

No. PRG/CBP/23/19
September 11, 2019

Subject:- Leadership Development Programme for Tea and Coffee Plantation Organisers/Workers from November 25-29, 2019 VVG NLI Campus, NOIDA.

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a Leadership Development Programme for Tea and Coffee Organisers/Workers during November 25-29, 2019 at its Campus in Noida.

The programme aims to enhance leadership skills of trade union activists working for Tea/Coffee Workers. The objective of the programme is to discuss various issues of labour working in tea/coffee gardens; to develop skills and techniques of effective organisation building and to foster skills of effective leadership. The programme will be conducted in Hindi/English. Please ensure that the nominee should have working knowledge of Hindi/English. 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 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 representatives from your union/association. 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/association on first-come-first serve basis. 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. The last date for receiving nominations is November 10, 2019.

With regards,

Yours sincerely,

(Dr. H. Srinivas)

To:

- All Central Trade Unions
- Tea and Coffee Associations

**Leadership Development Programme
for
Tea and Coffee Plantation Organisers/Workers**

**November 25-29, 2019
VVG NLI Campus, NOIDA**



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

Aim

The aim of the programme is to enhance leadership skills of Officials and trade union activists working for Tea/Coffee Plantation workers.

Objectives

- To discuss various issues of labour working in tea/coffee plantation industry.
- To develop skills and techniques of effective organisation building
- To foster skills of effective leadership

Course Profile

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

Methodology

Lectures, group discussions, simulation technique and role play.

Participation Level

Officials from Tea Associations, Coffee Growers Associations and Trade Union Leaders/Activists engaged in tea and coffee industry.

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 either Hindi or English.

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 IInd class sleeper fare will be entertained.

DATE & Duration

November 25-29, 2019

The training programme will commence at 10.00 a.m. on November 25, 2019 and will conclude in the afternoon of November 29, 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 and 1.5 Kms from Metro Railway Station, Noida City Centre.

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 24, 2019 till the forenoon of November 30, 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 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. The participants are provided free of cost boarding and lodging only for the duration of the programme.

Course Director

Dr. Ramya Ranjan Patel

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is November 10, 2019. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COMMUNICAT ION

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

All Correspondence should be addressed to:

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, vvgnlitraining@gmail.com

**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA
Leadership Development Programme for Tea and Coffee Organisers/Workers
November 25-29, 2019
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 : _____

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 -----

FAX No. _____e.mail_____

8. Have you attended any : _____
programme from this Institute?
If yes, give details. _____

II. DETAILS OF CURRENT EMPLOYMENT

- (a) Designation : _____
(b) Organisation _____
(c) Nature of Work _____
(d) Address _____

III. 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:

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- 2411533-535
Fax No : 0120-2411471
E-mail : jkkaul.vvgnli@gov.in
vvgnlitraining@gmail.com
Website : www.vvgnli.gov.in