



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, जानकपुरी, 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.Estab/

Dt.

To

The President/Manager

3632

10 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 the National Workshops for the Exempted and Uexempted Establishments under Employees' Provident Fund and Miscellaneous Provisions Act 1952 for the last several years.

The response for the programme from the industry has been very encouraging and almost all of the participants felt that such programmes should be conducted regularly to inform the developments in EPF and EPS Administration.

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 for **Exempted Establishments** on **1-2 December 2011**.

We propose to discuss in the workshop on 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 Nomination form are enclosed.

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. Please also indicate whether the nominated officer would avail residential facility or not.

Contd...

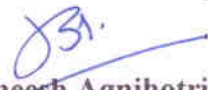
We request you to sponsor suitable number of Officers of the Trust in your establishment for the above workshop.

Your nomination along with the participation fee by way of a demand draft drawn on any scheduled bank in favour of National Academy for Training & Research in Social Security may please reach preferably before **20<sup>th</sup> November, 2011** for further necessary action at our end. Detailed programme announcement and the Nomination form are enclosed.

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)

Encl: as above.

Yours faithfully,



( **Maneesh Agnihotri** )  
**Dy. Director & Course 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 :