



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी  
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY  
कर्मचारी भविष्य निधि संगठन वृश्रम 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  
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No: 13/08/2011-2012/NATRSS/ 1336

Dated: 26.05.2011

To

All the Additional CPFC's (Excluding Head Office)  
Regional P.F. Commissioner (ASD) Head Office  
Regional PF Commissioner -I,  
All Regional Offices.

Sub: Training on **Advanced Management Programme** – Nomination(s) - Regarding.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) has scheduled a five –days Training on **Advanced Management Programme** from **13.06.2011 to 17.06.2011** in its premises at -

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

The course will broadly cover the following topics and at the end of the course, the participants would be able to:

- Apply the principles of management for enhancing their managerial effectiveness.
- Explain principles and techniques of enhancing interpersonal effectiveness.
- Apply motivational techniques for enhancing the performance and productivity of their respective office.
- Apply Leadership & Team Building skills for enhancing organizational effectiveness.

You are requested to nominate one Officer of RPFC-I/RPFC-II level from your region including SROs for the above mentioned training programme who have 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 08.06.2011.

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 **13.06.2011** at **9.30 A.M.** sharp.

(This issues with the approval of Director, NATRSS)

Yours faithfully,

  
(Manish Agnihotri)

Deputy Director & Course Director  
Phone: 28525993