

# वी.वी. गिरि राष्ट्रीय श्रम संस्थान

(श्रम एवं रोजगार मंत्रालय, भारत सरकार का स्वायत्त निकाय)

## V.V. GIRI NATIONAL LABOUR INSTITUTE

(An Autonomous Body of Ministry of Labour and Employment, Government of India)



Tel.: 2411 533-34-35

Fax: 2411 536

2411 471/474

Website: www.vvgnli.gov.in

Twitter Handle: @LabourMinistry

PRG/CBP/16/25

May 08, 2025

**Subject : Orientation Programme for Civil Society Activists and Trade Union Functionaries from August 18-20, 2025 at VVGNI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled an **Orientation Programme for Civil Society Activists** and Trade Union Functionaries from August 18-20, 2025 at VVGNI Campus, NOIDA.

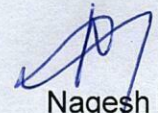
The programme aims to enhance the participants understanding and capacity to organise the workers for their effective participants in development process. This training programme is meant for trade union activists, civil activists. The programme will be conducted in Hindi/English. A copy of the programme brochure is enclosed for details.

There is no programme fee. The Institute would bear the expenditure on 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 indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 05 leaders from your union. We will highly appreciate participation of women. Because of limited number of seats, the Institute will be constrained to admit only 05 participants from one union on first-come-first serve basis. Those who have already participated in the Institute's earlier programme shall not be nominated. The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

With regards,

Yours sincerely,

  
Nagesh Nitla  
(Programme Officer)

- All Central Trade Unions
- NGOs
- University/ institute



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पीआरजी/सीबीपी/16/24

मई 08, 2025

**विषय:** सिविल सोसाइटी कार्यकर्ताओं और ट्रेड यूनियन कार्यकर्ताओं के लिए उन्मुखीकरण कार्यक्रम अगस्त 18-20, 2025 तक वीवीजीएनएलआई परिसर, नोएडा में

प्रिय महोदय/महोदया,

हमें आपको यह बताते हुए खुशी हो रही है कि वी.वी. गिरि राष्ट्रीय श्रम संस्थान ने सिविल सोसाइटी कार्यकर्ताओं और ट्रेड यूनियन कार्यकर्ताओं के लिए अगस्त 18-20, 2025 तक वीवीजीएनएलआई परिसर, नोएडा में उन्मुखीकरण कार्यक्रम निर्धारित किया है।

कार्यक्रम का उद्देश्य विकास प्रक्रिया में प्रभावी भागीदारी के लिए श्रमिकों को संगठित करने के लिए प्रतिभागियों की समझ और क्षमता को बढ़ाना है। यह प्रशिक्षण कार्यक्रम ट्रेड यूनियन कार्यकर्ताओं, नागरिक समाज कार्यकर्ताओं के लिए है। कार्यक्रम हिंदी/अंग्रेजी में आयोजित किया जाएगा। विवरण के लिए कार्यक्रम विवरणिका की एक प्रति संलग्न है।

कार्यक्रम के लिए कोई शुल्क नहीं है। संस्थान भोजन और आवास की सुविधा पर होने वाले व्यय को वहन करेगा और प्रतिभागियों को टिकट दिखाने पर द्वितीय श्रेणी स्लीपर ट्रेन का आने-जाने का किराया प्रतिपूर्ति करेगा। यह सुनिश्चित किया जाए कि नामांकित व्यक्तियों के पास आधार नंबर हो। केवल उन्हीं प्रतिभागियों का नामांकन स्वीकार किया जाएगा जिनके पास आधार नंबर और बैंक खाता होगा। नामांकित व्यक्तियों को यात्रा किराए की प्रतिपूर्ति केवल एनईएफटी के माध्यम से की जाएगी। नामांकित व्यक्तियों को अपना आधार कार्ड और बैंक विवरण (बैंक का नाम, बैंक शाखा का नाम, आईएफएससी कोड और बैंक खाता संख्या) अपने साथ लाने के लिए सूचित किया जाए। संस्थान में टीए फॉर्म भरते समय नामांकित व्यक्ति द्वारा बैंक विवरण दर्शाया जा सकता है। सभी नामांकित व्यक्तियों को तदनुसार सूचित किया जाए।

हम आपसे अपने संघ से 05 नेताओं को नामित करने का अनुरोध करते हैं। हम महिलाओं की भागीदारी की अत्यधिक सराहना करेंगे। प्रायोजक प्राधिकरण से अनुरोध है कि वे नामांकित व्यक्तियों द्वारा विधिवत भरे गए नामांकन फॉर्म प्रायोजन पत्र के साथ भेजें। बिना नामांकन फॉर्म के प्रायोजन पत्रों पर विचार नहीं किया जाएगा।

सादर,

भवदीय,

  
नागेश नितना  
(कार्यक्रम अधिकारी)

- सभी केंद्रीय ट्रेड यूनियनों
- एनजीओ
- विश्वविद्यालय/संस्थान



# **Orientation Programme for Civil Society Activists and Trade Union Functionaries**

**August 18-20, 2025**

**V.V. Giri National Labour Institute  
Sector — 24  
Gautam Budh Nagar  
Noida Uttar Pradesh-201301**

**COURSE DIRECTOR**

Dr. Puja Pal  
pujamhnu@gmail.com

**COMMUNICATIONS**

Mr. Nagesh Nitla  
Programme Officer  
Phone: 0120- 2411533-  
35  
Phone 0120- 2411471  
vvgnlitraining1@gmail.com  
Website: www.vvgnli.gov.in



## **AIM**

To enhance the participants understanding and capacity to organize the workers for their effective participation in Development Process.

## **OBJECTIVES**

- To inculcate among the participants leadership communication and team building skills.
- To familiarize them with important labour laws and labour code.
- To acquaint them with various development programme

## **METHODOLOGY**

Lectures, Audio —Visual Presentations, Group and General Discussions.

## **FACULTY**

VVGNI Faculty, External Resource Persons from Government, Policy Making, Development Sector and Subject Experts.

## **PARTICIPATION**

Trade union activists, civil society activists and Research/Training Organisations,

## **ELIGIBILITY**

1. Participants should be above 21 years and below 60 years of age;
2. Should have working knowledge of 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. Only members of trade unions should be nominated. Please ensure that spouse or relatives of nominee, who are not member of trade union, should not be nominated.
4. Participants are requested to book their return ticket in advance from their own place.
5. Under no-circumstance other than find class ordinary fare will be entertained. **DATE**

August 18-20, 2025

The training programme will commence at 10.00 a.m. on August 18, 2025 and will conclude in the afternoon on August 20, 2025.

## **VENUE**

V. V. Giri National Labour Institute  
Sector —24, NOIDA —201301

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

## **STAY ARRANGEMENT**

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging on twin sharing basis and boarding will be provided by the Institute from the afternoon of August 17, 2025 till the forenoon of August 21, 2025. 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. 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 bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.
4. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).
5. The Institute would reimburse travel expenses of the North **Eastern participants** for 3 tier 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 3<sup>rd</sup> 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 inconvenience. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.
6. Officials entitled for higher class may claim their Travelling Allowance from their own organisation.
7. The participants are provided free of cost boarding and lodging only for the duration of the programme.

## COURSE DIRECTOR

Dr. Puja Pal  
pujamhgnu@gmail.com

## COMMUNICATION

The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

All Correspondence should be addressed to:

Mail to:

Mr. Nagesh Nitla  
Programme Officer  
V.V. Giri National Labour Institute  
Post Box. No. 68, Sector-24, NOIDA-201301  
Uttar Pradesh  
Telephone : 0120- 2411533-35  
Fax No. : 0120- 2411471  
Email: :vvgnlitraining@gmail.com

For details of our other programmes visit our website:



**V.V.Giri National Labour Institute NOIDA**

**Orientation Programme for Civil Society Activists and Trade Union  
Functionaries**

**August 18-20, 2025**

**VENUE**

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

**IMPORTANT INSTRUCTIONS**

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 \_\_\_\_\_

**I. ORGANIZATION / INSTITUTION MEMBERSHIP DETAILS**

5. (a) Name of the Institution/ : \_\_\_\_\_  
Organization

(b)National Affiliation

6. Status in the Organization \_\_\_\_\_
7. Address for Correspondence  
(In block Letters) \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile No. ----- e.mail-----



8. Have you attended any \_\_\_\_\_  
programme from this Institute?  
If yes, give details. \_\_\_\_\_

**II. DETAILS OF CURRENT EMPLOYMENT**

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

**III. BANK DETAILS OF PARTICIPANT**

- (a) Aadhar Number \_\_\_\_\_  
(b) Name of Bank \_\_\_\_\_  
(c) Bank Branch name \_\_\_\_\_  
(d) Account No \_\_\_\_\_  
(e) IFSC Code \_\_\_\_\_

Date:

Signature & Name of the Participant)

Mail this form to:

Nagesh Nitla Programme Officer  
V.V.Giri National Labour Institute A-06,  
Sector — 24  
NOIDA, Distt. Gautam Budh Nagar Uttar Pradesh  
—201 301  
Telephone: 0120-2411471, 2411533-35,  
E-mail : vvgnlitraining@gmail.com