



आंचलिक प्रशिक्षण संस्थान (पूर्व क्षेत्र)  
**ZONAL TRAINING INSTITUTE (EAST ZONE)**

(पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी की इकाई)

(A Unit of Pandit Deendayal Upadhyaya National Academy of Social Security)

**कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार) : (Ministry of Labour & Employment, Govt. of India)

7, लू-सून सरनी, टेरीटी बाजार : 7, Lu-Hsun Sarani, Territy Bazar

नई सी.आई.टी रोड/New C.I.T. Road, कोलकाता/ Kolkata – 700 073

दूरभाष/Phone: 22258226/27 फैक्स सं./ Fax No. 2225-8921 ई-मेल/E-mail: [zti.east@epfindia.gov.in](mailto:zti.east@epfindia.gov.in)



No. EPFO/ZTI-EZ/Trg. Prog./2018-19/385

Date : 05.03.2018

सेवा में/To,

**(1) Additional C.P.F.Commissioner**  
**Zonal Office, Kolkata, Patna and Bhubaneswar**

**(2) The Regional Provident Fund Commissioner-I/OIC**  
**Regional Office, Kolkata, Jalpaiguri, Guwahati Patna, Ranchi, Bhubaneswar, Park Street, Howrah, Barrackpore, Durgapur, Jangipur, Jamshedpur, Rourkela, Siliguri, Darjeeling, Muzaffarpur, Bhagalpur, Berhampore, Keonjhar, Agartala, Tinsukia, Shillong and Port Blair**

Sub : Forwarding of Training Calendar of 2018-19 & request for Nominations based on Training and Posting Profile – reg.

Sir/Madam,

Enclosed please find herewith the approved Training Calendar for the year 2018-19 for ZTI (EZ).

In this context, it is requested to kindly keep in view the following points while sponsoring the Staff members/Officers (up to Group "B") to any of the aforesaid Training Programmes (TPs):

1. It is requested to invite 03 ( Three ) options from all officials on given courses and forward to ZTI-EZ after checking that the Nominee has not undergone that particular Training earlier. Preference should given to Nominees who have not attended any Training during last 12(Twelve) months. In case of no option given by the official, your office may draw a list of proposed trainees Course-wise. Preferably the employees working in the particular functional area should be nominated for training in that functional area. For example officials posted in PRO cell may be sponsored for training on Customers Relationship Management, officials of Recovery Cell in training on "Recovery", officials of Legal Cell in training on "Legal Maters" – like wise. However it needs to be checked that the officials has not attended the same training earlier. Further, it is requested to ensure that officials who are due to retire within one year and who have given notice for Voluntary Retirement are sponsored for the training programme on Retirement Planning.

Kindly forward all Nominations by 23.03.2018 failing which ZTI-EZ shall be at liberty to nominate the officials as per its own database.

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2. In each case of exemption it has been observed that same of field offices simply forward the application for exemption submitted by the nominee. However it is clarified that the exemption has to be considered by concerned field offices and a substitute against each exemption is to be nominated invariably. It may be ensured that no official is sponsored for more than one training programme in a year unless one of the programmes is Induction Course. This would ensure that more officials can be trained each year.

3. All the nominees/participants may be directed to attend training programme as per schedule time and maintain discipline at the Training Institute during their stay. Trainees may be given strict instructions to keep the cell phone in switch off mode during training sessions failing which they are liable to be debarred from participating.

4. All the nominees may suitably be intimated to plan their return journey without hampering the time schedule on the day of conclusion. **In other words, they may clearly be apprised that request/prayer for early departure/leaving of the Institute during the training period and/or on the concluding day of the programme shall not be entertained.**

5. The Training Profile of Staff Members Office wise – as available at ZTI, EZ is enclosed for checking/verification/corrections. ZTI may please be kept posted of terminal sickness/death/retirement/dismissal et al of officials to avoid such names figuring up in the list of participants. Physically disabled officials who may not be in a position to undertake journey may be exempted from training on their specific request at your end. The checked profile may please be e-mailed back to ZTI by 23.03.2018 positively on [zti.east@epfindia.gov.in](mailto:zti.east@epfindia.gov.in).

6. It is also requested to please ensure 100% attendance of officials nominated.

7. Communication of sponsorship may be sent only by e-mail to [zti.east@epfindia.gov.in](mailto:zti.east@epfindia.gov.in). Hard copy may not be sent.

Yours faithfully,

- Encl.: 1. Training Calendar of ZTI, EZ for the year 2018-19.  
2. Training Profile of office concerned (as available at ZTI – EZ).

  
(Gautam)

Regional Provident Fund Commissioner-I,  
Zonal Training Institute, East Zone

Copy to :

1. The Director, PDNASS, New Delhi – For information.
2. RPFC-I, NDC – with the request to upload the Training Calendar – 2018-19 of ZTI, EZ in our website.

  
(Gautam)

Regional Provident Fund Commissioner-I,  
Zonal Training Institute, East Zone



Zonal Training Institute (East Zone), Kolkata (A Unit of Pandit Deendayal Upadhyaya National Academy of Social Security, New Delhi) Training Calendar for the Year 2018-2019 For Group – 'B' & Group – 'C' Officers/Officials of WB, BR, JH, OR and NER																
Sl. No.	Name of Training Programme	APRIL, 2018	MAY, 2018	JUNE, 2018	JULY, 2018	AUG, 2018	SEPT, 2018	OCT, 2018	NOV, 2018	DEC, 2018	JAN, 2019	FEB, 2019	MAR, 2019	Total Prog.	Training Duration	Total Days in F.Y. 2018-19
<b>I. INDUCTION/FOUNDATION COURSE</b>																
1	For SSAs *															
2	For newly promoted supervisory cadre *															
3	For Newly promoted EO/AOs			04-14										01	09	09
<b>II. FUNCTIONAL AREA / SUBJECT ORIENTED COURSE</b>																
1	Accounts			25-29 SSAs/SSS As)			03-07		26-30 (SSs/A Os)					03	05	15
2	Compliance	09-13				06-10					21-25			03	05	15
3	Administration		07-11					08-12						02	05	10
4	Pension		28-30				17-19					18-20		03	03	09
5	Recovery				23-25						28-30			02	03	06
6	Legal matters		14-16								02-04			02	03	06
7	Administrative Vigilance/Disciplinary Proceedings including PO & AVS Staff.				16-18					10-12				02	03	06
8	Financial Management			18-20			24-26				14-16			03	03	09
9	Reservation Policy & Issues (pertaining to SC / ST Staffs)				02-04					03-05				02	03	06
10	RTI Act & Grievance Handling	23-25						03-05					11-13	03	03	09
11	Enforcement Officer				30-03						07-11			02	05	10
12	Office Procedure					16-17				13-14				02	02	04
13	Refresher course for EO/AO						10-14					04-08		02	05	10
14	Hindi Translator		02-04										04-06	02	03	06
15	Skills Development of MTS				23-24								04-05	02	02	04
16	Supervisory/Management Dev. Prog.		21-25							17-21				02	05	10
17	Exemption	26-27												01	02	02
18	E-Governance			22										01	01	01
<b>III. BEHAVIOURAL ASPECT</b>																
1	Customer Relationship Management				09-11			29-31				25-27		03	03	09
2	Personality Development	16-20				27-31						11-15		03	05	15
3	Retirement Planning				09-10				08-09					02	02	04
4	Gender Sensitization (for female employees)					13-14					28-29			02	02	04
5	Life Style Management				02-03 (SSA/ LDC)					03-04 (SSA/ SSSA/ SS)			25-26 (ZTI Staff)	03	02	06
<b>IV. MANAGEMENT DEVELOPMENT PROGRAMME</b>																
1	Ethics and Values in Governance	23-24						01-02						02	02	04
2	Work Life Balance		14-15				24-25				14-15			03	02	06
3	Good Governance			18-19		20-21							14-15	03	02	06
4	Strategy Management							29-30				21-22		02	02	04
<b>IV. WORKSHOPS &amp; SEMINAR</b>																
1	Employers/EPF Members**		31-01											01	02	02
2	Seminar**															
<b>TOTAL</b>		<b>05</b>	<b>07</b>	<b>05</b>	<b>08</b>	<b>05</b>	<b>05</b>	<b>04</b>	<b>03</b>	<b>05</b>	<b>07</b>	<b>05</b>	<b>05</b>	<b>64</b>	<b>94</b>	<b>207</b>

\* No dates have been scheduled for the Training Programme on Induction Course for newly Appointed/Promoted SSAs & SS as there is no information. The same shall be conducted as additional programmes as and when situation warrants.