

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
AND
LABOUR BUREAU**

1. PARTIES

This document elaborates an understanding between Labour Bureau and Government of India, Ministry of Labour & Employment for implementation of the activities of Labour Bureau. Labour Bureau is an attached office under the administrative control of the Ministry of Labour & Employment. The two main wings of the Labour Bureau are located at Chandigarh and Shimla with four Regional Offices at Ahmedabad, Kanpur, Kolkata and Chennai and a Sub-Regional Office at Mumbai.

2. VISION

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

3. 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.

4. OBJECTIVES

- I. Compilation and maintenance of Consumer Price Index Numbers for (i) Industrial Workers; (ii) Agricultural and Rural Labourers, (iii) Retail Price Index of Selected Essential Commodities in Urban and Rural Areas and (iv) Wage Rate Indices,
- II. Conducting research studies and surveys on labour related matters in organized/unorganized sectors covering, inter alia, SC/ST Workers, Women Labour, Contract Workers and occupational wage surveys in manufacturing industries, mines, plantations and service sectors.
- III. Collection, compilation and dissemination of statistical information on the basis of statutory and voluntary returns under different Labour Acts.
- IV. Imparting training to State/UT personnel and the trainees sponsored by various State and Central agencies.
- V. Bringing out regular and ad-hoc publications in the field of labour.

5. ACTIVITIES, PERFORMANCE INDICATORS, TARGETS AND TIMELINES

(Annexure-I)

6. OUTCOMES OF THE ACTIVITIES

(Annexure-II)

7. INNOVATIONS PROPOSED FOR IMPLEMENTATION DURING THE PERIOD OF AGREEMENT

Major innovations proposed to be implemented in Labour Bureau during the period of agreement, i.e. upto 31.03.2015 are as follows :

- i) Simplification of statutory / voluntary returns under labour laws and e-capturing of data in respect of these returns.

These innovations are aimed to enhance productivity, improve cost efficiency and reduce bottlenecks in delivery of services.

8. CHALLENGES IDENTIFIED AND SOLUTIONS PROPOSED

The major challenges faced by Labour Bureau at present are to update the base years of (i) Consumer Price Index Numbers for Industrial Workers (2001=100), (ii) Consumer Price Index Numbers for Agricultural and Rural Labourers (1986-87=100). The Ministry has accorded in-principle approval to these activities. However, successful achievement of targets under these activities is subject to availability of timely resources in terms of manpower and finance.

9. PERIOD OF AGREEMENT

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

IN WITNESS where of the Partie(s) hereto have caused this MOU to be signed on _____ (Date) between Labour Bureau and the Ministry of Labour & Employment at _____ (Venue).

SIGNED FOR AND ON BEHALF OF
LABOUR BUREAU

SIGNED FOR AND ON BEHALF OF
THE GOVERNMENT OF INDIA,
MINISTRY OF LABOUR &
EMPLOYMENT



HEAD OF LABOUR BUREAU

BUREAU HEAD IN THE MINISTRY

DATE 15.05.2014

DATE

VENUE
दलजीत सिंह / DALJEET SINGH
महानिदेशक / Director General
भारत सरकार / Govt. of India
श्रम एवं रोजगार मंत्रालय / Ministry of Labour & Employment
श्रम ब्यूरो / Labour Bureau
चण्डीगढ़ / Chandigarh

VENUE

ANNEXURE-I

Objective	Activity	Performance Indicator	Unit	Target	Timeline
I. Construction and maintenance of following Index Numbers. a) Consumer Price Index Numbers for Industrial Workers [CPI (IW)] b) Consumer Price Index Numbers for Agricultural & Rural Labourers [CPI (AL/RL)] c) Retail Price Indices (RPI) d) Wage Rate Index (WRI)	a) i) Compilation and release of CPI-IW.	Timely release of indices.	Monthly	Construction and release of CPI Nos. for Industrial Workers on base 2001=100 for the period March, 2014 to February, 2015.	Release of index of a particular month on the last working day of subsequent month.
	a) ii) Publication of Annual report on CPI-IW	Timely release of report.	Yearly	Preparation & release of annual report on CPI-IW for the year 2013 and 2014.	Release of report for 2013 by end of June 2014 and for the year 2014 by the end of March 2015.
	b) i) Compilation and release of CPI-AL/RL.	Timely release of indices.	Monthly	Compilation and release of CPI Nos. for Agricultural and Rural Labourers on Base:1986-87=100 for 20 States and All- India for the period March, 2014 to February, 2015.	Release of index of a particular month by 20 th of subsequent month.
	b) ii) Publication of Report on CPI (AL/RL)	Timely Release of report.	Yearly	To release the report for the year 2013-14.	Release of report by end of 2014-15.
	c) Monthly compilation of RPI	Timely Release of RPI.	Monthly	Regular compilation and release of Retail Price Index for the period March, 2014 to February, 2015.	Release of index of a particular month by the last working day of subsequent month.
	d) Compilation and release of Wage Rate Index (1963-65=100)	Timely release of Wage Rate Index.	Yearly	Compilation of Wage Rate Index for the year 2014.	Release of index by end of 2014-15.
II. Survey and Studies	a) Occupation Wage Survey	Completion of field work and processing of data.	Yearly	Collection of data, scrutiny of schedules, data entry, processing of data in respect of Ten Manufacturing Industries under 6 th round of Occupational Wage Survey.	Completion of data collection in respect of 10 Manufacturing industries by end March 2015.

Objective	Activity	Performance Indicator	Unit	Target	Timeline
	b) Socio-Economic Survey of Different Segments of Labour	Timely release of report.	Yearly	Conduct of one survey in Unorganized Sector in 'Match Industry'.	Release of report by the end of 2014-15
	c) Quarterly Quick Employment Survey *	Timely release of report.	Quarterly	Conduct of 21 st , 22 nd , 23 rd and 24 th Quarterly Quick Employment Survey & release of report.	Release of report by the end of subsequent quarter.
	d) Annual Employment-Unemployment Survey	Timely release of report.	Yearly	Completion of field work of Fourth Annual Employment-Unemployment survey (2013-14) in all states / UTs by covering all districts, scrutiny and processing of data, generation of final tables, finalization and release of report during 2014. Initiation of preliminary work for fifth Annual Employment-Unemployment Survey (2014-15) in all States/UTs, recruitment of contract staff, training and conducting field work, supervision and scrutiny of data for the 5 th Annual Employment-Unemployment Survey.	Release of report by the end of December, 2014. 2014-15 (Work will be initiated w.e.f. July 2014.)
	e) Annual Survey of Industries ((Census and Sample Sector)	Timely release of report.	Yearly	Release of reports in respect of Statistics on Employment and Labour Cost (Vol. I) and on Absenteeism, Labour Turnover, Employment and Labour Cost (Vol.-II) for the year 2011-12.	Release of report on Vol I & II by the end of July, 2014.

* Subject to provision of resources i.e. manpower and finances.

Objective	Activity	Performance Indicator	Unit	Target	Timeline
	f) Modernization of Machine Tabulation Unit	It is an ongoing process and continues the whole year.	Ongoing process.	Tabulation of ASI 2011-12 data, updation of Labour Bureau Websites, Training to the Labour Bureau Staff and implementation of NEGP.	It continues the whole year.
	g) <u>Base updation of CPI-IW</u> : i) During the 1st stage of base updation of CPI-IW the technical details such as fixation of sample size in 88 centres. ii) Conduct of pilot survey to delimit boundaries, finalisation of sample design and feild testing og schedules and instructions. iii) Conduct of market survey for selection of markets, shops, items, specifications and thier units. Finalisation of price collection schedules and machinery.	Successful completion of the main activities	Yearly	Conduct of preliminary and pilot survey for WCFI&ES at all the selected centers by NSSO/ Labour Bureau and selection of markets and collection of price data subject to availability of manpower.	Items No. i), ii) & iii) By March 2015
	h) Base updation of Consumer Price Index for Agricultural and Rural Labourers	The activity details can be worked subject to following : (i) Selection of the base year. (ii) Availability of resources.		The activity details can be worked subject to following : (i) Selection of the base year. (ii) Availability of resources.	
	i) Contract Labour Survey	Timely release of report.	Yearly	Preliminary work for conducting Contract Labour Survey in respect of Sea Ports & Dock Yards, launching of Survey for collecting of data, posting, report writing, and release of the report.	Release of report by the end of December, 2014.

Objective	Activity	Performance Indicator	Unit	Target	Timeline
III. Collection, compilation and dissemination of statistical information on the basis of statutory and voluntary returns under different Labour Acts.	a) Labour Statistics	Timely release of report.	Yearly	Finalization and Release of Annual Reviews on Industrial Disputes, Closures, Retrenchment and Lay-offs in India (Annual Publication) for the years 2012 & 2013).	Release of report by the end of March, 2015.
		Timely release of report.	Yearly	Finalization and Release of Annual Reviews on the Following Six Acts for the Year 2011 and 2012.	
		-do-	do-	(i) Industrial Employment (Standing Orders) Act, 1949.	
		-do-	do-	(ii) Shops and Commercial Establishments Act.	
		-do-	do-	(iii) Maternity Benefits Act, 1961	
		-do-	do-	(iv) Workmen's Compensation Act, 1923.	
	b) The Factories Act, 1948.	Timely release of report.	Yearly	Scrutiny, posting of data, drafting, finalization and release of the Annual Report for the years 2011.	Release of report by the end of August, 2014.
	c) Trade Unions Act, 1926	Timely release of report.	Yearly	Scrutiny, posting and tabulation of data, drafting, finalization and release of the Annual Report for years 2011.	Release of report by the end of September, 2014.
	d) The Payment of Wages Act, 1936	Timely release of report.	Yearly	Consolidation and finalization of data at All India level Industry-wise and State-wise for the year 2011; Scrutiny, Posting and checking of returns received from various States/U.Ts for the year 2012.	Release of report for 2011 by September 2014.
	e) The Minimum Wages Act, 1948	Timely release of report.	Yearly	Printing and release of Annual Report on the Working of the Minimum Wages Act, 1948 for the year 2013.	Release of report by the end of March, 2015.

Objective	Activity	Performance Indicator	Unit	Target	Timeline
	f) Research	Timely release of reports.	Yearly	Bringing out the Tenth Digest of Indian Labour Research (2008-2011) Bringing out Statistical Profile on Women Labour (2012-2014).	Release of report by the end of July, 2014. Release of report by the end of August, 2014.
IV. Imparting training to State/UT personnel and the trainees sponsored by various State and Central agencies.	Improvement of Labour Statistics / Training	Successful conduct of training programmes as per the target.	Yearly	To organize 52 nd Central Training Course for Improvement of Labour Statistics at Labour Bureau, Shimla; To organize Training Programmes for the benefit of primary units by RO, Kanpur in collaboration with State Labour Departments in the Northern Region; Training on Price and Labour Statistics for ISEC trainees; To organize Training Programme for senior ISS Officers sponsored by NASA; To organize Training Programme for JTS probationers of IES and ISS.	Conduct of all the training programmes by the end of 2014-15.
V. Bringing out regular and ad-hoc publications in the field of labour.	a) Publication of Indian Labour Journal (ILJ)	Timely Release of ILJ.	Monthly	Monthly release of Indian Labour Journal	Release of ILJ every month.
	b) Publication of Indian Labour Year Book (ILYB)	Timely Release of ILYB.	Yearly	To release Indian Labour Year Book for the year 2011-12.	Release of Report by end 2014-15.
	c) Publication of Pocket Book on Labour Statistics (PBLs)	Timely Release of PBLs.	Yearly	To release the Pocket Book on Labour Statistics for the year 2013.	Release of Report by end 2014-15.
	d) Publication of Indian Labour Statistics (ILS)	Timely Release of ILS.	Yearly	To release the Indian Labour Statistics (ILS) for the year 2012 and 2013.	Release of Report by end December 2014.
	e) Publication of Wages Rate in Rural India	Timely Release of report on Wages Rate in Rural India.	Yearly	To release the Wages Rate in Rural India publication for the year 2013-14.	Release of Report by end 2014-15.

ANNEXURE-II

Outcome	Performance Indicator	Unit	Target	Timeline
I. a) i) To facilitate compensation to workers/employees at regular intervals for erosion in their income due to price rise so as to improve industrial relations.	Timely Release of CPI Numbers for Industrial Workers.	Monthly	Construction and release of CPI Nos. for Industrial Workers on base 2001=100 for the period March, 2014 to February, 2015.	Release of index of a particular month on the last working day of subsequent month.
a) ii) To facilitate formulation/ revision of labour welfare policies for the workers working in the sectors.	Timely Release of Annual report on CPI-IW.	Yearly	Preparation & release of annual report on CPI-IW for the year 2013 and 2014.	Release of report for 2013 by end of June 2014 and for the year 2014 by the end of March 2015.
b) i) To facilitate fixation and revision of Minimum Wages under the Minimum Wages Act for the workers working in the organised / unorganised sector in the country.	Timely Release of CPI Numbers for Agricultural and Rural Labourers.	Monthly	Compilation and release of CPI Nos. for Agricultural and Rural Labourers on Base:1986-87=100 for 20 States and All-India for the period March, 2014 to February, 2015.	Release of index of a particular month by 20 th of subsequent month.
b) ii) To facilitate formulation/ revision of labour welfare policies for the workers working in the sectors.	Timely Release of Report on CPI for Agricultural and Rural Labourers	Yearly	To release the report for the year 2013-14.	Release of report by end of 2014-15.
c) To facilitate regular monitoring of prices of essential items and keep regular check on inflation in the country.	Timely Release of Retail Price Index.	Monthly	Regular compilation and release of Retail Price Index for the period March, 2014 to February, 2015.	Release of index of a particular month by the last working day of subsequent month.
d) To facilitate study of inter-industry and inter-regional variations in absolute and real wage rates over a period of time.	Timely release of Wage Rate Index.	Yearly	Compilation of Wage Rate Index for the year 2014.	Release of index by end of 2014-15.
II. a) To facilitate scientific studies of inter-industry and intra-industry differentials in earnings in plantation, mining, manufacturing industries and service sector industries.	Completion of field work of Occupational Wage Survey and processing of data.	Yearly	Collection of data, scrutiny of schedules, data entry, processing of data in respect of Ten Manufacturing Industries under 6 th round of Occupational Wage Survey.	Completion of data collection in respect of 10 Manufacturing industries by end March 2015.

Outcome	Performance Indicator	Unit	Target	Timeline
b) To facilitate formulation/ revision of labour welfare policies for the workers working in the unorganized sector.	Timely release of report of Socio-Economic Survey of Different Segments of Labour.	Yearly	Conduct of one survey in Unorganized Sector in 'Match Industry'.	Release of report by the end of 2014-15
c) To make an assessment of the impact of the Global Financial Crisis on unemployment situation in India	Timely release of report of Quarterly Quick Employment Survey.	Quarterly	Conduct of 21 st , 22 nd , 23 rd and 24 th Quarterly Quick Employment Survey & release of report.	Release of report by the end of subsequent quarter.
d) To provide factual data on important parameters like employment, unemployment, skill of labour etc. which help in planning and policy formulation.	Timely release of report of Annual Employment-Unemployment Survey.	Yearly	Completion of field work of Fourth Annual Employment-Unemployment survey (2013-14) in all states / UTs by covering all districts, scrutiny and processing of data, generation of final tables, finalization and release of report during 2014. Initiation of preliminary work for fifth Annual Employment-Unemployment Survey (2014-15) in all States/UTs, recruitment of contract staff, training and conducting field work, supervision and scrutiny of data for the 5 th Annual Employment-Unemployment Survey.	Release of report by the end of December, 2014. 2014-15 (Work will be initiated w.e.f. July 2014.)
e) To provide statistical information to assess and evaluate the changes in growth, composition and structure of organized manufacturing sector in India.	Timely release of report of Annual Survey of Industries (Census and Sample Sector).	Yearly	Release of reports in respect of Statistics on Employment and Labour Cost (Vol. I) and on Absenteeism, Labour Turnover, Employment and Labour Cost (Vol.-II) for the year 2011-12.	Release of report on Vol I & II by the end of July, 2014.
f) To facilitate implementation NeGP and regular update of the website of Labour Bureau.	Modernization of Machine Tabulation Unit is an ongoing process and continues the whole year.	Ongoing process.	Tabulation of ASI 2011-12 data, updation of Labour Bureau Websites, Training to the Labour Bureau Staff and implementation of NEGP.	It continues the whole year.
g) To maintain reliability and acceptability of the index by reflecting changes in the consumption pattern of the target group and related changes	Successful completion of the main activities for updating the base year of CPI-IW	Yearly	Conduct of preliminary and pilot survey for WCFI&ES at all the selected centers by NSSO/ Labour Bureau and selection of	Items No. i), ii) & iii) By March 2015

Outcome	Performance Indicator	Unit	Target	Timeline
taking place in the economy.			markets and collection of price data subject to availability of manpower.	
h) To maintain reliability and acceptability of the index by reflecting changes in the consumption pattern of the target group and related changes taking place in the economy.		Yearly	The activity details can be worked subject to following : (i) Selection of the base year. (ii) Availability of resources.	
i) i) To facilitate formulation/ revision of labour welfare policies for the contract workers working in Sea ports and dockyards across the country. ii) To help in reviewing the implementation of Contract Labour Regulation and Abolition Act, 1971.	Timely release of report of Contract Labour Survey.	Yearly	Preliminary work for conducting Contract Labour Survey in respect of Sea Ports & Dock Yards, launching of Survey for collecting of data, posting, report writing, and release of the report.	Release of report by the end of December, 2014.
III. a) To facilitate review of the implementation of different labour acts and their impacts on welfare of the workers in the country and to help in formulation/ revision of labour welfare policies.	Timely release of report of Labour Statistics. Timely release of report. -do- -do- -do- -do- -do-	Yearly Yearly do- do- do- do-	Finalization and Release of Annual Reviews on Industrial Disputes, Closures, Retrenchment and Lay-offs in India (Annual Publication) for the years 2012 & 2013). Finalization and Release of Annual Reviews on the Following Six Acts for the Year 2011 and 2012. (i) Industrial Employment (Standing Orders) Act, 1949. (ii) Shops and Commercial Establishments Act. (iii) Maternity Benefits Act, 1961 (iv) Workmen's Compensation Act, 1923. (v) Plantations Labour Act, 1951 (vi) Motors and Transport Act, 1961.	Release of report by the end of March, 2015.

Outcome	Performance Indicator	Unit	Target	Timeline
b) To facilitate review of the implementation of Factory Act, 1948 and its impact on welfare of the workers in the country.	Timely release of report of The Factories Act, 1948.	Yearly	Scrutiny, posting of data, drafting, finalization and release of the Annual Report for the years 2011.	Release of report by the end of August, 2014.
c) To facilitate review of the implementation of different Trade Unions Act, 1926 and its impact on welfare of the workers in the country.	Timely release of report of Trade Unions Act, 1926.	Yearly	Scrutiny, posting and tabulation of data, drafting, finalization and release of Annual Report for the year 2011.	Release of report by the end of September, 2014.
d) To facilitate review of the implementation of The Payment of Wages Act, 1936 and its impacts on welfare of the workers in the country.	Timely release of report of The Payment of Wages Act, 1936.	Yearly	Consolidation and finalization of data at All India level Industry-wise and State-wise for the year 2011; Scrutiny, Posting and checking of returns received from various States/U.Ts for the year 2012.	Release of report for 2011 by September 2014.
e) To facilitate review of the implementation of The Minimum Wages Act, 1948 and its impact on welfare of the workers in the country.	Timely release of report of The Minimum Wages Act, 1948.	Yearly	Printing and release of Annual Report on the Working of the Minimum Wages Act, 1948 for the year 2013.	Release of report by the end of March, 2015.
f) i) To facilitate availability of contemporary research work undertaken in the field of labour in India and one place that would help researchers probe deeper into various facets of labour, such as industrial relations, productivity, wages and earnings, etc. ii) To facilitate availability of comprehensive and recent most statistics on important aspects of Women Labour in India at one place and also to study the gender variation.	Timely release of reports of Digest of Indian Labour Research and Statistical Profile on Women Labour.	Yearly	Bringing out the Tenth Digest of Indian Labour Research (2008-2011) Bringing out Statistical Profile on Women Labour (2012-2014).	Release of report by the end of July, 2014. Release of report by the end of August, 2014.
IV. To facilitate development of human resource by imparting training in the field of labour statistics.	Successful conduct of training programmes as per the target.	Yearly	To organize 52 nd Central Training Course for Improvement of Labour Statistics at Labour Bureau, Shimla; To organize Training Programmes for the benefit of primary units by RO, Kanpur in collaboration with State Labour Departments in the Northern Region;	Conduct of all the training programmes by the end of 2014-15.

Outcome	Performance Indicator	Unit	Target	Timeline
			Training on Price and Labour Statistics for ISEC trainees; To organize Training Programme for senior ISS Officers sponsored by NASA; To organize Training Programme for JTS probationers of IES and ISS.	
V. a) To facilitate dissemination of latest labour statistics and research in the field of labour.	Timely Release of Indian Labour Journal.	Monthly	Monthly release of Indian Labour Journal	Release of ILJ every month.
b) To facilitate dissemination of data on labour-related issues at one place for use by policy-makers and researchers.	Timely Release of Indian Labour Year Book.	Yearly	To release Indian Labour Year Book for the year 2011-12.	Release of Report by end 2014-15.
c) To facilitate presentation of serial statistics in respect of a number of important aspects of labour in concise form	Timely Release of Pocket Book on Labour Statistics.	Yearly	To release the Pocket Book on Labour Statistics for the year 2013.	Release of Report by end 2014-15.
d) To facilitate dissemination of serial statistics relating to labour.	Timely Release of Indian Labour Statistics.	Yearly	To release the Indian Labour Statistics (ILS) for the year 2012 and 2013.	Release of Report by end December 2014.
e) i) It provide inputs for formulation/ revision of labour welfare policies for the workers working in the sectors. ii) It will be helpful in reviewing the implementation of different labour acts and there impacts on welfare of the workers in the country.	Timely Release Wages Rate in Rural India.	Yearly	To release the Wages Rate in Rural India publication for the year 2013-14.	Release of Report by end 2014-15.