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

Subject: Training Circular – National Calendar programmes on Training of Trainers (ToT)sponsored by DoP&T to be conducted under “Trainers Development Programmes” at PDNASS during 2019-2020–Inviting Nominations – Regarding.

Sir,

Pandit Deendayal Upadhyyaya National Academy of Social Security (PDNASS)
New Delhi, a unit of Employees’ Provident Fund Organisation under the Ministry of Labour & Employment, Govt. of India is organizing the following national level training programmes on Training of Trainers (ToT) to be conducted under Trainers Development Programmes prepared, sponsored and approved by Department of Personnel & Training (DoP&T) Govt. of India during the second and third quarter of calendar year 2019-2020:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Approved Course</th>
<th>Duration (no.of days)</th>
<th>Approved Dates</th>
<th>Submission of Nominations PREFERABLY before</th>
<th>No. of participants Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Direct Trainer Skills (DTS)</td>
<td>5 days</td>
<td>29.07.2019 to 02.08.2019</td>
<td>25.06.2019</td>
<td>24</td>
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<td>2.</td>
<td>Design of Training (DoT)</td>
<td>5 days</td>
<td>05.08.2019 to 09.08.2019</td>
<td>25.06.2019</td>
<td>12</td>
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<td>3.</td>
<td>Systematic Approach to Training (SAT)</td>
<td>3 days</td>
<td>28.08.2019 to 30.08.2019</td>
<td>25.06.2019</td>
<td>16</td>
</tr>
<tr>
<td>4.</td>
<td>Evaluation of Training (EoT)</td>
<td>5 days</td>
<td>23.09.2019 to 27.09.2019</td>
<td>25.06.2019</td>
<td>16</td>
</tr>
<tr>
<td>6.</td>
<td>Training Need Analysis (TNA)</td>
<td>6 days</td>
<td>04.11.2019 to 09.11.2019</td>
<td>25.08.2019</td>
<td>16</td>
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<tr>
<td>7.</td>
<td>Experiential Learning Tools (ELT)</td>
<td>5 days</td>
<td>18.11.2019 to 22.11.2019</td>
<td>25.08.2019</td>
<td>16</td>
</tr>
</tbody>
</table>

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

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

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

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

p.t.o.
6. It is requested to forward 3-4 nominations of eligible Group ‘A’ officers from your esteemed Department/ Organization/ Institution. Nomination form for each course is enclosed along with sponsoring authorities confirmation form. The filled in nominations in the specific format should reach PDNASS as mentioned against the programme at the earliest by Fax (on 011- 28525987) or by e-mail at: natrss@epfindia.gov.in to enable us to make necessary arrangements for the participants.

7. As regards programmes mentioned at Sl.No.1 & 2, it is necessary to inform that only those officers who have successfully completed DTS programme are eligible to attend DoT programme.

8. As regards programme mentioned in Sl. No.8 i.e., MT Development on Facilitation Skills, this programme will be conducted in following three batches:


9. If the nominations are received according to the above mentioned dates, it will be convenient for us to send the confirmation as well as distance learning material as per the demand of the courses so that the nominee(s) will be able to go through the material and get acquainted with the basics of training programmes.

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

11. For any further information about PDNASS or training programmes, please feel free to contact at Telephone No.011-28521199 or e-mail. natrss@epfindia.gov.in. The application for nomination of participants and sponsoring Authority’s confirmation format can also be downloaded from EPFO Website with URL – www.epfindia.gov.in

12. It is requested to circulate this communication among all officers in your Department/ Institution/ Organization.

   (This issues with the approval of the Competent Authority).

Yours faithfully,

Encl: as above.

( Shyam V. Tonk )
Regional P F Commissioner-I
Ph.011-28521199