

No. PRG/CBP/ 23 /16  
June 17, 2016

**Subject: - Training Programme on Women Welfare Issues at Workplace  
from – September 05-09, 2016 at VVGNNI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a training programme on Women Welfare Issues at Workplace from September 05-09, 2016 at VVGNNI Campus, NOIDA.

The programme has been designed for government officials and trade union leaders/ organizers. The programme aims at sensitizing participants towards women welfare issues at workplace and the programme will also help in enhancing the understanding of gender and women labour issues to develop appropriate policies. The programme will be conducted in Hindi. Programme details are given in the enclosed brochure.

There is no programme fee. The Institute would provide free boarding and lodging to the participants during training period and will reimburse to and fro Second Class sleeper train fare to the participants on production of tickets.

We request to nominate 03-05 officials from your organisation. It may be ensured that those who have already attended Institute's any of 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 participants on first-come-first serve basis and regret acceptance thereafter. 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 August 29, 2016.

With kind regards,

Yours sincerely,

( Manish Kumar Gupta )

To

- Central Ministries
- Institutions
- Central Trade Unions

# **Training Programme on Women Welfare Issues at Workplace**

**September 05-09, 2016  
VVGNI Campus, NOIDA**



**V.V.Giri National Labour Institute  
Sector – 24, Post Box No. 68, NOIDA  
Distt. Gautam Budh Nagar  
Uttar Pradesh- 201 301**

## **AIM**

The programme aims at sensitizing participants towards women welfare issues at workplace.

## **OBJECTIVES**

- To address the issue of gender bias with holistic perspective
- To orient the participants on issues related to women workers welfare
- To acquaint the participants with labour laws pertaining to women workers e. g Equal Remuneration Act, Maternity Benefit Act, Workmen Compensation Act etc.
- To discuss the legal framework towards addressing Sexual Harassment at the workplace.

## **COURSE PROFILE**

Gender issues in Labour, Laws related to women at workplace i.e. Equal Remuneration Act, Maternity Benefit Act, Workmen Compensation Act etc, Sexual Harassment at Workplace.

## **METHODOLOGY**

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

## **PARTICIPATION LEVEL :**

Officials from Government Departments, Institutions and Central Trade Union Leaders

## **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
4. The programme is exclusively for Trade Union Leaders/Organisers from Central Trade Union Organizations

## **Note:**

1. Please note that those who have already attended this programme 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 IIInd class ordinary fare will be entertained.

## **PROGRAMME DATES**

September 05-09, 2016

The programme will commence at 10.00 a.m. September 05, 2016 and will conclude in the afternoon on September 09, 2016

## **VENUE**

V.V.Giri National Labour Institute,  
Sector-24, NOIDA- 201301,  
Distt. Gautam Budh Nagar  
Uttar Pradesh

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 September 04, 2016 till the forenoon of September 10, 2016. 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. **Officials entitled for higher class may claim their Travelling Allowance from their own organisation**
3. The local conveyances only will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).
4. The participants are provided free of cost boarding and lodging only for the duration of the programme.

## **LAST DATE FOR NOMINATIONS**

The last date for receiving the nominations is August 29, 2016. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

## **COURSE DIRECTOR**

Dr. Shashi Bala

## **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.

All Correspondence should be addressed to:

Administrative Officer  
V.V.Giri National Labour Institute  
Post Box No. 68, Sector – 24  
NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 2411471, 2411534,  
Fax No. : 2411471, 2411474, 2411536  
E.mail: jkkaulvvgnli@rediffmail.com

**Note :** Those calling on STD from Outside Delhi will please dial 0120 before the abovenumbers. The Institute work five days a week (Monday-Friday).For details of our other programmes visit to our website:  
[www.vvgnli.org](http://www.vvgnli.org)

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

**Training Programme on Women Welfare Issues at Workplace  
September 05-09, 2016**

**NOMINATION FORM**

**VENUE**

V.V.Giri National Labour Institute Campus, Sector-24, NOIDA, Uttar Pradesh.

**IMPORTANT INSTRUCTIONS**

- This Programme will be conducted in Hindi
- This programme is for women labour leaders/organisers actively engaged in organising informal sector 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 : Ms. \_\_\_\_\_  
(In Block Letters)
2. Age and date of birth : \_\_\_\_\_
3. Educational Qualification \_\_\_\_\_  
Whether  
SC/ ST/OBC/General \_\_\_\_\_
4. Status in the Organisation: \_\_\_\_\_
5. Name of Central Trade Union: \_\_\_\_\_
6. Address for Correspondence: \_\_\_\_\_  
(In block Letters)  
: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e.mail \_\_\_\_\_

7. Have you attended any: \_\_\_\_\_  
Programme from this Institute?  
If yes, give details. : \_\_\_\_\_

(Signature & Name of the Participant)

Date:

**Mail this form to:**

Programme Officer  
V.V.Giri National Labour Institute  
Post Box No. 68, Sector – 24  
NOIDA, Distt. Gautam Budh Nagar  
**Uttar Pradesh – 201 301**

Telephone: 2411471, 2411534,  
Fax No. : 2411471, 2411474, 2411536  
e.mail: [jkkaulvvgnli@rediffmail.com](mailto:jkkaulvvgnli@rediffmail.com)

**Note :** Those calling on STD from Outside Delhi will please dial 0120 before the above numbers. The Institute work five days a week (Monday-Friday).

## **TRAINING PROGRAMMES SCHEDULED FOR THE MONTH OF SEPTEMBER, 2016**

### ***(PAID PROGRAMMES)***

1. Training Programme on Managing Work Effectively: A Behavioural Approach for Management personnel and union leaders from government ,public and private sector organisations from September 05-09, 2016 at VVGNNI Campus, NOIDA
2. Training Programme on Industrial Relations and Trade Unionism in a Globalising Economy for Senior and middle level industrial relation officers and plant level representatives of Trade/Union/Associations/Federations from government establishments, public sector and private sector undertakingsfrom September 13-16, 2016 at VVGNNI Campus, NOIDA

### ***(OTHER PROGRAMMES)***

3. Training Programme on Women Welfare Issues at Workplace for Officials from Government Departments, Institutions and Central Trade Union Leaders from – September 05-09, 2016 at VVGNNI Campus, NOIDA
4. Training Programme on Labour Market and Employment Policies for Middle and Senior Level Officials on Labour Market and Employment Studies and Researchers from September 12-16, 2016 at VVGNNI Campus, NOIDA
5. Course on Research Methods on Gender Issues in Labour for Young teachers and researchers from Universities/Colleges/Research Institutions and professionals in government organisations during September 19-30, 2016 at the Institute's Campus, NOIDA.
6. Training of Trainers Programme on Gender and Social Security for Employers, Central Trade Union Activists, NGOs, LEOs from Central and State Government from September 19-23, 2016 at VVGNNI Campus, NOIDA
7. Training Programme on Social Protection and Livelihood Security for Government Officials and Representatives of Central Trade Unions from September 26-30, 2016 at VVGNNI, NOIDA.
8. Training Programme on Effective Enforcement of Labour Laws in Unorganised Sector for Labour Officials from North-Eastern States from September 26-30, 2016 at VVGNNI Campus, NOIDA