



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन दृश्रम मंत्रालय भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110 058
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Dated: 10.01.2012

To

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

Sub: Training Programme for **Liaison Officers** – Nomination(s) Regarding.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) is conducting a three days Programme for **Liaison Officers** scheduled to be held from **27-29 Feb, 2012** in its premises at -

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

The programme aims at refreshing the knowledge and skills of liaison officers.

The course will broadly cover the following topics:

- Describe Constitutional provisions relating to reservation in service
- Identify scope and applicability of reservation orders
- List the role and functions of Liaison Officers
- Process Reservation in Direct Recruitment and Promotion Cases
- Process cases of de-reservation, carry forward, backlog; and
- Prepare, operate and maintain reservation rosters
- Describe the provisions governing various concessions in appointments.

You are requested to nominate **one RPFC-II or APFC** 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 **21.02.2012.**

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 **21.02.2012** at **9.30 A.M.** sharp.

(This issues with the approval of Director, NATRSS)

Yours faithfully,



(Rina Mandal)

Course Director

Phone: 28520476

Copy to:

The Regional P.F. Commissioner –II (ASD), Head Office to nominate the officer from Head office.