



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय भारत सरकार
Ministry of Labour & Employment, Govt. Of India
मुख्यकार्यलय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली -110066
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No R-I/Training/2009/Vol.II / 399/17/51

Date: 16.08.2010

To

17 AUG 2010

The Regional P.F. Commissioner/Officer-incharge
Regional Office-Sub-Regional Office
Bandra, Bangalore, Delhi (S), Kanpur, Kolkata, Ranchi, Surat, Tambaram,
Noida, Raipur, Patna, Pune, Peenya, Kandivali, Nizamabad, Meerut, Vadodara,
Gulbarga, Guntur, Jaipur, Gurgaon, Guwhati, Ambattur, Aurrangabad, Agartala,
Amritsar, Behrampur, Bhitnda, Bhopal, Bommasundra, Durgapur, Gorakhpur,
Gwalior, Hubli, Howrah, Jalandhar, Jamshedpur, Jodhpur, K.R. Puram, Kanuur,
Karimnagar, Kochi, Kozikhode, Mysore, Naroda, Mysore Road, Pattencheru,
Rajkot, Rajamundry, Rohtak, Salem, Tinsukia, Tirunelvali, Trichy, Udaipur,
Ujjain, Varanasi, Vishakapatnam

Sub: Training on computerization project – Reg.

Sir,

As we are aware application software is to be made operational in 58 offices. Training of officials constitutes an important input in this direction for successful implementation.

To provide more understanding of application software, it has been decided to provide familirization with the new application sotware to the officials of 2nd tier offices.

Officer-incharge of 2nd tier offices will select one SSA each from the Accounts and Cash & Pension wings and send to the nearest 28 offices which have already been go live in 1st tier (training schedule enclosed) keeping in mind that these persons have to guide the other staff in their sections when the Project is launched in their own office. However following guidelines are to be followed for this training:-

- (1) The accounts personnel will sit in the Accounts Branch of the computerized office and observe the way processing is being done in the computerized office.
- (2) The staff from cash and pension wing will sit in the respective cash and pension wing to learn the processes of those sections.

- (3) Some of the offices that are big such as Bandra, may send the persons in two or three batches in consultation with the concerned office where staff are to be sent.
- (4) The computerized office will allow these staff to sit in the respective sections along with an SSA or SS to let them see the processes and try to give the necessary exposure and guidance.
- (5) If possible an officer may also address the visitors informing them about the essential details of the application software.
- (6) The training/familiarization programme will be of 3 days and will start from 30th August 2010.
- (7) This familiarization programme are in addition to the instructions send vide letter no. R-I/Training/2009 dated 11.08.2010 for end user training at your office.

This may please be treated as urgent.

Yours faithfully



(B.K. Panda)

Addl. Central Commissioner (IS)

Copy to:

1. P.S. to CPFC
2. All officer-incharge (28 offices)
3. Sh. B. Vinaya, Sr. Technical Director, NIC
4. RPFC (NDC): For web upload please

NO	TRAINER OFFICES	TRAINEE OFFICE 1 (30-08-2010 to 01.09.2010)	TRAINEE OFFICE 2 (06-09-2010 to 08.09.2010)	TRAINEE OFFICE 3 (13-09-2010 to 15-09-2010)	TRAINEE OFFICE 4 (20-09-2010 to 22-09-2010)
		WEEK 1	WEEK 2	WEEK 3	
1	AGRA	GWALIOR	JAIPUR		
2	AHMEDABAD	VADODARA	RAJKOT		
3	BHUBANESWAR	VISAKHAPATNAM	RAJAHMUNDRY	BEHRAMPUR	
4	CHANDIGARH	BHATINDA			
5	CHENNAI	TAMBARAM	AMBATTUR		
6	COIMBATORE	MYSORE	SALEM		
7	DELHI NORTH	DELHI (SOUTH)	ROHTAK	MEERUT	
8	FARIDABAD	GURGAON	NOIDA		
9	HYDERABAD	GULBARGA	GUNTUR	NIZAMABAD	
10	INDORE	BHOPAL	UJJAIN		
11	JABALPUR	VARANASI			
12	JALPAIGURI	GUWAHATI	TINSUKIA		
13	KARNAL	KANPUR			
14	KOTA	UDAIPUR	JODHPUR		
15	LUDHIANA	AMRITSAR	JALANDHAR		
16	MADURAI	TIRUNELVELI	TRICHY		
17	MANGALORE	HUBLI	BANGALORE	PEENYA	K.R. PURAM
18	NASIK	SURAT	AURANGABAD		
19	PARK STREET	PATNA	DURGAPUR	KOLKATA	HOWRAH
20	ROURKELA	RAIPUR	RANCHI	JAMSHEDPUR	
21	SILIGURI	AGARTALA			
22	THANE	BANDRA	KANDIVALI	PUNE	
23	TRIVANDRUM	KOZHIKODE	BOMMASANDRA	KANNUR & Kochi	MYSORE ROAD
24	VATWA	NARODA			
25	NAGPUR				
26	SHIMLA				
27	DEHRADUN	GORAKHPUR			
28	PONDYCHERY				

NOTE:

1. KARIMNAGAR AND PATANCHERU ALREADY TRAINED AT HYDERABAD
2. ONLY LOCAL TRAINING PROPOSED FOR BANGALORE, PEENYA, KR PURAM, BOMMASANDRA AND MYSORE ROAD SINCE ALL FIVE OFFICES ARE BIG AND AT ONE CITY
3. PARK STREET HAS FOUR OFFICES BUT TWO ARE LOCAL AND STAFF FROM THERE CAN COME IN SMALL BATCHES
4. STAFF FROM BANDRA MAY GO TO THANE IN SMALL BATCHES