

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)

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No.3/1/2010/NATRSS/

Date: 23-05-2011

To

All Regional Provident Fund Commissioners
RO/SRO.

Subject: **Training Calendar – Nomination of participants – regarding.**

Ref: **No.3/1/2010/NATRSS/ 22-157 dated 4/5 April 2011.**

Sir,

With reference to the above it is informed that the Training Calendar for every year is intimated to all concerned for having a general idea about the annual schedule and for enabling the RPFs to make advance planning for nominating the officers working under them according to their needs. However, the Training Calendar is subject to modifications due to administrative or other reasons. This may result in certain programmes getting deleted or postponed and certain programmes getting included.

To ensure that the nomination process is smooth, NATRSS informs about the upcoming programmes by posting communications on the website making correspondence with RPFs giving the exact dates of the programmes and specifically inviting the RPFs to make nominations in this regard. However, it is seen that at times the RPFs on their own relieve the officers without consulting NATRSS depending solely on the training calendar. It is advised that henceforth RPFs should wait for the communication issued by NATRSS in this regard before the commencement of every programme prior to sending nominations. This will ensure that proper planning is made by NATRSS with regard to number of participants and taking care of their boarding lodging and other training necessities. Once nominations are thus made, the RPFs should relieve the officers concerned without waiting for any confirmation from NATRSS. In case of any unavoidable problem regarding acceptance of nomination, NATRSS would inform the RPF accordingly.

Yours faithfully,


(R. SUBHASH)
DIRECTOR

Copy to: All Addl. Central Commissioners(Zones)