



# 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

Fax : 0120-2411 471

E-mail : dg.vgnli@gov.in

Website : www.vgnli.gov.in



डॉ. अरविंद

महानिदेशक

Dr. Arvind

Director General

PRG/CLP/07/24  
12 September 2024

**Subject: Orientation Programme on Responsible Business Practices to be held from December 11-13, 2024 at VVGNI Campus, NOIDA.**

Dear Sir/Madam,

It is our pleasure to inform you that the Institute would be organizing Orientation Programme on **Responsible business Practices** to be held from **December 11-13, 2024** at VVGNI Campus, NOIDA.

The programme is meant for Representatives from Business sector, Export Councils, Chambers of Commerce, Confederation of Indian Industry (CII) Chambers of Commerce, HR and Management personnel from the Industries, Government Officials dealing with industries and Commerce, Academicians and Scholars of Human Rights. The programme details are enclosed.

There is no programme fee. The Institute would bear the expenditure on boarding and lodging facility and will reimburse to and fro Second Class Sleeper train fare to the participants on production of tickets. 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.

You are requested to nominate 05 nominees from your Organisation. We will highly appreciate participation of women. Those who have already participated in earlier programme of the Institute should not be nominated again. Only the participants who have received confirmation from the Institute will attend the programme. You are requested to send nomination forms duly filled in by the nominees along with your letter.

With warm regards,

Yours sincerely

(Dr. Arvind )  
Director General

To:

- District Collectors/District Magistrates
- Labour Department
- Department of Panchayati Raj and Rural Development
- Department of Women and Child Development
- Trade Unions



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**Dr. Arvind**

Director General

पीआरजी/सीएलपी/07/24

सितम्बर 12, 2024

विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में दिसंबर 11-13, 2024 के दौरान आयोजित जिम्मेदार व्यावसायिक व्यवहार पर उन्मुखीकरण कार्यक्रम पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

आपको यह बताते हुए खुशी हो रही है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा अपने परिसर में दिसंबर 11-13, 2024 के दौरान जिम्मेदार व्यावसायिक व्यवहार पर उन्मुखीकरण पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम व्यापार क्षेत्र के प्रतिनिधियों, निर्यात परिषदों, वाणिज्य मंडलों, भारतीय उद्योग परिसंघ (सीआईआई) के वाणिज्य मंडलों, उद्योगों के मानव संसाधन और प्रबंधन कर्मियों, उद्योगों और वाणिज्य से निपटने वाले सरकारी अधिकारियों, शिक्षाविदों और मानव अधिकारों के विद्वानों के लिए है। कार्यक्रम का विवरण संलग्न है।

यह एक निशुल्क कार्यक्रम है। संस्थान प्रतिभागियों को आवास एवं भोजन निःशुल्क उपलब्ध कराएगा और टिकट की मूल प्रति मिलने पर प्रतिभागियों को द्वितीय श्रेणी के स्लीपर रेल किराए की प्रतिपूर्ति करेगा। कृपया यह सुनिश्चित करें कि नामित प्रतिभागियों के पास आधार नंबर है। केवल उन्हीं प्रतिभागियों के नामांकन स्वीकार किए जाएंगे जिनके पास आधार नंबर एवं बैंक खाता है। नामित प्रतिभागियों को यात्रा व्यय की प्रतिपूर्ति केवल एनईएफटी के माध्यम से की जाएगी। नामित प्रतिभागियों को सूचित किया जाए कि वे अपने साथ आधार कार्ड तथा बैंक के विवरण (बैंक का नाम, बैंक की शाखा का नाम, आईएफएससी कोड एवं खाता संख्या) लाएँ। नामित प्रतिभागियों को संस्थान में यात्रा भत्ता प्रपत्र भरते समय बैंक के विवरण भरने होंगे। सभी नामित प्रतिभागियों को तदनुसार सूचित किया जाए।

आपसे अनुरोध है कि अपने संगठन से 05 प्रतिभागियों को नामित करें। महिला प्रतिभागियों का नामांकन अत्यंत सराहनीय होगा। केवल वे ही प्रतिभागी, जिन्हें संस्थान से पुष्टि प्राप्त हुई हो, कार्यक्रम में भाग ले सकेंगे। आपसे अनुरोध है कि नामांकित प्रतिभागियों द्वारा पूर्णतः भरे हुए नामांकन प्रपत्रों को प्रायोजन पत्र के साथ भेजें। नामांकन प्रपत्रों के बिना प्राप्त प्रायोजन पत्रों पर विचार नहीं किया जाएगा।

सादर,

भवदीय,

(डॉ. अरविन्द)

महानिदेशक

सेवा में,

- जिला कलेक्टर/जिला मजिस्ट्रेट
- श्रम विभाग
- पंचायती राज और ग्रामीण विकास विभाग
- महिला एवं बाल विकास विभाग
- ट्रेड यूनियनें

**Orientation Programme**  
**on**  
**Responsible Business Practices**

**December 11-13, 2024**  
**VVG NLI Campus, NOIDA**



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

**COURSE DIRECTOR**

**Dr. Manoj Jatav**  
jatav.manoj@gov.in

**COMMUNICATIONS**

**Mr. Nagesh Nitla**  
**Programme Officer**  
Phone: 0120- 2411533-35  
Phone 0120- 2411471  
Email: vvgnlitraining1@gmail.com  
Website: www.vvgnli.gov.in

## **Aim**

The programme aims to equip the participants with skills and knowledge on various labour laws pertaining to safety and well-being of workers and to effectively prevent and address forced labour and child labour practices in the supply chains

## **Objectives**

- To strengthen knowledge of participants on the issues of forced labour, bonded labour and child labour and its impact on businesses in India
- To understand new forms of bonded labour and ways to tackle it
- To impart knowledge on various labour laws and compliance regulations adhering to international conventions and Indian laws
- To understand the linkage between human trafficking, forced labour, child labour and bonded labour
- To discuss the importance of clean supply chains and fair recruitment practices

## **Course Profile**

BLSA Act (1976), Child and Adolescent Labour (Prohibition & Regulation) Act, 1986, Labour Codes, best practices on fair business practices and clean supply chains, International Protocols and relevant SDGs

## **Methodology**

Sessions will include interactive discussions, case study presentations, sharing of best practices, group discussions, video/audio presentations, follow-up field activities and interactive learning quizzes

## **Participation Level**

Representatives from Business sector, Export Councils, Chambers of Commerce, Confederation of Indian Industry (CII) Chambers of Commerce, HR and Management personnel from the Industries, Government officials dealing with industries and Commerce, Academicians and Scholars of Human Rights.

## **Faculty**

VGNL Faculty and other experts from the field and Organizations

## **DATE & DURATION**

### **December 11-13, 2024**

The training programme will commence at 10.00 a.m. on Dec 11, 2024 and will conclude in the afternoon on Dec 13, 2024.

## **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 VVGNI, 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 Dec 10, 2024 till the forenoon of Dec 14, 2024. 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. For the participants from north eastern regions the Institute would reimburse travel expenses of the 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 inconveniences. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.
4. It may be ensured that nominee(s) should have Aadhar Card. The nominations of only those participants will be accepted who have Aadhar number. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominees should be instructed to provide Aadhar Number, Bank Account Number, IFSC Code of Bank, Bank Name and Branch of the Bank. The bank details may be indicated by nominee while filling up TA form at the institute
5. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).

## **NOTE**

1. The participants are provided boarding and lodging by the Institute only for the duration of the programme.
2. Please note that those who have attended Institute's earlier programme are not to be nominated. If so, they shall be immediately sent back and no travel allowance will be reimbursed.
3. Spouse and family members of the participants are not allowed to stay in the Institute's hostel.
4. Participants are requested to book their return ticket in advance from their own place.
5. Under no-circumstance other than 2nd class ordinary fare will be entertained.

## **PROGRAMME FEE**

There is no Programme fee.

## **COMMUNICATION**

All Correspondence should be addressed to:

**Mr. Nagesh Nitla**

**Programme Officer**

V.V. Giri National Labour Institute

Sector-24, NOIDA-201301

Uttar Pradesh

Phone : 0120- 2411533-35

Fax : 0120- 2411471

E. Mail : [vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)

V.V.GIRI NATIONAL LABOUR INSTITUTE  
NOIDA

Orientation Programme on Responsible Business Practices  
December 11-13, 2024  
NOMINATION FORM

**VENUE**

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

**IMPORTANT INSTRUCTIONS**

- This Programme will be conducted in English & Hindi
- 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 : \_\_\_\_\_  
(In Block Letters)

2. Age and date of birth: \_\_\_\_\_ (Mandatory)

3. Educational Qualification: \_\_\_\_\_

4. Whether SC/ST/OBC/General: \_\_\_\_\_

5. Status in the Organisation: \_\_\_\_\_

6. Address for Correspondence: \_\_\_\_\_  
(In block Letters)

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

7. Have you attended any:  
Programme of this Institute? \_\_\_\_\_  
If yes, give details. When was  
the programme organised? \_\_\_\_\_

**DETAILS OF CURRENT EMPLOYMENT**

- (a) Designation \_\_\_\_\_
- (b) Organisation \_\_\_\_\_
- (c) Nature of Work \_\_\_\_\_
- (d) Address \_\_\_\_\_

**BANK DETAILS OF PARTICIPANT**

- (a) Aadhar Number : \_\_\_\_\_
- (b) Name of Bank : \_\_\_\_\_
- (c) Bank Branch name : \_\_\_\_\_
- (d) Account No : \_\_\_\_\_
- (e) IFSC Code : \_\_\_\_\_

**(Signature & Name of the Participant)**

Date:

**Mail this form to:**

Nagesh Nitla  
Programme Officer  
V.V. Giri National Labour Institute  
Sector-24, NOIDA-201301  
Uttar Pradesh  
Phone no :0120- 2411533-35  
Prog Section : 0120- 2411471  
E. Mail : vvgnlitraining1@gmail.com