

No. PRG/CBP/18/17  
June 07, 2017

**Subject: Training Programme on Enhancing Leadership Skills of Transport Workers during August 28-September 01, 2017 at VVGNLI Campus, NOIDA**

**EXCLUSIVELY FOR PARTICIPANTS FROM SOUTH REGION**

Dear Sir/Madam,

We are glad to inform you that the Institute is organising a Training Programme on Enhancing Leadership Skills of Transport Workers during August 28-September 01, 2017 at VVGNLI Campus, NOIDA.

The training programme is meant for trade union leaders/workers' organisers who are engaged in trade union activities for workers in the transport sector. The programme will enhance organisation building capacity of activists of transport workers unions. The programme details are enclosed. The programme will be conducted in Hindi as well as in English. Please ensure that the nominee should have working knowledge of Hindi.

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 trade union leaders from your organisation. 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 and regret acceptance thereafter. 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. The last date for receiving nominations August 14, 2017.

With kind regards,

Yours sincerely,

(Manish Kumar Gupta)

To  
All Central Trade Unions

**Training Programme  
on  
Enhancing Leadership Skills of Transport  
Workers**

**August 28-September 01, 2017  
VVGNI Campus, NOIDA**



**V.V.GIRI NATIONAL LABOUR INSTITUTE  
SECTOR – 24, POST BOX NO. 68  
GAUTAM BUDH NAGAR, NOIDA- 201301  
UTTAR PRADESH**

## **INTRODUCTION**

There are now more than 45 lakh workers engaged in Transport industry in the country. 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 organisation building capacity of activists of transport workers' unions

## **OBJECTIVES**

- To impart knowledge and information about transport industry 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 of the transport Industry, Problems of transport Industry, Leadership Styles, Communication Skills, Effective Trade Union Building

## **METHODOLOGY**

Lectures, case studies and group discussion. Please ensure that the nominee should have working knowledge of Hindi/English

## **PARTICIPANT**

Trade Union Leaders sponsored by Central Trade Unions from Transport Sector of **South Region**. We will appreciate if participants from reserved categories (SC/ST/OBC) are also nominated. This programme is for Hindi speaking states only.

## **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 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. 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 IIInd class ordinary fare will be entertained.

## **DATE AND DURATION**

August 28-September 01, 2017. The programme will commence on August 28, 2017 at 10.00 a.m. and conclude on the September 01, 2017 afternoon.

## **VENUE**

V.V. Giri National Labour Institute  
Sector 24, NOIDA 201 301 (U.P.)

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**

The arrangement for the stay of the participants will be made at the hostel of the Institute on twin sharing. Boarding and Lodging would be provided to the participants from the afternoon of August 27, 2017 till the forenoon of September 02, 2017. For extended stay or early arrival, the 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. **Officials entitled for higher class may claim their Travelling Allowance from their own organisation.**
3. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).
4. It may be ensured that nominee(s) should have Aadhar Card. The nominations of only those participants will be accepted who have Aadhar number. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominees should be instructed to provide Aadhar Number, Bank Account Number, IFSC Code of Bank, Bank Name and Branch of the Bank. The bank details may be indicated by nominee while filling up TA form at the institute.

**FEE**

No programme fee

**LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is August 14, 2017. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

**COURSE DIRECTOR**

DR. POONAM S. CHAUHAN

**COMMUNICATIONS**

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:

Mr. J. K. kaul  
Consultant (Programme)  
V.V. Giri National Labour Institute  
Post Box. No. 68, Sector-24, NOIDA-201301  
Uttar Pradesh  
PHONE: 0120- 2411471, 2411534, 2411533  
FAX: 0120- 2411471, 2411474, 2411536,  
Email: [jkkaul.vvgnli@gov.in](mailto:jkkaul.vvgnli@gov.in)  
Website: [www.vvgnli.org](http://www.vvgnli.org)

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

**Training Programme on Enhancing Leadership Skills of Transport Workers  
August 28-September 01, 2017**

**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 / English
- 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 \_\_\_\_\_
- e.mail : \_\_\_\_\_

7. Have you attended any programme from the Institute earlier? : \_\_\_\_\_  
If yes, give details. : \_\_\_\_\_

**DETAILS OF CURRENT EMPLOYMENT**

(a) Designation : \_\_\_\_\_  
(b) Organisation : \_\_\_\_\_  
(c) Nature of Work : \_\_\_\_\_  
(d) Address : \_\_\_\_\_

**BANK DETAILS OF PARTICIPANT**

(k) Aadhar Number : \_\_\_\_\_  
(l) Name of Bank : \_\_\_\_\_  
(m) Bank Branch name : \_\_\_\_\_  
(n) Account No : \_\_\_\_\_  
(o) IFSC Code : \_\_\_\_\_

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

Date:

Mail to:

Mr. J. K. kaul  
Consultant (Programme)  
V.V. Giri National Labour Institute  
Post Box. No. 68, Sector-24, NOIDA-201301  
Uttar Pradesh  
PHONE: 0120- 2411471, 2411534, 2411533  
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