



**वी.वी. गिरि राष्ट्रीय श्रम संस्थान**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार का स्वायत्त निकाय)  
**V.V. GIRI NATIONAL LABOUR INSTITUTE**  
(An Autonomous Body of Ministry of Labour and Employment, Government of India)

Tel. : 0120-2411 470  
Fax : 0120-2411 471  
E-mail : dg.vvgnli@gov.in  
Website : www.vvgnli.gov.in



डॉ. एच. श्रीनिवास, भा.रे.का.से.  
महानिदेशक

**Dr. H. Srinivas, IRPS**  
Director General

No. PRG/CBP/25/21  
September 27, 2021

**Subject: - Training of Trainers Programme for Rural Educators from November 15-19, 2021 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 of Trainers Programme for Rural Educators** during **November 15-19, 2021** at its Campus in Noida.

This training programme is meant for district level trade union leaders/ organizers engaged in organization building in rural areas. 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 rural trade union leaders to be trained as trainers from your union. It may be ensured that those who have already attended institute's 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 05 participants from one union on first-come-first serve basis. You may kindly forward the names of the participant along with nomination forms duly filled in by the nominees.

With regards,

Yours sincerely,

(Dr. H. Srinivas)

To:  
All Central Trade Unions



# वी.वी. गिरि राष्ट्रीय श्रम संस्थान

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**Dr. H. Srinivas, IRPS**

Director General

पीआरजी/सीबीपी/25/21

27 सितंबर 2021

विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में नवंबर 15-19, 2021 के दौरान ग्रामीण शिक्षकों के लिए प्रशिक्षकों का प्रशिक्षण कार्यक्रम विषय पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में नवंबर 15-19, 2021 के दौरान ग्रामीण शिक्षकों के लिए प्रशिक्षकों का प्रशिक्षण कार्यक्रम विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम ग्रामीण क्षेत्रों में संगठन निर्माण में लगे जिला-स्तरीय ट्रेड यूनियन नेताओं/आयोजनकर्ताओं के लिए तैयार किया गया है। यह कार्यक्रम हिंदी में आयोजित किया जाएगा। कृपया यह सुनिश्चित करें कि नामांकित व्यक्तियों को हिंदी का कार्यसाधक ज्ञान प्राप्त है। अधिक जानकारी के लिए कार्यक्रम विवरणिका की एक प्रति संलग्न है।

यह एक निःशुल्क कार्यक्रम है। संस्थान प्रशिक्षण अवधि के दौरान प्रतिभागियों को आवास एवं भोजन निःशुल्क उपलब्ध करेगा, तथा टिकट की प्रति मिलने पर द्वितीय श्रेणी के स्लीपर रेल किराए की प्रतिपूर्ति भी करेगा। यह सुनिश्चित किया जाए कि केवल उन्हीं प्रतिभागियों को नामांकित करें जिन प्रतिभागियों के पास आधार कार्ड है। प्रतिभागियों के लिए यात्रा किराया की प्रतिपूर्ति केवल एनईएफटी के माध्यम से किया जाएगा। प्रतिभागियों को उनके आधार नंबर एवं बैंक विवरण (बैंक का नाम, बैंक शाखा, बैंक खाता संख्या, आईएफएससी कोड) साथ लाने का निर्देश दिया जाना चाहिए। प्रतिभागियों को आधार नंबर एवं बैंक विवरण टीए फार्म भरने के समय दिया जाना चाहिए।

आपसे अनुरोध है कि अपनी यूनियन से 05 ग्रामीण ट्रेड यूनियन नेताओं, जिन्हें प्रशिक्षक के तौर पर प्रशिक्षित किया जाना है, को नामित करें। कृपया यह सुनिश्चित करें कि पूर्व में नामित किए गए व्यक्तियों को दुबारा नामित न किया जाए। महिला अधिकारियों का नामांकन अत्यंत सराहनीय होगा। सीटों की संख्या सीमित होने के कारण संस्थान पहले आओ-पहले पाओ के आधार पर एक यूनियन से केवल 05 प्रतिभागियों को शामिल करेगा। प्रतिभागियों के नाम, नामांकित प्रतिभागियों द्वारा पूर्णतः भरे हुए नामांकन प्रपत्रों के साथ भेजें। कृपया नामांकन यथाशीघ्र भेजें।

सादर,

भवदीय,

*डॉ. एच. श्रीनिवास*

(डॉ. एच. श्रीनिवास)

सेवा में,

सभी केंद्रीय ट्रेड यूनियनों

# **Training of Trainers Programme for Rural Educators**

**November 15-19, 2021  
VVGNNLI Campus, NOIDA**



**V.V.Giri National Labour Institute  
Post Box No. 68, Sector – 24  
Gautam Budh Nagar  
NOIDA-201301, Uttar Pradesh**



## **AIM**

The programme aims at empowering Rural Organizers from Central Trade Unions

## **THE OBJECTIVES**

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

- Develop understanding of empowerment;
- Discuss the issue of empowerment;
- Develop Skills for enhancing leadership potential;
- Acquaint with labour laws for unorganized sector;
- To sharpen the skills for communications, personal effectiveness and strengthening their trade unions

## **COURSE PROFILE**

Rural Society, Behavioral skill for enhancing leadership potentials, Labour laws, Equal remuneration , Developing Training Skills

## **METHODOLOGY**

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

## **PARTICIPATION**

Rural Labour leaders sponsored by Central Trade Unions, we will appreciate if participants from reserved categories (SC/ST) are also nominated.

## **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.

## **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 IInd class sleeper train fare will be entertained.

## DATE

**November 15-19, 2021**

The training programme will commence at 10.00 a.m. on **November 15, 2021** and will conclude in the afternoon on **November 19, 2021**. The timing of the programme would be from 10:00 am to 05:00 pm.

## 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. Delhi Metro, Noida City Centre Station is about 1.5 kms. from VVGNI, Noida .

## STAY ARRANGEMENT

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging and boarding will be provided by the Institute from the afternoon of November 14, 2021 till the forenoon of November 20, 2021. 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 Aadhar No. 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.
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.
6. 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.

## **COURSE DIRECTOR**

Dr. Shashi Bala, Fellow  
balashashi.vvgnli@gov.in

## **LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is November 08, 2021. 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.

## **COMMUNICATION**

All Correspondence should be addressed 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- 2411471, 2411534-36  
Fax No. : 0120- 2411471  
E-mail : vvgnlitraining@gmail.com

All the participants may be informed to take preventive measures due to COVID-19 pandemic and follow COVID guidelines.

- **Must be Vaccinated**
- **Use Face Mask**
- **Sanitize Hand Regularly**
- **Observe Social Distance**

**STAY SAFE**

**STAY FIT**

Till everyone is vaccinated, let us not forget our responsibilities. Even after receiving the COVID-19 vaccine, continue taking all precautions

[Know more](#)



Wash your Hands



Social Distancing



Wear Mask

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

**Training of Trainers Programme for Rural Educators  
November 15-19, 2021**

**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/organizers actively engaged in organising rural 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 : \_\_\_\_\_

**I. 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:

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- 2411471, 2411534-36  
Email : vvgnlitraining@gmail.com