



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी  
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY

कर्मचारी भविष्य निधि संगठन - श्रम मंत्रालय भारत सरकार  
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)

30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110 058

30-31, Institutional Area, Janak Puri, New Delhi-110058

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No: 13/11/2011-2012-NATRSS/  
To

3206 - 3246

Dated:

The Regional PF Commissioner -I,  
All Regional Offices  
The Regional P.F. Commissioner (ASD)  
Head Office.

5 अक्टूबर  
OCT 2011

Sub: Training Programme on **Financial Management in EPFO** - Nomination(s) Regarding.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) is conducting a three days "Financial Management in EPFO" scheduled to be held from **23-25 November, 2011** in its premises at -

**30-31 Institutional Area, D-Block, Janak Puri, New Delhi-110058.**

The course shall have the following learning objectives:

- Understand accounting principles and practices followed in govt. in general and Employees' Provident Fund Organisation in particular.
- Describe basic concepts of preparing Balance Sheet and Budget in Employees' Provident Fund Organisation.
- Describe Banking and Investment of Funds.
- Explain subscriber and Establishment accounting.
- Describe New Fund Management System.
- Maintain and reconcile Cash Book.

You are requested to nominate one officer from your region who is holding the charge of APFC (Accounts), APFC (Cash) or RPFC (F&A).

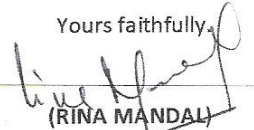
The name of the nominated officer may please be communicated **latest by 17.10.2011.**

The accommodation in the hostel will be available from one day before the commencement of the programme till one day after the completion of the training programme. Any extension beyond this will require specific approval of Director, NATRSS.

You are requested to relieve the officer(s) with a direction to report to NATRSS on **23.11.2011** at **9.30 A.M.** sharp.

(This issues with the approval of Director, NATRSS)

Yours faithfully,

  
(RINA MANDAL)

Deputy Director & Course Director  
Phone : 28520476

