

Zonal Training Institute(South Zone), Chennai

(A Unit of National Academy for Training and Researcy in Social Security, New Delhi)

Training Calendar For The Year 2015 - 16

For Group B & C Officials of AP, TL,KN, TN , KR and Goa

S.No.	Name of Training programme	Apr-15	May,15	Jun-15	Jul-15	Aug-15	Sep-15	Oct,15	Nov-15	Dec-15	Jan-16	Feb,16	Mar,16	Total Programs	Days	Total Days
Induction Courses																
1	Course for SSAs		11 - 22		06 - 17				02 - 13			08 - 19		4	10	40
2	Course for SS	20 - 24					07 - 11					18 - 22		3	5	15
3	Course for EOs / AOs					03 - 07			02 - 06					2	5	10
Subject oriented courses																
4	Accounts	06 - 10		08 - 12				26 - 30				01 - 05		4	5	20
5	Compliance		18 - 22					05 - 09						2	5	10
5a	Orientation Programme for EOs/AOs*	7,9,28 & 30	12 & 14											6	1	6
6	Pension			23-26		18-21			17-20				08-11	4	4	16
7	Administration				20 - 24				7-11					2	5	10
8	Recovery					24 - 26					11-13			2	3	6
9	Legal matters			16-18								15 - 17		2	3	6
10	Financial Management				08 - 10							10 - 12		2	3	6
11	Administrative vigilance			17 - 19						28 - 30				2	3	6
12	RTI Act & Grievance Handling						21 - 23				06-08			2	3	6
13	Reservation Policy								09 - 11					1	3	3
14	Communication skills for PA/PS				01 - 03									1	3	3
15	General Training for DPAs						14 - 16							1	3	3
Refresher Courses																
16	Refresher course for SS						02 - 04				11 - 13		02 - 04	2	3	9
17	Refresher course for EOs / AOs				28-30					02 - 04		23 - 25		2	3	9
18	Refresher course for SSAs							16 - 28	18 - 20				14 - 16	2	3	9
Personality Development & other courses																
19	Personality Development				13 - 15						5-7			2	3	6
20	Training for Hindi Translators				01 - 03									1	3	3
21	Gender sensitization			24-26										1	3	3
22	Training programme for Ers/Mrs							07-08		14-15				2	2	4
23	Inter personnel relationship(for ZTI)**												28	1	1	1
24	Retirement Planning						28-30				20 - 22			2	3	6
Total Pr ogrammes		6	4	5	7	3	5	4	4	5	6	5	4	58	88	216

*One day Orientation Programme for EOs/AOs

On 7th April IV Batch
 On 9th April V Batch
 On 28th April VI Batch
 On 30th April VII Batch
 On 12th May VIII Batch
 On 14th May IX Batch

**Only for ZTI(SZ) and from other local offices


 पी.आर. श्रीनिवासन् / P.R. SRINIVASAN
 सहायक भविष्य निधि आयुक्त
 ASSISTANT PROVIDENT FUND COMMISSIONER
 आंचलिक प्रशिक्षण संस्थान-दक्षिण अंचल
 ZONAL TRAINING INSTITUTE - SOUTH ZONE
 कर्मचारी भविष्य निधि संगठन
 EMPLOYEES' PROVIDENT FUND ORGANISATION