

Ref. No.: PRG/NEP/10/19
October 23, 2019

Subject: - Leadership Development Programme for Trade Union Leaders from North Eastern States during December 23-27, 2019 at VVGNLI Campus, NOIDA

EXCLUSIVELY FOR PARTICIPANTS FROM NORTH EASTERN STATES

Dear Sir/Madam,

The Institute would be organizing a **Leadership Development Programme for Trade Union Leaders** exclusively for North Eastern States of Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim from **December 23-27, 2019** at VVGNLI Campus, NOIDA.

The aim of the programme is to enhance leadership skills of trade union representatives from North-Eastern states.. A copy of the programme brochure is enclosed for details. Kindly ensure that the nominees possess working knowledge of English/Hindi.

There is no programme fee. The Institute would bear the expenditure on lodging and boarding of participants during the training period. The Institute would also reimburse to and fro 3-tier AC train fare. The nominations of only those participants will be accepted who have Aadhar card and bank account. It may be ensured that nominee(s) should have Aadhar number. 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 mentioned in the TA form.

The participants from Assam and Meghalaya who do not have Aadhar card can submit a copy of Voter ID/ Driving License in place of Aadhar card, while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 05 leaders from your trade 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 on first-come-first serve basis and regret acceptance thereafter. You may forward the names of the participants alongwith nomination forms duly filled in by the nominees. The last date for receiving nominations is December 8, 2019

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

To:

- All Central Trade Unions
- Deputy Commissioners of North Eastern Districts

**Leadership Development Programme
for
Trade Union Leaders
from
North Eastern States**

**December 23-27, 2019
V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**



**V.V.GIRI NATIONAL LABOUR INSTITUTE
POST BOX NO. 68, SECTOR – 24, NOIDA
DISTT. GAUTAM BUDH NAGAR
UTTAR PRADESH – 201 301**

Aim

The aim of the programme is to enhance leadership skills of Trade union representatives from North-Eastern States.

Objectives

- To develop skills and techniques of effective organisation building
- To foster skills of effective leadership.
- To acquaint the participants with the socio-economic and political changes globalised economy.
- To impart knowledge about labour laws, development programmes and schemes.

Course Profile

Basic understanding of leadership skills and impact on self and others, communication skills, decision making process, globalisation and its impact on

Methodology

Lectures, group discussions, simulation technique and role play.

Faculty

Besides the VVGNLI faculty, expert resource persons from trade unions and north-eastern states will be invited to take sessions

PARTICIPATION LEVEL

Trade union Leaders/Activists engaged in North East States of **Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim**. For the welfare of vulnerable and marginalized groups of the society, we will appreciate if participants from reserved categories (SC/ST/OBC) are also nominated.

ELIGIBILITY

1. Participants should be below 50 years of age and should be from North Eastern States only.
2. Should be actively engaged at grassroots level activities and have a minimum experience of 2 years.
3. Should have working knowledge of English or Hindi.
4. We will appreciate if some women leaders are also nominated.
5. **Those who have already attended this programme are not eligible for this course.**

VENUE

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

The Institute's Campus is situated near Prakash Hospital and NTPC Ltd. and is at a distance of 20 Kms from New Delhi Railway Station. NOIDA is situated at Delhi border in Close proximity to Mayur Vihar, Delhi.

DATE

December 23-27, 2019

The programme will commence at 10.00 a.m. on December 23, 2019 and conclude on December 27, 2019 at 2.00 p.m.

STAY ARRANGEMENT

Stay arrangements will be made in the hostel of V. V. Giri National Labour Institute. The boarding and lodging will be provided from the afternoon of December 22, 2019 till the forenoon of December 28, 2019. Accommodation would be on twin-sharing basis. The additional cost of early arrival or extended stay will be borne by the individual participants

FEE

No fee is charged from the participants.

TRAVELLING EXPENSES

1. The Institute would reimburse travel expenses of the 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.
2. It may be ensured that nominee(s) should have Aadhar Card and bank account. 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.
3. The participants from Assam and Meghalaya can submitted a copy of Voter ID/ Driving Licence in place of Aadhar card, while filling up TA form at the institute. All the nominees may be informed accordingly. All the nominees may be informed accordingly.
4. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less

- NOTE:**
- a. **Participants are requested to book their return journey ticket in advance from their own place to avoid inconvenience .**
 - b. **Under no circumstances the participants will be eligible for Travel fare other than what is prescribed above.**
 - c. **Spouse and family members are not allowed to stay in the hostel.**

LAST DATE FOR NOMINATIONS

December 8, 2019. Because of limited number of seats we will be constrained to admit participants on first-come-first served basis and regret acceptance thereafter.

COURSE DIRECTOR

Dr. Shashi Bala

COMMUNICATION

The sponsoring authority is requested to send nomination forms duly filled in by the nominees along with sponsorship letter. Sponsorship letters without nomination forms will not be considered.

All Correspondence should be addressed to:

Shri 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 : 2411533-35
Fax No. : 2411471
E-mail : jkkaul.vvgnli@gov.in, vvgnltraining@gmail.com
Website : vvgnli.gov.in

Note: Those calling on STD from Outside Delhi will please dial 0120 before the above numbers. The Institute work five days a week(Monday-Friday) 9 a.m. - 5.30 p.m.

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

**Leadership Development Programme for Trade Union Leaders
from North Eastern States
December 23-27, 2019
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 English & Hindi
- 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 : _____
: _____
Whether
SC/ ST/OBC/General _____
4. Status in the Organisation : _____
5. Affiliation to CTU : _____
6. Address for Correspondence : _____
(In block Letters) : _____
: _____
- Phone _____
- Fax: _____ Email _____
7. Have you attended any : _____
programme at this Institute earlier?
If yes, give details. When the : _____
Programme was organised.

8. Have you attended any other : _____
Training programme for Trade
Union Leaders? If yes, give details: _____
When the programme was organised.

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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