



महानिदेशालय,  
दत्तोपंत ठेंगडी राष्ट्रीय श्रमिक शिक्षा एवं विकास बोर्ड  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
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(An Awarding Body Recognized by NCVET, Ministry of Skill Development and Entrepreneurship, Govt. of India)

Ref. No- Q-17013/Edn/A.T/2026-27/2008

Date 27.05.2026

To,  
The Regional Director/EO (SG)/EO  
DTNBWED  
ALL

Subject : Revised Guidelines for conducting programs for the year 2026-27- Reg.

Madam/Sir,

Kindly find enclosed herewith officer wise Target for the year 2026-27  
(Annexure-1). While achieving the target following guidelines may be followed.

#### Guidelines for Preparation and Submission of TA/DA Claims:

1. The ceiling limit for reimbursement of food bills / Daily allowance for conducting routine programmes by EO cadre officers has been revised from the existing **Rs. 500/- to Rs. 625/- per day** with effect from the date of issue of this letter till further order.
2. TA claims pertaining to programmes conducted under the **Organised Sector** shall be prepared and submitted separately.
3. **A claims relating to ACRC and Shramik Choupal programmes shall be combined and submitted in a single bill. No other tours shall be included in that.** However, separate single TA claim may be submitted for all other programmes under the Unorganised Sector. **While submitted the TA claims, local/ outstation tour should be mentioned properly.**
4. Only pre-checked TA bills along with admissibility certificate (as circulated by HO), indicating the admissible amount under different heads (i.e. DA, road mileage, etc.) would be entertained at H.Q. for further processing.
5. TA claims shall mandatorily be submitted within 60 days from the date of completion of the last tour. **Claims submitted beyond 60 days shall be treated as time-barred and rejected outright.**
6. The date of submission shall invariably be mentioned in the TA bill. In cases where the date of submission is not indicated, the date of inward/diary of the claim in the Regional Office shall be treated as the date of submission for the purpose of determining admissibility within the prescribed 60-day period.

7. It may be noted that the **maximum entitlement for travel by train, for all categories of journeys (Tour, LTC & Transfer / Retirement TA) shall be restricted to AC 2-Tier/Chair Car only.**
8. In support of claims for bus fare, valid bus tickets must be submitted clearly indicating the name of the Transport Authority/Travel Agency, Bus Number, etc.
  - a) It has been observed that, in several cases, generic handwritten bus tickets of similar nature have been submitted irrespective of the amount claimed, ranging from Rs. 20/- to Rs. 900/-. Such tickets are objectionable from an audit point of view. Therefore, bus tickets submitted in support of claims must invariably contain details such as the name of the travel agency/transport authority, bus number, etc.
  - b) In the absence of valid supporting bus tickets, reimbursement of bus fare shall be regulated as per the ordinary bus fare notified by the concerned State Transport Authority.
9. For journeys performed within a radius of 8 km from Headquarters [SR-71], no Daily Allowance (DA) shall be admissible. Only actual bus fare/ metro/ local train fare, wherever claimed and admissible, will be reimbursed.
10. Admissibility of TA/DA for journeys performed outside the city/beyond the radius of Local Journey but within the jurisdiction of the Regional Directorate shall be regulated as under:

| <b>Journey</b>                                                                                                      | <b>Admissible Mode of Travel/Fare</b>                                                                                         |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| From Headquarters to nearest Bus Stand/Railway Station                                                              | Bus / Auto/ metro fare as actually paid (actual distance to be mentioned and verified online)                                 |
| From Bus Stand/Railway Station to nearest Bus Stand/Railway Station of the tour station/village                     | Bus Fare/Train/ metro Fare (actual fare admissible subject to production of valid ticket and online verification of distance) |
| From nearest Bus Stand/Railway Station of the tour station/village to the duty place as per Approved Tour Programme | Bus / Auto/ metro fare as actually paid (actual distance to be mentioned and verified online)                                 |

11. Journeys performed entirely by auto-rickshaw or own vehicle from one place to another shall be restricted in accordance with the provisions mentioned at Point No. 10 above.
12. Auto-rickshaw fare shall be regulated as per the rates notified by the concerned State Transport Authority. In places where no such rates have been prescribed by the Directorate of Transport of the concerned State, the rates notified by neighboring States shall be adopted.
13. Where multiple training programmes/duty places are covered on the same route, the same shall be treated as a single tour for the purpose of regulating TA/DA.

14. A tour shall be deemed to have been completed only when the touring official returns to the respective Headquarters after commencement of the journey.
15. Since distances shall be verified online, the complete address of the venue/duty place must invariably be mentioned in the TA bills to facilitate proper scrutiny and settlement of claims.
16. (i) **For ease of scrutiny and proper regulation of TA/DA claims, places situated beyond 8 km from Headquarters but falling within the limits of the same city/municipality/urban agglomeration shall be specifically mentioned as “Local Journeys” in the TA Bill.**
- (ii) Journeys performed to places other than those covered under Point No. 15(i) above may be indicated as **“Outside Local Journeys”**.
17. Admissibility of Daily Allowance (DA) on Tour:
- a) Entitlements towards hotel accommodation and travel within the city for routine tours conducted within the jurisdiction of the Regional Directorate shall be regulated in accordance with Letter No. CBWE/Accts/TA/2018/1759 dated 21st September, 2018.
  - b) Entitlements towards food, hotel accommodation and travel within the city for tours undertaken other than routine training programmes shall be regulated in accordance with the TA Rules/orders issued by the competent authority and amended from time to time.
  - c) Daily Allowance on tour shall be admissible for each day of absence from Headquarters. The period of absence shall be reckoned from Airport/Bus Stand/Railway Station to Airport/Bus Stand/Railway Station, as the case may be [SR 71, GID (2)].
  - d) Reimbursement of Hotel Charges shall not be admissible in respect of hotels which are not **registered / licensed** by the competent authority [SR 51, GID (2)]. Accordingly, hotel bills submitted for reimbursement must invariably contain Registration Number/GSTIN, etc.
  - e) Employees in Pay Level-8 and below shall submit a self-certificate indicating the period of stay, name of hotel, etc., in support of their claim for reimbursement of hotel charges.
  - f) **Journeys performed between the Municipalities of Ghaziabad, Faridabad, Noida, Gurugram and Delhi shall be uniformly treated as Local Journeys for the purpose of regulating TA/DA [SR 71, GID (3) & (4)].**
18. TA/DA module in office automation of DTNBWED will be based on these instructions only and Regional Directors are hereby requested to communicate the aforementioned instructions to all the officers and staffs for compliance.
19. The Advance/Deviation tour program of all the officers shall be sent to Education Section for approval and TA Bills should be sent to the Accounts Officer only.
20. **In case of any Deviation in Tour Program, the ‘Deviation Tour Programme’ should be submitted before proceeding on tour.**

21. It is to ensure that, Advance Tour Program of every officer should reach HO by 25<sup>th</sup> of the ensuing month.
22. Monthly review in respect of officer wise achievement of target will be done and entry of overall achievement will be made in APAR.
23. Equal importance shall be bestowed upon all training programs.
24. In case of any proposal to conduct Modular training programmes beyond the jurisdiction of that particular Regional Directorate, the same may be considered keeping in view the urgency / need and subject to prior approval of the competent authority.
25. MTP Programmes may be conducted in the ratio of 2:1 with MTP-SGF. Efforts should be made to conduct minimum number of MTPs (free programmes) against MTP-SGF. Efforts should be made to adjust MTP- (POSH, LC, OSD & ID) program for the free programs as agreed upon with the concern industry. Further approval should be obtained for free programs on case to case basis.
26. Since Programmes like Capacity Building Programme, GIA to Trade Union Programme are the prerogatives of the Trade Union concerned, limited flexibility may be availed while fixing the date of the programme. But for other programmes including MTP-SGF program, ACRC, Shramik Chaupal, OSH, etc. the monthly scheduled as appended herewith to be adhered to.
27. No parallel programmes are allowed, however two numbers of Shramik Chaupal Programmes could be conducted on the same day consecutively. Similarly Shramik Chaupal Programmes can also be conducted before and after ACRC Programmes on the same day.
28. Normally Shramik Chaupal Programmes to be conducted for three hours only, but in case of more registrations to different schemes, the duration could be suitably extended maximum upto 6 hours wherein at least 10 registrations shall be achieved for extended period.
29. Social Media Guidelines as issued by this office to be followed while conducting Workers Education Programmes and Reporting thereof. Social Media inputs should contain at least two neatly snapped photographs and one video testimonial.
30. Display of banners:
  - a) Approved banners of 3 ft x 6ft. dimension to be displayed in all programmes.
  - b) Banners to be procured periodically in required numbers from Regional Directorate through GeM portal. Further the Regional Directorates are advised to ascertain the number of banners required periodically (may be half yearly basis) and go for procurement in bulk quantities with an intimation to education section.
  - c) Banners to be placed properly i.e. parallel to the floor, not behind or under the banner of collaborating organization's banner, etc.
  - d) Further in the case of MTP, carrier counselling programmes digital banners may be displayed through LCD Projectors maintaining the color scheme and format.
  - e) In case the banners is to be prepared in regional language, approved pattern may be adhered to
31. Programme details to be uploaded within 48 working hours from the date of programme and latest by the 29<sup>th</sup> of the month thereby enabling this office to consolidate the reports and forward the same to the administrative ministry by the last day of the month.

32. While sending the monthly DO letter, it shall be ensured that, the figure shown in DO letter and MIS are the same.
33. The services of staff at Regional Directorate shall be utilized for timely entry in MIS portal and assist the field officers whenever considered necessary by the Regional Director (I/c) concerned.
34. Only programs uploaded & approved on MIS within stipulated time shall be considered for achievement of targets.
35. All Officers and Staff Members are once again advised to follow the procedures as laid down in the Administrative Manual, instructions issued by the appropriate authority from time to time and rules & guide lines issued by the government.
36. Pamphlets /Stationery Kit for MTP-SGF:
  - a) Stationary as may be required for conducting different training programs as mention hereinafter shall be duly assessed and procured periodically through GeM portal with prior written approval from HO (Edn Section).
  - b) Requisition for kit regarding MTP-SGF to be sent to education section well in advance with annual projection of requirement of kits. The requirements for kit may be sent twice in a year i.e on or before 30<sup>th</sup> April and 30<sup>th</sup> September every year.
  - c) Requisition for pamphlets / stationery kit to be placed to Education section well in advance.
  - d) Acknowledgement of receipt of pamphlets / stationery kit to be submitted in proper format within the time frame.
37. For conducting the training programs, all the format/reports are available in the link given below.

[https://drive.google.com/drive/folders/10zT5T3s0sGGg9ARqi86k-Xl0v1mkHeik?usp=drive\\_link](https://drive.google.com/drive/folders/10zT5T3s0sGGg9ARqi86k-Xl0v1mkHeik?usp=drive_link)

**A: Organized Sector**

**(01)Capacity Building Program-2 Modules**

**Per program Expenditure- ₹ 1500/- (TA/DA for visiting officer)**

- i. **Sector :** Organised
- ii. **Objectives of the programme:** To build capacities among the participants regarding the following issues.
  - a) Labour Codes and emerging issues influencing employment and conditions of service
  - b) Recognition of Trade Unions
  - c) Industrial disputes resolution mechanism and 'Shram Suvidha Portal'
  - d) Financial issues and Bonus
  - e) Digital capacity Building
- Economy and Labour Market
- iii. **Mode of conducting:** These programmes are to be conducted in collaboration with credible trade unions, workers organisations, social organisations engaged in activities with workers, etc.
- iv. **Programme duration:** Two Modules / one day
- v. **Participants Profile:** Members of Trade Unions, Workers Organisations, Social Organisations, Employers Organisations, Social Group and any other cluster of works with identified training needs.

**vi. Key Result Area of the programme :**

- a) Improved understanding about the IR issues
- b) Practical knowledge about the forums for workers participation and dispute resolution including 'Shram Suvidha Portal'
- c) Independently deal with IR issues
- d) Take advantage of digital revolution
- e) Improved bargaining capacity

**vii. Budget:** TA/DA of the visiting officer would be admissible on actual basis

**viii. Reporting and MIS uploading:** the program to be entered on the MIS portal with requisite details and document further the following physical records are to be maintain for each program conducted.

- a) Reporting in Form-I (ORG)
- b) Duly filed up list of participants
- c) Submission of input for social media as per guidelines
- d) Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
- e) Testimonials, Photographs, Social media inputs.

**(02) Grants in Aid to Trade Unions**

**i. Sector :** Organised

**ii. Objectives of the programme :**

- a) To enable the Trade Unions / Workers Organizations / Social Organizations / Employers Organizations to conduct workers education programmes.
- b) To inculcate the culture of learning among the beneficiaries
- c) To create common understanding about the provisions / benefits under the four Labour Codes.
- d) To widen the scope of Workers Education with the inclusions of beneficiary organization.
- e) To build capacity among the office bearers/functionaries of Trade Unions to understand and respond to the challenges of new age employment.
- f) To build capacity to digitally address disputes through Shram Suvidha Portal.

**iii. Mode of conducting:** These programs to be conducted by Trade Unions concerned after getting approval from HQ, as per approved expenditure pattern. The applications to be submitted by the respective Central Trade Unions or any affiliated Trade Union of any Central Trade Union forwarded by the respective affiliating Central Trade Union through the Website of the Board preferably through online mode.

**iv. Programme duration:** 1-day / 2-day / 3-day

**v. Participants Profile :**

- a) Members of Trade Union / Workers Organization / Development organization.
- b) Approximately 40 heads

**vi. Key Result Area of the programme:**

- a) Improved understanding of social and economic issues of the world of work
- b) Understanding about legal frame work and remedies available
- c) Understanding about emerging issues including Labour Codes
- d) Digital and Financial Literacy including efficiency to operate Shram Suvidha Portal.
- e) Improved Bargaining Capacity
- f) Improved Leadership capabilities.

**vii. Reporting and MIS uploading: through digital mode**

- a) Reporting in Form-II (ORG)
- b) Duly filed up list of participants
- c) Duly filled up and Authentic Vouchers in appropriate Format
- d) Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
- e) Testimonials, Photographs, Social media inputs.

**viii. Budget:**

**Modular 2 Theme Based Foundational Programme  
(Strength 40 Participants)**

| Particular                                                                    | Amount (Rs.) |
|-------------------------------------------------------------------------------|--------------|
| Guest talk/Lecture Fee Rs.1000/-                                              | 1000.00      |
| Accommodation@Rs.200x40                                                       | 8000.00      |
| Per Diem and conveyance Allowance<br>((Rs.150x40x1)+( Rs.125x40))             | 11000.00     |
| Expenses in connection with or incidental to<br>conduction of the GIA program | 5000.00      |
| Total Grant                                                                   | 25,000.00    |

**Modular 4 Theme Based Foundational Programme  
(Strength 40 Participants)**

| Particular                                                                    | Amount (Rs.) |
|-------------------------------------------------------------------------------|--------------|
| Guest talk/Lecture Fee Rs.1000X 2/-                                           | 2000.00      |
| Accommodation@Rs.200x40X2                                                     | 16000.00     |
| Per Diem and conveyance Allowance<br>((Rs.150x40x2)+( Rs.125x40))             | 17000.00     |
| Expenses in connection with or incidental to<br>conduction of the GIA program | 7000.00      |
| Total Grant                                                                   | 42,000.00    |

**Modular 6 Theme Based Foundational Programme  
(Strength 40 Participants)**

| Particular                                                                    | Amount (Rs.) |
|-------------------------------------------------------------------------------|--------------|
| Guest talk/Lecture Fee Rs.1000X 3/-                                           | 3000.00      |
| Accommodation@Rs.200x40X3                                                     | 24000.00     |
| Per Diem and conveyance Allowance<br>((Rs.150x40x3)+( Rs.125x40))             | 23000.00     |
| Expenses in connection with or incidental to<br>conduction of the GIA program | 10000.00     |
| Total Grant                                                                   | 60,000.00    |

While submitting the bills of GIA Programme to Head Quarter it should be pre-checked by the concerned Regional Directorate as per the approved expenditure pattern. The original cash memo / bills etc. with respect to all expenditure to be submitted with authentication and self – certification.

**(03) Modular Training Program for Organized Sector (Self Generation of Fund)**  
(1 Module / 2 Modules/4 Modules/6 Modules)

i. **Sector :** Organised

ii. **Objectives of the programme :**

- a) To design and deliver need based Employee Training Programme
- b) Customize Training Programme
- c) Generate Internal Revenue
- d) Create Industry Leadership with innovative programme design and attractive learning delivery techniques.

iii. **Programme duration:**

| Number of Modules | Number of days | Programme Fee |
|-------------------|----------------|---------------|
| 1 - Module        | Half a day     | Rs. 15,000/-  |
| 2 - Module        | One day        | Rs. 25,000/-  |
| 4 – Module        | Two days       | Rs. 40,000/-  |
| 6 – Module        | Three days     | Rs. 50,000/-  |

iv. **Participants Profile :**

- a) Employees of different organizations
- b) Sponsored by the industry /organization

v. **Key Result Area of the programme:**

- a) Industry acceptability
- b) Fund generated annually
- c) Acceptability/ Feedbacks from the client organization.
- d) Number of MTP-SGF programs conducted in a financial year.

vi. **Budget:**

| Number of Modules | Number of Guest Speakers @ Rs. 1,000/- |
|-------------------|----------------------------------------|
| 1 - Module        | NIL                                    |
| 2 - Module        | One                                    |
| 4 – Module        | Two                                    |
| 6 – Module        | Three                                  |

Stationery Kit to be supplied by H.Q., which are to be utilized in all MTP-SGF programmes.

**vii. Reporting and MIS uploading: Through Digital mode**

- a) Reporting in Form-III (ORG)
- b) Duly filed up list of participants
- c) Duly filled up and Authentic Vouchers in appropriate Format
- d) Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
- e) Testimonials, Photographs, Social media inputs.

**(04). Modular Training Programme for Organized Sector (LC, PoSH, OSH, ID)**

**i. Sector : Organised**

**ii. Objectives of the programme :**

- a) To create understanding about the issues i.e Labour Codes, Prevention of Sexual harassment at work place, Occupational safety and Health and Industrial Disputes & Mechanism including Shram Suvidha Portal and matters affecting industrial relation of any organization or group of organizations.
- b) Enable the workers/participants to approach the appropriate forum to redress their issues.
- c) Enable the participants/workers to assess and identify the hazards present at the work place, understand the risk associated to the hazards and collectively designed and implementing control mechanism.
- d) Improve gender inclusion/ participation in work place for a healthy work environment.

**iii. Programme duration: Two modules / one day**

**iv. Participants Profile:**

- a) Employees of different organizations
- b) Sponsored by the industry /organization

**v. Key Result Area of the programme:**

- a) Understanding about the issues and confidence building about the mechanism.
- b) Participation at different forums for better industrial relation
- c) Improved occupational health and safety at work place/ reduction of accidents/ incidents.
- d) Understanding the operations and ability to independently handle disputes on Shram Suvidha Portal.

**vi. Budget: TA/DA of the visiting officer would be admissible on actual basis.**

**No. of participants-20 per programme**

**vii. Reporting and MIS uploading: the program to be entered on the MIS portal with requisite details and document further the following physical records are to be maintain for each program conducted.**

- a) Reporting in Form-III (ORG)
- b) Duly filed up list of participants
- c) Submission of input for social media as per guidelines
- d) Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
- e) Testimonials, Photographs, Social media inputs.

**(5) Training of Trainers (Organized Sector)- 3 days**

- i. **Sector :** Organised
- ii. **Objectives of the programme :**
  - a) To create sufficient number of peer trainers.
  - b) To create sufficient Human Resources for industries, workers organization, Social organization working for working communities enabling them to conduct continuous learning and capacity building program.
  - c) To provide sufficient opportunities to every worker to participate in capacity building program to explore their potential to the fullest extent.
- iii. **Mode of conducting:** These programs are to be conducted in collaboration with Industrial Organisations, Industry Associations, Trade Unions, Workers Organisations, or other similar organisations.
- iv. **Programme duration:** Six modules / three days
- v. **Participants Profile:** Employees/ workers engaged in industries/ non-industrial organisation Members of Trade Unions, Workers Organisations, Social Organisations, Employers Organisations, with acumen to organise and conduct education/training programs.
- vi. **Key Result Area of the programme:**
  - a) Number of trainers trained.
  - b) Number of training programs conducted by the trained trainers after completion of ToT.
  - c) Number of workers trained by the trained trainers.
- vii. **Budget:** TA/DA of the visiting officer would be admissible on actual basis.

**Program Expenditure- 10500/- for 3 days**

| Name of the Prog.:<br>Training of Trainers |              |            | Sector: Org<br>Duration: 3 days |
|--------------------------------------------|--------------|------------|---------------------------------|
| Head                                       | Unit<br>cost | No of unit | ToT-cost                        |
| Guest<br>Talk                              | 1000         | 3          | 3000                            |
| Kit                                        | 350          | 20         | 7000                            |
| Misc.                                      | NA           | NA         | 500                             |
| Total Rs.                                  |              |            | 10500/-                         |

- viii. **Reporting and MIS uploading: Through Digital mode**
  - a) Reporting in Form-IV (ORG)
  - b) Duly filed up list of participants
  - c) Duly filled up and Authentic Vouchers in appropriate Format
  - d) Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
  - e) Testimonials, Photographs, Social media inputs.

## **B-Unorganized Sector**

### **(6) Awareness cum Registration Camp-(ACRC) E.O (2–days Duration)**

- i. **Sector :** Unorganised
- ii. **Objectives of the programme :** This program would focus on bringing about awareness about job market information and required skills to avail the employment opportunities, skill development schemes, opportunities for economic and social uplift through formation of workers organization (SHG, Cooperative, TU etc.), opportunities in micro entrepreneurship, income generation schemes, benefits of various social security schemes, issues relating to GIG /platform workers- special scheme registration drive for the sector workers, issues relating to migration, specific concerns regarding major industries engaging migrant workers, occupational health and safety issues related to the major occupation of the cluster, any other issues as may be identified by the community.  
Further the program would focus upon registration of participants to difference social security, welfare, insurance, etc schemes to which they are eligible to through an 'on the spot registration facility' at the venue of the program itself.
- iii. **Mode of conducting the programme:** The ACRC are to be conducted at Village level/ Colony Level/Block Level in collaboration with NGOs/ Village Panchayats/Trade Unions, Workers Organization, Govt. Department etc
- iv. **Programme duration:**
  - a) Two consecutive days
  - b) About 6 hours per day
- v. **Participants Profile :**
  - a. Unorganised Sector Workers
  - b. Age Group 16 – 65 years
- vi. **Key Result Area of the programme:** There are two major KRA of the programme includes;
  - a) Number of workers attending the programme and
  - b) Number of registrations made to different schemes.

Except that efforts should be made to assist / enable the workers to avail schemes for their employment, income generation.

vii. **Budget:**

Honorarium to the Volunteer / Facilitator :

| Number of workers attending the programmes per day | Number of Registrations per day | Honorarium to the Rural Volunteer per day |
|----------------------------------------------------|---------------------------------|-------------------------------------------|
| 35 heads or more                                   | 21 and above                    | Rs. 1,000/-                               |
| 30 heads or more                                   | 11 to 20                        | Rs. 750/-                                 |
| 25 heads or more                                   | 01 to 10                        | Rs. 500/-                                 |

- a. Honorarium of the Rural Volunteer to be determined after considering both number of workers attending the programme as well as number of registrations done during the programme.
  - b. The payment of Honorarium is to be made to Rural Volunteer directly through DBT and not to any NGO's account.
  - c. Other Misc. Expenses: NIL
- viii. **Reporting and MIS uploading:**
  - a. Reporting in Form-VI (UN-ORG)
  - b. Duly filled up list of participants
  - c. Duly filled up and Authentic Vouchers in appropriate Format Budget
  - d. Feedback as per 'Key Result Area of the programme' as mentioned under point no. vi above.
  - e. Testimonials, Photographs, Social media inputs.

### **(7) - Shramik Chaupal (EO)**

- i. **Sector :** Unorganised
- ii. **Objectives of the programme :**
  - a) To reach workers at their suitability both in terms of time and place
  - b) To physically reach more number of workers in the unorganized sectors
  - c) Disseminate need based information about their social security, employment and employability, self employment opportunities, etc.
- iii. **Mode of conducting Shramik Chaupal :** The programme to be conducted as per the suitability of the targeted community of workers. That is the place where they usually assemble for work or otherwise at the time of their collection. The programme to be conducted in a manner of informal discussions picking up issues from the targeted audience.
- iv. **Programme duration:** Approximately 3 hours as per the suitability of targeted workers. In case there is potentiality for more number of registrations, the duration of the programme could be suitably extended beyond 3 hours.
- v. **Key Result Area of the programme:**
  - a) Number of workers reached
  - b) Number of labour chowks covered within the jurisdiction of RDs
  - c) Impact in terms of their employability and income generation
- vi. **Participants Profile :**
  - a) Daily wage workers
  - b) Villagers who assemble at various places like Village Chaupal/Labour Colonies
  - c) Labour Chowks/industrial clusters and constructions sites etc.
  - d) Migrant workers, Gig workers

vii. **Budget:**

- a) Honorarium to the Volunteer / Facilitator
- b) For mobilization more than 40 workers – 1 volunteer @ Rs. 500/- For mobilization more than 80 workers – 2 volunteer @ Rs. 500/- per volunteer.
- c) The payment of Honorarium is to be made to Rural Volunteer directly through DBT and **not to any NGO's account.**
- d). Other Misc. Expenses: NIL

viii. **Reporting and MIS uploading:**

- a. Reporting in Form-V (UN-ORG)
- b. Duly filed up list of participants
- c. Duly filled up and Authentic Vouchers in appropriate Format Budget

**(8.) Employability and Proficiency Enhancement Program (EPEP)**

Guidelines for EPEP programmes will be issued separately in due course of time.

**(09). Training of Trainers (Un-Organized) – 3 days**

i. **Sector :** Un-Organised

ii. **Objectives of the programme :**

- a) To create sufficient number of Shramik Mitras (Volunteer peer trainers) for workers education outreach.
- b) To create sufficient Human Resources workers organization, Social organization working for working communities enabling them to conduct continuous learning and capacity building program.
- c) To create a national level credible field level capacity building network
- d) To provide sufficient opportunities to every worker to participate in capacity building program to explore their potential to the fullest extent.

iii. **Mode of conducting:** These programs are to be conducted for the Shramik Mitras/ Trainers in the unorganized sector. Existing Shramik Mitras and new entrants would be train under this program

iv. **Programme duration:** Six modules / three days

v. **Participants Profile:**

- a) Enthusiastic youth at least 10<sup>th</sup> pass having exposure in social developmental field work willing to work for the marginalised section of workers.
- b) Age- 21 to 60 years.
- c) Preference will be given to participants having worked with workers education.

vi. **Key Result Area of the programme:**

- a) Number of Shramik Mitras (Volunteer peer trainers) trained.
- b) Number of successful Shramik Mitras (Volunteer peer trainers) produced after assessment.
- c) Number of workers trained by the Shramik Mitras (Volunteer peer trainers).

- vii. **Budget:** TA/DA of the visiting officer would be admissible on actual basis.  
**Program expenditure- ₹ 6500- for 3 days**

| Name of the Prog.: Training of Trainers |           |            | Sector: Unorg<br>Duration: 3 days |
|-----------------------------------------|-----------|------------|-----------------------------------|
| Head                                    | Unit cost | No of unit | ToT- Cost                         |
| Guest Talk                              | 1000      | 3*         | 3000                              |
| Kit                                     | 100       | 20         | 2000                              |
| Misc.                                   | NA        | NA         | 1500                              |
| Total Rs.                               |           |            | 6500                              |

- viii. **Reporting and MIS uploading:** through online mode only
- Reporting in Form- VII
  - Duly filed up list of participants
  - Duly filled up and Authentic Vouchers in appropriate Format Budget

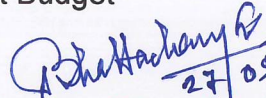
## **8. Miscellaneous Training programs:**

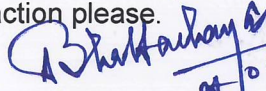
### **a).Career Guidance and Job Market Orientation Programs:**

- Sector :** Unorganized
- Objectives of the programme :** The purpose of the programme is to enable the work force, about to enter in industries with basic knowledge and information about the 'Do's and Don'ts' of the work place and basics of Teamwork, interpersonal relations, communication skills, etc.
- Mode of conducting the programme:** Educational Institutes, Industrial Training Institutes, Management Colleges, etc. to be contacted explaining the programme design and benefits for the students, who are the next generation employees. With the concurrence of the above mentioned institutes programmes may be conducted.
- Programme duration:** 1-day
- Participants Profile :**
  - Final year students of ITI, Educational Institutions and Management Institutions
  - Alumni of the institutes
- Key Result Area of the programme:**
  - Number of participants covered
  - Feedback of the participants
  - Feedback of the Institutions concerned
- Budget:** Nil
- Reporting and MIS uploading:**
  - Reporting in Form-VIII (UN-ORG)
  - Duly filed up list of participants
  - Duly filled up and Authentic Vouchers in appropriate Format Budget

**e) Sectoral Based Training Programs :**

- i. **Sector :** Unorganised
- ii. **Objectives of the programme:** One of the key features of unorganised sectors is its uniqueness. This programme is designed to give freedom to the Regional Directorates to design need based intervention to the unorganised sector workers as available / prevalent in that particular region. The purpose is to generate impact in terms of locally identified needs and their resolutions with available local resources.
- iii. **Mode of conducting the programme:** While conducting the programmes the following steps may be adhered to;
  - a) Identification of community in collaboration with partner organization / resource person
  - b) Formation of primary community group
  - c) Identification of problems with the participation of the community group
  - d) Identification of resources / social capitals etc., i.e. government departments, schemes, social organization etc.
  - e) Coordination with the resources / social capital as identified
  - f) Community based intervention and documentation
  - g) Review and reporting
- iv. **Programme duration:** Interventions should be design in manner that the targeted outcomes must be visible with in a period of one year.
- v. **Participants Profile:** Community of workers as identified by the Regional Directorate
- vi. **Key Result Area of the programme:**
  - a) Size of the target community
  - b) Nature of identified needs
  - c) Involvement of partners
  - d) Mapping and coordination with resources
  - e) Solutions to the problems identified
- vii. **Budget:** A lump sum allocation of Rs. 10000/- is made for the programme. Regional Directorate are advised to draw their proposed activities like banner, documentation, reporting etc. within the budget and submit to Education section for prior approval.
- viii. **Reporting and MIS uploading:**
  - a. Reporting in Form-
  - b. Duly filed up list of participants
  - c. Duly filled up and Authentic Vouchers in appropriate Format Budget

  
27/05/16  
Education Officer (Edn.)

  
28/05/16  
Education Officer (Edn.)

2009 Copy to Accounts Officer, DTNBWED, New Delhi for information and necessary action please.

