



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 FUNDS ORGANISATION**  
**(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)**  
30-31, संस्थागत क्षेत्र, जनकपुरी, नई दिल्ली - 110058  
**30-31, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI-110058**  
दूरभाष/Phone: 28524248, 28526525; फैक्स/Fax: 28525987



अन्तरताना/web: [www.natrss.gov.in](http://www.natrss.gov.in); अणुडाक/email: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in)

No. 13/39/2017-18/PDUNASS/ 2342

Dated: 26.12.2017

This is in continuation of EPF Hqrs office orders issued in respect of appointments of Enforcement Officers with the direction to the newly recruited EOs to report at Pandit Deendayal Upadhyaya Nation Academy of Social Security, 30-31, Institutional Area, D Block, Janakpuri, New Delhi-110058 for Foundation Training Programme on 01.01.2018 at 09:00AM sharp. Besides the instructions issued vide above referred office orders the following additional instructions are issued to the newly recruited EO/AO (DR) for their convenience and information:

## **2) Registration and Verification**

- 1) Officers will be required to complete the Registration formalities for newly recruited EO/AO (DR) after reporting at the Academy.
- 2) Officers are requested to bring the original Aadhaar card, copy of appointment letter & two photographs used in previous communication with Head Office for the purpose of application/verification.
- 3) The Officers are required to complete the Joining formalities on 01<sup>st</sup> January 2018 between 09:00 AM - 10:00 AM at **Manthan Training Hall (3<sup>rd</sup> Floor) of the Academy**. Session will begin from 10:00 AM.

## **3) COURSE DETAILS**

- 1) The Foundation Training Programme shall be conducted by the Course Director, Sh.Vineet Gupta, Regional PF Commissioner-I.
- 2) The Course Duration: 01<sup>st</sup> January 2018 to 21<sup>st</sup> January 2018.
- 3) Date of Joining: 01<sup>st</sup> January 2018 at 09:00AM sharp. The Officers will arrive at the Academy on or one day before the joining date to assume charge on 01<sup>st</sup> January 2018.

#### **4) 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.

#### **5) RECEPTION AND JOINING**

- 1) As mentioned earlier, the joining formalities must be completed on 01<sup>st</sup> January 2018 by 10:00 AM. Please produce your appointment letter at the Security Counter at the Academy Entrance Gate to secure access inside the Academy premises.
- 2) 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.

#### **6) RESIDENTIAL ACCOMMODATION**

- 1) During the Foundation Training Programme, the accommodation will be provided by the Academy.

- 2) Request for leave shall not ordinarily be accepted during the training programme.
- 3) The details of room allotment will be communicated to you at the time of reporting to the Academy.
- 4) Accommodation will be provided on a twin sharing basis during the Foundation 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. Officers are NOT allowed to entertain Guests (family members, friends, spouse or anybody else) in their rooms. Academy will provide accommodation for Officers only.

**7) 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 Officers from 31<sup>st</sup> December 2017 afternoon onwards.
- 2) Officers are required to strictly follow the timings of the Mess.

**8) 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. Officers are advised to make optimal use of these facilities.

**9) COMPUTER LAB**

- 1) The Academy has a Computer Lab with internet facility for the Officers. 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 Officers will have to make use of the same for their respective assignments.

**10) COURSE INAUGURATION AND COMMENCEMENT OF CLASSES**

- 1) The Foundation Training Programme will be formally inaugurated on 01<sup>st</sup> January 2018 at 10:00 AM. You are requested to be dressed in the **FORMAL 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 Officers is strictly prohibited during the programme.

**11) 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](mailto:natrss@epfindia.gov.in)
- 3) Telephone Nos: 011-28524248 (Director), 28525993 (Senior Administrative Officer/RPFC-I, Sh. Rakesh Sahrawat), 28526525 (Course Director/RPFC-I, Sh. Vineet Gupta) Fax 28525987

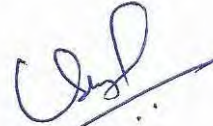
**12) LIST OF ITEMS REQUIRED**

- 1) Bedding & Linen will be provided by the Academy.
- 2) Clothing: The Academy lays strong emphasis on properly turned-out appearance. Officers are expected to be properly attired at all times and at no time present an unkempt or slovenly appearance. Gentlemen Officers must keep their hair trimmed short and properly groomed. They are required to shave daily. Officers sporting moustaches and beards must keep them properly trimmed. The weather gets very cold in December & January. Adequate warm clothes are, therefore, essential.

**13) YOGA**

Yoga Session will be held compulsorily from 07:00 to 07:45 AM and 07:45 to 08:30 AM in two separate batches. Officers are advised to carry suitable attire for yoga sessions.

Yours faithfully



**(Shyam V. Tonk)**  
**Regional PF Commissioner-I**

Copy to

- 1) Sh. Sanjay Bisht, RPFC-I (HRM), Head Office, New Delhi
- 2) OICs of the Four Zonal Training Institutes (NZ, SZ, EZ and WZ).
- 3) Section Officer (Admin), PDNASS, New Delhi, for information and necessary preparations.