



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, जनकपुरी नई दिल्ली, 110 058

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No. 13/01/2017-2018/PDUNASS 261

Date:

20 APR 2017

To

All Zonal Addl. CPFCs/Addl. CPFC (ASD)
All Regional P.F. Commissioners –I/OIC
Regional/Sub Regional Offices
(Through Web-Circulation)

Subject: Calling of nominations for various training programme in the Training Calendar for the year 2017-2018 –regarding.

Sir/Madam,

Please refer to this office letter of even no. 1275 dated 05.04.2017 vide which Training Calendar for the year 2017-2018 was circulated for information of all concerned.

2. In this regard, you are requested to circulate the same amongst all **Group 'A'** officers of your office with the advise to send in their preferences (**upto 5 preferences**) for attending the training programmes in the year 2017-2018. The officers need to keep the following while submitting their respective preferences:

- (i) The officer is required to mention upto five training programmes in preferential order out of the training programmes mentioned in the Training Calendar 2017-2018. The designation wise eligibility for various training programmes is attached herewith.
- (ii) The officer should not have attended the same Training Programme during last five years i.e. from 2012-2013 to 2016 -2017.
- (iii) The officer's date of superannuation should be after 31.03.2018.
- (iv) Preferences for the Induction Training Programme for Newly Promoted APFCs may be submitted by those APFCs only who are promoted recently vide H.O. order no. HRM-II/P-141(9)17/APFC/Part –III/739 dated 12.04.2017 except those who were already working as APFCs.
- (v) For Refresher Courses, only the APFCs of 2016 Batch are eligible to submit their preferences.

Contd...

3. After receipt of preferences from the officers, PDUNASS will issue final list of training-wise nominations. If any officer fails to send preference for any training, his/her name will be included in the Training Programmes by PDUNASS as deems fit.

The preferences should be submitted through the concerned OIC **latest by 15.05.2017** in the following format (**soft copy in Excel form**) at email address i.e. natrss@epfindia.gov.in. **Please do not send hard copies** of preferences submitted by the Officers.

S.No.	Name	Designation	Present Place of Posting	Date of Retirement	Month & Year of Last Training Attended at PDUNASS	Name of Training Programmes as per in preferential order				
						1	2	3	4	5
1.										
2.										

(This issues with the approval of Director, PDUNASS)

Yours faithfully,



(Rakesh Sahrawat)
Regional Provident Fund Commissioner-I
011-28525993

CADRE-WISE DETAILS OF TRAINING PROGRAMMES (2017-2018)

S.NO	NAME OF THE TRAINING & MONTH	APFC	APFC/RC –II	RC –II/RC –I	RC –I/ACC
APRIL					
1	EPF Mission & Implementation Strategy (3 Days) (17-18)			✓	
2	Global Trends in Social Security & Pension (3 Days) (25-26)			✓	
3	Workshop on Citizen centric service delivery (2 Days) (27-28)			✓	
MAY					
4	Induction Training Programme –I (3 Weeks) (01-19) (1 st & 2 nd Batch)	✓			
5	Administration & Establishment (5 Days) (22-26)		✓		
6	Ethics and Values in Governance (3 Days) (24-26)			✓	
7	Good Governance (3 Days) (29-31)		✓		
JUNE					
8	Induction Training Programme –II (3 Weeks) (05-24) (4 th & 5 th Batch)	✓			
9	Attitude for Altitude -Outbound Training Programme (5 Days) (26-30)			✓	
10	Workshop on Right to Information Act (2 Days) (29-30)			✓	
JULY					
11	Induction Training Programme –IV (3 Weeks) (03-21) (7 th & 8 th Batch)	✓			
12	Attitude for Altitude -Outbound Training Programme (5 Days) (24-28)				✓
AUG					
13	Systematic Approach to Training (SAT) (3 Days) (01-03)		✓	✓	
14	International Seminar on Social Security (2 Days) (07-08)	NA	NA	NA	NA
15	General Management & CRM for EPF Nepal (5 Days) (14-19)	NA	NA	NA	NA
16	Human Resource Management and Development (5 Days) (21-25)		✓		
17	Direct Trainers Skills (DTS) (5 Days) (21-25)		✓	✓	
18	Design of Training (DOT) (5 Days) (28 Aug -01 Sept)		✓	✓	
SEPT					
19	EPF & MP Act: Strategies for Self- Compliance (06-08)		✓		
20	Reservation Provisions & Role of Liaison Officers (3 Days) (13-15)		✓		
21	Ethics and Values in Governance (3 Days) (18-20)				✓
22	Evaluation of Training (EOT) (5 Days) (18-22)			✓	
23	Disciplinary Proceedings & IOs/POs (3 Days) (27-29)		✓	✓	

S.NO	NAME OF THE TRAINING & MONTH	APFC	APFC/RC –II	RC –II/RC –I	RC –I/ACC
OCT					
24	General Management & CRM for J&K, EPF (5 Days) (03-07)	NA	NA	NA	NA
25	Mentoring Skills (3 Days) (04-06)			✓	
26	Work Life Balance (3 Days) (25-27)				✓
27	Workshop on Official Language (1 Day) (31)				✓
NOV					
28	Attitude for Altitude -Outbound Training Programme (5 Days) (06-10)		✓		
29	Financial Management & Investments (5 Days) (06-10)		✓		
30	Facilitation Skills (3 Days) (08-10)		✓	✓	
31	Customer Relation Management (3 Days) (15-17)		✓		
32	Experiential Learning Tools (ELT) (5 Days) (27 -01 Dec)		✓	✓	
33	Seminar for International Workers of Establishments (30)	NA	NA	NA	NA
DEC					
34	Workshop on Law Enforcement (2 Days) (04-05)		✓		
35	Strategy Management (3 Days) (06-08)				✓
36	Refresher Course for APFCs – I (2 Weeks) (11-22)	✓			
37	Workshop for Exempted Establishments (2 Days) (14-15)	NA	NA	NA	NA
38	Official Language (2 Days) (18-19)		✓		
39	Work Life Balance (3 Days) (18-20)			✓	
JAN					
40	Ethics and Values in Governance (3 Days) (03-05)		✓		
41	Refresher Course for APFCs –II (2 Weeks) (08-19)	✓			
42	Workshop for Exempted Establishments (2 Days) (24-25)	NA	NA	NA	NA
43	Refresher Course for APFCs –III (2 Weeks) (29 -09 Feb)	✓			
FEB 2018					
44	Workshop on Gender Sensitization (2 Days) (05-07)		✓	✓	✓
45	Refresher Course for APFCs –IV (2 Weeks) (12-23)	✓			
46	Work Life Balance (3 Days) (14-16)		✓		
47	General Management & CRM for EPF Nepal (5 Days) (26 Feb -02 Mar)	NA	NA	NA	NA
48	Faculty Development Programme for Zonal Training Institutes (3 Days) (28-02 Mar)	NA	NA	NA	NA
MARCH 2018					
49	General Management & CRM for J&K, EPF (5 Days) (05-09)	NA	NA	NA	NA