

No. PRG/ CBP/10/19  
April 09, 2019

**Subject: - Training Programme on Transitioning from Informality to Formality from June 17-21, 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 Programme on Transitioning from Informality to Formality** during **June 17-21, 2019** at its Campus in Noida.

This training programme is meant for state and district level trade union representatives working in the unorganized sector from central trade union organizations. Aim of the programme is to enhance organisation building capacity and empowering the trade union leaders from unorganized sector. The programme will be conducted in Hindi/English . Please ensure that the nominee should have working knowledge of Hindi/English. 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. 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.

We request you to nominate 05 trade union leaders from your union. It may please be ensured that those who have already attended institute's earlier programmes 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 05 participants from one union on first-come-first serve basis. You are requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered. The last date for receiving nominations is June 03, 2018.

With regards,

Yours  
sincerely,

**(Dr. H. Srinivas)**

To:  
All Central Trade Unions

# **TRAINING PROGRAMME ON TRANSITIONING FROM INFORMALITY TO FORMALITY**

**June 17-21, 2019  
VVGNNLI Campus, NOIDA**



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

## **AIM**

To enhance organisation building capacity and empowering the trade union leaders from unorganized sector.

## **THE OBJECTIVES**

The programme is specifically being organised by the Institute in order to achieve following main objectives:-

- To provide an overview of the issues in the rural unorganised sector;
- To create awareness on relevant labour legislations;
- To understand the role of trade unions in establishing labour standards and promoting labour rights; and
- To build up capabilities for organising labour in the rural unorganised sector

## **COURSE PROFILE**

Issues and dimensions of unorganised sector; industrial relations framework of India; value of positive attitude, labour Laws; structure and functions of trade unions and emerging challenges.

## **METHODOLOGY**

Lecture, Structured Group Exercise and Simulation Games

## **PARTICIPATION**

State and District Level Trade Union Representatives from Central Trade Unions working in the Unorganised Sector from Central Trade Union Organisations. For the welfare of vulnerable and marginalized groups of the society, we will appreciate if participants from reserved categories (SC/ST) are also nominated.

## **ELIGIBILITY**

1. Participants should be above **21 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.

## **DATE**

**June 17-21, 2019**

The training programme will commence at 10.00 a.m. on June 17, 2019 and will conclude in the afternoon on June 21, 2019.

## VENUE

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

The campus of Institute is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms. Noida City Centre Metro Station is about 1.5 kms from VVGNNLI, Noida. The nominee(s) may be informed accordingly.

## 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 June 16, 2019 till the forenoon of June 22, 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 Card. The nominations of only those participants will be accepted who have Aadhar number. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominees should be instructed to provide Aadhar Number, Bank Account Number, IFSC Code of Bank, Bank Name and Branch of the Bank. The bank details may be indicated by nominee while filling up TA form at the institute
4. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).

## NOTE

1. The participants are provided free of cost boarding and lodging only for the duration of the programme.
2. 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.
3. Spouse and family members are not allowed to stay in the Institute's hostel.
4. 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.
5. Participants are requested to book their return ticket in advance from their own place.
6. **Under no-circumstance other than IInd class ordinary fare will be entertained**

**COURSE DIRECTOR**

Dr. Anoop Kumar Satpathy

**LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is June 03, 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 letters without nomination forms will not be considered.

All Correspondence should be addressed to:

Shri J. K. Kaul  
Consultant (Programme)  
V.V.Giri National Labour Institute  
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 Transitioning from Informality to Formality  
June 17-21, 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 actively engaged in organising workers.
- 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 PARTICIPANT**

- (f) Aadhar Number : \_\_\_\_\_  
(g) Name of Bank : \_\_\_\_\_  
(h) Bank Branch name : \_\_\_\_\_  
(i) Account No : \_\_\_\_\_  
(j) IFSC Code : \_\_\_\_\_

**Date:**

**Signature & Name of the Participant)**

**Mail this form to:**

Shri J. K. Kaul  
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