

No. PRG/CBP/28/17
August 01, 2017

Subject: Training of Trainers Programme for Enhancing Capacity of Officials Handling Sexual Harassment to be held from October 23-27, 2017 at VVGNLI Campus, NOIDA

Dear Sir/Madam,

I am glad to inform you that the Institute is organising a **Training of Trainers Programme for Enhancing Capacity of Officials Handling Sexual Harassment** during **October 23-27, 2017** at VVGNLI Campus, NOIDA.

The programme has been specifically designed for the Officials Handling Sexual Harassment Internal Complain Committees (ICC). The programme will discuss various issues concerning sexual harassment at the workplace and would sensitise the participants on developing effective means of addressing the issue.

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 03 officials from your organisation. It may please be ensured that those who have already attended institutes' 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. 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. The last date for receiving nominations is October 09, 2017.

With regards,

Yours sincerely,

(H. Srinivas)
Director General

Training of Trainers Programme for Enhancing Capacity of Officials Handling Sexual Harassment

**October 23-27, 2017
VVGNNLI Campus, NOIDA**



**V.V. Giri National Labour Institute
Post Box No. 68 Sector – 24, NOIDA
Distt. Gautam Budh Nagar
Uttar Pradesh- 201 301**

AIM

The programme aims at training the Officials Handling Sexual Harassment Internal Complain Committees (ICC)

OBJECTIVES

- Discuss sexual harassment at the workplace and its Inter-linkages with Productive employment/productive contribution to economy.
- Discuss the legal framework towards addressing sexual harassment at the workplace.
- Discuss the strategies needed to combat sexual harassment at workplace.

COURSE PROFILE

Concept of Sexual Harassment, Myths and facts related to Sexual Harassment, Consequences and impact of Sexual Harassment, Supreme Court Guidelines: Legislative Initiatives

PARTICIPANTS

Officials Handling Sexual Harassment Internal Complain Committees (ICC)

METHODOLOGY

Lectures, individual and group exercise, case- studies and experience sharing

ELIGIBILITY

1. Participants should be above **22 years** ;
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 IIInd class ordinary fare will be entertained.

DATE

October 23-27, 2017

The training programme will commence at 10.00 a.m. on October 23, 2017 and will conclude in the afternoon on October 27, 2017

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 October 22, 2017 till the forenoon of October 28, 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. **Officials entitled for higher class may claim their Travelling Allowance from their own organisation.**
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 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 inconvenience. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.

6. The participants are provided free of cost boarding and lodging only for the duration of the programme.

LAST DATE FOR NOMINATIONS

October 09, 2017

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:

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,
Fax No. : 2411471, 2411474, 2411536,
E-mail : jkkaulvvgnli@rediffmail.com

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

**Training of Trainers Programme for Enhancing Capacity
of Officials Handling Sexual Harassment
October 23-27, 2017**

NOMINATION FORM

VENUE

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

IMPORTANT INSTRUCTIONS

- This Programme will be conducted in English
- This form must be filled by the nominee

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. Status in the Organisation : _____
6. Address for Correspondence (In block Letters) : _____
: _____
: _____
7. Phone : _____
e.mail : _____

Have you attended any : _____
programme from the Institute
earlier?

If yes, give details. : _____

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 to:

Mr. J. K. Kaul
Consultant (Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24, NOIDA-201301
Uttar Pradesh
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STD Code : 0120

