



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन वृत्तम मंत्रालय भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour & Employment, Govt. of India)
30-31, इंस्टीट्यूशनल एरिया नई दिल्ली, जनकपुरी, 110 058
30-31, Institutional Area, Janak Puri, New Delhi-110058
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No.13/13/2011-2012/NATRSS/ 4714 - 4755

Dated: 08.12.2011

To

The Regional PF Commissioner -I,
All Regional Office's.

Sub: Training Programme on "Enhancing Managerial Effectiveness"-26-28 December 2011-
Nomination(s)-req.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) is conducting a three days Programme on "**Enhancing Managerial Effectiveness**" scheduled to be held from **26-28 December, 2011** in its premises at -

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

The programme aims at equipping participants with self management techniques for enhancing self effectiveness and thereby managerial effectiveness.

At the end of the course the participants would be able to:

- Enhance their self awareness with the aid of psychometric tools;
- Apply their-personal skills for self development;
- Enhance their leadership effectiveness applying various leadership theories.

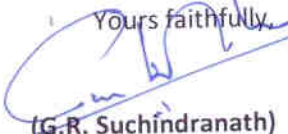
You are requested to nominate **one RPF-C-I or RPF-C-II** from your region for this programme. It may also be ensured that **no officer who is retiring in this financial year is nominated.**

The name of the nominated officer may please be communicated latest by **19.12.2011.**

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 **26.12.2011 at 9.30 A.M.**

(This issues with the approval of Director, NATRSS)

Yours faithfully,

(G.R. Suchindranath)
Deputy Director/Course Director
Ph.011-28526525