



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 इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली - 110058,
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No. PDNASS/18/Induction/EnforcementOfficers/2023/24

Date: 17.04.2025

17 APR 2025

To,

1. ACC(HQ)/ ACCs, Zonal Offices (ZOs)
2. ACC, PDUNASS Ujjain Campus
3. RPFC-I/Officer-in-Charge (OICs), Regional Offices (ROs)

Subject: Induction training program of the remaining Officers of the DR EO-AO 2022 Batch

Sir/Madam,

Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS) is organizing an Induction Training Program of the remaining officers of the DR EO-AO 2022 Batch. There are Forty-two number of DR EO-AO 2022 batch who have joined since January 2024 to compensate for the candidates who did not join or left EPFO services after joining. Additionally, some of the probationers were unable to complete one or all phases of the induction training course due to various official and personal reasons. The list of such officers whose Induction course for any/all phases are pending are provided at the Annexure-I.

The Induction training course for DR EO-AO 2022 batch will be conducted in five phases, including 14 weeks "On Job Training". The details of the Four phases of the induction course are described below and the session plan for all the phases of the Induction training course is provided at Annexure-III (page 30 to 76 of EO-AO Induction Training Booklet).

Srl.	Institution	Duration	Dates
1.	GMLU	4 weeks	29 th April to 24 th May 2025
2.	NDC, Delhi	1 week	26 th May to 30 th May
3.	CGA, INGAF Delhi and RTC Kolkata (simultaneously)	2 weeks	2 nd June to 13 th June
4.	PDUNASS Ujjain Campus	4 weeks	16 th June to 11 th July

To begin with, all the trainees of the DR EO-AO 2022 Batch are expected to complete their fourteen week "On Job Training" from the date of their joining at the concerned field office of the EPFO. The indicative detailed plan of 14 weeks is provided in the EO-AO induction

Booklet (Page number 65-66) attached with this letter as Annexure -III. During this On Job Training phase and other four phases of this Induction Course, the Officer Trainees are expected complete a total of 183 modules of the iGOT.

Integrated Government Online Training (iGOT) platform is a comprehensive online platform envisaged to guide individual officials in their capacity building journey and enable one to become best version of oneself. The list of modules prescribed for the trainees are available at Annexure -IV and they have not been modified to ensure uniformity with the iGOT modules prescribed for the entire 2022 batch of the DR EO-AO trainees. All trainees are expected to register themselves on iGOT learning platform (<https://igotkarmayogi.gov.in/index.html#igotcourses>), enrol into the modules included in the said annexures and attend the online modules. Successful completion of the requisite iGOT courses is an essential requirement for completion of the Induction training Course. The trainees are required to provide "**Certificate of Completion**" to Local Course Director at PDUNASS Ujjain Campus at the time of attending the on-campus training at PDUNASS Ujjain Campus.

The Mentorship program which is already in place at RO/ZO level is an essential component of Induction Training (Copy of Mentorship Program is attached as Annexure-II). The mentor should be as per the instruction contained in the mentorship program and preferably of the rank of **RPFC-I/RPFC-II**. It is desirable, as far as possible, that **no more than five trainees** are assigned to one mentor. Each newly joined EO-AO should maintain a Daily Journal/Diary to keep track of activities completed during mentorship. The trainee officers are advised to take the said **daily journal/diary to the PDUNASS Ujjain Campus** for placing the same before the Course Director at Ujjain Campus.

Learning of Local Language (at the place of posting of the EO-AO) is also mandatory for the trainee officers. For that purpose, Bhasha Sangam App should be downloaded by each EO-AO before coming to the PDUNASS Ujjain Campus for the final phase of their Induction Training Course. Trainee officers should complete self-learning modules of the concerned local language through the Bhasha Sangam App.

No exemption from the training program is permissible for any reasons whatsoever unless approved by the Director PDUNASS. All the OICs are requested to advise the trainee officer nominated for any/all phases of the induction training course to attend to all the requirements of the Induction training course and to impress upon them about the need to strictly adhere to all the program guidelines. Trainees should make their travel arrangements in advance, to ensure that they report for designated phase of the induction

course just in time i.e. not more than 24 hours before the start of the relevant phase of the induction course.

ACC HQ/ ACC of Zones are requested to closely monitor the progress and ensure that the tenets of the Training Policy and various guidelines communicated from time to time, are strictly adhered to.

(This issues with the approval of the Director, PDUNASS)

Enclosed:

1. Annexure-I, List of Trainees, 9 Pages
2. Annexure-II, Mentorship Policy excerpts from EPFO Training Policy, 7 Pages
3. Annexure-III, EO-AO Induction Training Booklet, 85 Pages
4. Annexure-IV, iGOT Courses List, 4 Pages

Yours faithfully,



(RAM ANAND)

Regional PF Commissioner-I,
PDUNASS

Copt for information to,

1. PS to CPFC
2. PS to FA & CAO
3. RPFC-I HRM

ANNEXURE-I
LIST OF TRAINEES

A). Complete list of 52 trainees of EO-AO 2022 Batch who have been nominated for any or all four phases of induction course program.

Sr. No.	EID	Name of Regional Office where OT posted prior to 27 th March/ ZO post 27 th March	Name of the AO/EO nominated for one/multiple phases of training
1	AR190792114190224	Salem/Haryana	Abhijeet Balhara
2	AR120393120300924	Kochi	Abhinav Godara
3	AM260291076190224	Bhubaneshwar	Abhishek Kumar
4	AR081190005231224	Coimbatore	Aditya Ambastha
5	AR010796076181024	Trichy	Ajay Meena
6	AS070894119150724	Kandivali/Delhi & UT	Ankur Dahiya
7	AS290794058241224	Ambattur/ UP	Anshika Singh
8	AS220992060021123	Bandra	Anubhav Singh
9	AM260897060011123	Salem	Arunesh
10	AD150796009061124	Kozhikode (Calicut)	Arvind Pal Singh
11	BB240691026271224	Kollam	Bindu Krishna
12	BS230985085070224	Madurai	Bodke Sharad Shivaji
13	BM160692009031123	Vapi/ UP	Brajesh Kumar
14	DV170897139130224	Bhubaneshwar	Deepankar Shahi
15	DI250590120120224	Surat	Dheeraj Singh Rawal
16	DJ150995084160224	Vellore	Dinesh Kumar
17	GR110994038150224	K R Puram (Whitefield)/Gujarat	Ganga Singh
18	GT110795076081223	Rourkela	Gaurav Kumar
19	HP290594139031123	Bhubaneshwar	Himanshu Ranjan Singh
20	JD050293127130224	Tumkur	Jeetender Bhati
21	KK190390084231224	Vellore/Telangana	K Shiv Shankar
22	KR280293127270123	Pune	Kuldeep Singh
23	MN230992086200123	Karnal	Manprit Kaur
24	MO280695058150224	Ambattur	Mohit Sharma
25	NS270189085120224	Madurai	Neeraj Kumar
26	NS310194120231224	Kochi	Nithin Suresh P P
27	NB120388058160224	K R Puram (Whitefield)/Mumbai-I	Nitin Kumar Maske
28	PM040194136300924	Bengaluru (Central)	Palash Seth
29	PS060694139031024	Bengaluru (Koramangala)	Pearl Gupta
30	PC091097141190224	Chennai (South)/ MP & CG	Pooja Sahu
31	PA210289058130224	Ambattur/ BR & JH	Priyanka Soy
32	PA260696110241024	Kadapa/ BR & JH	Purushottam Singh
33	RN100793120160224	Kochi	Rajendra Kumar Meena
34	RM101189060301224	K R Puram (Whitefield)/ West Bengal	Ramesh Kumar
35	RR300687005190224	Coimbatore/ Mumbai-I	Raykar Raju Gopinath
36	RA201195057200123	Surat	Ronak Asharam Meena

37	SS200395120231224	Kochi	Saksham Kumar
38	SH150788087200123	Lucknow	Sandeep Kumar Singh
39	SI011089053080324	Tirunelveli	Sankalp Kumar
40	SR030690140120224	Chennai (North)/Bengaluru	Sharad Raj Gupta
41	SP190297046041024	Rajkot/ MP & CG	Shashikant Rasmeriya
42	SG081295140260224	Chennai (North)/ Mumbai-I	Shubham Ganeshrao Shinde
43	SU100197128061023	Chennai (South)	Shubham Mandloi
44	SS190299060241224	K R Puram (Whitefield)	Shubham Sharma
45	SB120596058050324	Ambattur/Andhra Pradesh	Sruthi Bethala
46	SR280389136011124	Bengaluru (Central)	Sunil Kumar
47	SB120895139011024	Bengaluru (Koramangala)	Surendra Seervi
48	UR081295120071024	Kochi/ PB & HP	Umesh Kumar
49	US070390005011024	Coimbatore	Utkarsh Kushwaha
50	2632999	Bengaluru (Koramangala)	Vinay Kumar Nayak
51	VB101195058030423	Ambattur	Vivek Kumar
52	WG060796076140224	Trichy/Mumbai-I	Wasankar Rohit Gajanan

B). List of 27 trainees of EO-AO 2022 Batch who have been nominated for GNLU phase of training from **29th April 2025 to 24th May 2025**. The lodging facilities would be available at GNLU from 28th April 2025 to 25th May 2025.

Sr. No.	EID	Name of Regional Office/ District Office	Name of the AO/EO
1	AR120393120300924	Kochi	Abhinav Godara
2	AR081190005231224	Coimbatore	Aditya Ambastha
3	AR010796076181024	Trichy	Ajay Meena
4	AS070894119150724	Kandivali	Ankur Dahiya
5	AS290794058241224	Ambattur	Anshika Singh
6	AD150796009061124	Kozhikode (Calicut)	Arvind Pal Singh
7	BB240691026271224	Kollam	Bindu Krishna
8	BS230985085070224	Madurai	Bodke Sharad Shivaji
9	BM160692009031123	Vapi	Brajesh Kumar
10	KK190390084231224	Vellore	K Shiv Shankar
11	MN230992086200123	Karnal	Manprit Kaur
12	NS310194120231224	Kochi	Nithin Suresh P P
13	PM040194136300924	Bengaluru (Central)	Palash Seth
14	PS060694139031024	Bengaluru (Koramangala)	Pearl Gupta
15	PA260696110241024	Kadapa	Purushottam Singh
16	RM101189060301224	K R Puram (Whitefield)	Ramesh Kumar
17	RA201195057200123	Surat	Ronak Asharam Meena
18	SS200395120231224	Kochi	Saksham Kumar
19	SH150788087200123	Lucknow	Sandeep Kumar Singh
20	SP190297046041024	Rajkot	Shashikant Rasmeriya
21	SS190299060241224	K R Puram (Whitefield)	Shubham Sharma
22	SR280389136011124	Bengaluru (Central)	Sunil Kumar
23	SB120895139011024	Bengaluru (Koramangala)	Surendra Seervi
24	UR081295120071024	Kochi	Umesh Kumar
25	US070390005011024	Coimbatore	Utkarsh Kushwaha
26	2632999	Bengaluru (Koramangala)	Vinay Kumar Nayak
27	VB101195058030423	Ambattur	Vivek Kumar

C). List of 45 trainees of EO-AO 2022 Batch who have been nominated for **NDC** phase of training from **26th May 2025 to 30th May 2025**. The lodging facilities would be available at PDUNASS Faridabad Campus from 25th May 2025 to 31st May 2025.

Sr. No.	EID	Name of Regional Office/ District Office	Name of the AO/EO
1	AR190792114190224	Salem	Abhijeet Balhara
2	AR120393120300924	Kochi	Abhinav Godara
3	AM260291076190224	Bhubaneshwar	Abhishek Kumar
4	AR081190005231224	Coimbatore	Aditya Ambastha
5	AR010796076181024	Trichy	Ajay Meena
6	AS070894119150724	Kandivali	Ankur Dahiya
7	AS290794058241224	Ambattur	Anshika Singh
8	AD150796009061124	Kozhikode (Calicut)	Arvind Pal Singh
9	BB240691026271224	Kollam	Bindu Krishna
10	BS230985085070224	Madurai	Bodke Sharad Shivaji
11	DV170897139130224	Bhubaneshwar	Deepankar Shahi
12	DI250590120120224	Surat	Dheeraj Singh Rawal
13	DJ150995084160224	Vellore	Dinesh Kumar
14	GR110994038150224	K R Puram (Whitefield)	Ganga Singh
15	JD050293127130224	Tumkur	Jeetender Bhati
16	KK190390084231224	Vellore	K Shiv Shankar
17	KR280293127270123	Pune	Kuldeep Singh
18	MN230992086200123	Karnal	Manprit Kaur
19	MO280695058150224	Ambattur	Mohit Sharma
20	NS270189085120224	Madurai	Neeraj Kumar
21	NS310194120231224	Kochi	Nithin Suresh P P
22	NB120388058160224	K R Puram (Whitefield)	Nitin Kumar Maske
23	PM040194136300924	Bengaluru (Central)	Palash Seth
24	PS060694139031024	Bengaluru (Koramangala)	Pearl Gupta
25	PC091097141190224	Chennai (South)	Pooja Sahu
26	PA210289058130224	Ambattur	Priyanka Soy
27	PA260696110241024	Kadapa	Purushottam Singh
28	RN100793120160224	Kochi	Rajendra Kumar Meena
29	RM101189060301224	K R Puram (Whitefield)	Ramesh Kumar
30	RR300687005190224	Coimbatore	Raykar Raju Gopinath
31	RA201195057200123	Surat	Ronak Asharam Meena
32	SS200395120231224	Kochi	Saksham Kumar
33	SI011089053080324	Tirunelveli	Sankalp Kumar
34	SR030690140120224	Chennai (North)	Sharad Raj Gupta
35	SP190297046041024	Rajkot	Shashikant Rasmeriya
36	SG081295140260224	Chennai (North)	Shubham Ganeshrao Shinde
37	SS190299060241224	K R Puram (Whitefield)	Shubham Sharma
38	SB120596058050324	Ambattur	Sruthi Bethala

39	SR280389136011124	Bengaluru (Central)	Sunil Kumar
40	SB120895139011024	Bengaluru (Koramangala)	Surendra Seervi
41	UR081295120071024	Kochi	Umesh Kumar
42	US070390005011024	Coimbatore	Utkarsh Kushwaha
43	2632999	Bengaluru (Koramangala)	Vinay Kumar Nayak
44	VB101195058030423	Ambattur	Vivek Kumar
45	WG060796076140224	Trichy	Wasankar Rohit Gajanan

D). List of 50 trainees of EO-AO 2022 Batch who have been nominated for CGA phase of training from **2nd June 2025 to 13th June 2025**. The lodging facilities would be available at PDUNASS Faridabad Campus and PDUNASS Kolkata Campus from 1st June 2025 to 14th June 2025 for trainees nominated at CGA-INGAF Delhi and CGA RTC Kolkata.

Sr. No.	EID	Name of Regional Office/ District Office	Name of the AO/EO	CGA Centre allotted (CGA Delhi/Kolkata)
1	AR190792114190224	Salem	Abhijeet Balhara	CGA Delhi
2	AR120393120300924	Kochi	Abhinav Godara	CGA Delhi
3	AM260291076190224	Bhubaneshwar	Abhishek Kumar	CGA- RTC Kolkata
4	AR081190005231224	Coimbatore	Aditya Ambastha	CGA- RTC Kolkata
5	AR010796076181024	Trichy	Ajay Meena	CGA- RTC Kolkata
6	AS070894119150724	Kandivali	Ankur Dahiya	CGA Delhi
7	AS290794058241224	Ambattur	Anshika Singh	CGA Delhi
8	AS220992060021123	Bandra	Anubhav Singh	CGA Delhi
9	AM260897060011123	Salem	Arunesh	CGA- RTC Kolkata
10	AD150796009061124	Kozhikode (Calicut)	Arvind Pal Singh	CGA Delhi
11	BB240691026271224	Kollam	Bindu Krishna	CGA Delhi
12	BS230985085070224	Madurai	Bodke Sharad Shivaji	CGA- RTC Kolkata
13	BM160692009031123	Vapi	Brajesh Kumar	CGA Delhi
14	DV170897139130224	Bhubaneshwar	Deepankar Shahi	CGA- RTC Kolkata
15	DI250590120120224	Surat	Dheeraj Singh Rawal	CGA Delhi
16	DJ150995084160224	Vellore	Dinesh Kumar	CGA- RTC Kolkata
17	GR110994038150224	K R Puram (Whitefield)	Ganga Singh	CGA Delhi
18	GT110795076081223	Rourkela	Gaurav Kumar	CGA- RTC Kolkata
19	HP290594139031123	Bhubaneshwar	Himanshu Ranjan Singh	CGA- RTC Kolkata
20	JD050293127130224	Tumkur	Jeetender Bhati	CGA- RTC Kolkata
21	KK190390084231224	Vellore	K Shiv Shankar	CGA- RTC Kolkata
22	KR280293127270123	Pune	Kuldeep Singh	CGA Delhi
23	MN230992086200123	Karnal	Manprit Kaur	CGA Delhi
24	MO280695058150224	Ambattur	Mohit Sharma	CGA- RTC Kolkata
25	NS270189085120224	Madurai	Neeraj Kumar	CGA- RTC Kolkata
26	NS310194120231224	Kochi	Nithin Suresh P P	CGA Delhi
27	NB120388058160224	K R Puram (Whitefield)	Nitin Kumar Maske	CGA Delhi
28	PM040194136300924	Bengaluru (Central)	Palash Seth	CGA Delhi
29	PS060694139031024	Bengaluru (Koramangala)	Pearl Gupta	CGA Delhi
30	PC091097141190224	Chennai (South)	Pooja Sahu	CGA Delhi
31	PA210289058130224	Ambattur	Priyanka Soy	CGA- RTC Kolkata
32	PA260696110241024	Kadapa	Purushottam Singh	CGA- RTC Kolkata
33	RN100793120160224	Kochi	Rajendra Kumar Meena	CGA Delhi

34	RM101189060301224	K R Puram (Whitefield)	Ramesh Kumar	CGA- RTC Kolkata
35	RR300687005190224	Coimbatore	Raykar Raju Gopinath	CGA Delhi
36	SS200395120231224	Kochi	Saksham Kumar	CGA Delhi
37	SI011089053080324	Tirunelveli	Sankalp Kumar	CGA- RTC Kolkata
38	SR030690140120224	Chennai (North)	Sharad Raj Gupta	CGA- RTC Kolkata
39	SP190297046041024	Rajkot	Shashikant Rasmeriya	CGA Delhi
40	SG081295140260224	Chennai (North)	Shubham Ganeshrao Shinde	CGA Delhi
41	SU100197128061023	Chennai (South)	Shubham Mandloi	CGA- RTC Kolkata
42	SS190299060241224	K R Puram (Whitefield)	Shubham Sharma	CGA Delhi
43	SB120596058050324	Ambattur	Sruthi Bethala	CGA- RTC Kolkata
44	SR280389136011124	Bengaluru (Central)	Sunil Kumar	CGA Delhi
45	SB120895139011024	Bengaluru (Koramangala)	Surendra Seervi	CGA Delhi
46	UR081295120071024	Kochi	Umesh Kumar	CGA Delhi
47	US070390005011024	Coimbatore	Utkarsh Kushwaha	CGA- RTC Kolkata
48	2632999	Bengaluru (Koramangala)	Vinay Kumar Nayak	CGA Delhi
49	VB101195058030423	Ambattur	Vivek Kumar	CGA- RTC Kolkata
50	WG060796076140224	Trichy	Wasankar Rohit Gajanan	CGA Delhi

E). List of 45 trainees of EO-AO 2022 Batch who have been nominated for **PDUNASS Ujjain Campus** phase of training from **16th June 2025 to 11th July 2025**. The lodging facilities would be available at PDUNASS Ujjain Campus from 15th June 2025 to 12th July 2025.

Sr. No.	EID	Name of Regional Office/ District Office	Name of the AO/EO
1	AR190792114190224	Salem	Abhijeet Balhara
2	AR120393120300924	Kochi	Abhinav Godara
3	AM260291076190224	Bhubaneswar	Abhishek Kumar
4	AR081190005231224	Coimbatore	Aditya Ambastha
5	AR010796076181024	Trichy	Ajay Meena
6	AS070894119150724	Kandivali	Ankur Dahiya
7	AS290794058241224	Ambattur	Anshika Singh
8	AS220992060021123	Bandra	Anubhav Singh
9	AM260897060011123	Salem	Arunesh
8	AD150796009061124	Kozhikode (Calicut)	Arvind Pal Singh
9	BB240691026271224	Kollam	Bindu Krishna
10	BS230985085070224	Madurai	Bodke Sharad Shivaji
13	BM160692009031123	Vapi	Brajesh Kumar
11	DV170897139130224	Bhubaneswar	Deepankar Shahi
12	DI250590120120224	Surat	Dheeraj Singh Rawal
13	DJ150995084160224	Vellore	Dinesh Kumar
14	GR110994038150224	K R Puram (Whitefield)	Ganga Singh
18	GT110795076081223	Rourkela	Gaurav Kumar
19	HP290594139031123	Bhubaneswar	Himanshu Ranjan Singh
15	JD050293127130224	Tumkur	Jeetender Bhati
16	KK190390084231224	Vellore	K Shiv Shankar
17	MN230992086200123	Karnal	Manprit Kaur
18	MO280695058150224	Ambattur	Mohit Sharma
19	NS270189085120224	Madurai	Neeraj Kumar
20	NS310194120231224	Kochi	Nithin Suresh P P
21	NB120388058160224	K R Puram (Whitefield)	Nitin Kumar Maske
22	PM040194136300924	Bengaluru (Central)	Palash Seth
23	PS060694139031024	Bengaluru (Koramangala)	Pearl Gupta
24	PC091097141190224	Chennai (South)	Pooja Sahu
25	PA210289058130224	Ambattur	Priyanka Soy
26	PA260696110241024	Kadapa	Purushottam Singh
27	RN100793120160224	Kochi	Rajendra Kumar Meena
28	RM101189060301224	K R Puram (Whitefield)	Ramesh Kumar
29	RR300687005190224	Coimbatore	Raykar Raju Gopinath
30	RA201195057200123	Surat	Ronak Asharam Meena
31	SS200395120231224	Kochi	Saksham Kumar
32	SI011089053080324	Tirunelveli	Sankalp Kumar
33	SR030690140120224	Chennai (North)	Sharad Raj Gupta

34	SP190297046041024	Rajkot	Shashikant Rasmeriya
35	SG081295140260224	Chennai (North)	Shubham Ganeshrao Shinde
36	SU100197128061023	Chennai (South)	Shubham Mandloi
37	SS190299060241224	K R Puram (Whitefield)	Shubham Sharma
38	SB120596058050324	Ambattur	Sruthi Bethala
39	SR280389136011124	Bengaluru (Central)	Sunil Kumar
40	SB120895139011024	Bengaluru (Koramangala)	Surendra Seervi
41	UR081295120071024	Kochi	Umesh Kumar
42	US070390005011024	Coimbatore	Utkarsh Kushwaha
43	2632999	Bengaluru (Koramangala)	Vinay Kumar Nayak
44	VB101195058030423	Ambattur	Vivek Kumar
50	KR280293127270123	Pune	Kuldeep Singh
51	SH150788087200123	Lucknow	Sandeep Kumar Singh
45	WG060796076140224	Trichy	Wasankar Rohit Gajanan

ANNEXURE-II

MENTORSHIP POLICY:

“EXCERPTS” FROM EPFO TRAINING POLICY



सत्यमेव जयते



EPFO

TRAINING POLICY 2022



New Delhi

EMPLOYEES' PROVIDENT FUND ORGANISATION

MINISTRY OF LABOUR AND EMPLOYMENT

Annexures

Annexure-1: Mentorship Policy

This mentorship policy envisages identification and development of senior experienced officers to act as mentors of new employees, called mentees, to enable them to access learning resources and navigate workplace culture and relationships better, as they learn on the job, and benefit from the experience of their seniors. It is designed to work as a development tool and support system, in continuation to and supplementing formal training.

BENEFITS OF MENTORING

FOR THE MENTEE:

- Complements formal training and provides a practical background for theoretical knowledge, as well as resolution of doubts
- Helps in acclimatising to organizational culture and ethos, teaches respect for hierarchy and correct protocols
- Increases career networks and facilitates interaction between junior and senior officers
- Improves ability to express expectations, goals, and concerns, helps in goal setting and career planning and growth.

FOR THE MENTOR:

- Enhances skills in coaching, counselling, and modelling behaviour
- Provides opportunity for passing on learned skills, experience and insights, and of leaving and continuing service legacies
- Personal fulfilment, legacy ship,

Both the mentor and the mentee give and grow in the mentoring process. The success of mentoring will depend on clearly defined roles and expectations in addition to the participant's awareness of the benefits of participating in the mentoring program.

SELECTION OF MENTORS

- Mentors should as far as possible be selected from volunteers willing to accept the responsibilities implicit in the mentoring process. Apart from senior officers of

PDNASS and ZTIs, and other officers of the department, mentors may also be chosen from other academies, ministries

- Mentors also need to have traits such as desire to help others, developed coaching and facilitation skills, also they must be approachable and available
- They should be amenable to training to enable them to effectively perform their roles and must be willing to work with the mentees direct supervisors at work, to ensure optimal learning outcomes
- As mentees grow and specialize, mentors who are veterans and specialists in the relevant fields may need to be chosen and assigned.

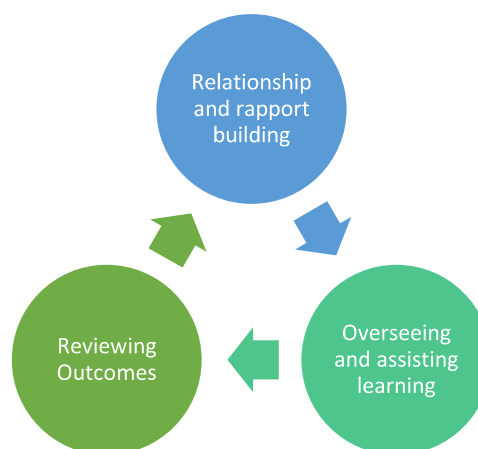
FUNCTIONING AND OVERSIGHT

The mentoring program will be overseen and be conducted under direct supervision of Director PDNASS. Mentors will be assigned to new recruits upon their induction and will remain in place through the training and probation phases. Depending on the number of probationers, mentors will be assigned on location as far as possible, with no more than 25 trainees assigned to each mentor.

STAGES IN THE MENTORSHIP PROCESS

Following will be the stages in every mentorship assignment going up the hierarchy, and ensuring equal opportunity and guidance to each individual employee, throughout his career journey:

Figure 23: Stages in Mentoring



RELATIONSHIP AND RAPPORT BUILDING

Mentoring process begins by establishing a professional, mentoring relationship with the mentee and later the mentee's reporting manager. Having established a suitable development assignment, and having had it contractually agreed with management, the mentor can help the mentee learn while training and the job, taking into account the wider needs of the organisation. It involves:

- Liaison between management, PDNASS, mentors and mentees
- Establishing mentoring goals and ground rules in the beginning along with expectations, learnings and reasonable outcomes.

OVERSEEING AND ASSISTING LEARNING

This phase starts from the beginning of formal training and is meant to keep the mentee abreast of all training interventions, cover any gaps or weak areas and provide ongoing support and help to the mentee. It is governed by the mentoring contract and covers the two main areas of:

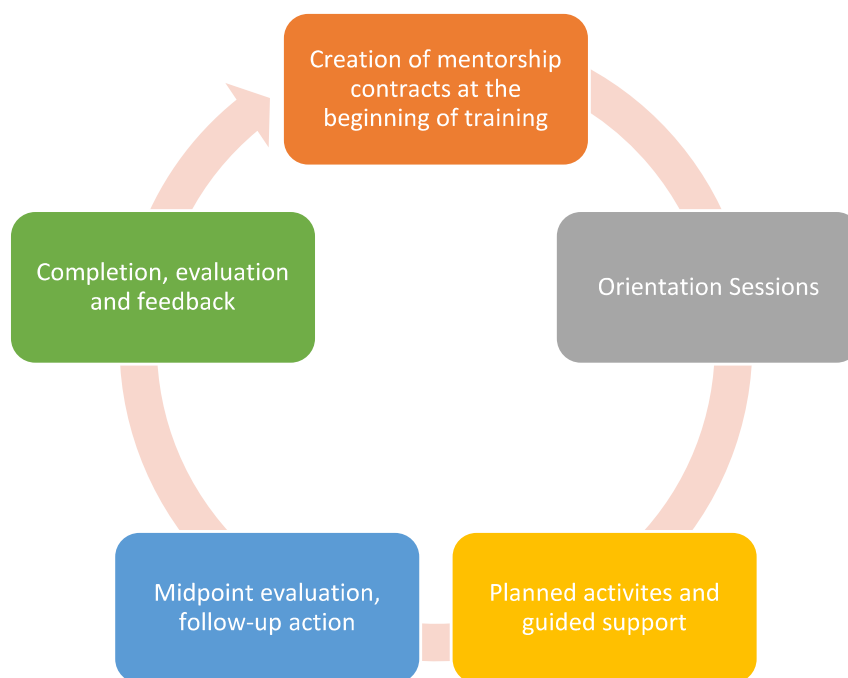
- Identifying resources available to support the mentee's development
- Providing informal guidance, handholding and guiding along the learning curve.

REVIEWING OUTCOMES

To increase the likelihood of success, it is essential to include formal means for assessment and feedback. The intention is to reassure the mentee about their progress and keep track of the learning curve.

- Assessment should be supportive, involving informal dialogue with a mentee to check progress against agreed targets or objectives.
- It includes advice, feedback and ongoing support to mentees to maintain interaction, motivation and progress. Even after formal training is over.

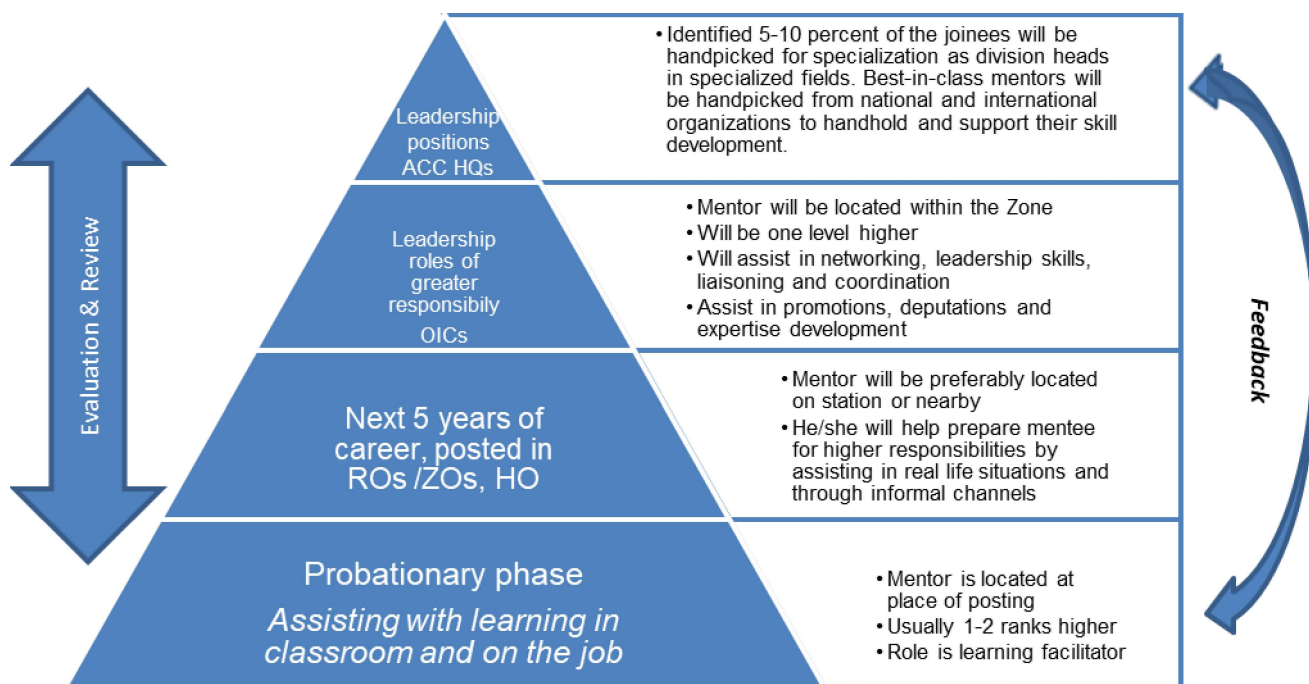
Figure 24: Mentoring Process



MENTORSHIP MODEL

Mentorship in the organization will be structured in a hierarchical model, guiding employees through different career stages of their career progression and ensuring availability of the right guidance and resources for their optimal growth and organizational success. Following is the proposed model:

Figure 25: Proposed Mentorship Model



At the conclusion of the training mentors will be reassigned as per posting profile and location, to provide support for ongoing learning on the job, in a support role, in alignment with the reporting manager. There will be conducted a follow-up evaluation three months after the completion of each step to measure the success of the program.

EPFO PDNASS

TRAINING



TRAINING AND DEVELOPMENT



PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY
OF SOCIAL SECURITY (PDNASS)
Employees' Provident Fund Organizaon
Ministry of Labour & Employment
Government of India, New Delhi



TRAINING POLICY

2022

ANNEXURE-III

EO-AO INDUCTION TRAINING BOOKLET **WITH INDICATIVE SESSION PLAN**



सत्यमेव जयते



EPFO | ईपीएफओ



INDUCTION TRAINING

ACCOUNTS OFFICERS/ ENFORCEMENT OFFICERS



Mission Karmayogi



ZTI Faridabad



ZTI Chennai



ZTI Kolkata



ZTI Ujjain

*Pandit Deendayal Upadhyaya
National Academy of Social Security*

कर्मचारी भविष्य निधि संगठन, श्रम एवं रोज़गार मंत्रालय, भारत सरकार
EMPLOYEES' PROVIDENT FUND ORGANISATION
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

GANDHI'S TALISMAN

"I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man [woman] whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him [her]. Will he [she] gain anything by it? Will it restore him[her] to a control over his [her] own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions?

Then you will find your doubts and yourself melt away."

-One of the last notes left behind by Gandhi in 1948, expressing his deepest social thought.

Source: Mahatma Gandhi - The Last Phase, Vol. II (1958), p.65

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Dean's Message...

Neelam Shami Rao

CPFC & Dean, Pandit Deendayal National Academy of Social Security

Dear Trainees,

It is my privilege to welcome you to our training institute as you embark on this exciting journey of professional development. Our goal here is to provide you with the knowledge, skills, and hands-on experience necessary to succeed in your respective fields.

2. As the Dean of this institute, I am committed to ensuring that you receive the highest quality training possible. Our experienced instructors will provide you with a comprehensive and challenging curriculum designed to meet the demands of today's job market.
3. I encourage you to take an active role in your own trainings by asking questions, participating in discussions, and putting into practice what you learn. The opportunities you have here are tremendous, and it is up to you to seize them and make the most of your time.
4. I wish you all the best and am confident that you will emerge from our program as well-rounded and highly competent professionals in the field of public governance.

Best wishes,

Neelam Shami Rao



Director's Message...

Sandeep Kumar Aggarwal

Addl. CPFC (HQ) & Director, PDNASS

Dear Trainees,

It is my pleasure to welcome you to our training institute as the newest members of our team. Your appointment to this position is a testament to your skills, qualifications, and commitment to public service.

2. As the director of this institute, I am responsible for providing you with the training and support you need to succeed in your role as a direct recruit officer. During your time here, you will be challenged and exposed to new ideas and ways of thinking, but I am confident that you will rise to the occasion and become valuable contributors to our organization.
3. I encourage you to make the most of this opportunity by actively participating in all aspects of the training program, asking questions, and engaging in discussions with your instructors and peers. Your success is not only important for your personal growth but also for the betterment of our organization and the communities we serve.
4. Once again, welcome to our institute, and I look forward to working with each and every one of you.

Best wishes,

Sandeep Kumar Aggarwal



Course Director's Message...

Sunil Kumar

Regional Provident Fund Commissioner-II & Course Director, PDNASS

Dear Trainees,

I am thrilled to welcome you to our training program and am confident that you will find this experience to be both challenging and rewarding. As the Course Director, my goal is to ensure that you receive the highest quality education and support possible.

2. Throughout this program, you will have the opportunity to gain new knowledge and skills, interact with industry experts, and network with your peers. Our instructors are committed to providing you with a comprehensive curriculum designed to meet the demands of today's job market.
3. I encourage you to actively participate in your own education by asking questions, sharing your experiences, and applying what you learn to real-world situations. Your success is our top priority, and we are here to support you every step of the way.
4. I wish you all the best in your studies and look forward to working with each and every one of you.

Best wishes,

Sunil Kumar

1. PDNASS STORY

PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY is dedicated to providing training in the field of social security. It is named after Pandit Deendayal Upadhyaya, a prominent Indian political philosopher and leader.

There are 4 Zonal Training Institutes (ZTIs) and one Sub-Zonal Training Institutes. These ZTIs are located in different parts of the country, covering different zones: Faridabad, Kolkata, Chennai, Ujjain, and Sub ZTI at Shillong. Zonal Training Institutes (ZTIs) are training centers set up by the Employees' Provident Fund Organization (EPFO) to provide training to EPFO employees, field offices, and members of the public on various topics related to the organization's mandates and services, including social security schemes, pension schemes, and provident funds.

The ZTIs aim to improve the capacity building of EPFO staff and to enhance the delivery of services to the organization's stakeholders.

The academy provides training to various stakeholders in the social security sector, including government officials, employees of social security organizations, and other professionals. The aim of the academy is to enhance the knowledge, skills, and capacity of these individuals to effectively implement and manage social security programs. One of the functions of the academy is to conduct international training programs. These programs are aimed at building the capacity of social security practitioners and policymakers from other countries in the Asia-Pacific region and beyond. The international training programs cover a wide range of topics related to social security administration, such as pension schemes, provident funds, and social insurance programs. The aim of these programs is to enhance the knowledge and skills of participants and to promote the exchange of ideas and best practices in the field of social security administration. The training curriculum covers various aspects of social security, such as pensions, insurance, health care, and welfare programs. The academy is committed to promoting the principles of social justice and equitable access to social security for all citizens.

2. EPFO ENFORCEMENT/ACCOUNTS OFFICER

ROLES, RESPONSIBILITIES & EXPECTATIONS

The Enforcement/Accounts Officer (AO-EO) of the Employees' Provident Fund Organization (EPFO) are responsible for ensuring that employers comply with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Employees' Pension Scheme, 1995. Some of the key roles and responsibilities of EPFO Enforcement Officers include:

1. Inspections

Conducting inspections of employers to ensure that they are maintaining accurate records of their employees' provident fund contributions and following the prescribed procedures for remitting the same to EPFO.

2. Enforcement

Taking enforcement action against employers who violate the provisions of the Act, such as imposing penalties, collecting arrears, and initiating legal proceedings, if necessary.

3. Recovery of dues

Ensuring the recovery of provident fund contributions and other statutory dues from defaulting employers.

4. Monitoring

Monitoring the compliance of employers with the provisions of the Act and taking necessary action to enforce compliance.

5. Investigation

Conducting investigations into cases of fraud and misappropriation of provident fund contributions by employers.

6. Awareness creation: Creating awareness among employers, employees, employer associations and trade unions about the provisions of the Act and the benefits of the employees' provident fund and pension scheme.

7. Advisory role: Providing advice and guidance to employers, employees, employer associations and trade unions on various aspects of the Act, including their rights, responsibilities and obligations.

8. Claim Settlements and Office Administration including Legal desks:

Processing of eligible claims, facilitating Grievance Redressal, managing Office administration, preparing legal drafts to defend cases, and to attend to legal forums.

In performing these duties, EPFO Enforcement Officers must act with impartiality, fairness, and in accordance with the law. They play a critical role in ensuring the effective implementation of the Employees' Provident Funds and Miscellaneous Provisions Act and in protecting the rights of workers. More responsibilities are on the way when the new Social Security Code is notified for implementation.

3. CHANGING ROLE AS FACILITATORS

The role of Enforcement Officers has undergone significant changes in recent years. With the increasing complexity of business and regulatory environments, inspectors are being called upon to play a more strategic role in ensuring compliance with laws and regulations. The following are some of the ways in which the role of inspectors has evolved in India:

Increased emphasis on risk-based inspection: Inspectors are now focused on identifying areas of highest risk and allocating their resources accordingly. This requires a greater understanding of the business operations being inspected and the underlying risks and challenges.

Use of technology: Inspectors are making use of technology such as mobile devices, data analytics, and other tools to streamline their work and improve the efficiency and accuracy of their inspections.

Collaborative approach: Inspectors are working more closely with businesses to understand their operations and identify areas for improvement. This helps to build trust and reduce the risk of conflict between businesses and regulators.

Greater focus on preventive measures: Inspectors are focusing on helping businesses identify and prevent problems before they occur, rather than just detecting and correcting problems after the fact.

Professional development: Inspectors are being encouraged to pursue ongoing professional development to stay current with developments in their field and to continuously improve their skills.

In summary, the role of inspectors in India has shifted from being purely enforcement-focused to being more collaborative, risk-based, and preventive in nature. Thus, Inspectors are now seen as partners or facilitators in promoting compliance and improving business operations, rather than simply as enforcers of rules and regulations.

This change is a pre-requisite for India in attaining its ideals of creating an environment conducive to ease of doing business promoting ease of living for citizens at large.

4. INDUCTION COURSE-COURSE OBJECTIVE

1. To enable trainees to understand the strategic vision and future objectives of EPFO.
2. To expose trainees to the ethos of EPFO and tenets of EPF & MP Act and allied schemes.
3. To assist trainees in understanding the importance of the EPFO for the Indian economy on the whole and in the life of members in particular.
4. To develop an in-depth understanding social security system and its importance in mitigating the risk in the life of a member and their families.
5. To sensitize trainees towards the needs and aspirations of members and pensioners.
6. To prepare trainees for “Nirbadh” service delivery to members and pensioners.
7. To instill a passion for service while being empathetic and responsive to the needs of members and pensioners.
8. To nurture the adeptness for understanding and appreciating compliance behavior of establishment and thus facilitating voluntary compliance.
9. To facilitate in understanding the provisions of EPF & MP Act and the development of skills for detection and penalizing the non-compliance
10. To impart working knowledge of other relevant laws, institutions, general and financial management office administration.
11. To provide technical knowledge in the field of Information Technology including the role of technology in service delivery, digital forensics, and Information Security.
12. To ensure an all-round and balanced personality development of trainees and inculcate the spirit of excellence and professionalism in their performance and conduct.
13. To instill values of personal and professional integrity, community service, and a high degree of probity in public life

TRAINING PERSPECTIVE

VISION

An innovation driven social security organisation aiming to extend universal coverage and ensuring Nirbadh (Seamless and uninterrupted) service delivery to its stakeholders through state-of-the-art technology.

MISSION

- To meet the evolving needs of comprehensive social security in a transparent, contactless, faceless and paperless manner.
- To ensure Nirbadh services with multi-locational and auto claim settlement process for disaster proofing EPFO.
- To ensure ease of living for members and pensioners, and ease of doing business for employers by leveraging Government of India's technology platforms for reaching out to millions.

EPFO@2047

<https://www.youtube.com/watch?v=fePZckHau2Q>

5. COURSE CONTENT

SOFT SKILLS, COMMUNICATION SKILLS, TIME MANAGEMENT, GROUP TASKS, CASE STUDIES, ASSIGNMENTS, AND PRESENTATION

1. Icebreaking of the batch.
2. Team, and confidence-building exercises.
3. Dressing professionally.
4. Dining etiquette
5. General Office etiquette.
6. Exposure to the ethos of the social security organization (EPFO),
7. Empathy & Ethics in daily life and work.
8. Responsiveness to all stakeholders.
9. Communication Skills: Employers/Members/Pensioners, EPFO Staff, & Officers.
10. Information-seeking Attitude.
11. Emotional intelligence.
12. Attitudinal changes to serve the citizen-centric goals.
13. Role and responsibility of Government officials.
14. Leadership and drive to take initiative
15. Soft skills and Time Management
16. Gender Sensitization and Sensitization to the cause of SC/ST Officers
17. Dos and Don'ts of Conduct Rules
18. Learning to master the working language of the cadre State

PART B

BASIC ORIENTATION

1. Social security: concept, origin, evolution and Important International Institutes.
2. Evolution of Pension System as Social Security and the Best Practices in the field of Pension worldwide
3. Introduction to Social Security in India, Constitutional Provisions and Organizations.
4. Role of EPFO in providing social security.
5. Organizational Structure of EPFO and its relationship with the Government of India
6. Organizational set-up of the Ministry of Labour and Employment and its key units EPFO, ESIC, DGLW, and CLC.
7. Central Board of Trustees and its Units
8. Regional Committees
9. Role of State Governments in EPFO
10. Evolution of EPFO
11. Vision and Mission and Citizen Charter of EPFO.
12. Business of EPFO and its impact on the Indian Economy
13. CCS Conduct Rules
14. CCS (Leave/TA/LTC) etc.
15. General Financial Rules (GFR) and Gem Portal
16. General Overview & Functioned of PAC, CAC, IAP & Vigilance.
17. Rajbhasha (implementation and legal provisions)
18. E- office, Office Procedure, File Management, Noting and Drafting,
19. Right to Information (RTI) Act, 2005, Responding to Parliamentary Questions
20. EPFO Vision 2047
21. Grievance Redressal
22. Public Perception management in EPFO
23. New Initiatives in EPFO
24. A comparison of products offered by EPFO and NPS and an overview of Services offered
25. Future Challenges
26. Cadre Language working knowledge Orientation

PART C

EPF & MP ACT-1952 AND ALLIED SCHEME

1. **Life cycle of Establishment:** Incorporation, Growth, Intelligence & Coverage (Voluntary/Forced), Registration, Evasion, Defaults, Legal (Tribunal/Court), Liquidation. Role & Responsibilities of EO/AO at each stage.
2. **Life Cycle of Members:** Employment, Generation of UAN, KYC, Family, Benefits, Advances, Death in service, Death away from service, Job change, PF Transfers, Pension.
3. **EPF & MP Act-1952**
 - a. Applicability of the EPF&MP Act
 - b. Interpretation and Definitions under the Act.
 - c. Contribution
 - d. Membership
 - e. Appointment of Officers and Staff, Service Condition.
 - f. Statutory and Quasi-Judicial Authorities.
 - g. Duties and Powers of Enforcement Officers, Enforcement and Facilitation
 - h. Employer: Definition, importance, role, and responsibilities of the employer.
 - i. Principal Employer (PE) & Contractors.
 - j. Roles and responsibilities of PE under EPF&MP Act,
 - k. PE Portal, Case laws on Principle employers and contractors.
4. **Determination of Dues:**
 - a. Authorities under, and Scope of section 7A,
 - b. Speaking Order,
 - c. Time limit for disposal of inquiry,
 - d. Dispute regarding the applicability,
 - e. Determination of dues,
 - f. Ex-parte order,
 - g. Determination of the escaped amount,
 - h. Review of Order
 - i. Administrative Scrutiny of quasi-judicial orders

5. Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments
6. Types of Inspections: Unexempted Inspections, Exempted Inspections
7. Gathering of Information/ Intelligence, Various Sources of Intelligence, Investigation
8. Data Analytics, Cyber forensics, Artificial intelligence
9. Filing of FIR, documents required and procedure to be followed to take it to the logical end. Filing of Prosecution cases, documents required, and procedure to be followed to take it to the logical end
10. **Penalties:** Offenses under the Act and penalties, Persons liable to be charged for offense, Authority to file a complaint in the Court, Cognizable Offence, Power of court to make an order.
11. Filing Prosecution
12. **Levy of Damages and Interest:**
 - a. Default leading to damage
 - b. Limitation to levy of damage
 - c. Sick establishment,
 - d. Waiver or reduction of damage
 - e. Speaking order.
 - f. Interest on belated remittances
13. **Recovery of the Dues.**
 - a. Recovery Certificates.
 - b. Priority of payment of contributions over other debts.
 - c. Liability in case of transfer of establishment.
 - d. Modes of Recovery, and Authorities to Enforce Recovery.
 - e. Recovery by an authority other than Recovery Officer,
 - f. Recovery by a Recovery Officer
 - g. Attachment and sale of the property of.
 - h. Arrest of employer and his detention in prison
 - i. Transfer of certificate of other Recovery Officer.

- j. Corrections in and/or stay on the Recovery Certificate.
- k. The Recovery Rules

14. **EPS-1995**

- a. History.
- b. Definition,
- c. Types of pensions and eligibility
- d. Important provisions and contributions.
- e. Benefits, Pension calculation with an example.
- f. Analysis of important case laws

15. Recent judgments especially the Supreme Court judgment in higher pension matters.

16. Basics of Actuarial Science and Actuarial Report analysis/ examination (Para 32 of EPS-95)

17. Actuarial Valuations in EPFO

18. Exemption

- a. Statutory provisions related to grant of exemption/ surrender of exemption / cancellation of exemption
- b. Terms and conditions of the exemption
- c. Scrutiny of Online returns
- d. Processing of Compliance Audit reports
- e. Investment patterns and consequence of deviations
- f. Role of annual audit/special audit/third party audit
- g. Scrutiny of the ranking results
- h. Standard Operating Procedure for the Surrender/Cancellation

PART D

ACCOUNTS AND CLAIMS

1. Roles and responsibilities of Accounts Officer.
2. Manual of Accounting.
 - a. Part I- General
 - b. Part IIA- EPF Scheme 1952
 - c. Part II B- EDLI
 - d. Part IV- Pension
3. Claim settlement: Form 19, 31, 13, 10C, 10D, 5IF etc.
4. Monthly pension processing and BRS
5. Hands-on training of Facial Authentication Technology and other Jeevan Pramaan Authentication modes.

PART E

INVESTMENT, BANKING & LEGAL

1. **Investment:**
 - a. Basic Financial Market:
 - b. Types of Market
 - c. Types of securities – positive and negative
 - d. What is ETF.
 - e. Rating Agencies.
 - f. Returns and Financial Ratios.
 - g. Financial appreciation
2. Balance Sheet: Preparation of Annual Accounts of the Organization.
3. Banking: Collection, Payment and Reconciliation.
4. Basics of Banking System (Pension Disbursement & DBT)
5. Introduction & Briefing to Code on Social Security-2020
6. Comparative analysis of the Code and the EPF Act.

PART F

LEGAL

- a. Roles and responsibilities of EO legal.
- b. Important provisions of the Evidence Act, IPC, and their relevance to EPF&MP Act.
- c. Important provisions of Cr. PC, CPC, and their relevance to EPF&MP Act.
- d. Standing order of a company and Apprentice Act.
- e. CGIT
- f. High courts and Supreme court
- g. Bankruptcy Code: Its overview and relevance to EPF&MP Act.
- h. Roles and responsibilities of Resolution professional.
- i. NCLAT: Structure and Functions. Steps and process of initiating insolvency proceedings.
- j. Preparation of Para wise reply.
- k. Case laws on the supremacy of the PF dues over the insolvency proceedings.
- l. Precautions are to be taken to ensure that the PF dues recovery is not delayed due to insolvency proceedings.
- m. Briefing of the Legal Framework Document (LFD)
- n. SOPs for various Courts, ADR Mechanism,
- o. Appeals and Contempt cases and IBC matters.
- p. Briefing on important cases.
- q. Briefing on the Ad-hoc Committee on Coverage and related Litigation.
- r. Unorganized and Gig workers- Legal aspects.
7. Income Tax Act: Overview and its relevance to EPF&MP Act-1952. 2nd and 3rd schedule of the Income Tax act.
8. Income Tax (Certificate and Proceedings) Rule 1962, Form 26AS and 26Q of Income Tax.
9. Companies Act, 2013: Basic overview of the company's act. And its relevance to EPF & MP Act.
10. Overview of Partnership Act, Trust Rules, and their relevance to EPF & MP Act.
11. GST act.: overview and its relevance to the EPF & MP Act.
12. Types of Audits: Basic Provisions of Audit, Regular Audit by EPFO, CAG Audit, Concurrent Audit, IT Audit
13. Recovery Procedures in EPFO

PART G

TECHNOLOGY AS AN ENABLER

1. E-Governance
2. Use of technology
3. Transparency
4. Process Re-Engineering
5. Reducing Discretion
6. Moving towards Faceless Inspections

PART H

VIGILANCE

1. Overview of Vigilance functions including evolution
2. Punitive, Participative & Preventive Vigilance
3. Importance of Preventive Vigilance
4. Examples of best practices on preventive Vigilance

PART I

VISIT, ATTACHMENTS, OUTBOUND & TEAM BUILDING

1. Visits/Attachments to:
 - a. Police station (FIR Filing)
 - b. Court (Representing Case)
 - c. Establishments (Mock Inspection)
 - d. Regional Offices (Day to day working of ROs)
 - e. Bank (8F orders)
2. Daily Team Building Exercises
3. Visit to a Large Establishment
4. Visit to Labour Inspector's Office
5. Visit to ESIC

6. MENTORSHIP PROGRAM

1 BACKGROUND

PDNASS has established a program where a cadre of experienced mentors can counsel and provide trainee officers with support and motivation. These mentors can provide individuals with insights including unspoken rules, politics, and nuances, while providing individuals with perspectives and solutions to errors that may have been caused by an individual's inexperience or naiveté. Finally, the Mentor can help to develop the careers of individuals and mold them towards nation building approach keeping the principles behind ease of doing business and citizen centric service delivery.

DEFINITION OF MENTORSHIP

Mentorship is a relationship between two individuals, in which the more experienced, teaches a less knowledgeable individual with the goal of providing the inexperienced person with an experienced partner to guide and nurture their development.

OBJECTIVES OF MENTORSHIP PROGRAM

The objectives of PDNASS mentorship program are as follows:

- To promote the personal and professional well-being of the new DR EO-AO.
- To develop the knowledge, skills and competencies needed by DR EO-AO to be successful.
- To provide an opportunity for analysis of their skills and knowledge through coaching
- To improve the skill sets of both the EO-AO probationers and the mentor.

SPECIFIC ROLES

The mentoring program involves three components, the mentor, the EO-AO probationers, and the PDNASS. The following are the roles for each of the components:

Role of the Mentor

- Accepts the EO-AO probationers.
- Skilled at providing support.
- Committed to being the role of mentor.

- Is a model of continuous learning.
- Communicates hope and optimism.
- Is a leader as a nurturer.

Role of the EO-AO probationers

- Must be willing to enter the mentorship relationship.
- Must respect and trust the mentor.
- Be responsible by taking initiative and showing resourcefulness.
- Develop a plan for accomplishing goals.
- Listen to advice and respond appropriately.

Role of the PDNASS

- The mentoring program is fully supported by the PDNASS.
- Benefits of a Mentoring Program.

BENEFITS OF THE PROGRAM

The following lists the benefits of a mentor program for the EO-AO probationers and mentors.

EO-AO probationers

- Enhances professional career development.
- Receives individual recognition and encouragement.
- Receives honest criticism and informal feedback.
- Opportunity to receive guidance.
- Stay informed on the developments of the business environment in the country and changing social security needs.
- Opportunities to participate in a strong networking experience.
- Learns how to reach appropriate channels and to resolve potential grievances.

- Opportunities to learn new skills.
- Skills and career development benefits
- Helps in avoiding mistakes.
- Access to an informed second opinion
- Insight into own performance through a 'critical friend'
- Identifies personal development needs, and
- Opportunities to learn from the experience of the Mentor.

Mentor

- Participates in the professional development of trainees.
- Provides leadership opportunities.
- Provides an inside and holistic view.
- Provides a new and reinvigorating outlook on one's own job.
- Provides ideas and skills that can be applied to other parts of a mentor's life.
- Provides an outlet for new ideas and feedback about mentor's current projects.
- Provides a way to meet new colleagues and expand networks.
- Satisfaction of helping someone achieve higher skills and competencies.

PDNASS

- Enhances communications.
- Provides leadership and skill development.
- Provides professional development and training.

PDNASS MENTORSHIP PROGRAM

Role of Mentors and Mentees

The program aims to make the DR AO-EOs more efficient in handling their works in office environment and help EPFO meet its mission and vision thereby adding value to the governance resolve of deepening social security in the country.

The program is led by OIC of the field office where the probationer is posted on a regular basis. The OIC interacts with the probationer right from day 1 to end of the induction training program. The questions raised by the probationers during this phase are either answered by the OIC or is done through appropriate officers/officials under her/his disposal.

The relationship matrix is such that both the mentor and mentee become comfortable with each other without compromising the discipline of the cadre.

The mentor and the mentee also share notes with each other and at the end of the program each of them presents an assessment report to PDNASS which uses the inputs to further strengthen the future mentorship program.

Select a group of mentors and mentee join a national committee to supervise this future mentorship program development.

Role of zonal ACCs

On monthly basis preferably as a part of zonal review the zonal ACCs shall take stock of the mentorship program progress form each OIC and shall provide overall oversight and guidance. The zonal ACCs thus shall be responsible for the outcome of this exercise towards meeting the vision and mission of EPFO.

MENTORING PROGRAM GUIDELINES FOR EO-AO PROBATIONERS

General

- The mentoring arrangement will last for probation period.
- Meetings should take place at least once a month; however, this may vary based upon the needs of both parties involved.
- Mentoring contributes to the professional development of the EO-AO probationers and is endorsed by PDNASS.
- Meetings between mentors and EO-AO probationers are considered work time, and should be included in individual work plan.
- Information exchanged within the relationship is considered confidential.

Obligations

The commitment of mentor and mentee is as follows:

- Commit to the mentoring program for the entire probation period.
- Commit to at least two contacts per month.
- Commit to meeting once a week for the first month.
- Respond to any evaluation of the program.

For EO-AO probationers

- Introduce yourself by email to mentor. Feel free to elaborate your strengths and weaknesses and aspirations.
- Think ahead about what you might like to gain from this relationship.
- Value and take advantage of this opportunity.
- The EO-AO probationers must also keep track of the activities completed during mentorship.

ROLES AND RESPONSIBILITIES

Guidelines for Mentees

- Meet with the Mentor with prior appointment.
- Attend training lectures and other training activities, religiously.
- Positive attitude and strong work ethic.
- Participate actively in the mentor-EO-AO probationers' relationship.
- Contact the mentor and take the lead in the communications.

- Follow through on suggested advice given by mentors.
- Participate in program evaluations.

Guidelines for Mentors

General

- Recognize that a request from a mentee for a mentor may come at any time.
- Meetings should take place at least once a month; however, this may vary based upon the needs of both parties involved.
- Mentoring contributes to the professional development of the EO-AO probationers.
- Information exchanged within the relationship is considered confidential.

Obligations

The commitment for the mentor is as follows:

- Commit to mentoring for probation period.
- Commit to one contact per month.
- Commit to meeting once a week for the first month.
- Respond to an evaluation of the program.

ROLES AND RESPONSIBILITIES FOR THE MENTOR

The following are the roles and responsibility for the mentor:

- Be open and honest with your assessment.
- Regular contact is important. Meet face-to-face on a periodic basis.
- Be collaborative – work on sharing information.
- Learn from each other.
- Respect each other
- Be goal oriented and problem solving focused.
- Focus on developing the EO-AO probationers as they will change and evolve over time.
- Be open to assistance from other colleagues outside the mentor-EO-AO probationers' relationship.
- Be professional oriented by continually improving the practice of teaching and learning.

7. PDNASS EO-AO PROBATIONERS ACTIVITY CHECKLIST

EO-AO probationer:

Mentor:

Activity	Date Completed	Mentor Initials	EO-AO probationers
1. Contact made in person or over the telephone with a minimum of one per month			
1st Month			
Week one <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week two <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week three <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
Week four <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
2nd Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
3rd Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
4th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
5th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
6th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
7th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
8th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
9th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
10th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
11th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
12th Month <input type="checkbox"/> in person <input type="checkbox"/> Telephone			
2. Set professional goals and develop action plan			
3. Encourage professional development activities that included the following: (please list them)			
4. Encourage certification (iGOT, Language, etc.) and provided the necessary information			

8. MENTOR/EO-AO PROBATIONERS EVALUATION FORM

The PDNASS wants to continue to improve the mentorship program. We request you to complete and return the following evaluation form post completion of the probation. Once completed, please email it local course coordinator and local course coordinator to compile it and sent it to course director.

This evaluation is being completed by the: Mentor/Mentee

Evaluation Form
Name:
Program Objectives:
Please check the appropriate answer for each question:
1. In your experience, has the program enhanced the process for professional/career development? Yes No
2. Has the program provided career advice or direction to the EO-AO probationers? Yes No
3. Has the program developed the mentor's coaching skills? Yes No
4. Has the program provided you with an opportunity to broaden your knowledge and contacts? Yes No
5. Overall would you recommend the mentorship program? Yes No
Goals and Expectations

6. What expectations did you have of the mentorship program?
7. Have these expectations been met?
8. Do you have any concerns about the program?
9. What improvements would you suggests to PDNASS?
Commitment
10. Were you able to commit to the time provided in activity check list?
11. Did this commitment suit your needs?
Yes No
12. What recommendations would you make to improve the mentorship program.

9. SESSION PLANS 25 WEEKS

WEEK-1

ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
19-6-2023 (MONDAY)	REGISTRATION AND OTHER FORMALITIES RELATED TO INDUCTION TRAINING OF AO-EOs		
20-6-2023 (TUESDAY)	INAGURATION OF AO-EO INDUCTION TRAINING PROGRAM		
WEDNESDAY	10:00-11:30	Good Governance, Principles and Practices of Good Governance, Citizen Centric Service Delivery. Roles and Responsibilities of Accounts Officer	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Good Governance w.r.t EPFO, Vision & Mission of EPFO, Citizen Charter of EPFO. Roles and Responsibilities of Accounts Officer	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Introduction to Social Security in India and the Constitutional Provisions.	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Introduction to Social Security Around the world	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	Organizational set-up of Ministry of Labour and Employment and its key units	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Facilitation Role of Accounts Officer	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Overview of Social Security Code, 2020	EXTERNAL

	15:15 – 15:30	BREAK	
	15:30 – 16:45	Overview of Social Security Code, 2020	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	EPFO Vision 2047	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	EPFO Vision 2047	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Gender Sensitization and Sensitization to the cause of SC/ST Officers	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Gender Sensitization and Sensitization to the cause of SC/ST Officers	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes as well. In remaining time presentations/seminars/sports competitions/team building activities/outdoor activities/etc.	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL
Every Day		Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

WEEK-2
ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Office Procedure, File Management, Noting and Drafting	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Office Procedure, File Management, Noting and Drafting	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	E- office	EXTERNAL/ INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	E- office	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
TUESDAY	10:00-11:30	CCS Conduct Rules, 1964	EXTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Lecture cum Case Study based Discussions by Faculty on Conduct Rules -Overview -Constitutional Basis -Major provisions – Central Civil Services -Classification, Control and Appeal Rules/ -All India Service Rules/ relevant service rules Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	EXTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Fundamental Rules & Supplementary Rules (FR & SR) -Creation of Posts, Recruitment, Appointment & Termination, Pay & Allowances, Pay Fixation, Leave Rules, TA/DA, LTC, Joining Time	EXTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Fundamental Rules & Supplementary Rules (FR & SR) -Creation of Posts, Recruitment, Appointment & Termination, Pay & Allowances, Pay Fixation, Leave Rules, TA/DA, LTC, Joining Time	EXTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
WEDNESDAY	10:00-11:30	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Manual of Accounting Procedure (MAP): Provisions related to AO/EO	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	COMMUNICATIONS SKILLS AND Responding to Parliamentary Questions	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	COMMUNICATIONS SKILLS AND Responding to Parliamentary Questions	EXTERNAL/ INTERNAL

	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	EXTERNAL/
	14:00-15:15	CCS Pension Rules & New Pension Scheme	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CCS Pension Rules & New Pension Scheme	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	Preventive Vigilance “A Conceptual Framework”: -Overview of Vigilance functions including evolution. -Punitive, Participative & Preventive Vigilance -Importance of Preventive Vigilance -Examples of best practices on preventive Vigilance -Film on Preventive Vigilance by the Central Vigilance Commission: (Film on Preventive Vigilance prepared by the Commission for Vigilance Awareness Week-2018 may be screened. It is on the website of the Central Vigilance Commission)	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Vigilance Machinery of Government of India- An Overview Functions and responsibilities of CVC/CBI/CVO/ZVDs, Regular Departmental Proceedings- Drafting of Charge Sheet. First & Second stage advice	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Seniority	EXTERNAL/ INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Promotions	EXTERNAL/ INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes’ as well. In remaining time presentations/ seminars/sports competitions/team building activities/outdoor activities/etc.	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL
Every Day	under	Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

WEEK-3
ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	EPF&MP Act, 1952	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	EPF&MP Act, 1952: Powers of Inspectors and their responsibilities	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Schemes and its Provisions EPF-1952	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Schemes and its Provisions EPF-1952: Powers of Inspectors and their responsibilities	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
TUESDAY	10:00-11:30	Schemes and its Provisions EPF-1952: Powers of AO and their responsibilities	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Schemes and its Provisions FPS-1971, EPS-1995	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Schemes and its Provisions FPS-1971, EPS-1995: Powers of Inspectors and their responsibilities	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Schemes and its Provisions FPS-1971, EPS-1995: Powers of AO and their responsibilities	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL

WEDNESDAY	10:00-11:30	Schemes and its Provisions EDLI-1976	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Schemes and its Provisions EDLI-1976: Powers of Inspectors and their responsibilities	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Introduction to Code On Social Security-2020	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Introduction to Code On Social Security-2020	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	Investment Management in EPFO	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	A comparison of products offered by EPFO and NPS and overview of Services offered	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Grievance Redressal in EPFO	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Lecture cum Case Study based Discussions by Faculty on Complaint Handling System & Whistle Blower Mechanism -Internal in every organization -Protection of Whistle Blower -Feedback on action taken -Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	INTERNAL

	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	GFR, 2017, Delegation of Financial Power Rules, Purchase and store management	EXTERNAL/ INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	How to put up proposals for infrastructure, Preparing Budget Estimate, Putting up proposals for sanction from welfare fund, Procurement through Government e-Marketplace (GeM), Central Public Procurement Portal (CPPP), etc.	EXTERNAL/ INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	New Initiatives in EPFO, Future Challenges	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CLAIMS PROCESSING IN COMPUTER LAB OF ZTI WITH ACCESS TO CLONE OF APPLICATION SOFTWARE WITH DUMMY ESTABLISHMENT AND DUMMY CLAIMS	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes as well. In remaining time presentations/ seminars/sports competitions/team building activities/outdoor activities/etc.	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL

Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	EXTERNAL
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WEEK-4
ZTI

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Inspector Manual & Recovery Manual (Latest Versions)	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Inspector Manual & Recovery Manual (Latest Versions)	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Inspection Policy of EPFO (Latest Version): An Overview through forms, templates and circulars on inspections	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Intelligence: Gathering of Information/ Intelligence, Various Sources of Intelligence	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
TUESDAY	10:00-11:30	GRANT OF EXEMPTION: THROUGH CASE STUDIES	BANKING
	11:30- 11:45	BREAK	
	11:45-12:45	GRANT OF EXEMPTION: THROUGH CASE STUDIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	CONDITIONS OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	CANCELLATION OF EXEMPTION : THROUGH CASE STUDIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL

WEDNESDAY	10:00-11:30	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: All Returns Templates	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: Sample Returns	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: CASE STUDIES	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: CASE STUDIES	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
THURSDAY	10:00-11:30	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: CASE STUDIES	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Types of Returns in EPFO, Scrutiny of Returns, Provisions to Secure Returns, Offences by Establishments: CASE STUDIES	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Grievance Handling in EPFO: Case Studies	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Grievance Handling in EPFO: Case Studies	INTERNAL

	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
FRIDAY	10:00-11:30	Inspections: Basics	INTERNAL
	11:30- 11:45	BREAK	
	11:45-12:45	Inspections: Forms and Procedures	INTERNAL
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Inspections: Sample Files	INTERNAL
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Inspections: Shram Suvidha Portal in the IT Lab of ZTI where all participants will do hands on the Computers to understand the working of SSP.	INTERNAL
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	17:00-18:00	Vernacular Language	EXTERNAL
SATURDAY		Preparations for Moving Out from ZTI for next phase of training	
SUNDAY		Preparations for Moving Out from ZTI for next phase of training	
Every Day		Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

WEEK-5
NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Constitution and Judiciary	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Constitution and Judiciary	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Judicial Process: A General Description	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Quasi-Judicial Proceedings: A General Description	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Roles and responsibilities of EO/AO in Quasi-Judicial Procedures	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Roles and responsibilities of EO/AO in Quasi-Judicial Procedures	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Powers of Inspectors: Interpreting Section 13 of EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	

	15:30 – 16:45	Powers of Inspectors: Interpreting Section 13 of EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Search and Seizure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Search and Seizure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Arrest: Rules and Regulations	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Arrest: Rules and Regulations	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Summoning & attendance of witnesses: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Summoning & attendance of witnesses: Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Engaging Other Government Agencies in Operations of Inspectors: Procedures	As per the Institution where trainees are undergoing training.

FRIDAY	15:15 – 15:30	BREAK	
	15:30 – 16:45	Engaging Other Government Agencies in Operations of Inspectors: Procedures: Case Studies	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	10:00-11:30	Unorganized and Gig workers- Legal aspects	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Unorganized and Gig workers- Case Studies from around the world	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Recovery Procedure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Recovery Procedure: Rules and Regulations	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes' as well. In remaining time presentations/seminars/	As per the Institution where trainees are undergoing training.

		sports competitions/team building activities/outdoor activities/etc.	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carryout their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	As per the Institution where trainees are undergoing training.

WEEK-6**NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Code on Wages, 2020: Emphasis on definition of wages relevant for PF assessment	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Industrial Relations Code, 2020: Emphasis on various returns which are relevant for PF assessment	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Occupational Safety, Health & Working Condition Code, 2020: Emphasis on sections relevant for Inspector work	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Social Security Code, 2020: An Overview	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Civil Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
WEDNESDAY	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	10:00-11:30	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Criminal Procedure Code: Relevant Provisions related to work of Inspectors	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Indian Penal Code: Provisions related to protection of Public Servant	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Indian Penal Code: Provisions related to protection of Public Servant	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Indian Evidence Act: Emphasis on provisions relevant to work of PF Inspector	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Indian Evidence Act: Emphasis on provisions relevant to work of PF Inspector	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Right to Information Act: Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Right to Information Act: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	THE INSOLVENCY AND BANKRUPTCY CODE, 2016	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	THE INSOLVENCY AND BANKRUPTCY CODE, 2016	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality.	As per the Institution where trainees are undergoing training.

		<p>There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/sports competitions/team building activities/outdoor activities/etc.</p>	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	As per the Institution where trainees are undergoing training.

WEEK-7

NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Show Cause Notices: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Drafting of Show Cause Notice: Ingredient of a good SCN, Deficiencies noticed in the investigations with examples. Common Errors in SCN, Hands-on training on the drafting of SCN	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Panchnama: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Drafting of Panchnama and recording of statements, Hands on training	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Speaking Orders: Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Speaking Orders: Drafting	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Affidavits: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Affidavits: Drafting	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Procedure related to production of documents and things before the court and their admissibility	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Procedure related to production of documents and things before the court and their admissibility	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Issue and service of summons, Provisions related to bails and sureties including anticipatory bail and issues related threatening of witnesses	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Issue and service of summons, Provisions related to bails and sureties including anticipatory bail and issues related threatening of witnesses	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Questioned Documents and evidentiary value	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Questioned Documents and evidentiary value	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Issuing of summons and warrants: Legal Provisions	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Issuing of summons and warrants: Drafting	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Rajbhasha: Constitutional and Legal Provisions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Rajbhasha: Constitutional and Legal Provisions	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

SATURDAY		<p>Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/ sports competitions/ team building activities/ outdoor activities/etc.</p>	As per the Institution where trainees are undergoing training.
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently.</p> <p>This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	As per the Institution where trainees are undergoing training.

WEEK-8**NLU/OTHER GOVERNMENT DEPARTMENT INSTITUTION**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Income Tax Act, 1961: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Income Tax Act, 1961: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	GST Act: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	GST Act: Provisions relevant for EPFO inspectors	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	EPF& MP Act, 1952, Section 7A Powers and Case Studies	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	EPF& MP Act, 1952, Section 14B,7Q Powers and Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Administrative Scrutiny of quasi-judicial orders	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	

	15:30 – 16:45	Administrative Scrutiny of quasi-judicial orders	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Recent judgments especially Supreme Court judgment in higher pension matter	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Recent judgments especially Supreme Court judgment in higher pension matter	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	High Court: Role of Inspectors in various Cases related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	High Court: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	National Companies Law Tribunal: Constitution and Functions	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	National Companies Law Tribunal: Relevant Case Studies	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Supreme Court: Relevant Case Studies related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.

	15:15 – 15:30	BREAK	
	15:30 – 16:45	Supreme Court: Relevant Case Studies related to EPF&MP Act, 1952	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Court procedures and etiquette	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Court procedures and etiquette	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Legal Document Drafting Skills	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		<p>Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality.</p> <p>There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/sports</p>	As per the Institution where trainees are undergoing training.

		competitions/team building activities/outdoor activities/ etc.	
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	As per the Institution where trainees are undergoing training.
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI).</p> <p>Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	As per the Institution where trainees are undergoing training.

WEEK-9
NDC

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Lecture cum Case Study based Discussions by Faculty on -E-Governance -Use of technology - Transparency - Process Re-Engineering - Reducing Discretion Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	NDC & C-DAC Team
	11:30- 11:45	BREAK	
	11:45-12:45	Lecture cum Case Study based Discussions by Faculty on Technology as an Enabler -Leveraging technology - Cyber-crime - Innovation Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.	NDC & C-DAC Team
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/ APFC, AO, SS, DA from RO
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer	TEAM OF RPFC-II/ APFC, AO, SS, DA from RO

		systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	11:30- 11:45	BREAK	
	11:45-12:45	Application Software: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with application software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	FO Interface: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with FO interface software installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	TEAM OF RPFC-II/APFC, AO, SS, DA from RO
	15:15 – 15:30	BREAK	
	15:30 – 16:45	FO Interface: Computer Lab oriented Session where all participants learns through doing things themselves on computer systems with FO interface software	TEAM OF RPFC-II/APFC, AO, SS, DA from RO

		installed on it and they have dummy logins of DA/SS/AO/APFC/RPFC-II/RPFC-I	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Inspection Allotment and general functioning of SSP.	RPFC-I and AEO from RO involved in handling of SSP
	11:30- 11:45	BREAK	
	11:45-12:45	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Uploading of AEO report.	RPFC-I and AEO from RO involved in handling of SSP
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Sample Inspection Reports uploaded on SSP.	RPFC-I and AEO from RO involved in handling of SSP
	15:15 – 15:30	BREAK	

	15:30 – 16:45	SHRAM SUVIDHA PORTAL (SSP) : Computer Lab oriented Session where all participants learn through doing things themselves on computer systems with SSP and they have dummy logins of AEO/RPFC-I to see overall functioning of the SSP: Sample MIS reports of SSP	RPFC-I and AEO from RO involved in handling of SSP
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	11:30- 11:45	BREAK	
	11:45-12:45	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves.	NDC Team Involved in Unified Employer Portal

		For this purpose, dummy logins of Employers needs to be provided to trainees.	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	UNIFIED EMPLOYER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Employer Portal via doing things on portal themselves. For this purpose, dummy logins of Employers needs to be provided to trainees.	NDC Team Involved in Unified Employer Portal
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	UNIFIED MEMBER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Member Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Member Portal
	11:30- 11:45	BREAK	
	11:45-12:45	UNIFIED MEMBER PORTAL: Computer Lab Oriented Session where participants will learn about overall functioning of Unified Member Portal via doing things on portal themselves. For this purpose, dummy logins of Employers need to be provided to trainees.	NDC Team Involved in Unified Member Portal
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	E-Office: Computer Lab Oriented Session where all participants learns	E-Office Expert

		through doing things themselves on computer systems with E-office installed on it and they have dummy logins to create and move a file in e-office.	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	E-Office: Computer Lab Oriented Session where all participants learns through doing things themselves on computer systems with E-office installed on it and they have dummy logins to create and move a file in e-office.	E-Office Expert
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Preparation for moving from NDC module to Field-Training Module	
SUNDAY		Preparation for moving from NDC module to Field-Training Module	

WEEK-10 to WEEK-23
ON JOB TRAINING OF 14 WEEKS

S. No.	WEEK	SUBJECT DIVISION	DETAILED TOPICS
1	1 & 2	Accounts & Claims	Processing of claim form-19, 20, 10C, 10D, 31, 13, 14 & 5IF. Familiarisation with different roles assigned to officials. Familiarisation with Unified Portal (UAN generation, KYC etc.), Updation of member basic details, joint declaration. Understanding the annual accounts process and how to prepare establishments for interest processing.
		Attachment of Trainee EO/AO with DA (1 week)/SS (1 Week)/AO/EO/ APFC/ RPFC-II/RPFC-I as per the work to understand each process practically in detail	
2	3 & 4	Compliance & Damages	Shram Suvidha Portal (how establishments are registered), Role and functions of Compliance Wing. Compliance Circle – EPFO Software on Compliance, assignment of inspections, powers & duties of inspectors, CAIU, e-inspection, e-proceeding, Tribunal. Levy of damages, Penal provisions. Visit to one exempted establishment and one unexempted establishment.
		Attachment of Trainee EO/AO with DA (1 Week)/SS (1 Week)/AO/EO/APFC/ RPFC-II/RPFC-I as per the work to understand each process practically in detail and visit to Police Station to file FIR	
3	5	Audit	Role of Concurrent Audit, Audit Paras (Internal Audit & CAG). Role of internal audit.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
4	6 & 7	Administration	General office procedure, Gem Portal, GFR, Biometric Attendance, HR Soft, APAR, FRSR, Budget, Pay bill, Rosters, RTI, SPF, GIS. Role of PAC. Familiarisation with different roles assigned to officials. Visit of trainees to 1-District Office, 1- Zonal Office of the Zone.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
5	8	Recovery	Section 8B to 8G, Revenue Recovery Certificates.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
6	9	Exemption	Provisions, processing applications for grant of exemption, cancellation of exemption, exemption returns (6 e-return modules: A, B, C, D, E, and F), audit of PA statement,

			acceptance of securities by RPFC, guidelines for transfer of cash/securities, guidelines for acceptance of securities. Familiarisation with different roles assigned to officials. Visit to one exempted establishment of the zone.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
7	10	Pension	Processing of 10D, transfer in received from other offices, calculation of pension, disbursement of pension, BRS, Jeevan Pramaan,
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
8	11	Cash	Function of Cash section, Receipts & Payments, maintenance of cash book, CCPAP, Balance sheet, Scroll preparation, preparation of payment CD, liasoning with Bank.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
9	12	Citizen Services Division	EPFiGMS, CPGRAM, how to handle grievances received physically or through emails. Call Centre
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
10	13	Intelligence / Public Relations / Public Awareness / International Workers	PRO, Nidhi Aapke Nikat, CoC, Despatch, WhatsApp, EPFO's Facebook and Twitter account. Every week during on job training, one day (Every week) the trainee officer will sit in the PRO section of the office.
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
11	14	Legal	Para-wise comments, Handling Court Cases, Handling Consumer Forum cases, Assistant Public Prosecutors. Penal Provisions – Under Section 14, Para 76, IPC Section 405/406/409, Cr.PC. Under Section 110-Sanction, Procedure for filing of complaint, Issuing summons and legal notices
		Attachment of Trainee EO/AO with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	

WEEK-24**INSTITUTES APPROVED BY ACCOUNTANT GENERAL'S OFFICE**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Fundamentals: i. Definition of Accounting ii. Functions of Accounting iii. Necessity of Accounting	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Fundamentals: i. Definition of Accounting ii. Functions of Accounting iii. Necessity of Accounting	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Accounting Principles i. Concepts & Conventions ii. Cash and Mercantile Systems	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Accounting Principles i. Concepts & Conventions ii. Cash and Mercantile Systems	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.

	15:15 – 15:30	BREAK	
	15:30 – 16:45	Fundamentals of Double Entry System – General Principles	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in Subsidiary books – Posting of Ledger	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Accounting Cycle or Process – Journalisation and Ledgerisation. Recording transaction in Subsidiary books – Posting of Ledger	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Accounting of Bank transactions, bill transactions, preparation of bank reconciliation statements	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	

	11:45-12:45	Preparation of Trial Balance, Errors disclosed by Trial Balance and errors not disclosed by Trial Balance – rectification of errors	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance Sheet.	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Preparation of final accounts i.e. manufacturing, trading and profit and loss accounts and balance Sheet.	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Intelligence, Investigation: Basics	
	11:30- 11:45	BREAK	
	11:45-12:45	Intelligence, Investigation: Sources	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Intelligence, Investigation: Collaborating with Other Government Departments for Financial/Other Returns	
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Intelligence, Investigation: Collaborating with Other Government Departments for Financial/Other Returns	
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	

SATURDAY		<p>Formal Dressing, Dining Etiquettes, General Office Etiquette through training in dining environment during breakfast, lunch and dinner with special menu in presence of expert from the field of hotel management/hospitality. There has to be session on dressing etiquettes' as well.</p> <p>In remaining time presentations/seminars/sports competitions/team building activities/outdoor activities/etc.</p>	EXTERNAL
SUNDAY		SPORTS COMPETITIONS AMONG TRAINEES AS GUIDED BY PTI	EXTERNAL
Every Day		<p>Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently.</p> <p>This will also inculcate a discipline in them which is a pre-requisite for this job.</p>	EXTERNAL

WEEK-24**INSTITUTES APPROVED BY ACCOUNTANT GENERAL'S OFFICE**

DATE	SESSION (TIME)	TOPICS	FACULTY
MONDAY	10:00-11:30	Reading and Understanding of Financial Statements: Accounting Standards, Balance Sheet, Trial Balance, Profit & Loss Account, Annual Report, Auditor's report, Tax Audit Report (44AB of IT Act) (Basic concepts of Financial Accounting/ Classification of Accounts and their Concept) Accounting principles, Accounting Standards Accounting concepts & conventions Double entry system, Accounting terms Accounting equations, Personal Account, Real Account, Nominal Account Need for classification of accounts Reading Financial Statements Accounting process and accounting Capital and Revenue expenditure cycles Annual Report	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Reading and Understanding of Financial Statements: Accounting Standards, Balance Sheet, Trial Balance, Profit & Loss Account, Annual Report, Auditor's report, Tax Audit Report (44AB of IT Act) (Basic concepts of Financial Accounting/ Classification of Accounts and their Concept) Accounting principles, Accounting Standards Accounting concepts & conventions Double entry system, Accounting terms Accounting equations, Personal Account, Real Account, Nominal Account Need for classification of accounts Reading Financial Statements	

		Accounting process and accounting Capital and Revenue expenditure cycles Annual Report	
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Book of Original Entry – Journal -What is journal -Format of journal -Steps for journalizing -Rules of Debit /Credit -Exercise -Subsidiary book, Cash book, Sales book -Purchase book, Sales return book, Purchase return bill, Bills receivable/ payable books -PF Inspectors concern	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Book of Original Entry – Journal -What is journal -Format of journal -Steps for journalizing -Rules of Debit /Credit Exercise -Subsidiary book, Cash book, Sales book -Purchase book, Sales return book, Purchase return bill, Bills receivable/ payable books -PF Inspector concern	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
TUESDAY	10:00-11:30	Ledger -What is ledger -Format of ledger -Arrangement of accounting in ledger -Sub division of ledger -Steps in posting -Balancing of account	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Trial Balance -What is trial balance -Features of trial balance -Hints for preparation of trial balance -Suspense account	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Final Accounts-Profit & Loss Account -What is Profit & Loss A/C -Trading account -Adjustment of entries -Other income Depreciation, -Treatment of losses -Preparation of trading/ manufacturing -P & L account	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Final Accounts-Profit & Loss Account -What is Profit & Loss A/C -Trading account -Adjustment of entries -Other income Depreciation, -Treatment of losses -Preparation of trading/ manufacturing -P & L account	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
WEDNESDAY	10:00-11:30	Final Accounts- Balance Sheet -What is balance-sheet -Assets and liabilities -Format of balance sheet -Preparation of balance sheet -Auditor's Report -Tax Audit Report (44AB of IT Act)	As per the Institution where trainees are undergoing training.

	11:30- 11:45	BREAK	
	11:45-12:45	Final Accounts- Balance Sheet -What is balance-sheet -Assets and liabilities -Format of balance sheet -Preparation of balance sheet -Auditor's Report -Tax Audit Report (44AB of IT Act)	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Importance of information contained in ITRs Changes in Corporate Act, 2013 and its implication in GST Cost Audit Report and in GST audit and its relevance in PF inspections and report.	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Importance of information contained in ITRs Changes in Corporate Act, 2013 and its implication in GST Cost Audit Report and in GST audit and its relevance in PF inspections and report.	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
THURSDAY	10:00-11:30	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	

	11:45-12:45	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	
	14:00-15:15	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Reading Financial Statements and Data Extraction: Practical Class in which all trainees do the exercise with the faculty and prepare PF assessment report based on required documents	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
FRIDAY	10:00-11:30	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	11:30- 11:45	BREAK	
	11:45-12:45	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	12:45-13:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
	13:00-14:00	LUNCH BREAK	

	14:00-15:15	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	15:15 – 15:30	BREAK	
	15:30 – 16:45	Study of different annexures of financial statement/balance sheet, other records and preparation of PF Assessment report	As per the Institution where trainees are undergoing training.
	16:45-17:00	OPEN HOUSE FOR QUESTIONS AND ANSWERS	
SATURDAY		Preparation for Moving to Next Phase	
SUNDAY		Preparation for Moving to Next Phase	
Every Day		Every Morning from 6:45 AM to 7:30 AM there will be Physical Training Session under the guidance of a Physical Training Instructor (PTI). Main purpose of this session is to make all officials physically fit to carry out their field duties efficiently. This will also inculcate a discipline in them which is a pre-requisite for this job.	EXTERNAL

10. CONDUCT, RULES AND REGULATIONS

I. GENERAL CONDUCT

OTs are expected to work hard to attain the technical competence and knowledge required for their jobs; participate whole-heartedly in curricular and co-curricular activities; respect rules, norms and conventions of the Academy and the Service at large; and make deliberate efforts to develop oneself into an outstanding officer and also make meaningful contributions in developing the Academy into a centre of excellence through purposeful involvement in social work and other enriching activities. The OTs are required to maintain the highest standards of discipline and personal conduct throughout the period of training; both within and outside the Academy. They must observe punctuality in attending physical activities, lectures, tutorials, cultural events, sports activities, outdoor visits, social functions, formal and informal gatherings.

2. Community life constitutes an important part of training. OTs must exhibit officer-like conduct in classrooms and elsewhere like hostel, mess, auditorium, library, indoor stadium, swimming pool, etc. in conformity with the Central Civil Services (Conduct) Rules, 1964. Officer-like conduct implies high standards of social behaviour, courtesy, dignity, decorum, integrity and personal hygiene. **Smoking and consumption of alcohol are strictly prohibited in the campus.** As a consideration towards fellow-officers, OTs are expected not to play loud music or speak very loudly in their rooms, lounges and corridors. They are expected to always carry their identity cards. **The Officer Trainees must always wear lapel cards while attending classes & official functions and events.**

II. CONDUCT IN CLASS

OTs should arrive in classrooms at least five minutes before the scheduled time and take their pre-assigned seats. They are expected to come prepared for each class by studying the reading material, if any, given in advance by the faculty members. OTs are encouraged to participate actively in the discussions in the class, express their views, seek clarifications or raise pertinent questions without engaging in long drawn or protracted arguments. Difference of opinions, if any, should be aired in an unoffending and subtle manner, particularly, in the cases of guest speakers.

III. CONDUCT IN HOSTELS

Officer Trainees are expected to behave decently in the hostels at all times. Shouting, loud music, noisy parties / revelry must be avoided as it is a source of inconvenience and nuisance to others. As a consideration to other residents in the hostels, music after 2200 Hrs is to be heard only through ear-phones.

2. **Keeping or consuming alcohol in the hostels is prohibited. Inebriated conduct will result in disciplinary action.**
3. It is also important to use the allotted hostel rooms properly. Because it is mandatory to obtain NoC for infrastructure on returning back the allotted rooms. Any restoration cost to be incurred by EPFO to make the rooms habitable by the next allottee shall be recovered from the previous allottee.

11. DRESS CODE

OTs are expected to dress up well in neat attires. They should not appear unkempt or slovenly. The OTs are expected to observe the following dress code on formal occasions like ceremonies for course inaugurations or valedictions, national festivals like Independence Day and Republic Day, and on other occasions declared as formal by the Academy:

2. **Gentlemen OTs:** Black/Dark coloured Buttoned-up suits/similar formal attire and foot wear comprising black shoes and dark coloured socks.
3. **Lady OTs:** The decent coloured Saree & footwear comprising shoes or sandals.
4. **In classrooms:** OTs may wear shirt and trousers or safari suits along with leather Brown/Black shoes, while lady OTs may wear sarees or salwar suits with shoes or sandals. Wearing of Lapel card is compulsory in class rooms. **Casual attires including jeans, T-shirts, sneakers etc. are not permitted in classrooms, or in administrative block.** Sneakers, sports shoes, can be worn only while doing physical activities. Use of bathroom slippers is restricted to hostel rooms only.
5. **Physical Activity sessions:** OTs are required to wear prescribed Academy T-shirts/Track Suits and shorts or track-suits with shoes/sneakers and socks while doing physical activity. Lady OTs are expected to wear Academy track-suits with canvas shoes/sneakers and socks.
6. OTs are required to be decently attired in the Officers' Mess. In the Indoor Sports Complex footwear like sports or canvas shoes maybe worn but slippers/chappals are not allowed.

12. LEAVE OF ABSENCE

OTs are ordinarily not granted leave of absence individually, except in compelling circumstances like medical or other emergencies. However, block leave is granted at appropriate intervals, when the whole batch is allowed to proceed on leave for a specified period. Requests for individual leave of absence on grounds of compelling circumstances will be considered by the Course Director/Local Course Co-ordinator on a case-to-case basis. It must be borne in mind that usually no leave of absence is granted during tours/field training programmes like On Job Trainings, Industry visits, visits to RO/DO/ZO/NDC etc. for marriage of self/dependents or on any other grounds.

2. OTs absenting themselves from duty, without leave of absence or overstaying beyond the period for which leave has been sanctioned etc. is an act of indiscipline and may lead to disciplinary action. Repeated instances of unauthorized absence can result in extension of probation or discharge from the Service.
3. For going out of station during holidays, the OTs must obtain, well in advance written permission to leave the headquarters. Any unauthorized absence in this regard would be viewed seriously.

13. CHECKLIST FOR ESCORT OFFICERS OF GUEST FACULTY

I. TRAVEL ARRANGEMENTS

1. Take the mobile number and other contact details of the Guest Faculty from the Course Team.
2. Contact the guest and find out his/her travel plan.
3. Confirm transport arrangements. Ensure that the Academy staff car is detailed by the Academy in time to receive the Guest Speaker at the Railway Station or Airport, as the case may be. Get the mobile number of driver for ready reference.
4. Confirm accommodation arrangements from Administration. Do inspect the rooms allotted to the Guest Speakers and ensure that they are well made-up. Please check up whether the furniture and fittings are all right; the taps and lights work.
5. Get in touch with the Guest Faculty to apprise him / her about the arrangements made for his / her reception.
6. Decide the meeting point at the airport / railway station, in consultation with the Guest Faculty, and carry a Name Card with the name of the Guest Faculty as well as EPFO inscribed on it, for easy identification.
7. Receive Guest Faculty and take him / her to designated accommodation.
8. Ascertain his /her catering requirements (time for serving bed tea / coffee, whether he / she would like to have breakfast / lunch / dinner in the mess or in the room) and food preferences (vegetarian / non-vegetarian), and inform those concerned.
9. If the guest faculty is arriving at odd times (late night/early morning/public holiday, dine-out day of mess etc.), please ensure that proper arrangements are made for his food/tea/coffee etc.
10. Receive the Guest Speaker at the Guest House. Help him/her to settle down comfortably. Please enquire whether he/she would like to have tea/coffee etc. You should look after him/her generally throughout his/her stay in the Academy and ensure that his/her needs (including special diet, medicines etc. if any) are attended to. While you need not impose yourself on him/her, it is necessary that you ensure that the Guest Speaker is not left high and dry unless he chooses to. You must be available for him/her to contact at any time. Please instruct his/her room bearer about your whereabouts. Please accompany him/her to breakfast/lunch/dinner, unless he/she has different programmes.

11. If the Guest Speaker has brought any hand-out, collect them and hand over to the Course Team for getting copies made. Ensure that the Guest Speaker is invited to all the functions of the various societies/clubs that may be scheduled during his stay.
12. Acquaint the Guest Speaker with the Course Design, the syllabus prescribed and other activities in the Academy, if he/she is not already familiar with the same. You may hand over a Course Manual to him/her. You may also appraise the Guest Speaker about the Composition of the audience he will be addressing.
13. Collect from the Course Team the bio-data of the Guest Speaker before his/her arrival. If this is not available in the office, the data may be obtained from library sources or from the Guest Speaker politely. The biodata should be handed over to the office after use.
14. Inform the Guest Speaker about the duration and number of his lectures. You should also tell him that generally some time should be set apart for questions at the end of the lecture at the Academy.
15. Ascertain the Guest Speaker on his arrival about any special arrangements that he/she would like to be made in the lecture hall apart from normal provisions of a Projector Slide.

II. LECTURE ARRANGEMENTS

1. Supply copy of the Weeks' Time Table containing his / her lecture's timings.
2. Supply copy of EPFO Brochure/Course manual/Booklet/Session Plan.
3. Check about uploading of PowerPoint and/or video Presentation (s), if any and arrange for their uploading through Lecture Hall / classroom technical assistant.
4. Check about circulation / distribution of his / her Presentation and Reading Material (if any) to Officer Trainees. If yes, make necessary arrangements.
5. Check whether he / she would like to visit the Lecture Hall in advance and see / check the presentation arrangements. If yes, make necessary arrangements. If no, please check yourself.
6. Arrange for carrying of the lecture material, books etc. to the classroom with the Guest Faculty.
7. Introduce the Guest Faculty at the beginning of his / her lecture and thank him / her at the end of the Lecture (s). You have to preside over the lecture session and ensure that the meeting is conducted in a manner which neither embarrasses the Guest Speaker nor the Academy in any way. You will introduce him to the audience

briefly and use the bio-data already collected for the purpose. After the talk is over, you will announce that the Guest Speaker would welcome question from the audience (unless the Guest Speaker has any objection to this, which should be ascertained well in advance). At the end of the session, you will thank the Guest Speaker on behalf of the Officer Trainees, the Academy and yourself in the appropriate manner. This is the most important part of your duties.

III. PAYMENT OF HONORARIUM AND REIMBURSEMENT OF EXPENSES

1. Check about reimbursement of Air / train tickets. If yes, obtain / take copies of tickets / boarding cards, as per requirements.
2. Ascertain whether any reimbursement of taxi fare is required.
3. Supply papers and information obtained to Accounts Branch.
4. Obtain cheque (s) for Honorarium and reimbursement (s), if any, and Receipt Form from Accounts Branch.
5. Deliver the cheque (s) to the Guest Faculty, obtain his / her signature on the Receipt Form and return it to the Accounts Branch.
6. Ensure that due arrangement has been made of the Academy Staff Car for his return journey to airport/railway station. Please have this checked well in time and ensure that the driver is told the departure time. You may ascertain the convenience of the Guest Speaker before fixing the time. Ascertain the vehicle number and the name of the driver from the administration.

IV. MISCELLANEOUS ARRANGEMENTS

1. Obtain the CV / Bio-data of the Guest Faculty, either in advance or on arrival, in order to introduce him / her at the beginning of the lecture.
2. Ascertain whether he / she would like to have a round of the campus in spare time, if any. If yes, arrange for it.
3. Ascertain from the Local Course Co-coordinator whether any formal lunch or dinner is being organized for the Guest Faculty. If yes, inform him / her on arrival itself.
4. Maintain a Visitor Book. Time permitting, take him / her to the Archives and obtain his comments and signature on the Visitors' Book. Otherwise, obtain his / her comments on the Visitors' Book elsewhere before his / her departure.

14. MESS ETIQUETTE

I. GENERAL RULES:

1. EPFO Officers Mess is managed by Officer Trainees themselves through a Committee elected from amongst themselves. Every Officer Trainees is a member of the mess and shares equal responsibility to make dining experience in the Officers' Mess the best one for all whosoever dines in.
2. Entry into the Officers' Mess is restricted to both serving and retired EPFO Officers and their family members and guests, faculty of EPFO, participants of in-service courses / seminars / workshops in EPFO, and any other special invitees.
3. Officer Trainees are required to strictly adhere to the mess timings.
4. Officers Trainees must always be in queue while taking food in the mess. They should show due courtesy towards senior officers, guests and also to their fellow Officer Trainees visiting the mess.
5. Courtesy and consideration is to be shown to all colleagues during the meals.
6. Officer Trainees must keep their used plates and glasses at the demarcated place after taking their meals.
7. Officer Trainees should maintain decency and decorum while in the dining area and observe table manners while eating and using cutlery. While in conversation, be polite and do not interrupt a person who is talking.
8. Officer Trainees appointed as escort officers must receive their guests at the entrance of the mess and remain in attendance throughout. They are expected to look after their guests and to introduce them to other Officer Trainees and faculty members who are in proximate distance. On conclusion of the meals, the escort officers are expected to see their guests off. Courtesy should be shown towards guests and dining area designated for them should not be disturbed.
9. It is mandatory for Officer Trainees to have their food in the dining hall of the Mess. Room service is provided only in exceptional circumstances like illness etc.
10. During formal breakfast / lunch / dinner with dignitaries, senior officers and faculty members, the Officer Trainees should take care of the following points:
 - A. Every Officer Trainees is a host. She/he is expected to be present 10 minutes before the guests arrive to receive them and to see that no guests is left

unattended to. Officer Trainees should not leave the mess until all the guests have left.

- B. The Officer Trainees are expected to rise and wish when the dignitaries / senior officers or faculty approach or pass through the tables where they are seated. No Officer Trainees should commence his meal before the chief guest. In case of buffet lunches and dinners, the officer Trainees should allow all the dignitaries, senior officers and faculty members to commence their meals and thereafter they should pick-up their plates. If some counter is earmarked for the senior officers, then the Officer Trainees should avoid using that counter.
- C. Officer Trainees must not monopolize the dignitary / senior officers / guests or leave him / her abruptly. Officer Trainees must request to be excused when he / she leaves the dignitary / senior officers / guests.

II. DRESS CODE:

Dressing well is a sign of good manners and a reflection of your personality. The dress tells who you are before you speak. Whenever dining in the Officers' Mess, every person needs to be appropriately dressed.

Ceremonial Occasions:

Whenever breakfast / lunch / dinner / high tea follows ceremonial occasions where the Officer Trainees are required to wear formal dress like Bandh Gala /Safari-Suit/Formal Attire/Saree, they are required to attend the breakfast / lunch / dinner / high tea in the same ceremonial dress.

Formal lunches and dinners:

GENTLEMEN: Formal shirt and trousers with formal shoes

LADIES: Saree / Western business suit with formal footwear

Working Days & Informal Lunches / Dinners:

GENTLEMEN: Formal shirt and formal trousers with shoes / sandals

LADIES: Saree/Salwar Kameez/Churidaar kurta/Western formals with sandals/Chappals/Shoes.

Saturdays / Sundays / Holidays:

GENTLEMEN: Shirt/T-shirt with collar and jeans/trousers with shoes/ sandals.

LADIES: Saree / Salwar Kameez / Churidaar Kurta / Western wear / Jeans & T-shirts with sandals / chappals/ shoes.

Special Occasions:

On special occasions when breakfast / lunch / dinner is hosted during cultural events / festivals apart from the dress code prescribed for formal occasions, the Officer Trainees can dress up in decent ethnic wear.

Officer Trainees are **PROHIBITED** from entering mess in round neck T-shirt (Male OTs), track suits, shorts, pajamas or other indecent apparel and bathroom slippers / sneakers.

Miscellaneous

1. Officer Trainees should be polite while dealing with the mess workers. They should not use intemperate language or conduct themselves in a manner not befitting an officer. Any misdemeanour on the part of the mess workers should be reported to the Local Course Coordinator for necessary action.
2. The Officer Trainees are required to avoid spillage and wastage of food. In case of spillage, they are expected to get it cleared before they leave the mess.
3. The Officer Trainees should take care of the furniture and cutlery in the mess. They should not disturb the arrangement of any furniture in the mess.
4. Any Officer Trainees bringing his / her personal guest is to inform the mess manager and also make entry in the register kept for this purpose.
5. During formal lunches and dinners personal guests of Officer Trainees are not allowed unless specifically invited.
6. All the Officer Trainees are expected to follow the table manners mentioned below. During their stay experts from hospitality industry will take sessions on this.

15. DOs & DON'Ts

I. DO:

- wear your name tags during working hours and in the mess on formal/informal occasions
- maintain punctuality in all training activities i.e. 10 minutes before all scheduled Activities
- occupy seats assigned to you in classrooms 5 minutes before the arrival of faculty
- observe etiquette and courtesy in dealings with faculty, staff and each other
- consult your Counsellor in matters- personal or official- where you are doubtful or need guidance

II. DO NOT:

- Do not mark proxy attendance
- smoke at any public / common place in the campus
- entertain or house any pet animals in the hostel or in your room
- park Personal Vehicles in the campus without permission.

III. PROHIBITED:

- possession/ carrying weapons/ firearms in the Academy
- keeping or consuming intoxicating drugs / alcoholic drinks in the campus

ANNEXURE-IV

iGOT TRAININGS TO BE COMPLETED BY
ALL TRAINEES

(iGOT CERTIFICATION OF COMPLETION WILL BE
CHECKED BEFORE ISSUING FINAL TRAINING
COMPLETION CERTIFICATE)

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
1	PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE	1	51	OJT	PRARAMBH
2	SELF LEADERSHIP	1	16	OJT	PRARAMBH
3	STRESS MANAGEMENT	1	54.6	OJT	PRARAMBH
4	UNDERSTANDING MOTIVATION	1	35	OJT	PRARAMBH
5	CODE OF CONDUCT FOR GOVERNMENT EMPLOYEES	0	35	OJT	PRARAMBH
6	EFFECTIVE COMMUNICATION	5	34.2	OJT	PRARAMBH
7	MICROSOFT EXCEL FOR BEGINNERS	6	55	OJT	PRARAMBH
8	MICROSOFT WORD FOR BEGINNERS	2	56	OJT	PRARAMBH
9	AGRICULTURE AND RURAL DEVELOPMENT	2	2	OJT	
10	CHILD RIGHTS WITH SPECIAL FOCUS ON JUVENILE JUSTICE SYSTEM	6	19.8	OJT	
11	COMPLAINTS	0	35	OJT	
12	CYBER SECURITY AND STRATEGY	0	38.4	OJT	
13	DISCIPLINARY PROCEEDINGS IN GOVERNMENT	3	57	OJT	
14	EMOTIONAL INTELLIGENCE	1	4.8	OJT	
15	ETHICS & VALUES	0	50	OJT	
16	FORMULATION OF PUBLIC POLICIES	1	15	OJT	
17	GENDER SENSITIVITY:UNDERSTANDING GENDER BIAS	0	50	OJT	
18	GOAL SETTING	0	50	OJT	
19	INCREASE YOUR EMOTIONAL QUOTIENT	1	54	OJT	
20	INTRODUCTION TO GENDER AND DISASTER RISK MANAGEMENT	0	45	OJT	
21	MANAGING PERSONAL RELATIONSHIPS	0	40	OJT	
22	ORIENTATION MODULE ON MISSION LIFE	0	22	OJT	
23	POSH	1	52	OJT	
24	PROJECT MANAGEMENT	0	41.4	OJT	
25	PUBLIC ADMINISTRATION	1	15	OJT	
26	RECRUITMENT 2	1	10	OJT	
27	REFORM INITIATIVES OF GOVERNMENT OF INDIA	1	49.8	OJT	
28	SAFETY ,ACCIDENT PREVENTION & DISASTER MANAGEMENT	8	50	OJT	
29	SERVICE CONDITIONS	0	35	OJT	
30	SERVICE DELIVERY MANAGEMENT	2	13	OJT	
31	SOCIAL POLICY & MIGRATION	2	5	OJT	
32	STAKEHOLDERS IN GOVERNANCE	1	43.2	OJT	
33	STAY SAFE IN CYBER SPACE	1	16.8	OJT	
34	TIME MANAGEMENT	1	15	OJT	
35	TOTAL QUALITY MANAGEMENT	0	38	OJT	
36	TRAVELLING ALLOWANCE	0	55	OJT	
37	Y-BREAK 5 MINUTE YOGA AT WORKPLACE	0	24	OJT	
38	YOGA FOR EXCELLENCE	1	10	OJT	
39	COMMUNICATION FOR CITIZEN CENTRICITY	1	34.8	OJT	
40	ETHOS : THE FIRST PILLAR	3	20.4	OJT	
41	GENDER SENSITIVITY	0	58.8	OJT	
42	GENDER SENSITIZATION - 1	1	15	OJT	
43	GENDER SENSITIZATION -2	0	49.8	OJT	
44	GETTING ALONG WITH THE BOSS	0	31.2	OJT	
45	MANAGEMENT FUNDAMENTALS IN GOVERNMENT SERVICES	0	60	OJT	
46	NATIONAL PENSION SYSTEM (NPS) (PRARAMBH)	0	25.2	OJT	
47	OFFICIAL MEETING - ROLE OF PERSONAL STAFF	0	15.6	OJT	
48	PERSONAL AND ORGANISATIONAL VALUES	0	55.2	OJT	
49	PERSONAL AND PROFESSIONAL EFFECTIVENESS	1	34.8	OJT	
50	PRINCIPLES OF ORGANIZATION	2	10.2	OJT	
51	RIGHT TO INFORMATION (PRARAMBH)	0	35.4	OJT	
52	SUSTAINABLE DEVELOPMENT GOALS	0	49.2	OJT	
53	TEAM BUILDING	1	25.2	OJT	
54	TIME MANAGEMENT	1	15	OJT	
55	TRAINING ON IGOT	0	3.6	OJT	
56	YOGA: PRANAYAMA	0	36	OJT	
57	PREPARATION AND MAINTENANCE OF RESERVATION ROSTERS	2	20	ZTI	
58	ANNUAL PERFORMANCE APPRISAL REPORT	0	30	ZTI	
59	ARTIFICIAL INTELLIGENCE POWERED GRIEVANCE HANDLING APPLICATION	0	15	ZTI	
60	CENTRAL GOVERNMENT HEALTH SCHEME (CGHS) & CENTRAL SERVICES	1	0	ZTI	

S.NO	NAME OF THE COURSE	HOURS	MIN	PHASE	REMARK
61	COMMON SERVICES CENTERS SCHEME	2	0	ZTI	
62	CONDUCT RULES	0	56	ZTI	
63	CONSOLIDATED INSTRUCTIONS ON SUSPENSION	1	0	ZTI	
64	FUNDAMENTAL RULES (FR) AND SUPPLEMENTARY RULES (SR)	3	54	ZTI	
65	GENDER EQUALITY AND DEVELOPMENT – OVERVIEW	1	45	ZTI	
66	GOVERNMENT E MARKETPLACE	1	9	ZTI	
67	LEAVE RULES	0	55	ZTI	
68	MODE OF PROCUREMENT & PROCUREMENT PROCESSES	2	11	ZTI	
69	NOTING AND DRAFTING	2	0	ZTI	
70	OFFICE PROCEDURE	2	17	ZTI	
71	PAY, ALLOWANCES & STAFF WELFARE	1	0	ZTI	
72	COMMON YOGA PROTOCOL ENGLISH	0	54.6	ZTI	
73	DECISION MAKING	0	34.8	ZTI	
74	DO'S AND DONT'S FOR GOVERNMENT EMPLOYEES- HINDI	0	54	ZTI	
75	EXIT AND WITHDRAWAL NORMS UNDER NPS	0	16.8	ZTI	
76	FAMILY PENSION UNDER NPS	0	9.6	ZTI	
77	LEADERSHIP	1	34.8	ZTI	
78	PROBLEM SOLVING AND DECISION MAKING	1	45	ZTI	
79	PUBLIC GRIEVANCE HANDLING AND CPGRAM 7.0	2	0	ZTI	
80	ROLE OF LIAISON OFFICER IN RESERVATION	0	45	ZTI	
81	VIGILANCE ANGLE	0	9	ZTI	
82	VIGILANCE CLEARANCE	0	12	ZTI	
83	WAYS OF ENHANCING PRESENTATION SKILLS	1	25.8	ZTI	
84	A COURSE ON TDS UNDER GST ACT	0	48	CGA	
85	ACCRUAL ACCOUNTING	1	7	CGA	
86	ANTI MONEY LAUNDERING	1	12	CGA	
87	BANK GURANTEES AND THEIR ENCASHMENT	0	21	CGA	
88	BANK RECONCILIATION STATEMENT	0	50	CGA	
89	BASICS OF FINANCIAL ACCOUNTING	0	50	CGA	
90	BASICS OF NATIONAL INCOME ACCOUNTING	0	15	CGA	
91	BID PARTICIPATION	0	42	CGA	
92	BILL PASSING, IMPREST ACCOUNTS & AUDIT INSPECTION	1	54	CGA	
93	BUDGET	0	40	CGA	
94	BUDGET (HINDI)	1	32	CGA	
95	BUDGETARY SYSTEM IN GOVERNMENT	0	45	CGA	
96	BUYER DASHBOARD	0	9	CGA	
97	CASH FLOW STATEMENT	0	17	CGA	
98	CATALOGUE MANAGEMENT	1	7	CGA	
99	COMMON SIZE STATEMENTS	1	8	CGA	
100	COMPARATIVE STATEMENTS	0	43	CGA	
101	CORPORATE VALUATION	0	33	CGA	
102	DATA DRIVEN DECISION MAKING FOR GOVERNMENT	2	30	CGA	
103	FINANCE AND ACCOUNTS	1	34.8	CGA	
104	GOVT ACCOUNTING SYSTEM	20	0	CGA	
105	IDENTITY-AUTHENTICATION-AUTHORIZATION-ACCOUNTING	1	40	CGA	
106	INFORMATION SECURITY BASICS	8	14.4	CGA	
107	INSURANCE	0	40.2	CGA	
108	INTRODUCTION TO ECONOMICS	0	47.4	CGA	
109	INTRODUCTION TO FUNCTIONS AND ORGANIZATION OF ACCOUNTS DEPA	0	43	CGA	
110	INTRODUCTION TO GEM FOR BUYERS	1	3	CGA	
111	INVOICING AND PAYMENT PROCESS	0	17	CGA	
112	KNOWLEDGE OF PAYMENT MANAGEMENT SYSTEM	0	24	CGA	
113	LEAVE TRAVEL CONCESSION (LTC)	1	7.8	CGA	
114	MODE OF PROCUREMENT (PRODUCT)	3	51.6	CGA	
115	MODE OF PROCUREMENT (SERVICE)	1	40.8	CGA	
116	MOTIVATION	1	4.8	CGA	
117	NATIONAL PENSION SYSTEM	0	19.8	CGA	
118	PAY FIXATION	1	25.8	CGA	
119	PAYMENT PROCESS FOR BUYERS	2	7.2	CGA	
120	PENSIONARY BENEFITS	0	44	CGA	

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
121	PROCUREMENT PROCESS	3	6.6	CGA	
122	PUBLIC FINANCE UNDER CO-OPERATIVE FEDERALISM	2	0	CGA	
123	PUBLIC PROCUREMENT FRAMEWORK	5	42	CGA	
124	PUBLIC PROCUREMENT FRAMEWORK OF GOI	1	55.2	CGA	
125	PUBLIC PROVIDENT FUND	1	6	CGA	
126	RATIO ANALYSIS OF FINANCIAL STATEMENTS	0	54	CGA	
127	REGISTRATION OF BUYERS	1	38.4	CGA	
128	REGISTRATION UNDER GST LAW	0	11.4	CGA	
129	RETURN FILING UNDER GST	0	58.2	CGA	
130	RISK BASED INTERNAL AUDIT	0	43	CGA	
131	UNDERSTANDING AND RECTIFYING ACCOUNTING ERRORS	0	34	CGA	
132	UNDERSTANDING DEPRECIATION ON ASSETS	0	37	CGA	
133	UNDERSTANDING FINANCIAL POSITION OF AN ORGANIZATION	0	43	CGA	
134	UNDERSTANDING OF CASH BOOK	0	22	CGA	
135	UNDERSTANDING OF DOUBLE ENTRY SYSTEM IN FINANCIAL ACCOUNTIN	0	20	CGA	
136	UNDERSTANDING OF SINGLE ENTRY SYSTEM	0	21	CGA	
137	UNDERSTANDING REVENUE RECOGNITION PRINCIPLE	0	20	CGA	
138	UNDERSTANDING THE FORMAT OF FINANCIAL STATEMENTS	1	13	CGA	
139	VENDOR REGISTRATION	0	20	CGA	
140	BASICS OF E-GOVERNANCE AND DIGITAL INDIA	2	15	NDC	
141	CYBER SECURITY BASICS	2	22.8	NDC	
142	DIGITAL INDIA	0	19.8	NDC	
143	DIGITAL LITERACY	1	45.6	NDC	
144	DIGITAL SAFETY ESSENTIALS	1	15	NDC	
145	EXCEL ADVANCED	3	44	NDC	
146	FOUNDATION COURSE ON CYBER SECURITY	24	0	NDC	
147	INTRODUCTION TO EMERGING TECHNOLOGIES	2	30	NDC	
148	INTRODUCTION TO E-OFFICE	0	18.6	NDC	
149	MICROSOFT ONE DRIVE	1	22.8	NDC	
150	MICROSOFT ONE NOTE	1	12	NDC	
151	MICROSOFT OUTLOOK	2	3	NDC	
152	MICROSOFT POWERPOINT ADVANCE	2	28.8	NDC	
153	MICROSOFT POWERPOINT BEGINNERS	3	17.4	NDC	
154	MICROSOFT SHAREPOINT	1	29.4	NDC	
155	MICROSOFT TEAMS	2	14	NDC	
156	MICROSOFT WORD ADVANCED	2	49.2	NDC	
157	MICROSOFT WORD BEGINNERS	2	55.8	NDC	
158	MIGRATION TO 5G	0	44.4	NDC	
159	POWERPOINT ADVANCE	2	18	NDC	
160	PREVENTIVE VIGILANCE	1	30	NDC	
161	STATISTICAL TOOLS AND DATA VISUALIZATION	2	4.8	NDC	
162	WORD ADVANCED	2	49	NDC	
163	BASICS OF ADMINISTRATIVE LAW	0	57	NLU	
164	CONSTITUTIONAL PROVISIONS AT WORKPLACE	1	1	NLU	
165	CONTRACT LABOUR ACT AND OTHER LABOUR LAWS	0	38.4	NLU	
166	EVALUATION OF EVIDENCE	1	31.8	NLU	
167	EVALUATION OF EVIDENCE (HINDI)	0	48	NLU	
168	HANDLING CAT CASES	2	34.2	NLU	
169	INTRODUCTION TO SUBSTANTIVE (CRIMINAL) LAWS	3	25	NLU	
170	JUDICIAL REVIEW AND HOW TO READ JUDGEMENT - HINDI	1	0	NLU	
171	LANDMARK JUDGEMENT ON CONSTITUTIONAL PROVISIONS - SUPREME C	0	40.2	NLU	
172	LANDMARK JUDGMENTS- RTI ACT, 2005	1	10.2	NLU	
173	LEGAL FRAMEWORK FOR LAWFUL INTERCEPTION	1	18	NLU	
174	NATURAL JUSTICE	0	4.8	NLU	
175	PARLIAMENT PROCEDURES	2	0	NLU	
176	PRINCIPLES OF NATURAL JUSTICE	0	35	NLU	
177	PROCEDURAL LAWS (CRIMINAL)	4	12	NLU	
178	RAJBHASHA HINDI	0	23.4	NLU	
179	RIGHT TO INFORMATION (RTI)	2	15	NLU	
180	RIGHT TO INFORMATION ACT - PART 2	1	22.2	NLU	

S.NO	NAME OF THE COURSE	HOURS	MINS	PHASE	REMARK
181	RIGHT TO INFORMATION ACT - PART 1	0	55.2	NLU	
182	SPECIAL ACTS	7	17	NLU	
183	UNDERSTANDING OF LABOUR LAW	0	46.8	NLU	