

# 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/एलएपी/04/25

13 मई, 2025

विषय: कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम, वीवीजीएनएलआई, नोएडा,  
04-08 अगस्त, 2025

प्रिय महोदय/महोदया,

हमें आपको यह बताते हुए खुशी हो रही है कि संस्थान 04-08 अगस्त, 2025 के दौरान कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम आयोजित करेगा

कार्यक्रम का उद्देश्य प्रतिभागियों के परिचालन, तकनीकी और व्यवहार कौशल को मजबूत करना है ताकि उनके कार्य प्रदर्शन को बढ़ाया जा सके और उन्हें सुशासन के प्रदर्शन के साथ सार्वजनिक सेवाओं के कुशल और प्रभावी वितरण में बड़ी भूमिका निभाने में सक्षम बनाया जा सके।

कार्यक्रम के लिए कोई शुल्क नहीं है। संस्थान प्रशिक्षण अवधि के दौरान प्रतिभागियों को निःशुल्क भोजन और आवास की सुविधा प्रदान करेगा। यह प्रशिक्षण कार्यक्रम विशेष रूप से केंद्र और राज्य सरकार के अधिकारियों के लिए बनाया गया है। प्रतिभागियों की आयु 60 वर्ष से कम होनी चाहिए और अंग्रेजी और हिंदी दोनों का ज्ञान होना चाहिए।

हम आपसे अनुरोध करते हैं कि आप अपने संगठन से 04-05 अधिकारियों को नामित करें। नामांकन के तौर-तरीकों सहित प्रशिक्षण का विवरण प्रदान करने वाला ब्रोशर संलग्न है।

सौजन्य सहित,

भवदीय,

नागेश नितला  
कार्यक्रम अधिकारी

सेवा में

- केंद्र और राज्य सरकार के विभाग/संगठन



# वी.वी. गिरि राष्ट्रीय श्रम संस्थान

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No. PRG/LAP/04/25

May 13, 2025

**Subject: Training Programme on Enhancing Work Efficiency and Effective Delivery from August 04-08, 2025 at VVGNI Campus, Noida**

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on **Enhancing Work Efficiency and Effective Delivery** during **August 04-08, 2025** at VVGNI Campus, Noida

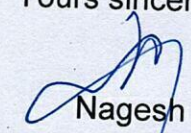
The programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance.

There is no programme fee. The Institute will provide free of charge boarding and lodging facility to the participants during training period. This training programme specially designed for Central and State Government Officers. The participants should be below 60 years of age with knowledge of both English and Hindi.

We request you to nominate 04-05 officials from your Organisation. Brochure providing details of the training, including the modalities for nominations are attached.

With kind regards,

Yours sincerely,

  
Nagesh Nitla  
Programme Section

To

- Central and State Government Departments/Organisations



# **Training programme on Enhancing Work Efficiency and Effective Delivery**

**August 04-08, 2025  
VVGNI, Campus, NOIDA**

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

## **COURSE DIRECTOR**

**Mr. P. Amitav Khuntia**  
Associate Fellow  
[p.amitav.vvgnli@gov.in](mailto:p.amitav.vvgnli@gov.in)

## **COMMUNICATIONS**

**Mr. Nagesh Nitla**  
Programme Officer  
Phone: 0120- 2411533-35  
Phone 0120- 2411471  
Email:  
[vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)  
Website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)



## **AIM**

This programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance.

## **OBJECTIVES**

- Understand the emerging issues related to work and workplace
- Gain insights in to latest transformations at Workplace, Governance and Policy Making.
- Discuss the aspirations of Public and Working Mass from Public Servants and understand the Grassroots, Regional, National and International commitments.
- Strengthen the Operational, Technical and Behavioural Skills for a holistic professional development.

## **COURSE PROFILE**

Work Dynamics , Workplace Transformations, Aspiration levels of stakeholders, Effective Delivery of Public Services, Promoting Gender Sensitiveness, Data Driven Decision Making, Role of Convergence and Partnership, role of e-shram NCS etc. Managing Finance, Digital Governance, Managing Inter and Intra Departmental/Organizational Dynamics, Good Practices/ Case Studies, Preparedness for Future of Work, Positive Attitude for Excellence, Strengthening Leadership, Mission LiFE, Team Work Skills and Behavioral Traits with Stress and Anger Management.

## **METHODOLOGY**

Lectures, Audio Visual Presentations, Group Exercises, Group Discussions & Presentations, Experience Sharing and General Discussion, Case Studies/Field Visit

## **PARTICIPATION LEVEL**

Central and State Government Officers

## **ELIGIBILITY**

1. Participants should be above **21 years and below 60 years of age;**
2. Should have working knowledge of either Hindi or English.

## **DATE**

**August 04-08, 2025**

The training programme will commence at 10.00 a.m. on August 04, 2025 will conclude in the afternoon on August 08, 2025.

## **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 VVGNNLI, 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 on twin sharing basis and boarding will be provided by the Institute from the afternoon of August 03, 2025 till the forenoon of August 09, 2025. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

### **FEE**

There is no programme fee.

### **TRAVELLING EXPENSES**

1. 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. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less. For Delhi NCR Region the local conveyance would be Rs. 350/- only.
2. **North Eastern States only** : The Institute would reimburse travel expenses of the participants from 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 3<sup>rd</sup> 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.
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 participants are provided free of cost boarding and lodging only for the duration of the programme.
5. The officials entitled for higher class travel allowance are free to claim their travel allowance from their own organization.



## **PROGRAMME FEE**

There will be no fee for the programme.

## **COURSE DIRECTOR**

Mr. P.Amitav Khuntia  
p.amitav.vvgnli@gov.in

## **COMMUNICATION**

**All communications should be addressed to :**

Nagesh Nitla  
Programme Officer  
V.V.Giri National Labour Institute  
Sector – 24, NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 0120-2411471, 2411533-35  
E-mail : vvgnlitraining@gmail.com  
Website : www.vvgnli.gov.in



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

**Training Programme on Enhancing Work Efficiency and Effective Delivery  
(August 04-08, 2025)**

**NOMINATION FORM**

Nominee's Full Name  
(in block letters)

:

Age ( Date of Birth)

:

Name of the Organisation

:

Designation

:

Address

:

:

:

Aadhar Number

:

Telephone

:

Email

:

Date:

Signature

**COMMUNICATION:**

All correspondence should be addressed to:

Nagesh Nitla (Programme Officer)  
V.V. Giri National Labour Institute  
Sector-24, Distt. GautamBudh Nagar  
NOIDA-201301 (UP)  
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Email : vvgnlitraining@gmail.com