

No. PRG/CBP/21/19  
August 13, 2019

**Subject: Training of Trainers Programme for Rural Educators from November 04-08 , 2019 at VVG NLI Campus, NOIDA.**

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a **Training of Trainers Programme for Rural Educators** during **November 04-08, 2019** at its Campus in Noida.

This training programme is meant for district level trade union leaders/ organizers engaged in organization building in rural areas. The programme will be conducted in Hindi. Please ensure that the nominee should have working knowledge of Hindi. A copy of the programme brochure is enclosed for details.

There is no programme fee. The Institute would bear the expenditure on lodging and 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 rural trade union leaders to be trained as trainers from your 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 from one union on first-come-first serve basis. You may kindly forward the names of the participants along with nomination forms duly filled in by the nominees. The last date for receiving nominations is **October 21, 2019**.

With regards,

Yours sincerely

**(Dr. H. Srinivas)**

To:  
All Central Trade Unions

## **AIM**

The programme aims at empowering Rural Organizers from Central Trade Unions

## **THE OBJECTIVES**

The programme is specifically being organized by the Institute in order to achieve following main objectives:-

- Develop Understanding of rural society & economic relations.
- Discuss the issue of empowerment
- Develop Skills for enhancing leadership potential
- Acquaint with labour laws for unorganized sector
- Developing training skills

## **COURSE PROFILE**

Rural Society, Behavioral Skill for enhancing leadership potentials, Labour Laws, Equal remuneration, Developing Training Skills

## **METHODOLOGY**

Lecture, individual and group exercises, case studies and experience sharing.

## **PARTICIPATION**

Rural Educators/Rural Labour leaders sponsored by Central Trade Unions., we will appreciate if participants from reserved categories (SC/ST) are also nominated.

## **ELIGIBILITY**

1. Participants should be above **22 years and below 50 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.

Note:

1. 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.
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.

4. Participants are requested to book their return ticket in advance from their own place.
5. Under no-circumstance other than 11nd class sleeper train fare will be entertained.

## **DATE**

**November 04-08, 2019**

The training programme will commence at 10.00 a.m. on November 04, 2019 and will conclude in the afternoon of November 08, 2019.

## **VENUE**

V. V. Giri National Labour Institute  
Sector -24, NOIDA -201301,

The Institute campus is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station. is 20 Kms. Delhi Metro, Noida City Centre Station is about 1.5 kms. from VVG NLI, Noida .

## **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 November 03, 2019 till the forenoon of November 09, 2019. 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 Aadhar No. 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.

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

### **LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is October 21, 2019. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

### **COMMUNICATION**

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

### **COMMUNICATION**

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: 0120- 2411533-35

Fax No. : 0120- 2411471

E-mail : [jkkaul.vvgnli@gov.in](mailto:jkkaul.vvgnli@gov.in), [vvgnlittraining@gmail.com](mailto:vvgnlittraining@gmail.com)

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

**Training of Trainers Programme for Rural Educators  
November 04-08, 2019**

**NOMINATION FORM**

**VENUE**

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/organizers 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 : \_\_\_\_\_

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

**III. II. 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)  
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, STD: 0120  
Email: jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

