



पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी
PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY

कर्मचारी भविष्य निधि संगठन वृश्रम मंत्रालय भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)

30-31, इंस्टीट्यूशनल एरिया नई दिल्ली, जनकपुरी, 110 058

30-31, Institutional Area, Janak Puri, New Delhi-110058

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No. 13/19/2016-17/PDUNASS/

Dated: 26.09.2016

This is in continuation of EPF Hqrs office orders issued in respect of appointments of Assistant Provident Fund Commissioners (APFCs) with the direction to the newly recruited APFCs to report at Pandit Deendayal Upadhaya Nation Academy of Social Security, 30-31, Institutional Area, D Block, Janakpuri, New Delhi-110058 for Induction Training Programme for APFCs (First Batch 2016) on 30.09.2016 at 09:00AM sharp. Besides the instructions issued vide above referred office orders the following additional instructions are issued to the newly appointed APFCs/Officer Trainees (OTs) for their convenience and information:

1) Registration and Verification

- 1) OTs will be required to complete the Registration formalities for the Induction Training Programme after reporting at the Academy.
- 2) OTs shall be required to go through the verification process through verification of all Original Certificates which are required to be produced at the time of reporting.
- 3) The OTs are required to complete the Joining formalities on 30th September 2016 between 09:00 AM and 04:00 PMs at **Brihaspati Training Hall (2nd Floor) of the Academy.**
- 4) OTs are required to bring their respective **THREE PHOTOGRAPHS** of passport size.
- 5) They are also required to fill in other mandatory forms (Property Declaration, Family Details, Declaration regarding Marital Status, Nomination Forms for various purposes etc.). These Forms shall be provided by the Academy. These Forms are required to be filled in and signed by the OTs at the time of joining and submitted to the appropriate desks at the time of registration.

2) COURSE DETAILS

- 1) The Induction Training Programme (1st Batch 2016) shall be conducted by the Course Director, Mr. Rakesh Sahrawat, Deputy Director.
- 2) The Course Duration: 30th September 2016 to 23rd December 2016 .
- 3) Date of Joining: 30th September 2016 at 09:00AM sharp. The OTs will arrive at the Academy on or one day before the joining date to assume charge on 30th September 2016. Officer Trainees reporting after 04:00PM on 30th September 2016 will not be allowed to join under any circumstances.

3) HOW TO REACH THE ACADEMY AND LOCATION OF THE ACADEMY

- 1) Pandit Deendayal Upadhaya Nation Academy of Social Security, is situated at 30-31, Institutional Area, D Block, Janakpuri, New Delhi-110058, which is about half a km from the Main Gate of Tihar Jail. Landmarks near Academy: Academy is behind Rashtriya Sanskrit Sansthan and Management Education and Research Institute (**MERI**) which are located on the main road (Sewa Marg) and is adjacent to Institute of Information Technology and Management (**IITM**). The Academy is at a distance of approximately 20 kms from New Delhi Railway Station and approximately 18 Kms from Old Delhi Railway Station. Nearest Railhead: Delhi Cantt. (4 kms). Nearest Airport: Indira Gandhi International Airport, New Delhi (13 kms). Nearest Inter State Bus Terminus: Maharana Pratap ISBT, Kasmere Gate (19 Kms). Nearest Metro Station: Tilak Nagar
- 2) If you arrive at the Indira Gandhi International Airport, New Delhi, you may take a Pre-paid direct taxi to Academy. If you arrive by bus at Maharana Pratap ISBT, you may take a taxi or bus (Bust Route No. 703, 711, 721, 724, 753, RL77) to Janakpuri (Nearest Bus Stop: 'D' Block Janakpuri). If you arrive at New Delhi Railway Station or Old Delhi Railway Station by train, you may take a Pre-paid taxi from the taxi stand located at the railway station. There are also app based Taxi services like Uber and Ola, available in Delhi.

4) RECEPTION AND JOINING

- 1) As mentioned earlier, the joining formalities must be completed on 30th September, 2016 by 04:00 PM. Please produce your appointment letter at the Security Counter at the Academy Entrance Gate to secure access inside the Academy premises.
- 2) Registration will be held on 30th September, 2016 in **Brihaspati Training Hall (2nd Floor) of the Academy**). You are requested to carry all the original documents and fill in other required Forms. You will be provided with a set of forms during the Registration Process which will need to be completed, signed and submitted to the respective counter. On joining, you will become Assistant Provident Fund Commissioner in EPFO.
- 3) Salary will be paid as per rules at the end of the month. You are advised to carry sufficient money to meet your day to day expenses. You will be required to open a salary account, preferably with State Bank of India, for crediting of salary in your respective bank account. The State Bank of India (SBI) is the banker to the Academy. In case, you already are an SBI account holder, then the same can be used for crediting your salary. The Academy will facilitate opening of new accounts with SBI. You are requested to carry copies of passport size photographs and other relevant documents for opening a new bank account

5) RESIDENTIAL ACCOMMODATION

- 1) During the Induction Training Programme, OTs are required to **compulsorily** reside in the accommodation provided by the Academy.
- 2) **NO leave** shall be granted during the Training programme under any circumstances.
- 3) The details of room allotment will be communicated to you at the time of reporting to the Academy. You are requested to collect the keys of your rooms from the supervisors of respective hostels.
- 4) Accommodation will be provided on a twin sharing basis during the Induction Training Programme. **NO** request for change or choice would be entertained.
- 5) The rooms are provided with basic furniture (beds, mattress, bed-sheets / bed-covers / pillow-covers, blankets / quilts, towels chair, table and cupboard).
- 6) Accommodation for spouses or family members will **NOT** be provided. OTs are NOT allowed to entertain Guests (family members, friends, spouse or anybody else) in their rooms. Therefore, do NOT bring any escorts with you at the time of joining. Academy will provide accommodation for OTs only.

6) DINING FACILITIES

- 1) Dining facilities are provided in the Officers' Mess. No charges are taken by the Academy for the dining facilities. Cooking in hostel rooms is totally prohibited. Mess will be open for the OTs from 29th September 2016 afternoon onwards.
- 2) OTs are required to strictly follow the timings of the Mess.

7) SPORTS FACILITIES

- 1) The Academy has modest facilities for various sports like Table Tennis, Badminton, Billiards, Caroms and Chess.
- 2) The Academy has a well-equipped Gymnasium. OTs are advised to make optimal use of these facilities and bring their personal sports racquets and other sports accessories accordingly.

8) COMPUTER LAB

- 1) The Academy has a Computer Lab with internet facility for the OTs. The Hostel of the Academy is also having Wi-Fi facility. The reading material for various subjects will be provided in soft copy and the OTs will have to make use of the same for their respective assignments. However, the number of computers is limited and therefore same may not be available for all the OTs at the same time. Hence, the OTs are advised to carry their personal laptops. The OTs bringing their personal laptops should pre-load their laptops with the following software: Operating System:- Windows XP/Windows 7/Windows 8 MS-Office:- MS-Office 2010 or Higher Version, Project Management Software:- MS-Project 2003 only MS-Office should not be a starter version. It must include MS-Word, MS Power Point, MS-Excel and MS-Access.

9) COURSE INAUGURATION AND COMMENCEMENT OF CLASSES

- 1) The Induction Training Programme will be formally inaugurated on 30th September, 2016 at 04:00 PM. You are requested to be dressed in the **CEREMONIAL ATTIRE** and be seated at the venue as per the seating plan, which will be communicated to you in due course of time. Photography by OTs is strictly prohibited during the programme. The Academic sessions will commence from 3rd October onwards.

10) GENERAL INFORMATION

- 1) Postal Address: Pandit Deendayal Upadhaya Nation Academy of Social Security, 30-31, Institutional Area, D Block, Janakpuri, New Delhi-110058.
- 2) E-mail: natrss@epfindia.gov.in
- 3) Telephone Nos: 011-28524248 (Director), 28525993 (Dy. Director, Sh. Rakesh Sahrawat), 28526525 (Dy. Director, Sh. RK Pal) · Fax 28525987 / 28524079 ·

11) LIST OF ITEMS REQUIRED

- 1) Bedding & Linen will be provided by the Academy. However, the OTs are advised to bring hand Towels etc.
- 2) Clothing: The Academy lays strong emphasis on properly turned-out appearance. OTs are expected to be properly attired at all times and at no time present an unkempt or slovenly appearance. Gentlemen OTs must keep their hair trimmed short and properly groomed. They are required to shave daily. OTs sporting moustaches and beards must keep them properly trimmed. The weather from onwards changes from pleasant to cold and it gets very cold in December. Adequate warm clothes are, therefore, essential.
- 3) For the excursions, OTs are advised to carry adequate woolen clothing, both formal and informal, and casual wear. Ladies should either have a woolen shawl or a woolen coat. Gentlemen are advised to bring a formal band gala suit preferably in black as well as a lounge suit / jacket / blazer and a pair of warm trousers. In addition you will be required to Track Suits and T-shirts for PT/Yoga/ Sports.

4) Dress Regulations:

a. **CEREMONIAL** - Black Jodhpur Suit / Sherwani with formal shoes (Oxfords / Brogues) for Gentlemen · Sari (preferably in sober colors) with formal shoes / sandals for Ladies.

b. **FORMAL** - Black Jodhpur Suit / 2 or 3 piece Lounge Suit (preferably in dark colors) with necktie / cravat and formal shoes for Gentlemen · Sari or Salwar Kameez or Churidar Kurta or Western Business Suit with formal shoes / sandals for Ladies.

c. **INFORMAL** - Full Sleeves Shirt and Trousers with necktie (summer) and Jacket and Trousers with necktie (winter) with shoes (other than casuals) for Gentlemen · Salwar Kameez or Churidar Kurta or Western Business Suit with shoes / sandals for Ladies.

d. CASUAL - Open Collar Shirt With Trousers (not jeans) and shoes (other than sports shoes / sneakers) for Gentlement · Salwar Kameez or Churidar Kurta or Shirt and Trousers with footwear (other than chappals / slip-ons / sneakers) for Ladies.

e. CLASSROOM SESSIONS - Full Sleeves Shirt and Trousers with Necktie (summer) and Jacket and Trousers with Necktie (winter) with formal shoes for Gentlemen · Saree / Salwar-Kameez / Churidar-Kurta / Western Business Suit with formal shoes / sandals for Ladies.

f. TRADITIONAL/ ETHNIC · Dhoti/ Kurta-Pajama / Veshti / Mundu etc. for Gentlemen · Ethnic Saree/ Ghaghra / Lehnga/ Mekhla Chador etc. for Ladies.

OCCASION

a. CEREMONIAL - Republic Day and Independence Day Function · Course Inauguration / Valediction Ceremony · Visit of VVIPs such as President / Vice-President / Prime Minister · Any other occasion designated by the Course Coordinator

b. FORMAL - Formal Lunch / diner (other than those where a VVIP is present) · Visits of dignitaries other than VVIPs

c. INFORMAL - For Officer Trainees and In-Service Officers during Class Hours.

d. CASUAL - Cultural Evenings · Mess (other than for Formal Lunch / Dinner.

e. TRADITIONAL/ ETHNIC - Cultural Performances · India Day.

- Lapel cards shall always be worn on all formal and informal functions and during classes. All OTs are expected to be always well-groomed and properly dressed according to the occasion and as per the weather. Casuals or frivolous attire shall **NOT** be allowed during academic hours or in the Officers' Mess. However, only formal leather shoes shall be worn in academic area, Officers' Mess, Officers' Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT / Games.
- Use of slip-ons/ leather chappals by Gentlemen and Lady OTs is strictly proscribed. Use of bathroom slippers should be restricted to the hostel rooms only.
- For PT / Yoga / Games and Sports Activities · For PT / Yoga and compulsory sports / games activities, Academy track-suits and white Academy T-shirts must be worn.
- Other tracksuits and T-shirts will not be allowed. · Two pairs of Academy white T-shirts, one Academy track suit (along with one extra track-pant) and two pairs of Academy socks will have to be purchased by all OTs at the time of joining.
- For other sports activities, OTs may like to bring their own sports clothing. Academy T-shirts will also available for sale in colours other than white for casual wear.
- One pair of good quality jogging / running shoes (in white colour) with adequate cushioning for road-running will be required. It is advisable to invest in a good quality running shoe to avoid subsequent injuries.
- Items required for the Trek: Trekking shoes (Jungle Boots, Outdoor shoes) with non-slippery soles and good grip. Umbrellas, goggles and caps are also advised.

**INDUCTION COURSE FOR APFCs (PROBATIONERS)
(BATCH -I)**

30th SEPT TO 23rd DEC 2016

REGISTRATION FORM

S.No. _____

1.	Name (In Block letters)	:			
2.	Father's Name	:			
3.	Date of Birth	:			
4.	Sex (Male/Female)	:			
5.	Category (SC/ST/OBC/GEN)	:			
6.	Educational Qualification (Degree & Name of Institute) A: Graduate B: Post Graduate	:			
7.	Permanent residential Address and declared Home Town	:			
8.	Previous experience (Mention in Govt./Private sector with period, position held, Name of Organization and city)	:			
9.	e-mail address	:			
10.	Mobile No.	:			
11.	Alternative mobile number with name & relationship (to be contacted in case of any emergency)	:	Name	Relationship	Contact No.
12.	Any Medical Problem	:			

Signature: _____