

PRG/CBP/38/18
October 23, 2018

**Subject: Training Programme on Enhancing Leadership Skills for Central Trade Unions
be held during November 19-23, 2018 at VVGNNLI 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 **Enhancing Leadership Skills for Central Trade Unions** to be held during **November 19-23, 2018** at VVGNNLI Campus, NOIDA.

The training programme is meant for trade union leaders organisers who are engaged in trade union activities. The programme will be conducted in Hindi/English. Please ensure that the nominee should have working knowledge of Hindi/English. The programme details are enclosed.

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.

You are requested to nominate **05** participants from your union for the programme. It may be ensured that those who have already attended Institute's earlier programmes are not nominated again. Please send your nominations along with nomination forms duly filled in by the nominees at the earliest preferably before November 12, 2018. 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 and regret acceptance thereafter.

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

To:

All Central Trade Unions

Training Programme on Enhancing Leadership Skills for Central Trade Union Leaders

**November 19-23, 2018
VVG NLI Campus, NOIDA**



**V.V.GIRI NATIONAL LABOUR INSTITUTE
SECTOR – 24,
GAUTAM BUDH NAGAR, NOIDA- 201301
UTTAR PRADESH**

INTRODUCTION

There are now more than 94% of workforce in unorganised sector. Though there are unions of the workers but most of the unions have been found requiring training in order to make their activity more effective for protecting interest of the workers. Keeping this in view the present programme is proposed to be conducted by the Institute to help the workers'/ unions acquire leadership skills so that they can be more effective in organising workers and providing various other benefits.

AIM

To enhance organization building capacity of activists of trade union

OBJECTIVES

- To impart knowledge and information about trade union in general and status of workers in particular
- To enhance inter-personal communication
- To discuss the legal protections in various labour legislations
- To familiarise on the various aspects of welfare funds

COURSE PROFILE

Overview and problems in informal sector, Leadership Styles, Communication Skills, Effective Trade Union Building

METHODOLOGY

Lectures, case studies and group discussion

PARTICIPANTS

Trade Union Leaders sponsored by Central Trade Unions. We will appreciate if participants from reserved categories (SC/ST/OBC) are also nominated.

DATE AND DURATION

November 19-23, 2018

November 19-23, 2018. The programme will commence on November 19, 2018 at 10.00 a.m. and conclude on the November 23, 2018 afternoon.

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 VVGNI, Noida. The nominee(s) may be informed accordingly

STAY ARRANGEMENT

Stay arrangement will be made in the hostel of V.V. Giri National Labour Institute. Accommodation will be on twin sharing basis. The boarding and lodging will be provided by the Institute from the afternoon November 18, 2018 till the forenoon of November 24, 2018. 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 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 tier 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. Officials entitled for higher class may claim their Travelling Allowance from their own organization.
7. The participants are provided free of cost boarding and lodging only for the duration of the programme.

FEE

No programme fee

LAST DATE FOR NOMINATIONS

November 12, 2018

COURSE DIRECTOR

Dr. Ramya Ranjan Patel

COMMUNICATIONS

All correspondence should be addressed to:

Shri J.K. Kaul
Consultant (Programme)
V.V. Giri National Labour Institute
Sector-24, NOIDA-201301
Uttar Pradesh

Telephone : 2411533-35
Fax No. : 2411471
Email : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com
Website : www.vvgnli.gov.in

- Note: (i) Those calling on STD from outside Delhi will please dial **0120** before the above numbers. The Institute works five days a week. (Monday – Friday)
- (ii) Participants are requested to book their return ticket from their destination to avoid any inconvenience.

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

**Training Programme on Enhancing Leadership Skills of Central Trade Union Leaders
November 19-23, 2018**

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 – Hindi
- 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) : _____
- Phone _____
- Affiliation to Central Trade Union _____

7. Have you attended any other : _____
Training programme for Trade
Union Leaders? If yes, give details: _____
When the programme was organised.

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 to:

Shri J.K. Kaul
Consultant (Programme)
V.V.Giri National Labour Institute
Post Box No. 68, Sector-24
NOIDA- 201301
Distt. Gautam Budh Nagar (UP)

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