



**GOVERNMENT OF INDIA**  
**MINISTRY OF LABOUR & EMPLOYMENT**  
**REGIONAL LABOUR INSTITUTE,**  
**KOLKATA**  
**(INDUSTRIAL SAFETY DIVISION)**

*Training programme on*  
**“Emergency Action Plans and their**  
**Preparedness”**  
**(03-05, December, 2024)**

**About DGFASLI and RLI Kolkata**

DGFASLI is an attached office of the Ministry of Labour & Employment, Government of India and serves as a technical arm to assist the Ministry in formulating national policies on occupational safety and health in factories and docks. Regional Labour Institute (RLI) at Kolkata is a subordinate office under the DGFASLI and caters to occupational safety and health in factories.

**About the Course**

In today's dynamic industrial environment, preparedness for emergencies is crucial to safeguarding lives and assets. This training programme is designed to equip participants with the essential knowledge and skills needed to develop comprehensive On-site and Offsite Emergency Plans. Through a blend of theoretical insights and practical applications, the programme will guide attendees in identifying potential hazards, formulating effective response strategies, and ensuring compliance with regulatory requirements.

This initiative aims to empower professionals to create robust emergency management frameworks, enhancing safety and resilience in their respective organizations.

**OBJECTIVE**

This programme intends to equip participants with the knowledge and skills required to effectively develop and implement On-site and Offsite Emergency Plans, ensuring preparedness and compliance with safety regulations.

**COURSE HIGHLIGHT**

- Introduction to National Policy on Safety, Health & Environment
- Evolving tailored On-site and Offsite Emergency Plans for specific hazards.
- Coordinating mechanism with local authorities and external agencies for comprehensive planning.
- Establishing clear communication and response protocols.
- Accompanying regular mock drills and simulations to test and refine plans.
- Ensuring compliance with relevant regulations and standards.

**PARTICIPATION**

Safety Professionals, Safety Managers, Safety Officers, and Engineers connected with process industries, or anyone interested to attend the program.

**DATE AND TIMINGS**

**03<sup>rd</sup> -05<sup>th</sup> December, 2024**  
(from 10.00 am to 05.00 pm.)

**VENUE**

Conference Room of Regional Labour Institute,  
Lake Town, Kolkata, WB-700089

**ADMINISTRATIVE AND PAYMENT DETAILS**

**Institution fee @ Rs 5000/-** (Rupees Five thousand only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) may be deposited online by using the following steps **after nomination confirmed from Course Coordinator**. Institution fee does not include any refreshment.

**Payment procedures:**

Log in to  
<https://bharatkosh.gov.in/>  
QuickPayment

**Ministry: 021 Labour & Employment**

**Purpose: Training Fee or Course fee of the workshop conducted**

**Pay & Account Office (PAO): 030263- PAO (DGFASLI), Mumbai**

**DDO Code: 130269 (Administrative Officer Regional Labour Institute, Kolkata.**

**Remarks: Training Programme on Emergency Action Plans and their preparedness**

**(Note: Bharatkosh receipts without the aforesaid remarks will not be considered for confirmation).**

**NOMINATION**

Nomination may be sent by email to the Asstt. Director (Safety), Industrial Safety Division, Regional Labour Institute, Kolkata, WB -700089, on or before **29<sup>th</sup> November, 2024.**

**Admission to the programme is subject to confirmation from this Institute.**

**Course Coordinator:**

**Shri. Durai K, Assistant Director (Safety)**

Mobile No: 9974938764

Tel No: 033 – 2534 2732

**E-mail: [rli.kolkata@dgfasli.nic.in](mailto:rli.kolkata@dgfasli.nic.in) and**

[kd@dgfasli.nic.in](mailto:kd@dgfasli.nic.in)

# **NOMINATION-CUM-REGISTRATION FORM**

Training programme on  
“Emergency Action Plans and their preparedness”  
(03<sup>rd</sup> -05<sup>th</sup> December, 2024)

AT  
**REGIONAL LABOUR INSTITUTE, LAKE TOWN, KOLKATA, WB-700089**

## **PARTICIPANT'S DETAILS**

Name (Block Letters) :  
Designation :  
Address for Communication :  
Age :  
Qualification :  
Total Experience :  
Mobile No. :

## **DETAILS OF SPONSORING ORGANIZATION**

Name & Address :  
Telephone No. / Mobile No. :  
E-mail :  
Fax No. :

**Accommodation** : Required / Not Required

**PAYMENT DETAILS** : **bharatkosh receipt number** **date.**

**BELONGS TO :-** :

(GEN / SC / ST / OBC / PH / NER\*)  
\*=North Eastern Region

SIGNATURE