

No. PRG/CBP/08/17
June 05, 2017

Subject: - Training of Trainers Programme for Rural Educators from August 14-18, 2017 at VVGNI Campus, NOIDA.

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a **Training of Trainers Programme for Rural Educators** during **August 14-18, 2017** at its Campus in Noida.

This training programme is meant for district level trade union leaders/ organisers engaged in organization building in rural areas. The programme will be conducted in Hindi. Please ensure that the nominee should have working knowledge of Hindi. A copy of the programme brochure is enclosed for details.

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 rural trade union leaders to be trained as trainers from your union. 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. You may kindly forward the names of the participant's alongwith nomination forms duly filled in by the nominees. The last date for receiving nominations is July 31, 2017.

With regards,

Yours sincerely,

(Manish Kumar Gupta)

To
All Central Trade Unions

Training of Trainers Programme For Rural Educators

**August 14-18, 2017
VVGNI Campus, NOIDA**



**V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24
Gautam Budh Nagar
NOIDA-201301, Uttar Pradesh**

AIM

The programme aims at empowering Rural Organizers for Central Trade Unions

THE OBJECTIVES

The programme is specifically being organised by the Institute in order to achieve following main objectives:-

- Develop Understanding of rural society & economic relations.
- Discuss the issue of empowerment
- Develop Skills for enhancing leadership potential
- Acquaint with labour laws for unorganized sector

COURSE PROFILE

Rural Society, Behavioral Skill for enhancing leadership potentials, Labour Laws, Equal remuneration, Developing Training Skills

METHODOLOGY

Lecture, individual and group exercises, case studies and experience sharing.

PARTICIPATION

Rural Educators/Rural Labour leaders sponsored by Central Trade Unions., we will appreciate if participants from reserved categories (SC/ST) are also nominated.

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 Hindi.

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 sleeper train fare will be entertained.

DATE

August 14-18, 2017

The training programme will commence at 10.00 a.m. on August 14, 2017 and will conclude in the afternoon on August 18, 2017

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. Delhi Metro, Noida City Centre Station is about 1.5 kms. from VVGNI, Noida .

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 August 13, 2017 till the forenoon of August 19, 2017. 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 Aadhar No. 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.
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 participants are provided free of cost boarding and lodging only for the duration of the programme.

6. 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.

COURSE DIRECTOR

Dr. Poonam S. Chauhan

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is July 31, 2017. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

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.

COMMUNICATION

All Correspondence should be addressed to:

J. K. Kaul
Consultant (Programme)
V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301

Telephone: 2411471, 2411534,
Fax No. : 2411471, 2411474, 2411536,
E-mail : jkkaul.vvgnli@gov.in

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

**Training of Trainers Programme for Rural Educators
August 14-18, 2017**

NOMINATION FORM

VENUE

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

IMPORTANT INSTRUCTIONS

- This programme is for district level labour leaders/organisers actively engaged in organising rural workers.
- 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. Educational Qualification : _____
4. Whether
SC/ ST/OBC/General : _____

II. UNION MEMBERSHIP DETAILS

5. (a) Name of the Trade Union: _____
Organization : _____
(b) National Affiliation : _____
: _____
6. Status in the Organization : _____

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

: _____

Telephone _____

FAX No. _____e.mail_____

8. Have you attended any : _____
programme from this Institute?
If yes, give details. _____

III. 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:

J. K. Kaul

Consultant (Programme)

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