



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, इंस्टीट्यूशनल एरिया नई दिल्ली, जनकपुरी, 110 058  
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No. Adm. 13 (1)/2017-2018/PDUNASS/ 579

Dated: 26 APR 2017

To

All Zonal Additional CPFCs [including Addl CPFC (ASD)]  
All Regional P.F. Commissioners -I  
Regional Office  
EPFO

Sub: **Revised Training Calendar of the PDUNASS for the year 2017-2018 -req.**  
Ref: This office letter no. Adm.13 (1)/2017-2018/PDUNASS/1275 dated 05.04.2017  
This office letter no. Adm.13 (1)/2017-2018/PDUNASS/261 dated 20.04.2017

Sir/Madam,

Please refer to this office letter of even no. 1275 dated 05.04.2017 and no.261 dated 20.04.2017 placed at Sr. No. 03 and 26 respectively of Office Orders/Circulars in EPFO Website.

In this context, please find enclosed herewith the **Revised Training Calendar** duly approved by the competent authority for the year 2017 -2018 for Group 'A' Officers of EPFO.

You are requested to keep in view the dates of Revised Training Calendar while submitting the Preferences for Training Programmes.

**(This issues with the approval of competent authority)**

Yours faithfully,

  
(Rakesh Sahrawat)  
Regional P.F. Commissioner -I

Copy to:

Regional P.F. Commissioner (NDC) with the request to upload the same on website of EPFO and PDUNASS.

# TRAINING CALENDAR 2017-2018

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>FUNCTIONAL PROGRAMME</b>													
1.	Administration & Establishment (3 Days)			21-23									
2.	Human Resource Management and Development (3 Days)				26-28								
3.	Financial Management & Investments (5 Days)								06-10				
4.	EPF & MP Act: Strategies for Self-Compliance (3 Days)				12-14								
5.	Leadership & Change Management (3 Days)		28-30										
6.	Reservation Provisions & Role of Liaison Officers (3 Days)				17-19								
7.	Official Language (2 Days)									18-19			
8.	Disciplinary Proceedings & IOs/POs (3 Days)			07-09									
9.	Customer Relation Management (3 Days)								15-17				

09 Functional Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>INDUCTION/REFRESHER TRAINING PROGRAMMES</b>													
1.	Induction Training Programme (3 Weeks) at PDUNASS				03-21 (1 <sup>st</sup> Batch)	31 July- 18 Aug (3 <sup>rd</sup> Batch)	4-22 (5 <sup>th</sup> Batch)						
	Induction Training Programme (3 Weeks) at ZTI (SZ), Chennai				03-21 (2 <sup>nd</sup> Batch)	31 July- 18 Aug (4 <sup>th</sup> Batch)	4-22 (6 <sup>th</sup> Batch)						
2.	Refresher Course for APFCs (2 Weeks)									11-22 (1 <sup>st</sup> )	08-19 (2 <sup>nd</sup> )	12-23 (3rd)	
												29 Jan -09 Feb (4 <sup>th</sup> )	

10 Induction/Refresher Programmes

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>MANAGEMENT DEVELOPMENT PROGRAMME</b>													
1.	Attitude for Altitude -Outbound Training Programme (5 Days)		22-26	26-30					06-10				
2.	Ethics and Values in Governance (3 Days)		24-26				18-20				03-05		
3.	Strategy Management (2 Days)									07-08			
4.	General Management & CRM for EPF Nepal (5 Days)					14-19						26 Feb -02 Mar	
5.	General Management & CRM for J&K, EPF (5 Days)							03-07					05-09
6.	Work Life Balance (3 Days)							25-27		18-20		14-16	
7.	Faculty Development Programme for Zonal Training Institutes (3 Days)											28 Feb -02 Mar	

**15 Management Development Programmes**

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>WORKSHOPS</b>													
1.	Workshop on EPF Mission & Implementation Strategy (2 Days)	17-18											
2.	Workshop on Citizen Centric Service Delivery (2 Days)	27-28											
3.	Workshop on Law Enforcement (2 Days)									04-05			
4.	Workshop on Official Language (1 Day)							31					
5.	Workshop on Gender Sensitization (2 Days)											05-07	
6.	Workshop on Right to Information Act (2 Days)			26-27									
7.	Workshop for Exempted Establishments (2 Days)									14-15	24-25		

**08 Workshops**

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>NATIONAL/INTERNATIONAL SEMINARS</b>													
1.	National Seminar on Global Trends in Social Security & Pension (2 Days)		15-16										
2.	International Seminar on Social Security (2 Days)					07-08							
3.	Seminar for International Workers of Establishments (1 Day)								30				

03 International/National Seminars

S. No.	2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
<b>DEPARTMENT OF PERSONNEL &amp; TRAINING SPONSORED TRAINING FOR TRAINER PROGRAMME</b>													
1.	Direct Trainers Skills (DTS) (5 Days)					21-25							
2.	Experiential Learning Tools (ELT) (5 Days)								27 Nov -01 Dec				
3.	Evaluation of Training (EOT) (5 Days)						18-22						
4.	Mentoring Skills (1)							04-06					
5.	Facilitation Skills (1)								08-10				
6.	Systematic Approach to Training (SAT) (1)					01-03							

06 DoP&T programmes

2017-2018	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT'	NOV	DEC	JAN'18	FEB'18	MAR'18
Total Number of Trainings in a Month	02	04	04	05	06	04	04	06	06	04	05	01

**TOTAL TRAINING PROGRAMMES**  
INDUCTION TRAINING PROGRAMME FOR APFCs

(48 TRAINING PROGRAMMES AT PDUNASS)  
(03 AT ZTI (SZ), CHENNAI) TOTAL=51  
Including 06 DoP&T SPONSORED PROGRAMME