

No. PRG/CBP/03/20
February 17, 2020

Subject: Training of Trainers Programme on Gender and Social Security from April 20-24, 2020 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that a **Training of Trainers Programme on Gender and Social Security** will be held from **April 20-24, 2020** at V. V. Giri National Labour Institute's campus, NOIDA.

This training programme has been designed for the officials of Employers' Organizations, Leaders from Central Trade Unions, Labour Officials, and representatives of NGOs. The aim of the programme is to strengthen the understanding of gender issues in labour and raising awareness and effective implementation of social security measures. 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 during programme period 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. The bank details and a copy of Aadhar Card must be enclosed by nominee while filling up TA form at the institute. All the nominees may be informed accordingly

We request you to nominate 05 personnel from your organisation. It may be ensured that those who have already attended earlier programme of the Institute 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 organisation on first-come-first serve basis and regret acceptance thereafter. You may kindly forward the names of the participants alongwith nomination forms duly filled in by the nominees. The last date for receiving nominations is April 06, 2020 .

With regards,

Yours sincerely,

(Dr. H. Srinivas)

To

- All Central Trade Unions
- Labour Secretaries and Labour Commissioners
- Employer's Organisations
- NGOs

Training of Trainers Programme on Gender and Social Security

**April 20-24, 2020
VVG NLI Campus, NOIDA**



**V.V.GIRI NATIONAL LABOUR INSTITUTE
Post Box no. 68, Sector – 24
Gautam Budh Nagar
Noida-201301, Uttar Pradesh**

AIM

To strengthen the understanding of gender issues in labour and raising awareness & effective implementation of social security measures

OBJECTIVES:

- Provide a clear understanding of Social Security.
- Provide information on the Recent Trends, National and International Experiences, Good Practices.
- Offer a comprehensive resource repository in order to assist key stakeholders to design effective enforcement policy and raise awareness for implementation of various Social Security provisions.
- Train the Employers, Trade Union, N.G.O and Officials involved in above process.

COURSE PROFILE

Rural Society, Behavioral skill for enhancing leadership potentials, Labour laws related to women: Maternity Benefit, Equal remuneration, Sexual Harassment at Workplace.

METHODOLOGY

Lectures, individual and group exercises, case studies and experience sharing

PARTICIPATION

Government Officials, Labour Officials , Officials of Employers' Organizations, Representatives of Central Trade Unions and NGOs

ELIGIBILITY

1. Participants should be above **18 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 be fluent in 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. Participants are requested to book their return ticket in advance from their own place.
4. Under no-circumstance other than IInd class sleeper train fare will be entertained.

DATE

April 20-24, 2020

The training programme will commence at 10.00 a.m. on April 20, 2020 and will conclude in the afternoon of April 24, 2020

VENUE

V.V.Giri National Labour Institute
Sector-24, NOIDA- 201301,
Distt. Gautam Budh Nagar
Uttar Pradesh

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 VVGNLI, Noida .

STAY ARRANGEMENT

Stay arrangement will be made in the hostel of V.V. Giri National Labour Institute. The boarding and lodging will be provided by the Institute from the afternoon of April 19, 2020 till the forenoon of April 25, 2020. Accommodation will be on twin-sharing basis. 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. The bank details and a copy of Aadhar Card must be enclosed 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 tiers 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

Dr. Shashi Bala

LAST DATE FOR NOMINATIONS

April 06, 2020. Because of limited number of seats we will be constrained to admit participants of first-come-first serve basis and regret acceptance thereafter.

COMMUNICATION

All Correspondence should be addressed to:

J. K. Kaul
Consultant (Programme)
V.V.Giri National Labour Institute
Sector – 24, NOIDA,
Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120- 2411533-35
Fax No. : 0120- 2411471
E-mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com
Website : www.vvgnli.gov.in

V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA
Training of Trainers Programme on Gender and Social Security
April 20-24,2020
NOMINATION FORM

VENUE

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

IMPORTANT INSTRUCTIONS

- 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. _____
4. Educational Qualification : _____

5. Whether SC/ ST/OBC/General : _____

6. Name of the Trade Union Organization: : _____

: _____

- _____ (b)National Affiliation : _____

6. Status in the Organization : _____

7. Address for Correspondence : _____
_____ (In block Letters)
: _____

_____ : _____
Phone _____ : _____
_____ Fax: _____ : _____
_____ email: _____ : _____
8. _____ Have you attended any _____ : _____
_____ Programme earlier at 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:

All Correspondence should be addressed to:
J. K. Kaul

Consultant (Programme)
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