



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 & Employment, Govt. of India)
30-31, इंस्टीट्यूशनल एरिया नई दिल्ली, जनकपुरी, 110 058
30-31, Institutional Area, Janak Puri, New Delhi-110058
दूरभाष-28525993 फैक्स-28525987
Phone: 28525993 Fax: 28525987
Phone: 011-28520468 (After office Hours/Holidays)
Email: natrass@epfindia.gov.in

No. Adm. 13 (1)/2017-2018/PDUNASS/1275

Dated: - 5 APR 2017

To

All Zonal Additional CPFCs [including Addl CPFC (ASD)]
All Regional P.F. Commissioners –I
Regional Office
EPFO

Sub: Training Calendar of the PDUNASS for the year 2017-2018 –req.

Sir,

Please find enclosed herewith the Training Calendar for the year 2017 -2018 for Group 'A' Officers of EPFO.

The officer's nominations for each Training Programme shall be informed in due course of time.

This is for your information.

(This issues with the approval of CPFC)

Yours faithfully,


(Rakesh Sahrawat)
Regional P.F. Commissioner –I

Copy to:

Regional P.F. Commissioner (NDC) with the request to upload the same on website of EPFO and PDUNASS.

TRAINING CALENDAR 2017-2018

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
FUNCTIONAL PROGRAMME													
1.	Administration & Establishment (5 Days)		22-26										
2.	Human Resource Management and Development (5 Days)					21-25							
3.	Financial Management & Investments (5 Days)								06-10				
4.	EPF & MP Act: Strategies for Self-Compliance (3 Days)						06-08						
5.	Good Governance (3 Days)		29-31										
6.	Reservation Provisions & Role of Liaison Officers (3 Days)						13-15						
7.	Official Language (2 Days)									18-19			
8.	Disciplinary Proceedings & IOs/POs (3 Days)						27-29						
9.	Customer Relation Management (3 Days)								15-17				

09 Functional Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
INDUCTION/REFRESHER TRAINING PROGRAMMES													
1.	Induction Training Programme (3 Weeks) at PDUNASS		01-19 (1 st & 2 nd Batch)	05-24 (4 th & 5 th Batch)	03-21 (7 th & 8 th Batch)								
	Induction Training Programme (3 Weeks) at ZTI (SZ), Chennai		01-19 (3 rd Batch)	05-24 (6 th Batch)	03-21 (9 th Batch)								
2.	Refresher Course for APFCs (2 Weeks)									11-22 (1 st)	08-19 (2 nd)	12-23 (3rd)	
										29 Jan -09 Feb (4 th)			

13 Induction/Refresher Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
MANAGEMENT DEVELOPMENT PROGRAMME													
1.	Attitude for Altitude -Outbound Training Programme (5 Days)			26-30	24-28				06-10				
2.	Ethics and Values in Governance (3 Days)		24-26				18-20				03-05		
3.	Strategy Management (3 Days)									06-08			
4.	General Management & CRM for EPF Nepal (5 Days)					14-19						26 Feb -02 Mar	
5.	General Management & CRM for J&K, EPF (5 Days)							03-07					05-09
6.	Work Life Balance (3 Days)							25-27		18-20		14-16	
7.	Faculty Development Programme for Zonal Training Institutes (3 Days)											28 Feb -02 Mar	

15 Management Development Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
WORKSHOPS													
1.	Workshop on EPF Mission & Implementation Strategy (2 Days)	17-18											
2.	Workshop on Citizen Centric Service Delivery (2 Days)	27-28											
3.	Workshop on Law Enforcement (2 Days)									04-05			
4.	Workshop on Official Language (1 Day)							31					
5.	Workshop on Gender Sensitization (2 Days)											05-07	
6.	Workshop on Right to Information Act (2 Days)			29-30									
7.	Workshop for Exempted Establishments (2 Days)									14-15	24-25		

08 Workshops

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
NATIONAL/INTERNATIONAL SEMINARS													
1.	National Seminar on Global Trends in Social Security & Pension (2 Days)	25-26											
2.	International Seminar on Social Security (2 Days)					07-08							
3.	Seminar for International Workers of Establishments (1 Day)								30				

03 International/National Seminars

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
DEPARTMENT OF PERSONNEL & TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME													
1.	Direct Trainers Skills (DTS) (5 Days)					21-25							
2.	Design of Training (DOT) (5 Days)					28 Aug -01 Sept							
3.	Experiential Learning Tools (ELT) (5 Days)								27 Nov -01 Dec				
4.	Evaluation of Training (EOT) (5 Days)						18-22						
5.	Mentoring Skills (1)							04-06					
6.	Facilitation Skills (1)								08-10				
7.	Systematic Approach to Training (SAT) (1)					01-03							

07 DoP&T programmes

2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
Total Number of Trainings in a Month	03	05	04	03	06	05	04	06	06	04	05	01

TOTAL TRAINING PROGRAMMES
INDUCTION TRAINING PROGRAMME FOR APFCs

(52 TRAINING PROGRAMMES AT PDUNASS)
(03 AT ZTI (SZ), CHENNAI) TOTAL=55
Including 07 DoP&T SPONSORED PROGRAMME