

# 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)



Tel. : 2411 533-34-35

Fax : 2411 536

2411 471/474

Website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)

Twitter Handle: @LabourMinistry

पीआरजी/सीबीपी/43/22

अगस्त 26, 2022

**विषय:** वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में अक्टूबर 31-04 नवम्बर, 2022 के दौरान आयोजित महिला ट्रेड यूनियन नेताओं/संगठनकर्ताओं के नेतृत्व कौशल का विकास विषय पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में अक्टूबर 31-04 नवम्बर, के दौरान आयोजित महिला ट्रेड यूनियन नेताओं/संगठनकर्ताओं के नेतृत्व कौशल का विकास विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह प्रशिक्षण कार्यक्रम विशेष रूप से संगठन निर्माण में लगी महिला ट्रेड यूनियन नेताओं / आयोजकों एवं असंगठित क्षेत्र का प्रतिनिधित्व करने वाली महिलाओं के लिए तैयार किया गया है। यह कार्यक्रम श्रम कानूनों, विकास कार्यक्रम और योजनाओं के बारे में प्रतिभागियों को ज्ञान भी प्रदान करेगा। यह कार्यक्रम हिंदी / अंग्रेजी में आयोजित किया जाएगा। कार्यक्रम का विस्तृत विवरण संलग्न विवरणिका में दिया गया 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 देना आवश्यक है।

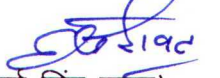
आपसे अनुरोध है कि कृपया इस कार्यक्रम के लिए अपने संगठन से 05 महिला ट्रेड यूनियन नेताओं / आयोजकों को नामित करें। कृपया यह सुनिश्चित करें कि उन प्रतिभागियों को दुबारा नामित न किया जाए जिन्होंने पूर्व में इस कार्यक्रम में भाग लिया है। सीटों की संख्या सीमित होने के कारण संस्थान पहले आओ-पहले पाओ के आधार पर एक संगठन से केवल 05 प्रतिभागियों को शामिल करेगा। आपसे अनुरोध है कि नामित प्रतिभागियों द्वारा पूर्णतः भरे हुए नामांकन प्रपत्रों को प्रायोजन पत्र के साथ भेजें। नामांकन प्राप्ति की अंतिम तिथि अक्टूबर 15, 2022 है।

सादर,

सेवा में,

सभी केंद्रीय ट्रेड यूनियनों

भवदीय,

  
(हर्ष सिंह रावत)

प्रशासनिक अधिकारी



# वी.वी. गिरि राष्ट्रीय श्रम संस्थान

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No. PRG/CBP/43/22

August 26, 2022

**Subject: Training Programme on Developing Leadership Skills of Women Trade Union Leaders/Organisers to be held from October 31-November 04, 2022 at VVGNI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on **Developing Leadership Skills of Women Trade Union Leaders/Organisers** from **October 31- November 04, 2022** at Institute's Campus, NOIDA.

This training programme has been exclusively designed for women trade union leaders/organizers engaged in organisation building and for those who represent the unorganized sector. The programme will also impart knowledge to the participants about labour laws, development programmes and schemes. The programme will be conducted in Hindi/English. Programme details are given in the enclosed brochure.

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 women trade union leaders/organisers from your union. It may be ensured that those who have already attended Institute's earlier programmes are not nominated again. 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 October 15, 2022

With regards,

Yours sincerely,

(H. S. Rawat)

Administrative Officer

To:

All Central Trade Unions,

**Training Programme  
on  
Developing Leadership Skills of Women Trade  
Union Leaders/Organisers**

**October 31-November 04, 2022  
VVGNNLI Campus, NOIDA**



**V.V.Giri National Labour Institute  
Sector – 24, Post Box No. 68  
Distt. Gautam Budh Nagar, NOIDA  
Uttar Pradesh- 201 301**



## AIM

The programme aims at equipping the participants with skill development strategies in informal sectors.

## OBJECTIVES

- Discuss the nature and characteristics of the informal economy.
- Situate the importance of skill development in the functioning of informal economy from gender perspective.
- Share the experiences of various social partners in skill development and training
- To discuss appropriate strategies for skill development of women in the informal sector occupations
- To provide awareness on Labour Codes

## COURSE PROFILE

Informal Sector: Concept, Informal Sector Composition, Gender in informal sector. Skill development systems in India, Importance of skill development in present era, Case-Studies on skill development, Strategies for skill development in informal sector.

## METHODOLOGY

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

## PARTICIPATION LEVEL

Representatives of Central Trade Unions, Skill Development Institutes, NGOs. We will appreciate if participants from reserved categories (SC/ST/OBC) are also nominated.

## ELIGIBILITY

1. Participants should be above **18 years and below 55 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 & English

## NOTE:

1. Please note that those who have already attended this programme 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.

## PROGRAMME DATE

**October 31-November 04, 2022**

The programme commences at 10.00 a.m. on October 31, 2022 and will conclude in the afternoon of November 04, 2022.

## **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 and 1.5 Kms from Metro Railway Station, Noida City Centre.

## **STAY ARRANGEMENT**

Stay arrangement will be made in the hostel of V.V. Giri National Labour Institute. Accommodation will be on twin-sharing basis. The boarding and lodging will be provided by the Institute from the afternoon of October 30, 2022 till the forenoon of November 05, 2022. 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. 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 tier 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.



**NOTE:** Participants are requested to book their return journey ticket in advance from their own place.

**COURSE DIRECTOR**

Dr. Shashi Bala

**LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is October 15, 2022. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

**COMMUNICATION**

**All Correspondence should be addressed to:**

The Consultant (Programme)  
V.V. Giri National Labour Institute  
Sector – 24, NOIDA,  
Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 2411534, 2411471  
Prog. Section:-2411471  
STD 0120  
Email: [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**

**NOMINATION FORM**

**Training Programme on Developing Leadership Skills of Women Trade Union  
Leaders/Organisers  
October 31-November 04, 2022**

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 : \_\_\_\_\_

**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 -----e.mail-----
8. Have you attended any : \_\_\_\_\_  
programme from this Institute?  
If yes, give details. \_\_\_\_\_

## 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:

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

Telephone: 0120- 2411533-35  
Fax No. : 0120- 2411471  
Email : vvgnlitraining1@gmail.com