

No. PRG/CBP/14/19
May 22, 2019

Subject: Training Programme on Enhancing Leadership Skills from July 29- August 02, 2019 at VVGNI Campus, NOIDA .

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a Training Programme on **Enhancing Leadership Skills** from **July 29-August 02, 2019** at its Campus in Noida.

The programme is meant for activists and trade union leaders representing safai karmacharis sponsored by Central Trade Unions. The objective of the programme is to impart knowledge and information about the situation of safai karmacharis in India and will also discuss the legal protection in various labour legislations. The programme will be conducted in Hindi. Please ensure that the nominee should have working knowledge of Hindi. 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 indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 05 representatives 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. The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letter without nomination forms will not be considered. The last date for receiving nominations is July 14, 2019.

With regards,

Yours sincerely,

(Dr. H. Srinivas)

To:
All Central Trade Unions

Training Programme on Enhancing Leadership Skills of Safai Karmacharis

**July 29-August 02, 2019
VVG NLI Campus, NOIDA**



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

AIM

The programme aims to enhance organization building capacity of activists of Safai Karmacharis Unions.

THE OBJECTIVES

- To impart knowledge and information about the situation of Safai Karmacharis in India.
- To enhance inter-personal communication, Leadership skills and team building among the participants.
- To discuss the legal protections in various labour legislations.

COURSE PROFILE

Overview of the Safai Karmacharis situations, problems of Safai karmacharis, Leadership Styles, Communication Skills, Effective Trade Union Building.

METHODOLOGY

Lectures, case studies and group discussion.

PARTICIPATION

Activists and Trade Union Leaders representing Safai Karmacharis sponsored by Central Trade Unions.

ELIGIBILITY

1. Participants should be above 22 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 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 IIInd class sleeper fare will be entertained.

DATE

July 29-August 02, 2019

The training programme will commence at 10.00 a.m. on July 29, 2019 and will conclude in the afternoon on August 02, 2019

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 July 28, 2019 the forenoon of August 03, 2019. 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.
3. 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 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 inconvenience. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.

6. Officials entitled f or higher class may claim their Travelling Allowance from their own organisation.
7. The participants are provided free of cost boarding and lodging only f or the duration of the programme.

COURSE DIRECTOR

Dr. Ramya Ranjan Patel

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is July 14, 2019. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COMMUNICATION

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

All Correspondence should be addressed to:

Consultant (Programme)
V.V. Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120-2411533-35
Fax No. : 0120-2411471
E-mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**

**Training Programme on Enhancing Leadership Skills of Safai Karmacharis
July 29- August 02, 2019**

NOMINATION FORM

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 : _____

UNION MEMBERSHIP DETAILS

5. (a) Name of the Trade Union: _____
Organization : _____
(b) National Affiliation : _____
: _____
6. Status in the Organization : _____
7. Address for Correspondence: _____
(In block Letters) : _____

Telephone _____

FAX No. _____e.mail_____

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

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:

Consultant (Programme)
V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120-2411533-35
Fax No. : 0120-2411471
E-mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

