



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,
30-31 Institutional Area, Janakpuri, New Delhi - 110058



File No. 13/21/2023-24/PDNASS/APFCDRInduction2023/432

Dated: 14.10.2024

14 OCT 2024

To,

ACC(HQ)/ ACC – All Zones,
ACC – All ZTIs,
RPFCs/ OICs (All ROs).

Subject: Induction Training Program of DR APFCs of 2024 Batch- Regarding.

Madam/ Sir,

As you are aware that Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS) is organizing an Induction Training for the Direct Recruit Assistant Provident Fund Commissioners (DR APFCs). There are 159 numbers of APFCs recruited by the UPSC, to whom induction training is to be imparted. The **residential training program** will be of **13 weeks** and will be conducted at PDNASS. There will be total of **three batches**. The induction training for first batch of 53 APFCs is scheduled to commence from **21.10.2024 (Monday)**. The dates of commencement of training for second and third batch shall be communicated in due course. The list of probationer APFCs for **first batch** is attached as **Annexure I**.

2. The Officer Trainees (OTs) of **first batch** shall report at PDNASS on **20.10.2024**. The RPFCs/OICs are requested to relieve the probationer APFCs of first batch accordingly. **A copy of their relieving order may be sent to PDNASS also (natrss@epfindia.gov.in).**

3. The Induction Training Conduct Rules and Regulations, Dress Code, Leave of Absence etc. are enclosed as **Annexure II**. All the OTs are directed to **go through these instructions meticulously for strict compliance and making necessary arrangements regarding formal dress(es) etc.**

4. All the OTs shall also undergo a mandatory 24 weeks **On the Job Training (OJT)** and during their probation period, there shall be a **Mentorship Program** for these OTs led by the OIC of the office in which they are posted. **A detailed email dated 09.10.2024 has been sent to all ROs regarding the same (Annexure III).**

5. **No exemption** from the training program is permissible **unless approved by Director (PDNASS)**. All the RPFCs/OICs are requested to impress upon the trainee APFCs to attend the training program and to adhere to the program guidelines.

6. All the RPFCs/ OICs are further requested to get the **NIC email id** and the **HR Soft login id** generated in respect of these newly joined APFCs on **Top Priority**.

7. The co-operation of all concerned is solicited in making the Induction Training Program a journey of learning through involvement.

Sincerely,

Encl: As above



(Ankur P Gupta)
Regional PF Commissioner-I (PDNASS)
Head Induction Trainings

Copy to:

- 1- PS to CPFC for information
- 2- ACC (HQ) (HRM) for information
- 3- ACC (Recruitment) for information
- 4- RPFC-I (Recruitment) for information
- 5- RPFC-I (NDC) for web circulation
- 6- Hindi Section for Hindi version

13 WEEKS INDUCTION TRAINING PROGRAMME-DR APFCs (2024)

FIRST BATCH

(STARTING 21st-OCT-2024)

LIST OF PARTICIPANTS

S.NO	NAME OF OFFICER (SHRI/SMT/MS./DR)	DESIGNATION	NAME OF REGIONAL OFFICE
1	SACHIV NEHRA	APFC	VADODARA
2	ARPANA GILL	APFC	DELHI NORTH
3	RAHUL MALIK	APFC	DELHI WEST
4	JOGINDER SINGH	APFC	FARIDABAD
5	RAHUL CHOUDHARY	APFC	ALWAR
6	VIJAY	APFC	DELHI NORTH
7	RAJESH BABAL	APFC	NARODA
8	VIVEK KUMAR GUPTA	APFC	GWALIOR
9	DEEPANSHU SINGH	APFC	DEHRADUN
10	RAM KESH SINGH	APFC	KARNAL
11	POOJA	APFC	CHANDIGARH
12	HRITIK RAJPUT	APFC	CHANDIGARH
13	POONAM	APFC	VAPI
14	ARMAAN	APFC	LUDHIANA
15	SUMIT	APFC	SHIMLA
16	PRIKSHIT DESWAL	APFC	BHATINDA
17	BALDEV KUMAR	APFC	JODHPUR
18	ANKIT RATHI	APFC	AMRITSAR
19	HARMEET KAJAL	APFC	JALANDHAR
20	SHRISTI NAIN	APFC	DELHI NORTH
21	VIMAL KUMAR SINGH	APFC	RANCHI
22	SUDHANSHU NIKETAN MISHRA	APFC	RAIPUR
23	PRIYA DWIVEDI	APFC	BANDRA
24	SAURABH SINGH	APFC	PARK STREET
25	ASHWINI KUMAR SINGH	APFC	PUNE WEST
26	SHIV PRATAP SINGH	APFC	PARK STREET
27	NEHA KUMARI	APFC	PARK STREET
28	NARINDER SONI	APFC	BHATINDA
29	NITIK JAKHAR	APFC	SURAT
30	ASHISH KUMAR YADAV	APFC	BARRACKPORE
31	MD SANAULLAH ANSARI	APFC	BARKATPURA
32	ANKUR PANDEY	APFC	GUWAHATI

33	AKHILESH SHARMA	APFC	BHARUCH
34	DHARMENDRA GURJAR	APFC	VISAKHAPATNAM
35	DEEPAK TIWARI	APFC	ROHTAK
36	SURAJ GOSWAMI	APFC	KOLHAPUR
37	VIKASH MEENA	APFC	BHUBANESWAR
38	VIPPLAVI SINGH CHAUHAN	APFC	BHUBANESWAR
39	DILIP MEENA	APFC	PATANCHERU
40	ATISHAY YADAV	APFC	PUDUCHERRY
41	BIPIN KUMAR	APFC	CHENNAI (NORTH)
42	ROHIT SINGH	APFC	ROURKELA
43	ANKUSH KUNDU	APFC	COIMBATORE
44	RADHANATH PATTANAYAK	APFC	RAJAMUNDRY
45	MAHENDRA KUMAR MEENA	APFC	KOLLAM
46	VIJAY BAHADUR	APFC	AGRA
47	BHARAT LAL MEENA	APFC	KALABURAGI
48	SHIVKESH MEENA	APFC	WARANGAL
49	JEETESH MEENA	APFC	TAMBARAM
50	MONU SINGH	APFC	GURUGRAM (EAST)
51	ABHAY KUMAR	APFC	MADURAI
52	ADARSH KAIMATHIYA	APFC	MADURAI
53	VINAY KUMAR	APFC	TRICHY

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.

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.

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.

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.

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 Trainee is a host. She/he is expected to be present 10 minutes before the guests arrive to receive them and to see that no guest 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 Trainee 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.

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

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OJT and Mentorship Program for DR APFCs 2024 Batch regarding

From: NATRSS New Delhi

To: Regional Office Kandivali II Regional Office, Kandivali, EPFO Ministry of Labour RO THANE NORTH RO Thane South Regional Office Vashi Regional Office, Coimbatore

Show more...

Cc: AJAY K MEHRA P.P.S. MAINGI RC-II, EPFO Director NATRSS Nilendu Mishra Ankur P Gupta APFC Sanjay Rai, RPFC II, RO Vadodara Sharique Tanwir Addl CPFC

MENTORSHIP.pdf (270.6 KB) [Download](#) | [Briefcase](#)

MODEL ON THE JO... WEEKS)- APFCs.pdf (395.5 KB) [Download](#) | [Briefcase](#)

[Download all attachments](#)

Sir/Madam,

It is informed that a 13 weeks Induction Training Program is starting at PDNASS for the first 53 DR APFCs from 21.10.2024 (Monday). Thereafter, Apart from the above 53 DR APFCs, On-the-Job Training (OJT) of 24 weeks shall start for the remaining DR APFCs at their place of joining. The PDNASS training.

The first batch shall start the OJT after completing the 13 weeks Induction Training at PDNASS.

A model OJT plan is **attached herewith** for necessary guidance. Officer Trainees (OTs) are expected to maintain an On-the-Job Training Journal/ I by the OTs for possible review by senior officers.

A mentor-mentee program (**copy attached**) is also to be implemented for these newly joined DR APFCs. The program is to be led by the OIC of the who shall be an officer of rank not below that of RPFC-II. Towards the end of the program, an evaluation form is to be submitted to PDNASS, one e

Regards,
Team PDNASS

PDNASS MENTORSHIP PROGRAM

Role of Mentors and Mentees

The program aims to make the DR APFCs 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 APFC 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 APFC probationers and is endorsed by PDNASS.
- Meetings between mentors and APFC 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 APFC 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 APFC 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-APFC 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 APFC 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 APFC probationers as they will change and evolve over time.
- Be open to assistance from other colleagues outside the mentor-APFC probationers' relationship.
- Be professional oriented by continually improving the practice of teaching and learning.

MENTOR/APFC 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 PDNASS.

This evaluation is being completed by the: Mentor/Mentee

Evaluation Form
Name:
Designation:
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 APFC 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. What improvements would you suggest to PDNASS?

MODEL ON THE JOB TRAINING (24 WEEKS)- APFCs

S. No.	WEEK	SUBJECT DIVISION	DETAILED TOPICS
1	4	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 APFC 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	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 APFC 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.	
3	1	Audit	Role of Concurrent Audit, Audit Paras (Internal Audit & CAG). Role of internal audit.
		Attachment of Trainee APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
4	2	Administration & Coordination	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 APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
5	2	Recovery	Section 8B to 8G, Revenue Recovery Certificates.
		Attachment of Trainee APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
6	2	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 APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
7	2	Pension	Processing of 10D, transfer in received from other offices, calculation of pension, disbursement of pension, BRS, Jeevan Pramaan,
		Attachment of Trainee APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
8	1	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 APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
9	2	Citizen Services Division	Working at Facilitation Center (PRO), EPFIGMS, CPGRAM, Visit at Nidhi Aapke Nikat, Handling of grievance received physically or through emails, social media, etc. , Handling of Social Media Accounts
		Attachment of Trainee APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
10	2	Intelligence	Data collection and processing, triangulation of data
		Attachment of Trainee APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	
11	2	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 APFC with DA/SS/AO/EO/APFC/RPFC-II/RPFC-I as per the work to understand each process practically in detail.	

Officer Trainees are expected to maintain an On-The-Job Training Journal/ Diary which shall be signed by the OIC of the office in which they are posted and may be periodically seen by the ACC of the Zone.