

Department of Employment and Training

Employment Wing

RIGHT TO INFORMATION ACT 2005

17 kinds of information prescribed in section 4(1) (b) are published herewith so that public has minimum resort to the use of the Act to obtain information.

4(b) I) The Particulars of its organization, functions and duties:-

Organization :-

The services of the Department of Employment and Training originally came in to existence to rehabilitate servicemen thrown out of employment due to post war demobilization. As per arrangement agreed upon both by the Central and State Governments, the Directorate General of Resettlement and Employment (DGRE) was set up in July 1945 and Employment Exchanges were gradually opened in several parts of the country. By early 1948, the services of Employment Exchanges were thrown open to all categories of the applicants. Day-to-day administration of the organization was handed over to the State government with effect from 1st November, 1956. The employment service is now the joint concern of the Central and State Governments

In 1960, the name of the Directorate General was changed from Directorate General of Resettlement and Employment to Directorate General of Employment and Training (D.G.E.T). The D.G.,E.T constitutes the national Headquarters of the Employment service as well as Craftsmen Training Scheme of the Ministry of Labour, Government of India. The Director General is at the apex of both the organizations at the National level.

The Commissioner of Employment and Training is the head of the Department, who is assisted by 3 Joint Directors. They are in charge of Employment, Employment Programme and Career Study. There are four Regional Deputy Directors situated at Chennai, Trichy, Coimbatore and Madurai, headed by Regional Deputy Directors who are supervising the activities of the Employment Exchanges / Special Offices under their control in 7-8 districts. At the District level, District Employment exchanges are controlled either by an Assistant Director or a District Employment Officer.

Functions

The important functions of the Employment Wing are registration of jobseekers, their nomination against notified vacancies, providing Vocational Guidance to students and unemployed, periodical collection, compilation and preparation of statements on employment and unemployment etc.

Duties:-

- a) To Provide fair and impartial service
 - b) Will upgrade the quality of service by computerisation and proper training.
- II) The powers and duties of its Officers and Employees:-

a) **SPECIAL COMMISSIONER AND COMMISSIONER** :- is the Head of the Department . She exercises full control over the Employment Exchanges including the power of appointment, Control, promotion and punishment of all their staff.

b) **JOINT DIRECTOR (EMPLOYMENT)** :-

- i) He is in charge of establishment matters
- ii) He has to look into the matters such as Accounting, Budgeting, Disciplinary cases, Inspections, Legal Cell, Vigilance Cell etc.
- iii) He has to propose Plans , Non Plans of the Department.
- iv) He has been vested with the power of transferring Junior Employment Officer, Junior Assistant, Typist, Stenographer, Record Clerk, Office Assistant from one region to another.

c) **JOINT DIRECTOR (CAREER STUDIES)**

- i) He has to look into the subjects such as Computerisation, Study Circle, Vocational Guidance , Staff Training etc.,
- ii) He processes the Employment Assistance petitions from fifteen districts. Viz. Kancheepuram, Tiruvallore, Vellore, Dharmapupri, Pudukottai, Tiruvannamalai, Cuddalore, Villupupram, Thanjavur, Trichi, Nagapattinam, Tiruvarur, Karur, Perambalaur, Chennai city including petitions received from Government and Chief Minister's Cell.

d) **JOINT DIRECTOR (EMPLOYMENT PROGRAMME):-**

- i) He is incharge of Employment Market Information programme.
- ii) He deals with the subjects relating to unemployment Relief scheme relating to blind, unemployment Assistance Scheme.
- iii) He processes the Employment assistance petitions from fourteen districts viz. Salem, Namakkal, Coimbatore, Ooty, Erode, Dindugul, Madurai, Theni, Sivagangai, Ramanathapuram, Virudhunagar, Tirunelveli, Tuticorin and Kanayakumari Districts.
- iv) He has to look after the Policy and Procedure of the Department.

REGIONAL DEPUTY DIRECTORS:- are supervising the activities of Employment Exchanges in respective Region. .

ASSISTANT DIRECTOR / DISTRICT EMPLOYMENT OFFICER :- at District level, District Employment Exchanges are controlled by either Assistant Director / District Employment Officer.

JUNIOR EMPLOYMENT OFFICER:- Supervises the work of the concerned section.

STENO TYPIST: - concerns with

- i) Dictation

- iii) Maintenance of Important Tapal Register
- iv) Maintenance of Files movement Register
- v) Maintenance of Movement Register (Staff)

TYPIST : He has to attend Fair copy work of the section.

TELEPHONE OPERATOR :- is attending Telephone Operation

ASSISTANT AND JUNIOR ASSISTANT : items of work assigned to them in the concerned section.

III) National Employment Service Manual, State Employment Exchange Circular Memorandum , various Rules and Regulation , Circular Memo in Vogue are being taken in to consideration before making decision. District Employment Officer (Staff Training) of Special **Commissionerate** of Employment and Training processes this subjects..

IV Tamilnadu conduct Rules 1973 and Tamilnadu Civil Service (Discipline and Appeal) Rules prescribe the norms to discharge their functions.

V) NESM, SEECM, EE Minutes provide various instructions so as to discharge their functions.

VI) The categories of documents that are held by it or under its control are as follows:-

REGISTRATION :-

- a) X-I – an Index card (envelope)used for recording registration details of applicants and filling papers pertaining to them.
- b) X-63 A book register containing the running record of registration.

VACANCY :-

- A) x-2 an order card (envelop) used for recording details of vacancies notified by the Employers and filing correspondence pertaining to vacancy.
- B) X-58 a covering letter used when forwarding a list of applicants to an Employer.
- C) X-64 a Book Register containing a running record of vacancy orders placed with Exchanges.

EMPLOYMENT MARKET INFORMATION :-

- A)EM -I an Employers Card (envelop)used for recording details employers and for filing paper pertaining to them.
- B) EM –II a Book record covered under EMI programme.

VOCATIONAL GUIDANCE:

- VG –I a card envelop used for recording details of guidance and related matters and for filing paper pertaining to them.

- VG - 64 a running record of applicants participating in Group Discussions
 VG – 65 a running record of visits of Employment Officer to Educational Institutions.
 VG – 67 a running record of Training admission / apprenticeship

NATIONAL CLASSIFICATION OF OCCUPTIONS (NCO) :-

It classifies , defines and describes and various occupations available in the country giving the standard and alternative occupational titles.

VII) Working group of the National Employment Service consisting of the representatives of the Central and State Governments constituted at national headquarters enable to evolve and formulate policies and procedure in consultation with the State Government.

VIII) FAIRNESS COMMITTEE

NAME OF THE COMMITTEE	:	Constitution of Committee in Districts to examine fairness of submissions made by Employment Exchanges.
G.O. UNDER WHICH CONSTITUTED:		G.O.Ms.No.1030, Labour and Employment Department, dated 9.11.90, Govt. Letter No.9646/R2/94 dated 25.11.94 and Govt. Letter No.13712/R2/97-2, dated 25.11.97 (Copy Enclosed)
DURATION OF THE COMMITTEE	:	The Duration of the Committee is activating for three years from the date of formation. The Committee shall meet once in six months preferably.
DETAILS OF THE COMMITTEE MEMBERS:		<p>OFFICIAL</p> <p>1. The Collector .. Chairman</p> <p>2.The Assistant Director/ District Employment Officer in the Dist. Headquarters. .. Convenor</p> <p style="text-align: center;"><u>NON-OFFICIAL</u></p> <p>3. Representative of the Public(MLA) .. Member</p> <p>4. A representative of the employers .. Member</p> <p>5. A representative of the S.C. Association (Recognised) .. Member</p> <p>6. A representative of the S.T. Association (Recognised) .. Member</p> <p>7. A representative of Zil Saink Rajja Sainik Board(Recognised) .. Member</p> <p>8. A representative of local level women's organization (Recognised) .. Member</p>

9. A representative
of the minority
communities in the District
(Recognised) .. Member
10. Chairman of the District
Panchayat concerned .. Member

IX) Telephone No.

COMMISSIONERATE OF EMPLOYMENT AND TRAINING (EBPX NO 22325008 22325006 22327911 22327900)	
EMPLOYMENT WING	
Tmt. P.Sivakami, I.A.S., Special Commissioner	22324525 Internet 26476660
Thiru. M.Jayachandran. Joint Director (Employment)	Extn. 203
Thiru.M.K.Jamaludheen Joint Director (Career Study)	
Thiru. L.Krishnamoorthy Deputy Director (General)	402
Thiru. G.Sekar, Deputy Director (Special Cell)	
Thiru. R.Parthasarathy, Chief Accounts Officer	407
Tmt. P.Anusuya Selvi, Assistant Director (Vocational Guidance)	413
Thiru M.Narayanan. Assistant Director (Adminitration)	406
Thiru L.Krishnamoorthy Assistant Director (EMI)(ic)	404
Thiru R.Natarajan, Assistant Director (Computerisation)	410
Thiru S.Rajendiran, Assistant Director, (Special Cell)	408
Thiru.T.Dakshinamoorthy (Programmer)	411
Tmt.A.Anitha, District Employment Officer (O.I.) I/c	412
Tmt. A. Anitha, District Employment Officer (EMI)	405
Thiru Kalyanaraman, District Employment Officer,(Statistician)	403
Tmt. G.Sathiya Bama District Employment Officer (ST)	409
Thiru. J.Prabakaran, District Employment Officer(Publicity)	414

NAME AND ADDRESS OF OFFICERS

SL.N O.	NAME OF THE OFFICE AND ADDRESS		OFFICER'S NAME AND RESIDENTIAL ADDRESS	OFFICE TELEPHONE NUMBER
1.	Professional and Executive Employment Office, No.56 , Santhome High Road, Kuil Thottam, Chennai 600 004		1.Thiru.G.Selvaraj, Assistant Director, 2.Thiru G.Sampath, District Employment Officer, 2. Sharfudden Street, Choolaimedu, Chennai 600 094.	044-24942749
2.	District Employment Office, 56 Santhome High Road, Kuil Thottam, Chennai 600 004	044- 24615160	1.Thiru T.Vijaya Kumar, Assistant Director i/c and District Employment Officer(General) i/c OM Sakthi Illam, 1 Sarojini Street Extn., Jameen Pallavaram, Chennai 600 043 2.Thiru S.Aravindaraman, District Employment Officer (YES), No.27 IInd Main Road, Balaji Nagar, Chennai 600 070	22419450 22480223
3.	District Employment Office(Technical Personnel), 56 Santhome High Road, Kuil Thottam, Chennai 600 004	--	Tmt E.Malleeswari, District Employment Officer,	
4.	District Employment Office, Special Employment Office for Physically Handicapped, N0.56 Santhome High Road, Kuil Thottam, Chennai 600 004	044- 24615140	1. Thiru S.Aravindaraman, District Employment Officer, I/c .	24849132
5.	District Employment Office(Unskilled), 56 Teacher's Colony, Kamarajar Avenue, Adayar, Chennai 600 020	044- 24418697	Thiru G.Jeyabal, District Employment Officer,	--
6.	Office of the Regional Deputy Director(Employment), Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029.	0422- 2642186	Tmt. A.Latha, Regional Deputy Director(E),	--
7.	District Employment Office, Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029	0422- 2642388	Tmt S.Rajalakshmi, Assistant Director, 4 Megricar Road,R.S.Puram, Coimbatore -2	2470602

8.	District Employment Office(Technical Personnel), Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029	--	Thiru Prabakaran, District Employment Officer	
9.	Coaching-cum-Guidance Centre, Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029	--	Thiru L.Sivasamy, Assistant Director, S3 Housing Unit, New Sithapudur P.O., Coimbatore 641 044	0423-2528480
10.	District Employment Office, Govt ITIComplex, Nellikuppam Road, Semmandalam, Cuddalore 607 001	04142-290039	Thiru.M.K.Perumal, District Employment Officer i/c,	9865109559
11.	Coaching-cum-Guidance Centrefor SC/ST,Govt. ITI Complex, NellikuppamRoad, Semmandalam, Cuddalore 607 001	--	Thiru M.K.Perumal, District Employment Officer i/c,	
12.	District Employment Office, 20A 4 th Cross Street, Co-operative Colony, Krishnagiri	0433-236189	1.Thiru V.Karunakaran, District Employment Officer,	04342-261439
13.	District Employment Office, No.80/9 H, Railway Station Road, Virutpatchi, Dharmapuri		Thiru. KBalakrishnan, District Employment Officer	26246369
14.	District Employment Office, 83 Manalapuram Railway Station Road, Dindigul 624 603	0451-2427498	Thiru R.Jawahar, District Employment Officer and DEO(YES) i/c, C/o Ponnusamy, 37 A Rajakkapatti, Collectorate Post, Dindigul 624 004	9443413400 0452-2458175
15.	District Employment Office, 4 Perumal Gounder Kadu, Chennaimalai Road, Erode 638 002	0424-2275860	1.Thiru O.S.Gnanasekaran, District Employment Officer(General) 2.Thiru Swaminathan, District Employment Officer(YES)	0427-2402214
16	District Employment Office, No.11, Vaigunda Perumal Koil Street, Kancheepuram 631 502	04112-223124	Thiru R.Selvaraj, District Employment Officer, Assistant Director i/c A1/4 TNGRHS Quarters, Anna Nagar,Chennai 600 040	044-26288977
17.	District Employment Office, No.6 & 7 IInd Cross Street, Chengundrapuram, Karur 638 002	04324-263449	Thiru R.Marappan, District Employment officer, i/c	0431-2492536 94435-58852
18.	O/o the Regional Deputy Director (Employment) C/O District Employment Office, Govt. ITI Campus, K.Pudur Madurai 625 007	0452-2566359	Thiru S.John Philipose, RDD(E) I/c	0452-2520126
19	District Employment Office,	0452-	1. Thiru S. John Philphose	0452-2520126

	Govt. ITI Campus, K.Pudur Madurai 625 007	2566022	Assistant Director Nagaih Mansion Room No. 14 K.Pudur Madurai 7 2. Tmt. N.Mahalakshmi., District Employment Officer, (YES)	
20	District Employment Office 52. Ramavarnapuram Nagarcoil, 629 001	04652- 22191	1. . Thiru PandaramPillai District Employment Officer, (General) 2. Thiru PandaramPillai District Employment Officer(YES)	--
21	District Employment Office 69, D.S.S. 1223-1225 Perumal North Street Nagapattinam, 611 001	-	Thiru G.Padhmanaban District Employment Officer i/c.	954365-248834
22	District Employment Office 3/86 Konchettipatty village Mohanur Road, Namakkal	-	Thiru P.Ravindran, District Employment Officer 151 A.S.M.S. Nagar Ramanagar West, Bhavani 638 301	04256-232117
23	District Employment Office, 20 Sri Ram Complex 15-15A Thuraiyur Road, Perambalur	04328- 75352	Thiru A. Raja District Employment Officer	0431-2352177
24	District Employment Office 5391, Marthandapuram 2 nd Street, Pudukkottai 622001	04322- 222287	Thiru N.Muraleedharan, District Employment Officer (G), District Employment Officer I/c.	
25	District Employment Office 57. K.T.M. Complex 1 st Floor near Valampuri Kalyanamandapam] Railway Feeder Road, Ramanathapuram 623 501	04567- 221160	Thiru V. Subramanian District Employment Officer 15D Kalimuthu Nadar Compound, Vellipattinam Agraharan Road, Ramanathapuram	04567-227410 98422-84334
26	District Employment Office 16 Chinnaiah Steet, Vadakkumaravaneri, Salem 636 007	0427-2 417750	1. Thiru. S.Chandran, Assistant Director, Thiru M.K. Perumal District Employment Officer (YES)(in charge), 38 / 12C Ramalinga Nagar., Old Suramangalam Salem 5	0427-2386578
27	District Employment Office 122 South Mada Stteet Siivagnagai 623 560	04575- 240435	Tmt.N.Mahalakshmi District Employment Officer	
28	O/O the Regional Deputy Director (Employment) 16 C Williams Road District Welfare Commercial Complex, Trichy 1	0431- 2465719	Thiru. P.Sureshkumar RDD(E) I/c. 3/3 Kajamalai Colony Trichy 20	0431-2424030
29	District Employment Office 23 Williams Road Trichy 1	0431- 2412294	1.Thiru P. Sureshkumar Assistant Director 3/3 Kajamalai Colony	0431-2424030

			Trichy 20 District Employment Officer (YES)I/c	
30	Coaching -cum-Guidance Centre 23. Williams Road Trichy 1	-	Thiru N. Muraleedharan Assistant Director Room No. 37 Sona mansion Willimas Road Trichy 1	0431-2467247
31	District Employment office Collectors Bungalow Road Thanjavur -613 007	04362- 237037	Thiru K.P. Rajendiran Assistant Director and District Employment Officer, (Incharge)	-
32	District Employment Office Master Plan Complex, Collectorate Building, Theni 625 531	04546- 254510	Thiru M. Subramanian District Employment Officer	
33	District Employment Office 4 , 5 and 6 Door No. 1 C.V. Naidu Street, Thiruvallur. 602001	04116- 260250	Thiru K. Elangovan District Employment Officer W 512 Flat "C" 9 th Street 4 th Avenue, Sector "C": Anna Nagar, West Extn. Chennai 600 101	
34	District Employment Office 105 Nagai By-pass Road Gandhi Salai Jamin Illam Thiruvarur - 610 001	-	Thiru V. Ramanathan 21 Kamalambal Nagar Thiruvarur	04366-243028
35	District Employment office 14. Govt. ITI Complex Korappallam Tutucorin 628 101	0461- 2340159	Thiru. K.Kalaselvan, District Employment Officer & District Employment Officer	0461-2377437 0461-2377437
36	District Employment Office Old District Court Building Kokkarakulam Tirunelveli 627 009	0462- 2500103	Thiru M. Shanmuga Sundaram District Employment officer	-
37	Coaching-cum-Guidance Centre, Old District Court Building, Kokkarakulam Tirunelveli 627 009	-	Tmt. Pitchamma Arumugam Assistant Director 74 NGGO New Colony Jawahar Nagar Tirunelveli 627 007	0462-2552780
38	District Employment Office 5 East Main Road, Gandhi Road, Tiruvannamalai 606 601	04175- 225381	Thiru M. Chandran District Employment Officer 318 Selva Nagar, Vengikhal Tiruvannmalai 606 604	04175-232462
39	District Employment Office 57 Justice Villa Old Garden Road, Uthagamandalam	244004	Thiru P.Dhanabalan District Employment Officer	-

40	Special vocational Guidance Centre for SC / ST 57 Justice Villa Old Garden Road, Uthagamandalam	-	Thiru P.Dhanabalan District Employment Officer	-
41	District Employment Office 19 & 20 Arcot road Kagitha pattarai Vellore 632 012	0416- 2220042	Thiru A.K. Sankaran District Employment Officer & DEO (YES) incharge 22 Vanavil Nagar Kanchipuram	04112-237340
42	Coaching-cumGuidance Centre for SC/ST 19 & 20 Arcot road Kagitha pattarai Vellore 632 012	-	Thiru A.K. Sankaran District Employment Officer Assistant Director incharge 22 Vanavil Nagar Kanchipuram	04112-237340
43	District Employment Office 35/36 Arumugam Layout Kanniyakulam road Maruthur, Villupuram	04146- 226417	Thiru A. Raja District Employment Officer 6 Anjaneyar Kalyanamandapam K.K. Road, Villupuram	-
44	District Employment Office 1/16 AA Road, Virudhunagar – 626 001	04562- 244713	Thiru P. Murugesan District Employment Officer C/O Thiru P. Ramasamy No. 1 V.O.C. Nagar, Virudhunagar 626 001	Cell No. 94431-11238

X) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regularitions.

Commissionerate

Sl. No.	Designation	Scale of Pay	Basic Pay Rs.	Gross Pay Rs.
1	Joint Director (Empt.)	12000-375-16500	13,500/-	27,060/-
2	Joint Director (CS)	12000-375-16500	12,750/-	25,665/-
3	Deputy Director (Gen.)	10000-325-15200	12,600/-	25,336/-
4	Deputy Director (Spl.Cell)	10000-325-15200	12,600/-	25,336/-
5	Chief Accounts Officer	10000-325-15200	11,950/-	24,127/-
6	Assistant Director (Admn.)	9100-275-14050	11,300/-	19,222/-
7	Assistant Director (Comp)	9100-275-14050	11,850/-	23,941/-
8	Assistant Director (SC)	9100-275-14050	12,400/-	24,964/-
9	Assistant Director (VG)	9100-275-14050	11850/-	19,429/-
10	Dist. Employment Officer (Publicity)	8000-275-13500	10475/-	21,434/-
11	Dist. Employment Officer (Staff Training)	8000-275-13500	9375/-	13,134/-
12	Dist. Employment Officer (Stat)	8000-275-13500	10200/-	20,922/-
13	Dist. Employment Officer (OI)	8000-275-13500	8825/-	12,372/-

14	Dist. Employment Officer (Comp.)	8000-275-13500	9650/-	19,849/-
15	Junior Employment Officer(EMI)	5500-175-9000	7250/-	15,593/-
16	Junior Employment Officer(EMI)	5500-175-9000	6200/-	13,428/-
17	Junior Employment Officer(Nir)	5500-175-9000	7250/-	15,643/-
18	Junior Employment Officer(EMI)	5500-175-9000	7700/-	17025/-
19	Junior Employment Officer (Ayyvu)	5500-175-9000	6990/-	14828/-
20	Junior Employment Officer (Pa. Va.)	5500-175-9000	7250/-	15606/-
21	Junior Employment Officer (EMI)	5500-175-9000	7600/-	16463/-
22	Junior Employment Officer (Patti)	5500-175-9000	7775/-	16855/-
23	Assistant (Manu)	4000-100-6000	5200/-	11481/-
24	Assistant (EPO)	4000-100-6000	4700/-	10220/-
25	Assistant (Patti)	4000-100-6000	5200/-	13,281/-
26	Assistant (Patti)	4000-100-6000	5400/-	11,663/-
27	Assistant (Thi. Ve.)	4000-100-6000	5500/-	11,968/-
28	UG Assistant (PaPa)	4000-100-6000	5000/-	10,975/-
29	UG Assistant (Nir)	4000-100-6000	5000/-	10,932/-
30	Junior Assistant (SG)(UA)	4000-100-6000	5300/-	11,517/-
31	Junior Assistant (SG)(Comp)	4000-100-6000	5000/-	10,901/-
32	Junior Assistant (SG)(ONA)	4000-100-6000	4400/-	9,558/-
33	Junior Assistant (SG)(Despatch)	4000-100-6000	4000/-	8,677/-
34	Junior Assistant (SG)(OVI)	4000-100-6000	5500/-	11,858/-
35	Junior Assistant(Tapal)	3200-85-4900	3710/-	7,651/-
36	Junior Assistant (Patti)	3200-85-4900	3965/-	8,226/-
37	Steno Typist Gr.I (Comp)	5500-175-9000	7950/-	16,637/-
38	Steno Typist Gr.I (Ayyvu)	5500-175-9000	6900/-	14,570/-
39	Steno Typist Gr.I (Nir)	5500-175-9000	8300/-	17,238/-
40	Steno Typist Gr.I(LC)	5500-175-9000	7075/-	14,799/-
41	Steno Typist Gr.I(Ayyvu)	5500-175-9000	7775/-	16212/-
42	Steno Typist Gr.I (CET)	5500-175-9000	6900/-	14520/-
43	Steno Typist Gr.I (JD(E)	5500-175-9000	7950/-	16,587/-
44	Steno Typist Gr.I (Nidhi)	5500-175-9000	6350/-	13,261/-
45	Steno Typist Gr.III (Pa. Va)	4000-100-6000	4500/-	9,420/-
46	Typist SG(FC)	4000-100-6000	5450/-	11,496/-

47	Typist SG(FC)	4000-100-6000	5300/-	11,589/-
48	Typist SG(FC)	4000-100-6000	5200/-	11,403/-
49	Typist SG(FC)	4000-100-6000	5600/-	11,875/-
50	Typist SG(FC)	4000-100-6000	5750/-	12215/-
51	Typist SG(FSC)	4000-100-6000	5600/-	11775/-
52	Artist	5000-150-8000	5750/-	12045/-
53	Telephone Operator	3200-85-4900	3725/-	7729/-
54	Data Analyst	4000-100-6000	5900/-	12730/-
55	Data Entry Operator(Comp)	4000-100-6000	5150/-	11230/-
56	Record Clerk	2650-65-3300-70-4000	3440/-	7294/-
57	Office Assistant (Spl.Gr.)(Pa.Va.)	2750-70-3800-75-4400	3525/-	7470/-
58	Office Assistant (Spl.Gr.)(Nidhi)	2750-70-3800-75-4400	4100/-	8716/-
59	Office Assistant (Spl.Gr.)(Comp)	2750-70-3800-75-4400	3520/-	7512/-
60	(Nir)	2650-65-3300-70-4000	3235/-	6748/-
61	Office Assistant (S.Gr.)(Patti)	2650-65-3300-70-4000	3450/-	7332/-
62	Office Assistant (S.Gr.)(JD(E))	2650-65-3300-70-4000	3330/-	7024/-
63	Office Assistant (S.Gr.)	2650-65-3300-70-4000	3800/-	8017/-
64	Office Assistant (S.Gr.)(Ayyvu)	2650-65-3300-70-4000	3440/-	7313/-
65	Office Assistant (S.Gr.)CET	2650-65-3300-70-4000	3300/-	6987/-
66	Office Assistant (EMI)	2550-55-2660-60-3200	2660/-	5463/-
67	Watchman (SG)	2650-65-3300-70-4000	3300/-	6950/-
68	Sweeper	2650-65-3300-70-4000	3450/-	7279/-
69	Water carrier	2550-55-2660-60-3200	3170/-	6602/-

Subsistence Allowance
Junior Employment Officer
Pay = Rs.3800/-
PP = Rs. 177/-
DA = Rs.2824/-
Total 6801/-

XI EMPLOYMENT WING BUDGET ESTIMATE 2006-07

NON PLAN	Rs. in lakhs.
2230 Employment And Training	1259.61
2225 Social Security & Welfare	<u>17.87</u>
	<u>1277.48</u>
STATE PLAN	
2230 Employment And Training	0.76
2225 Social Security & Welfare	<u>30.23</u>
	<u>30.99</u>

CENTRALLY SPONSORED SCHEME

2230 Employment And Training

24.27

<u>Abstract:</u>	<u>Rs.in lakhs.</u>
1. Non Plan	1277.48
2.State Plan	30.99
3. Centrally sponsored	<u>24.27</u>
Total	<u>1332.74</u>

XII. & XIII.

I. UNEMPLOYMENT RELIEF SCHEME FOR THE BLIND

To provide rehabilitation assistance, Unemployment Allowance is paid to the blind candidates who are waiting for employment for more than a year. Relief amount is paid for a maximum period of five years subject to 40 years of age in the case of others and 45 years in the case of Schedule Caste and Schedule Tribe candidates, at the following rates.

Graduates / Post Graduates	- Rs. 450/- per month
Higher Secondary /Pre-University Course	- Rs. 375/- per month
S.S.L.C. and below	- Rs. 300/- per month

During 2005-2006, a sum of Rs. 42 lakhs was disbursed to 998 blind candidates.

II. UNEMPLOYMENT ALLOWANCE SCHEME:

Unemployment Allowance is paid to the candidates who are waiting on the Live Register for more than 5 years, at the following rates:-

S.S.L.C.	- Rs. 150/- per month
H.Sc.	- Rs. 200/- per month
Graduate / Post Graduates-	Rs. 300/- per month

(Excluding professional degrees like M.B.B.S., B.E.,B.L., B.V.Sc., etc.)

To benefit under this scheme, income of the parents should not exceed Rs. 24,000/- per annum. Allowances will be paid for a maximum period of three years or upto 40 years of age in the case of others and up to 45 years in the case of SC/ST which ever is earlier.

XIV:

Citizen Chart

XV:

The working hours of library of reading room available at Study Circle maintain for public use of from 10.00 a.m. to 7.00 p.m.

XVI:

LIST OF APPELLATE AUTHORITIES, PUBLIC INFORMATION OFFICERS AND ASSISTANT PUBLIC INFORMATION OFFICERS

HEAD QUARTERS :

SL.NO.	NAME OF THE OFFICER AND OFFICE ADDRESS
1.	Tmt P.Sivakami,I.A.S.,- Appellate Authority Special Commissioner and Commissioner of Employment and Training, Guindy, Chennai – 32.
2.	Thiru. M.Jayachandran,- Public Information Officer Joint Director(Employment) O/O the Special Commissioner and Commissioner of Employment and Training, Guindy, Chennai-32
3.	Thiru G.Sekar,- Assistant Public Information officer, Deputy Director(Special Cell) O/O the Special Commissioner and Commissioner of Employment and Training, Guindy, Chennai-32
REGIONAL	
4.	Tmt. V.Meenakshi, Appellate Authority-Chennai Region, Regional Deputy Director of Employment, Office of the Regional Deputy Director(Employment). 56 Santhome High Road, Kuil thottam, Chennai 600 004.
5.	Thiru A.Latha, Appellate Authority-Coimbatore Region, Regional Deputy Director of Employment, Office of the Regional Deputy Director(Employment), Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029
6.	Thiru P.Suresh Kumar, Appellate Authority-Trichy Region, Regional Deputy Director of Employment,(Incharge) O/O the Regional Deputy Director (Employment) 16 C Williams Road District Welfare Commercial Complex, Trichy 1
7.	Thiru S.John Phillipose, Appallete Authority-Madurai Region, Regional Deputy Director of Employment, (Incharge),

SL.NO.	NAME OF THE OFFICER AND OFFICE ADDRESS
	O/o the Regional Deputy Director (Employment) C/O District Employment Office, Govt. ITI Campus, K.Pudur Madurai 625 007

DISTRICTS-PUBLIC INFORMATION OFFICERS AND ASSISTAN PUBLIC INFORMATION OFFICER.	
8.	Thiru G.Selvaraj, Assistant Director-Public Information Officer, Thiru Sampath, District Employment Officer – Assistant Public Information Officer Professional and Executive Employment Office, No.56 , Santhome High Road, Kuil Thottam, Chennai 600 004
9.	Thiru T.Vijaya Kumar, Assistant Director i/c- Public Information Officer, Thiru Aravindaraman, District Employment Officer (YES) – Assistant Public Information Officer, District Employment Office, 56 Santhome High Road, Kuil Thottam, Chennai 600 004
10.	Tmt E.Malleeswari, District Employment Officer, District Employment Office(Technical Personnel), Public Information Officer Tmt. Indira, Junior Employment Officer – Assistant Public Information Officer 56 Santhome High Road, Kuil Thottam, Chennai 600 004
11.	Thiru S.Aravindaraman, District Employment Officer-Public Information Officer Special Employment Office for the Physically Handicapped . Chennai 4. Thiru. Devendiran, Junior Employment Officer-Assistant Public Information Officer. District Employment Office, Special Employment Office for Physically Handicapped, N0.56 Santhome High Road, Kuil Thottam, Chennai 600 004
12.	Thiru G.Jeyabal, District Employment Officer i/c, District Employment Office(Unskilled),

	56 Teacher's Colony, Kamarajar Avenue, Adayar, Chennai 600 020
13.	Tmt S.Rajalakshmi, Assistant Director- Public Information Officer, Thiru. N.Gnanasekaran, Junior Employment Officer-Assistant Public Information Officer, District Employment Office, Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029
14.	Thiru C.Prabakaran, District Employment Officer- Public Information Officer, District Employment Office (Technical Personnel) Thiru. Gunalan, Junior Employment Officer- Assistant Public Information Officer, District Employment Office(Technical Personnel), Thudiyalur, Govt.ITI Complex, Mettupalayam Road, Coimbatore 641 029
15.	Thiru M.K.Perumal, District Employment Officer i/c-Public Information Officer Tmt. K.Velkanni, Junior Employment Officer – Assistant Public Information Officer District Employment Office, Govt ITI Complex, Nellikuppam Road, Semmandalam, Cuddalore 607 001
16.	Thiru V.Karunakaran, District Employment Officer-Public Information Officer, Thiru Kothandaraman, Junior Employment Officer – Assistant Public Information Officer, District Employment Office, 20A 4 th Cross Street, Co-operative Colony, Krishnagiri
17.	Thiru K.Balakrishnan, District Employment Officer- Public Information Officer, Tmt. Kasthuri Junior Employment Officer-Assistant Public Information Officer, District Employment Office, No.80/9 H, Railway Station Road, Virutpatchi, Dharmapuri
18.	Thiru. R.Jawahar, District Employment Officer-Public Information Officer,

	<p>Thiru V.Selvaraj, Junior Employment Officer – Assistant Public Information Officer District Employment Office, 83 Manalapuram Railway Station Road, Dindigul 624 603</p>
19.	<p>Thiru. O.S.Gnanasekaran, District Employment Officer- Public Information Officer, Thiru Saminathan, S District Employment Officer(YES)-Assistant Public Information Officer, District Employment Office, 4 Perumal Gounder Kadu, Chennaiyalai Road, Erode 638 002</p>
20.	<p>Thiru R.Selvaraj, Assistant Director i/c-Public Information Officer, Thiru.Raghuraman, Junior Employment Officer – Assistant Public Information Officer District Employment Office, No.11, Vaigunda Perumal Koil Street, Kancheepuram 631 502</p>
21.	<p>Thiru R. Marappan, District Employment Officer i/c-Public Information Officer Thiru T.V.Ramasekar Junior Employment Officer – Assistant Public Information Officer District Employment Office, No.6 & 7 IInd Cross Street, Chengundhapuram, Karur 638 002</p>
22.	<p>Thiru S.John Phillipose, Assistant Director- Public Information Officer, Tmt.N.Mahalakshmi, District Employment Officer (YES) – Assistant Public Information Officer, District Employment Office, Gvt. ITI Campus, K.Pudur Madurai 625 007</p>
23.	<p>Thiru P.Pandaram Pillai, District Employment Officer- Public Information Officer, Thiru.Yesu. Lazarus, Junior Employment Officer – Assistant Public Information Officer District Employment Office 52. Ramavarmapuram Nagarcoil, 629 001</p>
24	<p>Thiru G.Padmanaban, District Employment Officer-Public Information Officer Thiru G.Padmanabhan</p>

	<p>Junior Employment Officer – Assistant Public Information Officer District Employment Office 69, D.S.S. 1223-1225 Perumal North Street Nagapattinam, 611 001</p>
25.	<p>Thiru P.Ravindran, District Employment Officer - Public Information Officer, Thiru Sasidharan, Junior Employment Officer – Assistant Public Information Officer, District Employment Office 3/86 Kondichettipatty village Mohanur Road, Namakkal</p>
26.	<p>Thiru A.Raja, District Employment Officer-Public Information Officer Tmt.C.Tamilselvi, Junior Employment Officer – Assistant Public Information officer District Employment Office, 20 Sri Ram Complex 15-15A Thuraiyur Road, Perambalur</p>
27.	<p>Thiru N.Muralidharan, District Employment Officer-Public Information Officer, Thiru M.V.Arumugam, Junior Employment Officer – Assistant Public Information Officer District Employment Office 5391, Marthandapuram 2nd Street, Pudukkottai 622001</p>
28.	<p>Thiru V.Subbramanian, District Employment Officer- Public Information Officer, Thiru R.Kandasamy, Junior Employment Officer – Assistant Public Information Officer District Employment Office 57. K.T.M. Complex 1st Floor near Valampuri Kalyanamandapam Railway Feeder Road, Ramanathapuram 623 501</p>
29.	<p>Thiru S.Chandran, Assistant Director,- Public Information Officer, Thiru.M.K.Perumal District Employment Officer(YES)–Assistant Public Information Officer, District Employment Office 16 Chinnaiah Steet, Vadakkumaravaneri, Salem 636 007</p>
30	<p>Tmt.N.Mahalakshmi, District Employment Officer (i/c), - Public Information Officer, Thiru V.Thangavelu</p>

	<p>Junior Employment Officer – Assistant Public Information Officer District Employment Office 122 South Mada Steet Siivagnagai 623 560</p>
31.	<p>Thiru P.Suresh Kumar, Assistant Director-Public Information Officer, Thiru G. Victor, Junior Employment Officer –Assistant Information Officer District Employment Office 23 Williams Road Trichy 1</p>
32.	<p>Thiru K.P.Rajendran, Assistant Director-Public Information Officer, Thiru M.Krishnamoorthy, Junior Employment Officer – Assistant Public Information Officer District Employment office Collectors Bungalow Road Thanjavur -613 007</p>
33.	<p>Thiru M.Subramanaian, District Employment Officer- Public Information Officer, Thiru. Balasundaram, Junior Employment Officer – Assistant Public Information Officer District Employment Office Master Plan Complex, Collectorate Building, Theni 625 531</p>
34.	<p>Thiru K.Elangovan, District Employment Officer-Public Information Officer Thiru M.Sivashanmugam, Junior Employment Officer-Assistant Public Information Officer, District Employment Office 4 , 5 and 6 Door No. 1 C.V. Naidu Street, Thiruvallur. 602001</p>
35.	<p>Thiru V.Ramanathan, District Employment Officer-Public Information Officer, Thiru R.Subramanian, Junior Employment Officer – Assistant Public Information Officer. District Employment Office Collectorate Complex Thiruvarur - 610 001.</p>
36.	<p>Thiru K.Kalaiselvan District Employment Officer- Public Information Officer Thiru M.S. Albert Stevenson, Junior Employment Officer – Assistant Public Information Officer</p>

	District Employment office 14. Govt. ITI Complex Korappallam Tutucorin 628 101
37.	Thiru M.Shanmuga Sundaram District Employment Officer- Public Information Officer, Thiru C.P.Sujaya Sekaran Nair, Junior Employment Officer – Assistant Public Information Officer District Employment Office Old District Court Building Kokkarakulam Tirunelveli 627 009
38.	Thiru M.Chandran, District Employment Officer - Public Information Officer, Thiru SenthilKumar, Junior Employment Officer - Assistant Public Information Officer District Employment Office 5 East Main Road,Gandhi Road, Tiruvannamalai 606 601
39.	Thiru. P.Dhanabalan, District Employment Officer-Public Information Officer, Tmt.Vijaya Junior Employment Officer – Assistant Public Information Officer, District Employment Office 57 Justice Villa Old Garden Road, Uthagamandalam
40.	Thiru A.K.Sankaran, District Employment Office-Public Information Officer Thiru R.Ramamoorthy, Junior Employment Officer – Assistant Public Information Officer District Employment Office, 19 & 20 Arcot road Kagitha pattarai Vellore 632 012
41.	Thiru A.Raja, District Employment Officer-Public Information Officer Thiru K.Kannabiran, Junior Employment Officer-Assistant Public Information Officer District Employment Office 14/38 B Mamballapattu Road, Villupuram 605 602.
42.	Thiru P.Murugesan, District Employment Officer- Public Information Officer, Thiru.S.Rajaguru, Junior Employment Officer – Assistant Public Information Officer District Employment Office

	1/16 AA Road, Virudhunagar – 626 001
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XVII.

Instruction is being adhered in this regard.