

PRG/CBP/31/17  
September 05, 2017

**Subject: - Training Programme on Women Welfare Issues at Workplace  
from – November 27-December 01, 2017 at VVGNNLI 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 Women Welfare Issues at Workplace from November 27-December 01, 2017 at VVGNNLI Campus, NOIDA.

The programme has been designed for government officials and trade union leaders/ organizers. The programme aims at sensitizing participants towards women welfare issues at workplace and the programme will also help in enhancing the understanding of gender and women labour issues to develop appropriate policies. The programme will be conducted in Hindi. Programme details are given in the enclosed brochure.

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 to nominate 03-05 officials from your organisation. It may be ensured that those who have already attended Institute's any of 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 participants on first-come-first serve basis and regret acceptance thereafter. You may kindly forward the names of the participants along with nomination forms duly filled in by the nominees. The last date for receiving nominations November 13, 2017.

With kind regards,

Yours sincerely,

( Dr. H. Srinivas )

To

- Central Ministries
- Institutions
- Central Trade Unions

# **Training Programme on Women Welfare Issues at Workplace**

**November 27-December 01, 2017  
VVGNI Campus, NOIDA**



**V.V.Giri National Labour Institute  
Sector – 24, NOIDA  
Distt. Gautam Budh Nagar  
Uttar Pradesh- 201 301**

**AIM**

The programme aims at sensitizing participants towards women welfare issues at workplace.

**OBJECTIVES**

- To address the issue of gender bias with holistic perspective
- To orient the participants on issues related to women workers welfare
- To acquaint the participants with labour laws pertaining to women workers e. g Equal Remuneration Act, Maternity Benefit Act, Workmen Compensation Act etc.
- To discuss the legal framework towards addressing Sexual Harassment at the workplace.

**COURSE PROFILE**

Gender issues in Labour, Laws related to women at workplace i.e. Equal Remuneration Act, Maternity Benefit Act, Workmen Compensation Act etc, Sexual Harassment at Workplace.

**METHODOLOGY**

Lectures, individual and group exercises, case studies and experience sharing.

**PARTICIPATION LEVEL**

Government Officials, Representatives of Central Trade Union Leaders and NGOs

**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 Hindi
4. The programme is exclusively for Trade Union Leaders/Organisers from Central Trade Union Organizations

**Note:**

1. Please note that those who have already attended this programme 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 IInd class ordinary fare will be entertained.

## **PROGRAMME DATES**

November 27-December 01, 2017

The programme will commence at 10.00 a.m. November 27, 2017 and will conclude in the afternoon on December 01, 2017

## **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 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 November 26, 2017 till the forenoon of December 02, 2017. 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).

## **LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is November 13, 2017. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

## **COURSE DIRECTOR**

Dr. Shashi Bala

## **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:

Consultant (Programme)  
V.V.Giri National Labour Institute  
Sector – 24  
NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 2411471, 2411534,  
Fax No. : 2411471, 2411474, 2411536  
E.mail: jkkaulvvgnli@rediffmail.com, jkkaul.vvgnli@gov.in

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

**For details of our other programmes visit to our website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)**

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

**Training Programme on Women Welfare Issues at Workplace  
November 27-December 01, 2017**

**NOMINATION FORM**

**VENUE**

V.V.Giri National Labour Institute Campus, Sector-24, NOIDA, Uttar Pradesh.

**IMPORTANT INSTRUCTIONS**

- This Programme will be conducted in Hindi
- This programme is for women labour leaders/organisers actively engaged in organising informal sector 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 : Ms. \_\_\_\_\_  
(In Block Letters)
2. Age and date of birth : \_\_\_\_\_
3. Educational Qualification \_\_\_\_\_  
Whether  
SC/ ST/OBC/General \_\_\_\_\_
4. Status in the Organisation: \_\_\_\_\_
5. Name of Central Trade Union: \_\_\_\_\_
6. Address for Correspondence: \_\_\_\_\_  
(In block Letters)  
: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e.mail \_\_\_\_\_

7. Have you attended any: \_\_\_\_\_  
Programme from this Institute?  
If yes, give details. : \_\_\_\_\_

**I. BANK DETAILS OF PARTICIPANT**

(a) Aadhar Number : \_\_\_\_\_  
(b) Name of Bank : \_\_\_\_\_  
(c) Bank Branch name : \_\_\_\_\_  
(d) Account No : \_\_\_\_\_  
(e) 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: 2411471, 2411534,  
Fax No. : 2411471, 2411474, 2411536  
e.mail: jkkaulvgnli@rediffmail.com

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Women welfare issues at workplace