

INTRODUCTION

Central Board for Workers Education, an autonomous Body under the Ministry of Labour and Employment, Government of India, is a tripartite registered Society established in 1958 with a view to develop stronger and more effective trade unions, to promote the growth of democratic process and tradition in trade union organization and administration and to equip organised labour to take its place in a democratic society.

In addition to training Education Officers, Trainers and Workers in national, regional and unit level courses, the Board organizes special programmes on productivity, workers participation in management etc. Also the Board conducts a number of training courses for the workers in the unorganized and rural sectors. All these programmes are adequately supported by audio-visual aids, study material and labour literature produced by the Board.

Through its Grants-in-aid Scheme, the Board extends financial support to trade unions for conducting their own Workers Education Programmes.

The Grants-in-aid Scheme of the Central Board for Workers Education is meant to assist trade unions / institutions in developing their own Workers Education Programmes.

The Scheme was introduced in the year 1960 and had developed considerably since then. It was modified and improved from time to time, after taking into consideration suggestions and demands from the trade unions. The rules and procedures have been simplified to meet the trade union needs. Grants have been sanctioned to BMS, INTUC, AITUC, HMS, UTUC, NLO, NFITU, CITU, HMP and several All India Federations and independent trade unions.

CENTRAL BOARD FOR WORKERS EDUCATION

RULES FRAMED BY THE GOVERNING BODY FOR GRANTS-IN-AID

(As amended with effect from 1-4-2005)

The following principles and procedure will govern the sanction and payment of Grants-in-aid to trade unions and other institutions for conducting Workers Education Programmes.

1. Grants-in-aid will be admissible in regard to the programmes of education embracing workers or trade union officials in industrial, commercial and rural sectors.
2. The grants shall be of two kinds namely (a) maintenance grants intended to meet the operating expenses such as payment to teachers and organizers, guest lecturers, payment of conveyance allowance to participants, hire charges of accommodation, electricity, etc., and (b) equipment grants to meet expenditure on furniture, library, audio-visual and other teaching aids etc.
3. No grant shall be made to meet capital expenditure on construction or maintenance of, or repairs and alterations or extensions to buildings.
4. All grants shall be valid for a period of one year or for such shorter period as may be specified in the sanction, but they may be renewed after the expiry of one year or the shorter period, as the case may be.
5. A grant in case of 2 (a) above upto Rs.18,000/ can be sanctioned by the Director and upto Rs. 25,000/- by the Chairman of the Board., Grant beyond this limit is recommended by the Board to the Government of India for sanction.
6. For 2 (b) above, the trade union having Workers Education Programme on a regular and continuing basis may obtain grant for library. A lumpsum library grant upto Rs. 4000/- can be obtained from the Board, by the Central Trade Union Organizations and upto

Rs.1,000/- by the Central / Regional Trade Union Federations and State Branches of the Central Trade Unions. A local trade union can get a Library grant of Rs. 250/- per year. Library books will be also supplied to those grantees who prefer to avail the grant from the Board in the form of books.

7. Every application for grant shall be accompanied by full particulars as in the attached forms "A", "B" and "C" as the case may be.

8. The following institutions or types of institutions shall be eligible for grants.

- i) All Central Trade Union Organizations and their State Units / Branches.
- ii) Other Federation of Trade Unions, National, Regional or Industrials, of not less than two year's standing.
- iii) Trade Unions registered under the Indian Trade Unions Act, 1926 of not less than two years standing.
- iv) "Registered Trade Unions in the Rural and Unorganized Sector with not less than Two years standing subject to the condition of submission of a Certificate from a Central Trade Union Organization".
- v) The Grants-in-aid will be given to registered trade unions only and the applications are to be forwarded through the federations.
- vi) Institutions, Educational or Social, constituted by statute or Registered under the Societies Registration Act (XXI of 1860), State Societies Registration Act of similar nature and bodies affiliated to any such institutions of not less than 5 years standing with proper recommendation by the Regional Director / Zonal Director. These institutions should have a minimum balance of Rs. 10,000/- at the end of each year of the period for which audited accounts are submitted.

vii) The membership in all the above categories should not be based on race, caste, sex and religion.

viii) While sanctioning grants-in-aid, each case should be examined on merit after looking into the organizing capacity of the Union/Institutions, field of operation, experience; background, ability, interest willingness, high credentials, minimum prescribed membership and recommendations of Central/State Trade Union/Organization /Federation.

ix) No grants-in-aid shall be sanctioned/released to the unregistered trade unions and Educational Institutions.

9. The application for grants-in-aid shall be made to the Board's Head Office and addressed to the Director.

10. The local Union should ordinarily be in immediate charge of the operation of the programme in the locality. This will not however, stand in the way of a national or Regional Federation operating the Programme at its headquarters or organizing countrywide or region-wise programme but even so their respective local affiliates should be allotted effective roles in the operation of the programme.

11. The amount of the grant shall not exceed 90 percent of the total Expenditure, excluding capital expenditure on buildings.

12. Payment of the grant shall be made in such installments as the Governing Body deems fit and proper subject, however, to the condition that the Governing Body may at any time, by giving a month's notice, suspend or discontinue payment of any installment.

13. The first payment, which should go into the imprest account, would be made as soon as the grant is sanctioned. This will be equivalent to twenty-five percent of the expenditure sanctioned for the first year unless the Governing Body directs otherwise. The second and subsequent installment's will be issued on receipt from the grantee of the quarterly progress report of work and statement of actual expenditure incurred as well as the statement of expenditure likely to be incurred in the second and subsequent quarters. Any

amount lying unspent from one instalment shall be deducted from the next instalment. Ten per cent of the total grants-in-aid should be withheld till the Society receives final audited statement of accounts for the total expenditure incurred from the grant. Final payment of the last instalment will be made only after the receipt of the final audited statement of accounts.

14. The trade union or other institutions, as the case may be, receiving the grant shall constitute a Sub-committee of not less than three members consisting of its President or Chief Executive Officer and such other officers of its Executive Committee as it may consider fit, to administer the grant. The members of the Sub-Committee shall be jointly and severally responsible for the proper utilisation of the grant. The Governing Body shall have the right to depute a representative to attend any meeting of the Sub-Committee.

15. The programmes undertaken by the grantees shall conform as far possible to the topics laid down in the syllabi of the Board and they should be on a purely objective basis.

16. In connection with the programmes undertaken by the grantee, which correspond to the training of trainers course at regional level and Workers training Programmes at Unit Level conducted by the CBWE at the Regional Directorates and trained Trainers respectively, the Unions may avail of the services of persons who have successfully completed the CBWE training course for Education Officers.

17. In connection with the programmes undertaken by the grantee, which should correspond to workers training course conducted by the CBWE at the Unit Level, the unions may avail of the services of persons who have successfully completed the CBWE training course for Trainers.

18. The grantee shall furnish to the Director of the CBWE at the commencement of every quarter, a progress report of work and a statement of actual expenditure incurred as well as a statement of expenditure likely to be incurred in the second and subsequent quarters. The accounts and vouchers shall be open to inspection by a nominee of the CBWE in the premises of the grantee.

19. The grantee shall furnish regularly in advance to such authority as the Director, CBWE may direct copies of the time table of lectures, practicals etc.

20. The grantee shall afford every facility to the officers of the CBWE for inspecting the working of the programme including access to premises, records, registers, documents, etc. and furnish to them all the information that they may require in regard to the contents of the education programmes, the method of education and of all other matters connected with the operation of the programme.

21. The grantee shall be liable to refund to the CBWE any portion of the grant which remains unspent at the conclusion of the year or which has been expended on purposes extraneous to the scope of the grant. The decision of the CBWE whether or not a particular item of expenditure falls within the scope of the grant shall be final.

Similarly, if the grantee commits any breach in the observance and performance of any of the terms and conditions herein contained and on its part to be observed and performed then the whole amount of the grant shall forthwith become repayable to the CBWE.

Notwithstanding anything herein contained to the contrary, the CBWE shall at all times have the absolute discretion to refuse to pay any further instalment of the grant at any time if the CBWE is dissatisfied with the progress of the programme and the grantee will forthwith, if called upon by the CBWE to do so, refund to the Society all sums of money granted upto that date.

In all the above cases, CBWE shall before coming to a decision adverse to the grantee, give the grantee all reasonable opportunity to show cause against it.

22. The CBWE reserves the right to have, on its own initiative, the accounts of the grantee audited by any agency if and when the occasion demands it, so as to satisfy itself generally regarding the manner in which the affairs of the grantee are being managed.

23. The accounts for the period the grant is given should be audited by a registered firm of auditors. In case of small institutions,

however, which cannot afford to obtain the services of a registered accountant, or other registered body of Auditors, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion. The authority sanctioning the grant would indicate that the audited statement of account has been received when required or the grantee has been exempted from submitting the statement.

24. If the programme for which the grant is made is not commenced for more than six months after the date of sanction of the grant, the grant should be considered as withdrawn unless approval of the CBWE was specifically obtained for the postponement.

25. A written agreement shall be executed by the grantee setting out clearly the terms and conditions on which the grant is made. When the grantee is an Association unincorporated, the agreement on behalf of the grantee should be entered into 1) with all members of such Association or 2) when authorized under the rules of such Association with – a) any one or more members of the Executive Committee or b) the Secretary or c) Treasurer or d) any other person, as may be authorized to contract on its behalf and to raise a loan or borrow money and pledge or mortgage its properties.

* * *

FORM “A”

Particulars Concerning Trade Unions Applying For Grants-in-aid

1. Name and Postal address.
2. Constitution and history – A brief description of the history composition, structure, objectives and hierarchical set up higher together with a copy of the Constitution/Rules and Byelaws of the Union.
3. Registration – Whether registered under the Trade Union Act. Date of Registration – Registration number and attested copy of certificate.
4. Affiliation – Whether affiliated to INTUC, AITUC, HMS, or UTUC or to any other national or regional body.
5. Jurisdiction – The unit and / or industry covered and the total number of employees.
6. Membership – Total effective membership figure.
7. Rival Unions – Particulars of rival unions, if any.
8. Objective – A brief statement
9. Governing Body or Committee – full names and postal addresses of the Members and the Chairman.
10. Sub-Committee to administer the grant – Full names and postal addresses of the Members and the Chairman.
11. Finances – A copy each of the audited annual returns of the union viz Balance Sheet and Statement of Assets and Liabilities for the last two years.
12. Political Fund – Full particulars together with the copies of the balance sheets or statement of accounts for the last two years.
13. Educational Activities – a brief description of the activities already undertaken, if any, and the amount expended on them year by year for the last two years.

14. Grants-in-aid Details of grants-in-aid received from other sources if any, by the Union for the programmes for which grant has been applied for from the Board.

* * *

FORM "B"

Particulars Concerning the Institution (other than a Trade Union) Applying For Grants-in-aid

1. Name and Postal address.
2. Registration – Whether constituted under a statute or registered under Societies Registration Act, 1860/States Societies Registration Act of similar nature or affiliated to any such institution – Date on which so constituted, registered or affiliated – Attested copy of registration or affiliation certificate.
3. Constitution and history – A brief description of the history, composition, structure and hierarchical set-up together with a copy of the rules and bye-laws.
4. Objectives – A brief statement.
5. Governing Body or Committee – Full names and postal addresses of the Members and Chairman..
6. Sub-Committee to administer the grant – Full names and postal addresses of the Members and the Chairman.
7. Finances – Audited statement of the accounts of the institution for the last five years.
8. Educational activities – A brief description of the educational activities already undertaken, if any, and their achievements together with the approximate amount expended on such activities year by year for the last five years.
9. Other activities – A brief description
10. Grants-in-aid - Details of grants-in-aid received from other sources if any, by the Institution for the programmes for which grant has been applied for from the Board.

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FORM "C"

**Particulars Concerning the Scheme in respect of which
Grants-in-aid is sought**

1. Name
2. Date of Commencement
3. The Place or places of operation
4. Authority in immediate charge of the operation of the Scheme and its structure and set-up, together with full names and addresses of the persons constituting the authority.
5. A brief self-contained description including details of the origin, scope, contents, duration, etc. together with copies of connected literature of documents and syllabus.
6. Fee, if any, payable by Trainees – Full details with an estimates of income anticipated.
7. Grants-in-aid, if any, received/expected from other sources – Full details.
8. Capital expenditure incurred, if any-details.
9. Premises for the training course-rented or otherwise.
10. A detailed estimate of the annual recurring expenditure (Including cost of furniture and other equipments but excluding cost of construction of building, if any), indicating its incidence month by month or quarter by quarter.
11. Year - wise expenditure incurred on workers' education activities, if any, for the last three years.
12. The extent of the assistance sought by way of grants-in-aid.
13. Staff – whole time/part time-sources of recruitment, qualifications, emoluments, etc.

* * *

DRAFT AGREEMENT FOR GRANTS-IN-AID

THIS AGREEMENT made this _____ day of _____ Two thousand _____ and _____ BETWEEN Central Board for Workers Education, a Society registered under the Societies Registration Act, 1860 (XXI of 1860) (hereinafter called the "GRANTOR") of the one part, and the Indian National Trade Union Congress/Hind Mazdoor Sabha/All India Trade Union Congress/ _____ federation of Trade Unions of two years standing/ _____ a trade union registered under the Trade Unions Act, Act 1926 (XVI of 1926) of two years' standing/ _____ a body incorporated/constituted under _____ of the Act _____ / _____ a society registered under the Societies Registration Act, 1860 (XXI of 1860) – States Societies Registration Act of similar nature of five years standing (hereinafter called "GRANTEE") of the other part.

WHEREAS the grantor makes payment of grants-in-aid to trade unions and other institutions for conducting Workers Education Programmes for the industrial workers or trade union officials in the industrial, commercial and rural sector.

AND WHEREAS the grantor makes grants of two kinds, namely; (a) Maintenance grants intended to meet the operating expenses including "hostel expenses", if any, and (b) Equipment grants to meet expenditure on furniture, library grant audio-visual and other teaching aids.

AND WHEREAS the grantee has applied for a grant for the purpose of _____

AND WHEREAS the grantor being satisfied that the grant applied for by the grantee will be helpful in implementing the grantor's scheme for giving an impetus to Workers Education Programmes has consented to grant, for the purposes mentioned above and on terms

and conditions hereinafter stated, a grant not exceeding _____ per cent of the total expenditure, on buildings etc., or the sum of Rs. _____ (Rupees _____ only) whichever is less.

AND WHEREAS the grantor has required the grantee to enter into an agreement with the grantor as hereinafter contained.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED by and between the parties hereto as follows:

- 1) This agreement shall, unless terminated earlier as hereinafter provided, remain in force for a period of _____ but is renewable at the option of the grantor at the end of the said period.
- 2) The grant made hereunder shall be valid for a period of one year / _____ (here mention such shorter period as may be specified in the sanction), but the grant may be renewed after the expiry of the period of one year/ _____ (here mention the shorter period).
- 3) In the case of a trade union, the local union should ordinarily be in immediate charge of the operation of the programme in the locality; [provided that this will not stand in the way of a national or regional federation operating the programme at its headquarters or organizing country-wide or region-wise programmes, but even so their respective local affiliates should be allotted effective roles in the operation the programmes.
- 4) The payment of the grant of Rs. _____ shall be made in such instalments as the grantor deems fit and proper, subject however, to the condition that the grantor may at any time by giving a months notice suspend or discontinue the payment of any instalment.
- 5) The first payment which shall go into imprest account shall be made as soon as the grant is sanctioned. This shall be equivalent to twenty five per cent of the expenditure sanctioned for the first year

unless the grantor directs otherwise. The second and subsequent instalments shall be issued on receipt from the grantee of the quarterly progress report of work and statement of actual expenditure incurred as well as the statement of expenditure likely to be incurred in the second and subsequent quarters. Any amount lying unspent from one instalment shall be deducted from the next instalment. Ten per cent of the total grant-in-aid shall be withheld till the grantor receives the final audited statement of accounts for the total expenditure incurred from the grant. Final payment of the last instalment shall be made only after the receipt of the final audited statement of accounts.

- 6) The grantee shall constitute a Sub-Committee of not less than three members consisting of its President or Chief Executive Officer and such other officers of its Executive Committee as it may consider fit to administer the grant. The members of the Sub-Committee shall be jointly and severally responsible for the proper utilisation of the grant. The grantor shall have the right to depute a representative to attend any meeting of the Sub-Committee.
- 7) The programme undertaken by the grantee shall conform, as far as possible, to the topics laid down in the syllabi of the Board and they should be on a purely objective basis.
- 8) The grantee shall furnish to the Secretary of the grantor at the commencement of every quarter a progress report of work and a statement of actual expenditure incurred as well as a statement of expenditure likely to be incurred in the second and subsequent quarters. The accounts and vouchers shall be open to inspection by a nominee of the grantor in the premises of the grantee.
- 9) The grantee shall furnish regularly in advance to such authority as the Secretary of the grantor may direct copies of the time-table of lectures, practicals etc.
- 10) The grantee shall afford every facility to the officers of the grantor for inspecting the working of the programme including access to premises, records, registers, documents etc. and furnish to them all the information that they may require in regard to the contents of

the programme, the method of education and on all other matters connected with the operation of the programme.

11) The grantee shall be liable to refund to the grantor any portion of grant which remains unspent at the conclusion of the year or which has been expended on purposes extraneous to the scope of the grant. The decision of the grantor whether or not particular item of expenditure falls within the scope of the grant shall be final. But the grantor shall, before coming to a decision adverse to the grantee, give the grantee all reasonable opportunity to show cause against the action proposed to be taken by the grantor.

12) If the grantee shall commit any breach in the observance and performance of any of the terms and conditions herein contained and on its part to be observed and performed, then the whole amount of the grant shall forthwith become repayable to the grantor; provided that the grantor shall, before coming to a decision adverse to the grantee, give him all reasonable opportunity to show cause against it.

13) Notwithstanding anything herein contained to the contrary, the grantor shall at all times have the absolute discretion to refuse to pay any further instalment of the grant at any time if the grantor is dissatisfied with the progress of the programme and the grantee shall, forthwith, if called upon by the grantor to do so, refund to the grantor all sums of money granted upto that date; provided that the grantor shall before coming to a decision adverse to the grantee, give him all reasonable opportunity to show cause against it.

14) The grantor reserves the right to have on its own initiative, the accounts of the grantee audited by any agency if and when the occasion demands it, so as to satisfy itself generally regarding the manner in which the affairs of the grantee are being managed.

15) The accounts of the grantee for the period for which the grant is given shall be audited by a registered firm of auditors.

16) If the programme for which the grant is made is not commenced for more than six months after the date of sanction of

the grant, the grant shall be considered as withdrawn unless approval of the grantor was specifically obtained for the postponement.

17) The grantor may at any time by notice in writing forthwith terminate the agreement in the event of the grantee being wound up or dissolved.

18) The assets acquired either wholly or substantially by the grantee by expending the amount of grant-in-aid shall not be disposed of or encumbered or utilised for purposes other than those for which the grant was sanctioned without the prior sanction of the Grantor. All such assets should be entered with full details in a separate stock register maintained for the purpose. In case of defaults or discontinuance of the programme the assets acquired by the grantee either wholly or substantially out of the grant given by the grantor should be disposed of in the manner directed by the grantor.

IN WITNESS WHEREOF the parties hereto have executed these presents the day and the year first above written

SIGNED BY _____

SIGNED BY _____

* * *

GRANTS – IN – AID

TO

TRADE UNIONS

WHO IS ELIGIBLE ?

Any trade union is eligible for the grant, if it is one of the Central Trade Union Organizations and their State Units / Branches. All India Federations of Trade Union region or industrial having two years standing.

Even independent Trade Unions registered under the Trade Unions Act, 1926 of not less than two years standing is entitled for the Board's grant.

Educational and Social Institutions constituted by statute or registered under the Societies Registration Act (XXI of 1860), States Societies Registration Act of similar nature and bodies affiliated to them of not less than five years standing are also eligible.

The membership in all the above categories should not be based on race, caste, sex and religion.

KINDS OF GRANTS

The grant is meant to meet the trade union's operational expenditure on training programme i.e. payment to teaching and contingent staff and guest lecturers, payment of per diem and conveyance charges to participants, hire charges for accommodation and other sundry payments.

The grant in each case upto Rs.18,000/- can be sanctioned by the Director and upto Rs. 25,000/- by the Chairman of the Board. The Board recommends Grant beyond this limited to the Government of India for sanction.

Under the present Scheme the trade unions have enough flexibility to re-appropriate the savings within certain groups of permissible items of expenditure.

The trade unions having Workers Education Programme on a regular and continuing basis may obtain grant for library. A lumpsum library grant upto Rs.4000/- can be obtained from the Board, by the Central Trade Union Organization and upto Rs. 1,000/- by the Central / Regional Trade Union Federations and State Branches of the Central Trade Unions. A local trade union can get a library grant of Rs. 250/- per year. Library books will be also supplied to those grantees who prefer to avail the grant from the Board in the form of books.

FOR WHICH PROGRAMMES?

The grants are admissible for approved training programmes. A list of topics is given in Annexure – 1 as revised w.e.f. 01.04.2005.

There is flexibility in the course, which the trade unions may conduct under the Grants-in-aid scheme. The grants are available for short-term training courses of 3 to 7 days' duration. These may be full time residential / Non-residential or part time non-residential.

The grants for State level courses would be sanctioned to State Branches of Central Trade Union Organisations / non-affiliated National Federation. State Level Courses would be organized within the State.

Central Trade Union Organizations will be sanctioned Grants-in-aid for setting up Workers Education Departments / Institute. Federations not affiliated to Central Organizations and whose membership is more than 2 lakhs, spread all over the country and with not less than 5 years standing will also be considered for sanctioning grants for this purpose.

A Trade Union can also avail grant for Rural Workers Education Programmes.

The literature/study material and visual aids produced by the Board can be supplied to the grantees, on request.

Programmes under Grants-in-Aid Scheme of the Board should be conducted only after obtaining prior approval from Head Office of Central Board for Workers Education, Nagpur.

HOW TO APPLY?

The prescribed application forms may be obtained either from the Regional Directorate of the Board or from the Head Office of the Board. They contain items like proposed programme, date and time of its commencement, whether it is full or part time, residential or non-residential, number of participants, topics to be covered etc. The Trade Union has to supply this information to the Board in the application Form.

Ordinarily the amount of grant does not exceed 90% of the total admissible expenditure for short term programmes. The remaining 10% has to be borne by the grantee.

The application/request for Grants-in-Aid from the Board may

kindly be routed to this office through its State Branches of Central Trade Union Organization/ The Regional Director, Central Board for Workers Education, with a recommendation and guarantee that the sanctioned programmes under Grants-in-Aid Scheme of the Board will be conducted properly.

HOW TO RECEIVE GRANT?

A trade union applying for grant is required to send its application alongwith attested copies of its Registration Certificate and the Constitution. The Constitution should have a specific provision to receive such grant for conducting Workers Education Programmes. In case there is no such provision, the trade union is required to execute prescribed Surety and Indemnity Bonds.

The first instalment equivalent to 50% of the admissible sanctioned grant is released immediately when the grant is sanctioned. The balance is released after the programme is conducted satisfactorily and the statement of expenditure is received by the Board.

The Grantee is required to constitute a Sub-Committee of at least three members consisting of its President or Chief Executive Officer and office bearers of the Executive Committee to administer the grant.

The sanctioned programmes are to be conducted during the period specified in the sanction and in any case within six months from the date of issue of sanction, by giving advance intimation to the concerned Regional Director of the Region, who will inspect the programme; otherwise the grant will be considered as withdrawn and the first instalment paid is to be refunded to the Board.

GENERAL

1. The actual date, time and venue of the proposed programme should be intimated well in advance at least 7 days before commencement to the concerned Regional / Zonal Directors and the Head Office of the Board.
2. Copies of Working papers should be prepared in advance and forwarded to the concerned Regional Director and Head Office of the Board.
3. The Regional Director or Education Officer will attend the

training programmes organised by the grantee and submit reports to the Director regarding contents, scope, methods, tools etc. of the programme. The Regional Director may also conduct surprise inspections of the programmes of the grantee.

4. If the number of participants in a course is less than the required number, the expenditure proportionate to the number of trainees who attended would be admitted.

5. As soon as the training programme is conducted the grantee is required to forward to the Head Office of the Board a report about the programme conducted alongwith statements of expenditure in the prescribed proforma supported by relevant vouchers. Last instalment of the grant will be released on receipt of required reports and after complying the audit objection, if any.

6. When the grantee has utilised the grant it can request for renewal of grant. For this purpose the grantee should inform the Board of their requirements and modification in the approved programme, if any, along with a detailed report of programme conducted with the earlier grant. If the Board approves the programmes and sanctions the grants, the grantee will utilise the grant like the earlier one. In this manner the grantee can continue to have the grant one after another at the appropriate time only after completing the necessary formalities.

7. The grantees should ensure that the different courses organized by them are so framed as to give to participants a fairly comprehensive idea of the topics covered. The grantees may also endeavour to cover as large number of workers as possible in order to give an extensive coverage to their educational activities and to benefit large number of workers.

8. The topics of instructions should conform with the guidelines provided in the Board's different syllabi.

9. This is only a broad out-lines of the Grants-in-aid Scheme. The Board will be pleased to provide further assistance and information on Rules and Procedures of the Scheme.

* * *

Annexure – I

TOPICS FOR GRANTS-IN-AID PROGRAMMES

Induction

1. Constitution of India – Preamble and Directive Principles of State Policy.
2. Fundamental Rights and Duties of Citizens.
3. Principal provisions regarding Labour in the Constitution.
4. Democracy with reference to Political, Social and Economic aspects – Democracy as a way of life.
5. ILO and Workers Education – Declaration of Human Rights.

Know Your Country

6. India before Independence – Freedom struggle, the March of India. The role of labour in economic, social and political spheres.
7. Our cultural heritage – Unity in Diversity.
8. Present socio-economic situation in the country, Income – distribution, inflation, people below the poverty line, rural-urban imbalances, unemployment, under-employment, etc.
9. Historical aspects of development planning in a democracy- Mixed Economy-Five Year Plans-Objective and achievements.
10. An economic outline of the country – Main features.

Know Your Industry

11. Role of Labour and Capital in National Development.
12. National Industrial Policy.
13. Economics of Industry – Historical perspective and its place in the national economy – Job creation.

14. Modernisation and automation with reference to Indian conditions.
15. Different types of work Organisations –
 - a) Labour Co-operatives, etc.
 - b) Organisations in Public / Private Sector. Registered Societies (How they are formed and operated), Joint Sector, Departmental Undertakings, Statutory Boards, etc.
16. Industrial health and hygiene, Need for Safety Education and Accident Prevention.

Trade Unionism

17. Purposes and functions of Trade Unions.
18. Trade Union organisations and administration.
19. History and growth of Trade Union Movement in India and abroad.
20. National and social goals of trade unions.
21. Trade Unions and Five Year Plans.
22. Trade Unions and democracy.
23. Trade Unions and socialism.
24. Trade Unions and population problem.
25. Trade Unions and national integration.
26. Social responsibilities of the union programming social activities for union members.
27. Problems of young workers.
28. Need for two-way communication in the union.
29. Need and Role of Workers Education in strengthening the trade union organisation.

30. Social responsibility of Workers – Four fold obligations-i) to the country, ii) to the industry, iii) to the family, iv) to trade unions.

Economics for Trade Unionists

31. Wages, prices and their inflationary and Deflationary effects upon economy.
32. Economics of an enterprise.
33. Economic planning and development
34. Trade Unions and productivity
35. Trade Unions and co-operatives
36. Role of public sector in national economy
37. Job Evaluation
38. Employment, un-employment and under-employment and their effect upon trade union movement
39. Annual and profit sharing Bonus

Union Management Relations

40. Present trends in industrial relations
41. Union Management relations in developing economy
42. Industrial relations and strikes and lockouts
43. Grievance procedure
44. Conciliation, arbitration and adjudication
45. Role of Works Committees & Joint Councils
46. Negotiations and collective bargaining
47. Tripartite Labour Machinery
48. Machinery for the prevention and settlement of industrial disputes
49. Collective Bargaining
50. Role of trade unions in public sector

Unions and Labour Legislation

51. Labour legislation policy in India
52. ILO and Labour Laws in India
53. Wage Legislation
54. Industrial Relations Legislation
55. Social Security Legislation
56. Some selected Labour Laws
57. Origin and Development of Labour Legislation In India
58. Legislative Powers of the Union and State Governments in labour matters.

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**CENTRAL BOARD FOR WORKERS EDUCATION
MINISTRY OF LABOUR AND EMPLOYMENT,
GOVERNMENT OF INDIA**

Application for Grants-in-aid
Short-term programmes

To,
The Director,
Central Board for Workers Education,
North Ambazari Road,
NAGPUR – 4400033

Sir,

You are requested to sanction grants-in-aid for Workers Education Programmes of our Union / Institution as per the details given below. Particulars of the Union / Institution and details of the programmes to be conducted are furnished as required under grants-in-aid rules.

2. Following documents as required under Rules, are enclosed:-

- i) Attested copy of the Constitution of our Union / Institution.
- ii) Attested copy of the registration certificate.
- iii) Certificate to the effect that our Union / Institution is not in receipt of grants-in-aid from any other organisation for the purpose of programmes mentioned in this application

3. Complete arrangement for conducting the Programme, consent of the management to release workers for duration of each programme, finalization of lecturers have been made.

4. "Our Union /Association shall conform to the syllabi of the Board and the teaching shall be in accordance with the aims and objectives of the Board".

Date :

Secretary

Place :

1. Name and postal address of the union

2. Constitution and History (Please give brief description of the History, composition, structure and set up of the union.)

3. Objectives

4. Does the Constitution of the Union / Institution provide for receiving Grants-in-aid for Workers Education Programmes ? In case there is no such provision in the Constitution, the Trade Union/ Institution will have to execute two bonds, one surety bond and another Indemnity bond, at the time of release of the grant. Yes / No.

5. Registration. Yes / No.
Is the Union registered under Trade Union Act, 1926 ?

i) If so give date of registration and Registration Date :
Number :

ii) Is the Institution constituted under statute or registered under Societies Registration Act (XXI of 1860) or affiliated to any such Institution ?

Constituted under Statute
 Registered under Societies Act,
 Affiliated to an institution registered under Societies Act, 1860.

Give date on which constituted, registered or affiliated. (Fill up either I or II as applicable)

6. Affiliation

a) to which of these union your union is affiliated ?

INTUC	AITUC	HMS
BMS	NLO	CITU
UTUC	HMP	NFITU
State Federation	National Federation	

Any other ? Please specify

b) If yours is an Institution, give name and address of the Chairman, Governing Body as well as office bearers, etc.

Name	Designation	Address
------	-------------	---------

7. Membership

Give figure of total effective membership.

8. Jurisdiction (Give the Unit / Industry covered and the total number of employees)

Sr. No.	Unit / Industry covered	No. of Employees
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9. Training Programmes (for which Grants-in-aid is desired.)

Sr. No.	Type of Progra. mmes	Durat- ion	No. of Progra. mmes	Subject to be Covered in each Programme	No. of workers to be admitted in each Programme	Industries from which workers are drawn	Venue	Date and Time
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- Full time (Residential)
- Full time (Non-Residential)
- Part Time (Non-Residential)
- Full Time Residential (For State Level)

9. A) Arrangements made if any for release of participants for full time Programme :

10. Who will conduct these programmes ? (Give details programme-wise. If necessary attach separate sheet.)

Sr. No.	Name	Qualification	Designation	Experience
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11. Estimated Expenditure

Items of Expenditure									
Sr. No.	Prog-ramme	Dura-tion	Expdr. on staff	Expdr. on study Material	Hiring of accommo-dation furniture, electricity etc.	Convey-ance charges	Per-diem	Misc.	Extent of Financial assistance required
			1 Rs.	2 Rs.	3 Rs.	4 Rs.	5 Rs.	6 Rs.	Rs.
1.	Full time (Residential)								
2.	Full time (Non-Residential)								
3.	Part Time (Non- Residential)								
4.	Full Time Residen-tial (For State Level)								

12. Educational Activities undertaken earlier (Give brief description, with achievements, amount spent over last Five years)

Year	No. of workers trained	Description of training programme

13. Grants-in-aid received from the Central Board for Workers Education in Past.

Year	Type of Programme	Workers trained	Amount received

14. a) Is a Sub-Committee constituted to administer the workers education programme ?

b) Full names and particulars of the members of the Sub- Committee

Sr. No.	Full Name	Designation	Full address

15. a) Is your Union / Institution has received or likely to receive from other sources grants-in-aid for conducting the proposed programme ?

b) If so, please state name of the source and the amount.

Name	Amount of Grant Received
------	--------------------------

Place :

Date :

Signature of
Secretary of the Union

FORM 'A'

SURETY BOND

KNOW ALL MEN by these presents we _____ a registered Trade Union having its office at _____ (hereinafter referred to as the 'Obligor') bind ourselves to refund to the Central Board for Workers Education (A society registered under the Societies Registration Act XXI of 1860) on demand and without demur the sum of Rs. _____

Whereas the Central Board for Workers Education (hereinafter called the 'Grantor') makes payment of grant-in-aid for conducting Workers Education Programmes etc.

AND Whereas the obligor _____ (has) applied for a grant for the purpose of _____

AND WHEREAS the grantor being satisfied that the grant applied for by the obligor will be helpful in implementing the grantor's scheme for giving an imputus to Workers Education Programmes has consented to grant, for the purpose mentioned above, the sum of Rs. _____ on the following terms and conditions :

(1) The payment shall be made in two instalments. The first instalment equivalent to 50% of admissible expenditure will be released in advance and the balance on completion of the programmes and submission of account and other required information to the grantor.

(2) The programmes undertaken by the 'obligor' shall conform, as far as possible to the standards and curriculum and syllabus laid down by the grantor for the programmes directly administered by it.

(3) The obligor shall furnish to the grantor three copies of the working paper prepared for each programme at the commencement of the programme.

(4) The obligor shall furnish regularly in advance to such authorities as the grantor may direct copies of time table for lectures, practicals etc.

(5) The obligor shall afford every facility to the officers of the grantor for inspecting the working of the programme, including access to premises, records, registers, documents etc. and furnish to them all the information that they may require in regard to the contents of the programmes, the method of education and on all other matters connected with the operation of the programme.

(6) The obligor shall be liable to refund to the grantor any portion of the grant which remains unspent at the conclusion of training programmes or which has been expended on purposes extraneous to the scope of the grant. The decision of the grantor whether or not a particular item of expenditure falls within the scope of the grant shall be final.

(7) If the obligor commits any breach in the observance and performance of any of the terms and conditions herein contained and on its part to be observed and performed, then the whole amount of the grant shall forthwith become refundable to the grantor provided that the grantor shall, before coming to a decision adverse to the obligor, give him all reasonable opportunity to show cause against it.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT if the said obligor fails to observe or perform any of the terms and conditions mentioned above or fails to utilise the amount of the grant, paid by the grantor, in accordance with the above mentioned terms and conditions, the obligor shall forthwith refund to the grantor on demand the amount of Rs. _____ in one instalment and on such payment the Bond shall be void and of no effect otherwise shall remain in full force and effect.

And it is further agreed that the decision of the Govt. as to whether the obligor has committed any breach of the above terms and conditions shall be final and binding on the obligor.

Signature i)
ii)

In the presence of

- 1. _____
- 2. _____

Signed by for & on behalf of the
Central Board for Workers Education

Name & Designation

In the presence of

- (1) _____
- (2) _____

INDEMNITY BOND

KNOW ALL MEN by these presents we _____, a registered Trade Union, having its office at and (i) Shri _____, and (ii) _____ holding office as _____ in the said trade union / Institution (hereinafter jointly referred to as the 'Obligor') respectively bind ourselves jointly and separately to refund to the Central Board for Workers Education (a society registered under the Societies Registration Act. XXI of 1860) on demand and without demur the sum of Rs. _____

Whereas the Central Board for Workers Education (hereinafter called the 'Grantor') makes payment of grants-in-aid to trade unions and other institutions for conducting Workers Education Programmes embracing industrial workers and trade union officials.

AND whereas the obligors _____ have applied for grant for the purpose of _____

AND WHEREAS the grantor being satisfied that the grant applied for by the obligor will be helpful in implementing the grantor's scheme for giving an imputus to Workers Education Programmes has consented to grant, for the purpose mentioned above, the sum of Rs. _____ on the following terms and conditions:

(1) The payment shall be made in two instalments. The first instalment equivalent to 50% of admissible expenditure will be released in advance and the balance on completion of the programmes and submission of account and other required information to the grantor.

(2) The programmes undertaken by the 'obligor' shall conform, as far as possible to the standards and curriculum and syllabus laid down by the grantor for the programmes directly administered by it.

(3) The obligor shall furnish to the grantor three copies of the working paper prepared for each programme at the commencement of the programme.

(4) The obligor shall furnish regularly in advance to such authorities as the grantor may direct copies of time table for lectures, practicals etc.

(5) The obligor shall afford every facility to the officers of the grantor for inspecting the working of the programme, including access to premises, records, registers, documents etc. and furnish to them all the information that they may require in regard to the contents of the programmes, the method of education and on all other matters connected with the operation of the programme.

(6) The obligor shall be liable to refund to the grantor any portion of the grant which remains unspent at the conclusion of training programmes or which has been expended on purposes extraneous to the scope of the grant. The decision of the grantor whether or not a particular item of expenditure falls within the scope of the grant shall be final.

(7) If the obligor commits any breach in the observance and performance of any of the terms and conditions herein contained and on its part to be observed and performed, then the whole amount of the grant shall forthwith become refundable to the grantor provided that the grantor shall, before coming to a decision adverse to the obligor, give him all reasonable opportunity to show cause against it.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT if the said obligors fail to observe or perform any of the terms and conditions mentioned above or fail to utilise the amount of the grant, paid by the grantor, in accordance with the above mentioned terms and conditions the above bounden sureties shall forthwith refund to the grantor on demand the amount of Rs. _____ in one instalment and on such payment the Bond shall be void and inoperative otherwise the same shall remain in full force and effective.

And it is further agreed that the decision of the Govt. as to whether the obligor has committed any breach of the above terms and conditions shall be final and binding on the obligor.

CONSOLIDATED STATEMENT OF EXPENDITURE

Residential / Non-Residential

for -----

Part-time / Full time

Grants-in-Aid Programme

1) Name of Grantee _____

2) Place and address _____

of the programme _____ No. of Participants _____

3) Dates of programme from _____ to _____

4) Timing of programme from _____ to _____

5) Details of Expenditure :

i) Staff and Faculty _____

ii) Preparation of Working paper and Stationery _____

iii) Hiring of accommodation, furniture, etc. _____

iv) T.A./D. A. and Conveyance

charges to participants _____

v) Miscellaneous expenditure _____

Total : _____

Signature of the
President / Secretary

Signature of official
authorising payment

VOUCHER FOR EXPENDITURE

ON STAFF AND FACULTY

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

No. of participants : _____

Name of the payee	Nature of payment	Amount Paid
-------------------	-------------------	-------------

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

Total : _____

N.B. :- Receipt from payees, duly stamped where necessary should be attached.

Signature of the official
authorising payment

**VOUCHER FOR EXPENDITURE
ON WORKING PAPERS, STATIONERY, ETC.**

Type of Programme : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of to Grantee : _____

EXPENDITURE ON	Payee	Amount paid Rs. p.
1)	Preparation of the working paper	
2)	Purchase of note books and Pencils for participants	
3)	Any other item of expenditure	
	Total	

Note : Attach the Cash Memos/receipts in support of above

Signature of the official
authorising payment

**VOUCHER FOR EXPENDITURE ON HIRED
ACCOMMODATION, FURNITURE ETC**

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

EXPENDITURE ON	Payee	Amount paid Rs. p.
1)	Hire of accommodation	
2)	Hire of furniture	
3)	Electricity Charges	
4)	Water Charges	
5)	Any other item of expenditure	
	Total	

N.B.:- Attach receipts of the payees in support of the payments* if paid separately.

Signature of the official
authorising payment

**VOUCHER FOR PAYMENT OF T.A. / DAILY ALLOWANCE /
CONVEYANCE CHARGES**

Type of : Residential / Non-Residential

Programme : Part time / Full time

Date : from _____ to _____

Time : from _____ to _____

Name & Address of Grantee : _____

No. of Participants

EXPENDITURE ON	No. of Participants Paid	Amount paid	
		Rs.	p.
1) Actual Conveyance Charges/T.A			
2) Per Diem			
Total			

N.B.:- Attach list showing the names and amount paid to each participant with his signature.

Signature of the official
authorising payment

**VOUCHER FOR MISC.
EXPENDITURE**

Type of : Residential/ Non-Residential

Programme : Part time / Full time

Name & Address of Grantee : _____

Details of Misc. Expenditure	Amount	
	Rs.	p.
1) Office Stationery		
2) Postage, Telegrams, etc,		
3) Cartage		
4) Purchase of Misc. articles like glasses, earthen pots, sweeping, etc.		
5) Other items		
Total		

Signature of the official
authorising payment

OUR OBJECTIVES

1. 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;
2. 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;
3. to develop amongst the workers a greater understanding of the problem 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;
4. to develop capacity of workers in all aspects to meet the challenges of the country from time to time;
5. 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;
6. to empower the workers as employees of the organization and to develop sense of belongingness effective instruments of amicable industrial relations and maintaining industrial peace;
7. 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.

CENTRAL BOARD FOR WORKERS EDUCATION REGIONAL CENTRES

North Zone

Allahabad
Bareilly
Chandigarh
Delhi
Faridabad
Ghaziabad
Gorakhpur
Gwalior
Jaipur
Jammu
Kanpur
Parwanoo
Udaipur

West Zone

Ahmedabad
Bhopal
Goa
Indore
Jabalpur
Mumbai
Nagpur
Pune
Raipur
Rajkot
Thane
Vadodara

East Zone

Asansol
Barrackpore
Berhampur
Bhubaneswar
Dhanbad
Jamshedpur
Kolkata
Muzaffarpur
Ranchi
Rourkela

South Zone

Bangalore
Chennai
Cochin
Coimbatore
Hubli
Hyderabad
Kozhikode
Madurai
Mangalore
Vijayawada
Visakhapatnam

North East Zone

Guwahati
Imphal
Siliguri
Tinsukia

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