



**डॉ. अरविंद**  
महानिदेशक  
**Dr. Arvind**  
Director General

No. PRG/CBP/36/22  
July 07, 2023

**Subject: Leadership Development Programme for Trade Union Leaders during July 17-19, 2023 at VVGNI Campus, NOIDA**

Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute would be organising a **Leadership Development Programme for Trade Union Leaders** from **July 17-19, 2023** at V. V. Giri National Labour Institute, Campus, Noida.

The objectives of this programme are to impart knowledge and information about rural labour market in general and status of workers in particular; to enhance inter-personal communication, Leadership skills and team building and to discuss the legal protections in various labour legislations

There is no programme fee. The Institute would bear the expenditure on boarding and lodging facility during training period 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. All the participants may be informed to take preventive measures due to COVID-19 pandemic.

You are requested to nominate 05-08 participants from your union for the programme. Please send your nominations along with nomination forms duly filled in by the nominees at the earliest. 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 and regret acceptance thereafter.

With kind regards,

Yours sincerely,

**(Dr. Arvind)**  
Director General

To:

All Central Trade Unions





# 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. : 0120-2411 470

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Website : www.vvgnli.gov.in



डॉ. अरविंद

महानिदेशक

**Dr. Arvind**

Director General

पीआरजी/सीबीपी/36/23

जुलाई 07, 2023

विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नोएडा में जुलाई 17-19, 2023 के दौरान ट्रेड यूनियन नेताओं के लिए नेतृत्व विकास विषय पर एक प्रशिक्षण कार्यक्रम.

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी. वी. गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में जुलाई 17-19, 2023 के दौरान ट्रेड यूनियन नेताओं के लिए नेतृत्व विकास विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

इस कार्यक्रम का लक्ष्य सामान्य रूप से ग्रामीण श्रम बाजार और विशेष रूप से श्रमिकों की स्थिति के बारे में ज्ञान और जानकारी प्रदान करना; अंतर-व्यक्तिगत संचार, नेतृत्व कौशल और टीम निर्माण को बढ़ान एवं विभिन्न श्रम कानूनों में कानूनी सुरक्षा पर चर्चा करना 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। सभी प्रतिभागियों को कोविड-19 महामारी के कारण निवारक उपाय करने के लिए सूचित किया जाए।

मैं आपसे इस महत्वपूर्ण प्रशिक्षण कार्यक्रम के लिए 05-08 प्रतिभागियों को नामांकित करने का अनुरोध करता हूं। नामांकन के तौर-तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण प्रदान करने वाला ब्रोशर संलग्न है।

सादर,

भवदीय,

(डॉ अरविंद)

महानिदेशक

सेवा में,

सभी केंद्रीय ट्रेड यूनियनों

# **Leadership Development Programme for Trade Union Leaders**

**July 17-19, 2023  
VVGNI Campus, Noida**



**V.V.Giri National Labour Institute  
Sector – 24, Noida  
Distt. Gautam Budh Nagar  
Uttar Pradesh- 201 301**



## **AIM**

To enhance organisation building capacity of activists of Trade Union Leaders.

## **OBJECTIVES**

- To impart knowledge and information about rural labour market in general and status of workers in particular
- To enhance inter-personal communication, Leadership skills and team building
- To discuss the legal protections in various labour legislations

## **COURSE PROFILE**

Overview of the rural labour market, Problems of Rural Trade Union Leaders, Leadership Styles, Communication Skills, Effective Trade Union Building.

## **METHODOLOGY**

Lectures, case studies and group discussion

## **PARTICIPATION LEVEL**

Trade union leaders sponsored by Central Trade unions. We will appreciate if participants from reserved categories (SC/ST) are also nominated.

## **DATE AND DURATION**

July 17-19, 2023. The timings are 10:00 am to 05:00 pm. The programme will commence on July 17, 2023 at 10.00 a.m. and conclude on the afternoon of July 19, 2023.

## **VENUE**

V.V. Giri National Labour Institute  
Sector 24, NOIDA 201 301 (U.P.)

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 V.V. Giri National Labour Institute. The boarding and lodging will be provided by the Institute from the afternoon July 16, 2023 till the forenoon of July 20, 2023. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **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.
2. 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.
3. 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.
4. The participants are provided free of cost boarding and lodging only for the duration of the programme.

## **FEE**

There is no programme fee

## **COURSE DIRECTOR**

Dr. Shashi Bala  
sbalatraining@gmail.com

## **COMMUNICATIONS**

All correspondence should be addressed to:

Programme Section  
V.V. Giri National Labour Institute  
Sector-24, NOIDA-201301  
Uttar Pradesh  
Phone: 0120-2411471, 2411533-35  
Email : vvgnlitraining@gmail.com  
Website: www.vvgnli.gov.in

## **Note:**

- a) Those calling on STD from outside Delhi will please dial **0120** before the above numbers. The Institute works five days a week. (Monday – Friday)
- b) Participants are requested to book their return ticket from their destination to avoid any inconvenience.

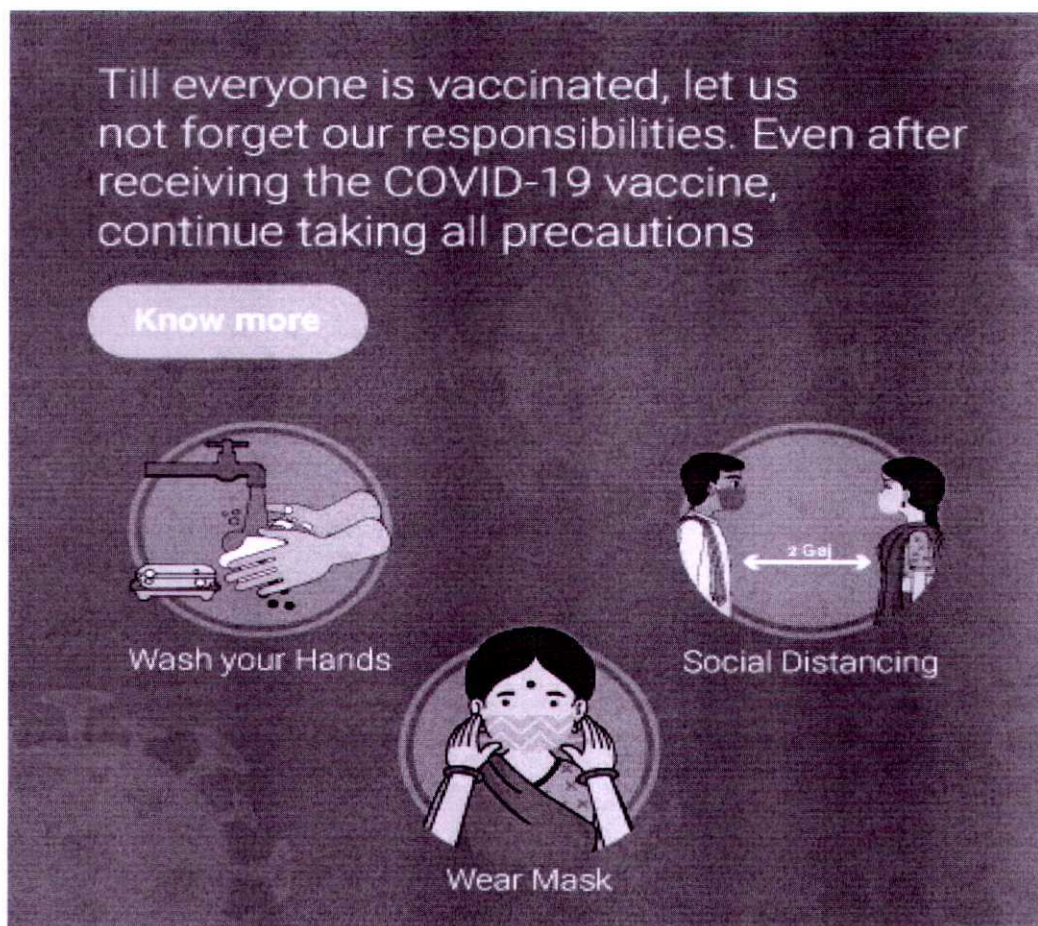


All the participants may be informed to take preventive measures due to COVID-19 pandemic and follow COVID guidelines.

- Nominee(s) must have been vaccinated
- Use Face Mask
- Sanitize Hand Regularly
- Observe Social Distance

STAY SAFE

STAY FIT



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

**Leadership Development Programme for Trade Union Leaders  
July 17-19, 2023**

**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 : \_\_\_\_\_

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

#### 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:**

Programme Section  
Sector – 24, NOIDA,  
Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 0120- 2411471, 2411533-535  
E-mail : vvgnlitraining@gmail.com  
Website : www.vvgnli.gov.in

- **Nominee(s) Must have been vaccinated**
- **Use Face Mask**
- **Sanitize Hand Regularly**
- **Observe Social Distance**