



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**GOVERNMENT OF INDIA**  
**And**  
**CENTRAL BOARD FOR WORKERS EDUCATION, NAGPUR**  
**FOR THE YEAR 2014-15**



## **1. PARTIES**

This document elaborates an understanding between Central Board for Workers Education (CBWE) (hereinafter referred as 'the Board') and Government of India (GOI), Ministry of Labour & Employment (hereinafter referred as 'the Ministry') for implementation of Workers Education Programmes. The Board is an autonomous organization under the Ministry of Labour & Employment. The Headquarter of the Board is located at Nagpur, with six Zonal Directorates at Guwahati, Kolkata, Delhi, Mumbai, Chennai and Bhopal; it also has 50 Regional Directorates and 9 Sub-Regional Directorates.

## **2. VISION**

CBWE Dedicates itself in creation of values in training and education to promote inclusive growth, harmony, and sustainability in all segments of workforces and social partners of production and services in organized, rural and unorganized sectors for igniting the minds of learners in their fields of accomplishment.

## **3. MISSION**

- To develop patriotism among the workforce of India with commitment to communal harmony and national integration.
- To develop greater understanding of the issues concerning the society for equipping those to shoulder higher level responsibilities and intelligent participation of the workforce in the socio-economic and cultural development of the nation.
- To build the competence of the trade unions through enlightened members, to instill sensitive and responsible internal leadership and to ensure that workers education becomes a cardinal feature of trade union functions.
- To strengthen the workforce in rural, organized and unorganized sectors by imparting knowledge, information, skill, tools, techniques and support to form co-operative societies, self-help groups and other forms of self employment and livelihood promotions for contributing intelligently to the overall development and inclusive growth of the nation.
- To bring out dormant creative capacities of each from within the workforce by encouraging scientific thinking and awakening spiritual powers to lead a value based life, which will take them to the level of self-actualization.
- To continually improve the competence of the employees of CBWE through training, communication, research, consultancy, ethical practices, and by reaching people to be capable of carrying out the activities of international standards.



#### 4. AIMS AND OBJECTIVES OF THE BOARD IS ESTABLISHED

##### AIMS -

- CBWE aims to create awareness and education for the Unorganised/ Rural/ Organised workforce for their effective participation in the **socio-economic development** of the country.

##### OBJECTIVES -

- To meet the needs of workers to have access to ways of acquiring and continuous upgradation of knowledge and skills that they require to find and hold a job.
- To equip all sections of workers, including rural workers and women workers, for their intelligent participation in social and economic development of the Nation in accordance with its declared objectives;
- To develop amongst the workers a greater understanding of the problems of their social and economic environment, their responsibilities towards family members, and their rights and obligations as citizens, as workers in industry and as members and officials of their Trade Union;
- To develop capacity of workers in all aspects to meet the challenges of the Country from time to time;
- To strengthen among all sections of the working class, including rural workers, a sense of Patriotism, National Integrity, Unity, Amity, Communal Harmony, Secularism and pride in being an Indian.
- To develop strong, united and more responsible trade unions and strengthen democratic practices and traditions in the trade union movement through more enlightened members and better trained officials
- To empower the workers as employees of the organizations and to develop sense of belongingness as effective instruments of amicable industrial relations and maintaining industrial peace;

#### 5. ACTIVITIES, PERFORMANCE INDICATORS, TARGETS AND TIMELINES

Information is enclosed as Annexure I

#### 6. OUTCOMES OF THE ACTIVITIES

Information is enclosed as Annexure II

#### 7. INNOVATIONS PROPOSED

- a. The 2-days special programmes will be organized for Scheduled Caste and Scheduled Tribe workers which are mandate as per the Schedule Cast Sub Plan and Tribal Sub Plan of the Government of India for their development and betterment.
- b. The CBWE focuses special attention to the workers of North-East region for the development of the region. The CBWE will conduct special programmes for the North-East Region workers and create awareness about their rights and entitlements.
- c. The special programmes for the beneficiaries of Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) will be conducted at Village and Block Level.
- d. The Quality of Life Programme which is a unique programme conducted for the workers and their spouses with a objective to improve the interpersonal relations and quality of life will vigorously conducted.



- e. A National level training programmes will be conducted for the trade union activists of Central Trade Union Organizations / Federations, Service Sectors, Industries, Voluntary Organizations, etc., through Indian Institute of Workers Education, Mumbai.
- f. The Board becomes all the more important in the form of a catalyst between the implementers and beneficiaries i.e. workers of unorganized and rural sectors pertaining to disbursement of per diem allowance in true spirit.

## 8. CHALLENGES IDENTIFIED AND SOLUTIONS PROPOSED

The following **challenges** are being faced as on date by the CBWE:

- a) Feeder cadre- Education Officer is front liner field officer and it is through this arm of CBWE that it achieves its Aims and Objectives. No recruitment since 2005. As on date 76 posts are vacant every year there is saving under Plan scheme of Grants-in-aid. Revival of only 15 posts received from Ministry of Labour and Employment.
- b) The expenditure pattern of training programmes of the Board is very low and not is in consonance to the criteria of Minimum Wages Act and MGNREGA and revision of the expenditure pattern is under consideration in consultation with Ministry of Labour & Employment. Therefore, the workers are reluctant to attend the CBWE training programmes.
- c) Rented premises- 75% of CBWE's offices occupancy in private rented premises. Shifting of Offices in to Govt. premises from said private rented premises.
- d) Revision of Administrative Manual & Recruitment Rules.
- e) Delayed in receipt of plan fund . Therefore, the Plan fund programmes could not be conducted upto receipt of plan fund from Ministry of Labour and Employment.
- f) All vacant posts at the top level 1 – Additional Director, 8 – Dy./Zonal Directors, 1 - Financial Adviser

### Solution Proposed

- a) Pending Departmental promotion Committee to be convened keeping in view the ensuing court cases.
- b) At present, the Board has a sanctioned strength of 715 employees. Out of 141 posts of Education Officers 76 posts are lying vacant. Education Officers are the field Officers who conduct the training programmes. Recruitment of 76 Education Officers immediately is one of the most important requirements for achieving the targets given above. Posts revival shall be pursued with Ministry of Finance along with the possibility of obtaining education Officer on deputation shall also be explored, if permitted within the Recruitment Rules of CBWE and DOP&T guidelines, with the approval from Ministry of Labour and Employment.
- c) Revised expenditure has pattern already approved by the 163<sup>rd</sup> Governing Body of the CBWE for Non-Plan and Plan activities. Approval Ministry of Labour and Employment shall be expedited, along with timely release of funds.



- d) The proposals has been sent to the Govt. offices to provide the space for CBWE offices on rent/lease basis.
- e) The revision of Administrative Manual and Recruitment Rules is being placed before the Governing Body.
- f) The DPC is being convened in the last week of May 2014 for filling up the vacant posts of Deputy/Zonal Directors and Financial Advisor's post has been published in the Employment News.

## 9. PERIOD OF AGREEMENT

This MOU will be effective when signed by both parties, up to the end of the financial 2014-15, i.e. up to 31-03-2015. This MOU may be amended at any time by the mutual written consent of the Partie(s), if there is a variation in the output targets during the Financial Year.

IN WITNESS where of the Partie(s) hereto have caused this MOU to be signed on \_\_\_\_\_, Between the Central Board For Workers Education and the Ministry at New Delhi.

**SIGNED FOR AND ON BEHALF  
OF CENTRAL BOARD FOR  
WORKERS EDUCATION, NAGPUR**

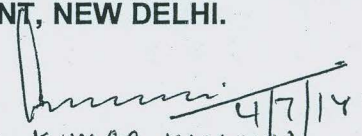


**By Smt. Namratta Tiwari  
Director,  
CBWE.**

**Date :- 23/6/2014**

**Venue :- NAGPUR**

**SIGNED FOR AND ON BEHALF  
OF THE GOVERNMENT OF INDIA,  
MINISTRY OF LABOUR &  
EMPLOYMENT, NEW DELHI.**



**(SHRI ANIL KUMAR KHACHI)**

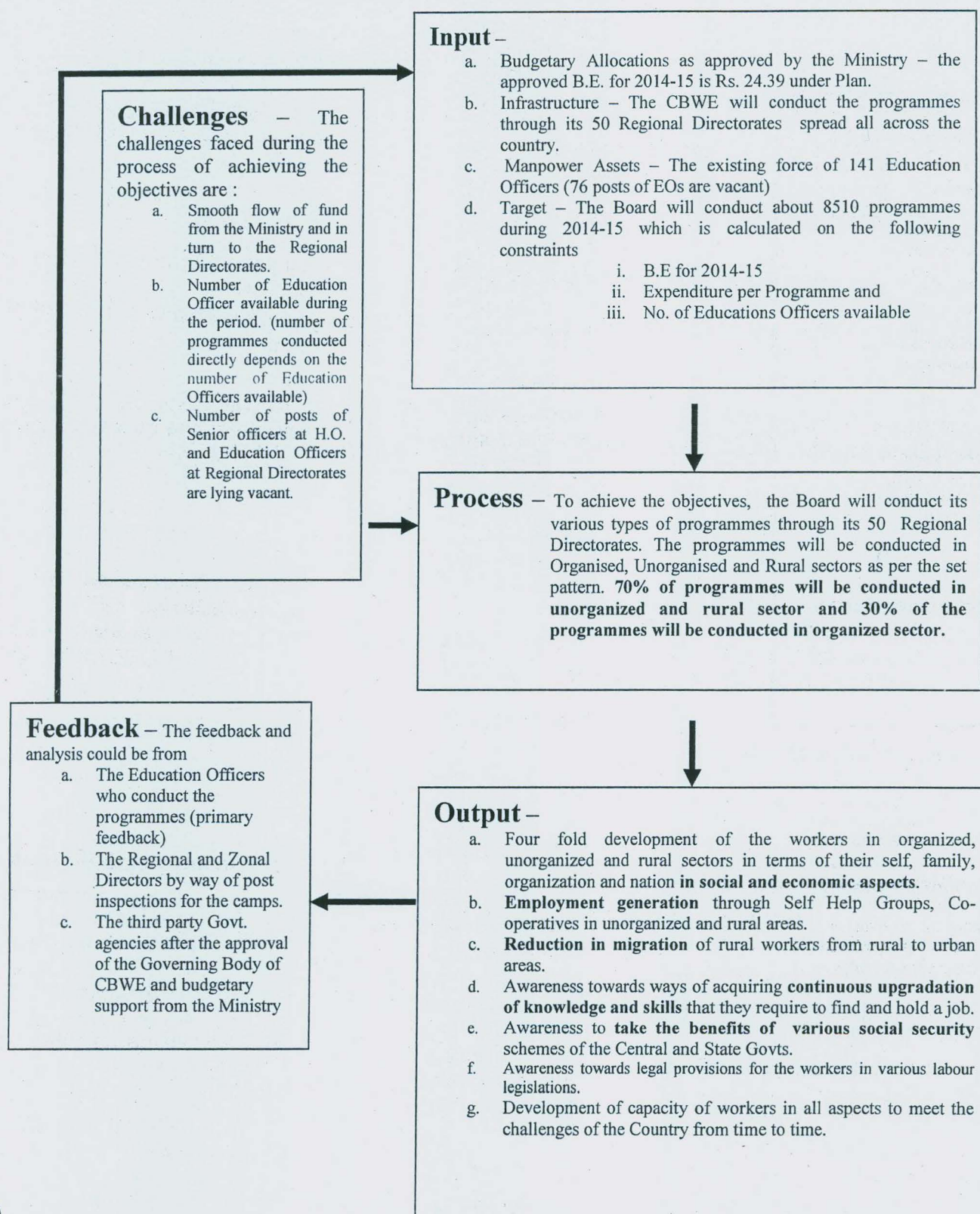
*Joint Secretary*

**(Ministry of Labour & Employment)  
Government of India**

**Date :- 04/7/2014**

**Venue :- NEW DELHI**

## 1. PROCESS FLOW CHART





## 2. STRATEGIES TO ACHIEVE THE AIMS AND OBJECTIVES

### 1) Strengthening of Inputs

- a) The Ministry provides the budgetary support to achieve the AIMS & OBJECTIVES OF CBWE. Close coordination of CBWE with Ministry shall be maintained for execution of the processes in accordance to all the guidelines of Govt. of India.
- b) All the Financial implications due to functioning of CBWE shall have the acceptance of Finance Sub-Committee and the Governing Board, before being approved by the Ministry of Labour & Employment.
- c) The infrastructure development of the CBWE shall be approved by the Governing Body and shall be then approved by the Ministry Of Labour & Employment, in consonance with various guidelines of Govt. of India, from time to time.
- d) The Budget once finalized shall be strictly adhered to by the CBWE. In extreme cases, the same shall be liable for revision only with the approval of Ministry Of Labour & Employment.
- e) Reorganisation of the functioning of the CBWE, if required shall be carried out by the Governing Body so as to effectively achieve Aims and Objectives,. CBWE shall also aim to keep the guidelines regarding austerity measures in forefront before taking up any reorganization. CBWE also try to generate funds through organized sector programmes. However, at no point of time this shall deviate CBWE from meeting its obligations to cover 70% of the unorganized and rural segment of the workers.

### 3. PROCESSES :

The basic process to achieve the AIMS & OBJECTIVES IS IMPARTING TRAINING TO 70% UNORGANISED AND RURAL WORK FORCE ALONG WITH 30% ORGANISED WORK FORCE.

#### A. Workers Education Programmes in Unorganized and Rural Sector (Appro. 70% of the total programmes) :-

##### 1. Unorganised Sector –

About **93 percent** workers are engaged in unorganized sector which are highly diverge in terms of its activities and occupations. Since 1978, the Board began to conduct training programme for unorganized sector workers.

To cater to these demands the Board conducts various types of programmes of 1/2/4 days durations. The following categories of workers are covered in these programmes conducted in the unorganized sector –

Rikshaw puller / dirver	Handloom	Health workers
Small scale industries	Handicraft	Construction
Sericulture	Coir industries	Women workers
Beedi industries	Rag pickers	Salt workers
Child worker	Head load workers	Cine workers
Stone quarry	Ship breaking	Powerloom
Khadi and rural industries		

The programmes are conducted for the unorganized sector with an the **objectives** to make the workers aware about different concepts of developments such as

- a. awareness regarding skill development through State Govt. authorities
- b. health education and complete awareness about various Govt. schemes likewise RSBY etc.



- c. methods to obtain economic development through forming SHGs, Cooperatives etc
- d. methods to obtain economic security through schemes of Banks/Central and State Govt. for self employment
- e. social transformation to change traditional attitudes as well as to accept the cultural development
- f. to develop the leadership skills among the youths so as to develop them as the community organizers
- g. stimulation and motivation through education for acceptance of small family norms
- h. awareness regarding the eradication of the social evils
- i. imparting details various social security schemes of the Central and State Govts. and important legislations pertaining to the unorganized workers
- j. awareness regarding the importance of the organizations, women empowerment and child development, health education, Etc.

The Board's role in this field is educational and motivational by generating awareness to the extent of formation of different workers organizations such as trade unions, Mahila Mandals, NGOs, etc, self employment generation through SHGs, co-operatives. Eventually, it leads to the **four fold development of the workers** i.e. self, family, organization and society.

## 2. Rural Sector and MGNREGA Programmes

The following categories of workers are covered in these programmes conducted in the Rural Sector –

Landless labours	Rural artisans	Forest labour
Plantation workers	Fisheries labours	
Agriculture workers and marginal farmer		
Educated unemployed in rural areas		

The programmes are conducted for the rural sector with an the objectives to strengthen the rural economy through different concepts of developments such as –

- a. to stop the migration of workers from rural to urban areas
- b. strengthening the three tier system of the Govt.
- c. Promoting the governance through Panchayat Raj Institutions
- d. economical development through forming SHGs, Cooperatives etc
- e. awareness about schemes of Rural Banks/Central and State Govt. for self employment
- f. social transformation to change traditional attitudes as well as to accept the cultural development
- g. to develop the leadership skills among the rural youths
- h. stimulation and motivation through education for acceptance of small family norms
- i. awareness regarding the eradication of the social evils
- j. awareness in respect of the social security schemes of the Central and State Govts. and important legislations pertaining to the unorganized workers
- k. awareness regarding the importance of the rural organizations, women empowerment and unity, health and environment education, quality of life
- l. awareness regarding skill development through State Govt. authorities, etc.

The training programmes to cover the above shall be of 1/2/4 days duration and the programmes shall be conducted in co-ordinations with different workers organizations such as Gram Panchayats, trade unions, mahila mandals, NGOs etc.

The Board conduct the said training programmes through literature, study material form of pictorial and textual booklets in Indian languages to bring impact in educational programme to generate awareness amongst the workers.

The special programme for the beneficiaries of the MGNREGA were started with effect from 20.11.2012 which guarantee's, wage employment, the primary objective is to enhance livelihood, security in rural areas by providing at least 100 days guaranteed



employment in a financial year for unskilled manual work. The programmes conducted under MGNREGA are

- Village Level Programme under MGNREGA (2 days)
- Block Level Programme under MGNREGA (2 days)
- District Level Programme under MGNREGA (1 day)

### 3. Organized sector programmes (Approx. 30% of the total programmes)

The Board has a three-tier system of imparting the training to the workers in the organized sector. The first level is National Level Programmes conducted by Indian Institute of Workers Education, Mumbai. The Second level includes the programmes conducted at the Regional Level in which the union activists are trained by the Education Officers. The third level is Unit Level. In this Unit Level Classes are conducted in each unit by the Trainers for their fellow workers.

The objectives of these programmes are to equip the trade union activists with knowledge, understanding and skills of leadership so as to enable them to function effectively and also to participate in different committees at the enterprise level.

The **FOCUS OF CBWE** is for employees of industry, Trade Unions, Managements, Government and Non-Government Organization are involved and the course is designed in various modules for organized sector programmes as follows –

- a. to develop the quality of thinking process in knowledge of management
- b. to encourage mental gym
- c. to know about globalization and liberalization and understand the present era and challenges in the changed environment.
- d. objectives and functions of trade unions,
- e. industrial relations, leadership skills
- f. negotiating and communication skills,
- g. Productivity Education,
- h. Workers Participation in Management,
- i. Labour Legislation
- j. Kaizen, Six Sigma, 5S, ISO series
- k. Industrial safety and environment etc.

#### National Level Training Programmes –

The Board's apex training institute, the Indian Institute of Workers Education was established in March 1970. The Indian Institute of Workers Education, an apex training institute of the CBWE, conducts national level training programmes for the trade union activists of Central Trade Union Organizations/Federations, Voluntary Organizations etc.

#### Regional Level Programmes –

The focuses of organized sector programmes are of varied durations of 1-45 days. These programmes are conducted by the Regional Directorates for the workers in organized sector in various units in government, public and private sectors.

#### Unit Level Programmes –

These programmes are conducted by the Trained Worker Teachers in their respective units for the fellow workers. These are programmes are mainly part time courses of 45 days duration.

The training programmes are generally conducted in the employer's premises or CBWE Regional Directorates or at any hired premises in case either is not available.

The Board shall aim to have an upgraded infrastructure (i.e. trained manpower, training material and training aids, buildings etc.), so as to achieve the aims and objectives smoothly.



**Target for the financial year 2014-2015 for Workers Education Scheme**

A. The output of all the processes in so far as achievements of AIMS and OBJECTIVES shall be assessed in terms of

**1. Physical achievements – number of training programmes to be conducted – Plan Activities**

Sr. No.	Component	Physical Target	Mandays
		No. of Programmes	
1.	Programmes in North-East Region	450	330
2.	Programmes in Un-organised/Rural Sector (including MGNREGA)	4800	19200
3.	Workers Participation in Management	50	250
4.	SCSP-Scheduled Caste Sub Plan Programmes	710	2840
5.	TSP- Tribal Sub Plan Programmes	650	2600
6.	Creation of Capital Assets	.....	
<b>TOTAL</b>		<b>6660</b>	<b>25220</b>

**2. Core activities component under Non-Plan**

S.N.	Component	Physical Target	Mandays
		No. of programmes	
2.	To provide for training to trainers for full and part-time assignments. (Training of Trainers Programmes)	15	945
1.	To Organize the Personality Development Programmes for the development of the leadership skills of the Trade Union Activists	50	1600
3.	Printing and Publishing		
4.	Encourage the establishment of active educational development within the national unions and federations	5	35
5.	Workers Education in organized Sector	1600	6400
6.	Grants-in-Aids to Trade Unions and	130	260
7.	National Level Training Programmes at IIWE, Mumbai	50	350
<b>TOTAL</b>		<b>1850</b>	<b>9590</b>





## OUTCOMES OF THE ACTIVITIES

### IMPACT STUDY

#### A. Past Impact Studies –

The Board's training programmes are evaluated on several occasions right from 1959-60 to 2012. Few of the studies done in the past are listed below-

1. Paper presentation by leading Labour Economist in All India Labour Conference in 1965
2. Study by Estimates Committee of Parliament in 1971
3. Evaluation of Workers Education programmes by CBWE in 1971
4. Evaluation of Workers Education Programmes by CBWE in 1996
5. Notes by Second National Labour Commission
6. Peer Review of CBWE by Ed.CIL in 2008, recommending to open 42 more Regional Directorates and increase the strength of Education Officers from 243 to 443.
7. The performance of the Scheme during XI period 2007-12 has been evaluated by V.V.Giri National Labour Institute (VVGNI).

#### B. Feedback analysis social audit method could be developed with

- a. The involvement of CBWE staff
- b. Third-party Govt. agency. This shall be however be subject to approval by the Governing Body and relevant Budgetary Support from the Ministry of Labour and Employment.

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