

PRG/CBP/13/24  
May 03, 2024

**Subject: Capacity Building Programme for Trade Unions Civil Society from May 20-24, 2024 at VVGNI Campus, Noida**

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Capacity Building Programme for Trade Unions Civil Society during May 20-24, 2024 at VVGNI Campus, Noida.

The programme is specially designed for government officials, representatives of workers' employers' organizations and civil society representatives. The aim of the programme is to enhance organisation building capacity of the construction workers/union activists. There is no programme fee. The programme details are attached for your perusal. 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 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 union. It may please be ensured that those who have already attended institute's earlier programmes are not nominated again. We will highly appreciate participation of women. You are requested to send nomination forms duly filled in by the nominee's along with sponsorship letter. Sponsorship letters without nomination forms will not be considered.

With kind regards,

Yours sincerely,



(Nagesh Nitla)  
Programme Officer

To

- Government Departments
- All Central Trade Unions
- NGOs

# 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)



पीआरजी/सीबीपी/13/24

मई 03, 2024

**विषय:** 20-24 मई, 2024 तक वीवीजीएनएलआई परिसर, नोएडा में ट्रेड यूनियन सिविल सोसाइटी के लिए क्षमता निर्माण कार्यक्रम।

महोदय/महोदया,

हमें आपको यह बताते हुए खुशी हो रही है कि संस्थान मई 20-24, 2024 के दौरान वीवीजीएनएलआई कैंपस, नोएडा में ट्रेड यूनियन सिविल सोसाइटी के लिए क्षमता निर्माण कार्यक्रम करेगा।

यह कार्यक्रम विशेष रूप से सरकारी अधिकारी, श्रमिक नियोक्ता संगठनों के प्रतिनिधि और नागरिक समाज के प्रतिनिधि के लिए तैयार किया गया है। कार्यक्रम का उद्देश्य निर्माण श्रमिकों/संघ कार्यकर्ताओं की संगठन निर्माण क्षमता को बढ़ाना है।

यह एक निःशुल्क कार्यक्रम है। संस्थान प्रशिक्षण अवधि के दौरान प्रतिभागियों को आवास एवं भोजन निःशुल्क उपलब्ध करेगा, तथा टिकट की प्रति मिलने पर द्वितीय श्रेणी के स्लीपर रेल किराए की प्रतिपूर्ति भी करेगा। यह सुनिश्चित किया जाए कि केवल उन्हीं प्रतिभागियों को नामांकित करें जिन प्रतिभागियों के पास आधार कार्ड है। प्रतिभागियों के लिए यात्रा किराया की प्रतिपूर्ति केवल एनईएफटी के माध्यम से किया जाएगा। प्रतिभागियों को उनके आधार नंबर एवं बैंक विवरण (बैंक का नाम, बैंक शाखा, बैंक खाता संख्या, आईएफएससी कोड) साथ लाने का निर्देश दिया जाना चाहिए। प्रतिभागियों को आधार नंबर एवं बैंक विवरण टीए फार्म भरने के समय दिया जाना चाहिए। सभी नामांकित व्यक्तियों को तदनुसार सूचित किया जा सकता है।

हम आपसे अनुरोध करते हैं कि आप अपने संघ से 05 कर्मियों को नामित करें। कृपया यह सुनिश्चित करें कि पूर्व में नामित किए गए व्यक्तियों को दुबारा नामित न किया जाए। महिलाओं का नामांकन अत्यंत सराहनीय होगा। प्रतिभागियों के नाम, नामांकित प्रतिभागियों द्वारा पूर्णतः भरे हुए नामांकन प्रपत्रों के साथ भेजें। कृपया नामांकन यथाशीघ्र भेजें।

सादर,

भवदीय,

*नामेश*

(नागेश नितला)

कार्यक्रम अधिकारी

सेवा में,

- सरकारी विभाग
- सभी केंद्रीय ट्रेड यूनियनों,
- एनजीओ



# Capacity Building Programme for Trade Unions Civil Society

**May 20-24, 2024**  
**VVG NLI Campus, NOIDA**



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

## **COURSE DIRECTOR**

Dr. Shashi Bala  
balashashi.vvgnli@gov.in

## **COMMUNICATIONS**

Mr. Nagesh Nitla  
Programme Officer  
Phone: 0120- 2411533-35  
Phone 0120- 2411471  
vvgnlitraining1@gmail.com  
Website: www.vvgnli.gov.in

## **AIM**

To enhance organisation building capacity of the construction workers/union Activists

## **OBJECTIVES**

- To develop organisation and management skills.
- To development leadership communication and team building skills
- To acquaint with labour codes.

## **COURSE PROFILE**

Understanding labour and globalization; Various labour codes and rules; Status of decent employment; Issues and dimensionsof unorganized sector; Structure and functions of trade unions and emergingchallenges; Social security; Child labour.

## **Methodology**

The training will primarily make use of lectures, case studies and experience sharing. It will also include group discussions and thus be participative in nature.

## **PARTICIPATION**

Government officials, Representatives of Workers' Employers' organizations and Civil society representatives.

## **Programme DATE**

**May 20-24, 2024**

The training programme will commence at 10.00 a.m. on may 20, 2024 and will conclude in the afternoon on May 24, 2024.

## **VENUE**

V. V. Giri National Labour Institute

Sector –24, NOIDA –201301

The campus of Institute is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms. Noida City Centre Metro Station is about 1.5 kms from VVGNI, Noida. The nominee(s) may be informed accordingly.

## **STAY ARRANGEMENT**

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging and boarding will be provided by the Institute from the afternoon of May 19, 2024 till the forenoon of May 25, 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.
3. 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
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. Shashi Bala

[balashashi.vgnli@gov.in](mailto:balashashi.vgnli@gov.in)

## **COMMUNICATION**

The sponsoring authority is requested to send nomination forms duly filled in by the nominee's alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

All Correspondence should be addressed to:

(Nagesh Nitla)

Programme Officer

V.V.Giri National Labour Institute

A-06, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

Telephone: 0120-2411471, 2411533-35,

E-mail : [vgnlitraining@gmail.com](mailto:vgnlitraining@gmail.com)



**V. V. GIRI NATIONAL LABOUR INSTITUTE**  
**NOIDA**  
**Capacity Building Programme for Trade Unions Civil Society**  
**(May 20- 24, 2024)**

**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. Educational Qualification : \_\_\_\_\_
4. Whether  
SC/ ST/OBC/General : \_\_\_\_\_

**I. 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. \_\_\_\_\_

## II. DETAILS OF CURRENT EMPLOYMENT

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

## III. BANK DETAILS OF PARTICIPANT

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

**Date:**

**Signature & Name of the Participant)**

**Mail this form to:**

(Nagesh Nitla)  
Programme Officer  
V.V.Giri National Labour Institute  
A-06, Sector – 24  
NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
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