



**HAND BOOK OF INFORMATION
UNDER THE RIGHT TO
INFORMATION ACT, 2005**

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**தமிழ் நாடு கட்டுமானத் தொழிலாளர்கள்
நல வாரியம், சென்னை-600 034**

**TAMIL NADU CONSTRUCTION
WORKERS WELFARE BOARD
NO.8, VALLUVAR KOTTAM HIGH
ROAD, NUNGAMBAKKAM,
CHENNAI- 600 034.**

www.tn.gov.in/rti/proactive/labour/handbook_tncwwb.pdf

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Chapter – 1

Introduction

CHAPTER – 1 **Introduction**

Information pertaining to Right to Information Act :-

1.1. The Right to Information Act 2005 is an Act to provide for setting out right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every Public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

Therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Being a Public Authority coming under autonomous bodies, The Tamil Nadu Construction Workers Welfare Board, is bound to provide information under Section - 4 of the Right to Information Act required by the public on the functions of the Tamil Nadu Construction workers welfare Board.

1.2. The Main objective of the hand book is to provide information of the functions of the Board to all public, voluntarily.

1.3. Intended users of the hand book:-

- 1) Construction Workers.
- 2) Builders
- 3) Contractors
- 4) Advocates
- 5) Government officials.
- 6) Any interested Trade Unions, organisations & Associations.
- 7) Political parties.
- 8) Any Interested public.

1.4. Organisation :-

**Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvar Kottam High Road,
Nungambakkam, Chennai- 600 034.**

1.5. Definition :-

- 1) “ Act ” means the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 (No.33 of 1982).
- 2) “Board” means Tamil Nadu Construction Workers Welfare Board, Chennai-34.
- 3) “Government ” means The State Government.
- 4) “Scheme” means a scheme under the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994.
- 5) “Manual Worker” means any person who has completed 18 years of age but has not completed 60 years of age and who is engaged to do any manual work in construction industry.
- 6) “Chairman” means Chairman of the Tamil Nadu Construction Workers Welfare Board.

- 7) “Commissioner” means Commissioner of Labour.
- 8) “Secretary” means Secretary of the Tamil Nadu Construction Workers Welfare Board.
- 9) “Form” means a Form appended to the rules.

1.6. Contact Persons in Order to get more information:-

- 1) Assistant Public Information Officer.
- 2) Public Information Officer
- 3) Appellate Authority / Secretary of the Board.
- 4) Chairman of the Board.

1.6. A In exercise of the powers vested under the Right to Information Act – 2005 the Labour Officer’s (Social Security Scheme) under the control of the Tamil Nadu Construction Workers Welfare Board, Chennai – 34 are notified as Public Information Officers under the Right to Information Act – 2005 in the respective districts. (Tamil Nadu Construction Workers Welfare Board, Chennai – 34, Proceedings No. B2/50273/2008, Dated: 2.12.2008)

1.7. Procedure and Fee Structure for getting information :-

The general informations of the functions of the Board can be obtained by contacting the office through phone and by correspondence without any fee.

If information is needed for any particular case or file or process / decision under Right to Information Act 2005, the fee (which may change from time to time) of Rs. 10/- has to be paid as per State Information Rules 2005. The fees may be paid in cash / by affixing court fee stamps by way of bankers Cheque / D.D (favoring Manual Workers General Welfare Fund of Tamil Nadu Construction Workers Welfare Board) and payment in the treasury in the following Head of Account.

To the Head of Account.

“ 0075.00 Miscellaneous General Service – 800 other receipts – BK – Collection of fees under Tamil Nadu Right to information (fees) Rules, 2005 ”

Chapter-2 (Manual - 1)

Particulars of Organisations, Functions & Duties

Chapter-2

(Manual - 1)

2.1. Objects :-

In Tamil Nadu more than 25 lakhs of workers are involved in various construction activities approximately.

In exercise of powers conferred under Section 6 of the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 (Tamil Nadu Act 33 of 1982), in the year 1994, the Government of Tamil Nadu constituted a Board namely “ The Tamil Nadu Construction Workers Welfare Board” on 30.11.1994 to execute the Scheme and to maintain and administer the Manual Workers General Welfare Fund of Tamil Nadu Construction Workers Welfare Board and to provide welfare measures for the construction workers engaged in the construction industry.

Following welfare measures are provided in the scheme for those workers who have registered in the Board.

- (1) Creches
- (2) Personal Accident Relief
- (3) Pension Scheme

- (4) Assistance for the Funeral Expenses on the death of a Registered Manual Worker.
- (5) Assistance for the Education of the son or daughter of Registered Manual Worker.
- (6) Assistance for Marriage of Self and the Son / Daughter of a Registered Manual Worker.
- (7) Assistance for the Delivery of a Child or for the Miscarriage of Pregnancy or for the Termination of Pregnancy, by a Registered Woman Manual Worker.
- (8) Assistance for the natural Death of a Registered Manual Worker.
- (9) Spectacles.

2.2. Mission / Vision statement of the Tamil Nadu

Construction Workers Welfare Board:-

Construction of building and other construction operations are developed and travelled a long way leaving the manual workers engaged in construction work at the same place where they stand.

In Tamil Nadu more than 25 lakhs of workers are involved in various construction activities approximately.

Regulating the conditions of the work, providing various welfare measures to the manual workers engaged in construction works, improving their socio-economic conditions and ensuring social security for their life are the main mission, with a vision to be a best model organisation.

2.3. History of the Tamil Nadu construction Workers Welfare Board:-

Constitution of the Tamil Nadu Construction Workers Welfare Board

(G.O. Ms. No.236, dated:30.11.94)

The Government of Tamil Nadu enacted “ The Tamil Nadu Manual workers (Regulation of Employment and conditions of work) Act, 1982”, in order to regulate the employment and conditions of work of the manual workers in certain type of employments in the State of Tamil Nadu.

The Act provides for formulation of schemes for the manual workers in scheduled employments and also for establishment of Boards. (Schedule in Section 2(12) of Act, 1982).

The Government of Tamil Nadu in pursuance of the powers vested under Section 6 of the said Act , established the Tamil Nadu Construction Workers Welfare Board on 30.11.1994 for the welfare of the 38 categories of workers (List enclosed) involved in construction activities.

The object of the Board is to register the construction workers and provide various welfare measures for the manual workers engaged in construction or maintenance of dams, bridges, roads or in any building operations.

The Construction Workers Welfare Board was Re-constituted vide G.O.(D) No.36, Dated: 1.3.2010 and No.62, Dated:7.4.2010 of Labour and Employment Department.

Registration of construction workers are done in all the district offices after verification by concerned revenue authorities. Government ordered sanction and disbursement of all scheme assistances by the Labour Officers (Social Security Scheme) at district level in G.O. No.122, L & E Department, Dated : 24.10.2008.

As per the announcement made in the 2007-08 budget, all the district offices and Head office were computerised and online registration of workers being done effectively in all the districts from 15.9.2009.

Government formed Monitoring Committee w.e.f. 1.6.2007 in all Districts, under District Collectors to monitor the execution of schemes of the Board.

The Tamil Nadu Construction Workers Welfare Board is having its head office at Chennai and covers the entire State, through its 32 District offices at the district level. All district officers are headed by Labour Officers (Social Security Scheme).

Accommodation for the Office of the Board:-

The Tamil Nadu Construction Workers Welfare Board is now functioning in its own building from 28.11.2002 at No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

2.4. Duties of the Tamil Nadu Construction Workers Welfare Board:-

The Board shall be responsible for overall administration of the schemes and shall exercise such powers and perform such functions as may be conferred on it by the Scheme.

The Board may create such number of posts of officers including the Secretary and other employees as are necessary and appoint persons to such posts on such terms and conditions of service as it may deem fit.

Board may nominate competent persons or officers to act in any dispute on behalf of a manual worker in any conciliation proceedings, to settle them before Labour court or Tribunal or an Arbitrator.

The Board Shall

- (a) Subject to availability of funds, provide for the welfare of registered construction workers, including medical services, Health & Safety measures in places where the registered Construction workers are employed.
- (b) The Board shall administer the General Fund and recover the contribution towards that fund . The Board shall have the authority to spend such sum as it thinks fit for the purposes of the scheme, from out of the General Fund.
- (c) And administer Provident fund for registered construction workers when such fund is constituted.
- (d) The Board may accept deposits on such conditions as it deems fit.
- (e) The Board has power to acquire, hold and dispose of property and to contract and may by name sue or by sued.
- (f) Subject to the provisions of the scheme, any property vested with the Board shall be held and utilised by it only for the purpose of the scheme.

- (g) The Board shall keep proper accounts for all receipts and expenses under the scheme and prepare an annual statement of accounts and balance sheet and the accounts shall be audited annually and certified by a qualified person as the Government may appoint. The accounts and audited report shall be forwarded to the Government within the time limit.
- (h) The Board shall submit to the State Government, copies / proceedings of the meetings of the Board.
- (i) The Board shall make recommendations to the State Government, about any modifications in the scheme and to remove difficulties in implementing the scheme.
- (j) The Labour Officers (Social Security Scheme) of the Board shall register the manual worker engaged in construction work for the purpose of the scheme and renew their registration before the expiry of the period, as specified by the scheme.
- (k) The Labour Officers (Social Security Scheme) may cancel the registration of a registered manual worker if the worker has secured it by making false statement or has contravened any of the provisions of the Act/Rule/Scheme, after giving him a reasonable opportunity of showing cause against the action.

2.5. Main Activities:-

Tamil Nadu Construction Workers Welfare Board is empowered to carryout its functions under the provision of the following Act, rules, Schemes and Government orders and instructions issued from time to time there under.

- 1) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.
- 2) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.
- 3) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Welfare Schemes, 1994.

Sec 8 A of the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 provides that,

- (a) Every person who makes an application for building permit for any building work to a local authority shall be liable to pay contribution for benefit of manual workers to local authority concerned, in addition to the fee for the building permit: and
- (b) Every person who undertakes or is incharge of, any construction work other than the building work referred to in clause (a) shall be liable to pay the contribution, a sum at such per cent not exceeding one percent of the total estimated cost of the building or construction work proposed to be constructed, as may be fixed by the Government by notification.

Rule-20A (1) of The Tamil Nadu Construction Workers (Regulation of Employment and Conditions of Work) Rules,1986 is framed in accordance with the Act to collect the contribution by means of Demand Draft drawn in favour of the Manual Workers General Welfare Fund of the Tamil Nadu Construction Workers Welfare Board, payable at Chennai, which should be remitted before the 15th of the succeeding month, to the Board with statement (Form III).

The Contribution shall be remitted by the person who under takes the construction work under Section - 8A(b), to the Secretary of the Board within 30 days from the date of commencement of the construction, by means of a Demand Draft drawn in favour of the above fund with statement (Form IV).

The Government notified that all the persons and agencies engaged in any construction work shall pay 0.3% of the total estimated cost of the proposed construction work, towards the Manual Workers General Welfare Fund, of the Tamil Nadu Construction Workers Welfare Board. Thus the Board is collecting such contribution and deposit the amount in the fund account in the Bank and uses it for the welfare of the workers and for administrative expenses of the Board.

(G.O. Ms. No.95, L & E dated:2.7.97)

Employments covered:-

The Scheme applies to all the construction workers engaged in the construction industry as listed in Annexure.

Annexure

List of categories of workers

1. Stone cutter or Stone breaker or Stone crusher
2. Mason or Brick layer.
3. Carpenter.
4. Painter or varnisher
5. Fitter including bar bender
6. Plumber for road pipe work
7. Electrician
8. Mechanic.
9. Well sinker
10. Welder
11. Head Mazdoor
12. Mazdoor
13. Sprayman or mixerman (road surfacing)
14. Wooden or stone packer.
15. Well diver for removing silt
16. Hammerman
17. Thatcher
18. Maistry
19. Blacksmith
20. Sawyer
21. Caulker
22. Mixer (including concrete mixer operator)
23. Pump Operator
24. Mixer Driver
25. Roller Driver
26. Kalasis or sarang engaged in heavy Engineering construction like heavy machinery, bridge work, etc.
27. Watchman
28. Mosaic Polisher
29. Tunnel Worker
30. Marbel / Kadappa stone worker
31. Road worker
32. Rock breaker and Quarry worker
33. Earth worker connected with construction work
34. Worker engaged in processing lime
35. Worker engaged in anti sea erosion work
36. Any other category of workers who is actually engaged in the employment in construction or maintenance of dams, bridges, road, or in any building operations.
37. Bricks Manufactory other than the Brick Manufactory under the Factories Act, 1948 (Central Act of 63 of 1948)
38. Construction of Pandals

Registration:-

a) Age:-

Should have completed 18 years of age, have not completed 60 years of age to register with the Tamil Nadu Construction Workers Welfare Board.

b) Fees:-

i) The fees of Rs.25/- and Rs.10/- for registration / renewal respectively, was collected up to 31.8.2006. The collection of the above fees is dispensed with effect from 1.9.2006 as per G.O. M.s. No. 91, L & E Dept, Dated:1.9.2006.

ii) The registration is valid for 2 years. The Registration has to be renewed once in 2 years.

c) Procedure for Registration:-

i) The Construction worker has to make an application for such registration in the prescribed form appended in the manual together with the Certificate of employment issued by the Employer / Registered Contractor or Registered Trade Union/ Government agencies engaged in the building industry and Village Administrative Officer concerned / Revenue Inspector for chennai district.

ii) Two passport size photographs of the applicant should accompany the application, of which one should be pasted on the application and the other should be enclosed with the application.

iii) The construction worker is required to produce a document for age proof at the time of registration. Anyone of the following documents has to be produced along with the application at the time of registration.

- 1) Certificate issued by the Registrar of Birth and Deaths.
- 2) School or College Certificate.
- 3) Driving License
- 4) Voter Identity Card
- 5) Ration Card.
- 6) Age certificate issued by Government Medical Officer.

Identity card is issued to every registered construction workers free of cost.

d) Renewal:-

The Registration shall be renewed once in two years. Financial assistance shall not be sanctioned in case of failure in renewal.

e) Registration Authority:-

The Registration Authority is the Labour Officers (Social Security Scheme) in 32 Districts.

f) Issue of Duplicate Identity Card:-

In case of loss of Identity Card already issued, a duplicate Identity Card will be issued by the Board by paying a fee of Rs.20/- .

(Clause .7 of TNCWWB in 1994)

g) Nomination:-

Every construction worker while registering his name with the Board , should make a nomination in Form -H.

Total No. of Workers Registered with the Board:-

The number of workers registered with the Board is given in Annexure and the number of Registered workers from 1995 to 30.9.2011 is 21,42,388.

2.6. Schemes in Detail:-

For the schemes, claim applications from the registered construction workers are received with all supporting documents and certificates.

Creches:-

Creches are opened in the following places to cater to the needs of the babies of women construction workers registered in the Board.

- 1) Chennai
- 2) Madurai
- 3) Coimbatore

(Clause – 10 of Tamil Nadu Construction Workers Welfare Scheme 1994)

Personal Accident Relief:-

This scheme applies to all registered construction workers met with any type of accident. The amount of compensation payable shall be as follows:-

- (a) Death - Rs. 1,00,000
- (b) Loss or actual physical separation of or total and irrecoverable loss of use of:-
 - (i) both hands ; or
 - (ii) both feet ; or
 - (iii) one hand and one foot ; or
 - (iv) total and irrecoverable loss of sight in both eyesRs. 1,00,000
- (c) Loss or actual physical separation of, or total and irrecoverable loss of use of:-
 - (i) one hand ; or
 - (ii) one foot ; or
 - (iii) total and irrecoverable loss of sight of one eyeRs. 50,000
- (d) Permanent total disablement from injuries other than those specified in items in (b) and (c) above Rs.1,00,000
- (e) Permanent partial disablement - At the rate specified in the corresponding entry in column (2) of schedule -III

The Labour Officers (Social Security Scheme) of the respective district shall, after due verification, sanction the compensation to the claimant with effect from 31.10.2008.

(Clause 11 (1) (3) (4) of T.N.C.W.W. Scheme, 1994)
(G.O. Ms. No. 122 L & E Department, Dated: 24.10.2008)

Provident Fund and Employee's State Insurance:-

The Board shall with the prior approval of the State Government formulate appropriate Schemes for providing Contributory Provident Fund and Employees State Insurance benefits for registered construction workers.

(Clause 12 of T.N.C.W.W. Scheme , 1994)

Pension:-

Eligibility:-

Every registered construction worker who has completed 60 years of age is eligible for monthly pension / Family Pension. A construction worker who has not completed 60 years of age but registered with the board is also eligible for pension if he has become disabled due to Sickness and incapacitated from normal work.

As per clause 13 of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme 1994, the Government in G.O.(D) No. 486, Labour and Employment Department, dated:31.3.2005 have sanctioned that the quantum of pension payable to each eligible construction worker is Rs.200/- per month and that the pension scheme is implemented from 2000-2001 and arrears of pension to the eligible construction workers has been paid from 2000-2001. The amount of pension has been enhanced from Rs.200/- to Rs.300/- w.e.f. 1.9.2006, from Rs.300/- to Rs.400/- w.e.f. 1.7.2007 and to Rs.500/- vide G.O. (D) No. 03 Dated:07.01.2011 (Labour and Employment Department)

(Clause 13 of T.N.C.W.W. Scheme , 1994)

Funeral Assistance:-

If a registered construction worker dies, the Secretary / authorised Officer on behalf of the Board shall pay a sum of Rs.2,000/- as funeral expenses, to the nominee of the deceased.

The application shall be in Form - D accompanied by the death certificate with original Identity Card

(Clause 14, of T.N.C.W.W. Scheme , 1994)

Natural Death:-

If a registered manual worker dies naturally, the Secretary / authorised Officer shall pay a sum of Rs.15,000/- to the nominee of the deceased construction worker.

Application should be in form - D and shall be accompanied by the death certificate and original Identity Card

(Clause 14A, of T.N.C.W.W. Scheme , 1994)

Educational Assistance:-

(a) The applicant's son or daughter passed 10th standard, is eligible for Rs. 1,000/- and if they passed +2, Rs.1,500/- will be given as assistance.

(b) **(For the girl children only)** In order to encourage the girl students, who mostly drop out from schools, the Government has introduced this scheme for the daughters of the registered construction workers, who study 10th std, +1 and +2 with an assistance of Rs.1,000 /- Rs.1,500 /- for each year.

For Higher Education:-

The son / daughter of a registered construction worker, studying in regular bachelor degree course, gets Rs.1500/-, hostel student Rs.1750/-, the students studying in post graduate course receives Rs.2,000/- and the post graduate hostel student gets Rs.3,000/- as assistance.

The son / daughter studying in professional course (law, engineering, medical etc.) gets Rs.2,000/- and hostel student gets Rs.4,000/- as assistance.

The son / daughter studying post graduate professional course gets Rs.4,000/- and a hostel student gets Rs.6,000/- as assistance. Polytechnic course students gets Rs.1,000/- and hostel student gets Rs.1,200/- as assistance.

A registered construction worker is eligible to avail all these assistances from the date of registration and only two children are allowed for the educational assistance and the application should be in form - E, EE and EEE.

(Clause 15(1) , of T.N.C.W.W. Scheme , 1994)

Marriage Assistance:-

Assistance for marriage would be given to the workers registered in the Tamil Nadu Construction Worker Welfare Board, as Rs.3000/- for men and Rs.5000/-women to meet the marriage expenses.

- (a) The family can avail this assistance only twice.
- (b) A registered construction worker can avail this assistance for his first marriage/or for his son or daughter.
- (c) The person for whose marriage the assistance is sought shall have attained the age prescribed by law for marriage.

- (d) The application shall be in Form – F.
- (e) Where both husband and wife are registered manual workers, husband alone shall be eligible for this assistance.

(Clause 16 of T.N.W.W.S, 1994)

Maternity Assistance:-

A registered women worker shall be given Rs. 6,000/- as maternity assistance and Rs. 3,000/- for miscarriage or for termination of pregnancy w.e.f. 1.9.2006. Previously Rs.2,000/- was given as maternity assistance upto 14.6.05 and Rs. 4,000/- from 15.6.05 to 31.8.06.

- (a) A registered women worker can get this assistance only twice and shall not be given, if she already has two children.

- (b) The application shall be in Form -G

(Clause 17 of T.N.W.W.S, 1994)

Purchase of Spectacles:-

A registered construction worker shall be sanctioned a sum not exceeding Rs.500/- as an assistance towards reimbursement of cost of spectacles for self.

- (a) The assistance can be availed only once.
- (b) Application should be in Form - K with supporting documents.
- (c) Assistance shall be sanctioned for 65 registered workers in each district per year on first come first serve basis.

Training :-

The Government have announced in G.O.(D) No. 519 Dated : 9.7.2007, that training will be given for 200 construction workers in Chennai District in five categories like Mason, Plumber, Painter, Electrician and Carpenter to improve their efficiency, through the Industrial Training Institute functioning under the Employment and Training Department.

Summary of Schemes

Assistance				Amount (Rs.)
1	Group Personal Accident Insurance Scheme			
	A	Accident death		1,00,000/-
	B	Loss of	(i) Both Hands	1,00,000/-
			(ii) Both Feet	
			(iii) One Hand & One Foot	
			(iv) Total and Irrecoverable loss of sight in both Eyes	
	C	Loss of One Hand, One Foot or Loss of Sight in One Eye		50,000/-
	D	Permanent Partial Disablement	Percentage as assessed by Doctor	
2	Natural Death			15,000/-
3	Funeral Expenses			2,000/-
4	Educational Assistance (for two Children of the worker)			
	(i)	if the daughter is studying 10th Std		1,000/-
	(ii)	if the son or daughter passed 10th Std		1,000/-
	(iii)	if the daughter is studying 11th Std		1,000/-
	(iv)	if the daughter is studying 12th Std		1,500/-
	(v)	if the son or daughter passed Plus 2 exam		1,500/-
	(vi)	Regular Degree Course		
		For Each Academic Year		1,500/-
		For the Hostel Student		1,750/-
	(vii)	Regular Post Graduate Course		
		For Each Academic Year		2,000/-
		For the Hostel Student		3,000/-
	(viii)	Law Engineering, Medicine, Veterinary, Medicine & allied Professional Course		
		For Each Academic Course		2,000/-
		For the Hostel Student		4,000/-
	(ix)	Post Graduate Professional Course		
		For Each Academic Year		4,000/-
		For the Hostel Student		6,000/-
	(x)	I.T.I. or Polytechnic Course		
		For Each Academic Year		1,000/-
		For the Hostel Student		1,200/-
5	Marriage Assistance (For worker or son / daughter- only twice for the family)			3,000/- (Men) 5,000/- (Women)
6	a) Maternity Assistance (For woman worker only)			6,000/-
	b) Miscarriage /termination			3,000/-
7	Spectacle Assistance (for 65 workers per year in each district)			upto 500/-
8	a) Pension			500/- p.m
	b) Family Pension			400/- p.m

GOVERNMENT ANNOUNCEMENTS

(2006 – 2007, 2007 – 2008, 2008 – 2009, 2009 – 2010 and 2010 - 2011)

- 1. The Government have waived the Registration Fees of Rs.25/- and Renewal Fees of Rs.10/- w.e.f. 1.9.2006. (G.O. No. 91 Dated : 1.9.2006) L& E Department)**
- 2. Enhanced the monthly pension from Rs.200/- to Rs.300/- w.e.f. 1.9.2006 to the Registered construction workers who have attained 60 years of age. (G.O.No.90 Dated:1.9.2006 L & E Department)**
- 3. Enhanced the maternity assistance from Rs.4,000/- to Rs.6,000/- and Rs.3,000/- for miscarriage / termination to the Registered women construction workers w.e.f. 1.9.2006 (G.O.No.93 Dated :1.9.2006 L& E Department)**
- 4. Enhanced the monthly pension from Rs.300/- to Rs.400/- w.e.f. 1.7.2007 to the Registered construction workers who have attained 60 years of age (G.O.No.492 Dated:28.6.2007 L & E Department)**
- 5. Announced Training to 200 Registered construction workers in Chennai District in 5 categories like mason, plumber, electrician, painter and carpenter, to improve their skill.(G.O.No.519 Dated: 9.7.2007 L & E Department)**
- 6. Announced opening of 15 new district offices with 6 staff and 4 additional staff to the existing 15 district offices . (G.O. No.25 Dated : 8.2.2007 L & E Department)**
- 7. Announced Decentralisation of sanction and disbursement of scheme assistance to the Registered construction workers at district level in respect of Education Assistance , Maternity Assistance and Funeral Assistance w.e.f. 8.10.2007. (G.O. No.200 Dated : 8.10.2007 L & E Department)**

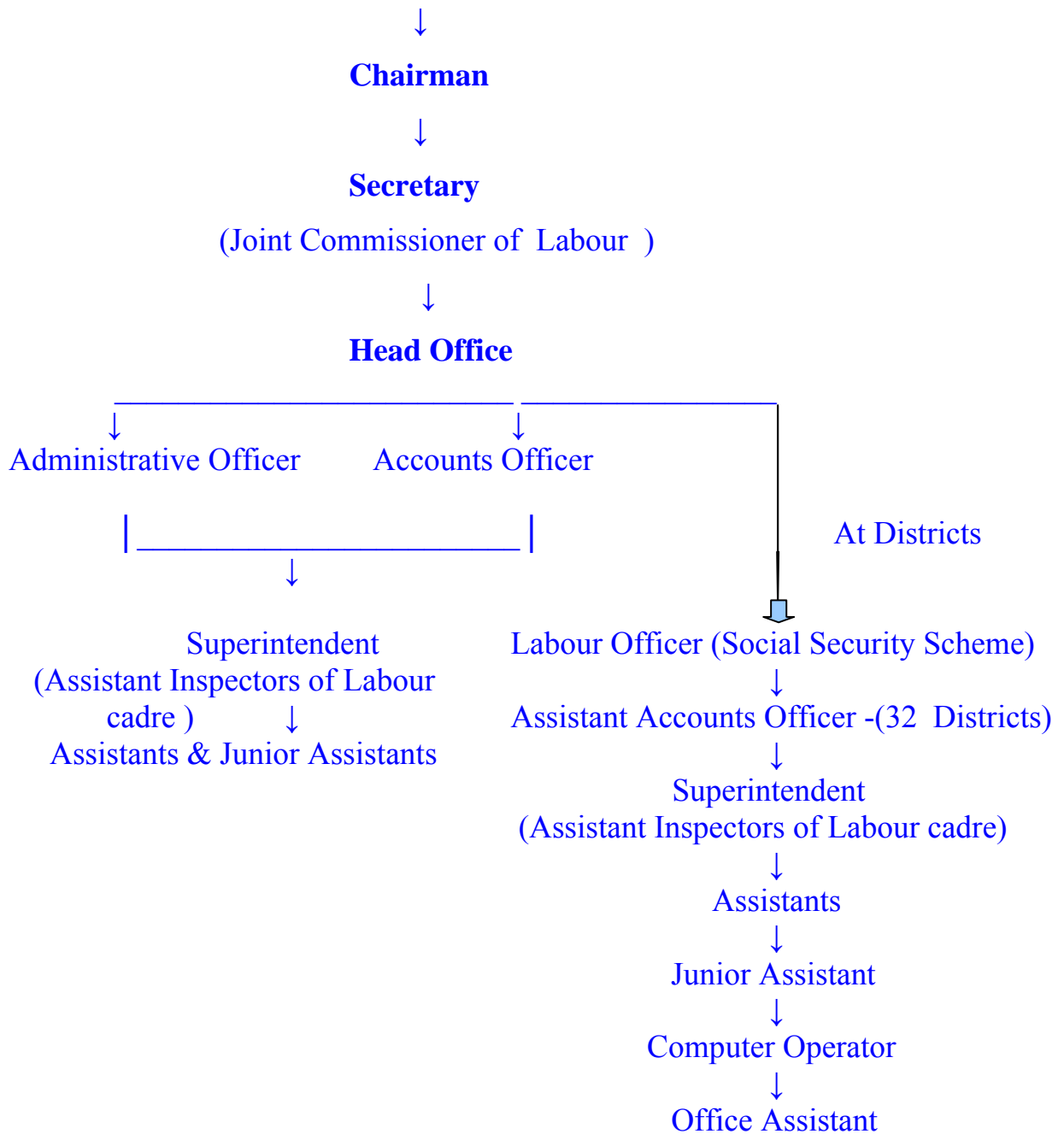
8. **Announced formation of Monitoring committees at District level Headed by District Collectors to Monitor the execution of various schemes w.e.f. 1.6.2007.**
9. **Announced in the 2007- 2008 Budget to Computerise the Tamil Nadu Construction Workers Welfare Board.**
10. **Announced in the 2008-2009 Labour Budget that a Construction Academy will be established in the state to improve the efficiency and human resources of the construction workers engaged in the Construction Industry.**
11. **Announced opening of a new district office at Ariyalur with supporting staff and sanctioned additional 7 staffs for 19 districts and 12 additional staffs for the 12 districts where there are more number of workers are registered (G.O. No.124 L & E Department, Dated : 24.10.2008)**
12. **Announced Decentralisation of sanction and disbursement of scheme assistances to the Registered construction workers at district level creating a new post of Labour Officer (Social Security Scheme) with additional staffs in the districts and all schemes assistances are sanctioned by the Labour Officer (Social Security Scheme). (G.O. No.122, L & E Department, Dated : 24.10.2008.)**
13. **As on 10.8.2009 smart cards for Rashtriya Swasthya Bima Yojana under below poverty lines (BPL) families in Kancheepuram district issued 59,668 and 90,701 in Tirunellveli district so far issued.**
14. **Announced opening of a new district office at Tiruppur with Labour Officer (Social Security Scheme) and 10 Staffs (G.O. No. (2D) 85 L & E Department, Dated : 6.07.2009)**
15. **In the year 2009 -2010, the Government have issued orders for the distribution of Nose Mask, Hearing aid machines and Training to the Registered Construction Workers. (G.O. No.639 Dated : 23.11.2009 L & E Department)**
16. **In the year 2010 -2011, the Government have issued orders for the distribution of Helmet to 10,000 Registered Construction Workers in a year. (G.O. No.426 Dated : 19.7.2010 L & E Department)**
17. **The Government have issued orders for the payment of Accident Death Assistance to the families of 95 registered construction workers died during the courses of employment between 10.5.2007 to 30.10.2008. (G.O. No.133, Dated: 21.7.2010.)**

18. Enhanced the monthly pension from Rs.400/- to Rs.500/- to the Registered construction workers who have attained 60 years of age. (G.O. (D) No. 3 Dated : 07.01.2011 L & E Department)
19. The nominees of the family of the construction Workers, Who have registered themselves in the Tamil Nadu Construction Workers Welfare Board and died by any type of accident, are eligible for personal accident relief of Rs.1,00,000/- (G.O. (D) No. 34, Dated : 28.02.2011 L & E Department)
20. All the assistances, like assistance for marriage, assistance for delivery of a child, assistance for education shall be extended to all workers registered in the Tamil Nadu Construction Workers Welfare Board, with effect from the date of their registration in the Board. (G.O. (D) No. 35, Dated : 28.02.2011 L & E Department)
21. Every registered workers of Tamil Nadu Construction Workers Welfare Board who has completed 60 years of age is eligible for pension. (G.O. (D) No. 36, Dated: 28.02.2011 L & E Department)
22. Family Pension @ Rs. 400/- per month to the spouse of the pensioner-Construction Workers died suddenly. (G.O. (D) No. 38, Dated : 28.02.2011 L & E Department)
23. Marriage Assistance from Rs.2,000/- to Rs.5,000/- for female and from Rs.2,000/- to Rs.3,000/- for male beneficiaries. (G.O. (D) No. 39, Dated : 28.02.2011 L&E Department)

2.7. Organisational structure Diagram:-

Organisational structure Diagram

Tamil Nadu Construction Workers Welfare Board



2.8. Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency:-

To enhance the efficiency in service and to effectively implement the schemes,

- 1) While submitting the application forms for registration, with the Board, false statement should not be produced in connection with the employment. Only the construction workers are to be registered in the Board, which itself will solve delays, at the time of verification and in sanctioning the financial assistance etc.
- 2) At the time of registration correct age proof is an essential document. The age furnished at the time of registration is taken as criteria for pension .
- 3) While claiming for assistances, application should be in full form with all supporting documents in original and in duplicate with Identity Card for making entry .
- 4) Death and disablement due to accident should be intimated immediately to the Board as a first instance.
- 5) The claim applications are required to be sent with original Identity Card with all required documents specified in the scheme
- 6) Fact should be verified, in case of
 - a) Trade unions / Association authorities who certify the employment of the worker.
 - b) The officials who certify the occurrence of the incident / occasion
 - c) Medical officers who certify the age.

2.9. Arrangements and methods made for seeking public Participation / Contribution:-

As per the Act, Government nominate members of the Board in such way that the Board shall consist of members representing employers, Manual workers and Government officials who are all involved in public activities and there by given opportunity to express public opinion.

2.10. Mechanism available for Monitoring the service and Public grievance resolution:-

The services rendered by the Board to construction workers are monitored by periodical review meetings by the Tamil Nadu Government as this Board comes under the administrative control of the Labour and Employment Department . The grievances are resolved by the Chairman and Secretary then and there .

2.11. Addresses of the Main Office and District Offices :-

Head Office:- Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvar Kottam High Road ,
Nungambakkam, Chennai-600 034.

SI.No	ADDRESS
1.	No.133, Cinthamani Super market Complex, TNHB Building (II Floor), Annanagar East, Chennai – 102.
2.	Madurai Housing Unit, Tamil Nadu Housing Board, Ellisnagar, Madurai – 625 016.
3.	No.6, Trichy Road, Coimbatore Marketing Committee Building Complex, Coimbatore-45.
4.	Sundharam Nilayam, Door No. 131/56G, Shankar Nagar, Salem – 636 007.
5.	No. 105, (upstairs), Thiruvananthapuram Road, Palayankottai, Tirunelveli – 2.
6.	No. 22/13, Kaja Nagar, Samadhu School Street, Trichy.
7.	No.49, Ward No.2, Nehruji Nagar, 3 rd street, Dindigul.
8.	No.24, Seetharam Nagar, Puduppalayam, Cuddalore – 607 001.
9.	No.11, Officers Lane, Vellore.
10.	No. 46B/2, Villakkadi Koil Street, Kancheepuram.
11.	19D, Periya Mill Street, Vijayapuram, Thiruvarur.
12.	95,Mothilal Street, Kumbakonam, Tanjore – 612 001.
13.	Plot No. 6/12, Arumugam Layout, 1 st Street, Kanyakulam Road, Villupuram – 605 602.
14.	No.155, Kottar Parvathi Puram Road, Ramavarmapuram, Nagarcoil, Kanyakumari.
15.	Salem Road, Near LIC, Krishnagiri Town, Krishnagiri.

16.	No. 7/11, Perumal kaadu, Sennimalai Road, Erode – 638 002.
17.	No.1/8, Gandhi Nagar, 9 th Street, Thiruvanamalai.
18.	434 A, First Floor, Mettu Street, Eleambalure Salai, Perambalur.
19.	Block No.9, No. 15504, Neela Mela Vadam Poki Street, Nagapattinam - 611 001.
20.	Sri Bhavan, No.5504/05, Marthandapuram, First Veethi, Pudukkottai - 622 001.
21.	No.224, Jawahar Bajar, Thinappa Complex, Karur-639 008.
22.	7/4, Sales Society Street, S.A.S.R Complex, Thuvaraikalam, Theni.
23.	33/46, & 33/47, Vivekandha Street, Velipatinam, Ramanathapuram.
24.	Old No. 78 / New No. 138, Madurai Road, RC Church (opposite) Sivagangai.
25.	No. 16/4, Perali Road, New Railway Colony, Virudhunagar.
26.	No. 1, Victoria Street, Old Post office, 1 st floor, Tuticorin, Tuticorin – 628 001.
27.	274 D, State Bank Lane, Ooty Town, Nilgiris - 643 001.
28.	9H-80A, Railway Station Road, (Near Government Hospital) Dharmapuri – 636 701.
29.	66/34 H, Arthanari School Street , S.P. Pudur Road, Iyyappan Koil Opposite Street, Moganur Road, Namakkal.
30.	No. 58/88, Sithi Vinayakar Koil Street, PeriyaKuppam Post, Thiruvallur, Thiruvallur District.
31.	No. 3/124 NE, Market Street, Ariyalur.
32.	No. 190, Pichampalayam, Road, Mettu palayam Paguthi, Tiruppur.

2.12. Working hours of the Offices :-

10.00 - A.M. to 05.45 - P.M.

(Holiday :- Saturday , Sunday and Government Holidays)

Chapter – 3 (Manual-2)

Powers and Duties of Officers and Employees

Chapter – 3 **(Manual – 2)**

3.1. Powers and Duties of Officers and Employees:-

1) Chairman:-

Administrative power:-

- (a) The Chairman shall have over all control in the function of the Board and in certain administrative / financial matters .
- (b) The Chairman is the head of the Board.
- (c) The Chairman shall preside over every Board meeting and list of business should be considered with the prior premission of the Chairman.

Financial:-

- (a) The Chairman is empowered to sanction expenses on furniture, Office equipments, computers, telephone connections, printing of forms and any other recurring non-recurring expense and to open bank accounts / deposits with the approval of Board within the limit prescribed. The Chairman shall have power to accept tenders asper Tender transparency Act followed in Government.
- (b) The Chairman may exercise such other powers as may be delegated to him from time to time by the Board.

2) **Secretary:**

Subject to the overall control of the Chairman, the Secretary shall exercise the following powers namely.

Administrative power:-

- (a) The Secretary shall be responsible for the day to day functioning of the office of the Board and shall have powers necessary therefor.
- (b) The Secretary shall make arrangements for holding meeting of the Board .
- (c) Subject to the general financial code and service rules of the Government, the secretary have power to sanction all kinds of leave, surrender leave, etc. to the staff.
- (d) To post temporary staff on contract/daily wages basis within the sanctioned strength approved by the Board.
- (e) Secretary can accept and revert deputationist on foreign service from other departments up to B group
- (f) To administer district level offices and creches.

Financial:-

- (a) To monitor scheme assistances .
- (b) To pay salaries to the staff .
- (c) Subject to the general financial code and service rules of the Government the secretary shall have power to sanction leave salary, surrender leave salary, traveling allowance, LTC, medical expenses, bonus, loans and advances to all employees subordinate to him.

- (d) To sanction leave salary contribution and pension contributions to the employees on deputation.
- (e) To monitor the general fund and Income and expenditure of the Board.
- (f) To watch proper remittance of the Cess to the Board.
- (g) To sanction all statutory payment like telephone bills postages, electricity charges , cost of fuel, monthly maintenance of vehicle, purchase of stationery, for office/ computers and other contingencies, as per approval of the Board.
- (h) To operate bank accounts.
- (i) To pay expenses on purchases, printing etc. up to the limit of the Board's approved amount and after obtaining chairman's approval wherever necessary.
- (j) The secretary may exercise such powers as may be delegated to him from time to time by the Board/Chairman.
- (k) With the approval of Board, Secretary can delegate any of his powers to any of his officers subordinate to him with specific conditions and limitations.
- (l) To ensure that the accounts of the Board is prepared and certified by the auditor appointed by the Government and the audit report submitted to Government in time.

3) **Administrative Officer:**

Subject to the over all control of the Secretary, the Administrative Officer is delegated with the following powers.

- (a) To monitor scheme assistances .
- (b) To monitor staff attendance , leave records and other administrative records.
- (c) Responsible for the remittance of leave salary contribution and pension contribution .
- (d) Arranging for conducting meetings, preparation of agenda and minutes of the meeting.
- (e) Monitoring district level office administration and Creche management .
- (f) In charge of computerisation work of the Board.
- (g) Responsible for sending reply to petitions from trade unions, Chief minister special cell, minister's office and from public under Right to Information Act with the guidance of the secretary.
- (h) To attend court cases.

4) **Accounts Officer:**

Subject to overall control of the Secretary, the Accounts Officer is responsible for the following work.

- (a) Fund management
- (b) Payment of salary to staff.
- (c) Other payments like contingent expenses, payment for purchases of stationery items, other statutory payments and day to day expenses through permanent advance.
- (d) Remittance of recoveries made from staff to the concerned authorities.
- (e) To operate bank accounts jointly with secretary .
- (f) Payment of Financial assistances sanctioned by Money Order/ Demand Draft / Banker's cheque as the case may be.
- (g) Responsible for remittance of contribution amount in to bank, withdrawals, deposits and for reconciliation of Bank accounts.
- (h) Monthly Income and Expenditure statement .
- (i) Scrutinising cash book and accounts related records.
- (j) To ensure preparation of annual statement of accounts of the Board in time and to co-ordinate with the auditor in preparation of audit report for submission to Government in time.

Chapter – 4 (Manual – 3)

**Rules, Regulations, Instructions, Manual and
Records for Discharging Functions.**

Chapter – 4 (Manual - 3)

4.1. Acts:-

<u>Name / title of the document</u>	<u>Brief Write-up on the Document</u>
(a) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act ,1982.	The Tamil Nadu State Government enacted this Act for regulating the employment of manual workers employed in certain employments in the State of Tamil Nadu and the conditions of their work and security of their employments and for certain other matters connected therewith.
(b) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.	In exercise of powers conferred by sub-section (1) of section 32 of the above said Act the Governor of Tamil Nadu made the Rules. The Rules shall extend to the whole of the State of Tamil Nadu.
(c) The Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme,1994.	In exercise of powers conferred by sec. 4 of the above said Act the Governor of Tamil Nadu made this scheme . It shall apply to the manual workers engaged in construction or maintenance of dams, bridges, roads or in any building operation (or stone breaking or stone crushing or construction of pandals or brick manufactory other than the brick manufactory under the Factories Act,1948.

Chapter – 5 (Manual – 4)

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.

Chapter – 5 (Manual – 4)

- 5.1., Particulars of any arrangement that exists for
- 5.2 Consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:-

Public participation is ensured for any formulation / implementation of policies connected with the functions of the Board by seeking approval from the Board members who are represented by public in the way of construction employee / employer of construction workers / trade unions in construction wing.

Chapter – 6 (Manual – 5)

**A statement of the categories of documents that
are held by it or under its control**

6.1. Information about the official document and the availability

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Application forms	Form A- For Registration of membership	Available at in all District Labour Officer (Social Security Scheme)	Secretary, Tamil Nadu Construction Workers Welfare Board, Chennai-34.
	“	Form B- Accident intimation form		
	“	Form C- Accident death Claims.		
	“	Form CC- Claim for Pension		
	“	Form CCC- Claim for Family Pension		
	“	Form D- Natural death Claim		
	“	Form D- Funeral Assistance		
	“	Form E- Educational Assistance		
	“	10 th pass		
	“	Form EE-Higher Education		
2.	Identity Card	Form EEE-10 th ,11 th ,12 th Studying (Girls only)		
3.	Application Forms	Form F- Marriage Assistance		
	“	Form G- Maternity/ Abortion /		“
	“	Form GG- Maternity		
	“	Form H- Nomination form		
	“	Form I - Modification of nomination form.		
		Form J - Identity card.		
		Form K- Spectacle Assistance		

Chapter – 7 (Manual – 6)

**A statement of boards, council, committees and
other bodies constituted as its part**

Chapter – 7 (Manual – 6)

A statement of boards, council, committees and other bodies constituted as its part

List of Committees & Boards:-

1) **Tamil Nadu Construction Workers Welfare Board :-**

Constituted in 30.11.1994.

2) **Advisory Committee :-**

The Act provides for the constitution of an Advisory committee to advise upon matters arising out of the administration of the Act / Schemes / provision / work of the Board. The Advisory committee was formed vide G.O. No.48, (Labour and Employment Department) Dated:16.3.2007 and reconstituted vide G.O. No. 159 (Labour and Employment Department) Dated:17.8.2010.

Structure and Member composition of Tamil Nadu Construction Workers

Welfare Board:-

The Board shall consist of members nominated from time to time by the Government representing the employers, the manual workers, and the Government.

The members representing employers and manual workers shall be equal in number, and the members representing the Government shall not exceed one-third of the total number of members representing employers and manual workers.

The Chairman of the Board is appointed by the Government.

Term of Office:-

The official members of the Board including the Chairman shall hold office during the pleasure of the Government.

A non-official member of the Board shall hold office for a period of two years commencing from the date on which his appointment is first notified in the official gazette.

Meetings:-

The Tamil Nadu Construction Workers Welfare Board was Re-constituted vide G.O.(D) No.36, Dated: 1.3.2010 and No.62, Dated:7.4.2010 of Labour and Employment Department. The tenure of the members of the Board is two years. 23 Board meetings were held from the inception of the Board. The last Board meeting was held on 30.12.2010.

Minutes:-

The minutes of each meeting of the Board shall be circulated to all members of the Board after the meeting is over. The minutes shall be confirmed at the next Board meeting and signed by the chairman and recorded in the minutes book. Secretary shall keep a record of it.

Enquiry / Supersession and Re-constitution of the Board:-

The Government may at any time appoint any person to investigate or enquire into the working of the Board or scheme and submit a report to the Government. On consideration of the report that the Board made any default, the Government by notification supersede the Board and reconstitute it in the prescribed manner, within a period of twelve month from the date of supersession.

The Government make rules for carrying out any of the purposes of the Act and the rules shall be published in the Tamil Nadu Government gazette.

The following persons were nominated as members of the Board

Members representing the Government:-

1. Chairman - Vacant
2. Commissioner of Labour, Chennai - Member
3. The Secretary to Government
Municipal Administration and Water
Supply Department, Chennai-9. - Member
4. The Secretary to Government,
Finance Department, Chennai-9. - Member
5. The Commissioner of
Municipal Administration,
Chennai-600 005. - Member
6. The Director of Town Panchayats,
Kuralagam, Chennai-108. - Member
7. The Commissioner of Chennai,
Corporation, Chennai-600 003. - Member

Members representing the Employers:-

1. The Chairman / S.E.,
Tamil Nadu Housing Board,
331, Anna Salai, Nandanam, Chennai-35.
2. The Chairman,
Tamil Nadu Slum Clearance board,
Kamarajar Salai, Chennai-5.
3. The Secretary to Government,
High Ways Department, Chennai-9.
4. The Secretary To Government,
Public Works Department, Chennai-9.
5. The Secretary to Government,
Housing and Urban Development Department, Chennai-9.

6. **Thiru. M. Mohan, President,
Builders Association of India,
1798, "I" Block 2nd Street,
Annanagar West, Chennai - 600 040.**
7. **Thiru. N. Raghunathan, Secretary,
Builders Association of India,
62 (New No. 46) D Block,
Annanagar East, Chennai - 600 102.**
8. **Thiru. L. Moorthy, State President,
Builders Association of India,
Plot No. 4, Lake View Street,
Arunachalam Nagar, Keelkattalai, Chennai - 117.**
9. **Haojee Ln. Er. S. Shajahaan, M. J. F.
Chief Executive,
Venus Civil Engineers,
No.6, Tamukkam Complex Building,
First Floor, Tallakulam, Madurai- 625 002.**

Members representing the Construction Workers Union:-

1. **Thiru. Ambattur P. Selvaraj,
Labour Progressive Federation,
13/2 HIG, Phase II TNHB,
Thirumullaivoyil, Chennai - 600 062.**
2. **Thiru. J. Palani,
Labour Progressive Federation,
Kutcherimedu,
Near Government Hospital
Harur Post & Taluk, Dharmapuri District.**
3. **Thiru. A. Dharman,
Labour Progressive Federation,
60/C, Kambaramayanam Street,
Vannarpet, Tirunelveli - 627 003.**

4. **Thiru. G. Selvam,**
Tamil Nadu Building Workers
Central Association
Sivan Koil Street, Devasthanam Post,
Vaniyambadi Taluk, Vellore District.
5. **Thiru. S.V. Nagarajan,**
Indian National Trade Union Congress,
7, Velu illam, 20th Street, 5th Avenue,
Ashok Nagar, Chennai - 85.
6. **Thiru. M. Panneerselvam, General Secretary,**
Indian National Trade Union Congress,
Akila India Kattida Thozhilalargal
Madhiya Sangam,
179/80, Adam Sahib Street, Royapuram,
Chennai - 600 013.
7. **Thiru. R. Singaravelu,**
State Assistant General Secretary,
Centre of Indian Trade Unions,
291 - A, Ammasi Nagar,
Bypass Road, Suramangalam,
Salem - 636 005.
8. **Thiru. K. Ravi, State Secretary,**
Tamil Nadu AITUC,
Old No.4B, New No.7,
13th Cross Street, New Colony,
Chromepet, Chennai 600 044.
9. **Tmt. P. Mahalakshmi,**
Tamil Nadu Building Workers
Central Association
9, 38th Dr. Ambedkar Street,
GKM Colony, Chennai - 82.

Chapter – 8(Manual-7)

**The names, designations and other particulars of the
public Information Officers**

8.1. The names, designations and other particulars of the Public Information Officers:-

Assistant Public Information Officer:-

Sl. No	Name	Designation	STD Code	Ph. No Office	Home	FAX	E-mail	Address
1.	Tmt. V. Bagyalaxmi	Superintendent B-Section	044	28216529	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Public Information Officer:-

Sl. No	Name	Designation	STD Code	Ph. No. Office	Home	FAX	E-mail	Address
1.	Thiru. A. V. Raju	Administrative Officer (I/C)	044	28255253	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Appellate Authority:-

Sl. No	Name	Designation	STD Code	Ph. No Office	Home	FAX	E-mail	Address
1.	Thiru. R. K. Ravi Shanker	Secretary	044	28216527	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

The Tamil Nadu Construction Workers Welfare Board is headed by the Chairman and constituted with Board members by the Government.

9.1. The Board functions within the frame of rules laid in:-

- a) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.
- b) The Tamil Nadu Financial Code; and
- c) Such other orders issued by the Government of Tamil Nadu from time to time.

9.2.

The Board created number of posts of officers including Secretary and other employees shown below, on terms & conditions of foreign service from Government departments. Posts, equivalent to Group -A & Group-B at Government service, are created and appointed with prior approval of the State Government.

Staff Strength

1.	Secretary	:	1
2.	Administrative Officer	:	1
3.	Accounts Officer	:	1
4.	Superintendent	:	8
5.	Assistant	:	16
6.	Junior Assistant	:	7
7.	Typist	:	1
8.	Steno typist	:	1
9.	Record Clerk	:	1
10.	Office Assistant	:	2
11.	Watch Man	:	3
12.	Driver	:	1

	Total	:	43

District Office:-

1.	Labour Officer (Social Security Scheme)	:	32
2.	Accounts Officer	:	32
3.	Superintendent	:	43
4.	Assistants	:	108
5.	Junior Assistant	:	62
6.	Computer Operator	:	118
7.	Office Assistants	:	44

(G.O. Ms. No.51, Dated:31.3.1995)
(G.O. Ms. No.25, Dated : 8.2.2007)
(G.O. Ms. No.124, Dated : 24.10.2008)

The Board does not have its own staff. Staff deputed from Labour Department and Tamil Nadu Labour Welfare Board work for a maximum of three years as per rules on foreign service terms and conditions and after that new staff takes position. Temporary staffs from Tamil Nadu Ex-Service man Corporation are also appointed on contract basis and other junior assistants & typist on daily wages as per Government rules with the approval of the Board.

1) **Establishment Section:-**

Establishment section is headed by Administrative officer with one superintendent and staff, under the overall control of the Secretary.

This section is looking after,

- a) The personnel matters relating to the ministerial service, and temporary staff.

- b) Attending petitions / complaints from trade unions, Chief Minister Cell and from Minister's office.

2) **Meeting Section :-**

- a) Work related to Board meetings and other meetings.
- b) Attending court cases.
- c) Action on policy decision.
- d) Computerisation of board.
- e) Right to Information Act 2005.
- f) Creches.
- g) Buildings.
- h) Health Insurance.
- i) Amendment in the scheme.

3) **Finance & Accounts Section :-**

The Board is self financed and does not receive any grants from the Government, for its operation.

This section is headed by Accounts officer under the overall control of Secretary and divided into 3 sections namely:-

- a) Contribution Section
- b) Bills & Cash
- c) Accounts Section

a) **Contribution Section:-**

The Government notified that all the persons and agencies engaged in any construction work should pay 0.3% of the total estimated cost of the proposed construction work towards the Manual Workers General Welfare Fund of the Tamil Nadu Construction Workers Welfare Board.

The 0.3% received by means of demand draft in favour of General Fund from panchayat union, town panchayats, municipalities, corporations, CMDA , PWD, Highways etc are accounted and deposited in the current account of bank and acknowledged.

b) **Bills & Cash :-**

Staff salary & other payments are made from the General fund by preparing bills with proper vouchers and receipts. Financial assistances sanctioned to the Construction workers are sent through money order or by demand draft to the concerned beneficiaries.

c) **Accounts Section:-**

Bank reconciliation, deposits, preparation of Income & Expenditure statement and maintenance of cash book and other relevant records for preparing annual accounts and coordinating with the auditor for submission of audit report to Government.

4) **Registration / Cancellation Section :-**

The work related to appeal cases on Cancellation of Registration.

5) **General Section:-**

This section is under the control of administrative officer with other staff.

- a) Tapal Section
- b) Despatch Section
- c) Purchases of Stationery & Printing & maintenance section
- d) Record Section

a) **Tapal Section:-**

Numbering of tapals received in the board and sending the tapals to concerned sections.

b) **Despatch Section :-**

Application formats and Identity Cards are sent in bulk to the district offices wherever necessary .

c) **Purchase of Stationery , Printing & maintenance section :-**

This section deals with all purchases of office equipments, stationery, maintenance of office equipments through AMC, telephone connections , building maintenance, rent, electricity charges, water facility, printing of forms, library books etc.

d) **Record Section:-**

Closed files are maintained.

Procedure for sanction of Assistances:-

a) The registered worker shall submit the claims in the prescribed application form, duly filled in and certified as correct by the President/ Secretary of the registered trade union of the employment concerned/ Village Administrative Officer / Member of Legislative Assembly / Member of Parliament / Municipal Councilor etc.

b) The applications shall be submitted directly, to the Labour Officer (SSS) of the Board with all the requisite enclosures in the respective district office.

c) The Labour Officer (SSS) sanction and release the payment, in all eligible cases.

d) **Conditions** :-

- a) Registered Construction Workers are eligible for Scheme benefits from the date of registration.
- b) The registered Construction workers applying for assistance should have no dues payable to the Board. Renewal of registration shall have to be upto date with out any lapse.

Procedure for sanction of Pension :-

A registered worker eligible with the conditions for getting pension may submit application for pension in the prescribed form with Identity Card and Passport size photos. A disabled worker shall produce a certificate in proof of his disability issued by a medical officer not below the rank of civil surgeon.

The Labour Officer (SSS) shall examine the applications for pension in accordance with the provisions and may accept or reject the claim. His decision is final. The Labour Officer (SSS) shall give reasonable opportunity before rejecting the claim for pension. The original applications are taken and age is verified for pension in each case. Pension is sent through money order, every month and the money order commission is borne by the Board. If the arrears exceeds Rs.5,000/- demand draft is also sent.

Chapter – 10 (Manual – 9)

Directory of Officers and employees

10.1 Head Office and District Offices :-

- a) Secretary, Tamil Nadu Construction Workers Welfare Board, Chennai-34.
 - b) Administrative Officer, Tamil Nadu Construction Workers Welfare Board, Chennai.34.
 - c) Accounts Officer, Tamil Nadu Construction Workers Welfare Board, Chennai.34.
- and
- d) Labour Officer (Social Security Scheme) representing 32 District Offices.

Chapter – 11 (Manual – 10)

The Monthly Remuneration Received By Each of its Officers and Employees, including the System of Compensation as Provided in Regulations.

CHAPTER – 11 (Manual – 10)
Scale of Pay of the Officers and Staffs

Sl. No.	Cadre	Pay Scale	Grade Pay	In position
1.	Secretary	37400-67000	8800	1
2.	Administrative Officer	15600-39100	5400	1
3.	Accounts Officer	15600-39100	5400	1
4.	Labour Officer (SSS)	15600-39100	5400	26
5.	Assistant Accounts Officer	9300-34800	5400	9
6.	Superintendent	9300-34800	4400	37
7.	Steno Typist	9300-34800	4400	0
8.	Assistant	5200-20200	2400	54
9.	Junior Assistant	5200-20200	2400	20
10.	Typist	5200-20200	2400	0
11.	Computer Operator	5200-20200	2400	95
12.	Driver	5200-20200	2400	0
13.	Record Clerk	4800-10000	1400	1
14.	Office Assistant	4800-10000	1400	42

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures
and reports on disbursement made)

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency including particulars of all plans, proposed expenditure and reports on disbursement made

No Budget is allocated. The Board is getting funds through 0.3% contributions towards Manual Workers General Welfare Funds of construction worker Welfare Board from the estimated cost of every construction work approved by the Local authorities. The Board is not getting any Government grant. This fund is being used for administrative expenses as well as for the welfare of the construction workers. The excess amount received is deposited with Government institutions or with Nationalised Banks. The accounts of the Board are audited by a statutory auditor appointed by the Government. The Board is exempted from Income Tax and registered under section 12A of the Income Tax Act, 1961. The Audit report for the preceding year ending 31st March, shall be submitted after 1st April of every year to the Government for placing in the State Legislature, if it is in session or immediately following the date of receipt of the report.

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programmes

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programme

Tamil Nadu Construction Workers Welfare Board plays a vital role in implementing the schemes provided in the Act, for the welfare of construction workers and channelise the common workers with the Government. The Board does not subsidise any programmes. By implementing schemes, full financial assistance are given to the construction workers as per rules. The assistance amount is sanctioned and released as and when the claims are received from the worker. Partial payment of the amount of assistance, does not arise.

(Page No. 59 , 60, 61 – Details of Schemes)

WELFARE SCHEMES

The following schemes are made available to the construction workers who have Registered with the Tamil Nadu Construction Workers Welfare Board.

All applications for availing the benefits should be sent to: -The Labour Officer (Social Security Scheme)
Tamil Nadu Construction Workers Welfare Board.

Sl.No	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
1.	<u>Personal Accident Relief</u> Fatal Accident	Rs.1,00,000	Form 'C'	Death Certificate, First Information Report, Postmortem certificate and Identity Card in Original.	As soon as the occurrence, if the claim application is received in full form, the same will be investigated by the Labour Officer (Social Security Scheme) as per Govt. rules. The eligible application will be Sanctioned by the Labour Officer (Social Security Scheme). Demand Draft will be despatched to the applicant.
2.	<u>Non- fatal accident</u> In the event of non-fatal accident for the loss of limbs, eyes, etc. Depending upon the percentage of loss, compensation is paid.	upto Rs.1,00,000	Form 'C'	Disability certificate, X-Ray, First Information Report, Identity Card in Original.	<u>Fatal Accident:-</u> Identity Card will be cancelled in toto. <u>Non- fatal accident</u> Identity Card will be despatched to the applicant.

Sl. No	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
3.	<p><u>Natural Death Assistance</u> This assistance is given to the nominee of a registered construction worker who dies naturally.(Even if the registered construction worker dies on the day of his registration, this assistance is given)</p>	Rs.15,000	Form 'D'	Original Death Certificate and Identity Card.	As soon as the occurrence, if the claim application is received in full form, the same will be investigated by the Labour Officer (Social Security Scheme) as per Govt. rules. The eligible application will be Sanctioned by the Labour Officer (Social Security Scheme). Demand Draft will be despatched to the applicant. Identity Card will be cancelled in toto.
4.	Funeral expenses.	Rs.2,000	Form 'D'	Original Death Certificate and Identity Card.	”
5.	<p>Marriage Assistance</p> <p>Given to the registered construction worker / two children of the registered construction worker only twice.</p>	<p>Rs.3,000/- (Men)</p> <p>Rs.5000/- (Women)</p>	Form 'F'	Marriage invitation, certificate issued by Temple/Church or Mosque and Original Identity Card.	If the application is received with all documents, Money order / Demand Draft will be despatched to the applicant with an entry in the Identity Card, as early as possible.

Sl. No.	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
6.	Maternity - delivery. Mis-carriage of pregnancy/ Termination of pregnancy.	Rs.6,000 Rs.3,000	Form "G" & Form "GG"	A Birth certificate from the Registered Medical Practitioner and Original Identity Card.	If the application is received with all the Details
7.	Educational Assistances (Given to 2 children)				Money order/ Demand Draft
	10 th Pass	Rs.1,000	Form 'E'	Certified copy of mark list, Transfer Certificate issued by the School and Original Identity Card.	will be
	12 th Pass				dispatched to
	Assistance for Higher Education.	Rs.1,500	Form 'EE'	A Certificate issued by the Principal of the College in which the son/daughter of the registered worker is pursuing his studies. Original Identity Card.	the applicant with an entry in the Identity Card.
	10 th Studying (Girls)	Rs.1,000	Form 'EEE'		
	11 th Studying (Girls)	Rs.1,000	Form 'EEE'	A Certificate issued by the Head Master of the School in which the daughter of the Registered Worker is pursuing his studies. Original Identity Card.	”
	12 th Studying (Girls)	Rs.1,500	Form 'EEE'		
		Day Scholar Hosteler			
	Bachelor Degree	1,500			”
	Master Degree	2,000			
	B.E/M.B.B.S/B.V. Sc.	2,000			
	Professional Master Degree	4,000			
	I.T.I./Polytechnic Diploma	1,000			
	Course				
	Reimbursement of the Cost of Spectacles	Upto Rs.500/-	Form 'K'	Original Identity Card Original Certificate issued by an ophthalmist Original Cash Bill.	

Note: All the assistances, like assistance for marriage, assistance for delivery of a child, assistance for education shall be extended to all workers registered in the Tamil Nadu Construction Workers Welfare Board, with effect from the date of their registration in the Board.

Chapter – 14 (Manual – 13)

**Particulars of Recipients of Concessions,
permits or authorization granted by it**

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorisation granted by it

- | | | |
|--|---|---------------------------|
| 1) No. of Registered workers from the date of inception (from 1995 to 30.9.2011) | : | 21,42,388 |
| 2) No. of beneficiaries who received the financial assistance upto 30.9.2011 | : | 4,42,793 |
| 3) Amount of financial assistance sanctioned upto 30.9.2011 | : | Rs.132,13,13,654/- |
| 4) a) Number of pensioners as on 30.9.2011 | : | 7,575 |
| b) Amount of pension sanctioned | : | Rs.8,80,55,043/- |
| 5) Amount of contribution received upto 30.9.2011. | : | Rs.441,90,91,198/- |
| 6) Fund position as on 30.9.2011 | : | Rs.339 19,80,303/- |

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1. The Details of the norms / Standards set by the department for execution of various activities / Programmes.

Administration:-

Refer chapter 9 of the manual.

Registration:-

Mentioned in page 15 of the manual. (Chapter 2.5).

The employment of the worker is to be certified by any one of the following persons.

- a) Employer engaged in construction industry for purpose of trade or business.
- b) Registered Contractor
- c) Government organisations or agencies engaged in building industry and ;
- d) Registered Trade Unions.
- e) Village Administrative office / Revenue Inspector

Schemes:-

Refer previous chapters in this manual.

Chapter – 16 (Manual – 15)

Information available in an electronic form

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Chapter – 16 (Manual – 15)

Information available in an electronic form

Website: www.tn.gov.in/rti/proactive/labour/handbook_tncwwb.pdf

Chapter – 17 (Manual – 16)

**Particulars of the facilities available to
citizens for obtaining information**

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

Through News Papers : Any important announcement is published in all leading News Papers.

System of issuing of copies of documents : All Government Orders are published in Tamil Nadu Government Gazette.

The information and copies of important orders are sent to all subordinate offices.

Advertisements are made if necessary

Chapter – 18 (Manual – 17)

Other Useful Information

“FORM – A
[See clause 5 (2)]
APPLICATION FOR REGISTRATION

To
The Labour Officer (Social Security Scheme),
.....district.

Affix
Passport
size
photograph

Registration No.....
(to be filled in by the Registration Authority)

1. Name of the Worker :
2. Name of the Father/Husband :
3. Date of birth : Day Month Year
(Enclose Xerox copy of evidence in proof duly attested by a Group A or Group B officer)*
4. Marital status :
(Whether married, unmarried, widow/widower)
5. Permanent address :
6. Present address :
7. State whether self-employed or employed :
8. If employed, furnish the name and address of the establishment and also the name and address of the employer/contractor :
9. Nature of work :
10. Number of years engaged in the employment as on the date of application :
11. Particulars of the members of the family

Sl. No.	Name	Age	Relationship	Marital status
(1)	(2)	(3)	(4)	(5)

12. (a) Whether the wife/husband is employed ? :
- (b) If so furnish details :

Signature of the manual worker

DECLARATION BY THE APPLICANT**

I declare that I am not registered as a member in any other Manual Workers Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Signature or left hand thumb impression of the manual worker.
(Left hand thumb impression to be attested by the Registration Authority)

* (i) Birth Certificate or (ii) School Certificate or (iii) Driving license or (iv) Ration Card or (v) Voter's identity card or (vi) Certificate from Registered Medical Practitioner not below the rank of Civil Surgeon of a Government Hospital in the prescribed format with the signature of the manual worker.

**Any false declaration / certification will entail legal action.

CERTIFICATE OF EMPLOYMENT

Certified that the particulars furnished by Thiru/Thirumathi/ Selvi....., regarding employment as a manual worker in the application for registration are true to the best of my knowledge and belief.

Place: Signature and name of the person /
Officer issuing the Certificate

Date :

**Any false declaration / certification will entail legal action.

VERIFICATION CERTIFICATE

After due verification it is certified that the particulars furnished in the application and the proof are found correct and recommended for registration.

Place: Village Administrative Officer /
Date: Revenue Inspector (for Chennai district)

Office Note:-

Application and proof verified.

The recommendation of theis accepted and the applicant is registered as member of the Tamil Nadu Construction Workers Welfare Board.

Application for membership rejected (In case of rejection, reason should be clearly mentioned).

Labour Officer (Social Security Scheme)
.....district.

ACKNOWLEDGEMENT SLIP

Received from Selvi/Thiru/Tmt.residing at
.....application for registration as manual worker in the Tamil Nadu Construction Workers Welfare Board.

Office Seal: Signature of the Labour Officer (Social Security Scheme)
Name :

Designation: ” ;

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“FORM-B

[See clause 11(3) (a)]

ACCIDENT INTIMATION FORM

To
The Labour Officer (Social Security Scheme),
..... district.

To
The Inspector /Sub-Inspector of Police,
.....

Sir,

Thiru/Thirumathi/Selvi/Selvan son of/wife of/daughter of
employed in the construction work place at has suffered
loss of limbs/loss of eye-sight/total disablement/partial injury/death due to accident while engaged in
his/her occupation/outside the workplace.

Date :

(Signature of the Employer)

Address:

Signature of the worker / nominee.”;

“FORM C
[See clause 11(3)(b)]

**APPLICATION FOR PAYMENT OF COMPENSATION FOR
ACCIDENTAL DEATH/ DISABILITY**

To
The Labour Officer (Social Security Scheme)
..... district.

1. (a) Name of the registered manual worker }
(b)Address (in full) }
(on the date of death/ disability) :
(c) Age :
(d) Registration number and date of
initial registration :
(e) Renewal date :
(f) Occupation :
2. (a) Area :
(b) Place :
(c) Taluk :
(d) District :
3. (a) Name of the nominee :
(b) Relationship with the deceased worker
(in the case of accidental death only)
(c) Age of the nominee :
(d) Address in full (with PIN Code No.) :
4. Whether the claimant is the registered manual
worker himself (in the case of accidental
disability) or the nominee of the
registered manual worker? :
5. Date and time of accident :
6. Place of accident :
(a) at the work place :
(b) outside the work place :
7. Whether intimation regarding accident has been
given in Form B as per clause 11 (3) (a)? :
8. Whether the accident resulted in death/
loss of limb/loss of eye sight/partial injury? :
9. In the case of accidental disability, a certificate
from a Civil Surgeon of the Government
Hospital indicating the percentage of disability
due to accident with details should be
obtained and enclosed in original. :

10 (i) Date and time of death (in the case of accidental death) :

(ii) Attested copy of First Information Report from the
Police Station nearer to the place of accident
to be enclosed :

(iii) Post-Mortem Certificate and final
Investigation Report should be sent in original :

(iv) Death Certificate (attested copy) should be enclosed :

Signature of the registered manual worker /
nominee in case of death.

DECLARATION BY THE CLAIMANT**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance for accidental death/disability. I also hereby declare that I have not received similar benefit by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the registered manual worker /
nominee in case of death.

** Any false declaration / certification will entail action.

SANCTION

I hereby sanction, after due verification, a sum of Rs...../-
(Rupees.....only) as assistance to/Thiru/Tmt./Selvi..... nominee/
registered manual worker for the accident as death / disability of
Thiru/Thirumathi/Selvi.....a registered manual worker.

Place:

Date:

Labour Officer (Social Security Scheme)
.....District.

ACKNOWLEDGEMENT SLIP

Received from Selvi/Thiru/Tmt.
..... application for sanction of
assistance towards accidental death/disability in respect of deceased registered manual worker
Selvi/Thiru/Tmt. (Registration Number _____)/registered manual
worker Selvi/Thiru/Tmt.(Registration Number _____).

Signature of the Labour Officer
(Social Security Scheme) with date
.....district

Name:

Designation: .”;

Office Seal:

‘FORM – CC
[See clause 13(2)(a)]

APPLICATION FOR PENSION / DISABILITY PENSION

To
The Labour Officer (Social Security Scheme)
..... district.

Passport Size
photograph
duly signed

- 1. Name of the applicant :
- 2. Address in full (to which pension is to be sent) (with PIN code) :
- 3. Registration number and date (Original Identity Card should be enclosed) :
- 4. Age and date of completion of 60 years of age :
- 5. Date of completion of continuous period of five years as registered worker of the Board :
- 6. Whether the registration has been renewed regularly without any default? If so, details may be furnished :

Sl. No	Date of initial registration/ subsequent renewal	Period of validity of registration/renewal	
		From	To
(1)	(2)	(3)	(4)

- 7. Whether the applicant has become disabled due to sickness and incapacitated from normal work? (If so, a certificate by a Medical Officer not below the rank of Civil Surgeon of the Government Hospital under his name and seal should be enclosed in original) :
- 8. Whether in receipt of any other pension? If so, furnish complete details, :

Signature of the registered manual worker

nominee in case of death.

DECLARATION**

I hereby declare that the facts mentioned above are true to the best of my knowledge and information. I am not a registered worker of any other Board. If ultimately it is found that any of the information given by me is false, I agree to refund the entire amount received by me as pension / disability pension besides any other action that may be deemed fit by the appropriate authorities.

I also hereby declare that I have not received similar benefits by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place:
Date:

Signature/Thumb impression
Name :

**Any false declaration / certification will entail legal action.
Note : 1. Besides the photograph affixed above another passport size
photograph should be enclosed with the application.
2. Incomplete applications will not be considered.

SANCTION

I hereby sanction, after due verification, a monthly pension of Rs...../-
(Rupees.....only) with effect fromThe
amount shall be sent by Money Order.

Place:
Date:

Labour Officer (Social Security Scheme)
.....district.

ACKNOWLEDGEMENT SLIP

Received from Selvi/Thiru/Tmt.(Address in full)
.....(Registration No.)
application for sanction of pension / disability pension.

Signature of Labour Officer
(Social Security Scheme) with date
.....district

Name:
Office Seal :
Designation:.”;

APPLICATION FOR FAMILY PENSION

To
The Labour Officer (Social Security Scheme)
..... district.

Passport Size photograph duly signed
--

1. Name of the applicant :
2. Name of the deceased Pensioner :
3. Relationship of the applicant with the deceased Pensioner :
4. Address of the applicant in full (to which Family pension is to be sent) (with PIN code) :
5. Date of Death of the deceased pensioner :
6. Applicant’s Age and Date of Birth :
7. Whether the applicant is the dependant of the deceased pensioner :
8. Pension Order No & Date vide which the deceased was in drawing pension :
9. Whether in receipt of any other pension? If so, furnish complete details, :

Signature of the Applicant/Nominee

DECLARATION**

I hereby declare that the facts mentioned above are true to the best of my knowledge and information. If ultimately it is found that any of the information given by me is false, I agree to refund the entire amount received by me as family pension besides any other action that may be deemed fit by the appropriate authorities.

I also hereby declare that I have not received similar benefits by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place:
Date:

Signature/Thumb impression
Name :

**Any false declaration / certification will entail legal action.

- Note : 1. Besides the photograph affixed above another passport size photograph should be enclosed with the application.
2. Attested death certificate
3. Copy of pension order of the deceased
4. Incomplete applications will not be considered.

SANCTION OF FAMILY PENSION

I hereby sanction, after due verification, a monthly pension of Rs...../- (Rupees.....only) with effect fromThe amount shall be sent by Money Order.

Place:
Date:

Labour Officer (Social Security Scheme)
.....district.

ACKNOWLEDGEMENT SLIP

Received Application form from Thiru/Tmt. Wife / Husband of the deceased pensioner Shri/Smt _____ who was residing at _____ (Address in full) (Registration No.) for sanction of family pension .

Signature of Labour Officer
(Social Security Scheme) with date
.....district

Name:
Office Seal :
Designation:.”;

“ FORM - D
[See clauses 14 (2) and 14A (2)]

APPLICATION FOR GRANT OF FUNERAL EXPENSES/NATURAL DEATH ASSISTANCE

To
The Labour Officer (Social Security Scheme)
..... district.

1. Name of the deceased registered manual worker :
2. Address (in full at the time of death) :
3. Age (on the date of death) :
4. Nature of work :
5. (a) Registration Number and date of initial registration
(Original identity card should be enclosed) :
- (b) Date of last renewal, indicating the
period upto which renewed :
6. (a) Place of death :
- (b) Date of death :
- (c) Cause of death (to be indicated clearly) :
(Avoid indicating as “Natural Death”)
(Death certificate in original should be enclosed):
7. (a) Name of the nominee :
- (b) Age of the nominee (in completed years) :
- (c) Address of the nominee in full indicating PIN Code:
- (d) Relationship of the applicant with the deceased
registered manual worker :

Signature of the nominee of the
registered manual worker

DECLARATION OF THE NOMINEE**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance for death/funeral expenses of the deceased manual worker.

I also hereby declare that I have not received similar benefits by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the nominee
registered manual worker

**Any false declaration / certification will entail legal action.

CERTIFICATE**

I hereby certify that the particulars furnished in the application are correct.

Place: Member, Tamil Nadu Construction Workers Welfare Board /
Date: President / Secretary of the Registered Trade Union / Assistant
Inspector of Labour concerned / Any other officer permitted to
give employment certificate.

**Any false declaration / certification will entail legal action.

SANCTION

1. I hereby sanction after due verification a sum of Rs...../-
(Rupees.....only) as assistance to Thiru./Tmt./Selvi.....nominee / nominees, for
the funeral of Thiru/Thirumathi/Selvi,a registered manual worker.

2. I hereby sanction after due verification a sum of Rs. /-(Rupees
only) as assistance to Thiru./Tmt./Selvi.....nominee / nominees,
on the natural death of Thiru/Thirumathi/Selvia registered manual worker.

Place : Labour Officer (Social Security Scheme)
Date :district.

ACKNOWLEDGEMENT SLIP

Received from Selvi/Thiru/Tmt. claim
application for sanction of Funeral/Natural death assistance in respect of deceased registered manual
worker Selvi/Thiru/Tmt. (Registration No.....)

Signature of the Labour Officer
(Social Security Scheme) with date
.....district

Office Seal : Name:
Designation:.”;

“FORM - E
[See clause 15 (3)]
APPLICATION FOR EDUCATIONAL ASSISTANCE FOR PASS IN
10th STANDARD AND 12th STANDARD EXAMINATION

To
The Labour Officer (Social Security Scheme)
..... district.

1. Name of the registered manual worker :
2. (a) Registration Number and date of initial registration.
(Original Identity card should be enclosed) :
(b) Date of last renewal, indicating the
period upto which renewed :
3. Address (in full) with PIN Code :
4. Details of family members of the registered
manual worker: -

Sl. No.	Name	Relationship with the registered manual worker	Age
(1)	(2)	(3)	(4)

5. Details of the son or daughter for whom educational assistance is sought for:-

Sl. No.	Name (Son/Daughter)	Date of Birth	Examination passed	Month and Year of Pass	Name of the School studied
(1)	(2)	(3)	(4)	(5)	(6)

Note:- Xerox copy of the Mark Sheet in support of having passed the Examination, duly attested by a

Sl. No.	Name	Son/Daughter	Course for which assistance availed	Year of availing assistance Rs.	Amount of assistance (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)

Group A or Group B Officer should be enclosed.

6. Number of children for whom the educational assistance has already been availed from the
Board

Signature of the registered manual worker.

DECLARATION BY THE APPLICANT**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance. I further declare that I have not availed similar assistance from any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

worker

Signature of the registered manual

**Any false declaration / certification will entail legal action.

CERTIFICATE**

I hereby certify that the particulars furnished in the application are correct.

Place:

Date:

Member, Tamil Nadu Construction Workers Welfare Board /
President / Secretary of the Registered Trade Union / Assistant
Inspector of Labour concerned / Any other officer permitted to
give employment certificate.

**Any false declaration / certification will entail legal action.

SANCTION

I hereby sanction, after due verification, a sum Rs...../- (Rupees.....only) as educational assistance in respect of Selvan/Selvi....., *son / *daughter of *Thiru/*Tmt....., registered manual worker (Registration Number.....).

Place :

Date :

Labour Officer (Social Security Scheme)

.....district.

*Strike out whichever is not applicable.

ACKNOWLEDGEMENT SLIP

Received from Thiru/Tmt.(Registration Number)
claim application for sanction of educational assistance.

Signature of the Labour Officer
(Social Security Scheme)with date
.....district

Name:

Designation:.”;

Office Seal :

“FORM - EE

[See clause 15 (3)]

APPLICATION FOR EDUCATIONAL ASSISTANCE FOR HIGHER EDUCATION

To

The Labour Officer (Social Security Scheme)

..... district.

1. Name of the registered manual worker :
2. (a) Registration Number and date of initial registration :
(Original identity card should be enclosed). :
(b) Date of last renewal indicating the period :
upto which renewed :
3. Address (in full) with PIN Code :
4. Details of family members of the registered :
manual worker :

Sl. No.	Name	Relationship with the registered manual worker	Age
(1)	(2)	(3)	(4)

5. Details of the son or daughter for whom educational assistance is sought :-

Sl. No.	Name	Date of Birth	Name of the course studying	Duration of the course	Name of the College/Institution with address in full
(1)	(2)	(3)	(4)	(5)	(6)

Note: - Certificate from the Principal of the College/Educational institution to the effect that the son or daughter of the registered manual worker is studying the course indicating whether a day scholar or hosteller should be enclosed in original.

- 1) Number of children for whom the educational assistance has already been availed from the Board

Sl. No.	Name	Son/Daughter	Course for which assistance availed	Year of availing assistance Rs.	Amount of assistance
(1)	(2)	(3)	(4)	(5)	(6)

Signature of the registered manual worker

DECLARATION BY THE APPLICANT.**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance.

I also hereby declare that I have not received similar benefit by claim from any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the registered manual worker.

**Any false declaration / certification will entail legal action.

CERTIFICATE**

I hereby certify that the above particulars furnished in the application are correct.

Place:

Date:

Member, Tamil Nadu Construction Workers Welfare Board /
President / Secretary of the Registered Trade Union / Assistant
Inspector of Labour concerned / Any other officer permitted to
give employment certificate.

**Any false declaration / certification will entail legal action.

SANCTION

I hereby sanction after due verification for payment of Rs...../- (Rupees only) towards educational assistance in respect of Selvan/Selvi.....(*son /*daughter) of *Thiru/*Tmt..... registered manual worker (Registration number.....).

Place:

Date

Labour Officer (Social Security Scheme)
.....district

* Strike out whichever is not applicable.

ACKNOWLEDGEMENT SLIP

Received from Thiru/Tmt.registered manual worker (Registration No.) claim application for sanction of educational assistance.

Signature of the Labour Officer
(Social Security Scheme) with date
.....district

Name:

Designation:.”;

Office Seal :

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"FORM - EEE
[See clause 15 (3)]

**APPLICATION FOR EDUCATIONAL ASSISTANCE FOR GIRL CHILDREN STUDYING
IN 10TH STANDARD/ 11TH STANDARD/ 12TH STANDARD.**

To
The Labour Officer (Social Security Scheme)
..... district.

1. Name of the registered manual worker :
2. a) Registration Number and date of initial registration
(Original identity card should be enclosed) :
- b) Date of last renewal indicating the
 period upto which renewed :
3. Address (in full) with PIN Code :
4. Details of family members of the registered manual
worker :

Sl. No.	Name	Relationship with the registered manual worker	Age
(1)	(2)	(3)	(4)

5. Details of the daughter for whom educational assistance is sought for:-

Sl. No.	Name	Date of Birth	Standard in which studying (STD. 10 th /11 th / 12 th)	Year of Study (indicate the academic year)	Name of the school with full address
(1)	(2)	(3)	(4)	(5)	(6)

Note:- Certificate from the Head Master/Principal of the School to the effect that the daughter of the registered manual worker is studying the course, should be enclosed.

6. Number of children for whom the assistance has already been availed from the Board:

Sl. No.	Name	Son/Daughter	Course for which assistance availed	Year of availing the assistance	Amount of assistance (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)

Signature of the registered manual worker

DECLARATION BY THE APPLICANT**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance.

I also hereby declare that I have not received similar benefits by claim from any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date : Signature of the registered manual worker.

****Any false declaration / certification will entail legal action.**

CERTIFICATE**

I hereby certify that the particulars furnished in the application are correct.

Place: Member, Tamil Nadu Construction Workers Welfare Board /
Date: President / Secretary of the Registered Trade Union / Assistant
Inspector of Labour concerned / Any other officer permitted to
give employment certificate.

****Any false declaration / certification will entail legal action.**

SANCTION

I hereby sanction, after due verification, a sum of Rs...../- (Rupees..... only) as educational assistance in respect of Selvi....., daughter of Thiru/Tmt....., registered manual worker..... (Registration No.....).

Place : Labour Officer (Social Security Scheme)
Date :district

ACKNOWLEDGEMENT SLIP

Received from Thiru/Tmt. registered manual worker (Registration No.....), claim application for sanction of educational assistance .

Place: Signature of the Labour Officer
Date : (Social Security Scheme) with date.
Office Seal :district
Name :
Designation: .";

“FORM - F

[See clause 16 (4)]

APPLICATION FOR PAYMENT OF MARRIAGE ASSISTANCE

To
The Labour Officer (Social Security Scheme)
.....district.

1. Name of the registered manual worker :
2. Registration Number and date of initial registration
(Original Identity Card should be enclosed) :
3. Address in full with PIN Code :

4. (a) Particulars of the members of the family of the registered manual worker

Sl. No.	Name	Relationship	Age	Marital Status
(1)	(2)	(3)	(4)	(5)

(b) (i) Name of the person for whose marriage the assistance is sought for:

(ii) Relationship to the registered manual worker :

(iii) Age in completed years on the date of marriage :

(c) Names of the couple : (i) Bride
(ii) Groom

(d) Date and venue of the marriage
(Marriage invitation to be enclosed in original) :

(e) Has the marriage assistance been availed earlier from the Board?
If so, furnish details :

Signature of the registered manual worker

DECLARATION BY THE APPLICANT**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full, the amount received as assistance for the marriage of self/daughter/son.

I also hereby declare that I have not received similar benefits by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the registered manual worker.

****Any false declaration / certification will entail legal action.**

CERTIFICATE**

I hereby certify that the marriage of Selvan / Selvi.....son/daughter of, registered manual worker (Registration Number.....)with Selvan / Selvi.....son/daughter ofwill take place onat.....

Place:

Date:

Member of parliament or Member of legislative Assembly or President of Village Panchayat or Member of the Local Body or Village Administrative Officer/Revenue Inspector (in Chennai) in whose jurisdiction the applicant resides.

****Any false declaration / certification will entail legal action.**

SANCTION

I hereby sanction, after due verification, for payment of Rs...../- (Rupees only) towards marriage assistance of the son / daughter / self of Thiru/Tmt....., registered manual worker of the Board (Registration number.....)

**Labour Officer (Social Security Scheme)
..... district.**

ACKNOWLEDGEMENT SLIP

Received from Thiru/Tmt.(Registration No.....) claim application for sanction of marriage assistance.

Signature of the Labour Officer
(Social Security Scheme) with date
.....district

Office Seal :

Name:
Designation:.”;

“FORM - G
[See clause 17 (3)]

**APPLICATION FOR PAYMENT OF MATERNITY ASSISTANCE FOR PREGNANCY OR
MISCARRIAGE OR TERMINATION OF PREGNANCY BY A REGISTERED WOMAN
MANUAL WORKER**

To
The Labour Officer (Social Security Scheme)
..... district.

1. Name of the registered woman manual worker :
2. (a) Registration Number and date of initial registration
(Original Identity card should be enclosed) :

(b) Date of last renewal indicating the period upto
which renewed :
3. Address (in full) with PIN Code :
4. Particulars of surviving son/daughter of the registered
female manual worker :

Sl. No.	Name	Sex	Date of Birth	Age
(1)	(2)	(3)	(4)	(5)

5. Month of Pregnancy* on the date of claim application :
*(Certificate from the Civil Assistant Surgeon of the
Government Hospital in support of this should be enclosed in original):
6. Whether the claim is for pregnancy or miscarriage of Pregnancy
or Termination of pregnancy? If so details may be furnished.
(Certificate from the Civil Assistant Surgeon of the Government
Hospital to this effect should be obtained and sent in original) :
7. Whether the assistance has already been availed by the registered
woman manual worker? If so, details may be furnished :

Signature of the registered woman manual worker

DECLARATION BY THE APPLICANT**

I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount received as assistance.

I also hereby declare that I have not received similar benefits by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the registered woman manual worker

****Any false declaration / certification will entail legal action.**

Note:- The Birth Certificate from the Registrar of Births of the area concerned should be obtained and sent in original for release of the assistance after the date of delivery.

CERTIFICATE**

I hereby certify that the particulars furnished in the application form are correct.

Place:

Date:

Member, Tamil Nadu Construction Workers Welfare Board /
President / Secretary of the Registered Trade Union / Assistant
Inspector of Labour concerned / Any other officer permitted to
give employment certificate.

****Any false declaration / certification will entail legal action.**

SANCTION

I hereby sanction, after due verification, for the payment of assistance of Rs...../- (Rupees only) to Tmt..... (Registration No.....) *at the time of seventh month of pregnancy / *on delivery of child / *for miscarriage of pregnancy /* termination of pregnancy (* Strike out whichever is not applicable).

**Labour Officer (Social Security Scheme)with date
..... district.**

ACKNOWLEDGEMENT SLIP

Received from Tmt.claim application for sanction of maternity assistance for *pregnancy/*miscarriage of pregnancy / *termination of pregnancy in respect of the registered female manual worker .

* Strike out whichever is not applicable

Signature of the Labour Officer
(Social Security Scheme) with date
.....district

Name:

Designation:”;

Office Seal :

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‘FORM - H

[See clause 5-A]

**NOMINATION UNDER
TAMIL NADU MAUAL WORKERS (CONSTRUCTION WORKERS)
WELFARE SCHEME,1994**

Registration No. :

I (specify name) hereby nominate the person/persons below to receive the claims due under clause 11 of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994 in the event of my death. The nominee(s) are also entitled to receive the amount that may become payable under clause 14 and clause 14A of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994.

Name and address of the nominee(s)	Relationship of the nominee(s) with the registered manual worker	Age of the nominee	Percentage of share to be paid to each nominee.
(1)	(2)	(3)	(4)

Place:
impression
Date:

Signature or left -hand thumb
of the manual worker

CERTIFICATE.

Certified that the above nomination has been signed/thumb-impression has been impressed by Thiru/Thirumathi/Selviafter he/she has read the entries (or) after entries have been read over to him/her by me and understood by him/her.

Place:
Date:

Labour Officer (Social Security Scheme)
.....District.”;

“FORM - I
[See clause 5-A (5)]

MODIFICATION OF NOMINATION UNDER
TAMIL NADU MANUAL WORKERS (CONSTRUCTION WORKERS)
WELFARE SCHEME,1994

Registration No.....

Under clause 5-A(5) of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994, I (specify name) hereby revoke my earlier nomination dated and hereby nominate the person/persons below to receive claims under clauses 11 (4), 14 and 14 A of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994 .

Name and address of the nominee(s)	Nominee's relationship with the worker	Age of the nominee	Percentage of share to be paid to each nominee
(1)	(2)	(3)	(4)

Place:
impression
Date:

Signature or left -hand thumb
of the manual worker

CERTIFICATE

Certified that the above modification of nomination has been signed/thumb-impressed by Thiru/Thirumathi/Selviemployed asafter he/she has read the entries (or) after the entries have been read over to him/her by me and understood by him/her.

Place:
Date :

Labour Officer (Social Security Scheme)
.....District.”;

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“FORM - J
[See clause 5 (5)]

IDENTITY CARD

TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD, CHENNAI-600 034

Registration number:

Date :

Photo

- (1) Name of the registered manual worker :
- (2) Name of father/husband :
- (3) Age :
- (4) Permanent address :
- (5) Present address :
- (6) Occupation :
- (7) Name of the nominee and relationship :
- (8) If he is a member of any Trade Union,
the Registration Number given to him
by the Union :
- Registration should be renewed before :

Signature of the manual worker.

“Labour Officer (Social Security
Scheme) with Date

..... district.”;

Office Seal

“FORM - K
[See clause 17-A]

**APPLICATION FOR REIMBURSEMENT OF COST ON
PURCHASE OF SPECTACLES BY THE REGISTERED MANUAL WORKER**

To
The Labour Officer (Social Security Scheme)
..... district.

1. Name of the registered manual worker :
2. (a) Registration Number and date of initial registration
(Original identity card should be enclosed) :
- (b) Date of last renewal indicating the period upto
which renewed :
3. Address in full with PIN Code :
4. Date of purchase of spectacles and its actual cost :
5. Whether Certificate issued by a registered
Ophthalmist is enclosed in original? :
6. Whether cash bill is enclosed in original? :

Signature of the registered manual worker

DECLARATION BY THE APPLICANT**

(i) I hereby declare that the particulars furnished above are correct and true to the best of my knowledge. In the event of any of the information given above is ultimately found to be false, I hereby agree to refund in full the amount reimbursed towards purchase of spectacles for myself.

(ii) I also hereby declare that I have not received similar benefit by claim in any other Welfare Board or Boards constituted by the Government of Tamil Nadu or under any other Government Schemes.

Place :

Date :

Signature of the registered manual worker

****Any false declaration / certification will entail legal action.**

CERTIFICATE**

I hereby certify that the above particular furnished in the application are correct.

Place: Signature of President / Secretary of the Registered Trade
Date: Union / Registered Contractor / Employer engaged in
construction industry employing the Registered Manual
Worker./Assistant Inspector of Labour concerned / Any other
officer permitted to give employment certificate.

****Any false declaration / certification will entail legal action.**

SANCTION.

I hereby sanction, after due verification, the reimbursement of a sum of Rs.....
(Rupees..... only) to Thiru/Tmt/Selvi.....registered manual worker (Registration
Number.....), towards actual cost on purchase of spectacles for himself/herself.

The Labour Officer (Social Security Scheme)
..... district.

ACKNOWLEDGEMENT SLIP

Received from Selvi/Thiru/Tmt.
.....registered manual worker (Registration No.....) application
for reimbursement of cost on purchase of spectacles for himself/herself.

Signature of Labour Officer
(Social Security Scheme) with date
.....district

Office Seal :

Name:
Designation:.”;
