



## REGIONAL LABOUR INSTITUTE

DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES  
Ministry of Labour and Employment, Government of India

### Half a day Online Training Programme on “Safe work procedure at workplace” 7<sup>th</sup> February, 2022 (10.00 - 13.00 hrs)

#### About DGFASLI

The 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. It also advises factories on various problems concerning safety, health, efficiency and well - being of the persons at work places.

#### Background

The Factories Act, 1948 as amended in 1987 lays emphasis on self – regulating control by the management in providing participation of workers and management in maintaining safety and health at work place through co operation

Regional labour institute Kolkata under DGFASLI is serving to Factories for implementing SHE at their work place. This programme in the **field related to safety, health and welfare of people at work. It narrates the strategy and methods in place to ensure health and safety of employees within a workplace.** Therefore, Regional Labour Institute, DGFASLI, Kolkata is providing online training platform for Intended participants to learn from their own place using mobile phone/laptop/desktop (with webcam, microphone & speaker) in view of COVID-19 pandemic situation/preventive measures.

#### Programme objective

- Basic concept on safe work procedure
- Various Safe work procedure and their need and importance
- Safe work procedure for Health
- Safe work procedure for hygiene

#### Participants

Middle Management, Supervisors and above employed in manufacturing, docks and construction works. Only 50 participants will be accepted on ‘first come first serve basis’ to ensure quality learning.

#### Nomination

Interested candidates can register by sending email to the course coordinator. After confirmation of the programme by coordinator only, nominee will deposit institution fee @ Rs 250/- (Rs two hundred fifty only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) using following steps. Fees once submitted will not be refunded/ adjusted.

- ❖ Login to <https://bharatkosh.gov.in>
- ❖ Quick Payment
- ❖ Ministry: 021 Labour & Employment
- ❖ Purpose: Other receipts under service and service fees
- ❖ Pay & Account Office (PAO): 030263 - PAO (DGFASLI), Mumbai
- ❖ DDO Code : 130269 (Regional Labour Institute, Kolkata)

Remarks: **“Safe work procedure at workplace”**

#### Training Coordinator

TANOJ CHANDAN, Director (Safety)  
Regional Labour Institute, Kolkata  
(033) 25342732 / 35  
Contact: - 9380352771  
E-mail: [rli.kolkata@dglasli.nic.in](mailto:rli.kolkata@dglasli.nic.in)/ [ggr@dglasli.nic.in](mailto:ggr@dglasli.nic.in)

#### Registration

Online registration after confirmation of training co-ordinator  
(Invitation link will be sent to the participant by e-mail)

**E-Certificate for all those who register and attend the programme**



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### REGISTRATION FORM

Name of participant \_\_\_\_\_

Designation \_\_\_\_\_

Category \_\_\_\_\_

Phone No \_\_\_\_\_

E mail address \_\_\_\_\_

Experience in years \_\_\_\_\_

Company name & address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of contact person with phone no. \_\_\_\_\_

Fee details (As per Bharatkosh receipt) \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Participant)

**Registration closes 48 hrs before the commencement of training programme**