

RIGHT TO INFORMATION ACT MANUAL

Tamilnadu Institute of Labour Studies, Chennai 600 005

The Tamilnadu Institute of Labour Studies, Chennai, the first of its kind in South India was established by the Government of Tamilnadu on 29.3.1973. Since its inception, the Institute has been expanding its activities. In order to enlarge the activities, the Government of Tamilnadu upgraded this Institute as a First Class Institute on 30.3.1978. The Institute was a Department, functioning under the direct control of Labour and Employment Department of the Government of Tamilnadu till March 1988. With a view to enable this Institute to have adequate autonomy in Administrative and financial matters for its efficient functioning, the Government converted it as a Society viz. Tamilnadu Institute of Labour Studies Society Vide G.O. Ms. No. 1472, Labour Department, dated 14.7.1987 and got it registered under the Tamilnadu Societies Registration Act 1975. Accordingly, the Institute has been functioning as an autonomous body with effect from 1.4.1988.

The Memorandum of Association of Tamilnadu Institute of Labour Studies, Chennai, inter-alia, focuses the following main objectives of the Society:

1. to develop healthy trade unionism,
2. to inculcate in managerial personnel enlightened attitude towards Labour,
3. to develop skills among the officers of the Labour Department,
4. to carry on research on Labour,
5. to co-operate and collaborate from time to time, with educational and other Institutions both in India and abroad as existing or as may be founded in future by exchange of teachers and scholars and through joint programmes of research, training and consultancy generally in such manner as may be conducive to the furtherance of objects of the Society.

TRAINING AND EDUCATION

The Tamilnadu Institute of Labour Studies is conducting Training Programmes, Seminars, Refresher Courses, Orientation Programmes, etc. ever since its inception to suit the needs of:

1. Workers
2. Trade Union Officer bearers
3. Supervisory and Managerial Personnel in Industry
4. Officers of Labour Department and Inspectorate of Factories
5. Traders
6. Government undertakings, Co-operative Societies, Local Bodies, etc.
7. Safety & Health for Supervisory Personnel working in Hazardous Process

TRAINING PROGRAMMES AND SEMINARS

Two types of programmes are conducted viz.

1. Government sponsored programmes and
2. Fee collected seminars

Government sponsored programmes are conducted for the benefit of workers, officers of Labour Department, Inspectorate of Factories, Officials of Public Sector undertakings, Local Bodies, Co-operative Societies, etc. covering different aspects pertaining to the Labour relations. The Institute is now conducting the following types of courses:

1. Refresher courses for Conciliation Officers
2. Orientation courses for Assistant Inspectors of Labour and Superintendents of Labour Department
3. Orientation courses for the Co-operative Societies, Local bodies and Public Sector undertakings.
4. Trade Union Leadership Programme for Industrial Workers.
5. Refresher Course for Enforcement Officers of Labour Department
6. Quasi-Judicial Training Programme for the Officers of Labour Department.

In respect of other programmes, the sponsoring agencies bear the prescribed course fee. The programmes are well designed consisting of lectures by experts, case studies, group discussions, role play, etc.

The Tamilnadu Institute of Labour Studies is conducting the following types of fee collected programmes.

1. Seminar on Shops and Catering Establishments and related Labour enactments.

2. Training programme on Discipline in Industry for the middle level personnel in Industries.
3. Seminar on Labour Laws applicable to Factories for middle level personnels in Industries.
4. Training Programme on Human Resources Management and Labour Laws for middle level personnels in Industries

INHOUSE TRAINING PROGRAMMES

This institute also conducts in house programmes for public and private sector undertakings on various issues in labour management according to the needs of such organisation.

TRAINING PROGRAMMES IN COLLABORATION WITH OTHER TRAINING INSTITUTIONS

The Institute is also conducting training programmes in collaboration with other training institutions like V.V. Giri National Labour Institute, Noida, UNICEF and ILO on all issues relating to child labour & safety.

ACADEMIC COURSES

POST GRADUATE DIPLOMA IN LABOUR ADMINISTRATION

The Tamilnadu Institute of Labour Studies is conducting one year part time course viz. "Post Graduate Diploma in Labour Administration" from 1979 onwards. Graduates from recognized Universities are eligible for admission and the number of seats is 65. This Diploma is recognized as a preferential qualification for appointment as Labour Welfare Officer under Tamilnadu Factories (Welfare Officers) Rules 1953 and for appointment as Labour Officer in Government service.

B.A. (LABOUR MANAGEMENT) AND M.A. (LABOUR MANAGEMENT)

The Tamilnadu Institute of Labour Studies also offer B.A. (Labour Management) which is a three year full time course and M.A. (Labour Management) which is a two year full time course and the number of seats are 50 and 30 respectively. These two courses are having added advantage of placement services for the candidates who have come out successful for the above degree courses through campus interviews.

Both the courses are affiliated to University of Madras.

One month Certificate Course on "Safety & Health for Supervisory Personnel Working in Hazardous Process"

The Government have permitted to conduct an one month certificate course on "Safety & Health for Supervisory Personnel Working in Hazardous Process". The first batch of the programme was inaugurated on 23.1.2006 and completed 3 batches consisting of 71 participants..

Induction Course for the Indian workers intending to work in Malaysia

Every year around 30,000 Indian workers are migrating to Malaysia to work in construction Industries, automobile, plantations, hotels, shops, etc., without knowing Malay language.

The Government of Malaysia have brought in a new condition for issuing visas to such workers that the workers should produce a Certificate of Eligibility issued by the MLVK, after undergoing an Induction Course in the source country.

The Government of Tamilnadu identified this institute as the only training centre and permitted this institute to conduct the Induction Course. The Overseas Manpower Corporation Ltd. and the Tamilnadu Institute of Labour Studies, on 20.2.2006, executed a Memorandum of Agreement with the Vision BytesFree System SDN BHD, Malaysia (a Malaysian Training Provider). The course fee is Rs. 4500/- per head.

The first batch of the Induction Course was inaugurated by the Secretary to Government, Labour and Employment Department, Government of Tamilnadu, in the presence of Consul General of Malaysia on 27.2.2006. So far 63 batches have successfully completed the course. 3783 workers have been trained. The Eligibility Certificates were issued upto the 61th batch.

RESEARCH INSTITUTE

This Institute has been recognized by the University of Madras, as a CENTRE for conducting Ph.D. programme, for those who are pursuing research on Labour Management.

This institute is also undertaking Research Projects on various issues on Labour assigned by the State & Central Government.

POWERS AND DUTIES OF OFFICERS

1. DIRECTOR

1. Approval of training programmes/workshops/seminars and the course and fixation of participant's fee.
2. Approval of free courses for workers and their representatives incurring expenditure.
3. Approval for collaboration with other institutions in the conduct of programmes/workshops/seminars and the terms and cost. Collaboration may result in gain or expenditure or no gain no loss.
4. Approval of Guest faculty fee, and determination of memento to special speakers. Expenditure on travel/accommodation/local trips/honorarium for resource personnel/guest faculty with the approval of Administrative Committee.
5. Sanction of casual leave, earned leave, unearned leave on medical certificate, unearned leave on private affairs, leave on loss of pay, surrender of earned leave, grant of increment and fixation of pay to Faculty Members and Officers Commencement and declaration of completion of probation and regularisation of service of directly recruited faculty and officers.
6. Permission for the tours of the faculty members and officers/employees/resource personnel. Approval of T.A. Bills of faculty and officers.
7. Sanction of Education, Festival, Handloom, Khadi, Pay, Transfer T.A., Tour Advance and other advances to Faculty and Officers.

8. Permitting Faculty Members and Officers to accept lectures as Guest Faculty in other Institutions in and outside the State, without affecting their normal duty and to accept honorarium therefor.
9. Permitting the faculty and officers to attend Seminars or Training Programmes within and outside the State as participants and to sanction course fee with the approval of Administrative Committee. Director is empowered to permit when the participant fees does not exceed Rs. 1000/-
10. Permitting the faculty, officers and staff to pursue higher studies, without affecting their normal work.
11. Sanction of medical claims for all officers, faculty and staff.
12. Appointment of employees as per Regulations proposed.
13. Approval of selection of books, periodicals for the Library.
14. Approval for engagement of taxis
15. Approval for release of Advertisement as per Government Rules.
16. Sanction for investment of funds not required for immediate use with the approval of Administrative Committee.
17. Disciplinary action against Officers and Faculty as per Regulations proposed.
18. Sanction of leave travel concession to Faculty, Officers and Staff.
19. Appointment of casual labour in the absence of Office Assistant and Typist on daily wages basis, without recourse to Employment Exchange for not more than two weeks in a month at a time.
20. Fixing the rate of honorarium or memento to Visiting Faculty and fixing the remuneration for work done by Staff, Officers and Faculty at the time of examination of P.G.D.L.A. and Degree Courses and Entrance Tests. Fixing the remuneration for Staff, Officers and Faculty for work done for P.G.D.L.A. evening course. Fixing the honorarium for Visiting Faculty for preparation of course materials with the approval of Administrative Committee.
21. Approval of expenditure not delegated to the Administrative Officer as applicable to Head of the Department.

22. Sanction for purchase of office equipments (Typewriters, electronic stencil cutter, duplicating machines, plain paper copier, xerox machine etc.) subject to the approval of Administrative Committee.

23. Sanction for the purchase of audio-visual equipments (Film projector, slide projector, overhead projector, Public Address System, T.V./V.C.R./Audio/Video Cassettes) and other equipment subject to the approval of Administrative Committee.

24. Sanction for purchase of furniture subject to the approval of Administrative Committee.

25. Entering in to contract for catering for the training programmes etc.

26. Payment of delegated fee and purchase of tickets to faculty members deputed for seminars etc.

27. Powers delegated to the Head of Department as per Tamilnadu Finance Code - Vol. II.

II. ADMINISTRATIVE OFFICER

1. Sanction of casual leave, earned leave, unearned leave on medical certificate, unearned leave on private affairs, leave on loss of pay, grant of increment, fixation of pay, commencement and declaration of probation, regularisation of services of all staff members. Settlement of Pension and leave salary contribution to the Faculty Members, Officers and Staff Members on deputation.

2. Settlement of medical claims to Faculty, Officers and other Staff Members.

3. Sanction of Education, Festival, Handloom, Khadi, Pay, Transfer T.A. Advances and other advances to staff-members.

4. Settlement of T.A. claims of all staff members.

5. Sanction of Conveyance charge of faculty members, Officers and Staff members, over-time and batta claims of staff members and drivers.

6. Disciplinary action against staff.

7. Sanction for purchase of stationery articles, folders, certificate folders, covers, letter pads/calendars, diaries and other stationery articles and stores.

8. Expenditure on Sunday office expenses like washing and cleaning articles (phenyl, soap), towel, flask, crockery, chalk piece, dusters etc.

9. Settlement of bills for the purchase of books and periodicals approved by the Director, including renewal of subscription of periodicals.
10. Sanction for repairs of office equipments (typewriters, electronic stencil cutter, duplicating machines, plain paper copier, xerox machine etc.) signing of service contracts and settlement of service charges for the office equipments.
11. Sanction for the repairs of audio visual equipments (Film projector, slide projector, overhead projector, public address system, T.V., V.C.R./Audio/Video Cassettes) and other equipments.
12. Sanction for repairs of furniture.
13. Sanction for fuel, repair charges and spare parts, insurance charges/taxes to the vehicles.
14. Sanction for the telephone bills, including rent, electricity charges and deposits.
15. Sanction of expenditure on printing of call letters, brochures and course materials.
16. Settling of claims of honorarium to the Guest Faculty at the approved rate.
17. Settling the charges for catering, garland, rent for venue, mike etc. for training programmes, seminars, Diploma and Degree Courses and Meetings.
18. Sale of waste paper after calling for quotations, auction of condemned books and furniture and other articles.
19. Approval for the photography charges.
20. Settling the claims for the taxi charges.
21. Sanction for repairs/maintenance charges to the office building including electric installations.
22. Settling the claims of Advertisement charges.
23. Refund of course fee, caution deposit and security deposit.
24. Physical verification of office stores, furniture, stationery library books, equipments and machinery including audio visual equipments.
25. Settlement of claims of Leave Travel Concession to all Employees.

26. The Administrative Officer may sign cheques up to Rs.10,000/- Cheques beyond Rs.10,000/- shall be signed by the Administrative Officer and the Director.

27. Approval of salary bills irrespective of the amount involved.

GOVERNING COMMITTEE

The Government have nominated the Hon'ble Minister in charge of Labour as Chairman of the Society and the following will be the members of the Governing Committee.

Chairman: Hon'ble Minister for Labour

Vice Chairman: Secretary to Government
Labour & Employment Department

Two Official Nominees of the Government

1. Secretary to Government, Finance Dept.
2. Secretary to Government, Higher Education

Two representatives of Professional Bodies and Professionals in the area of Personnel Management

1. Secretary, Employers Federation of South India, Chennai
2. Chairman, National Institute of Personnel Management

Two representatives of Business, Commerce, Banking and Labour

1. Chairman, Committee of Federation of Indian Industries, Chennai.
2. One Member of Legislative Assembly.

Two persons representing academic institutions such as University, Indian Institute of Management, Indian Institute of Technology, etc.

1. Vice Chancellor, Madras University
2. Vice Chancellor, Law University, Chennai.

Two faculty members of Tamilnadu Institute of Labour Studies

1. Professor
2. Assistant Professor

Two persons well-versed in Labour Administration or Labour Education

1. Commissioner of Labour, Chennai
2. Chief Inspector of Factories, Chennai.

Ex-officio Secretary

Director, Tamilnadu Institute of Labour Studies, Chennai.

The Governing Committee has constituted the following two Committees:

ADMINISTRATIVE COMMITTEE

1. Secretary to Government, Labour and Employment Department
2. Commissioner of Labour, Chennai
3. Secretary to Government, Finance Department
4. Director, Tamilnadu Institute of Labour Studies

The Committee will look into Administrative and financial matters and take decisions which will be ratified by the Governing Committee.

ACADEMIC COMMITTEE

1. Vice Chancellor of Madras University
2. Secretary to Government, Labour and Employment Department
3. Commissioner of Labour
4. Secretary to Government, Finance Department
5. Director, Tamilnadu Institute of Labour Studies.

The sub-committee will look into the matters pertaining to training programmes, Diploma Degree courses and all research activities and take decision which will be ratified by the Governing Body.

ADMINISTRATIVE SET-UP

The Institute is headed by a Director. He is assisted by the following officers including faculty members.

Deputy Director (Labour)	: 1
Deputy Director (Factories)	: 1
Administrative Officer	: 1
Assistant Director	: 1
Finance Officer	: 1
Research Officer	: 1
Professor	: 1
Asst. Professor	: 1

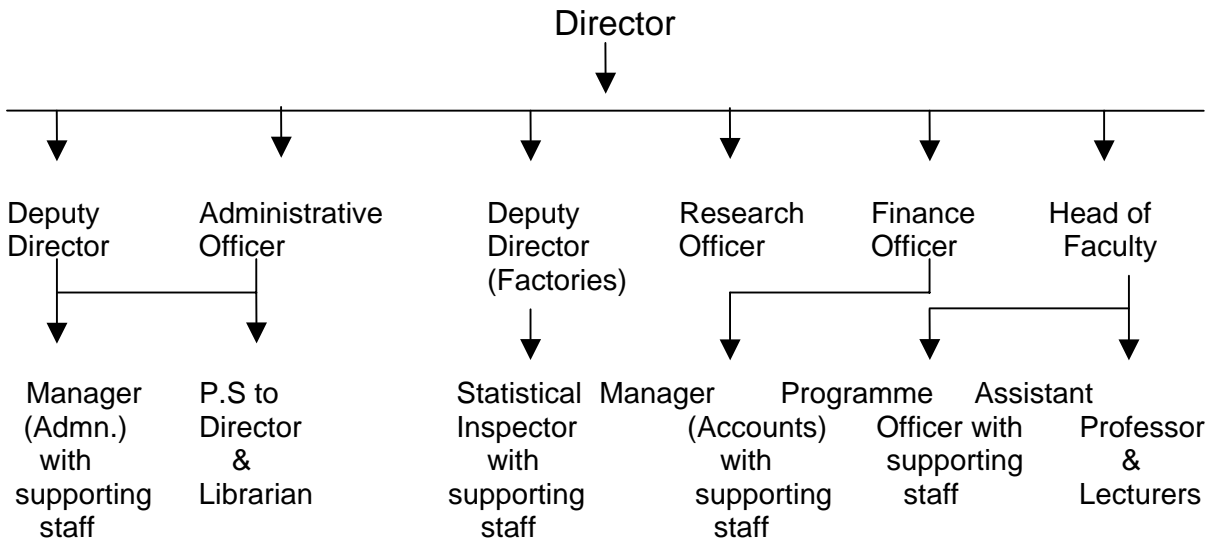
Lecturers : 5

BUILDING

The Institute is housed in the ground floor of the Tamilnadu Slum Clearance Board at No. 5, Kamarajar Salai, Chennai 600 005, occupying a plinth area of 8649 sq.ft.

The Governing Committee is the supreme authority for Tamilnadu Institute of Labour Studies to finalise all policy decisions. However, the Administrative Committee will decide the routine administrative and financial matters. Similarly, the Academic Committee will decide the academic matters. Ultimately, the decisions of the above sub-committees will be ratified by the Governing Committee.

Channels of Supervision



With regard to Training Programmes, the Committee approves the calendar of training programmes. According to the calendar the training programmes are conducted in various centres of Tamilnadu with the co-operation of the Labour and Factories Department officials.

Academic courses namely B.A. (Labour Management), M.A. (Labour Management) are conducted as per the guidelines of the University of Madras. the PGDLA course is conducted by Tamilnadu Institute of Labour Studies as per the guidelines of the Committee.

Directory of Officers, Faculty and Staff

Category of Staff	Sanctioned strength	In position	Vacancy
Group A	6	6	-
Group B	14	9	5
Group C	19	14	5
Group D	11	9	2
Total	50	38	12

The details of Officers / Faculty and Staff sanctioned and in position

Sl. No.	Cadre	Group	Pay Scale	No. of post
1	Director	A	15000-400-18600	1
2	Deputy Director	A	10000-325-15200	1
3	Deputy Director(Factories)	A	10000-325-15200	1
4	Professor	A	12000-420-18300	1
5	Assistant Professor	A	10000-325-15200	1
6	Research Officer	A	10000-325-15200	1
7	Administrative Officer	B	9100-275-14050	1
8	Finance Officer	B	8000-275-13500	1
9	Assistant Director	B	8000-275-13500	1
10	Assistant Director of Stat.	B	8000-275-13500	1
11	Programme Officer	B	6500-200-10000	1
12	Lecturers	B	8000-275-13500	5
13	Statistical Inspector	B	5500-175-9000	1
14	Manager (Admn)	B	5500-175-9000	1
15	Manager(Accounts)	B	5500-175-9000	1
16	P.S to Director	B	5500-175-9000	1
17	Librarian	C	4000-100-6000	1
18	Steno-Typist	C	5000-150-8000	2
19	Steno-Typist	C	4000-100-6000	1
20	Assistants	C	4000-100-6000	4
21	Junior Asst Cum Typist	C	3200-85-4900	6
22	Typist	C	3200-85-4900	1
23	Driver	C	3200-85-4900	2
24	Record Clerk	C	3050-75-3950-80-4590	2
25	Office Assistants	D	2650-65-3300-70-4000	9
26	Night Watchman	D	2650-65-3300-70-4000	1

27	Sweeper cum Water Carrier	D	2650-65-3300-70-4000	<u>1</u>
	Total			<u>50</u>

Statement of Accounts

This Institute is run by the Government of Tamilnadu and to meet out the administrative expenses it gives financial assistance in the name of Grants-in-Aid. The Budget for the financial year 2006-07 are furnished hereunder.

Major Head	Amount allotted

Establishment Cost	(Rs. in thousands)
I. Salaries	
1. Pay	3797
2. Medical Allowances	10
3. Medical Charges	40
4. Other Allowances	13
5. House Rent Allowances	389
6. Leave Travel concession	28
7. City Compensatory Allowances	118
II. Dearness Allowances	2461
III. Travel Expenses	
1. Tour T.A.	5
2. Transfer T.A.	5
IV. LSC / PC	300
V. Wages	2
VI. Office Expenses	
1. Telephone charges	67
2. Other Contingencies	
a) Stationary and Printing	15
b) Office Contingencies	20
3. Electricity Charges	65
VII. Rent, Rates and Taxes	
1. Rent	4055
VIII. Contributions	

1. EPF Employer Contribution	390
2. Insurance	13
IX. Motor Vehicle	
1. Maintenance	25
X. Payment for Professional Fee	
1. Professional Fee	6
XI. Other charges	
1. Books and Journals	100
XII. Petrol, Oil and Lubrication	144
XIII. Miscellaneous	
1. Government sponsored Seminars	120
XIV. Working Expenses	
Seminar	
PGDLA	
B.A. (Labour Management)	1608
M.A. (Labour Management)	1392
Ph.D.	

Total	15188

This amount will be used in full since the allotment is less than the requirement.

The Government have allotted a sum of Rs. 1,20,000/- for conducting Government sponsored programmes. Out of this amount, two number of programmes have been conducted during the year 2005-06 and 67 number of officers have been benefitted so far.

A website have been launched for this Institute by the Government. The website address is: <http://www.tn.gov.in/newtestlabour>

LIBRARY

A unique Library is functioning as Encyclopedias in the Institute and has nearly 10000 books relating to Personnel Management, Industrial

Relations, Collective Bargaining, Labour Laws, Industrial Safety, Management Accounting, etc.

The outsiders (public) are permitted to use our Library with the approval of the Director.

Name and Designation of Public Information Officer

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Administrative Officer
Tamilnadu Institute of Labour Studies
Chennai - 5

Phone No. 28440102 / 28445778

Assistant Public Information Officer

Thiru P. Senthikumar
Manager (Administration)
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Appellate Authority

Thiru R. Ramesh
Director
Tamilnadu Institute of Labour Studies
Chennai - 5

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The relevant information about this Institute can be had from this office in all working days between 10.00 a.m. and 5.45 p.m. in person.