



पंडित दीनदयाल उपाध्याय

राष्ट्रीय सामाजिक सुरक्षा अकादमी

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोज़गार मंत्रालय, भारत सरकार

PANDIT DEENDAYAL UPADHYAYA

NATIONAL ACADEMY OF SOCIAL SECURITY

Employees' Provident Fund Organisation, Ministry of Labour & Employment, Government of India

सं/ No.v8/13/20/2025-26/PDUNASS /Orientation program for APFCs on Promotion/389

दिनांक/Dated: 28.08.2025

सेवा में/ To,

The Zonal Addl. CPFCs/Addl. CPFC (ASD)/

The RPFCs –I of Regional Offices (As per list of participants)

विषय: " पदोन्नति पर सहायक भविष्य निधि आयुक्त के लिए अभिमुखता कार्यक्रम " 08-26 सितम्बर, 2025 को आयोजित किए जाने के नामांकन के संबंध में।

Subject: "Orientation Program for APFCs on Promotion" scheduled to be held from 08th - 26th September, 2025.

महोदया/महोदय,

पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी (पी.डी.यू.एन.ए.एस.एस) " पदोन्नति पर सहायक भविष्य निधि आयुक्त के लिए अभिमुखता कार्यक्रम " पर तीन सप्ताह प्रशिक्षण कार्यक्रम जो 08-26 सितम्बर, 2025 तक आयोजित होने वाला है (मंथन हॉल में)।

Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS) is conducting a three weeks **Training - "Orientation for APFCs on Promotion"** scheduled to be held from **08th - 26th September, 2025** at the PDUNASS (in the Manthan Hall).

2. उपर्युक्त प्रशिक्षण कार्यक्रम के लिए प्रतिभागियों की सूची इस पत्र के साथ संलग्न है। उपरोक्त प्रशिक्षण कार्यक्रम के लिए अधिकारियों को नामित करते समय उचित सावधानी बरती गई है। हालाँकि, किसी भी अधिकारी के डेटा में किसी भी विसंगति के मामले में, कृपया इसे आवश्यक सुधार के लिए पी.डी.यू.एन.ए.एस.एस के ध्यान में लाया जा सकता है।

2. The list of participants for the above-mentioned training programme is enclosed herewith. Due care has been taken while nominating officers for the above Training Programme. However, in case of any discrepancy in respect of any Officer's data, the same may please be brought to the notice of PDUNASS for necessary rectification.

3. संबंधित कार्यालय प्रमुखों/ अतिरिक्त केंद्रीय भविष्य निधि आयुक्त से अनुरोध है कि वे नामित अधिकारियों को 08.09.2025 को सुबह 7:00 बजे तक पी.डी.यू.एन.ए.एस.एस में रिपोर्ट करने के निर्देश के साथ कार्यमुक्त करने की कृपा करें। किसी भी उम्मीदवार की अनुपस्थिति के संदर्भ में कोई भी विचलन निदेशक, पी.डी.यू.एन.ए.एस.एस की स्पष्ट मंजूरी के बिना स्वीकार्य नहीं होगा। यदि आवश्यक हो, तो छात्रावास आवास उपलब्ध कराया जाएगा।

3. Respective Heads of Offices/ACCs are requested to relieve the nominated officers with directions to report at PDUNASS on 08.09.2025 at 7:00 A.M. sharp. Any deviation in terms of absence of any candidate is not permissible without express approval of the Director, PDUNASS. The Hostel accommodation will be made available to the trainee officers, if needed.

4. किसी भी नामित अधिकारी को कार्यमुक्त करने में किसी भी कठिनाई के मामले में, कृपया छूट के लिए निदेशक, पी.डी.यू.एन.ए.एस.एस से पूर्व अनुमोदन प्राप्त किया जा सकता है। अधिकारी के कार्यमुक्ति आदेश की प्रति अकादमी को ई-मेल के माध्यम से भी भेजी जा सकती है।

4. In case of any difficulty to relieve any nominated officer, prior approval of Director, PDUNASS for exemption may please be obtained. The copy of relieving order of the Officer may also be forwarded to the Academy through e-mail.

5. समापन कार्यक्रम 26th सितम्बर, 2025 को शाम 6:30 बजे तक समाप्त होने की संभावना है। इसलिए सभी प्रतिभागियों को सलाह दी जाती है कि वे अपनी वापसी यात्रा की योजना तदनुसार बनाएं।

5. Valediction Programme is likely to be over by 6:30 PM on 26th September, 2025. Hence all participants are advised to make their return journey plan accordingly.

6. सभी भाग लेने वाले अधिकारियों को यह भी सलाह दी जाती है कि यदि उन्होंने पहले से ऐसा नहीं किया है तो वे खुद को आई-जीओटी प्लेटफॉर्म पर नामांकित करने की कृपा करें, और MoLE (कार्यालय ज्ञापन संख्या Z/20025/06/2023-Adm.I दिनांक 18.08.2023) द्वारा जारी अनिवार्य पाठ्यक्रमों को प्रशिक्षण के लिए रिपोर्ट करने से पहले पूरा करें। इसके अतिरिक्त, प्रशिक्षण कार्यक्रम के समापन से पहले, सभी प्रतिभागियों को संलग्न iGoT पाठ्यक्रम पूरा करना आवश्यक है।

6. All participating officers may also be advised to enrol themselves on i-GOT platform if not done so already, and complete the mandated courses issued by MoLE (Office Memorandum No. Z/20025/06/2023-Adm.I dated 18.08.2023), before reporting for training. Additionally, before the conclusion of the training program, all the participants are required to complete the iGoT courses enclosed herewith.

7. अभिमुखीकरण कार्यक्रम में प्रशिक्षु अधिकारियों के लिए एक आउटबाउंड कार्यक्रम भी प्रस्तावित है। सभी प्रतिभागियों से अनुरोध है कि वे अपने साथ स्पोर्ट्स शूज, आरामदायक कपड़े (टी-शर्ट, लोअर आदि), टोपी और सनस्क्रीन लोशन (यदि आवश्यक हो तो दवाइयाँ) आदि अवश्य लाएं।

7. An outbound program is also proposed for trainee officers in orientation program. All participants are requested to ensure that they carry sports shoes, comfortable clothes (T-shirts, lower etc.), caps and sunscreen lotion, (medicines, if required) etc.

भवदीय,

Yours faithfully,

संलग्न / Enclosed: List of Participants

List of iGoT courses

राम आनंद

(राम आनंद)

(RAM ANAND)

पाठ्यक्रम निदेशक/ क्षे. भ. नि. आ. - I

Course Director/ RPFC-I

TRAINING PROGRAMME ON
“Orientation Program for APFCs on Promotion”
(8th September – 26th September 2025)

LIST OF PARTICIPANTS

S. No.	Name of Officer	EID	Place of Posting
1	Shri Thota Sridhar		RO, Mahesana
2	Shri Gurudev Singh		RO, Hisar
3	Shri T Srinivas Rao		RO, Thanjavur
4	Shri Shaik Hassan Ali	SS010666115121191	RO, Kukatpalli
5	Shri K Johnson	KK200571067201095	RO, Rajkot
6	Shri Pulak Ranjan Bose	PP071067072112092	RO, Howrah
7	Shri Krishan Kumar	KR111069056140192	RO, Amritsar
8	Smt. Mausumi Biswas	MA200169090280792	RO, Howrah
9	Shri Sajal Brahma	SS011071090220791	RO, Jangipur
10	Shri Hardik N Bhatt	HN300571046020195	ZO Mumbai-1 (Bandra)
11	Shri Shyamal Kumar Auddy	SS211168099160791	RO, Chennai (South)
12	Shri Mukteshwar Vyas	MG070568096160692	RO, Thane South
13	Shri Hara Prasad Ghosh	HP130170082300195	RO, Jalpaiguri
14	Shri Rajesh Maganlal Kalaria	RM041272046180495	RO, Mumbai Mulund
15	Shri Satya Narain Goel	SM100866124231293	RO, Delhi (South)
16	Shri Arun M Dayal	AM010566125604899	RO, Nasik
17	Shri Amit Kumar Das	AR200166091150791	RO, Durgapur
18	Smt. Geeta M Nair	GM120969008270993	RO, Vadodara
19	Shri Sandip Das	SS011167102008993	RO, Kolkata
20	Shri S H Sanghani	SH240573067040195	RO, Vashi
21	Shri Shiba Prasad Bhattacharjee	SK030667028150791	RO, Kolkata
22	Shri G Varaprasad Babu	GG100868115201789	RO, Kukatpalli
23	Shri Sunit Kumar	SI021175112020798	RO, Raipur
24	Shri Pawan Kumar	PI250570124081194	RO, Mysuru
25	Shri K.V.N. Ramakrishna	KK150774115121196	RO, Hyderabad (Madhapur)
26	Shri Jagdish Ghakhar	JO020672051201094	Head Office
27	Shri Bipin S Pillai	BS260179046160698	RO, Ahmedabad
28	Shri Suresh Kumar Thakur	SI281168055030990	RO, Jabalpur
29	Shri Pijush Sarkar	PP300972090061097	RO, Park Street
30	Shri Purshottam	PM070277098160998	RO, Delhi (East)
31	Shri Mithilesh Kumar Chaudhary	MN131281013271103	RO, Agra
32	Shri Narendra Kumar Singh	NR130170035070900	RO, Ahmedabad
33	Shri Mitesh Jain	MU241176050040598	RO Jodhpur
34	Smt. Shilpa P. Nambiar	SP081076035250898	RO, Vatwa
35	Shri Kalyan H. Aashtikar	KH280772125121095	RO, Nasik
36	Shri D. Babulnath Nayak	DD190478061280598	RO, kukatpalli
37	Shri Shashi Shekhar	SB170868121260292	RO, Patna
38	Shri Uma Kant	UR050170124141194	Head Office
39	Shri Sukhdev Singh Saini	SJ130770016211094	RO, Rohtak
40	Shri Subhash Chandra Das R	SK160568026310795	RO, Thiruvananthapuram

LIST OF iGOT COURSES

Sr. No.	NAME OF THE COURSE	REMARKS
1	Prevention of Sexual Harassment of Women at workplace (POSH)	Mandatory
2	Code of Conduct for Government Employees	Mandatory
3	Introduction to Emerging Technologies	Mandatory
4	Y-Break Yoga at Workplace	Mandatory
5	Orientation Module on Mission LIFE	Mandatory
6	Stay Safe in Cyber Space	Mandatory
7	Cyber Security Basics: A course offered by Microsoft	Mandatory
8	Network Security Basics: A course offered by the National Telecommunications Institute for Policy Research, Innovation & Training (NTIPRIT)	Mandatory
9	Cybersecurity: A course offered by UpGrad	Mandatory
10	Foundation Course on Cyber Security: A course offered by the Centre for Development of Advanced Computing(C-DAC)	Mandatory
11	Basic Course on Cyber Security Awareness: A course offered by the Centre for Development of Advanced Computing(C-DAC)	Mandatory
12	EPFO-Recovery Manual	General
13	Child Rights with Special Focus on Juvenile Justice System	Mandatory
14	AI Using Google Bard and ChatGPT for Beginners, by Invest India	Mandatory
15	Introduction to Bharatiya Sakshya Adhiniyam, 2023 by Karmayogi Bharat	Mandatory
16	Women Self Defence Techniques Course, by Central Reserve Police Force (CRPF)	Mandatory
17	Digital Personal Data Protection Act, 2023 by National E-Governance Division (NEGD) MeitY Govt of India	Mandatory
18	DigiLocker- Your document anytime, anywhere, by National E-Governance Division (NEGD) MeitY Govt of India	Mandatory
19	The Art of Communication, by Indian Railway Institute of Transport Management (IRITM)	Mandatory
20	Getting started with Emotional intelligence, by Ministry of Communications-Department of Telecommunications	Mandatory
21	Basics of Financial Accounting, by National Institute of Communication Finance	Mandatory
22	GFR 2017- Mandatory System of Financial management, by Defence Accounts Department (DAD)	Mandatory
23	EPF Act and Scheme by EPFO	General
24	Child Rights with Special Focus on Juvenile Justice System	Mandatory
25	Procurement of Goods and Services by ISTM	General
26	Conduct of Inquiry in Disciplinary Matters by ISTM	General
27	Mission Karmayogi Guidelines by ISTM	General
28	Vigilance Clearance by ISTM	General
29	Parliamentary Procedures by ISTM	General

30	Prevention of Sexual Harassment of Women at Workplace by ISTM	General
31	Government e Marketplace by ISTM	General
32	Motivation by DoPT	General
33	Understanding Motivation by LBSNAA	General
34	Communication for citizen Centricity by DoPT	General
35	Communication Skills by IIT Kanpur	General
36	Moral thinking for Action: An introduction to values and ethics by IIT Kanpur	General
37	Time Management by ISTM	General
38	Stress Management by DoPT	Mandatory
39	Critical Thinking by ISB Hyderabad	General
40	Dos and Don'ts of social media by IIMC	General
41	Introduction to 3 New Criminal Laws by Karmayogi Bharat	General
42	Speedy Delivery of Justice by Bureau of Police Research and Development	General
43	Work Ethics by Indian Railway Institute of Transport	General
44	Ethics in Public Service by DoPT	General
45	Conduct Rules by ISTM	General
46	Responsible Social Media Use in Public Service by DoT	General
47	Avoiding Know Your Customer Frauds and Online Job Scams (By NADP)	General
48	Cyber Vigilance: What Every Digital Citizen Must Know by NEGD	General
49	Procurement in GeM by CIL	General
50	Managing Contracts and Procurements by NEGD	General
51	Public Procurement of Goods by Department of Expenditure	General
52	Public Procurement Framework of GoI by Department of Expenditure	General
53	Sustainable Procurement by NADP	General