

पंडित दीनदयाल उपाध्याय राष्ट्रीय सामाजिक सुरक्षा अकादमी

PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF 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, इंस्टीट्यूशनल एरिया, जनकपुरी नई दिल्ली, 110 058  
30-31, Institutional Area, Janak Puri, New Delhi-110058  
दूरभाष-28525993 फैक्स-28525987  
Phone: 011-28520468 (After office Hours/Holidays)  
Email: natrss@epfindia.gov.in



No. 13/38/2018-2019/PDNASS/2420

Dated: 29.11.2018

To

The Chief Executive Officer  
All exempted establishments

**Subject: Workshop for Representatives of Exempted Establishments to be held from 31<sup>st</sup> January – 01<sup>st</sup> February 2019 at PDNASS- Inviting Nominations – Regarding.**

Sir,

Pandit Deendayal Upadhyaya National Academy of Social Security has been conducting **Workshop for the Exempted Establishments** on Employees' Provident Fund and Miscellaneous Provisions Act 1952 for the last several years. The response for the programme from the industry has been quite encouraging and almost all of the participants felt that such programmes should be conducted regularly to inform the developments in EPF and EPS Administration.

Keeping in view the recent developments in EPF and EPS Administration, the Academy has designed a two-day **Workshop for Representatives of Exempted Establishments on 31<sup>st</sup> January to 01<sup>st</sup> February, 2019.**

During the workshop following issues will be discussed:

- Discussing the provisions of the Act and the Schemes.
- Deliberating on key issues posing challenges in compliance.
- Explain the conditions of granting Exemption.
- Describe Books/Records and Returns to be maintained/filed by Exempted Establishments
- Investment pattern for provident funds.
- Duties and Responsibilities of the Role of Exempted Establishments
- Employer's responsibilities in respect of International Workers.
- Computerization in EPFO.

2. The above workshop is for the Senior/Middle Level Management of the Exempted Establishments in their establishments. It is requested to sponsor suitable level officers of your establishment for the above Seminar.

3. The participation fee for residential participants is **Rs. 5,000/- (Rupees Five thousand only) per participant including both boarding and lodging and Rs. 4,000/- (Rupees Four Thousand only) per participant for Non- Residential participants. Fee once deposited shall not be refunded after acceptance of nominations by the Academy.** However, 90% fee is refundable in case of only those nominations which are not accepted by the Academy due to any reason. There are only limited seats available for the nominations. Hence, the nominations shall be accepted on "First come First Serve" basis. Nominations will be confirmed only after confirmation of receipt of fee at PDNASS.

4. The stay arrangements will be made available for **nominated person(s)** in the Hostel/Campus of the Academy from the evening of previous **day i.e. 30.01.2019 and upto the next day (upto 12 Noon) after the end of the programme i.e. 02.02.2019.**
5. The nominations dully filled in the specific format (enclosed) should reach at PDNASS latest by **07<sup>th</sup> January 2019** by 5 PM either through Fax on 011-28525987, 28524078 or through e-mail at: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in) to enable us to make necessary arrangements for the participants. The Nomination Form may also be downloaded from EPFO Website with URL – [www.epfindia.gov.in](http://www.epfindia.gov.in) at Office Orders/Circulars.
6. The nomination(s) along with the participation fee by way of demand draft in favour of **Pandit Deendayal Upadhyaya National Academy of Social Security** payable at New Delhi or by deposit directly with intimation to this Academy in PDNASS Account in **State Bank of India** may please be sent by **07<sup>th</sup> January 2019.**

**A/c details:**

**Current A/C No. 35040297233 at SBI, CCRAS, Janak Puri, New Delhi  
Branch Code No. 10651 IFSC No. SBIN0010651**

For further clarification/query, you may please contact to the undersigned at Phone No.011-28525993 or e-mail: [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in).

**(This issues with the approval of the Director, PDNASS)**

**Enclosure: as above**

Yours faithfully,



**(Rakesh Sahrawat)  
Regional P F Commissioner-I/Course Director**

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PANDIT DEENDAYAL UPADHYAYA NATIONAL ACADEMY OF SOCIAL SECURITY (PDUNASS)

Employees' Provident Fund Organisation  
(Ministry of Labour & Employment, Govt. of India)

**Workshop for 'Exempted Establishments'**  
**For Representatives of Exempted Establishments**

Pandit Deendayal Upadhyaya National Academy of Social Security (PDUNASS) is conducting a Seminar to discuss the various issues pertaining to International Workers. The program details are given below:

Program date and time	Venue & Address to which nominations have to be sent	Who Should Attend	Last date <b>preferably</b> for receipt of nominations
<b>31<sup>st</sup> Jan, 2019 to 01<sup>st</sup> Feb 2019</b>	PDUNASS, 30-31 Institutional Area, Near CNG Petrol Pump, Opp. 'D' Block, Janak Puri New Delhi-110058	Managers, Senior Executives/Officers in-charge of Provident Fund and related matters of Exempted Establishments from Public / Private Sectors.	<b>07<sup>th</sup> Jan, 2019</b>

During the workshop following issues will be discussed:

- Discussing the provisions of the Act and the Schemes.
- Deliberating on key issues posing challenges in compliance.
- Explain the conditions of granting Exemption.
- Describe Books/Records and Returns to be maintained/filed by Exempted Establishments
- Investment pattern for provident funds.
- Duties and Responsibilities of the Role of Exempted Establishments
- Employer's responsibilities in respect of International Workers.
- Computerization in EPFO.

The participation fee for Residential participants is **Rs. 5,000/- per participant including both boarding and lodging and Rs. 4,000/- per participant for Non –Residential participants**. 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. **30.01.2019 and next day morning of the programme i.e. 02.02.2019**.

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

Interested participants should send the nomination(s) alongwith participation fee by way of Demand Draft drawn in favour of **Pandit Deendayal Upadhyaya National Academy of Social Security**, payable at New Delhi or by deposit directly in PDUNASS **Current A/C No. 35040297233 at SBI, CCRAS, Janak Puri, New Delhi & Branch Code No. 10651 IFSC No. SBIN0010651** and also send their transaction details through e-mail on [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in)

Since the seats are limited, first come first served policy would be followed. For registration and queries, the program co-coordinator **Shri Rakesh Sahrawat, Regional P F Commissioner-I** can be contacted by e-mail at [natrss@epfindia.gov.in](mailto:natrss@epfindia.gov.in) and by phone at 011-28525993. The nomination form may be downloaded from EPFO Website with URL – [www.epfindia.com](http://www.epfindia.com) at Office Orders/Circulars.

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**NOMINATION FORM**

**Workshop for 'Exempted Establishment'**  
**for Representatives of Exempted Establishments**  
**31<sup>st</sup> Jan -01<sup>st</sup> Feb 2018**

Name of the Sponsoring Agency: \_\_\_\_\_

**Details of the Sponsored Candidate**

1. Name (in BLOCK letters): FIRST NAME:..... MIDDLE NAME ..... SURNAME.....
2. Sex (Male / Female):.....
3. Name & Address of the Organization.....
4. Designation (Present Title of your Job).....
5. Telephone No: Office: ..... Mobile.....
6. E-mail address : (i) Personal:.....  
(ii) Office:.....
7. Details of the Bank Draft: i) DD No..... ii) Date.....  
iii) Amount..... iv) Bank Name.....
8. NEFT/RTGS details: i) UTR No..... ii) Date.....  
iii) Bank from which Payment made.....
9. Specific query in r/o Exempted Establishment issues .....

(Please attach a separate sheet in case of shortage of space)

10. Availing Residential facility? Yes...../No..... (Please tick)  
Fees for residential Rs. 5000/- per participant and Non-residential Rs. 4000/- per participant

.....  
(Signature of Participant)

.....  
(Signature of the Sponsoring Authority)  
certifying the above information with stamp

**Note:** Participation fee deposit in favour of Pandit Deendayal National Academy of Social Security, New Delhi  
Current A/C No. 35040297233 at SBI CCRAS, Janak Puri, New Delhi & Branch Code No. 10651 IFSC  
No. SBIN0010651 or by way of Demand Draft.

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