



Citizen's/Client's Charter
For
Labour Bureau
(2017-18)

Address: Labour Bureau, Ministry of Labour and Employment, Government of India, SCO 28-31, Sector 17-A, Chandigarh-160017.

Website ID: <http://labourbureau.nic.in/>

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Vision

Making Labour Bureau a premier agency in the field of Labour and Price Statistics.

Mission

- (i) Compilation and timely release of Indices (Consumer Price Index Number for Industrial workers and Agricultural Labourers/ Rural Labourers, Retail Price Indices).
- (ii) To serve as the storehouse in the field of Labour Statistics by making the latest Labour Statistics available to stakeholders.

Main Services / Transactions

S. No.	Services/Transaction	Weight %	Responsible Person (Designation)	Email	Phone No.	Process	Documents Required	Fees		
								Category	Mode	Amount
1.	<p>Construction and Release of:</p> <p>A. Consumer Price Index Numbers for Industrial Workers (CPI-IW) for a month at item-level, sub-group and group level, centre-specific and all India index.</p>	8.0	Shri. S.S. Negi, DDG	shyams.negi@nic.in	0177-2808246	<p>A. i) Scrutiny and compilation of monthly/weekly retail price data collected from 289 markets spread across 78 selected industrial Centres in 24 States/UTs.</p> <p>ii) To construct and release the Sub-Group, Group, Centre-specific and all India indices every month.</p> <p>iii) Regular collection of House Rent data from approx.7980 selected dwellings per month.</p> <p>iv) Compilation of 78 centre-specific House Rent Indices every six months.</p>				

B.	Release of Annual Report on Consumer Price Index Numbers for Industrial Workers (2017) for a year in the subsequent year.	2.0				Preparation and release of Annual Report on CPI-IW.				
2.	Training of Price Collectors and Price Supervisors: a) Every year in the month of September at Shimla. b) In response to requests received from various states/UTs .	5.0	Shri. S.S. Negi, DDG	shyams.negi@nic.in	0177-2808246	a) Conduct of training programmes. b) Conduct of training programmes.				
3.	Base updation of consumer price index numbers for industrial workers(CPI-IW) of 2001 series to a new recent base period. i) Checking of error lists received from NIELIT. ii) Processing and Tabulation of income and expenditure data.	10.00	Shri Daljeet Singh, DDG	daljeet@nic.in	0172-2771293	i) Checking of error lists received from NIELIT. ii) Processing and Tabulation of income and expenditure data.				

	<p>iii) Derivation of centre wise weighting diagrams.</p> <p>iv) Compilation of indices on new series to be commenced.</p> <p>v) Parallel comparison of CPI-IW indices for the existing series and new series to be initiated.</p> <p>vi) Regular collection of prices and price audit.</p>					<p>iii) Derivation of centre wise weighting diagrams.</p> <p>iv) Compilation of indices on new series to be commenced.</p> <p>v) Parallel comparison of CPI-IW indices for the existing series and new series to be initiated.</p> <p>vi) Regular collection of prices and price audit.</p>			
4.	<p>Construction and Release of:</p> <p>A. Consumer Price Index Numbers for Agricultural Labourers and Rural Labourers (CPI-AL/RL) separately for 20 states and release of Indices every month. Index for a month is released on 20th day of subsequent month.</p>	8.0	Shri I.S. Negi DDG	is.negi@nic.in	0177-2806747	<p>A.i) Scrutiny and tabulation of price data received in respect of 20 states every month.</p> <p>ii) Construction and release of state-specific indices and all India index every month.</p>			

B.	Preparation and release of Annual Report on CPI (AL/RL) (2016-17) in the subsequent year.	2.0				B. Drafting, finalisation and release of such reports on annual basis.				
5.	Conduct of revamped quarterly quick employment surveys with extended scope and coverage during the year to study the changes in employment in selected sectors in India and release the reports.	8.0	Shri Daljeet Singh, DDG	daljeet@nic.in	0172-2771293	<p>i) Planning and conduct of the surveys.</p> <p>ii) Scrutiny and tabulation of data.</p> <p>iii) Analysis and interpretation of data.</p> <p>iv) Drafting, finalization and release of reports.</p>				
6.	Completion of Sixth Annual Employment Unemployment survey and submit the report to the Ministry. Initiate the process and completion of preliminary work and launching of 7 th Annual Employment Unemployment Survey.	10.0	Shri Sunil Chaudhry, DDG	sunilchaudhry2006@hotmail.com	0172-2725311	<p>i) Drafting proposal and obtaining the Ministry's approval for the same.</p> <p>ii) Planning the survey, which also includes obtaining all technical approvals from the Expert Group.</p> <p>iii) Organisation and conducting field work.</p> <p>iv) Spot supervision of field work</p>				

						<p>v) Scrutiny and tabulation of data.</p> <p>vi) Analysis and interpretation of data.</p> <p>vii) Drafting, finalisation and release of reports.</p>				
7.	<p>Compilation/Analysis of Annual Survey of Industries (ASI) data for the year 2013-14 and bringing out reports prior to March, 2018.</p> <p>Processing of Annual Survey of Industries (ASI) data for the year 2014-15.</p>	5.0	Shri Daljeet Singh, DDG	daljeet@nic.in	0172-2771293	<p>i) Obtaining data from NSSO</p> <p>ii) Its scrutiny, tabulation and analysis.</p> <p>iii) Drafting and release of report.</p>				
8.	<p>Organising one Central Training Programme in the month of January every year in the field of labour statistics for each of the following target Groups:</p> <p>i) ISS/IES Probationers.</p> <p>ii) Trainees sponsored by CSO.</p> <p>iii) Officers from State/UT Labour Departments/DES.</p>	6.0	Shri H.S. Raghav, Director	hsraghav16@gmail.com	0177-2804084	<p>i) Processing of nominations.</p> <p>ii) Finalisation of lecture topics and schedule of delivery.</p> <p>iii) Imparting training.</p>				

9.	Dissemination of labour statistics pertaining to the year 2015 collected through statutory and voluntary returns under various Labour Acts as received from State Governments. The data for 2015 relating to 10 Labour Acts and for 2016 for Minimum Wage Act will be disseminated/published prior to March, 2018.	10.0	Shri Daljeet Singh, DDG for following Acts: 1. Minimum wages Act, 1948 2. Payments of wages Act, 1936. 3. Factories Act, 1948. 4. The Trade unions Act, 1926. 5. The Plantations labour Act, 1951 6. The Motor Transport Workers Act, 1961. 7. The Shops & Commercial Establishments Acts 8. The Industrial Employment (Standing Orders) Act, 1946. 9. The Workmen's Compensation Act, 1923. 10. The Maternity Benefits Act, 1961. 11. Industrial Disputes Act.	daljeet@nic.in	0172-2771293	i) Obtain/collect returns from Central and State agencies in prescribed formats. ii) Scrutiny of returns and obtaining clarifications. iii) Tabulation of data. iv) Analysis/interpretation of data. v) Drafting, finalization and release of report on relevant Act.				
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10.	<p>Dissemination of Labour Statistics through following regular publications of Bureau:</p> <p>i) Indian Labour Journal (Monthly)</p> <p>ii) Indian Labour Year Book (2016) will be released in the month of March, 2018.</p> <p>iii) Indian Labour Statistics (2016) will be released in the month of March, 2018.</p> <p>iv) Pocket Book of Labour Statistics (2016) will be released in March, 2018.</p> <p>v) Wage Rate in Rural India (2016-17) will be released in the month of March, 2018.</p>	10.0	<p>Sh. I.S. Negi, DDG</p> <p>Sh. HS Raghav, Director.</p>	<p>is.negi@nic.in</p> <p>hsraghav16@gmail.com</p>	<p>0177-2806747</p> <p>0177-2804084</p>	<p>Bringing out one issue of following publications every month/every year:</p> <p>i) Indian Labour Journal (Monthly)</p> <p>ii) Indian Labour Year Book (2016) will be released.</p> <p>iii) Indian Labour Statistics (2016) will be released.</p> <p>iv) Pocket Book of Labour Statistics (2016) will be released.</p> <p>v) Wage Rate in Rural India (2016-17) will be released.</p>				
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11.	Prompt Grievance redressal as per laid down guidelines.	4.0	Sh Kailash G. Sharma, Director	kail2505@gmail.com	0172-2703584	Examination of Grievances received online or through post and their redressal.				
12.	Prompt acknowledgement receipt of letters from clients / citizens	3.0	Sh Kailash G. Sharma, Director	kail2505@gmail.com	0172-2703584	Acknowledgement of letters online or through post				
13.	Timely response to letters from clients / citizens.	3.0	Sh Kailash G. Sharma, Director	kail2505@gmail.com	0172-2703584	Responding in time to letters online or through post				
14.	Prompt response to a request for appointment with appropriate officer after receiving a written request.	3.0	Sh Kailash G. Sharma, Director	kail2505@gmail.com	0172-2703584	Examination of request made and taking appropriate decision.				
15.	Prompt answer to telephone calls between 09:30 AM and 05:30 PM on a central enquiry Number (0172-2728969)	3.0	Sh Kailash G. Sharma, Director	kail2505@gmail.com	0172-2703584	To ensure placement of appropriate mechanism.				

Service Standards

S. No.	Services/Transactions	Weight	Success Indicators	Service Standard	Unit	Weight	Data Source
1.	Construction and Release of:	8.0	Release of index on last working day of subsequent month.	Index is compliant of Special Data Dissemination Standard (SDDS).	Time	8.0	Labour Bureau website and Indian Labour Journal.
A.	Consumer Price Index Numbers for Industrial Workers (CPI-IW) for a month at item-level, sub-group and group level, centre-specific and all India index.						
B.	Release of Annual Report on Consumer Price Index Numbers for Industrial Workers (2017) for a year in the subsequent year.	2.0	Release of report.	Information at disaggregated level for the whole year at one place to facilitate data analysis.	Time	2.0	Labour Bureau website and Report on CPI-IW.

2.	<p>Training of Price Collectors and Price Supervisors:</p> <p>a) Every year in the month of September at Shimla.</p> <p>b) In response to requests received from various states/UTs.</p>	5.0	Timely conduct of training.	Training imparted by experienced resource persons from within Labour Bureau.	Time	5.0	Labour Bureau records.
3.	<p>Base updation of Consumer Price Index Numbers for Industrial Workers (CPI-IW) of 2001 series to a new recent base period.</p> <p>i) Checking of error lists received from NIELIT.</p> <p>ii) Processing and Tabulation of income and expenditure data.</p> <p>iii) Derivation of centre wise weighting diagrams.</p> <p>iv) Compilation of indices on new series to be commenced.</p> <p>v) Parallel comparison of CPI-IW indices for the existing series and new series to be initiated.</p>	10.00	<p>i) Checking of error lists received from NIELIT.</p> <p>ii) Processing and Tabulation of income and expenditure data.</p> <p>iii) Derivation of centre wise weighting diagrams.</p> <p>iv) Compilation of indices on new series to be commenced.</p> <p>v) Parallel comparison of CPI-IW indices for the existing series and new series to be initiated.</p>			10.00	

	vi)Regular collection of prices and price audit.		vi)Regular collection of prices and price audit.				
4.	<p>A. Construction and release of Consumer Price Index Numbers for Agricultural Labourers and Rural Labourers (CPI-AL/RL) separately for 20 states and release of Indices every month. Index for a month is released on 20th day of subsequent month.</p> <p>B. Preparation and release of Annual Report on CPI (AL/RL) in the subsequent year (2016-17) in the month of March 2018.</p>	8.0	Release of index every month.	Index is compliant of Special Data Dissemination Standard (SDDS).	Time	8.0	Labour Bureau website and Indian Labour Journal.
		2.0	Release of Report.	Information at disaggregated level for the whole year at one place to facilitate data analysis.	Time	2.0	
5.	Conduct of 5 th , 6 th , 7 th and 8 th quarterly quick employment surveys (new series) during the year to study the changes in employment in selected sectors in India and release the reports.	8.0	Conduct of surveys and release of reports thereon.	Data collection, compilation and analysis by expert officers of Labour Bureau.	Time	8.0	Labour Bureau website and Survey Reports.

6.	Completion of Sixth Annual Employment Unemployment survey and submit the report to the Ministry. Initiate the process and completion of preliminary work and launching of 7 th Annual Employment Unemployment Survey.	10.0	Conduct of survey and release of report.	Launch of survey and release of report under the guidance and supervision of Expert Group constituted by Ministry of Labour & Employment.	Time	10.0	Labour Bureau website and Survey Reports.
7.	Compilation/Analysis of Annual Survey of Industries (ASI) data for the year 2013-14 and bringing out reports prior to March, 2018. Processing of Annual Survey of Industries (ASI) data for the year 2014-15.	5.0	Compilation of data and release of report.	Technical guidance provided by Standing Committee on Industrial Statistics.	Time	5.0	ASI reports and Labour Bureau website.
8.	Organizing one Central Training Programme in the month of January every year in the field of labour statistics for each of the following target Groups: i) ISS/IES Probationers. ii) Trainees sponsored by CSO. iii) Officers from State/UT Labour Departments/DES.	6.0	Imparting training to the participants sponsored by the sponsoring authorities.	Training imparted by experienced resource persons from within Labour Bureau.	Time	6.0	Labour Bureau Records.

9.	Dissemination of labour statistics pertaining to the year 2015 collected through statutory and voluntary returns under various Labour Acts as received from State Governments. The data for 2015 relating to 11 Labour Acts will be disseminated/published prior to March, 2018.	10.0	Compilation of data and release of reports/reviews.	Requisite training & rigorous scrutiny and validation of data before its release.	Time	10.0	Labour Bureau website and Reports/Reviews.
10.	Dissemination of Labour Statistics through following regular publications of Bureau: i) Indian Labour Journal (Monthly) ii) Indian Labour Year Book (2016) will be released in the month of March, 2018. iii) Indian Labour Statistics (2016) will be released in the month of March, 2018. iv) Pocket Book of Labour Statistics (2016) will be released in March, 2018. v) Wage Rate in Rural India (2016-17) will be released in the month of March, 2018.	10.0	Timely release.	Timely release of reports and publications.	Time	10.0	Labour Bureau website and publications.

11.	Prompt Grievance redressal as per laid down guidelines.	4.0	Average time taken in Acknowledging grievance received electronically through CPGRAMS portal.	5 Working Days	Time	1.0	CPGRAMS Report
			Average time taken to acknowledge grievance received through post.	8 Working Days	Time	1.0	CPGRAMS Report and Labour Bureau Records.
			Average time taken in obtaining information needed for redressing grievance.	18 Working Days	Time	1.0	CPGRAMS Report and Labour Bureau Records.
			Average time taken for grievance redressal.	70 Working Days	Time	1.0	CPGRAMS Report and Labour Bureau Records.
12.	Prompt acknowledgement receipt of letters from clients / citizens	3.0	Average time taken to acknowledge receipt of letters.	9 Working Days	Time	3.0	Labour Bureau Records.
13.	Timely response to letters from clients / Citizens.	3.0	Percentage of letters replied within two months of their receipt.	90 Working Days	Proportion	3.0	Labour Bureau Records.
14.	Prompt response to a request for appointment with appropriate officer after receiving a written request.	3.0	Percentage of response given within 10 working days.	90 Working Days	Proportion	3.0	Labour Bureau Records.

15.	Prompt answer to telephone calls between 09:30 AM and 05:30 PM on a central enquiry Number (0172-2728969)	3.0	Percentage of calls answered within 2 minutes of calling the central number (Including holding time)	90 Working Days	Proportion	3.0	Call records.
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Grievance Redress Mechanism

S.No.	Name of the Public Grievance Officer	Helpline Number	Email	Mobile Number
1.	Sh Kailash G. Sharma, Director	0172- 2703584	kail2505@gmail.com	9501106427

List of Stakeholders / Clients

1.	Central Ministries
2.	State/UT Governments
3.	National Sample Survey Organisation (NSSO)
4.	Central Statistical Organisation (CSO)
5.	Industrial/workers Associations/Federations/Unions
6.	Research Institutions/Researchers

Responsibility Centres and Subordinate Organizations

Sl. No.	Responsibility Centres and Subordinate Organizations	Landline Number	E-mail	Address
1.	Labour Bureau (Main Wing), Ministry of Labour & Employment, Govt. of India, Chandigarh.	0172-2728969, 2543797	lb-chd@nic.in	Labour Bureau, S.C.O. -28-31, Sector- 17/A, Chandigarh-160017.
2.	Labour Bureau (Main Wing), Ministry of Labour & Employment, Govt. of India, Shimla.	0177-2653157, 2653158, 2653138, 2652918	dg-lb@nic.in , dglb@nic.in	Labour Bureau, Cleremont, Shimla – 170004, H.P.
3.	Labour Bureau (W.R.), Regional Office, Ahmedabad.	079-27558069, 27556106	lbahd@yahoo.com	Labour Bureau (W.R.), First floor, Govind Plaza, Block "A", Near Kiran Park Bus Stand, Vijay Nagar Railway Crossing, Nava Wadaj, Ahmedabad-380013.
4.	Labour Bureau (E.R.), Regional Office, Kolkata.	033-22480715, 22480051	lbcsl08@gmail.com	Labour Bureau (E.R.), 8, Esplanade East, Rear Block, First floor, Kolkata – 700069.
5.	Labour Bureau (S.R.), Regional Office, Chennai.	044-24914012	lb_tn.tn@nic.in	Labour Bureau (S.R.), A-Block, E-Wing (Ground floor), Rajaji Bhawan, Besant Nagar, Chennai – 600090.
6.	Labour Bureau (N.R.), Regional Office, Kanpur.	0512-2212334, 2212121	labourbureaukanpur@gmail.com	Labour Bureau (N.R.), D5 to D8 (Old), ATI Campus, Udyog Vihar, Kanpur- 208022.
7.	Labour Bureau (NER), Regional Office, Guwahati.	0361-2490104	lbguwahati@gmail.com	Labour Bureau (NER), 2 nd floor, VRC-H Building ITI Guwahati, AK Azad Road, Gopinath Nagar, Guwahati-781016
8.	Labour Bureau (W.R.), Sub-Regional Office, Mumbai.	022-25210178, 25210133	lbmum@bom.nic.in	Labour Bureau (W.R.), 2 nd floor, 71-B, Shram Safalaya Building, N.G. Acharaya Marg, Chembur (East), Mumbai-400071.

Indicative Expectations from Service Recipients

S. No.	Indicative Expectations from Service Recipients
1.	Cross-checking of information or the latest position on a matter on the Bureau's website before raising a query or a grievance etc.
2.	Suggestions for further improvement in standard of services delivered by the Labour Bureau and for constant upgradation of Labour Bureau's website.