



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी  
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN 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, इंस्टिट्यूशनल एरिया, जनकपुरी, नई दिल्ली - 110 058 दूरभाष 28525994

30-31, Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri, New Delhi 110058  
Phone: 011-28521199, Fax: 011-28524079/28524078/28525987

No.13/16/2011-12/NATRSS/NW-Exptd./

Dt.

To

3383  
The Additional Central P F Commissioners/  
The Regional Provident Fund Commissioners  
In-Charge of Regional/Sub-Regional Office  
Employees' Provident Fund Organisation  
All Zones, All Regional and Sub-Regional Offices

11 अक्टूबर 2011

Subject: *National Workshop for Representatives of Exempted Establishments on  
1-2 December, 2011 - Inviting of Nominations - Regarding.*

Sir,

The National Academy for Training & Research in Social Security has been conducting National Workshops for the Exempted Establishment under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 for the last several years. Your involvement in collecting the nominations from the establishments has been very supportive in making the programme a success. Many participants felt that there should be more such programmes every year as the contents of the programme were really educative for them to accomplish the tasks before them in administering the fund.

As per the requests of the participants in the earlier programs, and keeping in view the developments in EPF and EPS Administration, we have designed a two day National Workshop on 1<sup>st</sup> and 2<sup>nd</sup> December, 2011.

In the Workshop, we propose to cover all relevant issues like:

- Discussing the provisions of the Act and the Schemes
- Identify the issues involved in compliance management of exemption
- State the nature and periodicity of returns from exempted establishments
- Sorting out processes and procedures for better coordination and cooperation
- Discuss the investment pattern for provident funds

A copy of programme announcement and a copy of the Nomination form are enclosed.

You are, therefore, requested to collect 4-6 nominations from your Region for this programme and send to us.

Keeping in view the requirement of Exempted Establishments and their interest to participate in the programme, we have kept the participation fee for Residential participants Rs.8,000/- per participants covering boarding and lodging, course material etc. and Rs.6,000/- per participants for those not availing accommodation at NATRSS will be given study material and day lunch. However, the stay arrangements have been made for nominated person(s) in the campus of the Academy by the evening of previous day i.e. 30.11.2011 and next day morning of the programme.

The Demand Draft drawn in favour of National Academy for Training & Research in Social Security payable at New Delhi towards participation fee paid by the establishment concerned shall be sent to the Academy preferably before 20<sup>th</sup> November, 2011. For any further clarification or query you may contact the undersigned at Phone No.011-28525993, or e-mail: [natrss@hotmail.com](mailto:natrss@hotmail.com).

(This issues with the approval of the Director, NATRSS).

Encl: as above.

Yours faithfully,

(Maneesh Agnihotri)

Course Director & Deputy Director



**NATIONAL ACADEMY FOR TRAINING & RESEARCH  
IN SOCIAL SECURITY**

**Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. Of India)**

**National Workshop for the Exempted Establishments on  
EPF & MP Act 1952 and EPS, 1995**

The National Academy for Training & Research in Social Security (NATRSS) is conducting a two-day workshop for representatives of Exempted Establishments on EPF& MP Act 1952 and EPS, 1995. The program details are given below:

Program date and time	Venue & Address to which nominations have to be sent	Who Should Attend	Last date preferably for receipt of nominations
1-2 December 2011 starting from 10:00 AM	NATRSS, 30-31 Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri New Delhi-110058	Trustees of Exempted Trust, Finance Manager and HR Manager	20 <sup>th</sup> November 2011

The following themes would be covered in the workshop:

- **Discussing the provisions of the Act and the Schemes**
- **Identify the issues involved in compliance management of exemption**
- **State the nature and periodicity of returns from exempted establishments**
- **Sorting out processes and procedures for better coordination and cooperation**
- **Discuss the investment pattern for provident funds.**

The course fee for Residential participants is @ Rs.8,000/- per participant covering boarding and lodging, course material etc. and Rs.6,000/- per participant for those who have not availed accommodation at NATRSS. However, the stay arrangements have been made for nominated person(s) in the campus of the Academy by the evening of previous day i.e. 30.11.2011 and next day morning of the programme.

Interested participants should send a Demand Draft drawn in favour of National Academy for Training & Research in Social Security, payable at New Delhi. Since the seats are limited, first come first served policy would be followed. For registration and queries, the program coordinator Shri Maneesh Agnihotri, Dy. Director can be contacted by e-mail at [natrss@hotmail.com](mailto:natrss@hotmail.com) and by phone at 011-28525993.



**NOMINATION FORM**

Name of the Programme: *National Workshop for Representatives of Exempted Establishments on EPF & MP Act, 1952 & EPS, 1995*

Date: 1-2 December 2011

1. Name ( in BLOCK letters) : SURNAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_
2. Sex ( Male / Female): .....
3. Educational/Professional Qualification : .....
4. Name & Address of the Organisation  
.....  
.....
6. Designation (Present Title of your Job):.....
7. Working Experience (No. of Years) .....
8. Telephone Nos.(with Country):  
Office:.....Residence:.....  
(code) Mobile:..... Fax:.....
9. E-mail address : ( i)Personal : .....
- (ii)Office : .....
10. Details of the Bank Draft: i)DDNo..... ii)Date.....
- iii)Amount:.....
- iv) Bank's Name:.....
11. What are your expectations from this programme.....  
.....
12. Have you ever attended any Training/Workshop/Seminar at NATRSS. If yes, please indicate Name & date of the programme : Yes / No .....
13. Indicate whether stay at Hostel required: Yes / No  
(However, the stay arrangements have been made for nominated person(s) in the campus of the Academy by the evening of previous day i.e. 30.11.2011 and next day morning of the programme i.e. 3.12.2011).

➤ Signature of Participant : .....

Signature of the Sponsoring Authority certifying the above information :