



PRG/CBP/23/26/195954

04 June, 2026

**Subject: Training Programme on Enhancing Work Efficiency and Effective Delivery, VVGNNLI Noida, 10 – 12 Aug, 2026.**

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on Enhancing Work Efficiency and Effective Delivery during 10 – 12 Aug, 2026.

The programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance

**There is no programme fee.** The Institute will provide free of charge boarding & lodging facility to the participants during the training period. Details w.r.t Travel Reimbursement is given in the attached brochure.

You are requested to nominate 4-5 participants from your organisation and the nomination of women participants will be highly appreciated. It is requested to send nomination forms duly filled in by the nominee's along with recommendation letter. Nominations without recommendation letter will not be considered.

With kind regards,

Yours sincerely,

(Nagesh Nitla)  
Programme Officer

To

- Central and State Government Departments/Organisations

# 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)



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पीआरजी/सीबीपी/23/26/195954

04 जून, 2026

**विषय: वीवीजीएनएलआई कैंपस नोएडा में 10-12 अगस्त, 2026 के दौरान कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम ।**

प्रिय महोदय/महोदया,

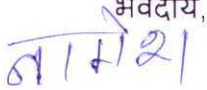
हमें आपको यह बताते हुए खुशी हो रही हैं कि संस्थान **10-12 अगस्त, 2026** के दौरान **कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम** का आयोजन करेगा।

कार्यक्रम का उद्देश्य प्रतिभागियों के परिचालन, तकनीकी और व्यवहार कौशल को मजबूत करना है ताकि उनके कार्य प्रदर्शन को बढ़ाया जा सके और उन्हें सुशासन के प्रदर्शन के साथ सार्वजनिक सेवाओं के कुशल और प्रभावी वितरण में बड़ी भूमिका निभाने में सक्षम बनाया जा सके।

**इस कार्यक्रम के लिए कोई शुल्क नहीं है।** संस्थान प्रशिक्षण अवधि के दौरान प्रतिभागियों को निःशुल्क आवास और भोजन की सुविधा प्रदान करेगा। यात्रा प्रतिपूर्ति संबंधी विवरण संलग्न विवरणिका में दिया गया है।

आपसे अनुरोध है कि आप अपने संगठन से 5-4 प्रतिभागियों को नामांकित करें और महिला प्रतिभागियों के नामांकन का स्वागत है। कृपया नामांकन पत्र, नामांकनकर्ता द्वारा विधिवत भरे हुए, अनुशंसा पत्र के साथ भेजें। अनुशंसा पत्र के बिना नामांकन पर विचार नहीं किया जाएगा।

सादर,

भवदीय,  
  
(नागेश नितला)  
कार्यक्रम अधिकारी

प्रति

• केंद्र और राज्य सरकार के विभाग/संगठन



**V.V. GIRI NATIONAL LABOUR INSTITUTE**  
Sector – 24, Gautam Buddha Nagar, Noida, Uttar Pradesh-201301

# Training Programme on Enhancing Work Efficiency and Effective Delivery

## Venue

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

## Programme Dates and Timelines

- **Dates/ Timings:** 10 - 12 Aug, 2026 / 10:00 am to 05:00 pm
- **Stay Arrangement Dates:** From the afternoon of 09 Aug, 2026 till the forenoon of 13 Aug, 2026

<p><b>COURSE DIRECTOR</b></p> <p>Mr. P. Amitav Khuntia Associate Fellow <a href="mailto:p.amitay.vvgnli@gov.in">p.amitay.vvgnli@gov.in</a></p>	<p><b>CORRESPONDENCE</b></p> <p>Mr. Nagesh Nitla Programme Officer Phone: 0120- 2411533-35 Phone 0120- 2411471 <a href="mailto:vvgnlitraining1@gmail.com">vvgnlitraining1@gmail.com</a> Website: <a href="http://www.vvgnli.gov.in">www.vvgnli.gov.in</a></p>
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## **AIM**

This programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance.

## **OBJECTIVES**

Understand the emerging issues related to work and workplace  
Gain insights in to latest transformations at Workplace, Governance and Policy Making.  
Discuss the aspirations of Public and Working Mass from Public Servants and understand the Grassroots, Regional, National and International commitments.  
Strengthen the Operational, Technical and Behavioural Skills for a holistic professional development.

## **COURSE PROFILE**

Work Dynamics , Workplace Transformations, Aspiration levels of stakeholders, Effective Delivery of Public Services, Promoting Gender Sensitiveness, Data Driven Decision Making, Role of Convergence and Partnership, Managing Finance, Digital Governance, Managing inter and Intra Departmental/Organizational Dynamics, Good Practices/ Case Studies, Preparedness for Future of Work, Positive Attitude for Excellence, Strengthening Leadership, Mission LiFE, Team Work Skills and Behavioral Traits.

## **METHODOLOGY**

Lectures, Audio Visual Presentations, Group Exercises, Group Discussions & Presentations, Experience Sharing and General Discussion, Case Studies

## **PARTICIPATION LEVEL**

Central and State Government Officers

## **ELIGIBILITY**

1. Participants should be above 18 years and below 60 years of age;
2. Should have working knowledge of either Hindi or English.

## **NOTE:**

1. Please note that those who have already attended institute's earlier programme may not apply again. If so, they shall be immediately sent back and no travel allowance will be reimbursed.
2. Children, spouse and family members are not allowed to stay in the Institute's hostel.
3. Participants are requested to book their return journey ticket in advance from their own place.

## FEES & TRAVELLING REIMBURSEMENT

There is no programme fee.

1. The institute will reimburse travel expenses by bank transfer; for participants who have an Aadhaar number and a bank account. It's important for nominees to bring their bank details (bank name, branch, IFSC code, and account number) to fill up the TA form. **Participants must attach the original ticket for the inward and outward journey. Without proper tickets, no claims will be re-imbursed.**
2. The institute will reimburse 2nd class sleeper (Non-AC) train or bus fare (Non-AC) from their place to VVG NLI (NOIDA) and back. Local conveyance at the maximum of ₹350 for (Delhi & NCR) and ₹500 (for other states except North East States).
3. For participants from the North Eastern States, the Institute will reimburse 3-tier AC train fare and local conveyance, subject to a maximum limit of ₹750. **In case a participant does not possess a 3-tier (AC) return ticket, reimbursement will be made for II sleeper class fare only, however the difference of 3-tier (AC) train fare shall be paid only upon submission 3-tier (AC) return ticket.**
4. Officials entitled for higher class may claim their Travelling Allowance from their own organisation.
5. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## COMMUNICATIONS

**All Correspondence should be addressed to:**

Programme Officer  
V.V.Giri National Labour Institute  
Sector – 24, NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 0120-2411533-535  
E.mail : [vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)

**For details of our other programmes visit our website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)**

# V.V. GIRI NATIONAL LABOUR INSTITUTE, NOIDA

Training Programme on Enhancing Work Efficiency and Effective Delivery

10 - 12 Aug, 2026

Course Director: Mr. P. Amitav Khuntia, Associate Fellow

## NOMINATION FORM

### 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. Current Position: : \_\_\_\_\_
  - a) Researchers : \_\_\_\_\_
  - b) Academic : \_\_\_\_\_
  - c) Government Employee : \_\_\_\_\_
  - d) Others : \_\_\_\_\_
6. Address for Correspondence: : \_\_\_\_\_  
(In block Letters) : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_
7. Have you attended any : \_\_\_\_\_  
Programme at VVGnLI Yes ( ) No ( )  
If yes, give details. : \_\_\_\_\_

### BANK DETAILS OF PARTICIPANT

- (a) Aadhaar Number : \_\_\_\_\_ (Attach Copy)
- (b) Name of Bank : \_\_\_\_\_ (Attach Copy)
- (c) Bank Branch name : \_\_\_\_\_
- (d) Account No : \_\_\_\_\_
- (e) IFSC Code : \_\_\_\_\_

**Date:**

**Email / Post to:**

**(Signature & Name of the Participant)**

Programme Officer

V.V.Giri National Labour Institute

Sector-24, Noida Distt. Gautam Buddha Nagar, Uttar Pradesh – 201301

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Copy to: [p.amitay.vvgnli@gov.in](mailto:p.amitay.vvgnli@gov.in)