



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 AND EMPLOYMENT, GOVERNMENT OF INDIA
30-31 इन्स्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली-110058, फोन - 28521199, फैक्स - 28525987
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No. 13/45/2018-2019/PDNASS/Pt-I / 1107

Date: 24-9-2019

To

All Zonal Additional CPFCs [including Addl. CPFC (ASD)]
All Regional P. F. Commissioners-I
All Regional Offices
The Regional P. F. Commissioners-I (IS)
(For web circulation)

Subject: Training Calendar of PDNASS for the Year 2019-20-reg.

Sir,

Please find enclosed the Training Calendar for the year 2019-20 for Group 'A' Officers of EPFO. Also the cadre-wise eligibility for various training programmes is enclosed herewith. It is requested to circulate the same amongst all Group 'A' Officers of your office.

2. The following is the criteria for attending the training programmes:

- Preference will be given to officers who have not attended any training in the sequence of last 3/2/1 years respectively.
- The officer should not have attended the training which he/she proposes in self nomination in the last 3 years.
- The Officer intending to attend training programmes must have 2 years of service left from the date of commencement of such training programme.
- The officers eligible for trainings may in the order of preference mention three training programmes they wish to attend during the year 2019-20 keeping in view the above criteria. The preferences in the following format be submitted by the concerned officer In-charge at E-mail natrss@epfindia.gov.in before 07.10.2019 in the following format:

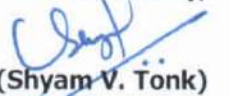
Sl. No.	Name	Designation	Present place of posting	Date of Retirement	Month & Year of last training attended	Name of the Training Programmes in preferential order		
						1	2	3
1.								

3. It is requested not to send physical copies of preferences submitted by the officers to PDNASS. The Academy shall try to accommodate the preferences of the officers in the best possible way.

PDNASS shall regulate the above criteria based on training needs & objectives of the organisation.

(This issues with the approval of competent authority)

Yours faithfully,


(Shyam V. Tonk)

Regional P.F. Commissioner-I (Training)

TRAINING CALENDAR 2019-2020

S.No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
FUNCTIONAL PROGRAMMES									
1.	Human Resource Management and Development (3 Days)			09-11					
2.	Financial Management & Investments (3 Days)							17-19	
3.	EPF & MP Act: Strategies for Voluntary Compliance (3 Days)			14-16					
4.	Compliance Management (5 Days)					09-13			
5.	Reservation Provisions & Role of Liaison Officers (2 Days)						09-10		
6.	Preventative Vigilance and Functions of Inquiry (IOs) and Presenting Officers (POs) (3 Days)			14-16					
7.	Customer Relationship Management (3 Days)							26-28	
8.	E-Governance in EPFO (3 Days)						06-08		
9.	Official Language (2 Days)							13-14	
10.	Training Programme on EPS, 1995 & International Workers (3 Days)					02-04			
11.	Training Programme for Audit Officers (3 Days)						29-31		

11 Functional Programmes

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
ORIENTATION PROGRAMMES FOR CBT MEMBERS/OFFICERS OF EPFO									
1.	Orientation Programme for CBT Members (1 Day) - (Dates to be decided)								
2.	Orientation Programme for Officers on Deputation (1 Day) -(Held on 13 th June 2019)								
3.	Orientation Programme on Promotion to RPFC-II (5 Days)					16-20			
4.	Orientation Programme on Promotion to RPFC-I (5 Days)				25-29				
5.	Orientation Programme on Promotion to ACC (3 Days)							03-05	

05 Orientation Programmes for CBT Members/Officers of EPFO

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
MID CAREER TRAINING PROGRAMMES									
1.	Mid-Career Training Programme for Senior Level Management (4 weeks)			10 Oct -06 Nov					
2.	Mid-Career Training Programme for Middle Level Management (4 weeks)				04-29				
3.	Mid-Career Training Programme for Junior Level Management (4 weeks)						13 Jan.-07 Feb.		

03 Mid-Career Programmes

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
MANAGEMENT DEVELOPMENT PROGRAMME									
1.	Attitude for Altitude (5 Days) (Outbound Programme)			21-25					
2.	Ethics and Values in Governance (3 Days)					18-20			
3.	Strategic Management (3 Days)	07-09					15-17		
4.	Leadership & Change Management (3 Days)			21-23			20-22		
5.	Excellence in Leadership & Governance for EPF Nepal (5 Days)								16-20
6.	Work Life Balance (3 Days) –(Held on 10-12 April 2019)								
7.	Planning for Life after Retirement (3 Days)			30 th Oct.-01 st Nov.			22-24		
8.	Communication and Presentation Skills (3 Days)			21-23			27-29		
9.	Self-Management & Skills for Professional Excellence (3 Days)					02-04			

13 Management Development Programme

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
WORKSHOP									
1.	Workshop on Gender Sensitization (2 Days)			03-04					
2.	Workshop on Right to Information Act (2 Days)							24-25	
3.	Workshop for Exempted Establishments (2 Days)					23-24		10-11	

04 Workshops

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
NATIONAL/INTERNATIONAL TRAININGS/SEMINARS									
1.	National Seminar on Global Trends in Social Security & Pension (1 Days)					02			
2.	Seminar for International Workers of Establishments (1 Day)				22				
3.	International Training Programme on Managing Social Security Systems (5 Days)				04-08				

03 International/National Seminars

S. No.	2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
DEPARTMENT OF PERSONNEL & TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME									
1.	Direct Trainers Skills (DTS) (5 Days)	29 July-02 Aug.							
2.	Design of Training (DoT) (5 Days)	05-09							
3.	Systematic Approach to Training (SAT) (3 Days)	28-30							
4.	Evaluation of Training (EOT) (5 Days)		23-27						
5.	Mentoring Skills (3 Days)			16-18					
6.	Training Need Analysis (TNA) (6 Days)				04-09				
7.	Experiential Learning Tools (ELT) (5 Days)				18-22				
8.	MT Development on Facilitation Skills (6 Days)					04-11			

08 DoP&T programmes

2019-2020	AUG	SEP	OCT	NOV	DEC	JAN'20	FEB'20	MAR'20
Total Number of Trainings in a Month	04	01	10	06	08	08	06	01

TOTAL TRAINING PROGRAMMES

**(47 TRAINING PROGRAMMES)
Including 08 DoP&T SPONSORED PROGRAMME**

CADRE-WISE DETAILS OF THE TRAINING PROGRAMMES (2019-20)

S. NO.	NAME OF THE TRAINING & MONTH	APFC	APFC/RC-II	RC-II/RC-I	RC-I/ACC
August-2019					
1.	Direct Trainers Skills (DTS) (5 Days)	NA	NA	NA	NA
2.	Strategic Management (3 Days)				✓
3.	Design of Training (DoT) (5 Days)	NA	NA	NA	NA
4.	Systematic Approach to Training (SAT) (3 Days)	NA	NA	NA	NA
September-2019					
1.	Evaluation of Training (EOT) (5 Days)	NA	NA	NA	NA
October-2019					
1.	Workshop on Gender Sensitization (2 Days)	✓	✓	✓	✓
2.	Mid-Career Training Programme for Senior Level Management (4 Weeks)				✓
3.	Human Resource Management and Development (5 Days)	✓	✓		
4.	EPF & MP Act: Strategies for Voluntary Compliance (3 Days)	✓	✓	✓	
5.	Preventative Vigilance & Functions of Inquiry Officers and Presenting Officers (3 Days)	Vigilance Officers of EPFO			
6.	Mentoring Skills (3 Days)	NA	NA	NA	NA
7.	Attitude for Altitude (5 Days)			✓	✓
8.	Leadership & Change Management (3 Days)				✓
9.	Communication & Presentation Skills (3 Days)				✓
10.	Planning for Life after Retirement (3 Days)	✓	✓	✓	✓
November-2019					
1.	International Training Programme on Managing Social Security Systems (5 Days)	NA	NA	NA	NA
2.	Mid-Career Training Programme for Middle Level Management (4 Weeks)			✓	
3.	Transfer Need Analysis (TNA) (6 Days)	NA	NA	NA	NA
4.	Experiential Learning Tools (ELT) (5 Days)	NA	NA	NA	NA
5.	Seminar for International Workers of Establishments (1 Day)	NA	NA	NA	NA
6.	Orientation Programme on Promotion to RPFC-I (5 Days)	Promoted RPFC-II to RPFC-I			

December-2019					
1.	National Seminar on Global Trends in Social Security & Pension (1 Day)	NA	NA	NA	NA
2.	Training Programme on EPS, 1995 & International Workers(3 Days)		✓	✓	
3.	Self-Management & Skills for Professional Excellence (3 Days)	✓	✓	✓	
4.	MT Development on Facilitation Skills (6 Days)	NA	NA	NA	NA
5.	Compliance Management (5 Days)	✓	✓		
6.	Orientation Programme on Promotion to RPFC-II (5 Days)	Promoted APFC to RPFC-II			
7.	Ethics and Values in Governance (3 Days)	✓	✓	✓	✓
8.	Workshop for Exempted Establishments (2 Days)	NA	NA	NA	NA
January-2020					
1.	E-Governance in EPFO (3 Days)	✓	✓	✓	
2.	Reservation Provisions & Role of Liaison Officers (2 Days)		✓	✓	
3.	Mid-Career Training Programme for Junior Level Management (4 Weeks)	✓	✓		
4.	Strategic Management (3 Days)	✓	✓		
5.	Leadership & Change Management (3 Days)	✓	✓		
6.	Planning for Life after Retirement (3 Days)	✓	✓	✓	✓
7.	Communication & Presentation Skills (3 Days)	✓	✓		
8.	Training Programme for Audit Officers (3 Days)	Audit Officers of EPFO			
February-2020					
1.	Orientation Programme on Promotion to ACC (3 Days)	Promoted RPFC-I to ACC			
2.	Workshop for Exempted Establishments (2 Days)	NA	NA	NA	NA
3.	Official Language (2 days)	AD(OL)/DD(OL)			
4.	Financial Management & Investment (3 Days)	✓	✓		
5.	Workshop on Right to Information Act (2 Days)	✓	✓	✓	✓
6.	Customer Relation Management (3 Days)				✓
March-2020					
1.	General Management & CRM for EPF Nepal (5 Days)	NA	NA	NA	NA

Orientation Programme for CBT Members (1 Day) for CBT Members (To be decided)