

CITIZEN'S/CLIENT'SCHARTER

FOR

DATTOPANT THENGADI NATIONAL BOARD FOR WORKERS EDUCATION AND DEVELOPMENT

(Erstwhile Central Board for Workers Education)

Ministry of Labour and Employment, Government of India

Address :- 2nd Floor, Employment Exchange Building,

Pusa Complex, Near Industrial Training Institute (I.T.I.),

Pusa Road, New Delhi - 110 012

Phone No. 011-25846220

Website :- <u>www.dtnbwed.cbwe.gov.in</u>

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DATTOPANT THENGADI NATIONAL BOARD FOR WORKERS EDUCATION AND DEVELOPMENT

Ministry of Labour and Employment, Govt. of India

CITIZEN'S / CLIENT'S CHARTER

The Charter aims to achieve the objectives by creating, increasing awareness and educating the workforce for their effective participation in the socio- economic development of the society, industry and nation as a whole. The DTNBWED endeavors to widen the awareness of the workers and reveal them to the best practices in the employment, industry and government and to facilitate them as well as skill development activities. The Workers Education programmes emphasizes on increasing digital and Financial Literacy among all sections of workers, it also emphasizes transformations to the knowledge age, preparing them to face the challenges of globalization through training and education, also Recognition of Prior Learning of Skills. The DTNBWED also aims to bring about consciousness among workers about their rights, duties, responsibility and awareness generation about the activities / schemes being implemented for the welfare of workers working in rural and unorganized sectors. Gender equality and Communal Harmony is an integral part of training.

1. OUR VISION

DTNBWED 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.

2. OUR MISSION

- a) To build the competence of the trade unions to instill sensitive and responsible internal leadership and to ensure that workers education becomes a cardinal feature of trade union functions.
- b) To strengthen the work force in rural, organized and unorganized sectors by imparting knowledge, information, skill, techniques and support to form self-help groups and other forms of self employment as well as livelihood promotions for contributing intelligently to the overall development and inclusive growth of the nation.

- c) To promote industrial peace, Occupational Safety & Health, quality of life and creating awareness about rights and duties of a citizen.
- d) To digitally literate the workers by using contemporary technology so that they can utilize different digital platforms of Continual Learning, Skill Development, Recognition of Prior Learning (RPL) and get them enrolled in different social security schemes as well as flagship schemes for workers.

3. OBJECTIVES

- (i) 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;
- (ii) 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;
- (iii) To develop amongst the workers and 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:
- (iv) To develop capacity of workers in all aspects to meet the challenges of the country from time to time;
- (v) To develop strong, united and more responsible trade unions and to strengthen democratic processes and traditions in the trade union movement through more enlightened members and better trained officials;
- (vi) To empower the workers as employees of the organization and to develop sense of belongingness as effective instruments of amicable industrial relations and maintaining industrial peace;
- (vii) To meet the needs of workers to have access to way of acquiring and continuous up-gradation of knowledge and skills that they require to find and hold a job.

4. Stakeholders / Users / Our Clients

Our clients include Industries, Industry associations, Management associations, Trade Unions and workers from Organized, Un-organized and Rural Sectors. Our Stakeholders are representative from Government, Industries, Trade Union, NGO/Voluntary Organization and Education.

5. Public Grievances Redressal Mechanism

Nominated Nodal Officer for handling the public grievance. The details are mentioned below:-

Ms. Javashree. T.

Deputy Director (Headquarter) Incharge and Nodal Officer for Public Grievance, 2ndFloor, Employment Exchange Building, Pusa Complex, Near Industrial Training Institute (I.T.I.), Pusa Road, New Delhi – 110 012

The following officer is the part-time Chief Vigilance Officer of the Board:-

Ms. Jayashree. T, Chief Vigilance Officer

2ndFloor, Employment Exchange Building, Pusa Complex, Near Industrial Training Institute (I.T.I.), Pusa Road, New Delhi – 110 012

The public grievance can be registered at the Public Grievance Portal of Government of India website – www.pgportal.gov.in

6. DTNBWED has nominated the following Committee for handling grievances related to Scheduled Caste (SCs), Scheduled Tribes (STs) and Socially and Economically Backward Classes (OBCs) categories:-

The Committee on welfare of SC/ST consists of following:-

- 1) Ms Jayashree. T, Dy. Director (HQ) I/c Chairman
- 2) Shri R. M. Madavi, RD, Chennai Member
- 3) Shri C. W. Vaidya, RD, Dhanbad Member

The Committee on welfare of OBC consists of following:-

- 1) Smt. N. Sandhyarani, RD, Bangalore Member
- 2) Shri B. Prabhakaran, EO (SG), Madurai Member

7. DTNBWED has nominated the following Committee for handling the complaints of sexual harassment.

1. Smt. Asmita Deshmukh

Librarian, IIWE Mumbai **Presiding Officer**

2. Shri Sanjay Kumar Regional Director

DTNBWED, New Delhi

Member

3. Smt. Sarika Dafare

Education Officer, Pune

Member

4. Kum. Barsha Advocate, New Delhi Member

5. Smt. Manda Thool Technical Assistant, DTNBWED,

Headquarters, New Delhi

Member

			IAIN SERVICES		JAC I IUNG		
SI. No.	Service(s) / Transaction(s)	Responsible Person [Designation]	E-mail	Phone Number	Process	Document(s) Required	Fees (Rs.)
1	Sanction of Grant in aid to Trade Unions/ NGOs to organize Workers Education Programme as per curriculum	Dy. Director (HQ)	ddhq@cbwe.nic.i n	011- 25846220	Eligible Trade Unions/ NGOs have to apply in Prescribed Format with Recommendations from concerned Regional Directorate and Finally approved by Head Office to organize the Programme	Registration of Trade Union & NGOs Detail previous expertise, Details of Programme/ Programmes Proposed (Based on Prescribed Format and criteria)	Nil
2	Organizing Modular Training Programme for Organized Sector MTP- SGF 2Module/ 4 Module/ 6Module		dde@cbwe.nic.in	011- 25846221	Industries/ Management/ Company request the Regional Directorate to design and deliver training Modules based on TNA. Education Officers and Regional Director, prepares deliverable module and conduct the training Programme	Request Letter from registered mail id or on official letter Head	For 2Module Rs. 25000/- For 4Module Rs 40000/- for 6 Module Rs 50000/-
3	Organizing 1.Awareness cum Registration Camp in Unorganized Sector 2.Shramik Chaupal programme	Dy Director (Edn) Through Regional Directorates	dde@cbwe.nic.in		Trade Unions/ NGOs/CBOs request Regional Directorate to organize 1.Awareness cum Registration Camp in Unorganized Sector for different category of unorganized workers. 2.Shramik Chaupal programme for different category of unorganized workers	Request/ Letter on Official letter Head with Participant s detail i.e Name,, Age, UAN number Aadhar, account etc are taken for Registering them under different welfare schemes for which they are entitled like E-Shram, ABHA, NCS and others Volunteers get honorarium/ Requisite fees through DBT.	

SI.	Service(s) /	Success Indicator(s)	Service	Unit	Data
No.	Transaction(s)		Standard		Source
01	Sanction of Grant in aid to Trade Unions/ NGOs to organize Workers Educational Programme as per curriculum.	Approval of Programme with expected Outcome. Facilitating Convergence with Other schemes of Govt	30	Days	НО
02	Organising Modular Training Programme for Organized Sector MTP- SGF 2Module / 4 Module / 6Module	Successful Programme designing & Delivery. Repeat request from Organisation for further programmes.	20	2Module/ 4Module/ 6Module	Regional Directorates
03	Organising 1.Awareness cum Registration Camp in Unorganized Sector 2. Shramik Chaupal programme	Organizing Awareness cum Registration Camp and Shramik Chaupal Programme for different category of Workers. Facilitation of Convergence with government Schemes. Registration of workers under different welfare schemes for which they are entitled like E-Shram, ABHA, NCS and others. Socio-Economic Development of Workers and increase in awareness on Labour Codes.	50 80-100	Days	Regional Directorates

RESPONSIBILITY CENTRES AND SUBORDINATE ORGANIZATIONS

SI.NO	Responsibility Centres and Subordinate organisations	Landline	E-mail	Address
	Directorate General	011-25846225	director@cbwe.nic.in	National Headquarters, 2 nd Floor, Employment
	Dattopant Thengadi National Board for Workers Education	011-25846221	dde@cbwe.nic.in	Exchange Building, Pusa Complex, Near Industrial
01	and Development(DTNBWED), National Headquarters	011-25846223	ddhq@cbwe.nic.in	Training Institute (I.T.I.), Pusa
	Transmar Froduquar toro	011-20896182	aohq@cbwe.nic.in	Road, New Delhi – 110 012
02	Deputy Director (Training) Indian Institute of Workers Education(IIWE)	022-26503532 022-26503965	ddt@cbwe.nic.in	Shramik Shikshan Bhavan, Lal Bahadur Shastri Marg, Near Kurla Court, Kurla (West), Mumbai -400070(Maharashtra)

RESPONSIBILITY CENTRES AND SUBORDINATE ORGANIZATIONS

	NORTH								
Sr. No.	Responsibility Centres and Subordinate organisations	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate			
1	Prayagraj	0532- 2468610	rd- allahabad@cbwe. nic.in	106, Dr. Soor Marg,first floor tagore town Prayagraj 211002 (U.P)	Sh. Vivek Singh Rd I/c	9871518797			
2	Bareilly	0581- 2532474	rd- bareilly@cbwe.ni c.in	C-272/1, Rajendra Nagar, Bareilly	Sh. Balbir Singh Yadav	9013969921			
3	Chandigarh	0172- 2662959	rd- chandigarh@cbw e.nic.in	SCO 60-61, 2nd Floor, Sector-34/A, Chandigarh. Pin-160022	Sh. Santosh Kumar Singh, RD I/c	9414043189			
4	Delhi	011-	rd- delhi@cbwe.nic.i n	Plot No. 1, pocket 2 sector 22 rohini new delhi	Sh. sanjay Kumar, RD	7870107025			
5	Faridabad	0129- 2422566	rd- faridabad@cbwe. nic.in	NH-87, GALE HOUSE, FIRST FLOOR, NEAR WORK BOX , NIT-5, RAILWAY ROAD, FARIDABAD -121001	sh.Amitabh Prakash, RD	9430755017			
6	Ghaziabad	0120- 2986083	rd- ghaziabad@cbwe .nic.in	118/17,first floor,Amar Enclave,east model town,near oppulent mall,G.T.Road,Ghaziabad- 201001	Sh.Bijan Chakraborty	9831624722			
7	Gorakhpur	0551- 2201132	rd- gorakhpur@cbwe .nic.in	Kasia Road, Mohaddipur Chauraha, Gorakhpur- 273008 (UP)	Sri L. B. Shastri EO (SG)/ RD I/c	7482947158 9431907158			
8	Jammu	0191- 2950145	rd- jammu@cbwe.nic .in	Plot No. 265,Near Education Board, Rehari Colony, Jammu-180005	Dr. Pankaj Rastogi,EO	9999007658			
9	Kanpur	0512- 2234654	rd- kanpur@cbwe.nic .in	H.No.121/621, Kamla Bhawan, Shastri Nagar, Kanpur 208005	Sh.C.P.Singh, RD Incharge	9452461829			
10	Parwanoo	0179- 2234685	rd- parwanoo@cbwe .nic.in	Monaal Palace Complex, 2nd Floor, Kasauli, Road, sector-2, Parwanoo (HP Distt. Solan- 173220	Shri Tilak Raj, EO/RD I/C	9350669797			

			ı	EAST		
Sr. No.	Responsibility Centres and Subordinate organisations	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate
1	Asansol	0341- 2304753	rd- asansol@cbwe. nic.in	ROTC Hall, Railway Officers Colony, Near 08 No. Pani Tanki, Asansol - 713303	Sri S. K. Behera	7978931128
2	Barrackpore	033- 24417110	rd- barrackpore@c bwe.nic.in	238, Shanti Pally, 2nd Floor, E. M. Bypass, Kolkata - 700 107	Shri R. K. Gope, RD I/c	9430379594
3	Dhanbad	0326- 2311514	rd- dhanbad@cbwe .nic.in	Durga Mandir Road, Adarsh Nagar, Hirapur, Dhanbad (Jharkhand) - 826001	Shri C.W. Vaidya, Regional Director	9765774495
4	Jamshedpur	0657- 2424527	rd- jamshedpur@cb we.nic.in	Straight Mile Road, Opposite Mohammadan Line, Sakchi, Jamshedpur - 831 001	Shri Prakash Chandra Mishra, RD I/c	9437139159
5	Kolkata	033- 24417112	rd- kolkata@cbwe.n ic.in	238, Shanti Pally, 1st Floor, E. M. Bypass, Kolkata - 700 107	Shri R. K. Gope, RD I/c	9430379594
6	Patna	0612- 2590086	rd- muzaffarpur@c bwe.nic.in	B/29, Ground Floor, Anand Bihar Colony, Nr Poonam Gas Godwon, Ambedkar Path, Bailey Road, PO-B.V. College, Patna - 800014	Shri Vinod Joshi, RD I/c	7007541088
7	Bhubaneswar	0674- 2354147	rd- bhubaneswar@ cbwe.nic.in	B-18, BDA Duplex, 2nd floor, Baramunda, Bhubaneswar, Pin- 751002	Dr. D. K. MISHRA, RD I/c	9437542821
8	Ranchi					
9	Rourkela	0661- 2400258	rd- rourkela@cbwe. nic.in	SWAPNAPURI, Panpsosh Road,,Rourkela, PIN- 769012	Sh S R Gochhayat,EO	9438778233
10	Berhampur	0680- 2220896	cbwerdbam@re diffmail.com	near pani tanki, utkal ashram road, bada khemundi bunglow, Berhampur-1	Sri M.S.Akhtar EO (SG)	9415853532

			WI	EST		
Sr. No.	Responsibility Centres and Subordinate organisations	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate
1	Ahmedabad	079- 27436044	rd- ahmedabad@cbwe. nic.in	GHB Office Complex, Opp Rupal Park, Near Ankur Char Rasta, Naranpura, Ahmedabad-380013	Shri M.C.Sen, RD I/c.	8788553641 9422639050
2	Goa	0832- 2312272	rd-goa@cbwe.nic.in	1st Floor, Rukhmini Madhav Sadan, Kaziwada, Ponda, South Goa, Goa - 403401	Shri Prashant D Edavi, RD I/c	9423562507
3	Mumbai	011- 26501166	rd- mumbai@cbwe.nic.i n	Shramik Shikshan Bhavan, 1st Floor, Near Kurla Court, LBS Marg, Kurla (West), Mumbai-400070	Shri Puneet Gautam, Regional Director	9811221410
4	Pune	020- 25887280	rd- pune@cbwe.nic.in	3rd floor, Maharaja Sayajirao Gaikwad Udhyog Bhavan, Survey No. 152+153, CTS No. 995,996, Aundh, Pune - 411067	Smt. Aruna L. Chodankar, RD I/c	8767043856
5	Rajkot	0281- 2453804	rd- rajkot@cbwe.nic.in	Annexee Building, First Floor, Near Girnar Cinema, M. G. Road, Rajkot- 360001.	Sh. J. J. Patel, Regional Director	9924762931
6	Nashik	0253- 2432300	rd- thane@cbwe.nic.in	Rakibe & patil building, old saikheda road, sant dnyaneshwar nagar, jail road, Nashik 422101	Shri. P. S. Banerjee, RD I/c	9879595278
7	Vadodara	0265- 2412630	rd- vadodara@cbwe.ni c.in	Shram sadhna, Third floor,Opp. Rly.Police parade ground,Raopura,Vadodara- 390001	Shri A K Dixit,RD I/c	9414045987

	SOUTH									
Sr. No	Responsibilit y Centres and Subordinate organisation s	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate				
1	Bangalore	080- 2360403 0	rd- bangalore@cbwe.nic.in	Post No.530, 1st Floor, BBMP No.43, 3rd Main Road, Mathikere, Bangalore- 560054	Dr.N. Sandhya Rani, RD	9441222199				
2	Chennai	044 2250149 8	rd-chennai@cbwe.nic.in	42-45,RMG Complex, 2nd Floor, Thiru. Vi. Ka. Industrial Estate, Guindy,Chennai-600 032	R.M.Madavi, RD	9867150861				
3	Cochin	0484 2546576	rd-cochin@cbwe.nic.in	SA-5,FACT TOWNSHIP, ELOOR, UDYOGAMANDAL, COCHIN-683501	Shri. G. Appukuttan, RD I/c	9442824441				
4	Coimbatore	0422- 2475732	rd- Coimbatore@cbwe.nic.in	189, D.B.Road, R.S.Puram Coimbatore – 641 002.	Smt. Archana Sudhir RD I/c	9446861448				
5	Hubli	0836- 2372150	rd-hubli@cbwe.nic.in	DTNBWED, Akalwady mension, 2nd Floor, Vidyanager, Hubli 580021	Smt. Y Arunasree RD I/c	7989144415 9440120453				
6	Kozhikode	0495- 2325723	rd- kozhikode@cbwe.nic.in	Regional Directorate, 4th Floor,Kendriya Bhawan, C Block,M.S Baburaj Road, Kallai, Kozhikode 673003.	Shri. JK Singh, RD	9431660552				
7	Madurai	0452 - 2587281	rd-madurai@cbwe.nic.in	No.11,2nd floor, Arul Malar Convent Rood, K.K.Nagar, MADURAI -62502.	Shri. B.Prabhakar an, EO (SG)	9488080611				
8	Mangalore	0824 2981744	rd- mangalore@cbwe.nic.in	DTNBWED, Behind Central Excise Quarters, Capitanio, Kankanady, Manfalore, Karnataka Pin code 575002	Shri R V Wadeyar, EO (SG)	9448536044				
9	Vijayawada	0866- 2551896	rd- vijayawada@cbwe.nic.in	B-2, IE, 1st Cross Road, 2nd Floor, CGO Complex, Autonagar, Vijayawada- 520007.	Shri R.Perumal Ravi Shankar, RD	9443460982				
10	Visakhapatna m	0891- 2563449	rd- vishakapatnam@cbwe.ni c.in	5th floor,Ratnamala Residency, Above HDFC Bank, Akkayyapalem, Visakhapatnam-530016	Shri Bella Venkata Rao RD I/c	9949415465				
11	Hyderabad	040- 2955837 3	rd- hyderabad@cbwe.nic.in	H. No. 3-5-1093/21/A, 1st Floor, Venkateshwara Colony, Gate-2, Beside Narayanaguda Metro Station, Narayanaguda, HYDERABAD - 500 029 (Telangana)	Shri K. Ramarathina m, EO & RD I/c	9751841530				

			CENT	RAL		
Sr. No.	Responsibility Centres and Subordinate organisations	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate
1	Raipur	0711- 2243891	rd- raipur.cbwe@nic.in	HN 03 fornt of SPS school , SBI colony Sunder Nagar Raipur (C.G.) - 492013	Shri P.N.Sah, EO	9934506819
2	Nagpur	0712- 2958803	rd- nagpur@cbwe.nic.in	Regional Director, DTNBWED, North Ambazari Road, Near VNIT, Nagpur- 440033	Shri Chinmay Bhattacharjee, Regional Director	7687975905
3	Jabalpur	0761- 2751756	rd- jabalpur@cbwe.nic.in	1/1, 1st Floor, Agrawal Building, Baldeobag Chowk, Jabalpur (MP) 482002	Smt. S.V. Atram, E.O.(SG)	7709595674
4	Indore	0731- 2987021	rd- indore@cbwe.nic.in	101/3, Road No.26 Nanda Nagar, Indore 452011	Sh.Arvind S.Dhurve, Regional Director	9826336191
5	Bhopal	0755- 2582202	rd- bhopal@cbwe.nic.in	Community, Centre, Govindpura, BHEL, Bhopal-462023	Shri. Ambarish Garg	9425899157
6	Udaipur	0294- 2463916	rd- udaipur@cbwe.nic.in	11/333, Vivek Nagar, Hiran Magri, Sector- 3, udaipur -313002	Shri Jagdeep Singh, RD I/C	9501515452
7	Jaipur	0141- 2223591	rd- jaipur@cbwe.nic.in	P.No.1, Madrampura (mazdoor Nagar) Ajmer Road, Jaipur- 302006	Sh. P. V. Ratnaparkhi, RD I/c	9823924585
8	Gwalior	0751- 2340871	rd- gwalior@cbwe.nic.in	C-6, Mahesh Nagar, City Centre, Gwalior, 474011	Smt. Garima Gupta Upadhyay, RD I/c	9096877876

			NORTH	EAST		
Sr. No.	Responsibility Centres and Subordinate organisations	Landline No.	Email Address	Postal Address	Name and Designation of Officer Incharge of Regional Directorate	Mobile Number of Officer in charge of Regional Directorate
1	Guwahati	0361- 2221714	rd- guwahati@cbwe.nic.in	RDte, DTNBWED, Housefed Housing Complex, Notbama, Hatigaon, Guwahati- 781038	Sh. S.B. Meitei, EO(SG) / RD Ic	9436443595
2	Imphal	0385- 2953419	rd- imphal@cbwe.nic.in	Regional Director, Dattopal Thengadi National Board for Workers Education & Development, Secured Office Complex, South Block, 2 nd Floor, 2 nd M R Gate, Imphal - 795001 (MANIPUR)	Sri Simanta Borah, EO(SG), RD,i/c	9435349940
3	Siliguri	0353- 2436138	rd- siliguri@cbwe.nic.in	R.Directorate, DTNBWED, N.L.Basu Sarani, Hakimpara, Near Childred Park, Siliguri-734001, Dist. Darjeeling., W.B.	Shri Sebasish Bhattacharyya, EO,R.D.I/C	9875623470
4	Tinsukia	0374- 2330299	rd- tinsukia@cbwe.nic.in	Regional Directorate, Tinsukia, P.O Parbatia, District- Tinsukia, Assam- 786125	Smt. N. Boisi Misao, E.O. (SG), RD I/c	9233078175