



# **MANUAL UNDER RIGHT TO INFORMATION ACT, 2005**

**Government of Tamil Nadu  
Department of Labour and Employment,  
Secretariat,  
Chennai-600 009**

**Index**

<b>Sl. No.</b>	<b>Details of Information</b>	<b>Page Numbers</b>
1.	Introduction	1-4
2.	Particulars of organisation, functions and duties <b>(Section 4(1)(b)(i))</b>	5-18
3.	Powers and duties of officers and employees <b>(Section 4(1)(b)(ii))</b>	19-30
4.	Procedure followed in decision making process <b>(Section 4(1)(b)(iii))</b>	31
5.	Norms set for the discharge of functions <b>(Section 4(1)(b)(iv))</b>	32
6.	Rules, Regulations, Instructions, Manuals and Records for discharging functions <b>(Section 4(1)(b)(v))</b>	33-35
7.	Statement of categories of documents that are held by it for its control <b>(Section 4(1)(b)(vi))</b>	36
8.	Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof <b>(Section 4(1)(b)(vii))</b>	37
9.	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. <b>(Section 4(1)(b)(viii))</b>	38-68
10.	Directory of officers and employees <b>(Section 4(1)(b)(ix))</b>	69-71
11.	Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations <b>(Section 4(1)(b)(x))</b>	72-78
12.	Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made <b>(Section 4(1)(b)(xi))</b>	79-81
13.	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes <b>(Section 4(1)(b)(xii))</b>	82
14.	Particulars of recipients of concessions, permits or authorisations granted by it <b>(Section 4(1)(b)(xiii))</b>	83
15.	Details in respect of the information, available to or held by it, reduced in an electronic form <b>(Section 4(1)(b)(xiv))</b>	84
16.	Particulars of facilities available to citizens for obtaining information <b>(Section 4(1)(b)(xv))</b>	85
17.	Name and designation and other particulars of Public Information Officers <b>(Section 4(1)(b)(xvi))</b>	86

## **Introduction**

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Department of Labour and Employment , Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.**
- 1.2 The purpose of this manual is to inform the general public about this Department’s organisational set-up, functions and duties of its 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, in particular and provides for information about the schemes, projects and programmes implemented by the Department of Labour and Employment and the organisations under its administrative control.**
- 1.4 The Department of Labour and Employment has designated Thiru K.P.Subramanian, Under Secretary to Government as its Public Information Officer (PIO) for all matters concerning the Department.**

**1.5 A person requiring any information under the Act may contact Thiru K.P. Subramanian, Under Secretary to Government, Labour and Employment Department, Secretariat, Chennai-9. His Office telephone No. is 25665436.**

**1.6 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 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.50/- 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 under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 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 chalan 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 diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and
- (ii) for information provided in printed form, at the price fixed for such publication.

**1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 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.**

**1.8 The Department has designated *Thiru G. Rajasekaran*, Deputy Secretary to Government as Appellate Authority under section 19(1)**

**of the Act. The Contact Address of the Appellate Authority is given below:-**

***Thiru G.Rajasekaran,***

**Deputy Secretary to Government,  
Labour and Employment Department,  
Secretariat, Chennai-9.**

**Telephone No: 25672502**

**25665259**

## **Department of Labour and Employment**

### **Particulars of organization, functions and duties**

#### **under section 4(1)(b)(i) of Right to Information Act, 2005**

##### **1. Objective / purpose of the Department**

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

**i) Brief History:**

The Department of Labour and Employment was formed in 1972, after trifurcation from the Industries, Labour and Housing Department of Secretariat. According to the allocation of subjects as per the Business Rules, this Department has been allocated the following items of work.

**State Subjects –****Criminal Appeals**

**Public Services – Statutory Rules of the Services with which the Department is concerned – Revision of and amendment to those rules.**

**Relief of the unemployed.**

**Sanction of prosecution of Government Servants.**

**Concurrent Subjects –**

**All India Labour Ministers' Conference, Standing Labour Committee.**

**Indian Labour Conference, National Commission on Labour.**

**Code of Labour discipline and grievance – procedure.**

**Craftsmen Training, Apprenticeship Training.**

**Factories.**

**Fair Price Shops for Industrial Workers – Industrial Labour.**

**Fatal Accidents Act, 1855**

**Industrial and Labour Disputes.**

**Labour Courts and Industrial Tribunals.**

**Social Security and Social Insurance.**

**The Tamil Nadu Labour Journal – labour – Law Journal.**

**The Workers Education Scheme, Workers Participation in Management and Productivity.**

**Vocational and Technical Training.**

**Welfare of Labour including conditions of work, employers liability, invalidity and old age pensions and maternity benefits, bonus.**

**Wage Boards.**

**Employment and Unemployment.**

**The Beedi and Cigar Workers (Conditions and Employment) Act, 1966.**

**The Contract Labour (Regulation and Abolition) Act, 1970**

**The Employees' Provident Funds and Miscellaneous Provisions Act, 1952.**

**The Employees' State Insurance Act, 1948.**

**The Employment Exchanges (Compulsory Notification of vacancies) Act, 1959.**

**The Child Labour (Prohibition and Regulation) Act, 1986.**

**The Trade Unions Act, 1926.**

**The Industrial Disputes Act, 1947.**

**The Industrial Establishments (Standing Orders) Act, 1946.**

**The Maternity Benefits Act, 1961.**

**The Motor Transport Workers Act, 1961.**

**The Apprentices Act, 1961.**

**The Factories Act, 1948.**

**The Minimum Wages Act, 1948.**

**The Payment of Bonus Act, 1965.**

**The Payment of Gratuity Act, 1972.**

**The Payment of Wages Act, 1936.**

**The Plantations Labour Act, 1951.**

**The Workmen's Compensation Act, 1923.**

**The Working Journalists and other News paper Employees (Conditions of service and Miscellaneous Provisions) Act, 1955.**

**The Standards of Weights and Measures (Enforcement) Act, 1985.**

**The Tamil Nadu Catering Establishment Act, 1958.**

**The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958.**

**The Tamil Nadu Shops and Establishments Act, 1947.**

**The Tamil Nadu Labour Welfare Fund Act, 1972.**

**Union Subjects –**

**Civil Pioneer Force and Civil Labour Units.**

**Establishment of Standards of Weights and Measures.**

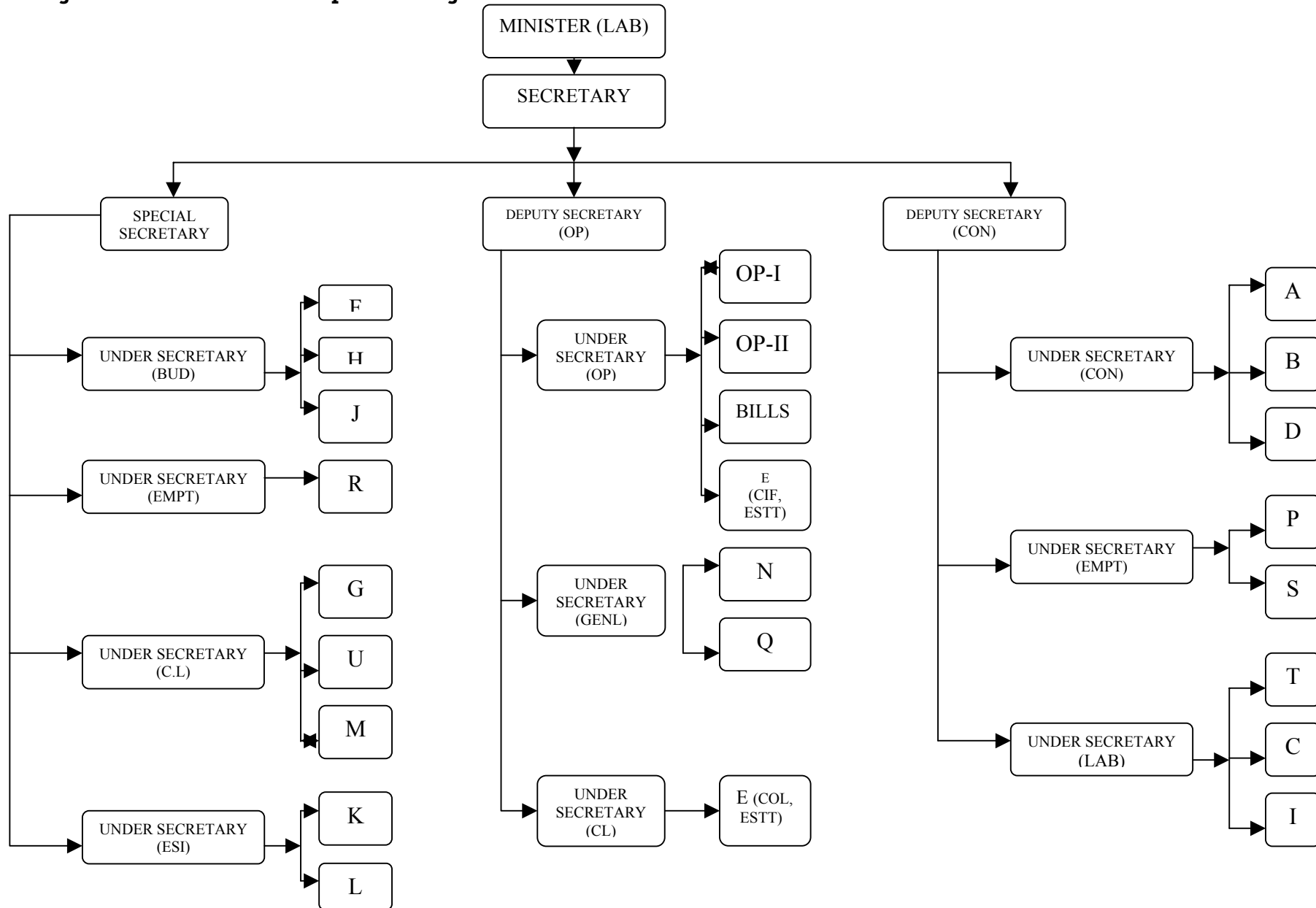
**International labour Organisation.**

**The Tea Districts Emigrant Labour Act.**



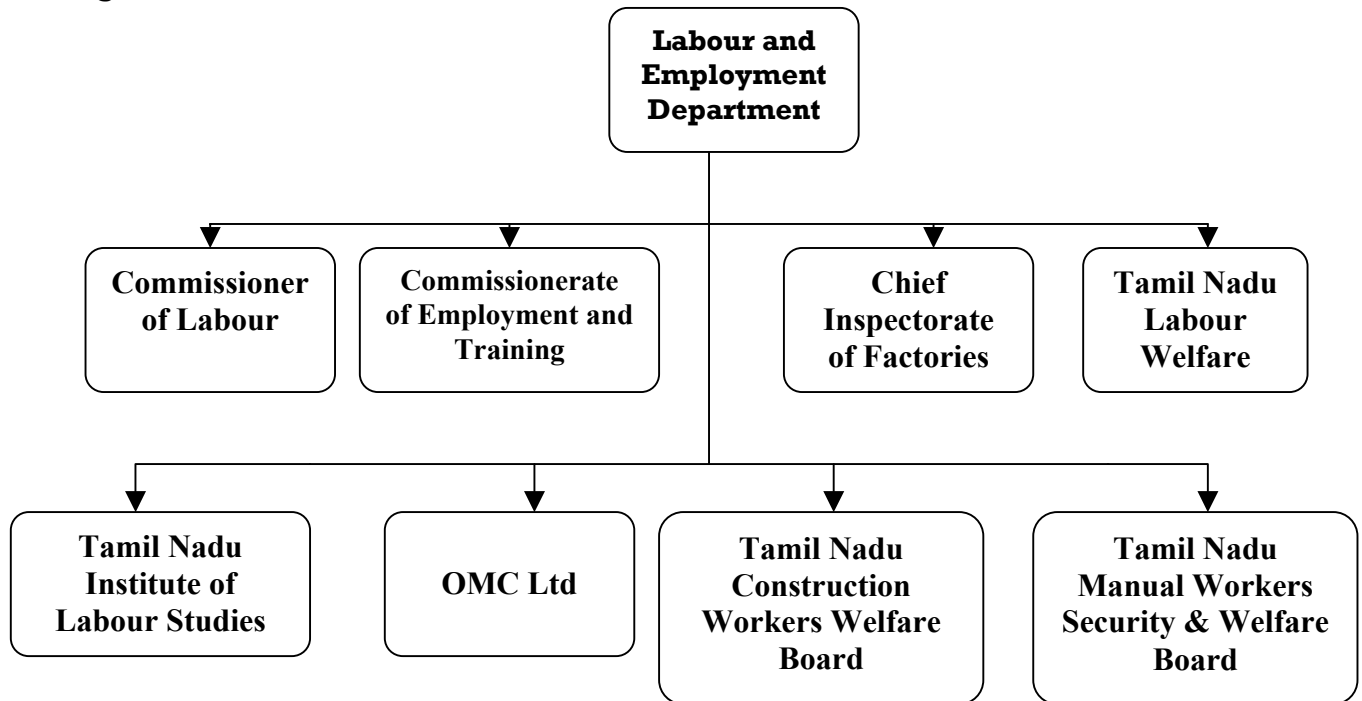
**ii) ORGANISATION CHART:**

The Organisational Chart of this Department is given below:



**(iii) Administrative Units:**

A chart depicting the administrative units under the Department is given below:

**2. The functions of the administrative units in brief are given below:-****i) Commissionerate of Labour Administrative Units**

The Commissionerate of Labour is headed by a senior I.A.S Officer supported by Joint Commissioners, Deputy Commissioners and other staff. Sound and responsible labour behaviour and an enlightened and progressive management are the pre requisites for good industrial relations. By strengthening the good relationship between labour and management, the Labour Department creates an atmosphere for achieving the objective of growth and prosperity. The officers of the Labour Department achieve this important task through a delicate mechanism of intervention at the appropriate time to conciliate and settle industrial disputes that may upset production. Officers of the Labour Department have effectively intervened and settled strikes and lockouts.

Name of the Commissioner of Thiru V.K. Subburaj, I.A.S.,  
Labour

Office Address

DMS complex, Teynampet,  
Chennai-6.

**Telephone Nos.**

**Office : 24321302**

**Resi : 24470767**

**ii) Commissionerate of Employment and Training:**

**Employment Exchanges play a significant role in assisting the youth in finding employment in paid jobs. They also assist them in starting Self - Employment Ventures through Vocational Guidance activities. Registration and submission of job - seekers against notified vacancies, collection and dissemination of Employment Market Information, Vocational Guidance to students and the youth are the major functions of Employment Exchanges.**

**The Economy of a Country revolves around its Industrial production. The Industry needs well trained man power with multi-skills to cope with the modern technological advancement. Keeping this in view, Craftsmen Training Scheme is implemented by this department to ensure a steady flow of skilled manpower trained in different trades to cater to the needs of the industries through systematic industrial training. This training ensures quantitative and qualitative industrial production. It plays a vital role among the educated youth to improve their employability all over the world. The Craftsmen produced by Industrial Training Institutes are the backbone of the Industry. This State is shaping the Craftsmen to meet the existing as well as future manpower needs through the vast network of Industrial Training Institutes and Industrial Schools spread all over Tamil Nadu. The main beneficiaries are the poor and middle class people who cannot afford to spend much on higher studies.**

A senior I.A.S Officer is the head of the Commissionerate and he is assisted by Joint Directors, Deputy Directors and other staff.

**Name of the Commissioner of Thiru M. Kutralingam, I.A.S.,  
Employment and Training**

**Office Address** Commissioner of Employment  
and Training,  
Guindy, Chennai 600 032.

**Telephone Nos.** Office : 22324525  
Resi : 24424145

**iii) Chief Inspectorate of Factories:**

The Chief Inspectorate of Factories is having a pivotal role in protecting the safety, health and welfare of the workers in factories.

The Inspectorate of factories has been carrying out broadly the following two functions:

I) **Regulatory function** - This department is enforcing the Factory Act, 1948 and 13 other Labour Enactments in this State.

II) **Safety and Health - Training and Development function.**

The administration and enforcement of various Labour Laws by the Inspectorate is under the overall charge of the Chief Inspector of Factories.

**Name of the Chief Inspector of Factories** Thiru K.A.Mohammed Aziz, B.E.,  
M.Sc., (Engg)

**Office Address** Chief Inspector of Factories  
Chepauk,  
Chennai 600 005.

**Telephone Nos.** Office : 28511028  
28291534

Resi : 26152244

**iv) Tamil Nadu Labour Welfare Board:**

**Tamil Nadu Labour Welfare Board was constituted under the provision of Tamil Nadu Labour Welfare Fund Act, 1972. The Tamil Nadu Labour Welfare Board has been functioning from the year 1975. Hon'ble Minister for Labour is the Chairman of the Board which has 5 members from Employers, 5 members from Employees, 4 Government Officials, 3 sitting Members of Legislative Assembly and 2 Women representatives.**

**The Board's Secretary is in charge of its day-to-day administration.**

<b>Name of the Secretary</b>	<b>Thiru A Immanuel Thangarajan, M.B.A., M.L., P.G.D.L.A.,</b>
<b>Office Address</b>	<b>Tamil Nadu Labour Welfare Board, DMS Complex, Teynampet, Chennai – 6.</b>
<b>Telephone Nos.</b>	<b>Office : 24321364  Resi : 26451655</b>

**v) Tamil Nadu Institute of Labour Studies:**

**The Tamil Nadu Institute of Labour Studies was established in the year 1973 and upgraded as a first class Institute by the Government of TamilNadu in the year 1978. It was functioning as a Government Department till 7-10-1987. Subsequently it was converted as a Society under the TamilNadu Societies Registration Act, 1975 and started functioning as an autonomous body with effect from 8-10-1987. The Institute is run by a high level committee constituted by the**

Government of Tamilnadu, called Governing Committee under the Charimanship of Honourable Minister for Labour. The Joint Commissioner of Labour or Joint Chief Inspector of Factories on other duty is the Director. The main objectives of this institute are:

- (1) developing healthy trade unionism.
- (2) maintaining congenial attitude among the parties concerned,
- (3) developing skills among the officers of the Labour Department and Factories Inspectorate,
- (4) disseminating knowledge by publications, carrying out research on labour related issues,
- (5) bringing out graduates in the field of Labour Management, etc.

<b>Name of the Director</b>	<b>Thiru R. Madhan Mohan,</b> <b>B.Com, B.L., PGDPM., DLL.,</b>
<b>Office Address</b>	<b>Tamil Nadu Institute of Labour Studies, 5, Kamarajar Salai, Chennai-5.</b>
<b>Telephone Nos.</b>	<b>Office : 28440966</b>  <b>Resi : 26220839</b>

**vi) Overseas Manpower Corporation Limited:**

Overseas Manpower Corporation Limited, Chennai, is a company wholly owned by the Government of Tamil Nadu. The main objective of the Corporation is to assist Indian job seekers in securing suitable placements abroad. The authorized share capital of the Corporation is Rs.50 lakhs. Its paid-up capital is Rs.15 lakhs. It is one of the profit making Corporations of the Government of Tamil Nadu. As on 31.3.2004, its accumulated profit is Rs. 22.07 lakhs. Since its inception and upto 31.12.2004, the Corporation has deployed 5,827

candidates on employment abroad. The beneficiaries are mostly skilled, semi-skilled and medical personnel. The Corporation is one of the sourcing agencies in India for recruitment of Doctors and medical personnel by the Ministry of Health, Royal Kingdom of Saudi Arabia.

The Corporation is headed by a Managing Director.

<b>Name of the Managing Director</b>	<b>Thiru S. Natarajan, I.A.S.,</b>
<b>Office Address</b>	<b>Overseas Manpower Corporation Ltd., 41, Me. Nichols Road, Chetpet, Chennai-31.</b>
<b>Telephone Nos.</b>	<b>Office : 28365099 28365188  Resi : 24952752</b>

### **3. Working hours of the Department:**

The Department follows five day week and the working hours are as follows:-

10.00 a.m. to 5.45 p.m.

(Lunch Break 1.30 p.m. to 2.00 p.m.)

### **4. Schemes:**

The details of schemes and activities of the various administrative units of this department are furnished below:-

#### **1. Enforcement of Labour Laws:-**

With growth in the dimensions and variety of industrial activity, the task of labour administration has become increasingly difficult. It calls for comprehension, sensitivity, expedition and efficiency at every stage. To enable industries to be competitive in the present context and at the same time to protect the rights of workers, labour administration has to provide an effective industrial relations system. On the enforcement side, labour administration has to ensure effective enforcement of labour laws. Since Independence, in addition to Industrial Disputes Act, a number of other laws have been enacted by Parliament and the State Legislature to protect rights of workers and provide for their welfare. Many of the laws are being enforced by the Labour Department.

### **2) Eradication of Child Labour:-**

The Government of Tamil Nadu has been in the forefront in taking a proactive stand on eradication of Child Labour and initiating measures to tackle the problem. The Hon'ble Chief Minister of Tamil Nadu, while announcing the 15 Point Programme to make Tamil Nadu the best State in the country, declared the goal of Eradication of Child Labour as one of the key points in the 15 Point Programme. Government approved State Action Plan for Eradication of Child Labour in G.O. (Ms) No.53 dt.12.5.03 of the Labour and Employment Department. The State Action Plan aims at eliminating child labour in hazardous employment by the year 2005 and in non-hazardous employment by the year 2007.

### **3) Training Programmes by Tamil Nadu Institute of Labour Studies:-**

**This Institute periodically conducts Training Programmes, Seminars, Refresher Courses, Orientation Programmes, etc., to suit the needs of supervisory and managerial personnel of private and public sector industries, Trade Unionists and officials of Labour & Factories Departments.**

**4) Inspections of Factories by the Inspectorate:-**

**The Factories Act, 1948 regulates the safety, health and welfare of the workers in factories. The factories which are certified as Small Scale Industries and which are not engaged in any dangerous operation are inspected only once in a period of five years, provided no complaint is received either from the workers or from the Trade Unions in respect of Safety, Health, Welfare or other work related matters. However, those industries which are involved in any dangerous operations, though certified as Small Scale Industries, are inspected once in every six months, so as to ensure health and safety of the workers. Similarly, Match and Fire Works factories are inspected once in every three months because of the high risk involved in the nature of work. Apart from this routine inspection, special, holiday and check inspections are also undertaken for better monitoring of the safety, health and welfare provisions. Thus, the Factories Inspectorate, by way of its effective enforcement regularly monitors the safety, health, welfare and better working conditions of the workers.**

**5) Employees Provident Fund Scheme:-**

**This Scheme came into force with effect from 1.11.1952. The Employees' Provident Fund and Miscellaneous Provisions Act, 1952 is**

applicable to factories and establishments engaged in 180 specified industries / classes of establishments. The Act and the scheme were amended from time to time with a view to enlarge the social security net to more establishments and employees under their employment. Now, any factory in the category of the notified industry / classes of establishments employing 20 or more persons from the very date of its set-up is coverable under the Act. At present, an employee who is in receipt of pay upto Rs.6500/- per month is eligible for membership of the fund.

#### **6) Employees Pension Scheme:-**

The Employees' Pension Scheme, 1995 was framed under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 on 16.11.1995. A portion of the contribution to Provident Fund of the employee and the employer namely, 1-1/6 % of wages is diverted to this fund and Central Government also contributes 1-1/6% of wages. The Employees' Pension Scheme, 1995 provides various benefits.

#### **7) Employee State Insurance Scheme:-**

The Employees State Insurance Scheme is implemented in this State in accordance with the provision of the ESI Act, 1948. This is an Integrated Social Security Scheme tailored to provide protection to employees in the organized sector and their dependants.

#### **8) Vocational Guidance Services to Students and Job Seekers:-**

Vocational Guidance Units have been provided in 18 Employment Offices for the purpose of guiding the youth. These Vocational Guidance activities include registration guidance, individual information, review of old registrants, group discussions,

dissemination of career information, apprenticeship placements, training placements, career talks in schools and colleges, development and maintenance of employer contacts, conduct of Career Exhibitions / Seminars, coaching for the Tamil Nadu Professional Courses Entrance Examinations for Scheduled Caste candidates etc.

#### **9) Special Vocational Guidance Centres**

Government gives importance to the uplift of the Tribals, especially the Tribal Youth. There are four Special Vocational Guidance Centres for Tribal Population functioning under the Tribal Sub Plan at Sankarapuram, Salem, Thiruvannamalai and Uthagamandalam.

#### **10) Industrial Schools:-**

The Industrial Schools are imparting training in 105 trades which includes 55 long term trades and 50 short term courses. In Industrial Schools, training is offered mainly in the areas like catering, tailoring, Computer software, beauty culture, Office Automation besides Engineering and Non- Engineering trades. Examination is conducted at State level and certificates are issued to the successful candidates by State Government.

#### **11) Apprenticeship Training School:-**

As per the provision of Apprentices Act 1961, the passed out trainees from Industrial Training Institutes/ Private Industrial Training Centres are sponsored as apprentices in industrial establishments for a period ranging from 1 year to 4 years to acquire

more skills. In Tamil Nadu, Apprenticeship training is given in 153 trades in 1983 Industrial Establishments.

**12. Social Security Scheme for Non-Resident Tamils:-**

The Overseas Manpower Corporation has implemented a Social Security Scheme for Non Resident Tamils to provide for Accident and Hospitalization covers to the Non- Resident Indians and their families for a period of five years against one time payment of affordable premium.

**13. Tamil Nadu Construction Workers Welfare Board:-**

Tamil Nadu Construction Workers Welfare Board was reconstituted lastly on 29.3.2005 as per G.O.(D).No.457, in order to provide welfare measures for the construction workers.

**14. Tamil Nadu Manual Workers Social Security and Welfare Board:-**

Tamil Nadu Manual Workers Social Security and Welfare Board was reconstituted lastly on 17.3.1999 as per G.O.(Ms).No.35 to administer Tamil Nadu Manual Workers Social Security and Welfare Scheme 2001 and Tamil Nadu Manual Workers Social Security Fund and to provide Social Security and Welfare measures for the manual workers engaged in the scheduled employments under the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of work) Act, 1982 as specified in the Schedule to the said Act.

## **DEPARTMENT OF LABOUR AND EMPLOYMENT**

### **Powers and duties of officers and employees** **under Section 4(1)(b)(ii) of Right to Information Act, 2005**

**This Department is headed by the Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Secretary is the administrative head of the Department and principal advisor to the Minister (Lab) on all matters of policy and administration relating to this Department. He is assisted by Special Secretary, three Deputy Secretaries and eight Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial Code. This Department is responsible for formulation of policies of the Government in respect to welfare of Labour population in Tamil Nadu and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below:-**

#### **A. Secretary to Government**

**The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business of the department. He exercises general supervision and control over the staff under him including Special Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all**

important matters should be dealt with in consultation with the Secretary who is over all incharge of the Department.

**B. Special Secretary / Deputy Secretary**

The Special Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Special Secretary / Deputy Secretary also exercises control over the sections placed in her / his charge both in regard to dispatch of business and in regard to discipline.

**C. Under Secretary**

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

2. This Department consists of 23 sections and the functioning of these sections is tabulated below:-

Sl.No.	Sections	Details of subjects dealt with
1.	OP-1	<p>1) All establishment matters of the staff like appointment, promotion and pay fixation, except Record Clerks, Office Assistants, Sweepers &amp; Sanitary Workers.</p> <p>2) Retirement and pensionery cases,</p> <p>3) maintenance of Service Records</p> <p>4) HBA to staff.</p>

2.	<b>OP-II</b>	<p>1) <b>Loans and Advances to the staff except HBA</b></p> <p>2) <b>Medical Reimbursement.</b></p> <p>3) <b>LTC</b></p> <p>4) <b>Establishment and Service matters of Record Clerks, Office Assistants, Sweepers and Sanitary Workers</b></p>
3.	<b>Bills</b>	<p>1) <b>All payments due to the staff members.</b></p> <p>2) <b>Maintenance of Service Registers of the staff.</b></p>
4.	<b>A</b>	<p><b>All matters relating to implementation of Industrial Disputes Act in respect of Chennai city and Thiruvallur, Kancheepuram, Dharmapuri and Krishnagiri Districts.</b></p>
5.	<b>B</b>	<p><b>All matters relating to implementation of Industrial Disputes Act in respect of Ramanathapuram , Sivaganga, Madurai, Dindigul, Theni, Virudhunagar, Thoothukudi, Thirunelveli, Thiruchirapalli, Karur, Perambalur, Kanyakumari, Villupuram, Cuddalore, Vellore, Thiruvannamalai, Pudukottai, Thanjavur, Nagapattinam, and Thiruvarur Districts.</b></p>
6.	<b>C</b>	<p><b>Legislation, Tamil Nadu Shops and Establishments Act, Workmen's Compensation Act, 1923, Maternity Benefit Act, 1961, Truck &amp; Lorry Drivers Accident Compensation, Fatal Accident Compensation.</b></p>
7.	<b>D</b>	<p>All matters relating to implementation of the Industrial Disputes Act in respect of Coimbatore, Erode, Salem, Namakkal, and the Nilgiris Districts, State-wide Industrial</p>

		Disputes, General questions pertaining to Industrial Disputes Act, Periodicals relating to strikes and lockouts, Tamil Nadu Labour Law Journal, Monthly review under Industrial Disputes Act, All matters relating to Labour Courts and Industrial Tribunal.
<b>8.</b>	<b>E</b>	Establishment and Service matters including General Provident Fund Advances; in Labour Department and Factories Inspectorate and Deputation of Officers of Labour and Factories Inspectorate on Foreign service terms.
<b>9.</b>	<b>F</b>	Budget and Policy Notes relating to Labour Department, Chief Inspectorate of factories and Directorate of Employment and Training, Monthly Meeting with Heads of Department, Monthly Meeting of Secretaries with Chief Secretary, Cabinet Meeting, Matters relating to consolidation reports in respect of Chief Minister's Speech and Governor's Address to Legislature.
<b>10.</b>	<b>G</b>	1) All matters relating to the implementation of the Industrial Establishments (Standing Orders) Act, 1946 and rules framed thereunder, Tamil Nadu payment of Subsistence Allowance Act, 1981 and rules framed thereunder, Tamil Nadu Industrial Establishments (Conferment of Permanent Status to

		<p>Workers) Act, 1981 and rules framed thereunder, The Standard of Weights and Measures Act including enforcement and rules framed thereunder.</p> <p>2) Temporary continuance of staff of Labour Department, Sanction of Motor Vehicles, Telephones in respect of Labour and Factories Departments.</p> <p>3) Petitions received/forwarded from Chief Minister's Office, Chief Minister's Special Cell / Governor's Secretariat / President's/Prime Minister's Office and Government of India relating to all Districts of Tamil Nadu.</p> <p>4) All matters relating to State Labour Advisory Board.</p> <p>5) All matters relating to Tamil Nadu Labour Welfare Board and Tamil Nadu Labour Welfare Fund Act, 1972.</p> <p>6) All matters relating to Tamil Nadu Institute of Labour Studies.</p> <p>7) Construction of building and Quarters for the Labour Department and Inspectorate of Factories.</p>
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		8) Sanction of accommodation, rent, electricity charges, duplicators, furniture, stationery for the Labour Department and Inspectorate of Factories.
<b>11.</b>	<b>H</b>	<ol style="list-style-type: none"> <li>1. Motor Transport Workers Act, 1961.</li> <li>2. Tamil Nadu Catering Establishment Act, 1958.</li> <li>3. Contract Labour (Regulation and Abolition) Act, 1970</li> <li>4. Payment of Bonus Act, 1965.</li> <li>5. Sales Promotion Employees (CS) Act.</li> <li>6. Payment of Wages Act, 1936.</li> <li>7. Committee on Labour Laws.</li> <li>8. Tamil Nadu Government Gazette.</li> <li>9. Accident Relief Scheme for Agricultural Workers, Small and Marginal farmers and village artisans.</li> <li>10. Insurance-cum-Retirement Benefit Special Scheme for the Agricultural Workers, Small and Marginal farmers, Building workers, Barbers, Cart Pullers etc.,</li> <li>11. Labour Ministers' Conference. Standing Labour Committee.</li> <li>12. Labour Secretaries' Conference.</li> <li>13. International Labour Conference.</li> <li>14. International Labour Organisation.</li> </ol>

		<p>15. Unorganised Labour (Not covered under the T.N.Manual Workers (Regulation of Employment &amp; Conditions of Work) Act, 1982</p> <p>16. Women Labour.</p> <p>17. National Commission on Labour, Rural Labour and Agricultural Labour.</p> <p>18. Appointment of Honorary Rural Organizers.</p> <p>19. Tripartite Study group on Leather Industry.</p> <p>20. High Power Monitoring Committee.</p> <p>21. High Level Committee.</p> <p>22. Review of Pendency of Writ Petitions and Special Leave Petitions in High Court and Supreme Court.</p>
<b>12.</b>	<b>I</b>	<p>1. Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.</p> <p>2. Tamil Nadu Construction Workers Welfare Board.</p> <p>3. Tamil Nadu Manual Workers Special Security and Welfare Board.</p> <p>4. Tamil Nadu Building Construction Workers (Conditions of Employment and Miscellaneous Provisions) Act, 1983.</p> <p>5. Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.</p> <p>6. Building and other Construction workers Welfare Cess Act, 1996.</p> <p>7. Implementation of:-</p> <ul style="list-style-type: none"> <li>i) Plantation Labour Act, 1961 and all matters relating to Plantation Labour.</li> <li>ii) Trade Union Act 1926 and Code of Discipline and Recognition of Trade Unions.</li> <li>iii) Inter-State Migrant Workmen (Regulation</li> </ul>

		<p>of Employment and Conditions of Service) Act, 1979 and Rules.</p> <p>iv) Working Journalists and other Newspapers Employees (Conditions of Service and miscellaneous Provisions ) Act, 1955.</p> <p>v) Beedi and Cigar Workers Welfare Fund Act, 1976.</p> <p>vi) Beedi and Cigar Workers (Conditions of Employment) Act, 1976.</p> <p>vii) Beedi and Cigar Workers Welfare Cess Act, 1976.</p> <p>viii) Mica, Iron ore and Dolomite Mines Labour Welfare.</p> <p>ix) Industrial Accident Distress Relief Fund.</p> <p>8. Wage Board.</p> <p>9. State Evaluation Implementation Committee.</p> <p>10. Dock Labour Board.</p>
<b>13.</b>	<b>J</b>	<p>1. Minimum Wages Act, 1947 and all matters relating to Minimum Wages.</p> <p>2. 20 Point Programme</p> <p>3. Consumer Price Index.</p> <p>4. Reconstitution of Minimum Wages (State) Advisory Committee.</p> <p>5. Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958 and the rules made thereunder.</p> <p>6. Equal Remuneration Act, 1976</p> <p>7. Labour Welfare Measures under Film Industry Workers, &amp; Cine Workers Welfare Fund Act, 1981.</p> <p>8. Production Committee on Industrial Establishment.</p> <p>9. Formation of Committees and Sub-Committee for fixing/revising minimum rates of Wages for all Scheduled Employment.</p> <p>10. Writ Petitions in respect of orders issued for fixing / revising minimum rates of Wages.</p> <p>11. Addition / Deletion of Scheduled Employment.</p>

<b>14.</b>	<b>K</b>	<ol style="list-style-type: none"> <li>1. Sanction of staff under ESI Scheme.</li> <li>2. Constitution of Medical Board</li> <li>3. Agreement between the ESIC and State Government.</li> <li>4. Extension of ESI Scheme to new areas and phased programme of implementation.</li> <li>5. Land acquisition on behalf of ESIC.</li> <li>6. Construction, repairs and maintenance of ESI buildings and Staff Quarters.</li> <li>7. Fixation and payment / recovery of rent for all ESI buildings and Staff Quarters.</li> <li>8. Issue of administrative orders in respect of Schemes sanctioned by the ESIC and amounts deposited by ESIC.</li> </ol>
<b>15.</b>	<b>L</b>	<ol style="list-style-type: none"> <li>1. Exemption under E.S.I. Act, 1948.</li> <li>2. Purchase of medicines under Rate contract and sanction of Medical Bills under E.S.I. Scheme.</li> <li>3. Collection of E.S.I. dues and sanction and continuance of revenue staff.</li> <li>4. Reimbursement of medical expenses and conveyance charges incurred by insured persons.</li> <li>5. Preparation of budget for the implementation of E.S.I.S. in the State.</li> <li>6. Purchase of Motor Vehicles under E.S.I.S. and condemnation of vehicles.</li> <li>7. Complaints of all nature against M.O's and other staff working in E.S.I. Medical Institutions.</li> <li>8. Purchase, repairs and maintenance of medical equipment for E.S.I. Institutions.</li> <li>9. Purchase of furniture, Stationery, Telephones, typewriters and other equipments required for E.S.I. Medical Institutions.</li> <li>10. Purchase of engineering equipments like generators, Refrigerator, Air-conditioners, Electrical instruments and other equipments relating to the Engineering Wing</li> </ol>

		<p>required for E.S.I. Medical Institutions.</p> <p>11. All matters relating to Regional Board of E.S.I.C.</p>
<b>16.</b>	<b>M</b>	<p>1. All matters relating to Employees' Provident Fund and Miscellaneous Provisions Act, 1952.</p> <p>2. All matters relating to Productivity Councils.</p> <p>3. All matters relating to Fair Price Shop for Industrial Workers.</p> <p>4. All matters relating to Workers Education Scheme.</p> <p>5. All matters relating to Tamil Nadu Factories (Welfare Officers) Rules, 1953.</p> <p>6. Payment of Gratuity Act, 1972 and Rules made thereunder.</p> <p>7. Inspection reports of the office of the Chief Inspector of Factories and other offices under his control.</p> <p>8. All matters relating to the Factories Act, 1948 and Rules.</p> <p>9. All matters relating to the High Power Tripartite Safety Committee and Task Force / Expert Committee.</p> <p>10. All matters relating to Health and Safety of the Factory Workers and implementation of Health and Safety Programme.</p> <p>11. Recognition of Diploma Courses regarding Safety Officers awarded by various states.</p>
<b>17.</b>	<b>N</b>	<p>1. Cases of all kinds of irregular appointments without reference to the Employment Exchanges and periodicals relating thereto.</p> <p>2. Scrutiny of files on compassionate ground appointments received from the following Departments of Secretariat</p> <ul style="list-style-type: none"> <li>i) Higher Education</li> <li>ii) School Education</li> <li>iii) Municipal Administration and Water Supply</li> <li>iv) Tamil Development, Culture &amp; Religious</li> </ul>

		<p>Endowments</p> <p>v) Rural Development</p> <p>vi) Social Welfare and Nutritious Meal Programme.</p> <p>vii) Adi Dravidar and Tribal Welfare</p> <p>viii) BC, MBC and MW.</p> <p>3. Employment Exchange Policy and Procedures, including periodical reports</p> <p>4. Employment Exchanges (CNV) Act, 1959 and rules made thereunder and reports of Review thereunder.</p> <p>5. Provision of employment to the dependents of the persons whose lands were acquired.</p> <p>6. Inspection reports on NES</p> <p>7. Inspection reports of Employment Exchanges.</p> <p>8. District Co-ordination Committee on Vocational Guidance and Employment Counseling.</p>
<b>18.</b>	<b>P</b>	<p>1. All service matters relating to Training Wing of Directorate of Employment and Training.</p> <p>2. Disciplinary cases / Appeals/ Suspension/Corruption other than D.V. &amp; A.C. relating to the Training Wing of the Directorate of Employment and Training.</p> <p>3. All Vigilance cases relating to Training Wing.</p> <p>4. Preparation of panel of various posts in Training Wing.</p>
<b>19.</b>	<b>Q</b>	<p>1. All issues relating to compassionate ground appointments.</p> <p>2. Scrutiny of files received from the following Departments of Secretariat:</p> <p>i) Agriculture</p> <p>ii) Animal Husbandry, Dairy Development and Fisheries</p> <p>iii) Commercial Taxes</p> <p>iv) Environment and Forests</p> <p>v) Finance</p> <p>vi) Health and Family Welfare</p> <p>vii) Home</p> <p>viii) Information and Tourism</p> <p>ix) Small Industries.</p> <p>3. Legislative Assembly Questions relating to</p>

		Compassionate grounds appointment.
<b>20.</b>	<b>R</b>	<ol style="list-style-type: none"> <li>1. Employment Plans and Programmes and central assistance to employment schemes.</li> <li>2. Schemes relating to Employment wing (Part I and Part II)</li> <li>3. Planning and Man power Cell</li> <li>4. Computerization of Employment Exchanges</li> <li>5. All matters relating to PAC &amp; Audit Report relating to the Employment and Training, Labour and Factories Department</li> <li>6. Fixation of financial and Physical targets in respect of Directorate of Employment and Training, Commissionerate of Labour and Chief Inspectorate of Factories.</li> <li>7. Administration of Apprentices Act, 1961 and Rules and instructions thereunder.</li> <li>8. All matters relating to constitution etc., of Committees and Seminars relating to Employment wing of the DET.</li> <li>9. Matters relating to Related Instructions Centres.</li> <li>10. Construction and maintenance of Buildings, land acquisition, fixation of rent to the buildings relating to the Directorate of Employment and Training.</li> <li>11. Committee viz., Advisory Committee and NCVT &amp; SCVT</li> <li>12. Petitions received for employment assistance.</li> </ol>
<b>21.</b>	<b>S</b>	<ol style="list-style-type: none"> <li>1. Sanction of rent, furniture, stationery and printing, Typewriters, duplicators, Motor vehicles and miscellaneous items required to the ITIs.</li> <li>2. Deputation of Instructors of ITIs for training.</li> <li>3. Matters relating to All India Trade Test and Skill Competition.</li> <li>4. World Bank Scheme.</li> <li>5. Inspection reports/periodicals of ITIs and private schools.</li> <li>6. Opening of new ITIs and Introduction of new trades in ITIs and Diversification of trades.</li> <li>7. Matters relating to admission of trainees and award of stipend and scholarships to trainees and recovery of loans from the trainees.</li> <li>8. Matters relating to Private Industrial schools / Aided Industrial Schools, Evening classes for Industrial workers.</li> </ol>

22.	<b>T</b>	<ol style="list-style-type: none"> <li>1. Overseas Manpower Corporation and all matters relating to it.</li> <li>2. Periodicals and Office Inspections of Employment Wing.</li> <li>3. All Service matters relating to Employment Wing of Commissioner of Employment and Training.</li> <li>4. All Vigilance cases relating to Employment Wing .</li> <li>5. Preparation of panel of various posts in Employment Wing.</li> <li>6. Disciplinary cases / Appeals / Suspension / Corruption other than Directorate of Vigilance and Anti Corruption relating to Employment Wing of Commissioner of Employment and Training.</li> </ol>
23.	<b>U</b>	<ol style="list-style-type: none"> <li>1. All matters relating to Child Labour (Prohibition &amp; Regulation) Act, 1986 and Tamil Nadu Child Labour (Prohibition and Regulation Rules) 1994</li> <li>2. All matters relating to State Authority on Elimination of Child Labour.</li> <li>3. All matters relating to State Advisory Board on Child Labour.</li> <li>4. Implementation of the directions of the Supreme Court of India on elimination of Child Labour in Writ Petition (C) No.465/86 and all matters connected therewith.</li> <li>5. All matters relating to National Child Labour Project (NCLP).</li> <li>6. International Programme on Elimination of Child Labour (IPEC).</li> <li>7. UNICEF assistance and World Bank collaboration for elimination of Child Labour.</li> </ol>

## **Department of Labour and Employment**

### **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 Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, 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 Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Special Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require, circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

## **Department of Labour and Employment**

### **Norms set for the discharge of functions**

#### **under Section 4 (1)(b)(iv) of Right to Information Act, 2005**

**For the discharge of functions allocated to the Department of Labour and Employment, the provisions contained in the “Secretariat 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 as follows:-**

- i) Secretariat Office Manual**
- ii) the Tamil Nadu Government Business Rules and Secretariat Instructions.**
- iii) The Tamil Nadu Government Servants’ Conduct Rules, 1973.**
- iv) Tamil Nadu State and Subordinate Service Rules.**
- v) Fundamental Rules.**

## **Department of Labour and Employment**

### **Rules, Regulations, Instrcutions, Manuals and records for discharging functions under Section 4(1)(b)(v) of 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.**

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.**
- ii) The Tamil Nadu Secretariat Office Manual.**
- iii) Tamil Nadu Budget Manual.**
- iv) Tamil Nadu State and Subordinate Service Rules.**
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules**
- vi) Tamil Nadu Government Servants' Conduct Rules, 1973**
- vii) Tamil Nadu Pension Rules**
- viii) Fundamental Rules**
- ix) Tamil Nadu Financial Code**
- x) Tamil Nadu Account Code**
- xi) Tamil Nadu Treasury Code**

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

<b>1.</b>	<b>Name of the Document/Manual /Rules</b>	<b>Types of the Document/Manual/Rules</b>
	<b>Tamil Nadu Government Business Rules and Secretariat Instructions</b>	<b>The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.</b>
<b>2.</b>	<b>The Tamil Nadu</b>	<b>The manual describes the system and</b>

	<b>Secretariat Office Manual</b>	<b>procedures to be followed in conducting the office work in the Departments of Secretariat.</b>
3.	<b>The Tamil Nadu Budget Manual</b>	<b>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 to the 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.</b>
4.	<b>Tamil Nadu State and Subordinate Service Rules</b>	<b>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 Services.</b>
5.	<b>Tamil Nadu Civil Services (Discipline and Appeal) Rules.</b>	<b>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.</b>
6.	<b>Tamil Nadu Government Servants Conduct Rules.</b>	<b>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 their duty with integrity and devotion to duty.</b>
7.	<b>Tamil Nadu Pension Rules</b>	<b>The rules are made in relation to the pensionary benefits to the members</b>

		<b>of Civil Service of the State.</b>
<b>8.</b>	<b>Fundamental Rules</b>	<b>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.</b>
<b>9.</b>	<b>Tamil Nadu Financial Code</b>	<b>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.</b>
<b>10.</b>	<b>Tamil Nadu Account Code</b>	<b>The code published by the Finance Department outlines by accounting procedures to be followed by various departments while regulating expenditures.</b>
<b>11.</b>	<b>Tamil Nadu Treasury Code</b>	<b>The code published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.</b>

**The documents mentioned in items 1 to 11 are available with the Director of Stationery and Printing for sale to the public on payment of cost**

## **Department of Labour and Employment**

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

<b>Sl.No</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
1.	<b>Policy Note</b>	contains the Policy pronouncements of the Department for the concerned year	<b>Application to PIO</b>	<b>PIO</b>
2.	<b>Performance Budget</b>	contains the performance reports of the HODs	<b>Application to PIO</b>	<b>PIO</b>
3.	<b>Important G.Os</b> <a href="http://www.tn.gov.in">www.tn.gov.in</a>	Issued by the Labour and Employment Department from time to time	<b>Application to PIO</b>	<b>Labour and Employment Department</b>

## **Department of Labour and Employment**

**Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of 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 by 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 this Department.

## **Department of Labour and Employment**

**A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part 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**

### **1) Tripartite Committee:**

#### **i) Purpose:**

**Revival of closed Industries in the District**

#### **ii) Constitution of the Committee:-**

##### **Chairman:-**

**District Collector**

##### **Members:-**

1. **Member of Legislative Assembly**
2. **Member of Parliament**
3. **Labour Officer**

#### **iii) Periodicity of Meeting:-**

**Once in three months.**

### **2) ESIC Regional Board:-**

#### **i) Purpose:-**

**To monitor implementation of ESIS in the Districts of the State of Tamil Nadu.**

#### **ii) Constitution of the Board:-**

##### **Chairman:-**

**Hon'ble Minister (Lab)**

**Vice Chairman:-**

**Hon'ble Minister (H & FW)**

**Member of State Government:-**

**Secretary (H &FW)**

**Officer i/c of ESIS:-**

**DM&RHS (ESI) .**

**Member of ESIS in State:-**

**Secretary to Govt. Labour and Employment Department**

**Ex Officio Member:-**

**Deputy Medl. Commr. ESIC, Bangalore**

**Employer Representatives:-**

**4 persons**

**Employee Representatives:-**

**4 persons**

**Member Secretary**

**Regional Director, ESIC, Chennai**

**iii) Periodicity of Meeting:-**

**NIL.**

**3) District ESI Local Committee:-**

**i) Purpose:-**

**To monitor implementation of ESIS in the following Districts of the State of Tamil Nadu.**

**1. Chennai**

**2. Kancheepuram**

3. Cuddalore
4. Vellore
5. Thiruvallur
6. Thiruvannamalai
7. Salem
8. Sivagangai
9. Virudhunagar
10. Tirunelveli
11. Tiruchirappalli
12. Tuticorin
13. Thanjavur
14. Theni
15. Madurai
16. Coimbatore
17. Erode
18. Pudukottai
19. Dharmapuri
20. Karur
21. Dindigul
22. The Nilgiris
23. Nagapattinam
24. Kanniyakumari

**ii) Constitution of the Committee:-**

**Chairman:-**  
**RAMO, ESI**

**Members:-**

1. DCIF

**2. Medical Officer i/c. of ESI Dispensary concerned**

**Employer Representatives:-**

**Minimum 2 persons**

**Maximum 4 persons**

**Employee Representatives:-**

**Minimum 2 persons**

**maximum 4 persons**

**Member Secretary:-**

**Manager of Dist.ESIC Local Office.**

**iii) Periodicity of Meeting:-**

**NIL.**

**4) Regional Committee for Employees Provident Fund for the State of**

**Tamil Nadu:-**

**i) Purpose:-**

**To advise the Central Board on matters in Chapter 1-4 (2) of Employees Provident Fund Scheme, 1952.**

**ii) Constitution of the Committee:-**

**Chairman:-**

**Secretary to Government of Tamil Nadu, Labour and Employment Department**

**Official Members:-**

- 1. Deputy Secretary to Government, Finance Department**
- 2. Commissioner of Labour, Teynampet, Chennai-6.**

**Members (Employer's side):-**

1. **Thiru T.M. Jawaharlal, Secretary, The Employers Federation Southern India, Karumuthu Centre, 634, Anna Salai, Chennai-35.**
2. **Thiru Varghese Bokliph, Secretary, Planters Association of Tamil Nadu, 42, West Club Road, Race course, Coimbatore.**

**Members (Employee's side):-**

1. **Thiru A.K.Padmanabhan, CITU, 13, Mosque Street, Chepauk, Chennai-5.**
2. **Thiru S. Nanjundeswaran, A.T.P. Royapettah, Chennai-14.**

**Employer's side (Additional Representatives):-**

1. **Thiru Tirupathi Kumar Khemka, Director, Messers NEPC Group Companies, 36 Wallajah Road, Chennai-2.**
2. **Thiru R.V.S. Marimuthu, Managing Director, M/s AMT Limited, 11/12 Palakkad Road, Pollachi 642 001, Coimbatore District, Tamil Nadu**
3. **Thiru Ramalingam, Managing Partner, M.S. Padmanivas Groups, 7, Srinivasa Colony, Sivarayar Garden, 1<sup>st</sup> Street, M.Chavady, Tanjore.**
4. **Thiru Arun Alagappan, EID Parry (India) Limited, Panyware Division , No. 234 NSC Bose Road, Chennai-1.**

**Employee's side (Additional Representatives):-**

1. **Thiru S.Srinivasan, Old No.13, New No.24, Raju Naicken Street, West Mambalam, Chennai-33.**
2. **Thiru N.Anguswamy, A2/162 F/BHEL Township, Kailasapuram, Tiruchi.**
3. **Thiru B.Rajgopal, B.M.S. Office, 231 Sathy Road, PO Ganapathy, Coimbatore.**

**Secretary:-**

**The Regional Commissioner in-charge of the Tamil Nadu Region**

**iii) Periodicity of Meeting:-**

Twice in each financial year.

### **5. Steering Committee:-**

#### **i) Purpose:-**

1. To monitor performance of Institute Managing Committee.
2. To encourage industries to actively participate & contribute to the Development of Vocational Training.
3. To co-ordinate with State Government, DGET, NCVT and Industry.
4. To decide additional roles and Responsibilities of I.M.C.

#### **ii) Constitution of the Committee:-**

##### **Chairman:-**

Secretary, Labour and Employment Department , Chennai-9.

##### **Members (Industry Representatives):-**

1. Thiru Srikanth Srinivasan,  
General manager (Manpower Planning Recruitment)  
19, Rajajai Salai, Chennai-1.
2. Ms. Kamali Rajesh,  
Manager (H.R)  
Fort India Limited, Maraimalai Nagar, Chennai 603 209.
3. Dr. R. Ramarathnam,  
Managing Director,  
Dalmia Electrodyn Technologies Ltd.,  
Egmore, Chennai 600 008.
4. **Member (Leading Industry Association)**  
  
Thiru B.T. Bangara,  
Managing Director,  
Hi-Tech Arai Limited,  
Madurai 625 014.
5. **Member (DGET Nominee)**  
  
The Director,  
Advanced Training Institute,  
Guindy, Chennai 600 032.
6. **Member**

**Deputy Director/Principal  
Government I.T.I,  
Coimbatore.**

**7. Member (skilled worker)**

**Thiru T.N.Sivaraman, Skilled worker,  
IL JIN Automotive Pvt. Limited,  
SIPCOT Industrial Park, Irrunkattukottai,  
Sriperumbudur 602 105.  
Convenor**

**The Commissioner of Employment and Training, Chennai-32.**

**iii) Periodicity of Meeting:-**

**NIL.**

**6. Institute Managing Committee, Ambattur:-**

**i) Purpose:-**

**To discuss various issues relating to ITI's.**

**ii) Constitution of the Committee:-**

**Chairman**

**Thiru C.S. Rajan,  
Deputy General Manager,  
IL JUN Automotive Pvt. Ltd.,  
SIPCOT Industrial Part, Irrungattukottai,**

**Members**

- 1. Thiru F.L.Suresh,  
Deputy General manager (HR & TQM)  
TI Cycles Limited,  
Ambattur, Chennai 600 098**
- 2. Thiru L.Duraiswamy,  
Executive (Training)  
Tube Investment of India Ltd.,  
Murugappa Polytechnic Campus,  
MTH Road, Chennai 600 062.**
- 3. Thiru Bhaskaran Kannun,  
Manager (HR)  
Carborandum Universal Ltd.,  
Post Box No.2272, Abrasives Division,  
Thiruvottiyur, Chennai 600 019.**

4. **Thiru K.S. Venkatasubban,  
Chairman, AIEMA,  
Ambattur Industrial Technology Centre,  
Ambattur Industrial Estate,  
Ambattur, Chennai 600 098**
5. **Thiru T.Sundararaj, B.Tech.,  
Regional Joint Director of Training,  
Guindy, Chennai 600 032.**
6. **Training Officer,  
Government I.T.I  
Ambattur, Chennai 600 098**
7. **One Trainee nominated by the Principal, Government I.T.I  
Ambattur, Chennai 600 098**
8. **District Employment Officer,  
Tiruvallur**
10. **Member-Convenor  
  
Deputy Director/Principal,  
Government I.T.I,  
Ambattur, Chennai 600 098.**

**iii) Periodicity of Meeting:-**

**To meet as often as necessary to discuss various issues relating to ITI's.**

**7. Institute Managing Committee, Hosur:-**

**Purpose:-**

**To discuss various issues relating to ITI's.**

**ii) Constitution of Committee:-**

**Chairman**

**Thiru A. Akbar Khan,  
Senior Manager (Personnel and Administration)  
Ashok Leyland Limited, Hosur**

**Members**

1. **Thiru P.Gouthaman,**

**Manager, (Training)  
TVS Motor Company Limited, Hosur.**

2. **Thiru C.Arjunan,  
Manager (Tool Room)  
Sundaram Fasteners Ltd., Hosur.**
3. **Thiru V.Babu,  
Manager (Maintenance)  
GE Power Control India (P) Ltd.,  
Hosur .**
4. **Thiru M.M.Bopaiah,  
Hosur Industries Association,  
159A, SIPCOT Industrial Complex,  
Hosur – 636 126.**
5. **Regional Joint Director of Training Coimbatore.**
6. **Training Officer,  
Government I.T.I Hosur**
7. **One Trainee Nominated by the Principal, Government I.T.I.  
Hosur**
8. **District Employment Officer  
Dharmapuri at Krishnagiri**

**Member-convenor**

**Principal, Government I.T.I Hosur.**

**iii) Periodicity of Meeting:-**

**To meet as often as necessary to discuss various issues relating  
to ITI's.**

**8. Departmental Audit & Accounts Committee:-**

**i) Purpose:-**

**To review the outstanding audit objections/IRs/RCs with HODs.**

**ii) Constitution of the Committee:-**

**Chairman**

**Secretary to Government,  
Labour and Employment Department , Chennai-9**

**Members**

1. **Senior Deputy Accountant General (Accounts & Establishments)  
O/o the Accountant General,  
Chennai**
2. **Senior Deputy Accountant General (Audit-I)  
O/o the Accountant General,  
Chennai**
3. **Senior Deputy Accountant General (Audit-II)  
O/o the Accountant General, Chennai**
4. **Deputy Secretary to Government, Finance Department, Chennai-9.**
5. **Director of Treasuries & Accounts , Chennai**
6. **Deputy Secretary to Government,  
Labour and Employment Department , Chennai-9.**

**iii) Periodicity of Meeting:-**

**Every Quarter ended.**

**9. I.T.National e-Governance Group for Labour and Employment Department :-****i) Purpose:-**

**Action Plan of e-Governance in respect of Employment Exchanges under Mission Mode Project for Central Assistance.**

**ii) Constitution of the Group:-****Chairman**

**Secretary to Government,  
Labour and Employment Department , Chennai-9**

**Members**

1. **Department Information Officer/Nodal Officer,  
Deputy Secretary to Government (Con)**
2. **Head of Department  
The Commissioner of Employment and Training.**
3. **Officer from Directorate of e-Governance O.S.D (Thiru V.S.Arun)**

**iii) Periodicity of Meeting:-**

NIL

**10. Vocational Education Training in Tamil Nadu – Committee on Vocational Education Training:-****i) Purpose:-**

To study the entire gamut of VET System in the State and suggest measures for important and overcoming the deficiencies.

**ii) Constitution of the Committee:-****Chairman**

Secretary to Government,  
Labour and Employment Department.

**Members**

1. Secretary to Government,  
Higher/School Education Department.
2. The Commissioner of Employment and Training.
3. Special Secretary to Government , Finance Department.
4. The Director of Technical Education.

**Member-Secretary**

The Member Secretary, State Planning Commission.

**11. கைவினைஞர் பயிற்சி மாநில வாழ்வியல் பயிற்சிக்குழு:-****i) Purpose:-**

வாழ்வியல் பயிற்சிக்காக தேசிய குழுவின் கொள்கைகளை நடைமுறைப்படுத்துதல் மற்றும் மாநிலம் முழுவதும் வாழ்வியல் பயிற்சித் திட்டத்தை நெறிமுறைப்படுத்துதல்.

**ii) Constitution of the Committee:-**

**தலைவர்**

மாண்புமிகு தொழிலாளர் நலத் துறை அமைச்சர்

**உப-தலைவர்**

தொழிலாளர் மற்றும் வேலை வாய்ப்புத் துறை செயலர்  
உறுப்பினர்கள்

1. நிதித் துறை செயலர் அல்லது அவருடைய பிரதிநிதி
2. ஆதிதிராவிடர் மற்றும் பழங்குடியினர் நலத்துறை செயலர் அல்லது அவருடைய பிரதிநிதி
3. வேலை வாய்ப்பு மற்றும் பயிற்சித் துறை இயக்குநர்/ஆணையர்
4. தொழில் நுட்ப கல்வித் துறையின் இயக்குநர் அல்லது அவருடைய பிரதிநிதி
5. தொழில் மற்றும் வணிகத் துறையின் இயக்குநர் அல்லது அவருடைய பிரதிநிதி
6. சென்னை பெருநகர் போக்குவரத்துக் கழகத்தின் மேலாண்மை இயக்குநர் அல்லது அவருடைய பிரதிநிதி
7. திரு எஸ்.டி.கே.ஜக்கையன்,  
செயலாளர் , அண்ணா தொழிற்சங்க பேரவை,  
275, அவ்வை சண்முகம் சாலை, இராயப்பேட்டை, சென்னை-14.
8. திரு கா.சங்கரதாஸ், இணைச் செயலாளர்,  
அண்ணா தொழிற்சங்க பேரவை  
275, அவ்வை சண்முகம் சாலை,  
இராயப்பேட்டை, சென்னை 14.
9. திரு பி.ஆர்.சுந்தரம்,  
சட்டமன்ற உறுப்பினர்
10. திரு எம். ரங்கராஜ்,  
பொதுச் செயலாளர்,  
தமிழ்நாடு தனியார் தொழிற் பயிற்சி நிலைய சங்கம்,  
எண்.8, ஆர்ரோ எங்கினேவ், ஐ.ஓ.பி.காலனி, சேலையூர்,  
சென்னை 600 073.

**iii) Periodicity of Meeting:-**

NIL

**12. State Labour Advisory Board on Child Labour:****i) Purpose:-**

To Keep a constant surveillance on the problems of working children and to review periodically the results of the implementation of existing legislation governing the employment of Child Labour.

**ii) Constitution of the Board:-**

**Chairman**

**Honorable Minister for Labour**

**Representative of Government (Official Members)**

1. **Secretary to Government,  
Labour and Employment Department.**
2. **Secretary to Government,  
Social Welfare and Nutritious Meal Programme Department.**
3. **Secretary to Government,  
School Education Department.**
4. **Secretary to Government,  
Health and Family Welfare Department.**
5. **Secretary to Government,  
Rural Development Department.**
6. **Joint Secretary (S) to Government,  
Labour and Employment Department.**
7. **Commissioner of Labour.**
8. **The Director of Social Welfare.**

**Representative of Employers (Non-Official Members)**

1. **The Secretary,  
All India Chamber of Match Industries,  
Rajcott, 110, Kamaraj Road,  
Sivakasi – 626 123.**
2. **The President,  
Tamil Nadu State Beedi Manufacturers' Association,  
2/14-A Jameelabad Colony, Vellore 632 001**
3. **The Treasurer,  
South India Hosiery Manufacturers' Association,  
47, SIDCO-Hosiery Industrial Estate,  
Harvi Road, Tiruppur 641 602.**
4. **Hony. Joint Secretary,**

**All India Skin and Hide Tanners and Merchants' Association,  
Leather Centre, 53, Raja Muthiah Road,  
Periamet, Chennai-3.**

5. **The Secretary,  
The Tamil Nadu Fire Workers and Amorees manufacturers'  
Association,  
TANFAMA Centre, 141 Kamaraj Road,  
Sivakasi 626 123.**

**Representative of Employees (Non-Official Members)**

1. **Thiru T.Picchappa,  
Office Secretary,  
Anna Thozhil Sanga Peravai, 275, Avvai Shanmugam Salai,  
Royapettah, Chennai 600 014.**
2. **Thiru S.S.Thiayarajan,  
General Secretary,  
Tamil Nadu A.I.T.U.C.,  
25, Kavour Vaithyanathan Street,  
Chintadripet, Chennai-2**
3. **Thiru S.Chandrasekarn, CITU, 13, Masque Street,  
Chepauk, Chennai-5.**
4. **Thiru N.Nanjappan,  
General Secretary,  
Indian National Cement Labourers' Federation (INTUC) Tamil  
Nadu,  
J3, A.C.C. Quarry Colony,  
Mathukkarai,  
Coimbatore 641 105.**
5. **Thiru K.Chandra Sekar,  
General Secretary,  
Tamil Nadu Synthetic Gem Cutting Labour Welfare and  
Protection Association,  
15-B, Kallupattarai Street, Edamalaipattipudur,  
Trichy 620 012.**

**Representatives of M.L.As. and M.Ps.**

1. **Thiru C.Sivasami, M.L.A.,  
Tiruppur.**
2. **Thiru C.Karuppasamy, M.L.A., Sankarankoil.**
3. **Thiru A.Rajagopal, M.L.A., Sivakasi**
4. **Thiru Dalit Ezhilmalai, M.P.,  
Tiruchirappalli**

**Representative of Voluntary Organisation**

**The Hony. Joint Secretary,  
Indian Council for Child Welfare (Tamil Nadu)  
No.5, 3<sup>rd</sup> Main Road, Shenoy Nagar, Chennai 600 030.**

**UNICEF Representative**

**Chief, UNICEF,  
Chennai Field Office,  
No.20, Chittaranjan Road,  
Chennai – 18.**

**Convener and Member Secretary**

**Chief Inspector of Factories, Chennai-5.**

**iii) Periodicity of Meeting:-**

**Not fixed**

**13. State Authority on Eradication of Child Labour:****i) Purpose:-**

**For Co-Ordination, monitoring and implementation of child labour related programmes of various departments.**

**ii) Constitution of the Committee:-****Chairman**

**Chief Secretary to Government**

**Members**

- 1. Secretary to Government,  
Labour and Employment Department**
- 2. Secretary to Government,  
Finance Department**
- 3. Secretary to Government,  
School Education Department**
- 4. Secretary to Government,  
Rural Development Department**

5. **Secretary to Government,  
Health and Family Welfare Department**
6. **Secretary to Government,  
Small Industries Department**
7. **Secretary to Government,  
Information and Tourism Department.**
8. **Secretary to Government,  
Revenue Department**
9. **Secretary to Government,  
Adi Dravida and Tribal Welfare Department.**
10. **Secretary to Government,  
Social Welfare Nutritious Meals Programme Department**
11. **Secretary to Government,  
Municipal Administration and Water Supply Department**
12. **The Director,  
Social Defence**
13. **The Chief Inspector of Factories**
14. **The Commissioner of Labour,**
15. **Additional Commissioner of Labour,  
(Child Labour Monitoring Cell),**

**Convenor-Secretary**

**Special Secretary to Government,  
Labour and Employment Department**

**iii) Periodicity of Meeting:-**

**Once in six months.**

**14. State Monitoring Committee for National Child Labour Project:**

**i) Purpose:-**

**To attend to the work of overall supervision, monitoring, evaluation and to review the functioning of National Child Labour Project.**

**ii) Constitution of Committee:-**

**Chairperson**

**Secretary to Government,  
Labour and Employment Department ,  
Government of Tamil Nadu.**

**Members**

1. **Secretary to Government,  
Social Welfare and Nutritious Meal Programme Department,  
Government of Tamil Nadu.**
2. **Special Secretary/Joint Secretary to Government,  
Health and Family Welfare Department, Government of Tamil  
Nadu.**
3. **Joint Secretary to Government, Finance Department,  
Government of Tamil Nadu**
4. **Joint Secretary to Government, Rural Development  
Department, Government of Tamil Nadu.**
5. **Joint Secretary to Government,  
School Education Department, Government of Tamil Nadu.**
6. **Commissioner of Labour,  
Labour Department, Government of Tamil Nadu.**
7. **Chief Inspector of Factories,  
Factories Department,  
Government of Tamil Nadu**
8. **Director of Social Welfare and Nutritious Meal Programme,  
Government of Tamil Nadu.**
9. **Director of Rural Development, Government of Tamil Nadu**
10. **Director of School Education,  
Government of Tamil Nadu**
11. **Director, Tamil Nadu Institute of Labour Studies, Chennai**

**Member-Secretary**

**Joint Commissioner of Labour (Welfare),  
Office of the Commissioner of Labour, Chennai.  
Government of Tamil Nadu**

**iii) Periodicity of Meeting:-**

**Twice in a year preferably in June and December.**

**15. Indus Project Steering Committee:-****i) Purpose:-**

**For designing and implementing the child labour project.**

**ii) Constitution of Committee:-****Chairman**

**The Secretary to Government,  
Labour and Employment Department .**

**Members**

1. **The Commissioner of Labour.**
2. **The Chief Inspector of Factories.**
3. **The Director of Elementary Education.**
4. **The Director of Municipal Administration.**
5. **The Director of Rural Development.**
6. **The Director of Social Welfare and Nutritious Meal Programme.**
7. **The Director of Public Health and Preventive Medicine.**
8. **The District Collector, Tiruvallur**
9. **The District Collector, Kancheepuram**
10. **The District Collector, Virudhunagar**
11. **The District Collector, Tirunelveli**
12. **Thiru N.Kannan, Secretary,  
The Employers' Federation of Southern India, (EFSI),  
Karumuthu Centre,  
First Floor, No.498, Anna Salai, Chennai-35.**
13. **Thiru K. Malaisamy, M.P.,  
General Secretary,  
Anna Thozhil Sanga Peravai,  
Head Office No.275, Avvai Shanmugam Salai,  
Royapettah, Chennai-14.**
14. **Ms.Virgil D. Sami,  
Executive Director  
'Arunodhaya'  
Centre for Street and Working Children,  
Non-Governmental Organisation,**

No.15, Bazar Street, Chennai-13.

**Member-Secretary Convenor.**

**The Joint Commissioner of Labour, (Welfare)**

**iii) Periodicity of Meeting:-**

**Not fixed.**

**16. State Advisory Contract Labour Board:-**

**i) Purpose:-**

**To discuss about the grievances of Contract Labour and Contractors.**

**ii) Constitution of Board:-**

**Chairman**

**The Secretary to Government,  
Labour and Employment Department .**

**Members**

- 1. Commissioner of Labour,  
Joint Commissioner of Labour (Conciliation)  
(In case of COL's absence)**
- 2. Chief Inspector of Factories,**

**Members On behalf of Public Sector Units**

- 1. Thiru P.Jayaraman,  
Chief Engineer (Establishment)  
TNEB, 8<sup>th</sup> Floor, 800 Anna Salai, Chennai 600 002.**
- 2. Thiru P.Thangaraj,  
Assistant Manager,  
M.F.L. Manali, Chennai 600 068.**

**Members On behalf of Private Sector**

- 1. Thiru T.M.Jawaharlal (EFSI Representative)  
Secretary,  
EFSI, Karumuthu Centre, 834, (Old.No.498) Anna Salai  
Chennai 600 035.**

2. **Thiru V.K. Subramanian  
(C.I.I. Representative)  
Vice President,  
Wheels India Ltd., Padi, Chennai 600 050.**

**Members On behalf of Contractors**

1. **Thiru G.Sampathkumar,  
Senthil & Co. (Civil Engineers & Contractors)  
4/1, Pudu Street, Kaladipet, Chennai 600 019**
2. **Thiru A.Mohan Fernando,  
Personal and Industrial Relational Manager,  
Larsen and Turbo Ltd.,  
Mount-Poonamallee Road,  
Manapakkam, Chennai 600 089.**

**Members on behalf of Trade Unions**

1. **Thiru K.Natarajan A.D.M.K. Union**
2. **Thiru M.Shanmugam L.P.F**
3. **Thiru R.Athikesavan, I.N.T.U.C**
4. **Thiru S. Kasiviswanathan A.I.T.U.C**
5. **Thiru A.K.Padmanaban C.I.T.U.**
6. **Thiru V.G.Rajaram N.L.O**

**Secretary**

**Assistant Commissioner of Labour (Contract Labour)  
O/o. The Commissioner of Labour.**

**iii) Periodicity of Meeting:-**

**6 – 7 months.**

**17. Tamil Nadu Construction Workers Welfare Board:-**

**i) Purpose:-**

**To provide Welfare measures for the Construction Workers.**

**ii) Constitution of Board :-****Chairman****Commissioner of Labour****Members**

1. **Secretary to Government,  
Municipal Administration & Water Supply Department.**
2. **Secretary to Government, Finance Department.**
3. **Director of Town Panchayats**
4. **Commissioner of Corporation, Chennai.**

**Members representing the Manual Workers Union**

1. **Thiru K. Sankaradas,  
Joint General Secretary, Anna Thozhil Sanga Peravai,  
No.275, Avvai Shanmugam Salai, Lloyds Colony,  
Royapettah, Chennai-14.**
2. **Thiru Pon Kumar,  
President, Tamilaga Kattida Thozhilalargal Sangam,  
No.1, Jeyammal Road, Teynampet, Chennai-18 .**
3. **Thiru T.R.S.Mani,  
Secretary, Tamil Nadu AITUC,  
25, Kovvor Vaidyanathan Street,  
Chindatripet, Chennai-12.**
4. **Thiru T.Sentry Raju,  
Balasamuthiram Post,  
Thotiyur, Trichy.**
5. **Thiru Abdul Ahmed, Treasurer,  
Anna Thozhir Sanga Peravai, 13, 4<sup>th</sup> Cross Street,  
Sriram Nagar, Tharamani,  
Chennai 113.**
6. **Thiru R.Singaravelu,  
291, Ammachy Nagar,  
Bye-pass Road,  
Suramangalam Post,  
Salam 636 005.**
7. **Thiru B.Manohar,**

**Secretary,  
Anna Thozhil Sangam,  
(Construction Workers Wing)  
No.61, Subbarayan 3<sup>rd</sup> St. Nammalvarpet, Chennai 112.**

8. **Thiru M.Panneer Selvam,  
General Secretary, Akila India Kattida Thozhilalar Mathya  
Sangam, 170/80, Adam Sahib Street, Rayapuram, Chennai-13.**
9. **Thiru V.Jayaraman,  
S/o, Veerachamy, 68-A, Chellandiamman Koil Street, Dindigul-  
3.**

**Members representing the Employers**

1. **Chairman/Superintending Engineer,  
Tamil Nadu Hosuing Board, 331, Anna Salai, Nandanam,  
Chennai-35.**
2. **Chairman,  
Tamil Nadu Slum Clearance Board,  
5, Kamarajar Salai, Chennai-5.**
3. **Secretary to Government,  
Highways Department.**
4. **Secretary to Government,  
Public Works Department.**
5. **Secretary to Government,  
Rural Development Department.**
6. **Chairman/Managing Director,  
Tamil Nadu Construction Corporation, Jawaharlal Road,  
Jai Nagar, Chennai-106**
7. **Thiru K.Ramanujam,  
President, Builders Association of India,  
30, Desika Road, Mylapore, Chennai-4.**
8. **Thiru L.Moorthy,  
Honoary Secretary, Southern Centre, Builders Association of  
India, Plot No.4, Lake View Street, Arunachalam Nagar,  
Keelkattalai, Chennai 600 117.**
9. **Thiru S.Shajahaan,  
Chief Executive, Venus Civil Engineer,  
6, Tamukkam Complex Building First Floor,  
Tallakulam , Madurai 625 002.**

**iii) Periodicity of Meeting:-**

Two years.

**18. Tamil Nadu Manual Workers Social Security and Welfare Board:-****i) Purpose:-**

- i) To administer the Schemes, viz., Tamil Nadu Manual Workers Social Security and Welfare Scheme 2001 .
- ii) To maintain & administer the Tamil Nadu Manual Workers Social Security and Welfare Fund.
- iii) To provide social security and welfare measures for the manual workers engaged in the scheduled employments under the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 as specified in the schedule to the said Act.

**ii) Constitution of the Board:-**

**Governments' Representatives**

**Chairman**

**Commissioner of Labour**

**Members:**

1. **Additional Secretary/Joint Secretary/  
Deputy Secretary to Government,  
Labour and Employment Department**
2. **Additional Secretary/Joint Secretary/  
Deputy Secretary to Government,  
Finance Department**
3. **Additional Secretary/Joint Secretary/  
Deputy Secretary to Government,  
Law Department**
4. **The Director, Social Welfare Department, Chennai or  
his representative.**
5. **The Director, Adi Dravidar and Tribal Welfare Department or  
his representative**

**Members representing the Employers**

1. **Thiru R. Srinivasan,  
Tamil Nadu Small and Tiny Industries Association,  
46, Railway Station Road,  
Kodambakkam, Chennai-24**
2. **Thiru N.Kannan,  
The Employers Federation of Southern India,  
Karumuthu Centre,  
496, Anna Salai, Chennai-35.**
3. **Thiru R.Viswanathan,  
All India Manufacturers' Organisation,  
Chennai.**
4. **Thiru R.Natarajan,  
Catering Hotel Anantha A/c,  
667, Nehru Street,  
Villupuram.**
5. **Thiru G.Ayyadurai,  
Automobile Work,  
Reliable Motor Works,  
67-A, Madurai Road,  
Tirunelveli.**
6. **Thiru S.Sankaran,  
Manufacturer and Dealer in Appalam,  
Sri Seetharaman Appalam Depot,  
No.6,. Sannathi Street,  
Kallidaikurichi.**
7. **Thiru M.Aseer Nayagam,  
Dry Cleaning,  
Bright Swan Garment Cleaners (Dry Cleaning),  
Karungal Road,  
Monday market,  
Kanyakumari District.**
8. **Thiru M.P. Balakrishnan,  
Tourist Transport Operator,  
Bala Tourist Service,  
312-A, Kodambakkam High Road,  
Nungambakkam.**
9. **Thiru V.S.Narayanan, Distributor,  
S.K.Petroleum,  
S /Jawaharlal Nehru Road,  
Ashok Nagar,  
Chennai-83.**

**Members representing the Employees**

1. **Thiru V.Perumal, General Secretary,  
L.P.F.,  
10, Thiagaraja Road,  
North Usman Road, Chennai-17.**
2. **Thiru S.Chandrasekaran, Secretary,  
Tamil Nadu State Committee of C.I.T.U.,  
13, Mosque Street, Chepauk, Chennai-5.**
3. **Thiru Thirunavukkarasu,  
Tamil Nadu A.I.T.U.C.,  
20, Kovoovaiyanathan Street,  
Chindadripet, Chennai-2.**
4. **Thiru P.K.G. Menon,  
I.N.T.U.C.,  
45, Royapettah High Road, Chennai-14.**
5. **Thiru V.Shanmugam,  
Laundry Association,  
No.138, Thiru-vi-ka Salai,  
Villupuram.**
6. **Thiru P.Karuppaiah,  
Barber Association,  
No.9, Sundara Chetty Lane,  
Kottakulam Road, Dindigul-624 001.**
7. **Thiru V.N.Gurusamy,  
Tailors Association,  
No.83-B, Sonaiyaventha Street,  
11<sup>th</sup> Ward, Vellore.**
8. **Thiru S.S.Anandan, General Secretary,  
Auto Workers  
L.P.F., Mehra Nagar, Chennai-29.**
9. **Thiru Sundararaj, General Secretary,  
Kovai Mavatta Param Thookum Thozhilalar Munnetra Sangam,  
96, Raja Veedhi,  
Coimbatore-641 001.**

**iii) Periodicity of Meeting:-**

**Nil.**

**19. The Plantation Labour Housing Advisory Board:-**

**i) Purpose:-**

**To provide Welfare measures for the Plantation Workers.**

**ii) Constitution of the Board:-**

**Chairman**

**The Secretary to Government,  
Labour and Employment Department .**

**Secretary**

**The Chief Inspector of Plantation and Joint Commissioner of  
Labour (Admn) Office of Commissioner of Labour.**

**Official Members:**

1. **The Commissioner of Labour.**
2. **The Chief Engineer (Buildings),  
Public Works Department.**
3. **The Joint Secretary to Government,  
Environment and Forest Department**
4. **The Deputy Secretary to Government,  
Housing and Urban Development Department.**

**Employer's Representatives:**

1. **Thiru K.N.Dehal, I.F.S.,  
Executive Director,  
Arasu Rubber Corporation, Nagercoil.**
2. **Thiru T.Hedge, Vice President,  
Tamil Nadu Planters Association, Coimbatore.**
3. **Thiru A.S. Balanathan, I.F.S.,  
Executive Director,  
Tamil Nadu Tea Plantation Corporation, Coonoor.**
4. **Thiru S.Ramachandiran,  
Kanyakumari District Planter's Association, Nagercoil**

**Employees Representatives:-**

1. **Thiru J.George, Secretary,**

**Idaya Theivam M.G.R.  
Thotta Thozhilalar Union (A.T.P)  
Valparai.**

2. **Thiru V.K. Raju,  
Nilgiris District Plantation Labour Union (I.N.T.U.C.)  
Coonoor.**
3. **Thiru J.Hemachandiran,  
State President,  
C.I.T.U., Kulasekaram,  
Kanyakumari District.**
4. **Thiru M.Manickam, President,  
Anna Plantation Workers Union, Coonoor.**

**iii) Periodicity of Meeting:-**

**3 Years.**

**20. Tripartite Monitoring Committee for the Journalists and Non-Journalists, Newspaper and News Agency Employees:-**

**i) Purpose:-**

**To provide Welfare measures for the Journalists and Non-Journalists.**

**ii) Constitution of the Committee:-**

**Chairman:-**

**Commissioner of Labour**

**Government Representative:-**

**Director of Information and Public Relations.**

**Member-Secretary:-**

**Joint Commissioner of Labour (Administration)**

**Employers' Representatives:-**

1. **A representative of Daily Thanthi, Chennai.**
2. **A representative of Namathu M.G.R., Chennai.**
3. **A representative of Dina Boomi, Chennai.**

4. **A representative of Makkal Kural, Chennai.**

**Employees' Representatives:-**

1. **A representative of Reporters Guild, Chennai.**
2. **A representative of Madras Union of Journalists, Chennai.**
3. **A representative of Chennai Press Club, Chennai.**
4. **A representative of All India Media Journalists Associates.**

**iii) Periodicity of Meeting:-**

**2 Years.**

**21. Tamil Nadu Labour Welfare Board**

**i) Purpose:-**

**To carry out welfare measures to the workers and their dependents.**

**ii) Constitution of the Board:-**

**Chairman:-**

**Hon'ble Minister (Labour)**

**Official Representatives:-**

1. **Secretary to Government, Labour and Employment Department.**
2. **Secretary to Government, Finance Department.**
3. **Commissioner of Labour.**
4. **Chief Inspector of Factories.**

**Members of State Legislative Assembly:-**

1. **Thiru P.K.Sekar Babu, M.L.A.,**
2. **Thiru P. Neelakandan, M.L.A.,**
3. **Thiru A.K.S. Anbalagan, M.L.A.,**

**Representatives of Employers**

1. **A representative of Employers Federation of Southern India, Chennai.**
2. **A representative of Southern India Mills Association, Coimbatore.**
3. **A representative of Planter's Association of Tamil Nadu, Coonoor.**
4. **A representative of Federation of Association of Small Industries of India, Chennai.**
5. **A representative of All India Manufacturers Association, Chennai.**

**Representatives of Employees**

- A representative of Anna Thozhirsanga Peravai (ATP)**
2. **A representative of All India Trade union Congress (AITUC)**
  3. **A representative of Indian National Trade Union Congress (INTUC)**
  4. **A representative of Centre of India Trade Unions (CITU)**
  5. **A representative of National Labour Organisation**

**Women Representatives:-**

1. **Tmt Tamilmozhirajadathan, M.L.A.,**
2. **Tmt S. Sundarambal, M.L.A.,**

**iii) Periodicity of Meeting:-**

**Once in three months.**

**22. Tamil Nadu Institute of Labour Studies Governing Committee**

**i) Purpose:-**

**General Superintendence, direction and control of the affairs of the society and its income and property shall be vested in the committee.**

**ii) Constitution of the Committee:-**

**Chairman:-**

**Hon'ble Minister (Labour)****Vice Chairman****Secretary to Government, Labour and Employment Department****Official Nominees of the Government**

1. **Secretary to Government, Finance Department.**
2. **Secretary to Government, Higher Education Department.**

**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.**

**Representatives of Business, Commerce, Banking and Labour**

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

**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.**

**Faculty Member of Tamil Nadu Institute of Labour Studies**

1. **Professor and Head of Faculty**
2. **Assistant Professor**

**Persons well-versed in Labour Administration of Labour Education**

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

**Ex-officio Secretary**

**iii) Periodicity of Meeting**

Once in every three months.

**23. Tamil Nadu State Labour Advisory Board****i) Purpose**

To give advice on all policy matters relating to Labour and important problems affecting Labour and also to give advice regarding changes in various Labour Laws and new Legislations for Labour.

**ii) Constitution of the Board:-****Chairman:-**

Hon'ble Minister (Labour)

**Government Representatives:-**

1. Secretary, Labour and Employment Department .
2. Secretary, Transport Department.
3. Chairman, Handloom & Textiles, Chennai.
4. Chief Inspector of Factories.

**Member Secretary**

Commissioner of Labour.

**Employers Representatives**

1. All India Manufacturers Organization-A.I.M.O
2. Representative of Employers Federation of Southern India – E.F.S.I
3. Federation of Association of Small Industries of India – F.A.S.I.I.
4. Representative of South India Mills Association-S.I.M.A
5. Plantation Owners Association of Tamil Nadu –T.A.T.

6. **Representative of South India Sugar Mills Manufacturers Association-S.I.S.M.A**
7. **Representative of Confederation of Indian Industries – C.I.I.**
8. **Representative of National Institute of Personnel Management-N.I.P.M**

**Employees Representatives**

1. **Labour Progressive Federation-L.P.F.**
2. **All India Trade Union Congress-A.I.T.U.C.**
3. **Center of Indian Trade Union – C.I.T.U.**
4. **Indian National Trade Union Congress – I.N.T.U.C**
5. **Hindu Mazdoor Sabha – H.M.S**
6. **National Labour Organisation – N.L.O**
7. **Estate Staff Union of South India Coimbatore-E.S.U.S.I.**

**Members of State Legislative Assembly**

1. **Thiru A. Natarajan, M.L.A.,  
Porur Constituency.**
2. **Thiru K.Venu, M.L.A.,  
Kumudipundi Constituency.**
3. **Thiru G.Palanisamy, M.L.A.,  
Thiruthurai pundit Constituency.**
4. **Tmt Vasugi Murugesan, M.L.A.,  
Karur Constituency.**

**iii) Periodicity of Meeting:-**

**Once in every three months.**

## **DEPARTMENT OF LABOUR AND EMPLOYMENT**

### **Directory of Officers and Employees**

**under section 4(1)(b)(ix) of Right to Information Act, 2005**

Sl. No	Name and Designation of the Officer	Telephone (STD code No.044)		E. Mail
		Office	Residence	
1.	<b>Thiru R.Sellamuthu, I.A.S., Secretary to Government, Labour and Employment Department , Chennai-9.</b>	<b>25670203 5683</b>	<b>26258885</b>	<a href="mailto:labsec@tn.gov.in">labsec@tn.gov.in</a>
2.	<b>Thiru G.Rajasekaran, Deputy Secretary to Government.(OP)</b>	<b>25672502 5259</b>	<b>28524988</b>	-
3.	<b>Tmt G.Saroja, Deputy Secretary to Government.(Con.)</b>	<b>25670373 5265</b>	<b>25901234</b>	-
4.	<b>Deputy Secretary to Government (Empt) Vacant</b>	<b>25670320 5722</b>		-
5.	<b>Thiru K.P.Subramanian, Under Secretary to Government.(OP)</b>	<b>25665436</b>	<b>22652153</b>	-
6.	<b>Thiru K.Muthukrishnan Under Secretary to Government.(C.L)</b>	<b>25665212</b>	<b>22760863</b>	-
7.	<b>Thiru K.Velayutham Under Secretary to Government.(Con.)</b>	<b>25665912</b>	<b>25589866</b>	-
8.	<b>Thiru Mohd.Yahya Under Secretary to Government.(Empt.)</b>	<b>25665435</b>	-	-
9.	<b>Thiru S.Sundararajan Under Secretary to Government.(ESI)</b>	<b>25665784</b>	<b>26282131</b>	-
10.	<b>Thiru M.Esakkimuthu Under Secretary to Government.(Bud.)</b>	<b>25665855</b>	<b>24942181</b>	-
11.	<b>Tmt M.C.Sumathi Under Secretary to</b>	<b>25665128</b>	<b>26446402</b>	-

	<b>Government.(Lab.)</b>			
12.	<b>Thiru C.P.Ponnusamy, Under Secretary to Government.(Gel.)</b>	<b>25665726</b>	<b>26705118</b>	-
13	<b>Thiru R.Bharatkumar Under Secretary to Government.(On District Training)</b>	-	-	-
14.	<b>Thiru P.Nagalingam, Section Officer (OP-I)</b>	<b>25665723</b>	<b>26232705</b>	-
15.	<b>Thiru M.S. Sankaralingam, Section Officer (OP-II)</b>	<b>25665723</b>	<b>25506032</b>	-
16.	<b>Thiru R.Gopal, Section Officer (A)</b>	<b>25665364</b>	<b>761690 944464551</b>	-
17.	<b>Thiru S. Narayanan, Section Officer (B)</b>	<b>25665364</b>		-
18.	<b>Thiru M.Chokkalingam, Section Officer (C)</b>	<b>25665725</b>	<b>92834-02755</b>	-
19.	<b>Tmt R.Padmavathi, Section Officer (D)</b>	<b>25665364</b>	<b>24939686</b>	-
20.	<b>Thiru A. Rajakumar Section Officer (E)</b>	<b>25665724</b>	<b>9382804041</b>	-
21.	<b>Thiru R. Sundaram Section Officer (F)</b>	<b>25665724</b>	<b>26451729</b>	-
22.	<b>Selvi R. Mohanasundari, Section Officer (G)</b>	<b>25665364</b>	-	-
23.	<b>Thiru M. Marappan, Section Officer (H)</b>	<b>25665725</b>	-	-
24.	<b>Tmt K. Amutha, Section Officer (I)</b>	<b>25665725</b>	<b>27467923</b>	-
25.	<b>Thiru A. Natarajan, Section Officer (J)</b>	<b>25665725</b>	<b>25206800</b>	-
26.	<b>Thiru R.Sorimuthu, Section Officer (K)</b>	<b>25665724</b>	<b>23725420</b>	-
27.		-	-	-

	<b>Section Officer (L) vacant</b>			
<b>28.</b>	<b>Tmt R. Shanthi Section Officer (M)</b>	<b>25665724</b>	<b>-</b>	<b>-</b>
<b>29.</b>	<b>Tmt A. Joselin Nesa Ramani Bai, Section Officer (N)</b>	<b>25665364</b>	<b>22328286</b>	<b>-</b>
<b>30.</b>	<b>Thiru V. Sampath, Section Officer (P)</b>	<b>25665725</b>		<b>-</b>
<b>27.</b>	<b>Thiru A. Ramasamy, Section Officer (Q)</b>	<b>25665725</b>	<b>55418591</b>	<b>-</b>
<b>28.</b>	<b>Thiru K.Rajasekaran, Section Officer (R)</b>	<b>25665364</b>	<b>-</b>	<b>-</b>
<b>29.</b>	<b>Tmt N.Venkatalakshmi Section Officer (S)</b>	<b>25665724</b>	<b>25506070</b>	<b>-</b>
<b>30.</b>	<b>Tmt V. Malliga, Section Officer (T)</b>	<b>25665725</b>	<b>28442265</b>	<b>-</b>
<b>31.</b>	<b>Thiru M. Jayakumar. Section Officer (U)</b>	<b>25665725</b>	<b>23744200</b>	<b>-</b>

## **DEPARTMENT OF LABOUR AND EMPLOYMENT**

**Monthly remuneration received by each of the officers and employees**  
**including the system of compensation as provided in the regulation**  
**under section 4(1)(b)(x) of Right to Information Act, 2005**

SL. NO.	NAME OF THE OFFICER	Monthly Remuneration
<b>SECRETARY TO GOVERNMENT (22400 – 525 – 24500)</b>		
1.	<b>Thiru R. Sellamuthu, I.A.S.,</b>	<b>Rs. 54,323/-</b>
<b>SPECIAL SECRETARY TO GOVERNMENT (18,400 – 500 – 22,400)</b>		
1.	<b>Dr. R.Baskaran, I.A.S.,</b>	<b>Rs.47,639/-</b>
<b>DEPUTY SECRETARY TO GOVERNMENT (12,000 – 375 – 16,500)</b>		
1.	<b>Thiru G. Rajasekaran, M.Sc., (OP)</b>	<b>Rs. 27,576/-</b>
2.	<b>Deputy Secretary (EMPT) Vacant</b>	
3.	<b>Tmt G. Saroja, M.A., (CON)</b>	<b>Rs. 27,576/-</b>
<b>UNDER SECRETARY TO GOVERNMENT. (10,000 – 325 – 15,200)</b>		
1.	<b>C.P. Ponnusamy</b>	<b>Rs.24,528/-</b>
2.	<b>M. Esakkimuthu</b>	<b>Rs.26,324/-</b>
3.	<b>K.Muthukrishnan</b>	<b>Rs.23,928/-</b>
4.	<b>K.P.Subramanian</b>	<b>Rs.23,928/-</b>
5.	<b>M.C. Sumathi</b>	<b>Rs.24,028/-</b>
6.	<b>S. Sundararajan</b>	<b>Rs.27,000/-</b>
7.	<b>K.Velayutham</b>	<b>Rs.18,993/-</b>
8.	<b>Md.Yahya</b>	<b>Rs.27,576/-</b>
<b>PRIVATE SECRETARY TO GOVERNMENT(6,500 – 200 – 11,100)</b>		
1.	<b>V. Madhavan</b>	<b>Rs.16,522/-</b>

2.	<b>T.V. Kamala</b>	Rs.17,699/-
<b>SECTION OFFICER (6,500 – 200 – 11,100)</b>		
1.	<b>R.Rajasekaran</b>	Rs.16,263/-
2.	<b>N. Thirumurthy</b>	Rs.16,597/-
3.	<b>K.Rathinam</b>	Rs.15,412/-
4.	<b>V.Maria Nesam</b>	Rs.16,597/-
5.	<b>C.Jayaraman</b>	Rs.17,031/-
6.	<b>A. Mary Fathima Gnana Selvi</b>	Rs.17,365/-
7.	<b>K. Rajasekaran</b>	Rs.16,597/-
8.	<b>R. Padmavathy</b>	Rs.22,942/-
9.	<b>R. Gopal</b>	Rs.19,135/-
10.	<b>A. Sundararaju</b>	Rs.16,597/-
11.	<b>A. Joselin Nesa Ramani Bai</b>	Rs.18,367/-
12.	<b>M.S.Sankaralingam</b>	Rs.22,942/-
13.	<b>A. Natarajan</b>	Rs.18,033/-
14.	<b>N. Venkatalakshmi</b>	Rs.18,826/-
15.	<b>R. Sorimuthu</b>	Rs.17,365/-
16.	<b>A. Rajakumar</b>	Rs.17,365/-
17.	<b>R. Shanthi</b>	Rs.16,897/-
18.	<b>V. Kalingamuthu</b>	Rs.15,495/-
19.	<b>A. Ramasamy</b>	Rs.17,824/-
20.	<b>P.Nagalingam</b>	Rs.19,386/-
21.	<b>R.Mohanasundari</b>	Rs.18,826/-
22.	<b>M.Marappan</b>	Rs.16,897/-
23.	<b>M. Jayakumar</b>	Rs.15,328/-

24.	<b>S. Narayanan</b>	Rs.17,331/-
25.	<b>V. Sampath</b>	Rs.16,563/-
26.	<b>K. Amutha</b>	Rs.15,495/-
27.	<b>M.Chockalingam</b>	Rs.15,286/-
<b>ASSISTANT SECTION OFFICER (5,500 – 175 – 9,000)</b>		
1.	<b>S. Dakshinamoorthy</b>	Rs.14,518/-
2.	<b>G. Jayalakshmi</b>	Rs.13,108/-
3.	<b>C. Thirupathy</b>	Rs.13,592/-
4.	<b>G. Komalavalli</b>	Rs.13,583/-
5.	<b>K.Shyamala Devi</b>	Rs.7,420/-
6.	<b>K.S.Premalatha</b>	Rs.13,108/-
7.	<b>G.Krishnamurthy Rao</b>	Rs.12,815/-
8.	<b>D.Rajavelu</b>	Rs.16,372/-
9.	<b>A. Sivam</b>	Rs.9,935/-
10.	<b>D. Velayutham</b>	Rs.16,372/-
11.	<b>R.Divakaran</b>	Rs.13,108/-
12.	<b>A. Sapna</b>	Rs.9,935/-
13.	<b>D.Veerasami</b>	Rs.13,500/-
14.	<b>K.Jayalakshmi</b>	Rs.16,372/-
15.	<b>K.Prema</b>	Rs.15,186/-
16.	<b>K.Lakshmi</b>	Rs.13,108/-
17.	<b>N. Amuthapriya</b>	Rs.6,711/-
18.	<b>G. Ramanathan</b>	Rs.13,834/-
19.	<b>V.Manimekalai</b>	Rs.13,583/-
20.	<b>S. Jayaraman</b>	Rs.16,372/-
21.	<b>K. Selvarani,</b>	Rs.13,500/-

22.	<b>Y.Gnanaprasad</b>	Rs.16,372/-
23.	<b>R.Vivekanandan</b>	Rs.8,925/-
24.	<b>K.Vasantha</b>	Rs.16,372/-
25.	<b>K.Abirami</b>	Rs.11,304/-
26.	<b>S.Nazeem</b>	Rs.12,815/-
27.	<b>P.Lilly Joy</b>	Rs.13,158/-
28.	<b>V. Selvaraj</b>	Rs.12,815/-
29.	<b>G. Balasubramanian</b>	Rs.13,542/-
30.	<b>R. Kasthuri</b>	Rs.10,227/-
31.	<b>S. Angamuthu</b>	Rs.16,372/-
32.	<b>B.Krishnaveni</b>	Rs.13,834/-
33.	<b>S.Theenadayalan</b>	Rs.11,939/-
34.	<b>K.Maheswari</b>	Rs.11,939/-
35.	<b>G.Kamatchi</b>	Rs.16,372/-
36.	<b>L.Rajkumar</b>	Rs.11,012/-
37.	<b>M.Manickavasagam</b>	Rs.13,917/-
38.	<b>M.R. Amarnath</b>	Rs.11,939/-
39.	<b>S. Logeeswaran</b>	Rs.9,935/-
40.	<b>T.Gangatharan</b>	Rs.9,935/-
41.	<b>R.Jeyabackiam</b>	Rs9,935/-
42.	<b>R.Selvakumar</b>	Rs15,186/-
<b>PERSONAL ASSISTANT (5,500 – 175 – 9,000)</b>		
1.	<b>S.Gulzari Begum</b>	Rs.14,769/-
2.	<b>R.Rohinikumari</b>	Rs.12,815/-
<b>PERSONAL CLERK (4,500 – 125 – 7,000)</b>		
1.	<b>G.Nirmala Samadhanam</b>	Rs.14,727/-

2.	<b>J.Bharathi,</b>	<b>Rs.9,468/-</b>
3.	<b>B.Shanthi,</b>	<b>Rs.9,726/-</b>
4.	<b>T.Shanmugasundaram,</b>	<b>Rs.9,100/-</b>
<b>ASSISTANT (3625 – 85 – 4,900)</b>		
1.	<b>S.Selvam</b>	<b>Rs.8,831/-</b>
2.	<b>S.Sankari</b>	<b>Rs.8,831/-</b>
3.	<b>A.Edward Jashva</b>	<b>Rs.6,661/-</b>
4.	<b>M.Parimala</b>	<b>Rs.8,683/-</b>
5.	<b>P.Dhakshinamurthy</b>	<b>Rs.8,357/-</b>
6.	<b>B.Muthuraji</b>	<b>Rs.7,808/-</b>
7.	<b>P.Narayanan</b>	<b>Rs.8,831/-</b>
8.	<b>V.Ravanan</b>	<b>Rs.7,420/-</b>
<b>TYPIST (3,200 - 85 – 4,900)</b>		
1.	<b>D.Nazirunnisa</b>	<b>Rs.13,560/-</b>
2.	<b>V.John Mary</b>	<b>Rs.13,872/-</b>
3.	<b>R.Prabavathi</b>	<b>Rs.13,902/-</b>
4.	<b>G.Damodharan</b>	<b>Rs.9,551/-</b>
5.	<b>K.Muniyandi</b>	<b>Rs.9,701/-</b>
<b>DRIVER (3,200 – 85 – 4,900)</b>		
1.	<b>G.Balu</b>	<b>Rs.8,073/-</b>
<b>DUFFADAR (2,550 – 55 – 2,660 – 60 – 3,200)</b>		
1.	<b>Vacant</b>	
<b>DESPATCH ASSISTANT (4,200 – 100 -6,000)</b>		
1.	<b>M.Venkidesan</b>	<b>Rs.8,325/-</b>

**RECORD CLERK (2,750 – 70 -3,800 – 75 – 4,400)**

1.	<b>S.Vahitha Rahuman</b>	Rs.6,003/-
2.	<b>R.Narayanasamy</b>	Rs.7,484/-
3.	<b>R.Narasimhan</b>	Rs.7,102/-
4.	<b>R.Chinnasamy</b>	Rs.7,088/-
5.	<b>T.F.Manuvel</b>	Rs.7,441/-
6.	<b>G.Rajendran</b>	Rs.7,646/-
7.	<b>V. Deenadayalan</b>	Rs.7,079/-

**OFFICE ASSISTANT (2,550 – 55 – 2,660 – 60 – 3,200)**

1.	<b>Syed Aminudeen</b>	Rs.6,702/-
2.	<b>R.Velu</b>	Rs.8,091/-
3.	<b>C.Subramani</b>	Rs.5,944/-
4.	<b>A.Balakrishnan</b>	Rs.6,562/-
5.	<b>P.Rajendran</b>	Rs.6,359/-
6.	<b>S.Ezhilan</b>	Rs.6,141/-
7.	<b>S.Logaprabu</b>	Rs.6,091/-
8.	<b>F.Richard,</b>	Rs.6,819/-
9.	<b>M.Parthiban</b>	Rs.6,091/-
10.	<b>S.Sankaran</b>	Rs.6,694/-
11.	<b>G.Paramasivam</b>	Rs.6,175/-
12.	<b>C.Sekar</b>	Rs.6,586/-
13.	<b>S.P. Ravi</b>	Rs.6,192/-
14.	<b>K.Shanmugam</b>	Rs.6,359/-
15.	<b>M.Baskaran</b>	Rs.6,242/-
16.	<b>K.E.Kesavan</b>	Rs.6,242/-
17.	<b>R.Srinivasan</b>	Rs.6,130/-

18.	M.Iqbal Sheriff	Rs.2,967/-
19.	A.Anandan	Rs.6,267/-
20.	M.Govindasamy	Rs.6,415/-
21.	T.Arumugam,	Rs.6,322/-
<b>SWEEPER</b>		
1.	P.Alamelu,	Rs.5,163/-
2.	N.Kottaiah,	Rs.5,528/-
3.	M.Munusamy	Rs.6,966/-
4.	K.Andal	Rs.6,616/-
5.	K.Vanaja	Rs.5,837/-

**Note:** The basic pay of the officers and employees is fixed under the provisions contained in Rule 22 of Fundamental rules. In addition to the basic pay, the officers and employees are entitled to draw other allowances such as Dearness Pay, HRA, CCA as per the orders in force.

## **Department of Labour and Employment**

**Budget allocation of each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made under section 4(i) (b) (xi) of Right to Information Act, 2005.**

The Department of Labour and Employment handles various Central Sector Schemes and Centrally Sponsored Schemes besides State Schemes. The details of the Budget Estimate for all these are given below:

The statement also gives details of the disbursement upto 30.11.2005.

### **ALL STATE PLAN SCHEMES**

Secretariat : Labour and Employment Department

HOD Name : Commissioner of Labour

(Rs. in lakhs)

Sl.No.	Scheme Name	B.E 2005- 2006	Expenditure upto November	Percentage of Expenditure
1.	<b>Strengthening of Weights and Measures machinery</b>	0.07	0	00
2.	<b>Strengthening of Enforcement Machinery</b>	2.72	0.09	3.30
3.	<b>Constitution of Monitoring Cell under the Administrative Control of Commissioner of Labour</b>	10.35	6.35	61.35
4.	<b>Headquarters staff Commissioner of Labour</b>	76.99	1.78	2.31

5.	<b>Assistance to State Child Labour Rehabilitation-cum-Welfare Society</b>	<b>84</b>	<b>0</b>	<b>00</b>
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**HOD Name: Commissioner of Employment and Training**

1.	<b>Strengthening of Commissionerate of Employment and Training</b>	<b>4</b>	<b>4</b>	<b>100</b>
2.	<b>Special Industrial Training Institute for SCs/STs.</b>	<b>21.84</b>	<b>10.01</b>	<b>45.83</b>
3.	<b>Setting up of Coaching-cum-Guidance Centre for SC under SCP</b>	<b>26.46</b>	<b>18.72</b>	<b>70.74</b>
4.	<b>Strengthening of Employment Exchanges</b>	<b>29</b>	<b>24</b>	<b>82.75</b>
5.	<b>Deputation of Junior Training Officers to Central Training Institutes</b>	<b>0.6</b>	<b>0.04</b>	<b>6.66</b>
6.	<b>Development of Industrial Training Institute Land &amp; Buildings</b>	<b>371.02</b>	<b>28.2</b>	<b>7.60</b>
7.	<b>Modernisation of existing Industrial Training Institutes</b>	<b>577.87</b>	<b>36.61</b>	<b>6.33</b>
8.	<b>Starting of New Industrial Training Institutes for Women</b>	<b>40.45</b>	<b>16.72</b>	<b>41.33</b>
9.	<b>Starting of new ITIs and wings for women</b>	<b>12.01</b>	<b>0</b>	<b>00.00</b>
10.	<b>Special Employment Exchange for Physically Handicapped persons in District</b>	<b>4.97</b>	<b>0</b>	<b>00.00</b>
11.	<b>Apprenticeship Training Scheme</b>	<b>75.29</b>	<b>44.93</b>	<b>59.67</b>
12.	<b>Setting up of Special Cells for Physically Handicapped in Employment</b>	<b>22.01</b>	<b>16.08</b>	<b>73.05</b>

	<b>Exchanges</b>			
<b>13.</b>	<b>Special Employment Exchange for Physically Handicapped Persons in District</b>	<b>9.93</b>	<b>5.55</b>	<b>55.89</b>

**HOD Name : Chief Inspectorate of Factories**

<b>1.</b>	<b>Strengthening of Factory Inspectorate</b>	<b>179.55</b>	<b>0</b>	<b>00.00</b>
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**DEPARTMENT OF LABOUR AND EMPLOYMENT**

**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(1)(b)(xii) of Right to Information Act, 2005**

**The Department does not directly administer any subsidy programmes.**

**DEPARTMENT OF LABOUR AND EMPLOYMENT**

**Particulars of recipients of concessions, permits or authorizations  
granted by it under section 4(1)(b)(xiii) of Right to Information Act,**

**2005**

**No concession or permit or authorization has been granted to  
the individuals or firms or companies by the Department.**

## **DEPARTMENT OF LABOUR AND EMPLOYMENT**

**Details in respect of the information available to or held by it, reduced  
in an electronic form**

**under section 4(i)(b)(xiv) of Right to Information Act, 2005**

**The Public can obtain information about the functioning of the  
Department in the following web sites.**

<b>Heads of Department</b>	<b>Web. Address</b>	<b>E-Mail Address</b>
<b>Commissioner of Employment and Training</b>	<a href="http://www.employment.tn.gov.in">www.employment.tn.gov.in</a>	<a href="mailto:cet@vsnl.net">cet@vsnl.net</a>
<b>Commissioner of Labour</b>	-NIL-	<a href="mailto:tncol@vsnl.net">tncol@vsnl.net</a>
<b>Chief Inspector of Factories</b>	-NIL-	<a href="mailto:factoriesinspectoratetn@sancharnet.in">factoriesinspectoratetn@sancharnet.in</a>
<b>Tamil Nadu Institute of Labour Studies</b>	-NIL-	<a href="mailto:tilschennai@yahoo.com">tilschennai@yahoo.com</a>
<b>Tamil Nadu Labour Welfare Board</b>	-NIL-	<a href="mailto:tnlwb@vsnl.net">tnlwb@vsnl.net</a>
<b>Tamil Nadu Manual Workers Social Security and Welfare Board</b>	-NIL-	<a href="mailto:tnlwb@vsnl.net">tnlwb@vsnl.net</a> <a href="mailto:manualboard@vsnl.net">manualboard@vsnl.net</a>
<b>Tamil Nadu Construction Workers Welfare Board</b>	-NIL-	<a href="mailto:tnconstruction@vsnl.net">tnconstruction@vsnl.net</a>
<b>Overseas Manpower Corporation Limited</b>	<a href="http://www.omcmanpowers.com">www.omcmanpowers.com</a>	<a href="mailto:omc@md4.vsnl.net.in">omc@md4.vsnl.net.in</a>
<b>Directorate of Medical and Rural Health Services (ESI)</b>	-NIL-	-NIL-

**DEPARTMENT OF LABOUR AND EMPLOYMENT**

**Particulars of facilities available to citizens for obtaining information  
under section 4(1)(b)(xv) of Right to Information Act, 2005**

**The public are posted with information through Notice Board,  
Newspapers, Web site, Exhibitions and other means of advertising.**

## **DEPARTMENT OF LABOUR AND EMPLOYMENT**

### **Name and Designation and other particulars of Public Information Officers under section 4(i)(b)(xvi) of Right to Information Act, 2005**

#### **Public Information Officer:**

<b>Name</b>	<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office:</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
<b>Thiru K.P.Subramanian</b>	<b>Under Secretary to Government</b>	<b>044</b>	<b>25665436</b>			<b>Under Secretary to Government, Labour and Employment Department , Secretariat, Chennai-9.</b>

#### **Department Appellate Authority :**

<b>Name</b>	<b>Designation</b>	<b>STD Code</b>	<b>Phone No. Office:</b>	<b>Fax</b>	<b>E-mail</b>	<b>Address</b>
<b>Thiru G. Rajasekaran</b>	<b>Deputy Secretary to Government</b>	<b>044</b>	<b>25672502</b>  <b>25665259</b>			<b>Deputy Secretary to Government, Labour and Employment Department , Secretariat, Chennai-9.</b>

**R.SELLAMUTHU,  
SECRETARY TO GOVERNMENT.**