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

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**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. 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.
  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 formation 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 to this Department. His Office telephone No.25358712. The Department has designated the Additional Director 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

Additional Director of Handlooms and Textiles,  
Directorate of Handlooms and Textiles,  
Kuralagam, Second Floor, Chennai 600 108. Telephone No.25332258

- 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

<b>DESIGNATION</b>	<b>NAME Tvl</b>	<b>PHONE</b>
DIRECTOR	V. Palanikumar, I.A.S.,	25341204
ADDITIONAL DIRECTOR	K. Karnan	25372258
JOINT DIRECTOR (TEXTILES)	Dr. S. Nagaraj	25342220
JOINT DIRECTOR (HANDLOOMS)	A. Mohamed Jamaluddin	25358712
JOINT DIRECTOR (UNIFORMS)	A. Eugene	25358715
FINANCIAL ADVISOR & C.A.O	S. Damodharan	25340287
DEPUTY DIRECTOR (TEXTILES)	M. Palanisamy, (I/C)	25341517
DEPUTY DIRECTOR (ENFT)	M. Palanisamy	25341517
ACCOUNTS OFFICER	S. Damodharan (I/C)	25341517
ASSISTANT DIRECTOR (ADMN)	S. Ramasamy	25341517
ASSISTANT DIRECTOR (HQRS.)	G. Angazhagan (I/C)	25341517
ASSISTANT DIRECTOR (POWERLOOMS)	G. Sundaralakshman (I/C)	
ASSISTANT DIRECTOR (TEXTILES)	G. Sundaralakshman	
ASSISTANT DIRECTOR (UNIFORMS)		

**ADDRESS OF THE MAIN OFFICE:**

Director of Handlooms and Textiles,  
"Kuralagam" Second Floor,  
Chennai – 600 108.

**OFFICE HOURS:**

The usual office hours are 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 Director 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 Director 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 Co-optex, 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 20 circle Deputy Directors / Assistant Director of Handlooms and Textiles.

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

<b>SL. NO.</b>	<b>CIRCLE</b>	<b>JURISDICTION (DISTRICT)</b>
1.	KANCHIPURAM	Kancheepuram District
2.	THIRUVALLUR	Thiruvallur District, Chennai District
3.	VELLORE	Vellore District
4.	TRICHY,	Trichy District, Pudukottai District
5.	KARUR	Karur District
6.	CUDDALORE	Cuddalore District, Villupuram
7.	KUMBAKONAM	Thanjavur and Perambalur 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
19.	THIRUPUR	Thirupur District.
20.	THIRUVANNAMALAI	Thiruvannamalai 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:-

- 1187 Handloom Weavers' Cooperative Societies
- 189 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) Integrated Handloom Development 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) Tamil Nadu Handloom Weavers' Family Pension Scheme.
- 3) Cooperative Handloom Weavers' Old Age Pension Scheme
- 4) Mahatma Gandhi Bunker Bima Yojana Scheme (Insurance Scheme for Handloom Weavers)
- 5) Health Insurance Scheme for Handloom Weavers
- 6) Awarding Scholarships under Dr.M.G.R.Handloom Weavers' Welfare Trust
- 7) Payment of Scholarship to Students of Indian Institute of Handloom Technology, Salem.

## **DISTRIBUTION OF WORK AMONG OFFICERS**

### **A) Director of Handlooms and Textiles :**

The Director 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.

### **B) Additional Director of Handlooms and Textiles**

The Additional Director of Handlooms and Textiles is assisting the Director 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.

Establishment matters

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 Director 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., 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 Director in over all Administrative matters of Officers and Staff of the Department - Administration of Primary 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, - 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 subjects relating to Free Distribution Scheme - Uniforms Scheme / Coordinating for allotment of Uniform cloth with Director of School Education and Social Welfare Department - Welfare Schemes - Work shed, Savings and Security Scheme - Pension Scheme - Integrated Handloom Development Scheme - Mahatma Gandhi Bunker Bima Yojana - TCTR Mills Free supply of Electricity to handloom and powerloom weavers - Health Insurance Scheme for Handloom weavers.

**F) Financial Advisor and Chief Accounts Officer:**

He is incharge of accounts matters in the Directorate and assists the Director 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 Director 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 Coop. 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 Tiruppur, 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 (Administration):**

The Assistant Director (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 Director of Handlooms and Textiles. He is discharging the duties of a Personal Assistant to the Director of Handlooms and Textiles.

### **K) Assistant Director (Headquarters):**

The Assistant Director (Headquarters) assists the Director 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 Director of Handlooms and Textiles. He also assists the Director 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 Textile 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 Director 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 Director 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 Director 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 Director 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 Director 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:**

<b>Sl.No.</b>	<b>Sections</b>	<b>Details of Subjects dealt with</b>
1.	A1	Maintenance of Cash Book – 90% GPF – Pension and final withdrawal of GPF in the cadre of Assistant Director of Handlooms and Textiles and above in this department – Sending of Pension proposal and GPF Final withdrawal proposal to AG of all Officers and staffs in the Directorate – All Contingency Bill – Sanction of Provisional Pension and Subsistence Allowance – Water Charges of the Office – Director of Handlooms and Textiles Paper Bill – Submission of bills in PAO – Sanction of all Pensionary benefits to the Retired Officials (SPF 84, SPF 2000, FBF, DCRG).
	A2	Sanction of Travelling Allowance in Directorate and all Circle Deputy Director of Handlooms and Textiles / Assistant Director of Handlooms and Textiles – Sanction of Medical Reimbursement Bill – Tour Advance – LTC – Vehicle and Computer Advance – Sanction of GPF Advance and Part final – New Health Insurance Scheme – Health Fund Scheme – Motor Vehicle Maintenance – Fuel Allotment.
	A3	Preparation of Pay bills – Arrear Bills – Office Rent and Electricity Charges – Office Rent of Circle Deputy Director of Handlooms and Textiles / Assistant Director of Handlooms and Textiles and Assistant Enforcement Officer – Telephone Bill – Sanction of GPF Circle Deputy Director of Handlooms and Textiles / Assistant Director of handlooms and Textiles / Assistant Enforcement Officers – HBA – Festival Advance – Bonus – Pay Commission Arrears – Surrender bills – Preparation of LPC – Maintenance of Loan recovery Registers.



Sl.No.	Sections	Details of Subjects dealt with
2.	B1	<p>Apparel Park for Exports Scheme (APES) – Textiles Centre Infrastructure Development Scheme (TCIDS) – Scheme for integrated Textile Park (SITP) – Textile Training in Government ITI’s and Polytechnics – Apparel Export Promotion Council (AEPC) – Apparel Training and Design Centres (ATDC) IL &amp; FS Training – Mill Gate Price Scheme (MGPS) – Research and Development (R &amp; D) – 11<sup>th</sup> FYP Project – Technical Textiles – NIFT – TEA Knitwear Fashion Institute, Tirupur – TNTC Guarantee Redemption Fund – NIFT - Land Alienation – Textile Scenario – Policy Implications relating to Textile Industry – Budget Implications relating to Textile Industry – Textile Industry Related Seminars, Workshops, Meetings conducted by Government of India, State Government, Industry etc.,</p>
	B2	<p>Administrative matter of Tamilnadu Textile Corporation (TNTC) – Various litigations filed against Tamilnadu Textile Corporation – Textile Workers Rehabilitation Fund Scheme relating to Private Mills – Board for Industrial Financial Reconstruction cases – Appellate Authority for Industrial Financial Reconstruction cases – Investment of Shares in Private Spinning Mills recovery of dividend etc., i.e. Ramaraju Surgical Cotton Mills Ltd., South India Viscose Limited – Somasundaram Super Spinning Mills – Mettur Textiles Mills – Court cases relating to Government guarantee given to Private Textile Mills (DRT cases) – Hank Yarn Obligation – SIMA Meeting – SITRA Meeting – Representations of SIMA, SITRA and other Textile Associations – Review Petition of Tamilnadu Textile Corporation.</p>

Sl.No.	Sections	Details of Subjects dealt with
3.	C1	<p>Cooperative Handloom Weavers Savings and Security Scheme- Mahatma Gandhi Bunkar Bima Yojana Scheme to Handloom Weavers - Health Insurance Scheme to Handloom Weavers - 9.5% Interest on Savings and Security Scheme fund deposited on Government Account - Group Approach under Integrated Handloom Development Scheme - State Level Project Committee Meeting for approval of the projects - Waiver of HUDCO loan under House - cum- workshed scheme - Final Estimate Approval under House - cum - Workshed Scheme - Name transfer permission under House - Cum - workshed scheme - Health Insurance Scheme and Mahatma Gandhi Bunkar Bima Yojana Scheme monthly review Meeting.</p>
	C2	<p>Tamil Nadu Handloom Weavers Old Age Pension Scheme - Tamil Nadu Handloom Weavers Family Pension Scheme -- Approval of final estimate under Handloom Development Centre / Quality Dyeing Unit Scheme - Monthly review meeting for Cluster Development Programme - Conducting of Committee meeting for approval of Old Age Pension and Family Pension claims received from Deputy Director / Assistance Director of Handlooms and Textiles.</p>
	C3	<p>DDHPY - Integrated Village Handloom Development Programme, Project Package Scheme - Bunker Bhima Yojana Scheme (LIC Insurance claims of all the circles).</p>

<b>Sl.No.</b>	<b>Sections</b>	<b>Details of Subjects dealt with</b>
4.	D1	<p>All administrative matters of Co-operative spinning Mills – Administrators Review Meeting – Sanction of funds by National Cooperative Development Corporation – Revival of 5 defunct Co-operative Spinning Mills namely Salem, South India, Miserior, Ramnad and Erode Co-operative Spinning Mills – Policy matters relating to Dis investment in defunct Cooperative Spinning Mills – Review of Audit Reports of 18 Cooperative Spinning Mills – Statutory Matters relating to Cooperative Spinning Mills – matters relating to to conducting Meetings of Board / Executive Committee / General Body and other meetings – Nomination of Directors Members to the State Level Advisory Committee – Investment of funds in the Banks by the Co-operative Spinning Mills – Training of employees – Travelling allowance regulations relating to committee members and staff – All India federation of Cooperative Spinning Mills – Review of D.O. Narrative report of Administrators of Co-operative Spinning Mills – Preparation of Administrators report / planning policy – Co-ordination and organization of Co-operative Spinning Mills – Files relating to urban land tax – Civil and Electrical works of Co-operative Spinning Mills – Scrutiny of plan and estimate of Co-operative Spinning Mills – Review of Civil and Electrical works – To arrange for the purchase of Generators / electrical spares to Co-operative Spinning Mills – Disposal of Spares and condemned articles in Co-operative Spinning Mills.</p>

<b>Sl.No.</b>	<b>Sections</b>	<b>Details of Subjects dealt with</b>
	D2	<p>Establishment matters relating to the technical and Administrative Staff of Co-operative Spinning Mills – Cases filed by the employees of Co-operative spinning mills – Appointment on Compassionate grounds to the wards of deceased workers – Providing appointment to the staffs of defunct Co-operative spinning mills who have not opted for voluntary Retirement scheme in the functioning Co-operative Spinning Mills – Matters relating to the Disciplinary proceedings in respect of all the staff of 18 Co-operative Spinning Mills – Wage revision to staff of functional Co-operative Spinning Mills – Deputation of staff of Co-operative Spinning Mills to other Department / Institutions/Organisation – service matters relating to Government staff on deputation to Co-operative Spinning Mills – Inspection of Co-operative Spinning Mills and watching of compliance reports - Leave salary and pension contribution of staff working in the Mills – Refund of Revenue – Audit of Co-operative Spinning Mills.</p>
	D3	<p>Matters relating to the settlement of claims submitted by ex-employees of defunct Co-operative Spinning Mills – Matters relating to Voluntary Retirement Scheme – Security arrangements with TEXCO for 13 defunct Co-operative Spinning Mills – Voluntary Retirement Scheme for the 5 functional Co-operative Spinning Mills – VRS proposals for 13 non functional Co-operative Spinning Mills.</p>

Sl.No.	Sections	Details of Subjects dealt with
5.	E1	All Establishment matters relating to Gazetted Officers including transfer and postings – declaration of probation – Sanction of Increment, Leave, Special Rules for Tamilnadu Handlooms and Textiles Service and Tamilnadu Handlooms and Textiles Subordinate Service Pay Commission – Directorate of Handlooms and Textiles – Inspection references – Deputation of Gazetted Officers promotion panels – Maintenance of Registers showing the temporary establishment of all the cadres – Issue of Seniority list and Inter-se-seniority of all categories.
	E2	All Establishment matters relating to Ministerial Services, Technical and Engineering Staff and Headquarters and Districts including transfer and postings Declaration of probation – sanction of leave, increments, maintenance of service registers relating to them – Statistical data of the staff belonging to the schedule caste / Schedule tribes and backward classes – maintenance of probation Registers – All subjects relating to purchase and maintenance of Government vehicles both at Head Office and Districts – All files relating to provision of telephone at Head Office and Districts level office.
	E3	All Establishment matters relating to Textile Control Officers, Handloom Officers, Handloom Inspectors and staff drawn from Cooperative Department both at Head-quarters and Districts including transfer and postings – Declaration of probation – Sanction of Leave, increment – Maintenance of Registers showing temporary and permanent posts relating to Textile Control Officer, Handloom Officer, and Handloom Inspector.
	E4	All Court matters relating to establishment – Appeal – Compulsory retirement Review.

Sl.No.	Sections	Details of Subjects dealt with
6.	F1	All matters relating to Rebate scheme – sanctioning of rebate claims of Erode and Coimbatore circles – Cooperative Audit Officer F.R. Cost – State Government correspondence relating to rebate – Recommendation of Marketing incentive claims and 10% Special Rebate claims to Government of India – Petition regarding rebate relating to the above circles.
	F2	Rebate claims of Madurai, Virudhunagar, Paramakudi, Dindigul and Tiruchengode circles and the Tamilnadu Handloom Weavers Cooperative Society Ltd., (Cooptex) – Petition regarding rebate relating to the above circles.
	F3	Rebate claims of Salem, Trichy, Kumbakonam, Tiruvarur, Karur and Cuddalore circles - Budget allotment to all circles in respect of rebate and consolidation of expenditure for all circles – Petition regarding rebate relating to the above circles.
	F4	Rebate claims of Kancheepuram, Vellore, Tirunelveli, Tiruvallur and Nagarcoil circles – Petition regarding rebate relating to the above circles.

<b>Sl.No.</b>	<b>Sections</b>	<b>Details of Subjects dealt with</b>
7.	G1	All Administrative matters including issue of Foreign Service Orders relating to Cotton Weavers Cooperative Societies in all circles – Test Audit reports relating to Primary Weavers Cooperative Society (cotton) – Implementation of Tamil Nadu Handloom Workers Act (Conditions of Employment and Miscellaneous Provisions) – Matters relating to payment of Minimum Wages to Weavers under Cooperative fold – Wages of cotton and Silk Weavers Cooperative Societies – Implementation of Minimum Wages Act – Tamil Nadu State Advisory Board for minimum wages – Tamil Nadu Handloom – Silk Weaving workers welfare Board – Appointment and renewal of Agency Showrooms of cotton Weavers Cooperative Societies – Common Good Fund and General Fund sanction in respect of cotton Weavers Co-operative Societies, Cotton-cum-silk Weavers Co-operative Societies.
	G2	Administrative of Silk Weavers Cooperative Societies – Test Audit reports relating to Primary Weavers Cooperative Societies (Silk) – District Weavers Cooperative Societies Federation – All Administrative matters including issue of Foreign Service Orders relating to Silk Weavers Cooperative Societies – Common good fund and General Fund sanction in respect of Silk Weavers Cooperative Societies – D.O. Narrative report of Special Officers of Silk Weavers Cooperative Societies – Allowing of patronage rebate to weaver members – Incentive to Employees of Silk Weavers Cooperative Societies – Matters relating

Sl.No.	Sections	Details of Subjects dealt with
		to TANSILK, Central Silk Board – Weavers Service centre – Appointment and renewal of Agency Showrooms of Silk Weavers Cooperative Societies – Appointment of Chartered Accountant
	G3	Selection of candidates for Indian Institute of Handloom Technology – Trade mark and patent including G.I. Act – W.T.O. – Matters relating to TNHDC – Intensive Handloom Development Project – Performance of Departmental Showrooms (Loom World) – IHTP.
8	H1	All statutory matters relating to Weavers Cooperative Societies in Kancheepuram, Thiruvallur, Vellore, Cuddalore, Kumbakonam and Coimbatore circle – Appointment of Special officers 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 – Administrative sanction for criminal and prosecution cases in respect of the above circle – Taking follow-up action on the Special report of the Cooperative Auditors of the Primary Weavers Cooperative Societies in respect of the circles – Writ matters relating to all statutory functions of the Primary Societies in the above circles – Amendment relating to TNCS Act and TNCS Rules – All matters relating to conduct of elections in primary Weavers Cooperative Societies, Central and Apex Societies – All periodicals relating to all circles.



Sl.No.	Sections	Details of Subjects dealt with
	H2	<p>All statutory matters relating to Weavers Cooperative Societies in Trichy, Thiruvarur, Karur, Salem, Erode and Tiruchengode – 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 – Administrative sanction for criminal and prosecution cases in respect of the above circles – Taking follow-up action on the Special report of the Cooperative Auditors of the 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 – Right to Information Act 2005 – Implementation and monitoring – Sending of monthly report to Government in respect of petitions, applications and appeals received under RTI 2005.</p>
	H3	<p>All statutory matters relating to Weavers Cooperative Societies in Madurai, Dindigul, Paramakudi, Virudhunagar, Tirunelveli and Nagercoil – 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 – Administrative sanction for criminal and prosecution cases in respect of the above circles – Taking follow-up action on the Special report of the Cooperative Auditors of the 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 – Administration and Statutory matters relating to Cooptex.</p>

Sl.No.	Sections	Details of Subjects dealt with
9	J1	Deemed Exports – Handlooms Export Zone – Prize Award for Weavers – Conversion of Handloom to Powerloom – Computerisation Activities – Maintenance of Computers in the Directorate – Prize Award Scheme for best Handloom Exporters – Handloom Export Projects and Marketing Complex under MEPS – NCDC Award – Government of India’s Awards such as Gandhi Peace Award, Padma Award, Asoka Chakra Award etc., - Fixing profit margin to exportable varieties.
	J2	Sanction of Cash credit to Weavers Cooperative Societies – Interest subsidy Scheme – District Level Events – Special Handloom Expo – National Handloom Expo – National Handloom Expo participation at various states – Tamil Nadu Cooperative Union – 90% Loss Guarantee Scheme – NABARD Statistics – Liquidation officer FS orders – Statistics Department references – VIP visit – Maintenance of Library – Parliamentary Committee Visit – Flood Relief – All India Handloom Board Meetings – Inspection Reports of NABARD – State Level Standing Committee Meeting as per Loom scale of finance – Advertisement and Publicity – State Level Monitoring Committee – D.O. Narrative reports of Assistant Director of Handlooms and Textiles.
	J3	All Cluster Development Programme - Group Approach under Integrated Handloom Development Scheme – State Level Project Committee Meeting for approval of the projects

Sl.No.	Sections	Details of Subjects dealt with
10	K1	All Administrative matters of Tamil Nadu Cooperative Textiles Processing Mills Ltd., Erode – Setting up of Hi Tech Weaving Park – Setting up of Processing Park – Installation of R.O. System with Reject treat in Mill premises – Tirupur Dyers – D.O. Narrative report of Managing Director, Tamil Nadu Cooperative Textiles Processing Mills Ltd. – Setting up of Modern Dye Houses – NCDC loan remittances – Purchase of Dyes and Chemical – Marine Discharge project – Free Power supply to the Handloom Weavers / Powerloom Weavers.
	K2	All Administrative matters of Powerloom Weavers Cooperative Societies – Registration of New Powerloom Weavers Cooperative Societies – Yarn purchase – Permission to Powerloom Weavers Cooperative Societies – Special Report of Powerloom Weavers Cooperative Societies – Modernization of Powerlooms – Powerloom Welfare Board – Upgradation of Powerlooms – Warping and sizing – Powerloom Registration fund – Wage Revision of Powerloom Weavers – All matters relating to Zari such as allotment of Zari Marcs – Monitoring the zari supply – Quality maintenance – All Accounts matters relating to Zari allotment etc., Maintaining the data base regarding the manufacturers/Traders/Agents.
11	L1	Chief Minister Special Cell Petitions - Madurai, Virudhunagar, Cuddalore, Vellore, Dindigul, Nagercoil Tirunelveli, Kancheepuram and Tiruvallore circles – Powerloom Census – D.O. Narrative Report of Special officer of the Powerloom Weavers Cooperative Societies – Issue of Identify Cards to Handloom Weavers – Issue of foreign service orders relating to Powerloom Weavers Cooperative Societies.

Sl.No.	Sections	Details of Subjects dealt with
	L2	Chief Minister Special Cell Petitions – Erode, Karur, Coimbatore, Paramakudi, Salem, Dharmapuri, Trichy, Tiruvarur, Tiruchengode circles – Grievance petitions received from Government – Grievance Day petitions – All petitions received in the Directorate – Swarna Jayanti Gram Swarojgar Yojana Special Project.
12	M1	All financial matters connected with Cooperative Spinning Mills – Sales Tax matters – EPF & ESI matters Court cases thereon – Repayment of National Cooperative Development Corporation Loan – Government Guarantee – Renewal of cash credit to Co-operative Spinning Mills – Renewal of working capital finance from Tamil Nadu Cooperative Union to Co-operative Spinning Mills – Matters on investment made by Government of Tamil Nadu in Co-operative Spinning Mills – Yarn Price Fixation Committee – related work.
	M2	Cotton dues cases – cotton matters related to Co-operative Spinning Mills – State Cotton Council Meetings – Cooperative Spinning Mills workers issues and cases connected therewith – Payment of Bonus to the Workers in the Co-operative Spinning Mills.
13	N1	Preparation of Budget proposals 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 – Compilation of particulars for various important meetings such as Chief Minister Review, Secretary Review, Minister review, etc., – Five Year Plan proposals, Annual Plan – Part II Schemes – State Planning Commission particulars – Follow up action on the Reports of Public Accounts Committee,

Sl.No.	Sections	Details of Subjects dealt with
		Estimate Committee and Assurance Committee – Compilation of Assembly Questions, Cut Motions, etc.,
	N2	Accountant General’s Inspection Reports pertaining to the Directorate and Circle offices / Enforcement Offices – Review of the work done by the Departmental Revenue Auditors and follow up action on the Audit reports – Monthly Reconciliation of all the District Accounts with Accountant General – Compilation of Guarantee particulars, Loan details, State Finance Accounts, etc., as required by the Government.
14	O1	Scrutiny of paper relating to Building Construction of the Weavers Cooperative Societies – Review of the D.O. Narrative report of the Gazetted Officers working in the primary Weavers Cooperative Societies – Rectification of defects pointed out in the Audit Report and Special Report pertaining to Cooptex – National Cooperative Development Corporation Assistance to Cooptex – ICDP Assistance to Weavers Cooperative Societies – Industrial Weavers Cooperative Society – Foreign Service Orders – Design Development – Project reports of Education Institutions. Data Cell – Papers relating to the Industrial Weavers Cooperative Societies of the Erode, Tiruchengode, Coimbatore, Madurai, Dindigul, Paramakudi, Tirunelveli, Virudhunagar and Nagarcoil. – Design Development – Organisation of Silk and Cotton Weavers Cooperative Societies.

Sl.No.	Sections	Details of Subjects dealt with
	O2	Circle Deputy Director of Handlooms and textiles and Assistant Director of Handlooms and Textiles monthly review meeting – D.O. Narrative report of circle Deputy Director of Handlooms and Textiles / Assistant Director of Handlooms and textiles – State level Advisory Committee meeting – Papers relating to the Industrial Weavers Cooperative Societies in respect of Kancheepuram, Thiruvallur, Vellore, Cuddalore, Trichy, Thiruvarur, Kumbakonam, Karur and Salem circles – Demand collection and Balance Statement in respect of Share Capital, Reserve Fund Loan, Industrial Loan – All matters relating to Tamil Nadu Zari Limited, Kancheepuram. – Dr. M.G.R. Handloom Weavers Welfare Trust – Training to the Wards of Weavers by NIFT.
15	P1	Free Distribution Scheme
	P2	Uniform Scheme – Supply of Uniforms to Social Welfare Department, Backward Classes Welfare, Most Backward Classes Welfare and Adi Dravidar Welfare Departments – DCB Statements of NCDC Scheme.
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.

**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 Director 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 (30) of 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:**

<b>SL. No</b>	<b>Name of the Manual/Rules/Act etc.,</b>	<b>Type of the Document</b>
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	Tamil Nadu Cooperative Societies Act 1983
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. The Rules are framed under the proviso to articles
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 performance of the duty with integrity and devotion to duty.
11.	Tamil Nadu Pension Rules	The rules are made in relation to the pensionery 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 to 19 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  Instructions.	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) State Level Advisory Committee - Integrated Handloom Training Programme
- 5) Yarn Price Fixation Committee
- 6) State Level Implementation Committee (Textile Park)
- 7) Centralized Purchase Committee for Zari
- 8) State Level Committee for SGSY Scheme
- 9) State Level Committee for TCIDS (Textile Centre Infrastructure Development Scheme) Kancheepuram.
- 10) State Level Committee for Netaji Apparel Park, Thiruppur.
- 11) State Level Committee for Apparel Park at Irrungattukottai near Chennai
- 12) 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.V. Palanikumar, I.A.S, Director of Handlooms and Textiles	Rs.15600-39100+7600 GP
2.	Thiru K. Karnan, Additional Director	Rs.37400-67000+ 8800 GP
3.	<b>Joint Directors</b> 1.Thiru. A. Mohamed Jamaluddin Joint Director (Handlooms) 2.Thiru.S. Nagaraj, Joint Director (Textiles) 3. Thiru. A. Eugene, Joint Director (Uniforms)	Rs.15600-39100+7600 GP
4.	Thiru. S. Damodharan, Financial Advisor and Chief Accounts Officer	Rs.15600-39100+7600 GP
5.	Thiru. M. Palanisamy, Deputy Director of Handlooms and Textiles (Textiles)	Rs. 15600-39100+6600 GP
6.	<b>Assistant Director of Handlooms and Textiles</b> 1. Thiru.S. Ramasamy, Assistant Director ( Administration) 2. Thiru.G. Sundaralakshman Assistant Director (Powerlooms) 3. Thiru. G. Anbazhagan Assistant Director (Headquarters)	Rs. 15600-39100+5400 GP
7.	Accounts Officer (vacant)	Rs. 15600-39100+5400 GP
8.	<b>Textile Control Officers/Superintendent</b> 1.Thiru. R. Krishnamurthy, E Section 2.Thiru. M. Sridharan F Section 3.Thiru. K. Permal H Section	Rs. 9300-34800+4600 GP
9.	<b>Senior Technical Assistant</b> 1.Thiru A. Mahalingam	Rs.9300-34800+4500 GP
10.	<b>Junior Engineer</b> Thiru .AKA. Shelvarajen	Rs.9300-34800+4500 GP

Sl.No.	Name of the Officers / Staff	Scale of Pay
11.	<p><b><u>Handloom Officer / Superintendent</u></b></p> <p>1) Tmt. Devaki Shrinivasan, 'A' Section</p> <p>2) Thiru. D. Nambi, 'B' Section</p> <p>3) Tmt.S. Sree latha, 'C' Section</p> <p>4) Thiru. S. High Court Rajan, 'D' Section</p> <p>5) Thiru R. Ganesan, 'G' Section</p> <p>6) Thiru. R. Mohan, 'J' Section</p> <p>7) Tmt. S. Mothi, 'K' Section</p> <p>8) Thiru. C. Rajendran, 'L' Section</p> <p>9) Thiru. S. Athmanaban, 'M' Section</p> <p>10) Thiru. K. Munusamy, 'N' Section</p> <p>11) Tmt. K. Thangarani, 'O' Section</p> <p>10) C. Rajendran, 'P' Section</p> <p>12) Thiru. R. Krishnamurthy, 'Q' Section</p> <p>13) Thiru. S. Sudalai, Departmental Revenue Officer</p>	Rs. 9300-34800 + 4500 GP
12.	Handloom Inspector - 38 Posts	Rs. 9300-34800 + 4200 GP
13.	Steno Typist - 4	Rs. 5200-20200 + 2800 GP
14.	Junior Assistant - 7	Rs. 5200-20200 + 2400 GP



<b>Sl.No.</b>	<b>Name of the Officers / Staff</b>	<b>Scale of Pay</b>
15.	Typist – 9	Rs. 5200-20200 + 2400 GP
16.	Driver – 1	Rs. 5200-20200 + 2400 GP
17.	Office Assistant – 7	Rs. 4800-10000 + 1300 GP
18.	Daffedar – 1	Rs. 4800-10000 + 1300 GP
19.	Record Clerk – 2	Rs. 4800-10000 + 1300 GP
20.	Telephone Operator – 1	Rs. 4800-10000 + 1300 GP
21.	Watchman – 1	Rs. 4800-10000 + 1300 GP
22.	Sweeper – 1	Rs. 4800-10000 + 1300 GP
23.	Sanitary Worker – 1	Rs. 4800-10000 + 1300 GP