



**NATIONAL TRAINING ACADEMY
EMPLOYEES' STATE INSURANCE CORPORATION
NRPO BUILDING, EPFO COMPLEX
DWARKA SECTOR-23, NEW DELHI-110077
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F. No. A-34/55/03/14-NTA

Date: 19.03.2014

To,
The AC & RD RO Delhi, RD Faridabad, Dirs/JDs-In Charge- SROs of Delhi/NCR,
Director (Medical) Delhi, Director(Medical)Noida,
All Medical Superintendents, ESIC Hospitals of Delhi/NCR,
JD E-V, Hqrs & DD E-I, Hqrs.

Sub: One day Workshop on APAR writing at NTA, Dwarka

Sir/Madam,

The National Training Academy is holding a One day Workshop on APAR writing on 28th March, 2014 at NTA, Dwarka for the officers from following offices of Delhi and NCR -

1. Regional Office Delhi – The Regional Director and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
2. Divisional Office Nand Nagri –The JD I/c and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
3. Sub Regional Office Rohini- The JD I/c and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
4. Sub Regional Office Okhla – The Director I/c and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
5. Regional Office Faridabad – The Regional Director and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
6. Sub Regional Office Gurgaon – The Director I/c and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
7. Sub Regional Office Noida – The Director I/c and two of the Branch Officers controlling all the Branch Office Managers and Divisional SSOs respectively,
8. Directorate (Medical) Delhi – One officer each from Administration and Finance,
9. Directorate (Medical) Noida - One officer each from Administration and Finance,
10. ESIH Basaidarapur - One officer each from Administration and Finance,
11. ESIH Rohini - One officer each from Administration and Finance,
12. Dental College Rohini - One officer each from Administration and Finance,
13. ESIH Okhla - One officer each from Administration and Finance,
14. ESIH Jhilmil - One officer each from Administration and Finance,

15. ESIH Gurgaon - One officer each from Administration and Finance.
16. ESIH Noida - One officer each from Administration and Finance.
17. ESIH Manesar - One officer each from Administration and Finance.
18. ESIH/Medical College Faridabad - One officer each from Administration and Finance.
19. JD E-v, Hqrs Office,
20. DD E-I, Hqrs Office.

Officers with less than one year of service remaining for superannuation are not required to attend the workshop.

The workshop sessions will start at 09:30 AM sharp and will be held up to 05:30 PM. So all participants are requested to reach NTA by 09:00 AM so as to complete the process of registration well before start of session.

NTA is situated in the premises of EPFO Regional Office (South) which is just behind the Sector-23 Police Station and nearest Metro Stations are Sector-9 and Sector-21 (airport metro) both equidistant from NTA.

All the participants may please make their own transport arrangements to reach the venue.

All RDs, Dir/JD I/cs, MS, D(M)D are requested to forward the names of the other 2 officers in addition to the In-Charges as mentioned above to NTA by return of mail and also bring this training intimation to their notice.

Thanking You,

Yours Faithfully,

M. K. Arya
Joint Director & Course Co-ordinator
Mob: 09560603999