------------|--------|---------------------------|-----------------------------------|---|--------------------------|----------------------------------|
| LIST OF TRAINEES FROM DR AO/EOs FOR TRAINING AT "NDC" Batch-V & VI | | | | | | | | |
| S.No | EmployeeID | Employee Name | Gender | Father Name | Present Place of Posting | Zone | NDC PHASE DATES | PLACE OF NEXT PHASE |
| 81 | VV111093110270123 | VELMA MAHENDHAR REDDY | Male | VELMA DEVENDHAR | KADAPA | Andhra Pradesh (Vijaywada) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 82 | SN250891151060223 | SWAPNIL NANDU THANGE | Male | NANDU KISAN THANGE | KANDIVALI EAST | Mumbai-II (Thane) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 83 | VV211097114200123 | VIKASH KUMAR | Male | VIJAY DAYAL BIHARI | SALEM | Tamil Nadu (Excluding Chennai) (Coimbatore) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 84 | VD230990136200123 | VIKRAM PATIL | Male | DILIP PATIL | BENGALURU (CENTRAL) | Bengaluru | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 85 | UR080396008200123 | UJJWAL KUMAR | Male | RAJESH KUMAR | BHARUCH | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 86 | UA260195111200123 | UTTAM KAPOOR | Male | ANIL KUMAR | NAGPUR | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 87 | VK190895061230123 | VIRENDRA TANDEKAR | Male | KUNDAN TANDEKAR | SIDDIPET | Telangana (Hyderabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 88 | VS100899033240123 | VISHAL KUMAR | Male | SATYAVEERSINGH | GUNTUR | Andhra Pradesh (Vijaywada) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 89 | VM300590085230123 | VISHAL MARU | Male | MOHANLAL MARU | MADURAI | Tamil Nadu (Excluding Chennai) (Coimbatore) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 90 | VB120196025200123 | VISHNU NARAYANA PRASAD K V | Male | BALAKRISHNAN K V | KOTTAYAM | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 91 | VS290895147240123 | VIJAY SANJAY DEVKATE | Male | SANJAY NAMDEV DEVKATE | RO MUMBAI-2 (DADAR) | Mumbai-I (Bandra) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 92 | VS101096102230123 | VIPUL DAGAR | Male | SOMBIR DAGAR | VATWA | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 93 | YB180196009060323 | YOGANSHU PATEL | Male | BASANT PATEL | KOZHICODE (CALICUT) | Kerala & Lakshadweep (Thiruvananthapuram) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 94 | MV150695086020323 | MAHAKTA MEENA | Female | VIJAY KUMAR MEENA | LUDHIANA | Punjab & HP (Chandigarh) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 95 | PM131193001230123 | PAWAN PRAJAPATI | Male | MUNNI LAL PRAJAPATI | VASHI | Mumbai-II (Thane) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 96 | PR110899023240123 | POOJA KHYALIA | Female | RAJPAL KHYALIA | VADODARA | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 97 | PR220990034250123 | PRANAY PATHAK | Male | RAJIV PATHAK | SURAT | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 98 | PS040893148030223 | PREETI | Female | SATBIR SINGH | Bandra-III (Nariman Point) (East) | Mumbai-I (Bandra) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 99 | PS240289034010223 | PRERIT KANT | Male | SHREEKANT KUMAR SINGH | SURAT | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 100 | RI060996034230123 | RAJBIR SINGH MARWAH | Male | INDERJIT SINGH MARWAH | SURAT | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 101 | RK010791155230123 | ROHIT KUMAR VERMA | Male | KISHORE KUMAR VERMA | PUNE (AKURDI) | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 102 | SJ291293001250123 | SANJEEV MEENA | Male | JAIRAM MEENA | VASHI | Mumbai-II (Thane) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 103 | SD040198153240123 | SAURAV KUMAR SINGH | Male | DEVENDRA SINGH | Thane-II (South) | Mumbai-II (Thane) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 104 | SS090994008090223 | SHASHANK KATARIA | Male | SURESH PAL | BHARUCH | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 105 | SS220194119230123 | SHASHANK KUMAR | Male | SHAILENDRA KUMAR | KANDIVALI | Mumbai-II (Thane) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 106 | SS190892034240123 | SHASHANK SINGH | Male | SHIV SINGH | SURAT | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 107 | SA240796046230123 | SHEKHAR | Male | ANIL KUMAR | RAJKOT | Gujarat (Ahmedabad) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 108 | SM110991073200123 | SAMYAK KAIN | Male | MADAN LAL KAIN | PUNE | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 109 | SP230590024250123 | SHRISH PRATIN PATTALWAR | Male | PRATIN RAJENDRA PATTALWAR | AKOLA | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |
| 110 | SM220394069230123 | SHUBHAM MOHAN DERE | Male | MOHAN BHANUDAS DERE | SOLAPUR | Maharashtra (Pune) | 06-11-2023 to 10-11-2023 | Training at NDC. Stay at PDNASS. |

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



EPFO | ईपीएफओ



INDUCTION TRAINING

ACCOUNTS OFFICERS/ ENFORCEMENT OFFICERS



Mission Karmayogi



ZTI Faridabad



ZTI Chennai



ZTI Kolkata



ZTI Ujjain

*Pandit Deendayal Upadhyaya
National Academy of Social Security*

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

GANDHI'S TALISMAN

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

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

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

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

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 | |
| | | | |
| | 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 learns 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 learns 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 learns 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 | |
| | 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 | |
| THURSDAY | | | |

| | | | |
|--------|---------------|---|--|
| | 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

ANNEXURE-III

iGOT TRAININGS TO BE

COMPLETED BY ALL TRAINEES

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

iGOT TRAINING TO BE COMPLETED BY TRAINEE DURING
NDC TRAINING

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