

No. PRG/TTP/14/23  
March 12, 2024

**Subject: Training Programme on Office Procedure, Noting and Drafting from March 26-28, 2024 VVG NLI 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 **Office Procedure, Noting and Drafting** during **March 26-28, 2024** at its Campus in Noida.

The programme aims to equip the participants with knowledge and skills related to Office Procedure, Noting & Drafting.

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 03-04 Participants. We will highly appreciate participation of women. 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 along with sponsorship letter. Sponsorship letters without nomination forms will not be considered.

We hope you will find this programme useful for your personnel dealing with compliance and would like to nominate a team of concerned employees from your organisation to participate in this programme.

With regards,

Yours sincerely,



(Nagesh Nitla)  
Programme Officer

To:

- Central and State Ministries
- Research Institutions

# **Training Programme on Office Procedure, Noting and Drafting**

**March 26-28, 2024**



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

## **COURSE DIRECTOR**

Dr. Shashi Bala  
balashashi.vvgnli@gov.in

## **COMMUNICATIONS**

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

In present circumstances the expectations from employees in terms of quality, timeliness of output, knowledge about the new and time management are indeed extremely high. As learning and skill up gradation is a continuous process and should never stop. In view of this a training programme has been designed by VVGNNLI.

## **AIM**

The aim of the course is to equip the participants with knowledge and skills related to Office Procedure, Noting & Drafting.

## **OBJECTIVES**

By the end of the training program, participants would be able to:

- To state steps Involved in Office Procedure.
- To determine the quantum of noting in different types of cases.
- To edit office writing to make it simple and meaningful.
- To write a structured note with reference to a given problem.
- To Identify suitable forms of communication for communication of Govt. decision.
- Draft an effective official communication.

## **COURSE PROFILE**

Office Procedure; noting in different types of cases; office writing; structured note; forms of communications; communication of Govt. Decision; effective official communication etc.

## **METHODOLOGY**

Lectures, Group Discussions, interactive sessions, and Case Studies

## **PARTICIPATION**

Central / State Ministries, Research Institutions and Skill Development Institutions.

## **DATE**

March 26-28, 2024

The timings are 10:00 am to 05:00 pm. The programme will commence on March 26, 2024 at 10.00 a.m. and conclude on the afternoon of March 28, 2024

## VENUE

V.V. Giri National Labour Institute  
Sector 24, NOIDA - 201 301 (U.P.)

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 VVGnLI, 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 March 25, till the forenoon of March 29, 2024. 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).
5. The participants are provided free of cost boarding and lodging only for the duration of the programme.

## COURSE DIRECTOR

Dr. Shashi Bala  
balashashi.vvgnli@gov.in

## **COMMUNICATIONS**

All correspondence should be addressed to:

Nagesh Nitla  
Programme Officer  
V.V. Giri National Labour Institute  
Sector-24, NOIDA-201301  
Uttar Pradesh  
Phone: 0120-2411471, 2411533-35  
Email : [vvgnlitraining@gmail.com](mailto:vvgnlitraining@gmail.com)  
Website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)

**V. V. Giri National Labour Institute  
Noida**

**Training Programme on Office Procedure, Noting and Drafting  
From March 26-28, 2024**

**NOMINATION FORM**

**VENUE**

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

**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 : \_\_\_\_\_

**ORGANISATION MEMBERSHIP DETAILS**

5. (a) Name of the Organisation : \_\_\_\_\_  
: \_\_\_\_\_  
(b) National Affiliation : \_\_\_\_\_  
: \_\_\_\_\_
6. Status in the Organization : \_\_\_\_\_
7. Address for Correspondence: \_\_\_\_\_  
(In block Letters)  
: \_\_\_\_\_  
Telephone \_\_\_\_\_  
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 \_\_\_\_\_

#### Mail this form to:

Nagesh Nitla  
Programme Office  
Sector – 24, NOIDA,  
Distt. GautamBudh Nagar  
Uttar Pradesh – 201 301  
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