



LABOUR AND EMPLOYMENT DEPARTMENT

DEMAND NO.32

2011 – 2012

CITIZENS' CHARTER

S.T. CHELLAPANDIAN
Minister for Labour

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GOVERNMENT OF TAMIL NADU
2011

DEPARTMENT OF LABOUR AND EMPLOYMENT

The Department of Labour and Employment is administering matters relating to Industrial relations, Safety of workers, Labour Welfare, Employment Exchanges and Technical training. The Commissioner of Labour looks after Industrial Relations and Labour Welfare. The Chief Inspector of Factories deals with safety in Factories. The Commissioner of Employment & Training heads two wings. The Employment Wing deals with Employment Services through a network of Employment Exchanges. The Training Wing deals with technical training through a number of Industrial Training Institutes and similar institutions. Social security is provided in a large measure, by two Central Organisations viz. The Employees Provident Fund Organisation and the Employees State Insurance Corporation. The State Labour Welfare Board provides welfare services to workers in the organized sector. The Tamil Nadu Construction Workers Welfare Board, and the Tamil Nadu Manual Workers Social Security and Welfare Board and 15 other boards provide Welfare Services to workers in the unorganized sector. The Tamil Nadu Institute of Labour Studies conducts courses in Labour Management and special courses for managements, workers and officials on labour laws. The Overseas Manpower Corporation helps to find placements for workers willing to work overseas.

SECRETARIAT DEPARTMENT

List of Public Information Officers / Appellate Authorities in Labour and Employment Department, Secretariat, Chennai – 9. Under Right to Information Act, 2005

List of Public Information Officer		Phone No.
1.	Under Secretary to Government (OP)	- 044-25665436
2.	Under Secretary to Government (Child Labour)	- 044-25665726
3.	Under Secretary to Government (Conciliation)	- 044-25665855
4.	Under Secretary to Government (ESI)	- 044-25665784
5.	Under Secretary to Government (Labour)	- 044-25665912
6.	Under Secretary to Government (Employment)	- 044-25665212
7.	Under Secretary to Government (Compassionate Appointment)	- 044-25665435
8.	Under Secretary to Government (Training)	- 044-25665128

APPELLATE AUTHORITIES

		Phone No.
1.	Deputy Secretary to Government (OP)	- 044-25672502
2.	Deputy Secretary to Government	- 044-25670320
3.	Additional Secretary to Government (Employment)	- 044-25670373
4.	Principal Secretary to Government	- 044-25670472

LABOUR DEPARTMENT

Labour department is effectively enforcing the Labour Legislations with the goal of protecting the interests of the workers engaged in organized and unorganized sectors. It has been implementing various Acts to maintain good industrial relations, promote welfare of workers, enforce labour laws and protect consumer's interest. The Commissionerate of Labour, Tamil Nadu is functioning in the Tamil Nadu Labour Welfare Board Building at D.M.S. Compound, Teynampet, Chennai-6. The Commissioner of Labour is the Head of the Department of Labour. To assist the Commissioner of Labour, two Joint Commissioners of Labour and three Deputy Commissioners of Labour are at the Head quarters. There are four Zonal Joint Commissioners of Labour and nine Regional Deputy Commissioners of Labour and they are entrusted with the implementation and enforcement of various Labour laws with the territorial jurisdiction.

In the district level, Inspectors of Labour are appointed to implement and enforce the various Labour Legislations including Legal Metrology Act. The Deputy Inspectors of Labour, Assistant Inspectors of Labour and Stamping Inspectors are assisting the Inspector of Labour. Conciliation Officers in the cadre of Labour Officer / Assistant Commissioner of Labour are appointed in each district to settle industrial disputes.

The Labour Department is implementing the following Acts and Rules for protecting the interest of the consumers.

The Legal Metrology Act, 2009

The Legal Metrology (Packaged Commodities) Rules, 2011,

Tamil Nadu Legal Metrology (Enforcement) Rules, 2011,

Some of the important labour legislations enforced by the Labour Department are as follows:

- The Tamil Nadu Shops and Establishments Act, 1947
- The Tamil Nadu Catering Establishments Act, 1958
- The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958
- The Payment of Wages Act, 1936
- Contract Labour (Regulation and Abolition) Act, 1970
- The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) act, 1979.
- The Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981
- The Motor Transport Workers Act, 1961
- The Working Journalists and Other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955
- The Industrial Employment (Standing Orders) Act, 1946
- The Trade Unions Act, 1926
- The Plantations Labour Act, 1951
- The Minimum Wages Act, 1948
- The Payment of Gratuity Act, 1972
- The Payment of Bonus Act, 1965
- The Maternity Benefit Act, 1961
- The Equal Remuneration Act, 1976
- The Tamil Nadu Payment of Subsistence Allowance Act, 1981
- The Employee's Compensation Act, 1923
- The Child Labour (Prohibition and Regulation) Act, 1986
- Beedi and Cigar Workers (Conditions of Employment) Act, 1966

LEGAL METROLOGY ACT, 2009 AND RULES:-

In order to protect the interest of the consumers, the Government of India have enacted The Legal Metrology Act, 2009 and The Legal Metrology (Packaged Commodities) Rules, 2011. The Tamil

Nadu Government have enacted Tamil Nadu Legal Metrology (Enforcement) Rules, 2011. All the above Act and rules came into force on 1.4.2011. These Act and rules regulate and check the use of Weights & Measures in Trade and Business in Tamil Nadu.

Under the Legal Metrology (Packaged Commodities) Rules, 2011, the packages for retail sale shall contain the following details; 1) Name of the Commodity, 2) Net quantity, 3) Maximum Retail Sale Price, 4) Month & Year of packing, 5) Name and Full Address of the Manufacturer or Packer along with consumer care no. These declarations shall be legible and clear.

WELFARE BOARDS

TAMILNADU LABOUR WELFARE BOARD

The Tamil Nadu Labour Welfare Board deals with the welfare of organized workers and maintains the Labour Welfare Fund under the Tamil Nadu Labour Welfare Fund Act, 1972, which is applicable to all factories, Motor Transport Undertakings, Plantations, Catering Establishments and Shops & Establishments.

UNORGANISED WORKERS WELFARE BOARDS

The Tamil Nadu Government framed the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 for regulating the employment of unorganised workers and to provide them Social Security.

In the year 1994, the Tamil Nadu Government enacted the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme.

Further to provide welfare assistance to the workers employed in various scheduled employments under the above Act, the Government established the following 16 Welfare Boards.

1	Tamil Nadu Manual Workers Welfare Board
2	Tamil Nadu Auto Rickshaw and Taxi Drivers Welfare Board
3	Tamil Nadu Tailoring Workers Welfare Board
4	Tamil Nadu Hair Dressers Welfare Board
5	Tamil Nadu Washermen Welfare Board
6	Tamil Nadu Handicraft Workers Welfare Board
7	Tamil Nadu Palm Tree Workers Welfare Board
8	Tamil Nadu Handlooms and Handlooms Silk Weaving Workers Welfare Board
9	Tamil Nadu Footwear and Leather Goods Manufactory and Tannery Workers Welfare Board
10	Tamil Nadu Artists Welfare Board
11	Tamil Nadu Goldsmiths Welfare Board
12	Tamil Nadu Pottery Workers Welfare Board
13	Tamil Nadu Domestic Workers Welfare Board
14	Tamil Nadu Powerloom Weaving Workers Welfare Board
15	Tamil Nadu Street Vending and Shops and Establishment Workers Welfare Board
16	Tamil Nadu Cooking Food Workers Welfare Board

The welfare benefits are almost common to all Boards. However, Tamilnadu Construction Workers Welfare Board also has taken steps to disburse family pension to its members. In addition to the assistance provided for Education, Marriage, Maternity, Spectacles, Accidental Death, Accidental Disability, Natural Death,

Funeral Expenses, Pension and Disablement Pension are also provided by these Welfare Boards.

TAMILNADU INSTITUTE OF LABOUR STUDIES

The Tamilnadu Institute of Labour Studies established in the year 1973 was upgraded as First Class Institute, in the year 1978. It was registered under the Tamilnadu Societies Registration Act, 1975 on 8.10.1987 and started functioning as an autonomous body with effect from 1.4.1988. This institute is run on Grant-in-aid provided by the Government. The Institute is being administered by the Governing Committee under the Chairmanship of Hon'ble Minister for Labour.

This Institute is conducting academic courses i.e. B.A. (Labour Management) and M.A. (Labour Management) affiliated to the University of Madras. The University of Madras has also recognized this Institute as a Research Institute to conduct both part time and full time Ph.D. programmes on Labour Management from the year 2001 onwards. It is also offering a part time (evening) one year P.G. Diploma Course called "Post Graduate Diploma in Labour Administration" (PGDLA).

PARTICULARS OF DESIGNATED AUTHORITIES IN LABOUR DEPARTMENT UNDER THE RIGHT TO INFORMATION ACT, 2005

Public Authority	The Commissioner of labour, Chennai – 6 Phone No. 044-24321302
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**LIST OF PUBLIC INFORMATION OFFICERS /APPELLATE
AUTHORITIES**

SL. NO.	OFFICIAL DESIGNATION OF THE OFFICER	DESIGNATION UNDER THE RTI ACT	AREAS ASSIGNED
HEAD QUARTERS			
1	Additional Commissioner of Labour, Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24349442	Appellate Authority	Department of Labour
2	Joint commissioner of Labour (Conciliation), Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24321438	Appellate Authority	Department of Labour
3	Joint commissioner of Labour (Administration), Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24335106	Appellate Authority	Department of Labour
4	Deputy Commissioner of Labour (Inspection) Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24321438	Appellate Authority	Department of Labour
5	Deputy Commissioner of Labour (Minimum Wages) (Phone No.044-24321438), Special Deputy Commissioner of Labour (Phone No.044-24321438), Assistant Commissioner of Labour (Head Quarters), Assistant Commissioner of Labour (Contract Labour), Assistant Commissioner of Labour (Establishment and General), Administrative Officer (General), Administrative Officer (Minimum Wages), Administrative Officer (Weights and Measures), Accounts Officer, Public Relation Officer, Inspectress of Labour, Office of the Commissioner of Labour, Chennai. Phone No. 044-24321438	Public Information Officer	Department of Labour

ZONAL OFFICES			
6	Additional Commissioner of Labour, Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24796556	Appellate Authority	Department of Labour
7	Joint Commissioner of Labour, Chennai. Phone No. 044-24339934 Joint Commissioner of Labour, Madurai. Phone No. 0452-2324368 Joint Commissioner of Labour, Coimbatore. Phone No. 0422-2247917 Joint Commissioner of Labour, Trichy. Phone No. 0431-2421433	Public Information Officer	Respective Zones
8	Concerned Superintendent	Assistant Public Information Officer	Respective Zones
REGIONAL OFFICES			
9	Joint Commissioner of Labour, Chennai. Phone No. 044-24339934 Joint Commissioner of Labour, Madurai. Phone No. 0452-2324368 Joint Commissioner of Labour, Coimbatore. Phone No. 0422-2247917 Joint Commissioner of Labour, Trichy. Phone No. 0431-2421433	Appellate Authority	Respective Zones
10	II Regional Deputy Commissioners of Labour – I Chennai Phone No.044-24335107 DCL – II Chennai Phone No.044-24321705 Salem - Phone No.0427-2418746 Dindigul - Phone No.0451-2432095 Madurai - Phone No.0452-2584266 Trichy - Phone No.0431-2420600 Tirunelveli - Phone No.0462-2573017 Coimbatore - Phone No.0422-2246560 Coonoor - Phone No.0423-2230259	Public Information Officer	Respective Region

11	Assistant Commissioners of Labour, Office of the Deputy Commissioners of Labour / Assistant Commissioners of Labour, (Conciliation) / Labour Officers.	Assistant Public Information Officer	Respective Regions of Deputy Commissioner of Labour.
DISTRICT OFFICES			
12	All Regional Deputy Commissioners of Labour – I Chennai. Phone No.044-24335107 DCL – II Chennai Phone No.044-24321705 Salem - Phone No.0427-2418746 Dindigul - Phone No.0451-2432095 Madurai - Phone No.0452-2584266 Trichy - Phone No.0431-2420600 Tirunelveli - Phone No.0462-2573017 Coimbatore - Phone No.0422-2246560 Coonoor - Phone No.0423-2230259	Appellate Authority	Respective Region
13	Assistant Commissioners of Labour/ Labour Officers/ Inspectors of Labour / Inspectors of Labour / Inspectors of Plantations	Public Information Officer	Respective Districts
14	Deputy Inspectors of Labour/ Assistant Inspectors of Labour/ Stamping Inspectors	Assistant Public Information Officer	Respective Areas
SUB – DISTRICT OFFICES			
15	All Inspectors of Labour	Appellate Authority	Respective Districts
16	Deputy Inspectors of Labour/ Assistant Inspectors of Labour/ Stamping Inspectors	Public Information Officer	Respective Areas
17	Concerned Superintendent/ Assistant	Assistant Public Information Officer	Respective Areas

TAMIL NADU LABOUR WELFARE BOARD

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Office of the Tamil Nadu Labour Welfare Board, Chennai-6. Phone No. 044-24321364	Appellate Authority	Information relating to the functions of the Tamil Nadu Labour Welfare Board
2	Administrative Officer, Office of the Tamil Nadu Labour Welfare Board, Chennai-6. Phone No. 044-24321542	Public Information Officer	Information relating to the functions of the Tamil Nadu Labour Welfare Board

TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD

HEAD QUARTERS

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Tamil Nadu Construction Workers Welfare Board Chennai- 34. Phone No. 044-28216527	Appellate Authority	Information relating to the functions of the Board
2	Administrative Officer , Office of the Tamil Nadu Construction Workers Welfare Board Chennai-34 Phone No. 044-28216529	Public Information Officer	Information relating to the functions of the Board

**TAMIL NADU MANUAL WORKERS WELFARE BOARD AND
14 OTHER WELFARE BOARDS**

HEAD QUARTERS

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Tamil Nadu Manual Workers Welfare Board , Chennai-102 Phone No. 044-26631149	Appellate Authority	Information relating to the functions of the Board
2	Administrative Officer, Tamil Nadu Manual Workers Welfare Board, Chennai-102 Phone No. 044-26631147-50	Public Information Officer	Information relating to the functions of the Board

TAMIL NADU DOMESTIC WORKERS WELFARE BOARD

HEAD QUARTERS

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Tamil Nadu Domestic Workers Welfare Board , Chennai-102 Phone No. 044-26631208	Appellate Authority	Information relating to the functions of the Board
2	Administrative Officer, Tamil Nadu Domestic Workers Welfare Board, Chennai-102 Phone No. 044-26631208	Public Information Officer	Information relating to the functions of the Board

DISTRICT

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Tamil Nadu Construction Workers Welfare Board, Chennai-34. Phone No. 044-28216527	Appellate Authority	Respective Scheme

2	Secretary, Tamil Nadu Domestic Workers Welfare Board, Chennai-102. Phone No. 044-26631208	Appellate Authority	Respective Scheme
3	Secretary, Tamil Nadu Manual Workers Welfare Board, Chennai-102. and 14 other Boards. Phone No. 044-26631149	Appellate Authority	Respective Scheme
4	Labour Officer (Social Security Scheme)	Public Information Officer	Information relating to the functions of the office of the Labour Officer (Social Security Scheme (SSS))

LABOUR DEPARTMENT

TELEPHONE NUMBERS OF PUBLIC INFORMATION OFFICERS / APPELLATE AUTHORITIES UNDER RIGHT TO INFORMATION ACT, 2005

Sl. No.	Designation	Telephone No.
1	Assistant Commissioner of Labour (Establishment & General)	044-24321438
2	Assistant Commissioner of Labour (Headquarters)	044-24321438
3	Assistant Commissioner of Labour (Contract Labour)	044-24321438
4	Assistant Commissioner of Labour (Conciliation) - II, Chennai	044-25340601
5	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour - I, Chennai	044-24335107

6	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour - II, Chennai.	044-24321705
7	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Trichy	0431-2465124
8	Assistant Commissioner of Labour (Conciliation), Trichy	0431-2420646
9	Assistant Commissioner of Labour (Conciliation) - I, Coimbatore	0422-2245227
10	Assistant Commissioner of Labour (Conciliation) - II, Coimbatore	0422-2245227
11	Assistant Commissioner of Labour (Conciliation) - III, Coimbatore	0422-2245227
12	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Coimbatore	0422-2245227
13	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Madurai	0452 2584266
14	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Salem	0427-2418746
15	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Tirunelveli	0462-2573017
16	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Dindigul	0451-2432095
17	Assistant Commissioner of Labour (Conciliation), Nagercoil	04652-278856
18	Inspector of Plantations, Yercaud	04281-222294
19	Inspector of Plantations, Coonoor	0423-2234863

20	Inspector of Plantations, Ooty	0423-2443980
21	Inspector of Plantations, Kothagiri	04266-273898
22	Inspector of Plantations, Pandalur	0423-2234863
23	Inspector of Plantations, Gudalur	04262- 254262
24	Inspector of Plantations, Theni	04546-250430
25	Inspector of Plantations, Valparai	0422-2211136
26	Inspector of Plantations, Bathlakundu	04543-262769
27	Inspector of Plantations, Nagercoil	04652-279231
28	Inspector of Labour-I, Chennai	044-24363459
29	Inspector of Labour-II, Chennai	044-24363459
30	Inspector of Labour-III, Chennai	044-24363459
31	Inspector of Labour, Vellore	0416-2263637
32	Inspector of Labour, Thiruvannamalai	04175-224830
33	Inspector of Labour, Kancheepuram	044-27221090
34	Inspector of Labour, Thiruvallur	044-27667117
35	Inspector of Labour, Cuddalore	04142-223984
36	Inspector of Labour, Villupuram	04146-226324
37	Inspector of Labour, Krishnagiri	04343-237277
38	Inspector of Labour, Salem	0427-2418905
39	Inspector of Labour, Namakkal	04286-281205
40	Inspector of Labour, Erode	0424-2260099
41	Inspector of Labour, Coimbatore	0422-2241136
42	Inspector of Labour, Coonoor	0423-2232108
43	Inspector of Labour, Karur	04324-274592
44	Inspector of Labour, Trichy	0431-2420343
45	Inspector of Labour, Thjanjavur	04362-246354
46	Inspector of Labour, Thiruvarur	04366-251121
47	Inspector of Labour, Perambalur	04328-275722
48	Inspector of Labour, Dindigul	0451-2431429

49	Inspector of Labour, Madurai	0452-2532972
50	Inspector of Labour, Theni	04546-250853
51	Inspector of Labour, Virudhunagar	04562-244730
52	Inspector of Labour, Ramnad	04567-221833
53	Inspector of Labour, Sivagangai	04575-240521
54	Inspector of Labour, Tirunelveli	0462-2573218
55	Inspector of Labour, Turicorin	0461-2335095
56	Inspector of Labour, Nagercoil	04652-229077
57	Inspector of Labour. Tirupur	0421-2479489
58	Inspectress of Labour, Tirunelveli	0462-2582378
59	Inspectress of Labour. Coimbatore	0422-2246560
60	Inspectress of Labour, Chennai	044-24326205
61	Labour Officer-I, Chennai	044-25340601
62	Labour Officer-II, Chennai	044-25340601
63	Labour Officer-III, Chennai	044-25340601
64	Labour Officer-I, Vellore	0416-2220913
65	Labour Officer-II, Vellore	0416-2220913
66	Labour Officer, Cuddalore	04142-215602
67	Labour Officer, Krishnagiri	04343-237277
68	Labour Officer, Salem	0427-2418905
69	Labour Officer, Erode	0424-2260099
70	Labour Officer, Coimbatore	0422-2241077
71	Labour Officer, Coonoor	0423-2230259
72	Labour Officer, Virudhunagar	04562-252712
73	Labour Officer, Ramnad	04567-221473
74	Labour Officer, Thanjavur	04362-246653
75	Labour Officer, Tirunelveli	0462-2573119
76	Labour Officer. Tirupur	0421-2479490
77	Accounts Officer	044-24321438

78	Administrative Officer (Minimum Wages)	044-24321438
79	Administrative Officer (Weights & Measures)	044-24321438
80	Administrative Officer (General)	044-24321438
81	Asst. Surgeon (Plantations) Ooty.	0423-2440516
82	Asst. Surgeon (Plantations) Nagercoil	04652-279231
83	Labour Officer (SSS), Chennai	044-26632776
84	Labour Officer (SSS), Kancheepuram	044-27230279
85	Labour Officer (SSS), Tiruvallur	044-27665160
86	Labour Officer (SSS), Vellore	0416 - 2212401
87	Labour Officer (SSS), Tiruvannamalai	04175-220544
88	Labour Officer (SSS), Salem	0427-2412648
89	Labour Officer (SSS), Erode	0424-2275592
90	Labour Officer (SSS), Dharmapuri	04342- 270771
91	Labour Officer (SSS), Namakkal	04286-233220
92	Labour Officer (SSS), Coimbatore	0422-2324988
93	Labour Officer (SSS), Nilgiris	0423-2448524
94	Labour Officer (SSS), Cuddalore	04142-293398
95	Labour Officer (SSS), Villupuram	04146-222692
96	Labour Officer (SSS), Nagappattinam	04365-220203
97	Labour Officer (SSS), Thanjavur	0435-2422510
98	Labour Officer (SSS), Tiruvarur	04366-251210
99	Labour Officer (SSS), Trichy.	0431-2421875
100	Labour Officer (SSS), Karur	04324-263545
101	Labour Officer (SSS), Dindigul	0451-2420330
102	Labour Officer (SSS), Perambalur	04328-277822
103	Labour Officer (SSS), Pudukkottai	04322-225675
104	Labour Officer (SSS), Madurai	0452-2601449
105	Labour Officer (SSS), Virudhunagar	04562-242448

106	Labour Officer (SSS), Sivaganga	04575-240320
107	Labour Officer (SSS), Ramnad	04567-226255
108	Labour Officer (SSS), Theni	04546-260350
109	Labour Officer (SSS), Tirunelveli	0462-2573018
110	Labour Officer (SSS), Thoothukudi	0461-2333493
111	Labour Officer (SSS), Kanniyakumari	04652-226658
112	Labour Officer (SSS), Krishnagiri	04343-231321
113	Labour Officer (SSS), Ariyalur	04329-220454
114	Labour Officer (SSS), Tiruppur	0421-2477276

INSPECTORATE OF FACTORIES

The Inspectorate of Factories is functioning under Labour & Employment, Government of Tamil Nadu and enforces the following central and state Acts along with Tamil Nadu state Rules for the benefit of working population mainly in the organized manufacturing sector.

A. Central Acts

1. Factories Act, 1948
2. Contract Labour (Regulation & Abolition) Act, 1970
3. Child Labour (Prohibition & Regulation) Act, 1986.
4. Equal Remuneration Act, 1976.
5. Inter–State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
6. Labour Laws (Exemption from furnishing Returns and maintaining Registers by certain Establishment) Act, 1988.
7. Maternity Benefit Act, 1961.
8. Minimum Wages Act, 1948.
9. Payment of Wages Act, 1936.
10. Payment of Gratuity Act, 1972.
11. Building and other Construction workers (Regulation of Employment and Conditions of service) Act, 1996.
12. Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989.

B. State Acts

1. Tamil Nadu Industrial Establishments (Conferment of Permanent Status) Act, 1981
2. Tamil Nadu Industrial Establishments (National & Festival Holidays) Act, 1958
3. Tamil Nadu Labour welfare Fund Act, 1972.
4. Tamil Nadu Payment of Subsistence Allowance Act, 1981.
5. Tamil Nadu Control of Industrial Major Accident Hazards Rules, 1994.

1. By the enforcement of these important Labour Legislations, the Health, Safety, Welfare, good working conditions, etc. of the workers employed in the registered Factories are protected. For the effective implementation of the provisions of the Factories Act, 1948 and other Labour Acts, inspections are periodically conducted in Registered Factories and the following inspection forms are prescribed for this purpose.

- (i) First Inspection Report for the use of Factory Inspections.
- (ii) Factory Inspection Report for second and subsequent inspections by Factory Inspectors.

2. Factories in which 10 or more workers are employed and power is used in the manufacturing process and Factories which are engaging 20 or more workers without using power in manufacturing process are registered under Factories Act, 1948 and Rules, 1950.

3. The Plan approval authorities are as follows :-

Sl. No.	Plans related to	Approved by
1.	Factories employing 250 and less workers except those engaged in dangerous operations	Deputy Chief Inspector of Factories
2.	Factories employing above 250 workers upto 1000 workers except those engaged in dangerous operations	Joint Chief Inspector of Factories
3.	Factories employing more than 1000 workers and all factories engaged in dangerous operations	Chief Inspector of Factories

DEPARTMENT OF INSPECTORATE OF FACTORIES

Sl. No.	Name of the Labour Welfare Act enforced	Beneficiary of the Act	Persons to be approached for the benefit of the Act	Documents to be submitted	Orders issuing officer	Duration	Official to be contacted in case of grievances
1	Factories Act, 1948 and Tamil Nadu Factories Rules, 1950.	Employees and Employers.	CIF Jt. CIF Dy. CIF IF AIF	<p>1. Registration of Factories</p> <p>Factories in which 10 or more workers are employed with power being used in the manufacturing process and factories which are engaging 20 or more workers without using power in manufacturing process are registered under the Factories Act, 1948 and Rules, 1950 as per Section 6 of the Act.</p> <p>Persons who propose to start the factory should submit the Form No.2 duly filled in triplicate along with D.D. for the prescribed amount with a Court Fee Stamp of Rs. 2/- to the Deputy Chief Inspector of Factories concerned for getting licence.</p>	<p>Jt. C.I.F. For allotment of Registration number to the New Factory.</p> <p>Dy. CIF issue of licence</p>	30 days	C.I.F. Jt.C.I.F. Dy.C.I.F.

				<p>2. Renewal of licence</p> <p>The Licence is to be renewed every year. For getting renewal of licence the occupier should apply in Form No. 2, along with D.D. for the amount prescribed by the Government to the concerned Dy.CIF. The licence may be renewed for one year or 5 years at a stretch.</p>	Dy.CIF	30 days	
				<p>3. Approval of Plans</p> <p>For getting approval of plans for the construction or extension of a Factory, the applicant should apply in Form No. 1, prescribed under Section 6 read with rule 3 duly filled in (in triplicate) with Court Fee Stamp for Rs. 2/- to the CIF, concerned Dy.CIF / Jt.CIF.</p>	C.I.F. Jt.C.I.F. Dy.C.I.F.	30 days	
				<p>4. Pressure Vessels</p> <p>All the Pressure Vessels operating above atmospheric pressure excluding steam boilers coming under the purview of Indian Boiler Act should be examined or</p>	Dy.C.I.F. I.F A.I.F		

				<p>tested externally once in every six months, internally once in every year or hydrostatically once in every two years or subjected to ultrasonic test once in every four years.</p> <p>For examination and testing of Pressure Vessels the occupier should apply in Form No. 8-B along with fee Prescribed under Rule 56 – B one month in advance from the date on which the vessel falls due for such examination or test to the Dy.CIF concerned.</p> <p>Complaints, if any, may be made to IF / Dy.CIF / Jt.CIF / CIF in case of violation of the Act and Rules.</p>			
2.	Minimum Wages Act, 1948.	Workers.	Jt.CIF Dy.CIF IF AIF	If the Minimum Wages prescribed by the Government (Schedule of Employment) is not paid to the worker, claim petition can be filed in Form VI as prescribed in Section 20(2) of the Act to the concerned D.C.L. within 6 months. If any violation of the Act is noticed a worker may file complaint with the concerned IF / Dy.CIF for redressal.	Deputy Commissioner of Labour of the concerned jurisdiction.	No limit	CIF Jt.CIF Dy.CIF COL

3	Contract Labour (Regulation and Abolition) Act, 1970.	Contract workers.	Jt.CIF Dy.CIF IF AIF	<p>To engage Contract Labour through contractor, the principal employer should apply for the registration certificate in Form I prescribed under Rule 17(1) to the Dy.CIF concerned.</p> <p>Contractor should apply for licence in Form VI under Rule 21(1) of the Act to the concerned IF along with Security Deposit at the rate of Rs. 100 /- per worker as prescribed under section 24 (1) of the Act.</p>	Dy.CIF concerned I.F concerned	Action to be taken within 15 days	CIF Jt.CIF Dy.CIF
4	Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958.	Workers.	Jt.CIF Dy.CIF IF AIF	<p>As per Section 3 of this Act, every worker is entitled for 4 National Holidays and 5 Festival Holidays in a year.</p> <p>If the benefit is denied, the employee can make a complaint to the concerned I.F. / Dy.CIF. As per Section 5 of this Act, if the worker is required to work on a Holiday, he is entitled for twice the wages or wages for such day.</p>	Dy.CIF I.F.	Action to be taken within 15 days	CIF Jt.CIF Dy.CIF
5	Payment of Wages Act, 1936.	Workers.	Jt.CIF Dy.CIF IF AIF	As per Section 5 of this Act, the wage of every person employed in a factory in which less than 1000 persons are employed should be paid	Deputy Commissioner of Labour.	No limit	CIF Jt.CIF Dy.CIF COL.

				before the expiry of 7 th day of the subsequent month and 10 th day of subsequent month in the case of factory employing more than 1000 workers.			
6	Maternity Benefit Act, 1960.	Women workers.	Jt.CIF Dy.CIF IF AIF	A women worker entitled for Maternity Benefit, should file a notice in Form D to the employer for maternity benefit under the Act. Any women worker deprived of Maternity Benefit may make an appeal in Form F to the Appellate authority. A complaint in Form G shall be made to the Inspector alleging non-payment of maternity benefit and/or wages for Maternity Leave.	Jt.CIF Dy.CIF	One month	CIF Jt.CIF Dy.CIF
7	Tamil Nadu Labour Welfare Fund Act, 1972.	Workers.	Secretary, Tamil Nadu Labour Welfare Board, Chennai-6.	As per this Act, every employee should contribute Rs.7/- per year and every employer should contribute in respect of each such employee Rs.14/- per year and Government in respect of each such employee Rs.7/- per year to the Tamil Nadu Labour Welfare Fund. The Fund can be utilised towards the Welfare of the workers as specified in the Act.	Secretary, Tamil Nadu Labour Welfare Board, Chennai-6.	No limit	CIF Jt.CIF Dy.CIF

8	Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981.	Workers.	Jt.CIF Dy.CIF IF AIF	As per the Act, every workman who is in continuous service for a period of 480 days in a period of 24 calendar month in an Industrial Establishment is entitled for permanent status. Any entitled workman who has not been given permanent status can make a representation to the DyCIF. concerned.	Dy.CIF I.F	No limit	CIF Jt.CIF Dy.CIF
9	Equal Remuneration Act, 1976.	Women workers.	Jt.CIF Dy.CIF IF AIF	This Act provides payment of equal remuneration to men and women workers and for the prevention of discrimination on the ground of sex against women in the matter of employment notified under the Act.	Dy.CIF IF	No limit	CIF Jt.CIF Dy.CIF
10	Child Labour (Prohibition and Regulation) Act, 1986.	Child Labour	Jt.CIF Dy.CIF IF AIF	---	Dy.CIF.	No limit	CIF Jt.CIF Dy.CIF
11	Payment of Subsistence Allowance Act, 1981.	Workers.	Jt.CIF Dy.CIF IF AIF	Any employee under suspension is entitled to receive payment from the employer as subsistence allowance an amount equal to 50% of the wages which the employee was drawing immediately before suspension for the first 90 days from the date of	ACL, O/o. DCL concerned	No limit	C.O.L.

				<p>suspension and 75% for the next 90 days and full wages on the expiry of 180 days from the date of suspension.</p> <p>Appeals if any the ACL, O/o. DCL concerned can be approached with Form C under Section 5 (1) of the Act.</p>			
12	The Payment of Gratuity Act, 1972.	Workers.	ACL, O/o. DCL	A worker is entitled for gratuity if he has rendered a continuous service for not less than 5 years. An employee who is eligible for gratuity can apply either by himself or by person authorised in writing to the ACL (Gratuity) concerned in Form-I prescribed under Rule 7 of Tamil Nadu Payment of Gratuity Rules within 30 days from the date from which gratuity becomes payable.	A.C.L. (Gratuity)	No limit	C.O.L.
13	The Labour Laws (Exemption from furnishing returns and maintaining registers by certain Establishments) Act 1988.	Employer of small establishments.	Jt.CIF Dy.CIF IF AIF	This Act exempts the employer in relation to establishments employing less than 20 workers from furnishing returns and maintaining registers under certain Labour Laws. This Act empowers submission of Annual Core Return in Form-A.	Dy.CIF I.F.	No limit	CIF Jt.CIF Dy.CIF

14	The Building and other Construction workers (Regulation of Employment and conditions of service) Act 1996.	Employees	Jt.CIF Dy.CIF IF AIF	The establishments have to register as per rule 23 in Form No. I along with necessary fees as prescribed under Rule 27.	Dy. CIF.	30 days	CIF Jt.CIF Dy.CIF
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For further information	The Chief Inspector of Factories , Chepauk, Chennai 600 005.
e-mail Address	cif@tn.gov.in

PUBLIC INFORMATION OFFICER AND APPELLATE AUTHORITY:

1. In the office of the Chief Inspector of Factories, the Deputy Chief Inspector of Factories (Testing and Safety) has been designated as the "Public Information Officer" (PIO) for all matters concerning this office. The Appellate Authority is the Chief Inspector of Factories, Chennai-5. This office telephone No. is **044 - 28583617 / 28544091**.
2. In addition, the following officers have been designated as the Public Information Officer, Assistant Public Information Officer and Appellate Authority for the respective local jurisdiction indicated against them.

Sl. No	Local Area (Region)	Designation of the Public Information Officer	Designation of the Appellate Authority	Jurisdiction
1	Joint Chief Inspector of Factories, Chennai	Deputy Chief Inspector of Factories (Registration), Office of the Joint Chief Inspector of Factories, Chennai. Ph. No.044-28295619	Joint Chief Inspector of Factories, Chennai. Ph. No. 044-28295619	Chennai, Thiruvallur, Kancheepuram, Vellore, Thiruvannamalai
2	Joint Chief Inspector of Factories, Madurai	Deputy Chief Inspector of Factories (Registration), Office of the Joint Chief Inspector of Factories, Madurai. Ph. No.0452-2533176	Joint Chief Inspector of Factories, Madurai Ph. No. 0452-2533176	Madurai, Dindigul, Theni, Virudhunagar, Ramanathapuram, Sivagangai, Tirunelveli, Thoothukudi, Kanniyakumari
3	Joint Chief Inspector of Factories, Coimbatore	Deputy Chief Inspector of Factories (Registration), Office of the Joint Chief Inspector of Factories, Coimbatore. Ph. No.0422-2234764	Joint Chief Inspector of Factories, Coimbatore Ph. No. 0422-2234764	Coimbatore, The Nilgris, Dharmapuri, Erode, Krishnagiri, Tiruppur.

4	Joint Chief Inspector of Factories, Trichy.	Inspector of Factories, Office of the Joint Chief Inspector of Factories, Trichy. Ph. No.0431-2421221	Joint Chief Inspector of Factories, Trichy. Ph. No. 0431-2421221	Cuddalore, Villupuram, Trichy, Karur, Perambalur, Thanjavur, Thiruvavarur, Pudukottai, Salem, Namakkal, Nagapattinam.
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Sl. No	Local Area (Division)	Designation of the Public Information Officer	Designation of the Assistant Public Information Officer	Designation of the Appellate Authority	Jurisdiction
1	Chennai, I Division	Inspector of Factories, I Circle, Chennai. Ph. No. 044-28291525	Assistant Inspector of Factories-I, Chennai. Ph. No. 044-28291525	Deputy Chief Inspector of Factories, I Division, Chennai. Ph. No. 044-28291525	As per the local limits assigned to them under Section 8(1) of the Factories Act, 1948.
		Inspector of Factories, II Circle, Chennai. 044-28291525	---		
2	Chennai, II Division	Inspector of Factories, III Circle, Chennai. Ph. No. 044-28293881	Assistant Inspector of Factories-II, Chennai. Ph. No. 044-28293881	Deputy Chief Inspector of Factories, II Division, Chennai. Ph. No. 044-28293881	-do-
		Inspector of Factories, Ambattur. Ph. No. 044-28293881	Assistant Inspector of Factories, Ambattur. Ph. No. 044-28293881		
3	Chennai, III Division	Inspector of Factories, IV Circle, Chennai. Ph. No. 044-28294138	Assistant Inspector of Factories-III, Chennai. Ph. No. 044-28294138	Deputy Chief Inspector of Factories, III Division, Chennai. Ph. No. 044-28294138	-do-
4	Chennai, IV Division	Inspector of Factories, V Circle, Chennai. Ph. No.044-28294722	Assistant Inspector of Factories-IV, Chennai. Ph. No.044-28294722	Deputy Chief Inspector of Factories, IV Division, Chennai.	-do-

			Assistant Inspector of Factories-V, Chennai.Ph.No. 044-28294722	Ph. No.044-28294722	
5	Thiruvottiyur Division	Inspector of Factories, Thiruvottiyur. Ph. No.044-25730966	Assistant Inspector of Factories, Thiruvottiyur. Ph. No.044-25730966	Deputy Chief Inspector of Factories, Thiruvottiyur Ph. No.044-25730966	-do-
6	Thiruvallur Division	Inspector of Factories, Thiruvallur. Ph. No.044-27664060	Assistant Inspector of Factories, Thiruvallur. Ph. No.044-27664060	Deputy Chief Inspector of Factories, Thiruvallur. Ph. No.044-27666655	-do-
7	Kancheepuram Division	Inspector of Factories I Circle, Kancheepuram at Sriperumpudur Ph. No.044-28295978	---	Deputy Chief Inspector of Factories, Kancheepuram at Chennai. Ph. No.044-28295978	-do-
		Inspector of Factories, II Circle, Kancheepuram at Chennai. Ph. No.044-28295978	Assistant Inspector of Factories, Kancheepuram at Chennai. Ph. No.044-28295978		
8	I Division, Vellore	Inspector of Factories, I Circle, Vellore. Ph.No.0416-2240553	Assistant Inspector of Factories-I, Vellore.Ph.No. 0416-2240553	Deputy Chief Inspector of Factories, I Division, Vellore. Ph.No. 0416-2240553	-do-
9	II Division, Vellore	Inspector of Factories, II Circle, Vellore. Ph. No. 0416-2240775	Assistant Inspector of Factories-II, Vellore. Ph. No. 0416-2240775	Deputy Chief Inspector of Factories, II Division, Vellore.Ph. No. 0416-2240775	-do-

		Inspector of Factories, Thiruvannamalai Ph.No.04175-224595	---		
10	Cuddalore Division	Inspector of Factories, Cuddalore. Ph.No.04142-231864	---	Deputy Chief Inspector of Factories, Cuddalore. Ph.No.04142-222826	-do-
		Inspector of Factories, Villupuram. Ph No.04146-251830	---		
11	Trichy Division	Inspector of Factories, I Circle, Trichy. Ph.No.0431-2420235	---	Deputy Chief Inspector of Factories, Trichy. Ph.No.0431-2420235	-do-
		Inspector of Factories, II Circle, Trichy. Ph.No.0431-2420235	Assistant Inspector of Factories, Trichy. Ph.No.0431-2420235		
		Inspector of Factories, Karur. Ph.No.04324-245499	Assistant Inspector of Factories, Karur. Ph.No.04324-245499		
		Inspector of Factories, Ariyalur. Ph.No.04329-222654	---		
12	Thanjavur Division	Inspector of Factories, Thanjavur. Ph.No.04362-234469	---	Deputy Chief Inspector of Factories, Thanjavur. Ph.No.04362-234469	-do-
		Inspector of Factories, Thiruvarur. Ph.No.04366-242327	---		

		Inspector of Factories, Pudukottai. Ph.No.04322-221709	---		
13	Salem Division	Inspector of Factories, Salem. Ph. No.0427-2448268	Assistant Inspector of Factories-I, Salem. Ph. No.0427-2448268	Deputy Chief Inspector of Factories, Salem. Ph. No.0427-2448268	-do-
			Assistant Inspector of Factories-II, Salem. Ph. No.0427-2448268		
		Inspector of Factories, Mettur. Ph. No.04298-222338	Assistant Inspector of Factories, Mettur. Ph. No.04298-222338		
14	Madurai Division	Inspector of Factories, I Circle, Madurai. Ph. No.0452-2530729	Assistant Inspector of Factories-I, Madurai. Ph. No.0452-2530729	Deputy Chief Inspector of Factories, Madurai. Ph. No.0452-2530729	-do-
		Inspector of Factories, II Circle, Madurai. Ph. No.0452-2530729	Assistant Inspector of Factories-II, Madurai. Ph. No.0452-2530729		
		Inspector of Factories, III Circle, Madurai. Ph. No.0452-2530729	---		
		Inspector of Factories, Sivagangai. Ph. No.04575-243620	---		

15	Dindigul Division	Inspector of Factories, Dindigul. Ph. No.0451-2432433	Assistant Inspector of Factories, Dindigul. Ph. No.0451-2432433	Deputy Chief Inspector of Factories, Dindigul. Ph. No.0451-2430157	-do-
		Inspector of Factories, Theni Ph. No.04546-255448	---		
16	Sivakasi Division	Inspector of Factories, I Circle, Sivakasi. Ph. No.04562-220954	Assistant Inspector of Factories-I, Sivakasi. Ph. No.04562-220954	Deputy Chief Inspector of Factories, Sivakasi. Ph. No. 04562-220954	-do-
			Assistant Inspector of Factories-II, Sivakasi. Ph. No.04562-220954		
		Inspector of Factories, II Circle, Sivakasi. Ph. No.04562-220954	Assistant Inspector of Factories-III, Sivakasi. Ph. No.04562-220954		
			Assistant Inspector of Factories-IV, Sivakasi. Ph. No.04562-220954		
17	Virudhunagar Division	Inspector of Factories, I Circle, Virudhunagar. Ph. No.04562-269115	Assistant Inspector of Factories, I Circle, Virudhunagar. Ph. No.04562-269115	Deputy Chief Inspector of Factories, Virudhunagar Ph. No. 04562-269115	-do-
		Inspector of Factories, II Circle, Virudhunagar. Ph. No.04562-269115	Assistant Inspector of Factories, II Circle, Virudhunagar. Ph. No.04562-269115		

18	Tirunelveli Division	Inspector of Factories, I Circle, Tirunelveli. Ph. No.04562-2572103	Assistant Inspector of Factories-I, Tirunelveli. Ph. No.04562-2572103	Deputy Chief Inspector of Factories, Tirunelveli. Ph. No.04562-2572103	-do-
			Assistant Inspector of Factories-II, Tirunelveli. Ph. No.04562-2572103		
		Inspector of Factories, II Circle, Tirunelveli. Ph. No.04562-2572103	Assistant Inspector of Factories-III, Tirunelveli. Ph. No.04562-2572103		
19	Thoothukudi Division.	Inspector of Factories, Thoothukudi. Ph. No.0461-2320884	Assistant Inspector of Factories, Thoothukudi. Ph. No.0461-2320884	Deputy Chief Inspector of Factories, Thoothukudi. Ph. No.0461-2330624	-do-
		Inspector of Factories, Kovilpatti. Ph. No.04632-229585	Assistant Inspector of Factories-I, Kovilpatti. Ph. No.04632-229585		
			Assistant Inspector of Factories-II, Kovilpatti. Ph. No.04632-229585		
20	Coimbatore I Division	Inspector of Factories, I Circle, Coimbatore. Ph. No.0422-2231587	Assistant Inspector of Factories-I, Coimbatore. Ph. No.0422-2231587	Deputy Chief Inspector of Factories, I Division, Coimbatore. Ph. No.0422-2231587	-do-
			Assistant Inspector of Factories-II, Coimbatore. Ph. No.0422-2231587		

		Inspector of Factories, Udhagamandalam. Ph. No.0423-2444079	---		
21	Coimbatore II Division.	Inspector of Factories, II Circle, Coimbatore. Ph. No.0422-2441235	Assistant Inspector of Factories-III, Coimbatore. Ph. No.0422-2441235	Deputy Chief Inspector of Factories, II Division, Coimbatore. Ph. No.0422-2441235	-do-
			Assistant Inspector of Factories-IV, Coimbatore. Ph. No.0422-2441235		
		Inspector of Factories, Pollachi. Ph. No.04259-224577	---		
22	Tiruppur Division.	Inspector of Factories, I Circle, Tiruppur. Ph. No.0421-2240701	Assistant Inspector of Factories-I, Tiruppur. Ph. No.0421-2240701	Deputy Chief Inspector of Factories, Tiruppur. Ph. No.0421-2470483	-do-
			Assistant Inspector of Factories-II, Tiruppur. Ph. No.0421-2240701		
		Inspector of Factories, II Circle, Tiruppur. Ph. No.0421-2240701	Assistant Inspector of Factories-III, Tiruppur. Ph. No.0421-2240701		
			Assistant Inspector of Factories-IV, Tiruppur. Ph. No.0421-2240701		

		Inspector of Factories, III Circle, Tiruppur Ph. No. Ph. No.0421-2470483	Assistant Inspector of Factories-V, Tiruppur. Ph. No.0421-2470483		
23	Erode Division.	Inspector of Factories, I Circle, Erode. Ph. No.0424-2219521	Assistant Inspector of Factories-I, Erode. Ph. No.0424-2219521	Deputy Chief Inspector of Factories, Erode. Ph. No.0424-2219521	-do-
24	Hosur Division.	Inspector of Factories, Hosur. Ph. No.04344-276514	Assistant Inspector of Factories, Hosur. Ph. No.04344-276514	Deputy Chief Inspector of Factories, Hosur. Ph. No.04344-274347	-do-
		Inspector of Factories, Dharmapuri. Ph. No.04344-276514	---		

**DEPARTMENT OF EMPLOYMENT AND TRAINING
(EMPLOYMENT WING)**

Employment Exchanges sponsor candidates who have registered their names in the employment Exchange against the vacancies notified by the employer based upon the age, educational qualification, priority, communal rotation prescribed by the employer in the notification and as per seniority in registration.

ORGANISATION

HEAD QUARTERS	Directorate of Employment and Training, Guindy, Chennai-600 032.
EMPLOYMENT EXCHANGES	Employment Exchange functions in each District.
SPECIAL EMPLOYMENT EXCHANGES	
PROFESSIONAL AND EXECUTIVE EMPLOYMENT OFFICE	a) 140, Santhome High Road, Kuil thottam Chennai-600 004.
	b) Govt. I.T.I Complex, K.Pudur, Madurai-625 007.
SPECIAL EMPLOYMENT OFFICE FOR DIFFERENTLY ABLED.	140, Santhome High Road, Kuil thottam, Chennai-600 004.
DISTRICT EMPLOYMENT OFFICE (UNSKILLED)	485, Anna Salai, Nandanam, Chennai-600 035.
DISTICT EMPLOYMENT OFFICE (TECHNICAL PERSONNEL)	140, Kuil thottam, Jeyaprakash Narayan Maligai, Santhome High Road, Chennai – 600 004.
SPECIAL VOCATIONAL GUIDANCE CENTRE FOR TRIBAL POPULATION	57, Justin Villa, Old Garden Road, Ooty – 643 001.

COACHING-CUM-GUIDANCE CENTRE FOR SCHEDULED CASTE / SCHEDULED TRIBE	Coimbatore, Tirunelveli, Trichirapalli, Vellore, and Cuddalore.
ACTIVITY REGISTRATION: WHO CAN REGISTER?	Any Indian Citizen can register his/her name in the Employment Exchanges wherein he/she resides.
QUALIFICATIONS PRESCRIBED	No minimum qualification
REGISTRATION OF EXPERIENCE IN PRIVATE SECTOR	No time limit prescribed to register their experience certificates.
RE-REGISTRATION OF EMPLOYMENT EXCHANGE SPONSORED CANDIDATES OUSTED FOR WANT OF VACANCY.	90 days from the date of discharge (or) one concession of 18 months from the date of discharge.
EMPLOYED PERSON	Employed person can register for higher posts / better prospects by producing no objection certificate from the employer.
PRIORITY / NON - PRIORITY RATIO	Vacancies are filled in Central Government in the ratio of 1:1 between priority and non- priority categories. Vacancies are filled in the State Govt./State Quasi/Local bodies in the ratio of 1:4 between priority and non- priority categories.
GRIEVANCES REDRESSAL	1. Representation of any grievances experienced in registration, renewal, unemployment Assistance may be made immediately to Assistant Director / District Employment Officer of the Employment Exchanges. 2. Appeals may be preferred to the Regional Deputy

	<p>Director (Employment) of the region viz. Chennai, Coimbatore, Tiruchirappali and Madurai or the Director of Employment and Training, Guindy, Chennai-600 032.</p>
<p>ONLINE REGISTRATION OF EMPLOYMENT</p>	<p>All the District Employment Offices in Tamil Nadu are connected by Internet under the scheme of Networking of Employment Offices. Candidates can register their educational qualification, renew their old registration and update their additional qualification through online. This Department has created a web portal, www.tnvelaivaaiappu.gov.in.</p> <p>The existing candidates can log in using their Employment Registration number as "User ID" and Date of Birth as the "Password" in the above website for updation of their qualification and renewal.</p>

LIST OF PUBLIC INFORMATION OFFICERS / ASSISTANT PUBLIC INFORMATION OFFICERS FOR THE DEPARTMENT OF EMPLOYMENT AND TRAINING, CHENNAI-32

DIRECTORATE OF EMPLOYMENT AND TRAINING (EMPLOYMENT WING)

1	Appellate Authority - Head of the Department.	The Director, Department of Employment and Training, Guindy, Chennai-600 032.
2	Public Information Officer of the Department.	The Joint Director (Employment) Department of Employment and Training, Guindy, Chennai-600 032.
3	Assistant Public Information Officer Employment Wing Training Wing.	Deputy Director (General) Deputy Director (Administration)
APPELLATE AUTHORITIES AND PUBLIC INFORMATION OFFICERS FOR DISTRICTS (EMPLOYMENT WING)		
1	Regional Deputy Directors	Appellate Authority for the respective regions and Public Information Officer for the Office of the Regional Deputy Director, Senior Junior Employment Officer is the Assistant Public Information Officer.
2	In the Offices where Assistant Director is head of Office and 2 District Employment Officers are functioning	Assistant Director is the Public Information Officer and District Employment Officer (General) is the Assistant Public Information Officer.
3	In the Offices where Assistant Director is head of Office and One District Employment Officer is functioning	Assistant Director is the Public Information Officer and District Employment Officer is the Assistant Public Information Officer.

4	In the Offices where two District Employment Officers are functioning	District Employment Officer (General) is the Public Information Officer and District Employment Officer (Youth Employment Service) is the Assistant Public Information Officer.
5	In the Offices where one District Employment Officer is functioning as Head of office.	District Employment Officer is the Public Information Officer and the Senior Junior Employment Officer is the Assistant Public Information Officer.

ANNEXURE

Phone Numbers in respect of Assistant Director, District Employment Officer and Junior Employment Officer who are appointed in the District Employment Offices under RTI Act as Public Information Officer and Assistant Public Information Officer are furnished below.

SL. NO.	POST / NAME OF THE OFFICE	PHONE NUMBER
1	District Employment Officer, Professional and Executive Employment Office, Chennai-4	044-24642749
2	Assistant Director, District Employment Office, (General), Chennai-4.	044-24615160
3	District Employment Officer, (General), Chennai-4	044-24615160
4	District Employment Officer, Special Employment Office for Differently abled, Chennai-4	044-24615140
5	District Employment Officer, (Technical Personnel), Chennai-4	044-24611969
6	Senior Junior Employment Officer, (Technical Personnel), Chennai-4	044-24611969
7	District Employment Officer, District Employment Office for unskilled, Chennai-35.	044-24418967

8	Senior Junior Employment Officer, District Employment Officer for Unskilled, Chennai-35.	044-24418967
9	District Employment Officer, Thiruvallur.	044-27660250
10	Senior Junior Employment Officer, District employment Office, Thiruvallur.	044-27660250
11	Assistant Director, District Employment Office, Kancheepuram	044-27223124
12	District Employment Officer, (Youth Employment Service), Kancheepuram	044-27223124
13	District Employment Officer, Thiruvannamalai	04175-225381
14	Senior Junior Employment Officer, District Employment Office, Thiruvannamalai	04175-225381
15	District Employment Officer, Vellore	0416-2220042
16	District Employment Officer (Youth Employment Service) Vellore.	0416-2220042
17	Assistant Director, Coaching -Cum-Guidance for SC/ST, Vellore.	0416-2212224
18	District Employment Officer, Cuddalore.	04142-2290039
19	District Employment Officer, Coaching -Cum-Guidance for SC/ST, Cuddalore	04142-290040
20	Assistant Director, District Employment Office, Trichy.	0431-2422510
21	District Employment Officer (Youth Employment Service)Trichy	0431-2422510
22	Assistant Director, Coaching -Cum-Guidance for SC/ST, Trichy	0431-2422520
23	Assistant Director, District Employment Office, Thanjavur.	04362-237037
24	District Employment Officer (Youth Employment Service) Thanjavur.	04362-237037
25	District Employment Officer, Nagapattinam	04365-221700
26	Senior Junior Employment Officer, District Employment Office, Nagapattinam	04365-221700
27	District Employment Officer ,Thiruvarur	04366-224226

28	Senior Junior Employment Officer, District Employment Office, Thiruvarur	04366-224226
29	District Employment Officer, (General), Pudukottai	04322-222287
30	District Employment Officer (Youth Employment Service) Pudukottai	04322-222287
31	District Employment Officer ,Karur	04324-263449
32	Senior Junior Employment Officer, District Employment Office, Karur	04324-263449
33	District Employment Officer ,Perambalur	04328-275352
34	Senior Junior Employment Officer, District Employment Office, Perambalur	04328-275352
35	District Employment Officer ,Ariyalur	04329-222111
36	Assistant Director, District Employment Office, Coimbatore	0422-2642388
37	District Employment Officer (Youth Employment Service) Coimbatore.	0422-2642388
38	Assistant Director, Coaching-Cum-Guidance for SC/ST, Coimbatore	0422-2648895
39	District Employment Officer ,Thiruppur	0421-2218155
40	District Employment Officer ,Udagamandalam	0423-2444004
41	Vacational Guidance Officer, District Employment Office, Udagamandalam	0423-2223346
42	District Employment Officer, Namakkal	04286-222260
43	District Employment Officer, (General), Erode	0424-2294860
44	District Employment Officer (Youth Employment Service) Erode	0424-2294860
45	Assistant Director, District Employment Office, Salem	0427-2417750
46	District Employment Officer (Youth Employment Service) Salem	0427-2417750
47	District Employment Officer ,Dharmapuri	04342-262900

48	Senior Junior Employment Officer, District Employment Office, Dharmapuri	04342-262900
49	District Employment Officer , Krishnagiri	04343-236189
50	Senior Junior Employment Officer, District Employment Office, Krishnagiri	04343-236189
51	Assistant Director, District Employment Office, Madurai	0452-2566022
52	District Employment Officer (Youth Employment Service) Madurai	0452-2566022
53	District Employment Officer, Professional and Executive Employment Office, Madurai	0452-2564343
54	Senior Junior Employment Officer, Professional and Executive Employment Office, Madurai	0452-2564343
55	District Employment Officer (General), Dindigul	0451-2427498
56	District Employment Officer (Youth Employment Service), Dindigul	0451-2427498
57	District Employment Officer, Theni	04546-254510
58	Senior Junior Employment Officer, District Employment Office, Theni	04546-254510
59	District Employment Officer (General) Virudhunagar	04562-244713
60	District Employment Officer (Youth Employment Service), Virudhunagar	04562-244713
61	District Employment Officer (General) Sivagangai	04575-240435
62	District Employment Officer (Youth Employment Service), Sivagangai	04575-240435
63	District Employment Officer (General) Ramanathapuram	04567-221160
64	District Employment Officer (Youth Employment Service), Ramanathapuram	04567-221160
65	District Employment Officer (General), Tirunelveli	0462-2500103
66	District Employment Officer (Youth Employment Service) Tirunelveli	0462-2500103

67	Assistant Director, Coaching -Cum-Guidance for SC/ST, Tirunelveli	0462-2500218
68	District Employment Officer (General) Thoothukudi	0461-2340159
69	District Employment Officer (Youth Employment Service) Thoothukudi	0461-2340159
70	District Employment Officer (General) Nagarcoil	04652-2222191
71	District Employment Officer (Youth Employment Service) Nagarcoil	04652-2222191

TRAINING WING

The following schemes are implemented for the welfare of the Public by Training Wing.

- CRAFTSMEN TRAINING SCHEME
- APPRENTICESHIP TRAINING SCHEME
- INDUSTRIAL SCHOOL
- SKILL DEVELOPMENT INITIATIVE – MODULAR EMPLOYABLE SKILLS
- CENTRES OF EXCELLENCE
- UPGRADATION OF GOVT. I.T.I. UNDER PPP MODE
- EMPLOYABLE SKILL TRAINING TO UNEMPLOYED EDUCATED YOUTH

CRAFTSMEN TRAINING SCHEME.

Craftsmen Training Scheme was introduced to ensure a steady flow of skilled workers in different trades for domestic industry to raise quantitatively and qualitatively the industrial production by systematic training to reduce the unemployment among the educated youth by providing them employable training and to cultivate / nurture a technical and industrial attitude in the minds of the younger generation.

TRAINING IS IMPARTED FOR TRAINEES IN INDUSTRIAL TRAINING INSTITUTES

1.	The approximate time of advertisement for admission in Industrial Training Institutes	May 2 nd Week
2.	Cost of application form	Rs. 50/-
3.	The place to which application forms are to be sent	Principal, Concerned Govt. Industrial Training Institute

4.	The last date for sending filled in applications	20 days from the date of announcement of 10 th Std. results
5.	The total number of Government Industrial Training Institutes in Tamil Nadu	61
	Exclusively for Ladies	12
	Women Wing	3
	Only for Scheduled Caste	1
	Only for Scheduled Tribes	1
6.	The date of commencement of training	1 st August

MINIMUM QUALIFICATION FOR JOINING THE INDUSTRIAL TRAINING INSTITUTES

1.	Educational qualification	
	Total Number of Trades in which training is imparted. (List as per annexure B)	56
	34 Trades	10 th Passed
	14 Trades	8 th Passed
	8 Trades	+2 Passed
2.	Age Limit For Women For Ex-Serviceman	14 to 40 No Upper Age Limit 14 to 45
3.	Training Period	
	One Year Trades	24
	Two Year Trades	25
	Three Year Trade	2
	Six Month Trade	5

APPRENTICESHIP TRAINING SCHEME

The ITIs produce semi-skilled workers. To shape them as Skilled Workers and expose them in actual production the ITI passed out trainees are sponsored to Industrial establishments and are given Apprenticeship Training under Apprenticeship Act, 1961.

Apprenticeship Training is given in 111 trades. Apprentices Act, 1961 is implemented by the State Director / State Apprenticeship Advisor. It is implemented in 5 regions (viz) Chennai, Coimbatore, Madurai, Trichy and Tirunelveli regions.

The trainees passed in Industrial Training Institutes are enrolled in Employment Exchange and Related Instruction centre.

Total number of Related Instruction Centres in Tamil Nadu	:	11
Place of the Related Instruction Centres		
1. Ambattur 2.Cuddalore 3.Coimbatore 4.Guindy 5.Hosur 6. Madurai 7.North Chennai 8. Pettai 9. Salem 10. Trichy 11. Vellore		

THE FOLLOWING RESERVATIONS ARE ADOPTED WHILE RECRUITING THE APPRENTICES

Exclusively for Women	:	10%
Physically Handicapped	:	3%
Ex-servicemen	:	3 %
Scheduled Caste	:	1 : 6
Scheduled Tribe	:	1 : 20
Commencement of Training.	:	April / October 1 st day.

MINIMUM QUALIFICATION FOR JOINING APPRENTICESHIP TRAINING

a)	Educational Qualification	:	N.T.C. Passed Freshers with entry Qualification prescribed by the DGET under the Act.
b)	Age limit	:	Above 14 years.
c)	Training Period	:	6 Months to 4 Years According to Trade.
d)	Training Charges	:	Nil.

QUALIFICATION FOR WRITING THE EXAMINATION

The apprentices should complete the prescribed apprenticeship training period. They should have prescribed attendance.

ISSUE OF CERTIFICATE

All India Trade Test for Apprentices are conducted during May and October every year and successful apprentices are being awarded National Apprenticeship Certificate.

RATE OF STIPEND

1 st year trainees	:	} From Rs. 1490 to Rs. 2220/-
2 nd Year trainees	:	
3 rd Year trainees	:	
4 th ear trainees	:	

OTHER PROGRAMMES AND ACTIVITIES

COMPUTERISATION OF EXAMINATION SYSTEM

Every Year, nearly 75,000 trainees are appearing for the trade test / examination under Craftsmen Training Scheme, Apprenticeship Training Scheme and Industrial School. The computerized Provisional

National Trade Certificate to the passed out trainees and Mark sheets to the failed trainees are issued from All India Trade Test July 2002. The results of the All India Trade Test is declared in the Website, <http://www.tn.nic.in>.

INDUSTRIAL SCHOOLS

With the intention to train those who possess lesser qualification, there are 987 self-financed Private Industrial Schools functioning in Tamil Nadu with a seating capacity of 96,998 trainees. The Industrial Schools are imparting training in 110 trades out of which 11 Industrial Schools are offering Technical Teacher's Training Certificate Course.

SKILL DEVELOPMENT INITIATIVE - MODULAR EMPLOYABLE SKILLS

The objective of the Scheme is to provide Vocational training to school leavers and existing workers, ITI graduates etc. to improve their employability by optimally utilizing the infrastructure available in Government / Private institutions and the Industry. Training is offered in 1300 modules in various levels.

State Scheme had been dovetailed with the Government of India's Scheme of SDI – MES in which the Training and Testing Cost is borne by the Government and free training is imparted to the trainees of Government ITIs.

CENTRES OF EXCELLENCE

Government of India launched a scheme to upgrade 500 existing I.T.I. into Centre of Excellence all over India, in Five years at the rate of 100 I.T.I. per year. The main thrust of the programme is to produce world class craftsman.

WIREMAN HELPER COMPETENCY EXAMINATION

Candidates of 21 years of age and having a minimum work experience of 3 to 5 years under an Electrical Contractor or in a recognized establishment are allowed to appear for this examination.

UPGRADATION OF GOVERNMENT ITIS UNDER PUBLIC - PRIVATE PARTNERSHIP MODE

Government of India has launched a new scheme for upgradation of Government Industrial Training Institutes through Public Private Partnership mode. Under this Scheme, Rs. 2.5 crores interest free soft loan is sanctioned to each ITI through IMC Society.

STATE LEVEL MISSION FOR SKILL DEVELOPMENT

A State Level Mission for Skill Development has been set up in the State as per G.O.Ms.No. 144 Labour and Employment Department dated 25.09.2009. Activities are under progress to involve all Government Departments for offering various skill training by re-orientation of skill Development Schemes qualitatively and quantitatively to enhance the scope of employability and ability to adapt to the changing technologies and labour market demands, improving productivity and living standards of the people besides strengthening competitiveness of the country in achieving the goal of providing 50 crore skilled workforce by 2022 in the Country.

EMPLOYABLE SKILL TRAINING FOR UNEMPLOYED EDUCATED YOUTH

This scheme proposes for imparting employable skills in the skill sets / jobs where such employment opportunities exist in industry and service sector. The unemployed youth who are with the qualification

8th, 10th and 12th will be imparted with training to convert them as a skilled manpower.

FOR FURTHER INFORMATION CONTACT:

The Director, Department of Employment and Training,
Alandur Road, Guindy, Chennai – 600 032.

Tele : 22501002, 22501006 FAX : 22501595
22500900, 22500149 E-Mail : det@vsnl.net

Website : www.tn.gov.in

LIST OF GOVERNMENT INDUSTRIAL TRAINING INSTITUTES

SL. NO	NAME OF THE INDUSTRIAL TRAINING INSTITUTES	SL. NO	NAME OF THE INDUSTRIAL TRAINING INSTITUTES
1	AMBATTUR	32	NAGERCOIL
2	AMBATTUR (WOMEN)	33	NAGERCOIL (WOMEN)
3	ANDIMADAM	34	NAMAKKAL (WOMEN)
4	ARIYALUR	35	NEEDAMANGALAM
5	ARAKONNAM	36	THANJAVUR
6	AMBASAMUDRAM	37	PETTAI
7	ANDIPATTI (WOMEN)	38	PARAMAKUDI
8	COIMBATORE	39	PERAMBALUR
9	COIMBATORE (WOMEN)	40	PUDUKOTTAI
10	CONNOR (NILGIRIS)	41	PULLAMPADI (WOMEN)
11	CUDDALORE	42	RAMANATHAPURAM
12	CUDDALORE (WOMEN)	43	SALEM
13	CHIDAMBARAM	44	SALEM (WOMEN)
14	CHEKKANURANI	45	SANKARAPURAM
15	CHENGELPATTU	46	SIVAGANGAI
16	DHARAPURAM	47	TRICHY
17	DHARAMAPURI	48	THENI
18	NORTH CHENNAI	49	TENKASI
19	DINDIGUL	50	TRICHENDUR
20	DINDIGUL (WOMEN)	51	TRIUPPUR (WOMEN)
21	ERODE	52	THIRUVANNAMALAI
22	GUINDY (CHENNAI)	53	TUTICORIN
23	GUINDY (WOMEN) (CHENNAI)	54	THIRUVANMIYUR
24	HOSUR	55	THIRUKUVALLAI
25	KARAIKUDI	56	ULUENTHURPET
26	KARUR (WOMEN)	57	VIRUDHUNAGAR
27	MADURAI	58	VEERAKERLAMPUDUR
28	MADURAI (WOMEN)	59	VELLORE
29	METTUR DAM	60	NAGALAPURAM
30	MUDUGULATHUR	61	RANIPET
31	NAGAPATTINAM		

BASIC TRAINING CENTRES

S.L.NO.	NAME OF THE BASIC CENTRES
1	BTC/I.T.I AMBATTUR

RELATED INSTRUCTION CENTRES

SL.NO.	NAME OF THE RELATED INSTRUCTION CENTRES
1.	AMBATTUR
2.	COIMBATORE
3.	CUDDALORE
4.	GUINDY
5.	HOSUR
6.	MADURAI
7.	NORTH CHENNAI
8.	PETTAI(TIRUNELVELI)
9.	SALEM
10.	TRICHY
11.	VELLORE

CENTRE OF EXCELLENCE

Sl.No.	Name of the Trade	Duration	Entry Qualification
1	2	3	4
1.	Automobile	2 Years	10 th Passed
2.	Production and Manufacturing	2 Years	10 th Passed
3.	Electrical	2 Years	10 th Passed
4.	Apparel	2 Years	10 th Passed
5.	Leather Goods and Footwear	2 Years	10 th Passed
6.	Hospitality Management	2 Years	10 th Passed
7.	Construction Wood Working	2 Years	10 th Passed
8.	Fabrication (Fitting & Welding)	2 Years	10 th Passed
9.	PPOT	2 Years	10 th Passed
10.	Information Technology	2 Years	10 th Passed
11.	Chemical	2 Years	10 th Passed

**RIGHT TO INFORMATION ACT 2005
LIST OF APPELLATE AUTHORITIES**

SI. No.	DESIGNATION AND POST HELD REGIONAL LEVEL	NAME OF THE OFFICE
1.	Director of Employment and Training	Department of Employment and Training, Guindy, Chennai-32. Phone No.044-22501525
2.	Regional Joint Director of Training, Chennai Region.	O/o. Regional Joint Director of Training, Chennai – 600 032. Phone No.044-22501418
3.	Regional Joint Director (I/c) Coimbatore Region	O/o. Regional Joint Director of Training Coimbatore - 641 029. Phone No.0422-2646222
4.	Regional Joint Director(I/c) Madurai Region	O/o. Regional Joint Director of Training Madurai - 625 007. Phone No.0452-2566200
5.	Regional Joint Director of Training, Trichy Region.	O/o. Regional Joint Director of Training, Trichy – 620 020. Phone No.0431-2422171
6.	Regional Joint Director, Tirunelveli Region.	O/o. Regional Joint Director of Training Tirunelveli - 627 002. Phone No.0462-2574659

PUBLIC INFORMATION OFFICERS HEAD QUARTERS

SI. No.	DESIGNATION AND POST HELD REGIONAL LEVEL	NAME OF THE OFFICE
1.	JOINT DIRECTOR (EMPLOYMENT)	Directorate (Head Quarters), Guindy, Chennai-32. Phone No.044-22500149

ASSISTANT PUBLIC INFORMATION OFFICER

1.	Deputy Director (Admin)	Directorate (Head Quarters), Training Wing, Guindy, Chennai32. Phone No.044-22500911
2.	Deputy Director (GENERAL)	Directorate (Head Quarters), Employment Wing, Guindy, Chennai32. Phone No.044-22500900

REGIONAL LEVEL

1.	Administrative Officer	O/o. Regional Joint Director of Training, Coimbatore Region Phone No.0422-2646222
2.	Administrative Officer	O/o. Regional Joint Director of Training (I/c.), Madurai Region. Phone No.0452-2566200
3.	Administrative Officer	O/o. Regional Joint Director of Training, Trichy Region. Phone No.0431-2422171
4.	Administrative Officer	O/o. Regional Joint Director of Training, Tirunelveli Region. Phone No.0462-2574659

UNIT OFFICERS (Govt. I.T.I.s / RICs / BTCs)

1.	Principal	Govt. I.T.I., Guindy (Women) Phone No.044-22501982
2.	Principal	Govt. I.T.I., Coimbatore (Women) Phone No.0422-2642041
3.	Principal	Govt. I.T.I., Thiruppur, Phone No.04285-224083
4.	Principal	Govt. I.T.I., Cuddalore. Phone No.04142-290273
5.	Principal	Govt. I.T.I. Cuddalore (Women) Phone No.04142-290273
6.	Principal	Govt. I.T.I. Hosur. Phone No.04344-262456
7.	Principal	Govt. I.T.I., Dindugal Phone No.0451-2471412
8.	Principal	Govt. I.T.I., Dindugal (Women) Phone No.0451-2470544
9.	Principal	Govt. I.T.I., Dharapuram. Phone No.04285-230307
10.	Principal	Govt. I.T.I., Erode Phone No.04344-275244

11.	Principal	Govt. I.T.I., Nagercoil Phone No.04652-260463
12.	Principal	Govt. I.T.I., Nagercoil (W) Phone No.04652-222560
13.	Principal	Govt. I.T.I., Nagapattinam Phone No.04365-230129
14.	Principal	Govt. I.T.I., Ariyalur. Phone No.04329-228408
15.	Principal	Govt. I.T.I., Pudukottai. Phone No.04322-221584
16.	Principal (I/c.)	Govt. I.T.I., Paramakudi Phone No.04652-225300
17	Principal	Govt. I.T.I., Metturdam Phone No.04298-244065
18.	Deputy Director / Principal (I/C)	Govt. I.T.I., Salem Phone No.0427-2412074
19.	Principal (I/C)	Govt. I.T.I., Salem (W) Phone No.0427-2400074
20.	Principal	Govt. I.T.I., Karaikudi Phone No.04565-220447
21.	Principal	Govt. I.T.I., Thanjavur Phone No.04362-237054
22.	Principal	Govt. ITI., Theni Phone No.04546-272240
23.	Deputy Director / Principal (I/c)	Govt. I.T.I., Ambattur Phone No.044-26252453
24.	Principal	Govt. I.T.I., Pullambadi (W) Phone No.0431-2552238
25.	Principal (I/c)	Govt. I.T.I., Thiruvannamalai Phone No.04175-2233018
26.	Principal	Govt. I.T.I., Tuticorin Phone No.0461-2340133
27.	Principal	Govt. I.T.I., Vellore Phone No.0416-2290848

28.	Principal (I/c)	Govt. I.T.I., Thiruchendur Phone No.04639-242253
29.	Principal	Govt. I.T.I., Virudhunagar Phone No.04562-2352382
30.	Principal	Govt. I.T.I., Sivagangai Phone No.04575-242100
31.	Assistant Director	R.I. Centre, Guindy Phone No.044-22501530
32.	Assistant Director	R.I. Centre, (North) Chennai Phone No.044-25209268
33.	Assistant Director	R.I. Centre, Coimbatore Phone No.0422-2642041
34.	Assistant Director	R.I. Centre, Hosur Phone No.04344-262456
35.	Assistant Director	R.I. Centre, Ambattur Phone No.044-26373189
36.	Assistant Director	R.I. Centre, Trichy Phone No.0431-2552238
37.	Assistant Director (I/c)	R.I. Centre, Vellore Phone No.0416-2290348
38.	Principal	Govt. I.T.I., Coonoor Phone No.0423-231759
39.	Principal	Govt. I.T.I., Chenglepet Phone No.04114-2431242

III ASSISTANT PUBLIC INFORMATION OFFICERS

1	Administrative Officer	O/o. Regional Joint Director of Training, Chennai Region. Phone No.044-22501418
2	Superintendent	O/o. Regional Joint Director of Training, Madurai Region. Phone No.0452-2566200
3	Superintendent	O/o. Regional Joint Director of Training, Trichy Region. Phone No.0431-2422171
4	Superintendent	O/o. Regional Joint Director of Training, Coimbatore Region. Phone No.0422-2646222
5	Superintendent	O/o. Regional Joint Director of Training, Tirunelveli Region. Phone No.0462-2574659

UNIT OFFICERS (Govt. I.T.Is / RICs / BTCs)

6	Administrative Officer	Govt. I.T.I., Guindy Phone No.044-22501530
7	Administrative Officer	Govt. I.T.I., North Chennai Phone No.044-25209268
8	Office Manager	Govt. I.T.I., Guindy (W) Phone No.044-22501982
9	Administrative Officer	Govt. I.T.I., Coimbatore Phone No.0422-2642041
10	Office Manager	Govt. I.T.I., Coimbatore (W) Phone No.0422-2642041
11	Office Manager	Govt. I.T.I., Thiruppur (W) Phone No.04285-224083
12	Office Manager	Govt. I.T.I., Chidambaram Phone No.04149-228900
13	Office Manager	Govt. I.T.I., Cuddalore (W) Phone No.04142-290273
14	Administrative Officer	Govt. I.T.I., Hosur Phone No.04344-262456
15	Office Manager	Govt. I.T.I., Dharmapuri Phone No.0428-230307
16	Administrative Officer	Govt. I.T.I., Dindigul Phone No.0451-2471412
17	Office Manager	Govt. I.T.I., Dindigul (W) Phone No.0451-2470544
18	Administrative Officer(I/c)	Govt. I.T.I., Dharapuram Phone No.04285-230307
19	Administrative Officer	Govt. I.T.I., Erode Phone No.04344-275244
20	Administrative Officer	Govt. I.T.I., Chenglepet Phone No.04114-2431242
21	Administrative Officer(I/c)	Govt. I.T.I., Nagercoil Phone No.04652-260463

22	Office Manager	Govt. I.T.I., Karur (W)
23	Administrative Officer	Govt. I.T.I., Madurai Phone No.0452-2566200
24	Administrative Officer	Govt. I.T.I., Thiruchendur Phone No.04639-242253
25	Administrative Officer	Govt. I.T.I., Nagapattinam Phone No.04365-230129
26	Office Manager	Govt. I.T.I., Thirukkuvlai Phone No.04365-245514
27	Office Manager	Govt. I.T.I., Coonoor Phone No.0423-231759
28	Administrative Officer	Govt. I.T.I., Ariyalur Phone No.04329-228408
29	Office Manager	Govt. I.T.I., Ramanathapuram Phone No.04567-231214
30	Administrative Officer (I/c)	Govt. I.T.I., Salem Phone No.0427-2412074
31	Office Manager	Govt. I.T.I., Salem (W), Phone No.0427-2400074
32.	Administrative Office.	Govt. I.T.I., Ambattur Phone No.044-26373189
33.	Office Manager	Govt. I.T.I., Ambattur (W)
34.	Administrative Officer (I/c)	Govt. I.T.I., Pettai Phone No.0462-234005
35.	Administrative Officer	Govt. I.T.I., Tuticorin Phone No.0461-2340133
36	Administrative Officer	Govt. I.T.I., Ulundurpet Phone No.04149-222339
37.	Administrative Officer	Govt. I.T.I., Virudhunagar Phone No.04562-2352382
38.	Office Manager	Govt. I.T.I., Sivagangai Phone No.04575-242100

39.	Office Manager	Govt. I.T.I., Perambalur
40.	Office Manager	R.I.Centre, Guindy Phone No.044-22501530
41.	Officer Manager	R.I.Centre, North Chennai Phone No.044-25209268
42.	Office Manager	R.I.Centre, Coimbatore Phone No.0422-2646222
43.	Officer Manager	R.I.Centre, Cuddalore Phone No.04142-290273
44.	Office Manager	R.I.Centre, Thirunelveli Phone No.0462-2574659
45.	Office Manager	R.I.Centre, Ambattur Phone No.044-26373189
46.	Office Manager	R.I.Centre, Trichy Phone No.0431-2552238
47.	Office Manager	R.I.Centre, Vellore Phone No.0416-2290848
48.	Training Superintendent	Industrial Training Unit, Thiruvanmiyur Phone No. 044-24540485
49.	Principal	Govt. Industrial Training Institute, Madurai (Women) Phone No. 0452-2560544
50.	Training Officer	Govt. I.T.I. Needamangalam Phone No.04362-256025
51.	Special Officer	Govt. I.T.I. Sankarapuram Phone No. 04149-222339

DIRECTOR OF MEDICAL AND RURAL HEALTH SERVICES (ESIS)

ESI Scheme is organised to provide multi dimensional social security benefits to the labour population.

For Administrative convenience there are 4 Regions in Tamil Nadu.

- | | | | |
|----|------------|---|-----------------|
| 1. | Chennai | - | 42 Dispensaries |
| 2. | Madurai | - | 57 Dispensaries |
| 3. | Coimbatore | - | 38 Dispensaries |
| 4. | Salem | - | 54 Dispensaries |

The insured workers and the dependents are being provided with medical care through an extensive network of 191 ESI Dispensaries and 9 ESI Hospitals in the State.

Besides this, other benefits are also offered to the workers as follows.

1. Medical Benefits
2. Maternity Benefit
3. Sickness Benefit
4. Extended Sickness Benefit
5. Dependant's Benefit
6. Disablement Benefit
7. Temporary Disablement Benefit
8. Permanent Disablement Benefit
9. Enhanced Sickness Benefit
10. Funeral Benefit
11. Unemployment Allowance

RTI Act

Dr.N.Karthikeyan, MBBS., PGDHM., Deputy Director of Medical and Rural Health Services (ESIS) Phone No.044-24327954,24327953 is nominated as the nodal officer for the RTI Act petitions. All the petitions received under RTI Act are given prime importance and appropriate action is taken within the time as stipulated under the Act.

OVERSEAS MANPOWER CORPORATION LIMITED

Overseas Manpower Corporation Limited (OMCL) was incorporated on 30.11.1978 by the Government of Tamil Nadu as State Public Sector undertaking for the welfare of those who are seeking overseas employment in order to prevent them from the exploitation of the unscrupulous recruiting agents. The main objective of the Corporation is to increase the employment opportunities in foreign countries.

REGISTRATION

If any Indian Citizen wishes to avail the service of the OMCL, he/she must register his/her name with the OMCL by paying an specified amount.

The registration particulars will be kept in live register for 2 years from the date of payment of registration fee.

AUTHORITIES UNDER THE RTI ACT

As per the Right to Information Act, 2005, following officials are appointed as Public Information Officer, Assistant Public Information Officers and the Appellate Authority.

1.	Public Information Officer	:	Administrative Officer, OMCL, Adyar, Chennai-20. Phone No.044 - 24464268, 24464269
2.	Assistant Public Information Officer	:	Assistant Manager (Accounts & Estt), OMCL, Adyar, Chennai-20. Phone No.044 - 24464268, 24464269
3.	Appellate Authority	:	Managing Director, OMCL, Adyar, Chennai-20. Phone No.044-24464268, 24464269

S.T. CHELLAPANDIAN
Minister for Labour