



NATIONAL TRAINING ACADEMY
EMPLOYEES' STATE INSURANCE CORPORATION
NRPO BUILDING, EPFO COMPLEX, DWARKA SECTOR-23, NEW DELHI – 110077
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No. A/34/30/16/2014-NTA

Date: 18.07.2014

To

Jt. Director, Estt.- V, Hqrs. Office
Director (Medical) Delhi;
Regional Director, R.O., Delhi/Haryana/Punjab/U.P/Rajasthan/West Bengal

**Sub:- Holding of 02 days' Refresher Course from 11th to 12th August, 2014
at NTA for Personal Assistants posted at East & North Zone.**

Sir/Madam,

It has been decided to hold 02 days' Refresher Course for Personal Assistants posted in East & North Zone at NTA from 11th to 12th August, 2014. List of the participants is annexed with this mail. Respective Controlling Officers may kindly advise the officials working in their Regions to attend the said training programme positively. Contact details (E-mail ID and Mobile number) of the participants may please be intimated to NTA immediately by email to dir-nta@esic.nic.in with a copy marked to sunita.rawat@esic.in and pc.lodwal@esic.in.

In case, there is any change in regard to the places of posting of the official(s) or any other discrepancy in the list, the same may immediately be intimated to NTA.

Lodging and Boarding arrangements for Outstation Participants (Outside Delhi & NCR) will be made by NTA from the afternoon of 10th August to the forenoon of 13th August, 2014. The participants may therefore be directed to plan their return journey only for 13th August forenoon and not on 12th August evening. Details of the Hotel would be intimated in due course. The Controlling Officers may kindly direct the participants to finalize their tour programme with the approval of Competent Authority and email the same to NTA at the earliest.

Further communication with regard to this training program if any, will follow directly to participants once we get their respective email IDs.

Yours faithfully,

(P.C. Lodwal)
O.S. (Trg.)