



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी  
PANDIT DEENDAYAL UPADHYAY 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 इन्स्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली-110058 फोन - 28525994, फैक्स -28524079

30-31, Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri, New Delhi-110058

Phone: 011-28524248/ 28525994, Fax: 28525987

website- [www.natrsss.gov.in](http://www.natrsss.gov.in)

Email. [natrsss@epfindia.gov.in](mailto:natrsss@epfindia.gov.in)



18 APR 2018

No.7/17/2018-19/PDNASS/DoPT/121-226

Dated 18-04-2018

To

1. All Ministries /Departments and Attached Offices of Govt.of India
2. All National Training Institutes
3. Selected Departments / Organizations
4. Other Training Institutions ( Govt. & Semi Govt.)

Subject: **Training Circular – National Calendar programmes on Training of Trainers (ToT) sponsored by DoP&T to be conducted under “Trainers Development Programmes” at PDNASS during 2018-2019– Approval of dates– Inviting Nominations – Regarding.**

Sir,

Pandit Deendayal Upadhyay National Academy of Social Security (PDUNASS) New Delhi, a unit of Employees' Provident Fund Organisation under the Ministry of Labour & Employment, Govt. of India is organizing the following National level training courses on Training of Trainers (ToT) to be conducted under Trainers Development Programmes prepared and sponsored by Department of Personnel & Training (DoP&T) Govt. of India during the second and third quarter of calendar year 2018-2019:

S.No.	Name of the Approved Course	Duration (no.of days)	Approved Dates	Submission of Nominations <i>PREFERABLY before</i>
1.	Introduction to Systematic Approach to Training (SAT))	3 days	01.08.2018 to 03.08.2018	01.07.2018
2.	Direct Trainer Skills (DTS)	5 days	27.08.2018 to 31.08.2018	20.07.2018
3.	Evaluation of Training (EoT)	5 days	10.09.2018 to 14.09.2018	01.08.2018
4.	Facilitation Skills	3days	14.11.2018 to 16.11.2018	01.09.2018
5.	Experiential Learning Tools	5 days	03.12.2018 to 07.12.2018	01.11.2018
6.	Mentoring Skills	3 days	19.12.2018 to 21.12.2018	01.11.2018

2. The trainers will be certified recognized Master Trainers (MTs)/ Recognized Trainers (RTs) of DoPT, Govt. of India.

3. Concept papers in respect of above courses are enclosed for your perusal.

4. No course fee will be charged as per the instructions of DoP&T. *TADA in respect of the participant will also be borne by the sponsoring authority / organization.*

5. All the courses are fully residential. Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) has modest hostel facility.

p.t.o.

6. It is requested to send the 3-4 nominations of eligible officers from your esteemed Department/ Organisation/ Institution. Nomination form for the each course is enclosed alongwith sponsoring authorities confirmation form. The nomination dully filled in the specific format should reach PDNASS at the earliest by Fax (on 011- 28525987) or by e-mail at: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in) to enable us to make necessary arrangements for the participants.

7. If the nominations are received according to the above mentioned dates, it is convenient to us to send the confirmation as well as distance learning material as per the demand of the courses so that the nominee(s) will go through the material and get acquainted with the basics of training techniques and participants will have to more beneficiary and familiar with the programme during the course.


***8. After scrutiny of the application, the Department / Organisation / Institution will be informed and the selected participants will be provided the course material in advance to enhance the learning process. The Nominee MUST NOT be relieved to attend the course till their participation is confirmed by PDNASS.***

9. For any further information about PDUNASS or training programmes, please feel free to contact at Telephone No.011-28524248 or Email. [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in). The application for nomination of participants and sponsoring Authority's confirmation format may also be downloaded from EPFO Website with URL – [www.epfindia.gov.in](http://www.epfindia.gov.in)

(Please circulate this communication among all officers in your Department / Institute/ Organization).

Yours faithfully,

Encl: as above.

  
( Rakesh Sahrawat )  
Regional P F Commissioner-I  
Ph.011-28525993

**Trainers Development Programme**  
**Sponsored by DoP&T**  
**CONCEPT PAPER**

**Training of Trainers:**

Recognizing the importance of trainers in the training function, the Training Division started the Trainer Development Programme in the early 1990s. Initially faculty members of various training institutions were developed as Master Trainers and Recognized User of various training of trainers (ToT) packages in collaboration with the Thames Valley University of U.K. Over a period of time indigenous mechanisms were evolved for developing a cadre of professional trainers and resource persons in the country to create a cascading and multiplier effect. The programme has gone a long way in embedding the Systematic Approach to Training (SAT) into the process of designing and imparting effective training to government officials. Currently, the following programmes are sponsored under Trainer Development Programme at training institutions across the country: -

**(1) Introduction to SAT Course:**

This is a short, intensive Package with inputs from all the four packages consisting Systematic Approach to Training (SAT) Cycle namely, Training Needs Analysis (TNA), Design of Training (DoT), Direct Trainer Skills (DTS), Evaluation of Training (EoT) with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy. The Target Group envisaged for the Combined Package consists of Heads of Training Institutions, senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

**(2) Direct Trainer Skills (DTS) course:**

The aim of the Direct Trainer Skills (DTS) course is to provide an opportunity for the trainers to develop their basic instructional skills to enable them to make an effective contribution to their institution's training courses.

**(3) Evaluation of Training (EoT):**

The Evaluation of Training (EoT) course establishes a framework within which decisions can be made. Should a particular course continue to be run? How can it be improved? What response has been made to TNA consultancy report? How effective is distance learning in meeting government's intention to provide training for all? These are typical questions asked when carrying out EoT.

#### **(4) Facilitation Skills Course:**

The aim of the Facilitation Skills Course is to help participants develop an understanding about the process of Facilitation and to develop some of the core skills. The Course provides an introduction to the concept and processes of facilitation and an opportunity to develop core skills. The Facilitation skills course is intended to help participants develop their understanding of the key processes within facilitation and to develop competencies relevant to the role of a Facilitator. This is not a 'taught' course. Rather, it is a series of practical learning activities. Participants are therefore expected and encouraged to take an active role and responsibility for their own learning and for the learning of the group by contributing to all learning activities. Tutor, peer and individual feedback will also be given during the workshop to support skills development.

#### **(5) Experiential Learning Tools (ELT)**

**Earlier DTS-II** - Experiential Learning Tools course aims at equipping the participants with skills relevant to the learner-centered training-process through the mode of experiential learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

#### **(6) Mentoring Skills:**

The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks, commensurate with their role responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are there for expected to take active responsibility both for their own learning and by contributing to group activities. The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor. The course provides an introduction to the concept and processes of mentoring; it also includes an intense opportunity to acquire essential skills.

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	27.08.2018 to 31.08.2018
अवधि Duration	5 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### प्रत्यक्ष प्रशिक्षक कौशल Direct Trainer Skills (DTS)

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं.Telephone Number	
9.	मोबाइल नं. Mobile Number	
10.	ई मेल E.mail	
11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	03.12.2018 to 07.12.2018
अवधि Duration	5 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### प्रयोगमूलक अधिगम उपकरण Experiential Learning Tools (ELT)

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं.Telephone Number	
9.	मोबाइल नं. Mobile Number	
.10.	ई मेल E.mail	
.11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	19.12.2018 to 21.12.2018
अवधि Duration	3 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### परामर्श-कौशल कार्यक्रम Mentoring Skills Programme

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं. Telephone Number	
9.	मोबाइल नं. Mobile Number	
10.	ई मेल E.mail	
11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	14.11.2018 to 16.11.2018
अवधि Duration	3 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### सरलीकरण-कौशल कार्यक्रम Facilitation Skills Programme

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं. Telephone Number	
9.	मोबाइल नं. Mobile Number	
10.	ई मेल E.mail	
11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	



पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	10.09.2018 to 14.09.2018
अवधि Duration	5 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### प्रशिक्षण का मूल्यांकन *Evaluation of Training (EoT)*

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं.Telephone Number	
9.	मोबाइल नं. Mobile Number	
10.	ई मेल E.mail	
11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि Date	01.08.2018 to 03.08.2018
अवधि Duration	3 दिन/ days

## नामांकन प्रपत्र /NOMINATION FORM

### प्रशिक्षण के लिए व्यवस्थित दृष्टिकोण का परिचय- Systematic Approach to Training (SAT)

1.	नाम Name	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	वेतनमान Scale of Pay	
5.	लिंग Sex	
6.	संपर्क के लिए पता Address for Communication	
7.	फैक्स Fax	
8.	दूरभाष सं. Telephone Number	
9.	मोबाइल नं. Mobile Number	
10.	ई मेल E.mail	
11.	क्या आपने पहले कार्मिक एवं प्रशिक्षण विभाग द्वारा प्रायोजित किसी कार्यक्रम में भाग लिया या नहीं कृपया सूचित करें Whether you have attended any programme earlier sponsored by DoPT, please indicate	

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि Date & Duration	27.08.2018 to 31.08.2018 5 दिन/ days

### प्रत्यक्ष प्रशिक्षक कौशल Direct Trainer Skills (DTS)

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	दूरभाष सं. Telephone Number	
7.	ई मेल E.mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

यह प्रमाणित किया जाता है कि दिए गए ब्यौरे ठीक हैं, नामांकित अधिकारी की प्रशिक्षण आवश्यकताओं को निश्चित करने के बाद ही उनका नामांकन किया गया है और चयन होने पर प्रशिक्षण के लिए पूरे समय के लिए उन्हें कार्यमुक्त किया जाएगा।

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee and if selected the nominee will be relieved on full time basis for the programme.

दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर

Signature & Seal of sponsoring Authority

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि Date & Duration	03.12.2018 to 07.12.2018 5 दिन/ days

### प्रयोगमूलक अधिगम उपकरण Experiential Learning Tools (ELT)

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	दूरभाष सं. Telephone Number	
7.	ई मेल E.mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

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दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर  
Signature & Seal of sponsoring Authority

पाठ्यक्रम परिसर Course Venue	पड़नास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि Date & Duration	19.12.2018 to 21.12.2018 3 दिन/ days

### परामर्श-कौशल कार्यक्रम - Mentoring Skills Programme

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	दूरभाष सं. Telephone Number	
7.	ई मेल E.mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

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Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee and if selected the nominee will be relieved on full time basis for the programme.

दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर  
Signature & Seal of sponsoring Authority

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि/ Date & Duration	14.11.2018 to 16.11.2018 3 दिन/ days

## सरलीकरण-कौशल कार्यक्रम - Facilitation Skills Programme

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
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8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

यह प्रमाणित किया जाता है कि दिए गए ब्यौरे ठीक हैं, नामांकित अधिकारी की प्रशिक्षण आवश्यकताओं को निश्चित करने के बाद ही उनका नामांकन किया गया है और चयन होने पर प्रशिक्षण के लिए पूरे समय के लिए उन्हें कार्यमुक्त किया जाएगा ।

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee and if selected the nominee will be relieved on full time basis for the programme.

दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर  
Signature & Seal of sponsoring Authority

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि /Date & Duration	10.09.2018 to 14.09.2018 5 दिन/ days

### प्रशिक्षण का मूल्यांकन - Evaluation of Training (EoT)

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	दूरभाष सं. Telephone Number	
7.	ई मेल E.mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

यह प्रमाणित किया जाता है कि दिए गए ब्यौरे ठीक हैं, नामांकित अधिकारी की प्रशिक्षण आवश्यकताओं को निश्चित करने के बाद ही उनका नामांकन किया गया है और चयन होने पर प्रशिक्षण के लिए पूरे समय के लिए उन्हें कार्यमुक्त किया जाएगा ।

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee and if selected the nominee will be relieved on full time basis for the programme.

दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर  
Signature & Seal of sponsoring Authority

पाठ्यक्रम परिसर Course Venue	पडनास्स नई दिल्ली PDNASS New Delhi
तिथि & अवधि /Date & Duration	01.08.2018 to 03.08.2018 3 दिन/ days

## प्रशिक्षण का मूल्यांकन -Introduction to Systematic Approach to Training(SAT)

### उत्तरदायी प्राधिकारी की पुष्टि Sponsoring Authority's Confirmation

1.	उत्तरदायी प्राधिकारी का नाम Name of Sponsoring Authority	
2.	पदनाम Designation	
3.	संस्थान/संगठन Institute/Organization	
4.	संपर्क के लिए पता Address for Communication	
5.	फैक्स Fax	
6.	दूरभाष सं. Telephone Number	
7.	ई मेल E.mail	
8.	नामांकित अधिकारी का नाम Nominee's Name	
9.	नामांकित अधिकारी का पदनाम Nominee's Designation	
10.	नामांकित अधिकारी की भागीदारी उत्तरदायी प्राधिकारी के प्रशिक्षण एवं विकास-योजना एवं नीति से किस प्रकार संबंधित है ? How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	

यह प्रमाणित किया जाता है कि दिए गए ब्यौरे ठीक हैं, नामांकित अधिकारी की प्रशिक्षण आवश्यकताओं को निश्चित करने के बाद ही उनका नामांकन किया गया है और चयन होने पर प्रशिक्षण के लिए पूरे समय के लिए उन्हें कार्यमुक्त किया जाएगा ।

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee and if selected the nominee will be relieved on full time basis for the programme.

दिनांक /Date.

उत्तरदायी प्राधिकारी के हस्ताक्षर & मोहर  
Signature & Seal of sponsoring Authority