

PRG/CBP/34/24
19 July, 2024

Subject: Capacity Building Programme for Trade Unions Civil Society from September 02-06, 2024 at VVGNI Campus, Noida

Dear Madam/Sir,

We are glad to inform you that the Institute would be organising a Capacity Building Programme for Trade Unions Civil Society during September 02-06, 2024 at VVGNI Campus, Noida.

The programme is specially designed for government officials, representatives of workers' employers' organizations and civil society representatives. The aim of the programme is to enhance organisation building capacity of the construction workers/union activists. There is no programme fee. The programme details are attached for your perusal. The Institute would provide free 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 and a copy of Aadhar Card must be enclosed by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 05 personnel from your Organisations. It may please be ensured that those who have already attended institute's earlier programmes are not nominated again. We will highly appreciate participation of women. You are requested to send nomination forms duly filled in by the nominee's along with sponsorship letter. Sponsorship letters without nomination forms will not be considered.

With kind regards,

Yours sincerely,



(Nagesh Nitla)
Programme Officer

To

- Government Departments
- All Central Trade Unions
- NGOs

पीआरजी/सीबीपी/34/24
19 जुलाई, 2024

विषय: 02-06 सितम्बर, 2024 तक वीवीजीएनएलआई परिसर, नोएडा में ट्रेड यूनियन सिविल सोसाइटी के लिए क्षमता निर्माण कार्यक्रम।

महोदय/महोदया,

हमें आपको यह बताते हुए खुशी हो रही है कि संस्थान 02-06 सितम्बर, 2024 के दौरान वीवीजीएनएलआई कैंपस, नोएडा में ट्रेड यूनियन सिविल सोसाइटी के लिए क्षमता निर्माण कार्यक्रम करेगा।

यह कार्यक्रम विशेष रूप से सरकारी अधिकारी, श्रमिक नियोक्ता संगठनों के प्रतिनिधि और नागरिक समाज के प्रतिनिधि के लिए तैयार किया गया है। कार्यक्रम का उद्देश्य निर्माण श्रमिकों/संघ कार्यकर्ताओं की संगठन निर्माण क्षमता को बढ़ाना 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 दिया जाना चाहिए। सभी नामांकित व्यक्तियों को तदनुसार सूचित किया जा सकता है।

हम आपसे अनुरोध करते हैं कि आप अपने संगठन से 05 कर्मियों को नामित करें। कृपया यह सुनिश्चित करें कि पूर्व में नामित किए गए व्यक्तियों को दुबारा नामित न किया जाए। महिलाओं का नामांकन अत्यंत सराहनीय होगा। प्रतिभागियों के नाम, नामांकित प्रतिभागियों द्वारा पूर्णतः भरे हुए नामांकन प्रपत्रों के साथ भेजें। कृपया नामांकन यथाशीघ्र भेजें।

सादर,

भवदीय,
नागेश

(नागेश नितला)

कार्यक्रम अधिकारी

सेवा में,

- सरकारी विभाग
- सभी केंद्रीय ट्रेड यूनियनों,
- एनजीओ

Capacity Building Programme for Trade Unions Civil Society

September 02-06, 2024



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

COURSE DIRECTOR

Dr. Shashi Bala
balashashi.vvgnli@gov.in

COMMUNICATIONS

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

AIM

To enhance organisation building capacity of the construction workers/union Activists

OBJECTIVES

- To develop organisation and management skills.
- To development leadership communication and team building skills
- To acquaint with labour codes.

COURSE PROFILE

Understanding labour and globalization; Various labour codes and rules; Status of decent employment; Issues and dimensions of unorganized sector; Structure and functions of trade unions and emerging challenges; Social security; Child labour.

Methodology

The training will primarily make use of lectures, case studies and experience sharing. It will also include group discussions and thus be participative in nature.

PARTICIPATION

Government officials, Representatives of Workers' Employers' organizations and Civil society representatives.

Programme DATE

September 02-06, 2024

The training programme will commence at 10.00 a.m. on September 02, 2024 and will conclude in the afternoon on September 06, 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 VVG NLI, 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 and boarding will be provided by the Institute from the afternoon of September 01, 2024 till the forenoon of September 07, 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. 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
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

balashashi.vgnli@gov.in

COMMUNICATION

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

All Correspondence should be addressed to:

(Nagesh Nitla)

Programme Officer

V.V.Giri National Labour Institute

A-06, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

Telephone: 0120-2411471, 2411533-35,

E-mail : vvgnlitraining@gmail.com

V. V. GIRI NATIONAL LABOUR INSTITUTE
NOIDA
Capacity Building Programme for Trade Unions Civil Society
(September 02-06, 2024)

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 PARTICIPANT

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

Date:

Signature & Name of the Participant)

Mail this form to:

(Nagesh Nitla)
Programme Officer
V.V.Giri National Labour Institute
A-06, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120-2411471, 2411533-35,
E-mail : vvgnlitraining@gmail.com