

PRG/CBP/56/23
January 24, 2024

Subject: Leadership Skills Development Programme for unorganised Workers Organisations from March 26-28, 2024 at VVGNI Campus, NOIDA.

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a **Leadership Skills Development Programme for unorganised Workers Organisations** during **March 26-28, 2024** at its Campus in Noida.

The programme aims to enhance the participants understanding and capacity to organise the workers for their effective participants in development process. This training programme is meant for trade union activists, civil society activists. The programme will be conducted in Hindi/English. Please ensure that the nominee should have working knowledge of Hindi/English. A copy of the programme brochure is enclosed for details.

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 05 leaders from your union. 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. 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 alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

With regards,

Yours sincerely,


(Nagesh Nitla)

To:

- All Central Trade Unions
- Media Unions/ Federations

**Leadership Skills Development Programme
for
Unorganised Workers Organisations**

**March 27-29, 2024
VVG NLI, Campus, NOIDA**

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

COURSE DIRECTOR

Mr. Nagesh Nitla
Programme Officer
nagesh.nitla@vvg nli.gov.in

COMMUNICATIONS

Mr. Nagesh Nitla
Programme Officer
Phone: 0120- 2411533-35
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Website: www.vvg nli.gov.in

AIM

To enhance the participants understanding and capacity to organize the workers for their effective participation in Development Process.

THE OBJECTIVES

- To inculcate among the participants leadership communication and team building skills.
- To familiarize them with important labour laws and labour code.
- To acquaint them with various development programme

METHODOLOGY

Lectures, Audio –Visual Presentations, Group and General Discussions.

FACULTY

VVGNLI Faculty, External Resource Persons from Government, Policy Making, Development Sector and Subject Experts.

PARTICIPATION

Trade union activists, civil society activists, PRI officials.

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 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 IInd class ordinary fare will be entertained.

DATE

March 27-29, 2024

The training programme will commence at 10.00 a.m. on **March 27, 2024** and will conclude in the afternoon on **March 29, 2024**.

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 March 25, 2024 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. 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 organisation.
7. The participants are provided free of cost boarding and lodging only for the duration of the programme.

COURSE DIRECTOR

Mr. Nagesh Nitla
Nagesh.nitla@vvgnli.gov.in

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:

Mail to:

Mr. Nagesh Nitla
Programme Officer
V.V. Giri National Labour Institute
Sector-24, NOIDA-201301, Uttar Pradesh
Telephone : 0120- 2411533-35
Direct phone. : 0120- 2411471
Email: :vvgnlitraining@gmail.com

**V.V.Giri National Labour Institute
NOIDA**

**Leadership Skills Development Programme for unorganised workers Organisations
26-28, March 2024**

NOMINATION FORM

VENUE

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

IMPORTANT INSTRUCTIONS

- This Programme will be conducted in English & 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. Status in the Organisation : _____
5. Affiliation to CTU : _____
6. Address for Correspondence : _____
(In block Letters) : _____
: _____
- Phone : _____
- Email : _____
7. Have you attended any : _____
programme at this Institute earlier? : _____
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:

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