

No. PRG/CBP/ 04 /19  
February 04, 2019

**Subject: Training of Trainers Programme on Gender and Social Security from April 22-26, 2019 at VVGNI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the V. V. Giri National Labour Institute would be organising a Training of Trainers Programme on Gender and Social Security will be held from **April 22-26, 2019** at V. V. Giri National Labour Institute's , Campus, NOIDA.

This training programme has been designed for the Officials from Govt. Department and Employers' Organizations, Leaders from Central Trade Unions, Labour Officers and representatives of NGOs. The aim of the programme is to strengthen the understanding of gender issues in labour and raising awareness & effective implementation of social security measures. A copy of the programme brochure is enclosed for details.

There is no programme fee. The Institute would provide free boarding and lodging facility and will reimburse to and fro Second Class Sleeper train fare on production of tickets to the participants. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their Aadhar Card and bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be mentioned in the TA form. The bank details and a copy of Aadhar Card must be enclosed by nominee while filling up TA form at the institute. All the nominees may be informed accordingly

It is requested to nominate 03 personnel from your organisation. It may be ensured that those who have already attended institute's earlier programme are not nominated again. We will highly appreciate participation of women. Because of limited number of seats, the Institute will be constrained to admit only 03 participants from one organisation on first-come-first serve basis and regret acceptance thereafter. You may kindly forward the names of the participants alongwith nomination forms duly filled in by the nominees. The last date for receiving nominations is **April 10, 2019**.

With regards,

Yours sincerely,

**( Dr. H. Srinivas )**

To:  
All Central Trade Unions  
Labour Secretaries and Labour Commissioners  
Employer's Organisations, NGOs

## **AIM**

To strengthen the understanding of gender issues in labour and raising awareness & effective implementation of social security measures

## **OBJECTIVES:**

- Provide a clear understanding of Social Security.
- Provide information on the Recent Trends, National and International Experiences, Good Practices.
- Offer a comprehensive resource repository in order to assist key stakeholders to design effective enforcement policy and raise awareness for implementation of various Social Security provisions.
- Train the Employers, Trade Union, N.G.O and Officials involved in above process

## **COURSE PROFILE**

Rural Society, Behavioral skill for enhancing leadership potentials, Labour laws related to women: Maternity Benefit, equal remuneration, Sexual Harassment at Workplace

## **METHODOLOGY**

Lectures, Individual and group exercises, group discussions, field work, case-studies and experience sharing

## **PARTICIPATION**

Govt. officials, Representatives from Employers organisations and Central Trade Union Activists, NGOs, Labour officials from Central and State Government

## **ELIGIBILITY**

1. Participants should be above **18 years and below 50 years of age**;
2. Should be personally engaged at grass root level activities for at least past two years;
3. Should be fluent in either Hindi or English.

### **Note:**

1. Please note that those who have attended Institute's programme earlier are not to be nominated. If so, they shall be immediately sent back and no travel allowance will be reimbursed.
2. Spouse and family members are not allowed to stay in the Institute's hostel.
3. Participants are requested to book their return ticket in advance from their own place.
4. Under no-circumstance other than IInd class sleeper train fare will be entertained.

## DATE

April 22-26, 2019

The training programme will commence at 10.00 a.m. on April 22, 2019 and will conclude in the afternoon on April 26, 2019.

## VENUE

V.V.Giri National Labour Institute,  
Sector-24, NOIDA- 201301,  
Distt. Gautam Budh Nagar  
Uttar Pradesh

The Institute campus is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station. is 20 Kms. Delhi Metro, Noida City Centre Station is about 1.5 kms. from VVGNI, Noida .

## STAY ARRANGEMENT

Stay arrangement will be made in the hostel of V.V. Giri National Labour Institute. The boarding and lodging will be provided by the Institute from the afternoon of April 21, 2019 till the forenoon of April 27, 2019. Accommodation will be on twin-sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

## TRAVELLING EXPENSES

1. No fee is charged from the participants.
2. The Institute would reimburse travel expenses of the participants for 2nd class sleeper Train/Bus fare from their place of work to NOIDA on production of original ticket for inward journey and for return journey, a photo copy of confirmed ticket should be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconveniences. Officials entitled for higher class may claim their Travelling Allowance from their own organisation. **Officials entitled for higher class may claim TA from their own organization.**
3. The local conveyances only will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).
4. For the participants from north eastern regions the Institute would reimburse travel expenses of the participants for 3 tiers AC Train fare from their place of work to NOIDA on production of ORIGINAL ticket for inward journey and for return journey, a photo copy of 3rd AC CONFIRMED ticket shall be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconveniences. The local conveyance to be

reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.

5. Please bring photocopy or used rail ticket/bus fare for claiming reimbursement of travel allowance.

## **COURSE DIRECTOR**

Dr. Shashi Bala

## **LAST DATE FOR NOMINATIONS**

**April 10, 2019.** Because of limited number of seats we will be constrained to admit participants of first-come-first serve basis and regret acceptance thereafter.

## **COMMUNICATION**

All Correspondence should be addressed to:

The Consultant (Programme)

V.V.Giri National Labour Institute

Post Box No. 68, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

Telephone: 2411533-35

Fax No. : 2411471

E-mail : vvgnlitraining@gmail.com, Jkkaul.vvgnli@gov.in

**Note: Those calling on STD from Outside Delhi will please dial 0120 before the above numbers. The Institute works five days a week (Monday-Friday) 9 a.m. - 5.30 p.m.**

**V.V.GIRI NATIONAL LABOUR INSTITUTE  
NOIDA  
Training of Trainers Programme on Gender and Social Security  
April 22-26, 2019**

**NOMINATION FORM**

**VENUE**

V.V.Giri National Labour Institute Campus, Sector-24, NOIDA, Distt. Gautam  
Budh Nagar, Uttar Pradesh

**IMPORTANT INSTRUCTIONS**

- This programme is for district level labour leaders/organisers
- This form must be filled by the nominee and sent to the address given below;
- Do not delay. Please mail this form immediately.

**GENERAL INFORMATION**

1. Nominee's Full Name Mr./Ms. \_\_\_\_\_  
(In Block Letters)
2. Age and date of birth : \_\_\_\_\_
3. Educational Qualification : \_\_\_\_\_
4. Whether  
SC/ ST/OBC/General : \_\_\_\_\_
5. Name of the Trade Union  
Organization: : \_\_\_\_\_  
: \_\_\_\_\_  
(b)National Affiliation : \_\_\_\_\_
6. Status in the Organization : \_\_\_\_\_
7. Address for Correspondence: \_\_\_\_\_  
(In block Letters)  
: \_\_\_\_\_  
: \_\_\_\_\_  
Phone : \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

8. Have you attended any Programme earlier at this Institute? If yes, give details. : \_\_\_\_\_  
: \_\_\_\_\_

**I. DETAILS OF CURRENT EMPLOYMENT**

- (a) Designation : \_\_\_\_\_  
(b) Organisation \_\_\_\_\_  
(c) Nature of Work \_\_\_\_\_  
(d) Address \_\_\_\_\_

**BANK DETAILS OF THE PARTICIPANT**

Aadhar No \_\_\_\_\_

Name of Bank \_\_\_\_\_

Bank Branch name: \_\_\_\_\_

Account No. \_\_\_\_\_

IFSC Code \_\_\_\_\_

**(Signature & Name of the Participant)**

Date:

**Mail this form to:**

All Correspondence should be addressed to:

The Consultant (Programme)

V.V.Giri National Labour Institute

Post Box No. 68, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

Telephone: 2411471, 2411534-36

Fax No. : 2411471

E-mail : vvgnlitraining@gmail.com, Jkkaul.vvgnli@gov.in

