



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
दूरभाष-28520476 फैक्स-28524079
Phone: 28520476 Fax: 28524079
Email: natrss@hotmail.com

No: 13/14/2011-2012/NATRSS/

3247-3288

Dated:

To

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

5 अक्टूबर 2011

Sub: Training Programme for Newly Promoted APFCs – Nomination(s) - Regarding.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) has scheduled a two weeks **Training Programme for Newly Promoted APFCs** from **14-25 November, 2011** in its premises at -

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

The course will broadly cover the following topics:

- Use management techniques for enhancing self effectiveness
- Describe various provisions of EPF and MP Act 1952 and its Schemes
- Initiate and conduct QJP under sections 7A and 14B of the EPF & MP, 1952 and assess the liability.
- Explain the conditions for granting exemption
- Explain the various provisions available for Recovery of dues under the EPF and MP Act, 1952 and the IInd Schedule of the Income Tax Act.
- Explain the benefits in the EPS' 95.
- Explain the do's and don'ts of Conduct Rules.
- Explain the importance of CRM.

You are requested to nominate one APFC promoted from EO/AO cadre from your region including SROs for this programme who has not undergone this training programme earlier. It may also be ensured that no officer who is retiring in this financial year is nominated.

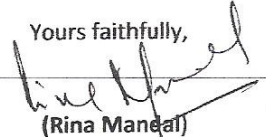
The name of the nominated officer may please be communicated latest by 17.10.2011.

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) on receipt of confirmation from NATRSS with a direction to report to NATRSS on **14.11.2011** at **9.30 A.M.** sharp.

(This issues with the approval of Director, NATRSS)

Yours faithfully,


(Rina Mandai)

Deputy Director & Course Director
Phone: 28520476

