



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005

GOVERNMENT OF TAMIL NADU

DEPARTMENT OF HANDLOOMS AND TEXTILES

“KURALAGAM” SECOND FLOOR,

CHENNAI – 600 108

DEPARTMENT OF HANDLOOMS AND TEXTILES
“Kuralagam, Second Floor,
Chennai – 600 108

INTRODUCTION

In order to ensure greater and more effective access of Information under the control of Public authority, and to be more transparent and accountable in the functions of the Public authority, the Government of India have enacted **“The Right to Information Act 2005”** which came into force on 15.6.2006. The Act is based on the principle that all Government information is the property of the people. It takes democracy to grass root level. This Act would ensure timely response to the information needs as Government functioning and lead to greater transparency in governance.

- 1.1. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Handlooms, Handicrafts, Textiles and Khadi, Government of Tamil Nadu has brought out this manual for information and guidance of the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's organizational set-up, functions and duties and responsibilities of the officers and employees, records and documents available with the Department.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Handlooms, Handicrafts, Textiles and Khadi and the Organisations under its administrative control.
- 1.4 The Department of Handlooms and Textiles has designated the Joint Director (Handlooms) as its Public Information officer (PIO) for all matters pertaining this Department. His Office telephone No.25358712. The Department has designated the Commissioner of Handlooms and Textiles as Appellate Authority under section 19(1) of the Right to Information Act. The Contact Address of the Appellate Authority is

Commissioner of Handlooms and Textiles,
Department of Handlooms and Textiles,
Kuralagam, Second Floor, Chennai 600 108.
Telephone No.25341204

1.5 The procedure and fee structure for getting information are as under:-

(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act 2005, shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's Cheque. The Public Information Officer shall credit the amount to the following head of account:-

“0075.00 Miscellaneous General Services – 800.
Other receipts – BK Collection of fees 801 under
Tamil Nadu Right to Information (Fees) – 802 Rules 2005
(D.P.C. 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury/Pay and Accounts Office/State Bank of India/Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) actual charge or cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- (i) for information provided in disc or floppy @ Rs.50/- (fifty) per disc or floppy; and
- (ii) for information provided in printed form, at the price fixed for such publication.

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

**TELEPHONE NUMBERS CONNECTED WITH THE DEPARTMENT OF
HANDLOOMS AND TEXTILES.**

DESIGNATION	NAME Tvl	PHONE
COMMISSIONER	M. R. Mohan, I.A.S.,	25341204
ADDITIONAL DIRECTOR	K. Karnan	25358712
JOINT DIRECTOR (TEXTILES)	S. Selvam	25342220
JOINT DIRECTOR (HANDLOOMS)	K. Karnan (I/c)	25358712
JOINT DIRECTOR (UNIFORMS)	Vacant	25358715
FINANCIAL ADVISOR & C.A.O	Tmt. R. Tamilmoney	25340287
DEPUTY DIRECTOR (TEXTILES)	Vacant	25341517
DEPUTY DIRECTOR (ENFORCEMENT)	Vacant	25341517
ACCOUNTS OFFICER	Vacant	25341517
ASSISTANT DIRECTOR (ADMN)	S. Vijayakumar (I/c)	25341517
ASSISTANT DIRECTOR (HQRS.)	S. Vijayakumar	25341517
ASSISTANT DIRECTOR (POWERLOOMS)	Tmt.V. Rathna	25341517
ASSISTANT DIRECTOR (TEXTILES)	Tmt. V. Rathna (I/c)	25341517
ASSISTANT DIRECTOR (UNIFORMS)	P. Dhanasekaran	25341517

ADDRESS OF THE MAIN OFFICE:

Commissioner of Handlooms & Textiles,
"Kuralagam" Second Floor,
Chennai – 600 108

OFFICE HOURS:

The usual office hours from 10.00 a. m to 5.45 p.m. throughout the week except Government holidays.

DEPARTMENT OF HANDLOOMS AND TEXTILES

Particulars of organization, functions and duties under section 4(1) (b) (i) of Right to Information Act, 2005

OBJECTIVE / PURPOSE OF THE DEPARTMENT

Handloom is the largest economic activity providing direct and indirect employment to large segment of rural people. The Department of Handlooms and Textiles with the effective Government intervention through financial assistance is implementing various developmental and welfare scheme, which enables this sector to withstand competition for Powerloom and Mill sector. Handlooms forms a part of heritage and culture and exemplifies the richness and diversify of the state and also the artistry of workers. Concerted efforts are being taken by the Department through the various schemes and programmes to enhance productivity, income and socio-economic status of workers by upgrading their technical skills and providing essential inputs.

ACTIVITIES OF THE DEPARTMENT OF HANDLOOMS AND TEXTILES.

The prime objective of the Department is to promote the harmonious development of Handloom, Powerloom and Textile sectors and to work for the welfare of the handloom weavers

The Commissioner of Handlooms and Textiles is the “Functional Registrar” for the Handloom and Powerloom Weavers’ Cooperative Societies and other Cooperative Institutions connected with the Industry throughout the State and is vested with powers delegated under the Tamil Nadu Cooperative Societies Act and Rules.

The Commissioner of Handlooms and Textiles also functions as the ‘State Textile Authority’ and as such has a general responsibility to facilitate the smooth functioning of the Spinning and Textile Mills, Hosiery units, Handlooms and Power looms. The Department has the

overall responsibility for ensuring the availability of raw materials to all sectors of the industry, augmenting the production of yarn and fabrics at reasonable prices as well as creating an environment to promote the sale of end products. The Department has a special responsibility for the supply of yarn and other raw materials to the Weaver's Cooperative Societies and arranging for marketing of the finished products through Cooptex, Loom World, Society's own showrooms and other selling outlets. The Department of Handlooms and Textiles also promotes the Socio-economic well-being of the weavers and is incharge of implementing various welfare and developmental schemes for their welfare through 18 circle Deputy Directors / Assistant Director of Handlooms and Textiles.

The details regarding the Headquarters and the places of jurisdiction are given below:-

SL. NO.	CIRCLE	JURISDICTION (DISTRICT)
1.	KANCHIPURAM	Kancheepuram District
2.	THIRUVALLUR	Thiruvallur District Chennai - District
3.	VELLORE	Vellore District Thiruvannamalai District
4.	TRICHY	Trichy District, Pudukottai District,
5.	KARUR	Karur District
6.	CUDDALORE	Cuddalore District, Villupuram
7.	KUMBAKONAM	Thanjavur and Peramballur District
8.	THIRUVARUR	Thiruvarur and Nagapattinam District.
9.	DINDIGUL	Dindigul District
10.	MADURAI	Madurai District, Theni District.
11.	VIRUDHUNAGAR	Virughunagar District
12.	PARAMAKUDI	Ramanathapuram District, Sivaganga District
13.	THIRUNELVELI	Thirunelveli and Tuticorin District.
14.	NAGERCOIL	Kanyakumari District.
15.	COIMBATORE	Coimbatore District, Nilgris District,
16.	ERODE	Erode District
17.	SALEM	Salem District, Dharmapuri District, Krishnagiri District.
18.	THIRUCHENGODE	Namakkal District.

The circle Deputy Directors/Assistant Directors of Handlooms and Textiles are responsible for Administration to all the Weavers Cooperative Societies, Implementation of Plan Schemes, Distribution of Yarn etc. in the District. In general all matters relating to Handlooms, Textiles,

Powerlooms, Hosiery, Knitwear within their Jurisdiction are handled by the Deputy Directors/Assistant Director of Handlooms and Textiles.

Various Institutions functioning under the administrative control of the Department are as follows:-

- 1140 Handloom Weavers' Cooperative Societies
- 127 Powerloom Weavers Cooperative Societies.
- 18 Cooperative Mills (At present, 5 Cooperative Spinning Mills Viz. Anna, Bharathi, Pudukottai, Kanyakumari & Dharmapuri are functioning)
- Tamil Nadu Handloom Weavers' Cooperative Society Limited (Cooptex), Chennai
- Tamil Nadu Zari Limited, Kancheepuram.
- Tamil Nadu Handloom Development Corporation Limited, Chennai
- Tamil Nadu Cooperative Textile Processing Mills Limited, Erode.
- Tamil Nadu Textile Corporation Limited, Coimbatore
- Tamil Nadu Cooperative Spinning Mills Federation Ltd (TANSPIN), Chennai.

HANDLOOM DEVELOPMENT SCHEME

- 1) Rebate subsidy Scheme
- 2) Deen Dayal Hathgarkha Protshan Yojana Scheme.
- 3) Free Distribution of Sarees and Dhoties Scheme.
- 4) Free Distribution of Uniform Scheme.
- 5) Providing of working capital at concessional rate of interest to Handloom Weavers Cooperative Societies and Apex Society
- 6) Integrated Handloom Development Project
- 7) Enforcement of Handloom (Reservation of Articles for Production) Act, 1985
- 8) Prize Award for the Best Exporter.
- 9) Prize Award for the Best Weavers.

WELFARE SCHEMES FOR HANDLOOM WEAVERS.

- 1) The Cooperative Handloom Weavers' Savings and Security Scheme.
- 2) Central Thrift Fund Scheme.
- 3) Tamil Nadu Handloom Weavers' Family Pension Scheme.
- 4) Cooperative Handloom Weavers' Old Age Pension Scheme
- 5) Weavers' House Cum Work shed Scheme.
- 6) Work shed Scheme.
- 7) Mahatma Gandhi Bunker Bima Yojana Scheme (Insurance Scheme for Handloom Weavers)
- 8) Health Insurance Scheme for Handloom Weavers
- 9) Awarding Scholarships under Dr. M.G.R. Handloom Weavers' Welfare T
- 10) Payment of Scholarship to Students of Indian Institute of Handloom Technology, Salem.

A) Commissioner of Handlooms and Textiles:

The Commissioner of Handlooms and Textiles is the Head of Department. He is responsible for the overall development of Handlooms, Powerlooms and Textile sectors. He is also functioning as the State Textile authority and he is responsible for the development of the organized mill sector, Powerlooms, Cotton trade and distribution of raw materials and cloth control. He is also the Chairman of Tamilnadu Handloom Development Corporation, Tamilnadu Zari Limited, Tamilnadu Cooperative Textile Processing Mills. He is also a Director of Tamilnadu Textile Corporation, Coimbatore. Further he is functioning as the Ex-officio Director of 18 Cooperative Spinning Mills in the State. The Director of Handlooms and Textiles is the functional Registrar under the Cooperative Societies Act in respect of all the Weavers Cooperative Societies in the State. Further he is incharge of implementation of various schemes connected with Handloom, Powerloom and Cooperative Spinning Mills such as Market Development Assistance, janatha cloth scheme, Savings and Security Scheme, Organisation of Handlooms and Powerloom Weavers Cooperative Societies etc.

DISTRIBUTION WORK AMONG OFFICERS**B) Additional Director of Handlooms and Textiles**

The Additional Director of Handlooms and Textiles is assisting the Commissioner of Handlooms and Textiles in the Planning and Implementation of schemes for the development of Handloom Weavers. Budgeting and its performance in this Department, vital statistics and Management Information system for appropriate planning.

Evaluation of all the schemes and programmes.

Papers relating to Tamilnadu Handloom Development Corporation.

Interaction with Research Institute and other allied institutions for evolving new Development Programmes for Handlooms, Powerlooms and Textile Sectors, to increase the production and marketing so as to effectively compete with competitive sectors and also have a strong footing in the export front.

C) Joint Director (Textiles)

The Joint Director (Textiles) is assisting the Commissioner of Handlooms and Textiles in effecting control of the working performance of all the Cooperative Spinning Mills. Joint Director (Textiles) is assisting papers relating to General Administration of Cooperative Spinning Mills and Modern Dye Houses. Statutory matters of Cooperative Spinning Mills and all subjects relating to TNTC., Tamil Nadu Cooperative Textile Processing Mill, Mill gate price Scheme – Yarn supply – Setting up of Apparel Park – Powerloom, Knitwear, Hosiery sector, Textile Centre Infrastructure Development Scheme - SITP and matters relating to SIMA, SITRA, TEXRPCO, TEA, PEDEXIL, AHEA etc.,

D) Joint Director (Handlooms)

Joint Director (Handlooms) is assisting the Commissioner in over all Administrative matters of Officers and Staff of the Department – Administration of Primary Weavers Cooperative Societies – He is exercising financial control in respect of the drawal and disbursement of loans and grants to the Weavers Cooperative Societies – Tamil Nadu Handloom Weavers Cooperative Societies – TNHDC – Exercising of statutory functions under TNCS Act – Centralized Purchase Committee for Zari – Tamil Nadu Zari Ltd – Exhibitions and Fairs - - Subject relating to all Committees - State Level Project Committee, State Level Advisory Committee, State Level Implementation Committee (Textile Park) - Matters relating to Weavers Service Centre, HEPC HHEC – IIHT – Kalakshetra, NIFT, NID – Tamil Nadu Handloom Workers (Conditions of employment and Miscellaneous Provisions) Act. – Training programme of Staff.

E) Joint Director (Uniforms)

All subject relating to Free Distribution Scheme – Uniforms – Welfare Scheme – Work shed, Savings and Security Scheme – Pension, He is coordinating with the Director of Social Welfare and Director of School Education in the allotment of uniform cloth to District Social Welfare offices, sanction of advances and settlement of bills in the allotment of uniform cloth to District Social Welfare offices, - Mahatma Gandhi Bunker Bima Yojana – Deen Dayal Hathgarkha Yojana Scheme.

F) Financial Advisor and Chief Accounts Officer:

He is incharge of accounts matters in the Commissionerate and assists the Commissioner of Handlooms and Textiles in the implementation of Rebate Scheme etc. He is incharge of other works such as reconciliation, Public Accounts Committee and Estimates Committee, Budget and allotment of funds etc.,

G) Deputy Director (Textiles)

The Deputy Director (Textiles) render assistance to the Commissioner of Handlooms and Textiles and Joint Director (Textiles) in all the matters relating to:

The Enforcement of Textiles (Development and Regulation) Act.

Matters relating to Powerlooms within and outside Cooperative fold.

Handloom Industry outside the Cooperative Fold.

Matters relating to Handloom Export Promotion Council, National Handloom Development Corporation, Weavers Service Centre and Indian Institute of Handloom Technology.

Maintain statistics of Handloom Industry outside Cooperative fold, production and Export performance relating to Handloom Projects outside Cooperative fold. Visit of VVIPs.

H) Deputy Director (Enforcement)

Deputy Director (Enforcement) of this office is the statutory authority for implementation of Handloom (Reservation of Articles for production Act 1985) – All matters relating to Enforcement of exclusive Reservation of 11 Products for Handlooms – Monitoring the work done by the enforcement machinery established in Coimbatore, Erode, Madurai, Salem and Tiruchengode – Periodical Inspection of Powerlooms – Implementation of Welfare Scheme to Powerloom Weavers – Coordination with Government of India to get financial assistance and also submit periodical progress report on the performance of enforcement machinery

I) Accounts Officer:

He is assisting the Chief Accounts Officer.

J) Assistant Director (Personnel and Administration):

The Assistant Director (Personnel and Administration) is incharge of Establishment and other organizational matter relating to the Department of Handlooms and Textiles as a whole. He is dealing with all the cases relating to the Sections placed under his control i.e. A, E and Q Sections and submit the files to Joint Director (Handlooms) and Commissioner of Handlooms and Textiles. He is discharging the duties of a Personal Assistant to the Commissioner of Handlooms and Textiles.

K) Assistant Director (Headquarters):

The Assistant Director (Headquarters) assists the Commissioner of Handlooms and Textiles with regard to the statutory administration of all the Weavers Cooperative Societies in the State and for their development. He is dealing with all the cases relating to the Sections placed under his control i.e.G, H, J, O Sections and submit the files to Joint Director (Handlooms) and Commissioner of Handlooms and Textiles. He also assists the Commissioner of Handlooms and Textiles in the implementation of the various items of development schemes for the benefits of the Weavers within the Cooperative sector. The Officer is responsible for the statutory work relating to nomination, elections, enquiries, arbitration, execution, supersession, liquidation, prosecution and other matters touching the Weavers Cooperative Societies. He is also looking after the matters relating to the Export of Handloom fabrics by Cooptex.

L) Assistant Director (Textiles):

The Assistant Director (Textiles) is looking after the Handloom Industry outside the Cooperative fold. He is dealing with all the cases relating to the Sections placed under his control i.e. B, D, K and M Sections and submit the files to Joint Director (Textiles) and Commissioner of Handlooms and Textiles. He is responsible for the work relating to distribution of raw materials (Art Silk, dyes and Chemicals etc.), Tamil Nadu Handloom Development Corporation and Exports.

He is also attending to the work relating to guarantee assistance given sick mills and also attending meetings relating to Cooperative Spinning Mills and Tamilnadu Cooperative Spinning Mills Federation, issue of Cotton licenses and collection of cotton cess etc.

M) Assistant Director (Powerlooms):

The Assistant Director (Powerlooms) will deal with all the cases relating to the Sections placed under his control i.e. K, L, sections and submit the files to Joint Director (Textiles) and Commissioner of Handlooms and Textiles. The Assistant Director (Powerlooms) will also exercise control over the sections placed in his charge

N) Assistant Director (Uniforms):

The Assistant Director (Uniforms) is assisting the Commissioner of Handlooms and Textiles and Joint Director (Uniforms) in all matters relating to implementation of supply of Uniforms to School going Children, and interacts with the Department as well as with Social Welfare, Education Department in obtaining of requirement of Cloth, issuing of production plan, getting of financial sanction from Government, Sanction of advances and settlement of final bills. He is dealing with all the cases relating to the Sections placed under his control i.e. C and P Sections and submit the files to Joint Director (Handlooms) and Commissioner of Handlooms and Textiles.

O) Junior Engineer (Civil)

The Junior Engineer (Civil) is incharge of the Engineering division and he is in overall charge of rendering technical assistance to the Commissioner of Handlooms and Textiles with regard to the preparation of plans and Estimates, arranging to procure the materials required for the construction, filing up of contracts, final closing of accounts etc. connected with the expansion of Cooperative Spinning Mills. he is also incharge of Housing Scheme implemented by the Weavers Cooperative Societies.

The Head Office of the Department of Handlooms and Textiles Consists of sections and the subjects dealt within these sections are tabulated below:

Sl. No.	Sections	Details of subjects dealt with
1.	A1	Presentation and encashment of all Bills – Office Cash and writing up of Cash book and subsidiary register – Recoupment of permanent advance – Pension – Sanction of Khadi and Handloom cloth on credit basis.
	A2	All Traveling Allowance Bills (Gazetted and Non-Gazetted Officers at Head Office and circle) – Tour Advance reimbursement of Medical Bills – Sanction of Conveyance advance and General provident Fund Advance and House Building advance of Head Office and circle Deputy/Assistant Directors – Leave Travel Concession Bills – Petrol Bills.
	A3	Preparation of Pay Bills – All arrear bills – Office Building Rent Bills – Electricity Bills – Telephone Bills – Sanction of Circle Deputy / Assistant Director's Office Building Rent – Festival Advance .
2.	B1	Matters relating to Apparel Export Promotion Council – Supply of Yarn under Mill gate Price Scheme – Textile Center infrastructural Development Scheme / Critical Infrastructural Balance Scheme / Apparel Export Park
	B2	All matters relating to Private Textile Mills – Subject relating to meeting conducted by Tamil Nadu Textile Corporation, National Textile Corporation, South India Viscose Ltd., South India Textile Research Association, Southern India Mills Association - Ramaraju Surgical Cotton Mills – Papers relating to Textile Policy of the State and Centre-matters relating to closed textile Mills.
3	C1	Implementation of Centrally sponsored Welfare Schemes:- Work shed-cum-Housing Scheme – Thrift Fund Scheme for Handloom Weavers – Work shed scheme HIS – MGBBY – SSS –9.5% –

Sl. No.	Sections	Details of subjects dealt with
	C2	Implementation of State sponsored Welfare Schemes – Old Age Pension – Family Pension
4.	D1	Statutory matters relating to Cooperative Spinning Mills such as bylaws, Cooperative Societies Act and Rules - Amendment to Bylaws and Special regulations relating to service condition – Review of Cooperative Spinning Mills – Preparation of Administrators report Planning policy – Co-ordination and organisation of Cooperative Spinning Mills.
	D2	Administrative Supervisory and Technical Staff of Cooperative Spinning Mills – Inspection of Cooperative Spinning Mills and watching of compliance reports – Survey reports of South India Textile Research Association – Refund of revenue – Departmental Audit of Cooperative Spinning Mills.
	D3	Recommending for exemption from land ceiling Act for the private mills and files relating to urban Land Tax - Scrutiny of plan and estimate of Cooperative Spinning Mills – Review of Civil and Electrical works – To arrange for the purchase of Generators electrical spares to Cooperative Spinning Mills - Cooperative Spinning Mills Voluntary Retirement Scheme.
5.	E1	All Establishment matters relating to Gazetted Officers – Special Rules for Tamil Nadu Handlooms and Textiles Service and Tamil Nadu Handlooms and Textiles Subordinate Service – Pay Commission.
	E2	All Establishment matters relating to Ministerial Services, Technical and Engineering staff of Headquarters and Districts – Maintenance of registers showing the permanent and temporary establishment of the Assistant Director of Handlooms and Textiles – Statistical data of the staff belonging to the Schedule Caste / Schedule Tribes and backward classes – All subjects relating to purchase and maintenance of Government

Sl. No.	Sections	Details of subjects dealt with
		vehicles both at Head Office and District.
	E3	All Establishment matters relating to Textile Control Officers, Handloom Officers, Handloom Inspectors and Staff drawn from Cooperative Department both at Headquarters and Districts – Maintenance of Registers showing temporary and permanent posts relating to Textile Control Officer, Handloom Officer, Handloom Inspector.
6	F1	All matters relating to Rebate Scheme – Sanctioning of rebate claims of Erode and Coimbatore Circles - Review of the works of Handloom Officer (Cell) Test Audit reports relating to rebate scheme in respect of Erode and Coimbatore circles.
	F2	Rebate claims of Madurai, Virudhunagar, Paramakudi, Dindigul and Tiruchengode circles and the Tamil Nadu Handloom Weavers Cooperative Society - Test Audit reports relating to the above scheme in respect of the above circles.
	F3	Rebate claims of Salem, Trichy and Cuddalore circles – Test Audit and Departmental Revenue Audit reports under rebate scheme in respect of the above circles.
	F4	Rebate claims of Kancheepuram, Vellore, Tirunelveli and Nagercoil circles – Test audit and Departmental Revenue Audit Reports under rebate scheme in respect of the above Districts.
7	G1	All Administrative matters including issue of Foreign Service Orders relating to Cotton Weavers Cooperative Societies in all circles – Test Audit Report relating to Primary Weavers Cooperative Societies (Cotton) – Implementation of Tamil Nadu Handloom Workers' (Conditions of Employment and Miscellaneous Provisions) Act – Matters relating to payment of minimum wages to weavers under cooperative fold – Wages

Sl. No.	Sections	Details of subjects dealt with
		of Cotton and Silk Weavers Cooperative Societies – All petitions relating to Weavers Cooperative Societies.
	G2	Administration of Silk Weavers Cooperative Societies – Test Audit Reports relating to above subjects – Weavers Federation – All Administrative matters including Foreign Service orders in respect of Silk Weavers Cooperative Societies – Common Good Fund and General Fund sanctions in respect of Silk Weavers Cooperative Societies – Allowing of Patronage rebate to Weavers members – Incentive to Employees of Silk Weavers Cooperative Societies.
	G3	Indian Institute of Handloom Technology, Kalakshetra – Trade – Patent G.I. Act – Handloom Mark – W.T.O. – Advertisement – Tamilnadu Handloom Development Corporation – Handloom Projects – Performance of Department showrooms – Loom World – Miscellaneous petitions related to Handlooms, Cooperative and Private Weavers.
8	H1	All Statutory matters relating to Weavers Cooperative Societies in Kancheepuram, Thiruvallur, Vellore, Cuddalore, Kumbakonam and Coimbatore – Appointment of Special Officers and Administrators in respect of the above circles – Matters relating to the Arbitration, Inquiry, Inspection, Surcharge, Disputes, Execution, Appeal, Revision, Liquidation work in respect of the above circles – Taking follow-up action on the Special report of the Cooperative Auditors of Primary Weavers Cooperative Societies in respect of the above circles – Writ matters relating to all statutory functions of the Primary Societies in the above Circles. – Amendment relating to TNCS Act and TNCS Rules
	H2	All Statutory matters relating to Weavers Cooperative Societies in Trichy, Thiruvarur, Karur, Salem, Erode and Thiruchengode – Appoint of Special Officers and Administrators in respect of the above circles – Matters

Sl. No.	Sections	Details of subjects dealt with
		relating to the Arbitration, Inquiry, Inspection, Surcharge Disputes, Execution, Appeal, Revision and Liquidation work in respect of the above circles- Writ matters relating to all statutory functions of the Primary societies in the above circles – Subjects of Right to Information Act, 2005 – Monitoring the action taken by the PIO on the petitions received under the Act – Submitting periodical reports to Government – Coordination with all PIOs Appellate Authority and with Tamil Nadu Information Commission.
	H3	All Statutory matters relating to Weavers Cooperative Societies in Madurai, Dindigul, Paramakudi, Virughunagar, Thirunelveli and Nagercoil – Appointment of Special Officers and Administrators in respect of ;the above circles – Matters relating to the Arbitration, Inquiry Inspection, Surchage, Disputes, Execution, Appeal, Revision and Liquidation work in respect of the above circles – Writ matters relating to all statutory functions of the Primary societies in the above circles. – Administration and Statutory matters relating to Tamil Nadu Handloom Weavers Cooperative Society.
9	J1	Conversion of Handlooms into Powerlooms Amalgamation Scheme – Managements Information system – National Design Collection Programme - Expos and other Exhibitions – Tamilnadu Cooperative Union – Loans from Cooperative Development and Education Funds to Weavers Cooperative Societies – Maintenance of Library Implementation of Prize Award Scheme for the Best Handloom Exporters.
	J2	Handloom Finance – Correspondences with Reserve Bank of India Cooperative Central Bank – Sanction of Cash Credit to Weavers Cooperative Societies – Implementation of interest subsidy scheme – 90% loss guarantee scheme - Managerial subsidy schemes Inspection

Sl. No.	Sections	Details of subjects dealt with
		Reports of NABARD to Primaries' - Matters relating – Matters relating to appointment of staff in Central Cooperative Banks to look after liquidation process.
10	K1	Weavers Service Centre – Indian Institute of Handloom Technology – All matters relating to Tamilnadu Cooperative Textile Processing Mills, Erode – Powerloom Service Centers, Statistics, Management Information System of Textile Mill Data Cell.
	K2	Matters relating to Powerloom Weavers Cooperative Societies – Registration of new Powerloom Weavers Cooperative Societies – Powerloom Registration Fund – Powerloom Insurance Scheme – Accountant General Audit paras on Powerloom Societies – Government of India's scheme of providing infrastructural facilities to Powerloom industry.
11	L1	Powerloom Census – Foreign Service – Issue of Identity Cards to Weavers – D.O. narrative reports of Powerloom Weavers Cooperative Societies – Textile Development Regulation Order 2001.
	L2	C.M. Cell Petitions – S.G.S.Y. Scheme.
12	M1	Sanction of all sorts of Financial Assistance To Cooperative Spinning Mills from Government, Various financial Institutions – Watching repayment of NCDC to Cooperative Spinning Mills and Handloom Weavers Cooperative Societies – Cash Credit renewal – All Sales Tax matters – Execution of Government Guarantee .
	M2	Yarn allotment, Yarn price fixation – Works relating to Yarn Price Fixation Committee, State Cotton Council, Yarn Price Monitoring Committee, Cotton Price Fixation Committee – Cotton dues settlement – Labour disputes – Bonus – Petitions relating to labour issues – Yarn dues – Government cases pertaining to cotton dues, yarn dues etc.,

Sl. No.	Sections	Details of subjects dealt with
13	N1	Preparation of Budget and allocation of funds – Budgeting and progress report on the various Announcements – Preparation of Policy Note, Governor's Address, Budget Speech, etc – Progress report on the Plan Schemes – Furnishing particulars for C.M. Review, Secretary Review, Minister Review . – Five Year Plan proposals, Annual Plan – Part – II Schemes – State Planning Commission - Follow up action on the Reports of Public Accounts Committee, Estimate Committee and Assurance Committee – Compilation ;of Assembly Questions, Cut motions, etc.
	N 2	Accountant General's Inspection Reports pertaining to the Commissionerate and Circle Offices / Enforcement wings – Review of the work done by the Department Revenue Auditors – Reconciliation of Accounts with Pay and Accounts Office and Accountant General – Compilation of Guarantee particulars Loan details, State Finance Accounts required by Government.
14	O1	Construction of Buildings for Weavers Cooperative Society – Land purchase permission regarding Common Good Fund, Building Fund – National Cooperative Development Corporation Loan Assistance – Cooptex Special Report – Integrated Cooperative Development Project.
	O2	Deputy Directors/Assistant Directors Review Meeting – Cluster Development (Integrated Handloom Cluster Development Scheme) – State Level and District Level Advisory Committee – Demand Collection and Balance of Share capital loan, Industrial loan, Reserve Fund – D.O. narrative Reports for All Circles.
	O3	Dr. M.G.R. Weavers Welfare Trust – Data Cell – Design Intervention Projects Subject relating to Industrial Weavers Cooperative Societies. – Skill upgradation Training for Weavers.

Sl. No.	Sections	Details of subjects dealt with
15	P1	Free Distribution Scheme – Insurance Claims in respect of Kancheepuram, Vellore, Tiruvallur, Cuddalore, Trichy, Tiruvarur, Karur, Kumbakonam and Maudrai – Other related issues including CM cell petition.
	P2	Deen Dayal scheme – – Integrated Handloom Development Scheme and other related issues.
	P3	Uniform Scheme to School Children – National Cooperative Development Corporation assistance to Primary Weavers Cooperative Societies – Insurance claims in respect of Dindigul, Paramakudi, Virudhunagar, Salem, Coimbatore, Erode, Tiruchengode, Tirunelveli and Nagercoil – Other related issues including CM cell petitions.
16	Q1	Disciplinary cases against Department Officers, Inspection of Circle Deputy Director/Assistant Director of Handlooms and Textiles - Training Programmes to Department Staff and Society staff .
	Q2	Maintenance of casual Leave Register ,for Gazetted Officers in Department and Non Gazetted staff in the Office of the Commissioner of Handlooms and Textiles – All service matters relating to Basic Servants – Official language – Monthly arrears list review – Stationery stores and forms – Furniture – Maintenance of Typewriters, Duplicators and Franking machine.
17	Z1	Matters relating to Zari such as allotment of Zari marcs, monitoring the zari supply, quality maintenance etc. – Maintaining the database regarding the manufacturers Traders/Agents.
	Z2	Maintenance of Accounts of Market Development Funds – Utilisation of Funds etc.

Procedure followed in decision making process Under Section 4(1)(b)(iii) of Right to Information Act, 2005

The Department, as part of the Government follows the procedure laid down in the District Office Manual and as functional Registrar exercising all the powers and implementation of Tamil Nadu Cooperative Societies Act and Rules in respect of Cooperatives under the Control of this Department. Besides the provisions in the Special Rules for the Tamil Nadu Handloom and Textiles service and Tamil Nadu Handlooms and Textiles subordinate Service Rules, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' conduct rules, 1973 are also followed wherever applicable.

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Section Assistants/ Handloom Inspectors and passes through the Section Superintendents, Assistant Directors, Deputy Directors, Joint Director and Commissioner of Handlooms and Textiles.

3. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

Norms set for the discharge of functions Under Section 4 (1)(b)(iv) to Right to Information Act, 2005

For the discharge of functions allocated to the Department of Handlooms and Textiles, the provisions contained in the District Office Manual are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are listed u/s 4 (1) b (v):-

**Rules, Regulations, Instructions, Manuals and records for discharging functions
under Section 4(1)(b)(v) to Right to Information Act, 2005**

1. The business in the department is carried out with reference to the provisions Contained in the following Rules and Regulations and Manuals.

- 1 Tamil Nadu District Office Manual
- 2 Tamil Nadu Cooperative Societies Act, 1983
- 3 Tamil Nadu Cooperative Societies Rules 1988.
- 4 Special Rules for the Tamil Nadu Handlooms and Textiles Service
- 5 Special Rules for the Tamilnadu Handlooms &Textiles Subordinate Service
- 6 Handlooms (Reservation of Articles for Production) Act 1985
- 7 The Tamil Nadu Budget Manual
- 8 Tamil Nadu State and Subordinate Service Rules.
- 9 Tamil Nadu Civil Services (Discipline and Appeal) Rules.
- 10 Tamil Nadu Government Servants Conduct Rules, 1973.
- 11 Tamil Nadu Pension Rules.
- 12 Fundamental Rules.
- 13 Tamil Nadu Financial Code.
- 14 Tamil Nadu Account Code.
- 15 Tamil Nadu Leave Rules.
- 16 Tamil Nadu Treasury Code.
- 17 Tamil Nadu Basic Service Rules.
- 18 Tamil Nadu General Services
- 19 Tamil Nadu General Subordinate services

2. The details of the above listed Rules, Manuals and Acts are furnished below:

S.No.	Name of the Manual / Rules/Act etc.,	Type of the Document
1.	The District Office Manual	The manual describes the system and procedures to be followed in conducting the office work in the Government Department
2.	Tamil Nadu Cooperative Societies Act 1983	The Tamilnadu Cooperative Societies Act was enacted by Government of Tamil Nadu. The Act was brought in to force with effect from 13.4.1988.
3.	Tamil Nadu Cooperative Societies Rules 1988	
4.	Special Rules for the Tamil Nadu Handlooms and Textiles Services	The Rules are framed under the proviso to articles 309 of the constitution of India governing to Joint Director, Deputy Director and Assistant Directors.
5.	Special Rules for the Tamilnadu Handlooms and Textiles Subordinate Services.	The Rules are framed under the proviso to articles 309 of the constitution of India governing the Textile Control Officer, Handloom Officer, Handloom Inspector, Senior Technical Assistant and Supervisory (civil)
6.	Handlooms (Reservation of Articles for Production) Act 1985	Handloom (RAP) Act, 1985 was enacted by Government of India to protect the Handloom Weavers from the onslaught of Textile mills and Powerlooms by reserving 11 products exclusively for production by handlooms.
7	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
8	Tamil Nadu State and Subordinate Service Rules	The rules are made under the proviso to article 309 of the constitution of India governing the service conditions of members of State and Subordinate Service
9.	Tamil Nadu Civil Services (Discipline and Appeal) Rules 1955	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
10.	Tamil Nadu Government Servants Conduct Rules 1973	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the

S.No.	Name of the Manual / Rules/Act etc.,	Type of the Document
		performance of the duty with integrity and devotion to duty.
11.	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
12	The Fundamental Rules of the Tamil Nadu Government.	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
13	Tamil Nadu Financial Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
14	Tamil Nadu Account Code	The code published by the Finance Department outlines the accounting procedures to be followed by various department while regulating expenditures.
15	Tamil Nadu Treasury Code	The code published by Finance department outlines the procedures to be followed b in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.
		Describes various kinds of Leave admissible to Government Servants and prescribe the eligibility criteria for various kinds of leave
17	Tamil Nadu Basic Service Rules	Prescribes the methods of appointment, qualification to the posts included in Tamil Nadu Basic Service Rules prescribe the procedures to declare the probation.
18	Tamil Nadu General Service Rules	Describes the procedures to be followed regarding the method of appointment, to the posts included in this service.
19	Tamil Nadu General Subordinate Service Rues	Describes the procedures regarding the method of appointment to the posts included in this service. Prescribes the qualifications for the posts..

The documents mentioned in 1 to19 items except 6 are available with the Director of Stationery and Printing for sale to the public on payment of costs.

**A statement of categories of documents that are held by it for its control
Under Section 4(1)(b)(vi) to Right to Information Act, 2005**

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Circular instructions and guidelines of the Department	Circulars Instructions.	Application to PIO	Department of Handlooms and Textiles

Particulars of any arrangement that exists for consultation with, or representation by the members of the public relation to the formulation of its policy or implementation thereof Under Section 4(1)(b)(vii) to Right to Information Act, 2005.

At present, there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted for this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by the Department.

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public Under Section 4(1)(b)(viii) to Right to Information Act, 2005.

The following Committee were constituted, to study the problems faced by the Handlooms, Powerloom Weavers and suggest measures to resolve them and also find ways for the development of Handloom Powerloom and Textile Sector.

1. State Level Advisory Committee for Handlooms and Textiles
2. District Level Advisory Committee for Handlooms and Textiles

The following Committees are constituted for implementation of the various Welfare and Development Schemes of the Department.

- 3 State Level Project Committee
- 4 Old Age Pension and Family Pension Approval Committee
- 5 State Level Advisory Committee – Integrated Handloom Training Programme
- 6 Yarn Price Fixation Committee
- 7 State Level Implementation Committee (Textile Park)
- 8 Centralized Purchase Committee for Zari
- 9 State Level Committee for SGSY Scheme
- 10 State Level Committee for TCIDS (Textile Centre Infrastructure Development Scheme) Kancheepuram.
- 11 State Level Committee for Netaji Apparel Park, Thiruppur.
- 12 State Level Committee for Apparel Park at Irrungattukottai near Chennai
- 13 State Level Committee for Wind Power Project for TEKIC – (Thiruppur Exporters and Knit wear Industrial Complex)Thiruppur

Directory of Officers and Employees with remuneration details Under Section 4(1)(b)(ix) & 4(1)(b)(x) of Right to Information Act, 2005

S.No.	Name of the Officers/staff	Scale of Pay
1.	Thiru.M.R.Mohan, I.A.S, Commissioner of Handlooms and Textiles	Rs.18400-500- 22400
2.	Thiru K. Karnan, Additional Director	Rs.15000-400-18600
3.	<u>Joint Directors</u> 1.Thiru. K. Karnan, Joint Director (Handlooms) (Incharge) 2.Thiru.S.Selvam, Joint Director (Textiles)	Rs.12000-375-16500
4.	Tmt. R. Tamilmoney, Financial Advisor and Chief Accounts Officer	Rs.12000-375 -16500
5.	Deputy Director of Handlooms and Textiles (enforcement) - Vacant	Rs.10000-325-15200
6.	<u>Assistant Director of Handlooms and Textiles</u> 1. Thiru.S. Vijayakumar, Assistant Director (Personnel and Administration) (Incharge) 2. Thiru.S.Vijayakumar, Assistant Director (Headquarters) 3. Thiru P. Dhanasakaran Assistant Director (Uniforms) (Incharge)	Rs.8000-275-13500
7.	Accounts Officer (vacant)	Rs.8000-275-13500
8.	<u>Textile Control Officers/Superintendent</u> 1Thiru. N. Mohan, H Section 2.Thiru.Mathur Bootheswaran, E Section 3.Tmt.M.Martha F Section	Rs.6500-200-1100

S.No.	Name of the Officers/staff	Scale of Pay
9.	<u>Senior Technical Assistant</u> 1.Thiru S. Sivavadivelu, 2.Thiru A.Mahalingam 3 Thiru. Giridharan	Rs.6500-200-1100
10.	<u>Junior Engineer</u> Thiru .AKA. Shelvarajen	Rs.6500-200-10500
11.	<u>Handloom Officers/ Superintendent</u> 1.Thiru N. Rajendran, A Section 2.Thiru.K.Munusamy C Section 3.Thiru.R.Velliangiri B Section 4. Thiru.R.Ganesan, J Section Superintendent 5. Thiru.R. Ragupathy K Section Superintendent 6. Thiru.D.S.K.Rajasekar L Section Superintendent 7. Thiru .C .Rajendran M Section 8. Thiru.T.V. Goppinat N Section 9.Thiru.K.Perumal O Section 10.Thiru.S.Sudhakar G Section 11.S. Athmanaban P Section 12.Thiru.G.Muthukumaran Z Section 13.Thiru.M.Sudalai D Section 14. Tmt. P. Thangarani Departmental Revenue 15. Tmt.R.Indirakumar, Departmental Revenue	Rs.5900-200-9900

S.No.	Name of the Officers/staff	Scale of Pay
12.	Handloom Inspectors – 38 Posts	Rs.5000-150-8000
13	Steno Typist – 4	Rs.4000-100-6000
14.	Junior Assistant – 7	Rs.3200-85-4900
15.	Typist – 6	Rs.3200-85-4900
16.	Driver – 1	Rs.3200-85-4900
17.	Office Assistant – 7	Rs.2550-55-2660-60-3200
18.	Daffedar – 1	Rs.2550-55-2660-60-3200
19.	Record Clerk –2	Rs.2650-65-3300-70-4000
20.	Telephone Operator – 1	Rs.3200-85-4900
21.	Watchman –1	Rs.2550-55-2660-60-3200
22.	Sweeper –1	Rs.2550-55-2660-60-3200
23.	Sanitary Worker – 1	Rs.2550-55-2660-60-3200