

Department of Labour

CHAPTER 1

INTRODUCTION

1.1 Information pertaining to Right to Information Act, 2005

Section 4 (1) (b) of the said Act casts an obligation on each Public Authority to publish a manual on the particulars of its organisation, functions, duties etc., Accordingly, this manual has been prepared in 13 Chapters.

1.2 Purpose

Creating awareness regarding functions, duties and regulations as contemplated under various labour legislations. The Department of Labour strives to maintain industrial peace and consequently ensure industrial growth. This is achieved by settlement of disputes through conciliation between the workmen and employers and enforcement of labour laws. The un-organized workers form nearly 95% of the total work force. The department administers social security schemes through Welfare Boards for un-organized workers and workers in organized sectors. The Department also ensures consumer protection through the enforcement of Weights and Measures Act, 1985.

1.3 Intended Users

Public seeking information under the Right to Information Act, 2005.

1.4 Organisation

The Department of Labour,
DMS Complex, Teynampet, Chennai – 600 006

1.5 Contact person in order to get information

Public Information officers, Assistant Public information officers, Appellate Authorities in the Department of Labour.

1.6 Procedure and fee structure for getting information under the Right to Information Act, 2005.

Every application for obtaining information under the Right to Information Act, 2005 shall be accompanied with a fee of Rs.10/= payable by cash or demand draft or Banker cheque drawn in favour of Public Information Officer, Labour department, that is debited to the following Head of Account:-

“007500 Miscellaneous General Services.800 other receipts – BK Collections of fees under Tamilnadu Right to Information (Fees) Rules 2005” (D.P.C. 0075 00800 BK 0006)

CHAPTER- 2

**PARTICULARS OF DESIGNATED AUTHORITES
UNDER THE RIGHT TO INFORMATION ACT, 2005**

CHAPTER –2

PARTICULARS OF DESIGNATED AUTHORITES UNDER THE RIGHT TO INFORMATION ACT, 2005

2.1 Public Authority

Public Authority	Dr.V.Varasprasadha Rao I.A.S. Commissioner of Labour
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2.2 List of Public Information Officers

Sl. No.	Official Designation of the Officer	Designation under the Right to Information Act	Areas assigned
(I) LEVEL – HEAD QUARTERS			
1	Additional Commissioner of Labour, Office of the Commissioner of Labour, Chennai. 6.	Appellate Authority	Department of Labour
2	Joint Commissioner of Labour (Conciliation), Office of the Commissioner of Labour, Chennai.6.	Public Information Officer	Department of Labour
3	Assistant Commissioner of Labour (Head Quarters) / Assistant Commissioner of Labour (Contract Labour) / Assistant Commissioner of Labour (Establishment & General) / Public Relations Officer / Administrative Officer (General) / Administrative Officer (Minimum Wages) / Administrative Officer (Weights & Measures)	Assistant Public Information Officer	Department of Labour
(II) LEVEL – ZONAL			
4	Additional Commissioner of Labour Office of the Commissioner of Labour, Chennai-6	Appellate Authority	Department of Labour
5	Joint Commissioner of Labour, Chennai / Joint Commissioner of Labour, Madurai / Joint Commissioner of Labour, Coimbatore	Public Information Officer	Respective Zones
6	Concerned Superintendent	Assistant Public Information Officer	Respective Zones

(III) LEVEL – REGIONAL			
7	Joint Commissioner of Labour, Chennai / Joint Commissioner of Labour, Madurai / Joint Commissioner of Labour, Coimbatore	Appellate Authority	Respective Zones
8	All Regional Deputy Commissioners of Labour	Public Information Officer	Respective Region
9	Assistant Commissioners of Labour, Office of the Deputy Commissioners of Labour / Assistant Commissioners of Labour (Conciliation) / Labour Officers.	Assistant Public Information Officer	Respective Regions of Deputy Commissioner of Labour
(IV) LEVEL – DISTRICT			
10	All Regional Deputy Commissioners of Labour	Appellate Authority	Respective Region
11	Assistant Commissioners of Labour / Labour Officers / Inspectors of Labour	Public Information Officer	Respective Districts
12	Deputy Inspectors of Labour / Assistant Inspectors of Labour / Stamping Inspectors	Assistant Public Information Officer	Respective Areas
(V) LEVEL – SUB- DISTRICT			
13	All Inspectors of Labour	Appellate Authority	Respective Districts
14	Deputy Inspectors of Labour / Assistant Inspectors of Labour / Stamping Inspectors	Public Information Officer	Respective Areas
15	Concerned Superintendent / Assistant	Assistant Public Information Officer	Respective Areas

CHAPTER - 3
PARTICULARS OF ORGANISATION

CHAPTER – 3

PARTICULARS OF ORGANISATION

3.1 Organisation

The Labour Department is functioning under the Administrative Control of the Labour & Employment Department in the Secretariat. The Commissioner of Labour is the Head of the Department.

3.2 Mission Statement of the Department

When the economic development of the country depends to a great extent on industrial growth, the labour department aims at creating an environment of industrial peace and ensuring the workers their legal rights, safeguarding the child rights and protecting the interests of the consumers.

3.3 Multifarious activities of Department of Labour

Sl. No.	Activities	Nature
1)	Conciliation	Resolving industrial disputes
2)	Enforcement	Ensuring protection to labour in working conditions, health, safety & welfare in establishments other than factories.
3)	Quasi Judicial	Deciding claims for non-payment, less payment, delayed payment of wages, non-payment of minimum wages and equal wages, Deciding claims under Workmen's Compensation Act, Payment of Wages Act & Minimum Wages Act.
4)	Consumer Protection	Ensuring correct weight and delivery of consumer goods, checking of excess pricing and stamping of weights & Measures.

5)	Trade Union Registration	Registration of workers associating themselves into trade unions.
6)	Social Security to Organised and Un-organised workers	Tamilnadu Labour Welfare Board, Tamilnadu Construction Workers Welfare Board, Tamilnadu Manual Workers Social Security and Welfare Board were constituted to provide various social security measures to the workers in different employments

3.4 Organisational Chart

The Organisational Chart of the department of Labour is given in the **Annexure**.

3.5 Functions of Labour Department

The Labour Department is functioning under the Administrative Control of the Labour & Employment Department in the Secretariat. The Commissioner of Labour is the Head of the Department.

The functions of the Labour Department are resolving industrial disputes, enforcement of various labour enactments, enforcement of Weights & Measures Act to safeguard the interest of the labour and consumers.

The maintenance of industrial peace and harmony by the timely intervention and settlement of industrial disputes between the management of Industrial Establishments and their workers are the main functions of the Labour Department.

Chapter – 4

Cadre strength and particulars of officers

Chapter – 4

Cadre strength and particulars of officers

4.1 Cadre Strength of Labour Department

SI.No	HEAD QUARTERS	NO.OF POST
1	COMMISSIONER OF LABOUR	1
2	Additional Commissioner of Labour	1
3	Joint Commissioner of Labour (Administration) (He is also the Chief Inspector of Plantations under the Plantations Labour Act, 1951)	1
4	Joint Commissioner of Labour (Conciliation)	1
5	Special Deputy Commissioner of Labour	1
6	Deputy Commissioner of Labour (Minimum Wages) (He is also the Chief Inspector of Motor Transport under the Motor Transport Workers Act)	1
7	Deputy Commissioner of Labour (Inspections) (He is also Controller of Legal Metrology and Chief Inspector of Beedi Establishments)	1
8	Assistant Commissioner of Labour (Establishment and General)	1
9	Assistant Commissioner of Labour (Head Quarters)	1
10	Assistant Commissioner of labour (Contract Labour)	1
11	Administrative Officer (Minimum Wages)	1
12	Administrative Officer (General)	1
13	Administrative Officer (Weight & Measures)	1
14	Public Relations Officer	1
15	Account Officer (Deputation post from Treasuries & Accounts Department)	1
16	Deputy Inspector of Labour (Head Quarters)	1

REGION

1	Joint Commissioner of Labour	3
2	Regional Deputy Commissioner of Labour	9
3	Assistant Commissioner of Labour	15
4	Labour Officers	18
5	Inspector of Labour	28
6	Inspectress of Labour	3
7	Inspector of Plantations	10
8	Assistant Surgeons (deputation post from Medical Department)	2
9	Deputy Inspectors of Labour	67
10	Assistant Inspectors Labour	218
11	Stamping Inspectors	101
12	Statistical Inspectors	12

4.2 Pay Structure of Officers

SL.NO	DESIGNATION	SCALE OF PAY
1	COMMISSIONER OF LABOUR	18400-500-22400
2	ADDITIONAL COMMISSIONER OF LABOUR	18400-500-22400
3	JOINT COMMISSIONER OF LABOUR	15000-400-18600
4	DEPUTY COMMISSIONER OF LABOUR	10000-325-15200
5	ASSISTANT COMMISSIONER OF LABOUR	9100-275-14050
6	ADMINISTRATIVE OFFICER	8000-275-13500
7	ACCOUNTS OFFICER	8000-275-13500
8	PUBLIC RELATION OFFICER	8000-275-13500
9	DEPUTY INSPECTOR OF LABOUR	6500-200-11100
10	LIBRARIAN	9100-275-14050
11	SUPERINTENDENT	5500-175-9000
12	STENO TYPIST	5000-150-8000
13	INSTRUMENT MECHANIC	5500-175-9000
14	ASSISTANT	4000-100-6000
15	TYPIST	3200-85-4900
16	JUNIOR TYPIST	3200-85-4900
17	TELEPHONE OPERATOR	3200-85-4900
18	DRIVERS	4000-100-6000
19	RECORD CLERK ASSISTANT	2750-70-3800-75-4400
20	DUFFFADOR	2750-70-3800-75-4400
21	OFFICIE ASSISTANT	2750-70-3800-75-4400
22	SWEEPER	2650-65-3300-70-4000
23	WATCH MAN	2550-55-2660-60-3200
24	MAISTRY SCALE	2650-65-3300-70-4000

4.3 Joint Commissioners of Labour's Jurisdiction

Joint Commissioner of Labour, Chennai	Joint Commissioner of Labour, Coimbatore	Joint Commissioner of Labour, Madurai
Deputy Commissioner of Labour I – Chennai II – Chennai	Deputy Commissioner of Labour Salem Coimbatore Coonoor	Deputy Commissioner of Labour Trichy Madurai Tirunelveli Dindigul
Assistant Commissioner of Labour in the office Deputy Commissioner of Labour I – Chennai II – Chennai	Assistant Commissioner of Labour in the office Deputy Commissioner of Labour Salem Coimbatore	Assistant Commissioner of Labour in the Deputy Commissioner of Labour Dindigul Trichy Madurai Tirunelveli
Assistant Commissioner of Labour (Conciliation) I – Chennai II - Chennai	Assistant Commissioner of Labour (Conciliation) Coimbatore - I ,II & III	Assistant Commissioner of Labour (Conciliation) Trichy Nagercoil
Inspector of Labour I – Chennai II – Chennai III – Chennai Vellore Tiruvannamalai Cuddalore Kancheepuram Villupuram Tiruvallur	Inspector of Labour Salem Krishnagiri Coimbatore Erode Coonoor Namakkal	Inspector of Labour Trichy Tanjavore Madurai Virudhunagar Ramnad Sivaganga Dindigul Tirunelveli Tuticorin Perambalur Karur, Tiruvarur Theni
Inspectress of Labour Chennai	Inspectress of Labour Coimbatore	Inspectress of Labour Tirunelveli
Inspector of Plantations Nil	Inspectors of Plantations Coonoor Ooty Guddalore Valparai Yercaud Kothagiri Panthalur	Inspector of Plantations Nagercoil Bathalagundu Theni
Assistant surgeons Nil	Assistant Surgeons Ooty	Assistant Surgeons Nagercoil

4.4 E-MAIL I.D. OF Officers

Sl. No.	Name of the Office (Office of the)	E-Mail I.D.
1	Joint Commissioner of Labour, Chennai	icl_m@vsnl.net
2	Joint Commissioner of Labour, Madurai	iclmdu@sancharnet.in
3	Joint Commissioner of Labour, Coimbatore	icl_cbe@sancharnet.in
4	Deputy Commissioner of Labour, Salem	dclslm@sancharnet.in
5	Deputy Commissioner of Labour, Coimbatore	deputy_labour@sancharnet.in
6	Deputy Commissioner of Labour, Madurai	dclabour@sancharnet.in
7	Deputy Commissioner of Labour, Trichy	dcltri@sancharnet.in
8	Deputy Commissioner of Labour, Tirunelveli	dycomlab@sancharnet.in
9	Deputy Commissioner of Labour, Dindigul	dclddg@sancharnet.in
10	Inspector of Labour, Erode	inslabede@sancharnet.in
11	Inspector of Labour, Dindigul	ildgl@sancharnet.in
12	Inspector of Labour, Salem	ilslm@sancharnet.in
13	Inspector of Labour, Madurai	ilmdu@sancharnet.in
14	Inspector of Labour, Kancheepuram	inspector of labour@sancharnet.in
15	Inspector of Labour, Tirunelveli	iltvl@sancharnet.in
16	Inspector of Labour-III, Chennai	il3chennai@yahoo.co.in
17	Labour Officer / Inspector of Labour, Krishnagiri	loandilkgi@sancharnet.in
18	Inspector of Labour, Tuticorin	iltuty@sancharnet.in
19	Inspector of Labour, Coimbatore	ilcbe@sancharnet.in

4.5 Labour Department Officers Telephone Numbers - 2006

Sl. No	Designation	Office Tel.No.
1	Commissioner of Labour	24321302
2	Addl. Commissioner of Labour	24349442
3	JCL(A), Chennai	24335106
4	JCL(C), Chennai	24321438
5	JCL, Chennai	24339934
6	JCL, Coimbatore	0422-2217917
7	JCL, Madurai	0452-2535713
8	JCL-Chief.Ex.Offr., TNMWSSWBd	28217148
9	Secretary,TNLWB,Chennai	24321364
10	Director,TILS, Ms.5	28440966
11	DCL-I, Chennai	24335107
12	DCL-II, Chennai	24321705
13	Spl. DCL	24321438
14	DCL (M.W.)	24321438
15	DCL (I)	24321438
16	DCL, Salem	0427-2418746
17	DCL, Dindigul	0451-2432095
18	DCL, Madurai	0452-2584266
19	DCL, Trichy	0431-2420600
20	DCL, Tirunelveli	0462-2573017
21	DCL, Coimbatore	0422-2216560
22	DCL, Coonoor	0423-2230259
23	DCL-SM(L), TNCS,Ms.10	26424515
24	DCL, DD,TILS,Ms.5	28440102 28445778
25	DCL-IRA-TNEB, Ch-2.	28521992
26	ACL (E&G)	24321438
27	ACL(H.Q)	24321438
28	ACL(C.L)	24321438
29	ASC (Child Labour)	24321438
30	ASC (Child Labour)	24321438
31	ACL(C)-I,Chennai	25342002
32	ACL(C)-II,Chennai	25340601
33	ACL,O/o.DCL-I,Chennai	24335107
34	ACL,O/o.DCL-II,Chennai	24321705
35	ACL,O/o DCL,Trichy	0431-2465124
36	ACL(C), Trichy	0431-2420646
37	ACL(C)-I,Coimbatore	0422-2215227
38	ACL(C)-II,Coimbatore	0422-2215227
39	ACL(C)-III,Coimbatore	0422-2215227
40	ACL,O/o.DCL,Cbe	0422-2215227
41	ACL,O/o.DCLMadurai	0452 2584266
42	ACL,O/o.DCL,Salem	0427-2418746

43	ACL,O/o.DCL,T' veli	0462-2573017
44	ACL,O/o.DCL,Dindigul	0451-2432095
45	ACL(C),Nagercoil	04652-278856
46	A.O,TILS,Chennai.5	28440102
47	IP, Coonoor	0423-2234863
48	IP, Bathlakundu	04543-262769
49	IP, Theni	..
50	IP, Nagercoil	04652-279231
51	IP, Gudalur	04262- 954262
52	IP, Valparai	04253-222344
53	IP,Kothagiri	04266-273711
54	IP, Yercaud	914281-222294
55	IP, Ooty	0423-2443980
56	IP, Pandalur	0423-2234863
57	IL-I, Chennai	24330354
58	IL-II, Chennai	24330354
59	IL-III, Chennai	24330354
60	IL,Tiruvallur	27667117 27664145
61	IL., Kancheepuram	27221090
62	IL,Vellore	0416-2263637
63	IL, Tirunelveli	0462-2573218
64	IL, Theni	04546-250853
65	IL, Dindigul	0451-2431429
66	IL, Virudhunagar	04562-245023
67	IL, Namakkal	04286-276099
68	IL, Coimbatore	0422-2211136
69	IL, Coonoor	0423-2232108
70	IL, Karur	04324-274592
71	IL, Erode	0424-2260099
72	IL, Villupuram	04146-226324
73	IL, Thiruvannamalai	04175-224830
74	IL, Cuddalore	04142-223984
75	IL, Salem	0427-2418905
76	IL, Trichy	0431-2420343
77	IL, Perambalur	
78	IL, Madurai	0452-2532972
79	IL, Krishnagiri	04343-237277
80	IL, Turicorin	0461-2335095
81	IL, Tanjore	04362-246354
82	IL, Thiruvarur	04366-251121
83	IL, Ramnad	04567-221833
84	ILs,Tirunelveli	0462-2582378
85	ILs. Coimbatore	0422-2216560
86	LO-I, Chennai	25340601
87	LO-II, Chennai	25340601
88	LO-III, Chennai	25340601
89	LO, Salem	0427-2418905

90	LO, Madurai	
91	LO, Erode	0424-2260099
92	LO, Tirunelveli	0462-2573119
93	LO, Virudhunagar	04562-252712
94	LO, Coimbatore	0422-2215227
95	LO, Ramnad	04567-221473
96	LO, Ooty	0423-2440516
97	LO, Tuticorin	0461-2335095
98	LO, Tanjore	04362-236634
99	LO, Krishnagiri	04343-237277
100	LO-II, Vellore	0416-2220913
101	LO-I, Vellore	0416-2220913
102	LO, Cuddalore	04142-215602
103	LO-A.O,TNLWBd	24321542
104	LO-LWO,Sty&Prg,Ch	28520038
105	Secy, Spl.Indl.Tribunal	24337232
106	A.O(General)	24321438
107	A.O(WM)	24321438
108	A.O(MW)	24321438
109	Asst. Surgeon (P) Ooty.	0423-2440516
110	Asst. Surgeon (P) Nagercoil	04652-279231

CHAPTER – 5

**LABOUR LAWS ENFORCED BY OFFICERS
OF LABOUR DEPARTMENT**

CHAPTER – 5

ENFORCEMENT OF LABOUR LEGISLATIONS

5.1 Various Labour Enactments that are enforced by Labour Department

1. The Workmen's Compensation Act, 1923.
2. The Trade Unions Act, 1926.
3. The Payment of Wages Act, 1936 and Rules 1937.
4. The Child Labour (Prohibition and Regulation) Act, 1986.
5. The Industrial Employment (Standing Orders) Act, 1946 and Rules 1947.
6. The Tamil Nadu Shops and Establishments Act, 1947 and Rules 1948.
7. The Industrials Disputes Act, 1947.
8. The Minimum Wages Act 1948 and Rules 1950.
9. The Plantations Labour Act, 1951.
10. The Working journalists & Other News Paper employees (conditions of Service) and miscellaneous provision Act, 1955.
11. The Tamil Nadu Catering Establishments Act, 1958 and Rules.
12. The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958.
13. The Maternity Benefit Act, 1961 and Rules 1967.
14. The Motor Transport Workers Act 1961 and Rules 1965.
15. The Payment of Bonus Act, 1965 and Rules 1975.
16. The Beedi and Cigar Workers (Conditions of Employment) Act, 1966 and Rules 1968.
17. The Contract Labour (Regulation and abolition) Act, 1970 and Rules 1975.
18. The Payment of gratuity Act, 1972 and Rules 1973.
19. Tamil Nadu Labour Welfare Fund Act, 1972 and Rules 1973.
20. The Equal Remuneration Act, 1976 and Rules.
21. The Sales Promotion Employees (Conditions of Service) Act, 1976.
22. The Tamil Nadu Industrial Establishment (Conferment of permanent Status to Workmen) Act, 1981.
23. Tamil Nadu Manual Workers (Regulations of Employment and Conditions of work) Act, 1982.
24. Tamil Nadu Payment of Subsistence Allowance Act, 1981.
25. Cine Workers and Cinema theatre Workers (Regulations of Employment) Act, 1981 and Rules 1982.
26. Standards of Weights and Measures (Enforcement) Act, 1976 and Standards of Weights and Measures (Packaged Commodities) Rules 1977.
27. Standards of Weights and Measures (Enforcement) Act, 1985 and the Tamil Nadu Standards of Weights and Measures (Enforcement) Rules 1989.
28. Inter/State Migrant workmen (Regulation of employment and Conditions of service) Act, 1979.
29. The Tamilnadu Handloom workers (Conditions of Employment & miscellaneous Provisions) Act 1981.

CHAPTER- 6

ROLE OF OFFICERS

CHAPTER -6

ROLE OF THE OFFICERS IN LABOUR DEPARTMENT

6.1 Head Office

6.1.(a).Commissioner of Labour

The Commissioner of Labour, as Head of the Department, is assisted by Joint Commissioner of Labour (Administration) in the administrative functions and Joint Commissioner of Labour (Conciliation) in settlement of industrial disputes and in the enforcement of Labour Legislations.

For the implementation of various Labour Laws in his official capacity the Commissioner of Labour is associating himself with various statutory & non-Statutory bodies, which are constituted by the Government.

STATUTORY

1. Chairman, TN Construction workers Welfare Board
2. Chairman TN Manual Workers Welfare Board
3. Member, Tamilnadu Labour Welfare Board.
4. Member, Regional Committee under the
Employees Provident Fund Scheme.
5. Member, State Council for Training on Vocational Trades.
6. State Apprenticeship Council.
7. Member, State Equal Remuneration Advisory Board.
8. Member, Tamilnadu Institute of Labour Studies.
9. Member, State Minimum Wages Advisory Board.
10. Member, Tamilnadu State Child Labour Advisory Board.

NON- STATUTORY

1. Chairman, Plantations Labour Advisory Committee.
2. Chairman, Hospital Advisory Committee (E.S.I), Chennai.
3. Chairman, Regional Board of Workers Education, Chennai
4. Member, Secretary, State labour Advisory Board.
5. Member, Committee on Territorial Army for which the Chief Minister of state is the Chairman.
6. Member, State Legal Aid Committee (Chennai Branch)
7. Member, State Advisory Board of Child labour.
8. Consultative Panel for Industrial Workers programme (All India Radio)
9. Member, Committee on Small Scale Industries.

He has an active role in the National Tripartite bodies like, Standing Labour Committee, Indian Labour Conference and State Labour Ministers conference to be convened by the Government of India from time to time as an advisor to the State Labour Minister who is the member of these bodies.

6.1.(b). Additional Commissioner (Child Labour Monitoring Cell)

He is implementing the "Action Plan on Elimination of Child Labour" in the State in the cadre of an I.A.S. officer. He is mainly monitoring the abolition of Child Labour and supervising the enforcement of various labour legislations in eradication of child labour. He is the State Co-ordinator to oversee the implementation of the INDUS project run in collaboration with US and Government of India.

6.1. (c). Joint Commissioner of Labour (Administration)

The Joint Commissioner of Labour (Administration) is assisting the Commissioner of Labour in matters pertaining to personnel administration of the Department. He assists the Commissioner of Labour in all administrative matters of the Department. He has been notified as a Conciliation Officer under Industrial Disputes Act 1947, with state-wide jurisdiction. He acts as the Chief Inspector of Plantations under the Plantations labour Act, 1951. He is also having the following Statutory Functions.

STATUTORY FUNCTIONS:

1. He is the conciliation officer under the Industrial Disputes Act, 1947 with state- wide jurisdiction.
2. Chief Inspector of Plantations under Plantations Labour Act, 1951.
3. Inspector under all the Labour Enactment's except Factories Act, 1948, Payment of Bonus Act, 1965. Sales Promotion Employees (Conditions of Services) Act, 1976, Tamil Nadu Labour Welfare Fund Act, 1972 and Tamil Nadu Catering Establishment Act, 1958.

He is also associated with the following Tripartite bodies which are set up to advise the Government on the implementation of various scheme of Labour enactment's.

STATUTORY BODIES

Secretary
Plantations Labour Housing
Advisory Board.

NON-STATUTORY BODIES

Secretary
Plantations Labour Advisory
Committee.

6.1.(d) Joint Commissioner of Labour (Conciliation)

The Joint Commissioner of Labour (Conciliation) is assisting the Commissioner of Labour in handling and arriving at an amicable settlement in major industrial disputes Strikes and Lockouts. The Joint Commissioner of Labour (Conciliation) as a Conciliation Officer with state-wide jurisdiction deals with many major industrial disputes

He is having the following statutory functions:

1. He is the conciliation officer under the Industrial Disputes Act, 1947 With State -wide jurisdiction.

2. Inspector under the Payment of Bonus Act, 1965.

Besides this he is also associated with the following Statutory and Non-Statutory Tripartite Committee.

STATUTORY

Member - Secretary
Equal Remuneration Advisory Committee.

NON -STATUTORY

Chairman,
State Evaluation and implementation Committee

6.1.(e) Special Deputy Commissioner of Labour

He assists the Commissioner of Labour in settlement of major Industrial Disputes as a Conciliation Officer with State-wide jurisdiction. In addition to this, he is assigned with the following duties.

1. He is an Inspector under Payment of Bonus Act.
2. Secretary State Evaluation and Implementation committee.
3. Secretary for the Committee to select the winners for the Good Industrial Relations Award. This Committee is also functioning under the Chairmanship of a Retired Supreme Court Judge. He is also in charge of processing Conciliation Reports relating to certain Industries.
4. Authority to hear appeal cases under section 41 of the Tamil Nadu Shops and Establishment Act 1947, for the districts of Chennai, Vellore and Tiruvannamalai.

6.1.(f) Deputy Commissioner of Labour (Inspection)

The Deputy Commissioner of Labour (Inspections) who has also been notified as the Controller of Legal Metrology in the State looks after the consumer protection by enforcing the standards of Weights & Measures Act and packaged and commodities Rules.

He is entrusted with the administration of the Standards of Weights and Measures Act, 1976 and the Standards of Weights & Measures (Enforcement) Act, 1985, in his capacity as the Controller of Legal Metrology, Tamil Nadu. He is also the Chief Inspector of Beedi Establishments under the Beedi and Cigar Workers (Conditions of Employment) Act, 1966. He is assisted by 28 Inspectors of Labour, 68 Deputy Inspectors of Labour, 218

Assistant Inspectors of Labour. Besides these Inspectors there are 101 Stamping Inspectors to assist him in the verification and re-verification of Stamping of Weights and Measures under the Standards of Weights and Measures (Enforcement) Act, 1985.

He is also a Conciliation Officer with State-wide Jurisdiction.

He is a member of the Advisory Committee under the Beedi Workers Welfare Fund Act, 1976 for which the Minister for Labour is the Chairman.

6.1.(g) Deputy Commissioner of Labour (Minimum Wages)

This post has been specially created to assist the Commissioner of Labour in the Administration of Minimum Wages Act, 1948 with a particular reference to fixation/revision of Minimum Wages for various scheduled employments. For this purpose he is also appointed as the Secretary of the Minimum Wages State Advisory Board constituted by the Government for advising them in the matter of fixation/ revision of Minimum Wages, In addition he is also notified as:

Conciliation Officer for whole State of Tamil Nadu under the Industrial Disputes Act, 1947 and Inspector under the Minimum Wages Act, 1961.

Chief Inspector of Motor Transport under the Motor Transport Workers Act.

Authority to hear appeal cases under section 41 of the Tamil Nadu Shops and Establishment Act 1947, over the Districts of Villupuram, Kancheepuram, Tiruvallur and Cuddalore.

6.1.(h) Assistant Commissioner of Labour(Head Quertes)

He is a Conciliation Officer with State-wide jurisdiction under the industrial Disputes Act, 1947 and Inspector under the Payment of Bonus Act, 1965. He is to assist the Joint Commissioner of Labour in the disposal of Industrial Disputes in the State.

6.1.(i) Assistant Commissioner of Labour (Contract Labour)

This officer attends to the administration of Contract Labour (Regulation & Abolition) Act, 1970. He is the Secretary of the State Advisory Contract Labour Board. He is also in-charge of Women's Cell recently created to look into the problems of women Labour. He is assisting the Joint Commissioner of Labour (Administration) in respect of administration of Plantation Labour Act, and processes applications under Right to Information Act.

6.1.(j) Assistant Commissioner of Labour (Establishment & General)

This officer is to assist the Commissioner of Labour and the Joint Commissioner of Labour (Administration) in the matter relating to general administration and establishment. He is the appointing authority in respect of Basic Servants in Head office and in the category of Junior Assistants/ typists/ Steno-Typist throughout the State. In the discharge of administrative duties, he is vested with certain financial powers and disciplinary powers.

6.1.(k) Administrative Officer (General)

This officer is in-charge of all meetings and conferences in which the Commissioner of Labour is the member or convenor. He is assisting the Commissioner of Labour, Joint Commissioner of Labour (Administration) and the Joint Commissioner of Labour (conciliation) and Special Deputy Commissioner of Labour in drawing up of the Agenda, Convening meetings, recording proceedings of the meetings and to take follow up action on the decisions of the various meetings, Committees and conferences. In addition, he is assisting the Commissioner of Labour in preparing concept papers relating to Indian Labour Conference, Standing Labour Committee and other conference convened by the Government of India from time to time.

He prepares proposals relating to amendments in various labour legislations such as Industrial Disputes Act, payment of Bonus Act and other non-technical legislations. He is in-charge of preparing policy note on LABOUR IN TAMIL NADU to be presented to the State Assembly at the time of Labour Demand every year and also processes applications for the Good Industrial Relations Award Scheme.

6.1.(l) Administrative Officer (Weights & Measures)

He is notified as "Deputy Controller" under the Standards of Weights and measures (Enforcement) Act, 1985 for the State of Tamil Nadu and assisting the Controller of Legal Metrology in the Administration of the Weights & measures Act, Packaged Commodities Rules, and Beedi & Cigar Workers (Conditions of Employment) Act, 1966.

6.1.(m) Public Relations Officer

1. In-charge of the Library.
2. Submission of Daily Press Cutting from various newspapers to the Commissioner of Labour.
3. "Inspector" under the Working Journalists (conditions of Services and Miscellaneous provision) Act for the Chennai City.

4. Correspondence relating to issue press release from the Secretariat as well as from Head Quarters.
5. Preliminary arrangements in connection with the meeting Organised at the level of Secretariat (Labour Department), Commissioner of Labour and Joint Commissioner of Labour including Television and All India Radio wherever necessary.
6. Attending to Worker's Programme Advisory Committee in AIR.
7. Receiving V.I.Ps
8. Preparation of March of Events every fortnight and sending them to Editor, uzhaippavar Ulagam and to the government.
9. Preparation and sending matters on Labour every fortnight to All India Radio, Chennai, Trichy, Coimbatore and Tirunelveli, in connection with the Broadcast in "Workers Programme".
10. In-charge of all petitions received from Chief Minister Cell and sending as monthly periodical report on the action taken.

6.1.(n) Administrative Officer (Minimum Wages)

This officer is assisting the Deputy Commissioner of Labour (Minimum Wages) as well as the Commissioner of Labour in the fixation/ revision of Minimum rates of wages to the Scheduled employments.

He is also Drawing and Disbursing Officer for a part of establishment of Commissioner of labour.

6.1.(o) Accounts Officer

(Deputation post from Treasuries and Accounts Department)

He attends to -

1. Pension proposals of all Officers and Staff in office of the Commissioner of Labour and in respect of the category of Labour Officer and above in other offices and officers and staff on Foreign Service.
2. Matters relating to selection of sites for the Construction of Centralised Office buildings.
3. Sanction of General Provident Fund and other kinds of Loans and Advances.
4. Sanction of Contingent Charges in respect of Subordinate Officers.
5. Sanction of Rent for the office buildings.
6. Granting permission for shifting of offices.

7. Scrutiny of files involving financial matters, by Accounts Officer as ordered by Commissioner of Labour.
8. Preparation of Budget.
9. Reconciliation of Departmental figures, with the books of Accountant General.
10. Test audit on the accounts of the Subordinate Officers.
11. Follow up action on the Audit Report received from Accountant General on the Accounts maintained in the office of the Commissioner of Labour and Subordinate Officers.
12. Preparation of Annual Plan Scheme and Part II Schemes.
13. Follow up action on the Audit Report of the Local Fund Audit.
14. Matter relating to Public Accounts Committee, Finance Committee and State Audit and Accounts Committee.

6.2. Zonal Offices

6.2.1. Joint Commissioners of Labour

There are 3 Zonal Joint Commissioners of Labour functioning at Chennai, Madurai & Coimbatore. They are looking after the administration and enforcement of Labour legislations in their respective jurisdiction. 9 Regional Deputy Commissioners of Labour are assisting the Zonal Joint commissioners of Labour in implementing various Labour Legislations. The Zonal Joint Commissioners of Labour/ Regional Deputy Commissioners of Labour have been notified as conciliation officers under the Industrial Disputes Act 1947, in their respective jurisdiction.

The Joint Commissioner of Labour, Chennai is having jurisdiction over the Districts of Chennai, Kancheepuram, Tiruvallur, Vellore, Tiruvannamalai, Cuddalore and Villupuram.

The Joint Commissioner of Labour, Coimbatore is having jurisdiction over the districts of Coimbatore, Nilgiris, Erode, Salem, Namakkal and Dharmapuri.

The Joint Commissioner of Labour, Madurai is having jurisdiction over the districts of Madurai, Ramanathapuram, Sivaganga, Virudhunagar, Dindigul, Tirunelveli, Tuticorin, Karur, Theni, Pudukottai, Nagapattinam, Kanyakumari, Trichy, Tanjor, Tiruvarur and Perambalur.

They are assigned with the following duties in addition to the General Administration.

1. Conciliation Officer under the Industrial disputes Act, 1947 with statewide jurisdiction.
2. Competent Authority to register Agreements under section 3 of the Cine workers and Cinema Theatre workers (Regulation of Employment) Act, 1981.
3. Certifying Officers under the Industrial Employments (Standing orders) Act, 1946.
4. Appellate Authority under the Payment of gratuity Act, 1972.

6.3. Regional Offices

6.3.1. Deputy Commissioners of Labour

There are Nine Regional Deputy Commissioners of labour at Chennai-1, Chennai-2, Trichy, Madurai, Tirunelveli, Coimbatore, Salem, Dindigul and Coonoor.

There are having Administrative Control over the Assistant Commissioners of Labour, Labour Officers, Inspectors of Labour, Inspectors of Plantations, Deputy Inspectors of Labour. Assistant Inspectors of labour working in their regions.

In addition they are assigned with the following duties: -

- i) Conciliation Officers under the Industrial Disputes Act with state-wide jurisdiction.
- ii) Conciliation officers under the Cine workers and cinema Theatre workers (Regulation of Employment) Act, 1981 with state-wide jurisdiction.
- iii) Commissioners for Workmen's Compensation Act, 1923 in their respective jurisdiction.
- iv) Additional registrars under the Trade Union Act, 1926 in their regions.
- v) Authorities under Section 15 (2) of the Payment of Wages Act, 1936.
- vi) Authorities under Section 41 (2) of the Tamil Nadu shops and establishments Act, 1947.
- vii) Appellate authorities under Section (6) of the Equal Remuneration Act, 1976.

- viii) Appellate authorities to hear appeal against the orders of the Registration/licensing Officers under the Contract Labour (Regulation and Abolition) Act 1970.
- ix) Authority to hear appeal against the orders of the Inspectors of labour under Rule 32 of the Tamil Nadu Beedi and cigar Workers (Conditions of Employment) Rules, 1968 in respect of disputes relating to issues of raw Materials by the Employer.
- x) Authorities to hear appeals under the Tamil Nadu Payment of Subsistence Allowance Act, 1981 against the Orders of the Assistant Commissioner of Labour in the office of the Deputy Commissioner of Labour.
- xi) Authorities to sanction prosecutions under Section 6 of the Tamil Nadu Industrial Establishments (Conferment of permanent status to Workmen) Act, 1981.
- xii) Authorities under Section 20 (I) of the Minimum Wages Act, 1948.
- xiii) Inspectors under the various Labour Enactments except Factories Act 1948.

The Deputy Commissioner of Labour, Madurai and Coimbatore are in addition to the above functions, are members of the (1) Regional Board for Workers Education, Madurai/ Coimbatore and (2) Hospital Advisory Committee at Madurai/ Coimbatore.

6.4. District Offices

6.4.1. Assistant Commissioners of Labour in the Office of the Deputy Commissioners of Labour

The posts of these officers were created to attend to specific functions as Controlling authorities under the Payment of Gratuity Act, 1972 and Inspectors under the Payment of Bonus Act, 1965.

They act as the –

1. Controlling Authority under the Payment of Gratuity Act, 1972.
2. Authorities to hear claims under Section 4 of the Tamil Nadu Payment of Subsistence Allowance Act, 1981.
3. Registration Officers under the Contract Labour (Regulation and Abolition) Act, 1970.

4. Conciliation Officers under the Industrial Disputes Act, 1947 in their respective jurisdiction.
5. Inspectors under the Payment of Bonus Act, 1965.
6. Inspectors under the Tamil Nadu Labour Welfare Fund Act, 1972.

These officers are also assisting the Regional Deputy Commissioners of Labour in their administrative functions.

6.4.2. Assistant Commissioners of Labour (Conciliation)

There are 7 posts of assistant Commissioners of Labour (Conciliation) and their main function is Conciliation and settlement of Industrial Disputes under the Industrial disputes Act, 1947.

6.4.3. Labour Officers

At district levels, there are 18 posts of Labour Officers in the Region and they are notified as conciliation officers under Industrial Disputes Act 1947 and settle various industrial disputes that are raised by the individual workmen and the trade unions. They deal with issues like non employment, dismissal, termination, wage revision, bonus, strikes, lockouts and closures.

1. Authority under Tamil Nadu Catering Establishment Act, 1958.
2. Authority under Equal Remuneration Act, 1976.
3. Authority to hear appeal under Section 31 (2) of the Beedi and Cigar Workers (Conditions of employment) Act, 1966.
4. Inspector under the Payment of Bonus Act, 1965.

6.4.4. Inspectors of Plantations

These officers as Inspectors are responsible for enforcing the provisions of the Plantation Labour Act, 1951. They are also notified as Inspector under other allied Labour Enactments, which are applicable to the Plantations.

6.4. 5. Assistant Surgeons (Deputation post from Medical Department)

These officers have to inspect the Garden Hospitals and Dispensaries in Plantations and see whether they are sufficiently equipped and stocked with drugs and also to take action to redress the grievances, if any on the part of the workers regarding

non-provision or inadequate provision of amenities in the Dispensaries or Garden Hospitals run by employers as required under the Tamil Nadu Plantations Labour Rules, 1955 and to ensure that the provisions regarding Medical facilities laid down under the Plantations Labour Act and the Rules framed under the act are complied with by the Planters. To attend to this work, these officers have also been notified as Inspector under the Plantations Labour Act, 1951. These officers report to the Chief Inspector of Plantations.

6.4.6. Inspectors of Labour

These officers enforce various labour legislations in respect of all establishments other than Factories and Plantations. They are assisted by the Deputy Inspectors of Labour, Assistant Inspectors of Labour and Stamping Inspectors. These officers are also notified as Deputy Controller of Weights and Measures under the Standards of Weights and Measures (Enforcement) Act, 1985.

They monitor the work of the Assistant inspectors of Labour in Registration, verification and issue of claims of workers to the TN Construction Workers Welfare Board, TN Manual workers Welfare Board and other Un – Organized workers welfare Boards.

The Inspectors of Labour are assigned with the following statutory functions:

1. Deputy Controller of Weights and Measures under Standards of Weight and Measures (Enforcement) Act, 1985.
2. Licensing officers under the Contract Labour (Regulation and Abolition) Act, 1970 (in respect of establishments other than Factories).
3. Licensing officer under Motor Transport Workers Act 1961.
4. Inspectors under the following Labour Enactment's-
 - a) Tamil Nadu Shops and Establishments Act, 1947.
 - b) Tamil Nadu Catering Establishments Act, 1958.
 - c) Tamil Nadu Industrial Establishments (National & Festival Holidays) Act, 1958.
 - d) Tamil Nadu Labour Fund Welfare Fund Act 1972.
 - e) Tamil Nadu Industrial Establishments (Conferment of permanent Status of Workmen) Act, 1981.
 - f) Payment of Wages Act, 1936.
 - g) Minimum Wages Act, 1948.

- h) Motor Transport workers Act, 1961.
- i) Beedi and Cigar Workers (Conditions of Employment) Act, 1966.
- j) The Maternity Benefit Act –1961.
- k) Contract Labour (Regulations and Abolition) Act, 1970
- l) Payment of Gratuity Act, 1972.
- m) The Inter/state Migrant workmen (Regulation of Employment and Conditions of Services) Act, 1979.
- n) Equal Remuneration Act, 1976.
- o) Sales Promotion Employees (Conditions of Services) Act, 1976.
- p) The Working journalists & Other News Paper employees (conditions of Service) and miscellaneous provisions Act, 1955.

The officers also conduct dependent enquiries on the directions of the Commissioner for the Workmen's Compensation under the Workmen's Compensation Act, 1923. The Deputy Inspectors of labour/ Assistant Inspectors of labour are assisting the Inspectors of labour in the enforcement of various labour laws and Weights & Measures Act, for protecting the interest of the labourers and consumers. The Stamping Inspectors are also protecting the consumers by verifying and stamping the Weights & Measures, which are used for commercial purposes.

6.4.7. Inspectress of Labour

These posts were sanctioned with a view to ensure effective implementation of the Labour Legislations with particular reference to protect Women and Child Labour. The Inspectresses have been notified as Inspectors under the various Labour Legislations. The officers of these Inspectresses are located in Chennai, Tirunelveli and Coimbatore.

CHAPTER- 7
SPECIAL INTERVENTIONS

CHAPTER - 7

SPECIAL INTERVENTIONS

7.1 Minimum Wages

Minimum Wages have been fixed in respect of 60 Employments under the Minimum Wages Act, 1948, and are being enforced. While fixing / revising Minimum Wages, the rise in price index is considered and Dearness Allowance is fixed along with basic wages.

ANNEXURE-II

LIST OF EMPLOYMENTS FOR WHICH MINIMUM WAGES HAVE BEEN FIXED/REVISED

Sl.No.	Name of the Employment
1	Aerated water Manufactory
2	Agarbathy Manufactory
3	Appalam Manufactory
4	Automobile Work shops
5	Auto Rickshaw & Taxis
6	Bakeries & Biscuits Manufactory
7	Bricks and Tiles Manufactory
8	Carpentary & Blacksmithy
9	Cashew Industry
10	Chemical Fertilizer Industry
11	Coconut Peeling Industry
12	Coir Manufactory
13	Cinema Industry
14	Coffee Curing Works
15	Construction or Maintenance of Roads or in Building Operations.
16	Cotton Ginning, Pressing and cotton waste
17	Coaching Academics that is to say, Tutorials Colleges, Technical Institutes, Primary Schools, English Medium Schools run on Commercial lines without Government grant other than those run by Government and local bodies as the case may be.

18	Electronic Industry
19	Food Processing Industry
20	General Engineering and Fabrication Industry
21	Gold and Silver articles Manufactory.
22	Granite Industry
23	Gunny Industry
24	Handloom Silk Weaving Industry
25	Handloom Weaving Industry
26	Hotels and Restaurants
27	Hospitals and Nursing Homes
28	Laundries and Washing Clothes
29	Loading and unloading operations in markets, shandies (Fairs and market places) and other like places.
30	Motion Picture Industry (including Production, Distribution and Publicity)
31 (a)	Match Manufactory
31 (b)	Fire Works Manufactory
32	Neera Tapping
33	Any Oil Mill
34	Medical & Sales Representatives
35 (i)	Paper & Other incidental process (machine made)
35 (ii)	Paper & Other incidental process (hand made)
36	Plantation
37	Polythene Manufactory Processing Foam Items and Plastic Manufactory
38	Powerloom Industry
39	Printing Presses
40	Public Motor Transport
41	Rice Mills, Flour Mills and Dhal Mills
42	Sago Industry
43	Salt pans
44	Sea Food Processing Industry
45	Sericulture
46	Shops & Commercial Establishments

47	Silk Twisting Industry
48	Soap Manufactory
49	Security Guards
50	Sythetic Gem cutting Industry
51	Tailoring Industry
52	Timber Industry
53	Tin container Manufactory
54	Tobacco Manufactory
(a)	Beedi making
(b)	Beedi rollers
(c)	Scented and schewing tobacco
(d)	Snuff Industry
55	Vessels (utensils) Manufactory
56	Woollen carpet and Shawl Weaving Industry
57	Tanneries and Leather Goods Manufactory
58	Bleaching, dying or both
59	Bought leaf tea factories
60	Hosiery Manufactory
61	Local Authority
62	Cotton waste (included with Cotton Ginning and Pressing)
63	Leather Goods Manufactory
64	Footwear Making Industries
65	Tree Climbing (included in Agriculture)

PART – II

1	Agriculture and works acillary to Agriculture
2	Foresty
3	Colleges and Research Stations under the Tamil Nadu Agriculture University and Agricultural farms maintained by the Agricultural and horicultural and other Government Departments

7.2 Welfare Measures

In order to provide certain welfare facilities to the workers employed in factories and in various establishments, the Tamilnadu Labour Welfare Board was formed in the year 1975 under the provisions of Tamilnadu Labour Welfare Fund Act, 1972. The Tamilnadu Labour Welfare Board is implementing various welfare schemes to the workers and their families.

7.3 Un-organized Workers

In order to provide certain welfare measures to the unorganised workers, the Tamilnadu Government has enacted the Tamilnadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982. Under this Act, one of the employment included is "Employment in Construction Work", a welfare scheme called Tamilnadu Construction Workers Welfare Scheme has been framed for this purpose. The Tamilnadu Construction Workers Welfare Board, Chennai headed by the Secretary in the Cadre of Joint Commissioner of Labour is in charge of implementing the schemes. Certain welfare measures available under this scheme are Group Insurance, Scholarships, Marriage Grant, Funeral Benefits, Maternity Assistance, monthly pension etc.

Similarly for the welfare and benefit of unorganised worker engaged in other employments added to the Schedule under Tamil Nadu Manual Workers (Regulation of Employment and Condition of Service) Act, 1982, the Government have constituted the following Welfare Boards:-

1. Tamil Nadu Manual Workers Social Security and Welfare Board,
2. Tamil Nadu Auto Rickshaw and Taxi Drivers Welfare Board
3. Tamil Nadu Washermen Welfare Board
4. Tamil Nadu Hair Dressers Welfare Board
5. Tamil Nadu Tailoring Workers Welfare Board
6. Tamil Nadu Palm Tree Workers Welfare Board
7. Tamil Nadu Handicrafts Workers Welfare Board
8. Tamil Nadu Handloom and Handloom Silk Weaving Workers Welfare Board
9. Tamil Nadu Foot Wear and Leather Goods Manufactory and Tannery Workers Welfare Board
10. Tamil Nadu Artists Welfare Board
11. Tamil Nadu Gold Smiths Welfare Board
12. Tamil Nadu Pottery Workers Welfare Board

The constitution of another Welfare Board for Domestic Servants is under consideration of the Government.

7.4 Consumer Protection

In order to protect the interest of the consumers, the Central Government has enacted the Standards of Weights and Measures (Enforcement) Act, 1985, and the Standards of Weights and Measures (Packaged Commodities) Rules, 1977.

The Tamilnadu Government has framed enacted Tamilnadu Standards of Weights and Measures (Enforcement) Rules 1989 so as to regulate and check the use of Weights & Measures in Trade , Business and industrial production in Tamil Nadu.

The Act and the Rules pave the way to verify and stamp the weights and measures to standardise them once in a year. If the Weights and Measures used in Trade or Business are found without unverified or if short weightment or short measurements are detected the offender is either compounded or prosecuted under this Act.

Under Section 47 of the Standards of Weights and Measures Act, 1976 persons exporting or importing any weight or measure to get themselves registered.

Under Rule 17 of the Standards of Weights and Measures (General) Rules, 1987 in the X Schedule the format for the application for Registration of Exporter / Importer of weights and measures is prescribed.

As per Section 19 of the Standards of Weights and Measures (Enforcement) Act, 1985, every person make, manufacture, repair or sell, or offer, expose or possess for repair or sale, any weight or measure shall hold a valid licence issued by the Controller of Legal Metrology, Chennai.

Section 29 of the Standards of Weights and Measures Act 1976, Section 28 and 31 of the Standards of Weights and Measures (Enforcement) Act, 1985 respectively empowers the Inspector to enter into the premises at all reasonable times and call for documents or records for inspection and to seize any weight or measure in relation to which an offence is committed under the Act.

Arrangements have also been made to regulate the manufacturer, dealer and repairer of Weights and Measures by issuing them license under the Act.

Under Rule 35 of the Standards of Weights and Measures (Packaged Commodities) Rules 1977, every individual, firm, Hindu Undivided family, Society, Company or Corporation who or which pre-packs or imports any commodity for sale, distribution or delivery shall make an application, accompanied by a fee of Rupees Five hundred to the Controller of Legal Metrology for the Registration of his or its name and complete address.

Under the Weights and Measures (Packaged Commodities) Rules, the packages for retail sale shall contain the following details on them.

Name of the commodity, Net Contents, Maximum Retail Price, Date of Manufacture/ Packing, Name and Full Address of the Manufacturer or Packer. These declarations shall be legible and clear without any ambiguity.

All the persons who are engaged in the Manufacture of Packaged Commodities shall get a registration certificate from the Controller of Legal Metrology, Chennai.6. Arrangements have been made to check net contents of the packages periodically. Selling the packaged commodities for more than the marked price (Excess pricing) is also an offence under the Rules.

Rule 29 of the Standards of Weights and Measures (Packaged Commodities) Rules 1977 and Section 33 of the Standards of Weights & Measures (Enforcement) Act 1985 empowers the Inspector to seize the packaged commodities in relation to which an offence is committed under the Rules.

The Automatic weighing machines are verified and stamped. Short delivery of Petrol, Diesel, Kerosene or commodities in fair price shops are being checked. Storage tanks and tanker lorries are calibrated periodically.

7.5 Beedi Workers Housing Scheme

The revised Integrated Housing scheme for Beedi workers, 2005 of Government of India is being implemented in Tamilnadu. According to this scheme, the cost of construction per house is fixed at Rs. 45,000/=, out of which the Government of India is giving Rs. 40,000/= as subsidy from Beedi Workers' Welfare Fund. The balance of Rs. 500/- has to borne by the beneficiary. Wheras, In Tamilnadu the State Government is giving Rs. 5000/- per house as its subsidy. Therefore the beneficiary need not contribute his part of contribution. The construction work is entrusted with the District Collectors.

To avail this benefit, the worker should

- i. have worked as Beedi worker for utleast one year,
- ii. possess own land / free patta issued to him by the government in his name or his spouse.
- iii. hold provident fund Account.

CHAPTER- 8
PROCEDURE UNDER
LABOUR LAWS

CHAPTER - 8
PROCEDURE UNDER LABOUR LAWS

Sl. No.	Details of Acts & Rules	Benefits & Remedies available to Workers	To which authority the worker has to apply for remedy	Who has to apply, documents to be enclosed, Time Limit prescribed	Time Limit to pass order by the authority	If aggrieved to whom appeal has to be made, time limit
8.1	The TamilNadu Shops & Establishment Act, 1947	<p>1) Regulated working Hours, Double Wages for over Time, Weekly Holiday, sick leave and issue of Service Book.</p> <p>2) A worker who has completed six months service, on termination, may prefer an appeal against his dismissal.</p>	<p>Assistant Inspector of Labour</p> <p>Regional Deputy Commissioners of Labour (Except Deputy Commissioner of Labour I & II Chennai), Special Deputy Commissioner and Deputy Commissioner of Labour (Minimum Wages) in the O/o. Commissioner of Labour, Chennai</p>	<p>Worker No time limit</p> <p>Within 30 days from the date of termination. (on reasonable grounds belated applications may also be accepted)</p>	<p>No time limit</p> <p>No time limit</p>	<p>Inspector of Labour/Regional Deputy Commissioner of Labour No time limit</p> <p>High Court, Madras</p>

8.2	The Tamilnadu Catering Establishments Act, 1958	<p>1) regulated working hours, Double Wages for Over Time, Weekly Holiday, Annual Leave, issue of Service Book & grant of National & Festival Holidays, Medical checkup</p> <p>2) A worker who has worked not less than 120 days during the period of Six Months Service, on termination may prefer an appeal for remedy</p>	<p>Assistant Inspector of Labour</p> <p>Labour Officer in Districts</p>	<p>Worker No time limit</p> <p>Within 30 days from the date of termination. (on reasonable grounds belated applications may also be accepted)</p>	<p>No time limit</p> <p>--</p>	<p>Inspector of Labour/Regional Deputy Commissioner of Labour No time limit</p> <p>High Court, Madras</p>
8.3	The Motor Transport Workers Act, 1961	<p>1) Regulated working hours Overtime wages, Weekly Holiday, Issue of Leave Book, Individual Control Book and Uniforms, Annual leave</p> <p>2) Grant of National & Festival Holidays</p>	Deputy Inspector of Labour	Worker No time limit	--	Inspector of Labour/Regional Deputy Commissioner of Labour/ Chief Inspector of Motor Transport Workers Act, Chennai.

8.4	The Beedi & Cigar Workers (Conditions of Employment) Act, 1966	<p>1) Regulated working hours Double Wages for Over Time, weekly Holiday, issue of Service Book, Leave Book, Home work.</p> <p>2) Settling the Grievances in the issuance of Raw Materials like Beedi Leaves & Tobacco.</p> <p>3) Settling the Grievances in the rejection of finished Beedi & Cigar</p> <p>4) Appeal against non employment</p>	<p>Assistant Inspector of Labour</p> <p>Assistant Inspector of Labour / Inspector of Labour</p> <p>Assistant Commissioners of Labour (Conciliation) / Labour Officers</p>	<p>Worker No time Limit</p> <p>Worker within 30 days</p> <p>Worker within 30 days</p>	<p>--</p> <p>--</p> <p>--</p>	<p>Inspector of Labour/Regional Deputy Commissioner of Labour</p> <p>Regional Deputy Commissioner of Labour/ Chief Inspector of Beedi & Cigar workers (conditions of Employment) Act 1966.</p>
8.5	Plantations Labour Act, 1951.	<p>1) Regulated working hours Over Time Wages, Weekly Holidays, Annual Leave with Wages, issue of Service Book and Leave Book.</p> <p>2) Provision of Housing, Medical, Educational, Recreation and Crech facilities to Workers & their families.</p>	<p>Inspector of Plantations</p> <p>Inspector of Plantation and Medical Officer Plantations at Ooty and Nagercoil.</p>	<p>Worker or Workers representative</p> <p>Worker or Workers representative</p>	<p>--</p> <p>--</p>	<p>Regional Deputy Commissioner of Labour or Chief Inspector of Plantations, Chennai.6</p>

8.6	The Working Journalists and other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955.	1) Payment of Wages fixed by the Wage Board. 2) Grant of Leave / Holidays. 3) Appeal against Non- Employment	Inspector of Labour / Public Relations Officer O/o. Commissioner of Labour / Government Inspector of Labour Labour Officer in Districts	Worker Worker Worker	-- -- --	-- Regional Deputy Commissioner of Labour --
8.7	The Tamil Nadu Industrial Establishments (National & Festival Holidays) Act, 1958.	Grant of National and Festival Holidays to the Workers working in Shops and Establishments, Plantations, Beedi & Cigar Establishments and the Scheduled Employments under Minimum Wages Act.	Assistant Inspector of Labour Inspector of Plantations in respect of plantations	Worker	--	In respect of plantations, Regional Deputy Commissioners of Labour and for others Inspectors of Labour and Regional Deputy Commissioners of Labour.

8.8	The Child Labour (Regulation & Abolition) Act, 1986.	1) Prohibition of Employment of child labour in Hazardous Nature of work	Assistant Inspector of Labour Child Help Line District Collector	Worker / Public	-- -- -- --	Inspector of Labour / Regional Deputy Commissioner of Labour Additional Commissioner of Labour (Child Labour Monitoring Cell) Commissioner of Labour
8.9	The Maternity Benefit Act, 1961	Grant of Maternity Leave & miscarriage Leave, Termination while Pregnancy / Delivery, Extracting Hard Work while Pregnancy, Payment of Maternity Bonus.	In respect of Plantations the Inspector of Plantations and Inspectress of Labour. For others, Asst. Inspectors of Labour, Inspectress of Labour, Coimbatore Tirunelveli and Chennai	Worker	--	In respect of Plantations, Chief Inspector of Plantations, Chennai. ⁶ For others, Inspectors of Labour and Regional Deputy Commissioners of Labour.

8.10	The Equal Remuneration Act, 1976	<p>Payment of Equal Wages for both the Sex (Male and Female) in same and similar nature of employment</p> <p>Claim for non payment of Equal wages</p>	Labour officers	Worker/ Trade union“	--	Reginal DCLs
8.11	The Minimum Wages Act, 1948	<p>Payment of Minimum Wages to the Workers working in the Scheduled Employments, issue of Wage Slip, Maintenance of Wage records.</p>	<p>In respect of Plantations, Inspector of Plantations. Motor Transport, Deputy Inspectors of Labour and For others Assistant Inspectors of Labour.</p> <p>Filing claim petition before the Regional Deputy Commissioner of Labour –within 6 months</p>	<p>Complaints by the worker</p> <p>For filing claim petitions</p> <p>i) By worker</p> <p>ii)By authorised Trade Union Representatives</p> <p>iii) By the Inspectors Notified under the Act.</p>		<p>Regional Deputy Commissioner of Labour</p> <p>If aggrieved on the orders on the claim petitions- High Court., Madras & Madurai</p>

8.12	The Payment of Wages Act, 1936	1) Payment of Wages on the due date. 2) Unauthorised Deductions from Salary	In respect of Plantations, Inspector of Plantations. Motor Transport Deputy Inspectors of Labour. For others, Assistant Inspectors of Labour. Claim Petitions to be filed before Regional Deputy Commissioners of Labour, Time Limit with in one year.	Worker By Worker, his authorised Representative, Inspectors under the Act.	- -	Regional Deputy Commissioners of Labour District Munsif Court, City Civil Court.
8.13	The Payment of Gratuity Act, 1972	Payment of Gratuity to Workers	Assistant Commissioner of Labour in the Office of the Deputy Commissioner of Labour	By worker, authorised workers Nominee/Legal heirs in Form 'N' within 90 days. On sufficient grounds delayed petitions may also be accepted.	No time limit	For Chennai, Madurai and Coimbatore Zones, the respective Joint Commissioners of Labour. Time Limit 60 days.

8.14	The Payment of Bonus Act, 1965	Payment of Bonus to Workers	Assistant Commissioner of Labour in the Office of the Deputy Commissioner of Labour	Worker	-	Labour Court or Government
8.15	The Tamilnadu Payment of Subsistence Allowance Act, 1981	Payment of Subsistence Allowance to the Workers under Suspension	Assistant Commissioner of Labour in the Office of the Deputy Commissioner of Labour	By Worker in Form No.3. By the Authorised Representative of the worker or the Legal Heir of the worker in Form No.4.	-	Regional Deputy Commissioners of Labour. Time Limit 60 days
8.16	The Tamilnadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981.	Conferment of Permanent Status to workmen who have worked not less than 480 days within a period of 24 Calendar Months	In respect of Plantations, Inspectors of Plantations. For others (Other than Factories) Inspectors of Labour.	Worker	-	High Court.

8.17	The Industrial Disputes Act, 1947	<p>1) Termination of a Worker who had worked not less than 240 days in a period of 12 months (Sec.2A)</p> <p>2) Other Industrial Disputes (Sec.2K)</p>	<p>Conciliation Officers (Labour Officer / Assistant Commissioner of Labour)</p> <p>“</p>	<p>Worker</p> <p>Trade Union or 5 men committee</p>	-	<p>Labour Court</p> <p>If no settlement is arrived, Government may refer the dispute for adjudication to Labour Courts/ Industrial Tribunals.</p>
8.18	The Workmen Compensation Act, 1923	Payment of Compensation due to Fatal Accident, Permanent / Temporary disablement, Occupational disease	Regional Deputy Commissioner of Labour (Commissioner for Workmen Compensation)	By worker / His Dependants within 2 years. By worker in Form F By Dependants in Form G On Sufficient grounds belated applications may also be accepted.	-	High Court Madras & madurai.

8.19	The Tamilnadu Labour Welfare Fund Act, 1972.	<p>Various Welfare Schemes implemented by the Tamil Nadu Labour Welfare Board like</p> <ol style="list-style-type: none"> 1) Tailoring Centres with monthly stipend of Rs.150/= 2) Creches 3) Reading Rooms 4) TB wards in Govt. Hospitals 5) Rest Houses 6) Holiday Homes 7) Payment of Tuition Fee and Exam Fee for typewriting / shorthand. 8) Scholarship for the professional courses. 9) Book-bank scheme. 10) Issue of Spectacle, hearing aids, Tri-Cycle, Artificial limbs. 11) Payment of Funeral Expenses Rs.500/- 12) Payment of Gift to the children who have come first and second rank in 10th 	The Secretary, Tamilnadu Labour Welfare Board, Chennai.6.	The Worker who have subscribed to the Labour Welfare Fund	-	-
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		and 12 th standard in each educational district.				
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8.20	The Tamilnadu Manual Workers (Construction Workers) Welfare Scheme, 1994	1) Death by Accident Rs. 1,00,000/- 2) Loss of both hands or both feet or one hand and one foot or total and irrecoverable loss of sight in both eyes. Rs.1,00,000/- 4) Loss of one or one foot or total and irrecoverable loss of sight in one eye. Rs.50,000/- 5) Natural Death Assistance Scheme Rs.15,000/- 6) Funeral Expenses Assistance Scheme. Rs.2,000/- 7) Educational Assistance Scheme for 2 Children of the Employee. Girl child studying in 10 th std & 11 th std., Rs.1000/= & in 12 th std., Rs.1500/=. (1) 10 th Pass .Rs.1000/- (2) 12 th Pass .Rs.1500/- (3) For U.G. Courses. for Day Scholar	The Secretary, Tamilnadu Construction Workers Welfare Board, No. 8, Valluvar Kottam High Road, Nungambakkam, Chennai. 34. The Secretary, Tamilnadu Manual Workers Social Security and Welfare Board, No. 8, Valluvar Kottam High Road, Nungambakkam, Chennai. 34.	The Legal Heirs for fatal accidents By the Registered Worker. “	-	-
8.21	The Tamil Nadu Manual Workers Social Security and Welfare Board					

		<p>.Rs.1500 For Hostler..Rs.1750 (4) For P.G.Courses DayScholar .Rs.2000/- For Hostler.Rs.3,000/- (5) For Professional Courses(U.G. Course) Day cholar..Rs.2000/- For Hostler..Rs.4000/- (6) For P.G. Technical Education. Day ScholarRs.4,000/- For Hostler Rs.6000/- (7) For I.T.I. or Polytechnic Course. Day Scholar Rs.1,000/- For Hostler Rs.1200/- (8) Marriage Assistance for son or daughter of the Employee for two times Rs.4000/- (9) Maternity Assistance for 2 children.Rs.6000/- (10) Spectacle Assistance upto Rs. 500/- (only for Construction Workers) Monthly pension of Rs.300/=.</p>				
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8.22	<p>The Standards of Weights and Measures (Enforcement) Act, 1985.</p> <p>The Standards of Weights and Measures (Packaged Commodities) Rules, 1977.</p>	<p>1) Defective Weights & Measures used in Trading Premises.</p> <p>2) Short delivery of Goods (Short Weighment and Measurement)</p> <p>1) Failure to display the following declarations on packages kept for sale</p> <p>i) Name & address of the Manufacturer / Packer</p> <p>ii) Name of the commodity</p> <p>iii) Net contents</p> <p>iv) Maximum Retail Price</p> <p>v) Manufacturing Date</p> <p>vi) Selling the packaged for more than the marked price.</p>	<p>Assistant Inspector of Labour / Deputy Inspector of Labour / Inspector of Labour / Regional Deputy Commissioner of Labour</p> <p>For Plantations – Inspector of Plantations</p> <p>Assistant Inspector of Labour / Deputy Inspector of Labour / Inspector of Labour / Regional Deputy Commissioner of Labour</p>	<p>By any person</p> <p>-</p> <p>By any person</p> <p>-</p>	<p>-</p> <p>-</p>	<p>Deputy Commissioner of Labour (Inspection), Chennai. (Controller of Legal Metrology)</p> <p>Deputy Commissioner of Labour (Inspection), Chennai. (Controller of Legal Metrology)</p>
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PROCEDURE FOR CLAIMS UNDER VARIOUS ACTS

SI.No.	Subject on which information / Report is requested	Report / Remarks / Reply
(1)	(2)	(3)
19 (a)	Procedure for filing claims for compensation under Workmen's Compensation Act and Rules	For injury, claim petition to be filed in Form-F by workman (Rule 20)
19(b)	Appeal procedure alongwith format, Time Limit	According to Section 30 of the Workmen's Compensation Act, appeal against the orders passed by the Commissioner for Workmen's Compensation shall be made before the High Court (Section 30) The period of limitation for an appeal shall be 60 days. (Section 30(2))
20(a)	<i>Tamilnadu Shops and Establishments Act, 1947</i> Procedure for filing appeal under Section 41(2) of Tamilnadu Shops and Establishments Act	Appeal should be filed before the Appellate Authority within 30 days from the date of service of termination order (Rule 9)
20(b)	<u>Tamilnadu Industrial Establishments (Standing Orders) Act, 1946</u> (i) Procedure for applying for certification (ii) Procedure for Certification (iii) Procedure for filing and appeal	5 copies of draft standing orders both English and Tamil should be submitted to the certifying authority within 6 months from the date of applicability of this Act (Section 3) On receipt of draft Standing orders, the certifying officer forward a copy thereof to the trade union or the workman concerned. The trade union/workmen submit their objection if any within 15 days to the Certifying Officer. After hearing both the parties ie ., employer and trade unions or workman certify the standing order and send authenticated certified standing order within 7 days (Section 5) Appellate Authority-Labour Court. (G.O.2831 Department of Industries, Labour and Co-operation, dated.; 27/8/57) Appeal has to be preferred before the Labour Court within 30 days from the date on which copies are sent (Section 6)

CHAPTER- 9

**THE PROCEDURES FOR OBTAINING LICENCES
AND REGISTRATION CERTIFICATES
FROM LABOUR DEPARTMENT**

CHAPTER - 9
**THE PROCEDURES FOR OBTAINING LICENCES AND REGISTRATION CERTIFICATES
 FROM THE LABOUR DEPARTMENT**

Sl. No.	Act & Rules	The Form in which Application to be made	Authority to whom application to be made	Details of Fees to be paid	
				No. of Workers	Fees Rs. P.
9.1	The Motor Transport Workers Act, 1961 and the Rules made thereunder i) To obtain Registration Certificate ii) For Renewal (The Application should be made within 30 days before the expiry of the Current Year)	Form No.1 in Duplicate	The Chief Inspector of Motor Transport, Chennai-6 Through respective Deputy Inspector of Labour The Inspector of Labour (Through the Deputy Inspector of Labour)	Upto 10 workers	75.00
				Above 10 upto 25	165.00
				Above 25 upto 50	330.00
				Above 50 upto 100	675.00
				Above 100 upto 250	1650.00
				Above 250 upto 500	3300.00
				Above 500 upto 750	4950.00
				Above 750 upto 1000	6750.00
				Above 1000	10125.00
9.2	The Tamil Nadu Catering Establishment Act 1958 and the Rules made thereunder i) To obtain Registration Certificate ii) For Renewal (The application should be made before the expiry of the Current year)	Form No.1 in Duplicate Form No.1 in Duplicate	Assistant Inspector of Labour Assistant Inspector of Labour	Upto 5	45.00
				Above 5 upto 10	90.00
				Above 10 upto 20	180.00
				Above 20 upto 50	450.00
				Above 50 upto 100	900.00
				Above 100	2250.00

9.3	The Contract Labour (Regulation & Abolition) Act, 1970 and the Rules made thereunder i) <u>By the principal employer</u> To obtain Registration Certificate (Registration Certificate need not be renewed) ii) <u>By Contractor</u> a) To obtain Licence b) For Renewal (the application should be made with in 30 days before the expiry of the current year)	Form No.1 Triplicate	(For the establishments other than factories) The Assistant Commissioner of Labour in the office of the Regional Deputy Commissioner of Labour	Upto 20	Rs. P. 100.00
				Above 20 upto 50	200.00
				Above 50 upto 100	500.00
				Above 100 upto 200	1000.00
				Above 200 upto 400	2000.00
				Above 400	3000.00
		Form No. IV in Triplicate	Inspector of Labour	Upto 20 Workers	50.00
				Above 20 upto 50	75.00
				Above 50 upto 100	100.00
				Above 100 upto 200	150.00
				Above 200 upto 400	200.00
				Above 400	250.00
				Security Deposit at the rate of Rs.50/- to each contract worker shall also be paid. (Fees as above) (For Renewal Security Deposit need not be paid)	
Form No. VII in Triplicate	Inspector of Labour	Below 10 Hectares	Rs. P. 150.00		
		Above 10 upto 20	300.00		
		Above 20 upto 50	600.00		
		Above 50 upto 75	900.00		
		Above 75 upto 100	1200.00		
		Above 100 upto 150	2000.00		
		Above 150	3000.00		
9.4	The Plantation Labour Act, 1951 and the rules made thereunder. To obtain Registration Certificate (Need not be renewed)	Form No.1 in Duplicate	Inspector of Plantations	Below 10 Hectares	Rs. P. 150.00
				Above 10 upto 20	300.00
				Above 20 upto 50	600.00
				Above 50 upto 75	900.00
				Above 75 upto 100	1200.00
				Above 100 upto 150	2000.00
				Above 150	3000.00

9.5	The Beedi & Cigar Workers (Conditions of Employment) Act, 1966 and the Rule made thereunder i) To obtain licence ii) For Renewal The application should be made within one month before the expiry of the Current Year.	Form No.1 in Duplicate	Assistant Inspector of Labour	Workers	With Horse Power Rs. P.	Without Horse Power Rs. P.
				Upto 10	70.00	45.00
				Above 10 upto 20	135.00	90.00
				Above 20 upto 50	360.00	225.00
				Above 50 upto 100	675.00	450.00
				Above 100 upto 250	1350.00	1125.00
				Above 250	2475.00	2250.00
9.6	The Standards of weights and Measures (Enforcement) Act, 1985 and Rules made thereunder 1) To obtain Manufacturer License 2) To obtain Dealers License 3) To obtain Repairer License	Form LM 1 Form LD 1 Form LR 1	Controller of Legal Metrology, Chennai.6 Through the Assistant Inspector of Labour.	Manufacturer Licence Fee Dealer Licence Fee Repairer Licence (In respect of Repairer Licence Security Deposit shall also be remitted) as follows excluding Weighing and Measuring	Rs. P. 500.00 100.00 100.00	

	<p>4) Renewal of Manufacturer Licence</p> <p>5) Renewal of Dealer Licence</p> <p>6) Renewal of Repairer Licence (Renewal Application should be made within 30 days before the expiry of the Current year)</p>	<p>Form LM 2</p> <p>Form LD 2</p> <p>Form LR 2</p>	<p>Inspector of Labour, Through Assistant Inspector of Labour</p>	<p>instruments Rs. 2,500/- Including Weighing and Measuring instruments Rs. 5,000/-</p> <p>Renewal fee for Manufacturer Licence</p> <p>Renewal fee for Dealer Licence Renewal fee for Repairer Licence</p>	<p>Rs. P. 500.00</p> <p>100.00</p> <p>100.00</p>
9.7	<p>The Standards of Weights and Measures (Packaged Commodities) Rules, 1977</p> <p>To obtain Registration Certificate by the Manufacturer/Packer of the Packaged Commodities</p> <p>(Registration Certificate need not be renewed)</p>	<p>One has to apply with the following particulars:-</p> <p>1) Name & Full Address of the Manufacturer/ Packer</p> <p>2) Place of Manufacturer</p> <p>3) Details of Packaged Commodities</p>	<p>If the Marketing is within the State:- Controller of Legal Metrology, Chennai.6</p> <p>If the Marketing is in more than one State :- Director of Legal Metrology, 12-A, Zam Nagar, New Delhi- 110 011</p>	<p>Registration Fee Rs. 20.00</p>	

CHAPTER- 10

**FORMATS OF APPLICATION
UNDER VARIOUS
LABOUR ENACTMENTS**

CHAPTER – 10
FORMATS OF APPLICATION UNDER VARIOUS
LABOUR ENACTMENTS

10.1. The Motor Transport Workers Act, 1961

FORM NO. I

(See sub-rule (2) of rule 4, sub-rule (1) of rule 8 and sub-rule (1) of rule 11 of the 1 [Tamil Nadu] Motor Transport Workers' Rules, 1965)

Application for the registration of a motor transport undertaking under sub-section (2) of section 3 of the Motor Transport Workers' Act, 1961 (Central Act 27 of 1961).

1. Calendar year for which this application is made.
2. Name of the motor transport undertaking.
 - (i) Full address of the headquarters of the undertaking
 - (ii) Full address/addresses of each of the units of the undertaking.
3. Full address to which communications relating to the motor transport undertaking including its various units should be sent.
4. Nature of motor transport service, e.g., passenger service, freight service.
5. Details of routes

					Number of vehicles in the route	
From	To	Distance	Total number of trips per day	Total Kilometres per day	Passenger service	Freight Service
(1)	(2)	(3)	(4)	(5)	(6)	(7)

6. Total number of motor transport vehicles on the last date of the preceding year (with particulars of registration number of the vehicles).
7. Maximum number of motor transport workers employed on any day during the preceding year and proposed to be employed on any day during the year for which application is made.
8. Full name of the employer and his residential address.
9. Full name and residential address of other partners if the motor transport undertaking is a firm within the meaning of the Indian Partnership Act, 1932 (Central Act IV of 1932), or other directors in the case of a company within the meaning of the Companies Act, 1956.
10. Whether the contribution to Tamil Nadu Labour Welfare Fund (due at the time of presenting the application) has been paid and if so, furnish the full details of payment (viz., cheque/demand draft No. and date/or money order receipt number and date).
11. Amount of fee Rs. _____ (Rupees _____) paid in Treasury on _____ (vide Chalan No. _____) enclosed).
Signature of the employer
Date: _____

(This form should be completed in ink in block letters or typed).

10.2. The Tamil Nadu Catering Establishments Act, 1958

FORM NO. I

[See sub-rule (1) of rule 3 and sub-rule (1) of rule 6.]

APPLICATION UNDER SUB-SECTION (1) OF SECTION 4 FOR
REGISTRATION/APPLICATION UNDER SUB-SECTION (4) OF SECTION 4 FOR
RENEWAL OF REGISTRATION CERTIFICATE FOR THE CALENDAR YEAR

1. Full name of the catering establishment :
2. (i) Full postal address and situation of the
Catering Establishment

(ii) Full address to which communications
relating to the catering establishment
to be sent:
3. (i) Maximum number of employees proposed
to be employed on any one day during the
calendar year:

(ii) Number of employees ordinarily to be
employed in the catering establishment:
4. Full name and residential address of the person
Who shall be manager of the catering establishment:
5. Full name and residential address of the employer
Other than the manager, that is to say---
 - (i) the proprietor of the catering establishment;
 - (ii) directors in case of a public limited liability
establishment;
 - (iii) where a managing agent has been appointed,
the name of managing agent and directors thereof;
and
 - (iv) shareholders, if any.
6. Financial resources of the employer (e.g., particulars
and value of movable and immovable properties,
bank reference, income-tax assessment, etc.)
7. Previous experience of the applicant in the

Catering industry:

8. Whether the proposed site of the premises amounts to the alteration of the site of any existing premises and if so, the reasons for such alteration. [The employer should quote the licence or any other order from the Local Authority (Corporation, Municipality, Panchayat Board or Specially Notified Area)]:
9. Whether any catering establishment was closed by the applicant during the period of twelve months immediately preceding the date of the application and if so, the reasons therefore:
10. Whether the contribution to Tamil Nadu Labour Welfare Fund for the [previous year] has been paid and if so, furnish the full details of payment (viz., Cheque/ Demand Draft No. and date/money order Receipt No. And date):
11. Amount of fee Rs. (Rupees
paid in Treasury on
(vide Chalan No. enclosed)

Signature of employer:

Date:

Signature of Manager:

Date:

- Note: (1) This form shall be completed in ink in block letters or typed.
- (2) If any of the persons named against item 5 is a minor, the fact shall be clearly stated.
 - (3) In the case of catering establishment where a managing agent or agents have been appointed under the Companies Act, 1956 (Central Act 1 of 1956), the information required in item 5 shall be supplied only in respect of that person or persons.

10.3. The Contract Labour (Regulation and Abolition) Act, 1970.

FORM IV

[SEE RULE 21(1)]

Application for licence

1. Name and address of the contractor (including his father's name in case of individuals).
2. Date of birth and age (in case of individuals).
3. Particulars of Establishment where contract labour is to be employed:
 - (a) Name and address of the Establishment:
 - (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment:
 - (c) Number and date of Certificate of Registration of the Establishment under the Act:
 - (d) Name and address of the Principal Employer:
4. Particulars of contract labour:
 - (a) Nature of work in which contract labour is employed or is to be employed in the establishment.
 - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending):
 - (c) Name and address of the agent or manager of contractor at the worksite:
 - (d) Maximum No. of contract labour proposed to be employed in the establishment on any date:
 1. Whether the contractor was convicted of any offence within the preceding five years. If so, give details.
 2. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the Principal Employer, Establishments and nature of work.
 3. Whether a certificate by the Principal Employer in Form V is enclosed.

4. Amount of licence fee paid – No. of Treasury Challan and date.
5. Particulars of security deposit, if any, requested to be adjusted, including Treasury Receipt number and date.
6. The amount of security or balance, if any, after adjustment of amount to be refunded under rule 31, deposited with Treasury Receipt number and date.

Declaration:- I hereby declare that the details given above are correct to the best of my knowledge and belief.

Place :

Signature of the applicant

Date :

(Contractor)

Note :- The application should be accompanied by a Treasury Receipt for the appropriate amount and a certificate in Form V from the Principal Employer.

(To be filled in the Office of the Licensing Officer)

Date of receipt of the application with challan for fees/Security Deposit.

Signature of the Licensing Officer.

FORM NO. I
[See Rule 17(1)]

Application for Registration of Establishments Employing Contract Labour

1. Name and location of the Establishment.
2. Postal address of the Establishment
3. Full name and address of the Principal Employer (furnish father's name in the case of individuals).
4. Full name and address of the Manager or person responsible for the supervision and control of the establishment.
5. Nature of work carried on in the establishment.
6. Total number of workmen directly employed.
7. Particulars of contractors and contract labour:
 - (a) Names and Addresses of Contractors.
 - (b) Nature of work in which contract labour is employed or is to be employed.
 - (c) Maximum number of contract labour to be employed on any day through each contractor.
 - (d) Estimated date of commencement of each contract work under each contractor.
2. Particulars of Treasury Receipt enclosed
(Name of the Treasury, Amount & Date)

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

Principal Employer

Seal and Stamp
Office of the Registering Officer

Date of receipt of application

FORM NO. VII**[See Rule 29(2)]
Application for Renewal of Licence**

1. Name, age, father's name and address of the contractor
2. Name and address of the principal employer
3. Name, age, father's name and address of the Agent or Manager of the Contractor at the worksite.
4. Number and date of licence
5. Date of expiry of the previous licence
6. Particulars of contract labour-
 - a) Nature of work in which contract labour is employed or is to be employed in the Establishment.
 - b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending.
 - c) Name and address of the agent or Manager of Contractor at the worksite.
 - d) Maximum number of contract labour proposed to be employed in the establishment on any date.
7. Whether the licence of the contractor was suspended or revoked.
8. No. and date of treasury receipt enclosed.

Date:

Signature of the Contractor or Agent or Manager of
the Contractor.

(To be filled in Office of the Licensing Officer)

Date of receipt of the application with
Treasury Receipt No. and date.

Signature of the Licensing Officer

10.4. The Beedi And Cigar Workers (Conditions of Employment) Act, 1966

FORM NO. I (See rules 3 and 4)

Application for grant or renewal of licence for the financial year

1. Full name of the industrial premises.
2. (i) Full postal address and situation of the industrial premises.
(ii) Full address to which communications relating to the industrial premises should be sent.
(iii) Full address of the applicant.
3. Maximum number of employees proposed to be employed on any one day during the financial year.
4. Full name and residential address of the person who shall be the employer for the purposes of the Act.
5. If the employer is a partnership, company, etc. full name and residential address of other partners or directors, etc. (See Note 1 at the end).
6. Financial resources of the employer (e.g., particulars and value of movable and immovable properties, bank reference, income-tax assessment, etc.)
7. Whether the employer is a trade mark holder registered under the Trade and Merchandise Marks Act, 1958 (Central Act 43 of 1958).
8. Value of beedies or cigars or both manufactured at the industrial premises during the preceding financial year.
9. Previous experience of the applicant in the Industry.
10. Whether any industrial premises was closed by the applicant during the period of twelve months immediately preceding the date of the application and if so, the reasons therefore.
11. Whether any industrial premises was closed by the applicant during the period of twelve months immediately preceding the date of the application and, if so, the reasons therefore.
12. Source of obtaining tobacco.
13. Whether the beedies or cigars or both manufactured by the applicant will be sold and marketed by himself or through proprietor or a registered user of a trade mark registered under the Trade and Merchandise Marks Act, 1958 (Central Act 43 of 1958) or any other person.

14. Whether the plans of the premises are enclosed.
15. Amount of fee Rs. (Rupees
paid in Treasury on vide chalan No.
enclosed.

I hereby declare that the particulars furnished by me in the form are to the best of my knowledge and belief accurate.

Date:

Signature of Applicant

Note 1:- Where an industrial premises are run or proposed to be run by a contractor for or on behalf of another person or persons or company etc., the said other person or persons or company etc., is under the Act the employer and particulars to be entered for "employer" in the Form should be in regard to such person, persons or company, etc.

The application for licence may however be made either by the contractor or the employer.

Note 2:- (1) This form shall be completed in ink in block letters or typed.

(2) If any person named against item 5 is a minor, the fact shall be stated clearly.

10.5. The Plantations Labour Act, 1951

FORM 1-A

[Prescribed under sub-rule (1) of rule 2-A]

APPLICATION FOR THE REGISTRATION OF PLANTATION

1. Name of the Plantation.
2. Nature of the Estate (whether coffee, tea, rubber, cinchona, cardamom etc.,) with hectarage of each division.
3. Maximum number of employees employed on any one day during the calendar year.
4. Full postal address and situation of the plantation.
5. Name of the employer who has ultimate control over the affairs of the plantation. In case of a minor, the fact shall be clearly stated.
6. Full address to which communication relating to the plantation to be sent.
7. Full name and residential address of the person other than the employer who manages the plantation.
8. Amount of fee paid Rs. (Rupees
) (Vide challan No. dated of the Treasury)

Signature of the employer

Date:

Instruction: This form shall be completed in ink in Block letters or typed.

10.6. Standard of Weights and Measures (Enforcement) Act, 1985.

SCHEDULE V-A

[See rule 12(1)]

FORM LM-1

Application form for Licence as Manufacturer of Weights and Measures under the Standard of Weights and Measures (Enforcement) Act, 1985.

To

(1)	To be filled by the applicants	Comments of the Inspecting Officer.
(2)	(3)	
1. Name of the manufacturing concern for which licence is desired.		
2. Complete address of the concern		
3. Date of establishment of workshop/ factory		
4. Name(s) and address(es) of proprietor(s) and/or partner(s) and managing director(s) in the case of a Limited Company.		
5. The date and number of registration in the case of a Registered Factory.		
6. Number and date of current Municipal Trade Licence.		
7. Nature of manufacturing activities at present.		
8. The type of articles proposed to be manufactured, viz.-		
(i) Weights		
(ii) Measures		
(iii) Weighing Instruments		

- (iv) Measuring Instruments with
Details in each case.
9. The number of persons employed in each
of the above branches of production.
 - (i) Skilled
 - (ii) Unskilled
 - (iii) Specialists trained in the line.
 10. The monogram or trade mark intended
to be imprinted on articles to be manufactured.
 11. Details of machinery, tools, accessories, etc.,
owned and used for manufacturing weights,
measures, etc.
 12. Have you a foundry/workshop on ownership or
longterm lease? If not, state the nature and details of
arrangements made or to be made in this regard.
 13. Indicate facilities for steel casting and hardness
testing of vital parts.
 14. Is electric energy available?
 15. Have you received any loan from Government?
If so, give details.
 16. Name of bankers, if any
 17. Sales tax Registration number.
 18. Give details of quota allotment of raw materials for
the last three years.
 19. Have you applied previously for licence? If so, with
what results?
 20. When can you produce for inspection samples of
your products for which licence is desired?

To be certified by the applicant

Certified that I/We have read the Standards of Weights and Measures
(Enforcement) Act, 1985 and the Tamil Nadu Standards of Weights and Measures

(Enforcement) Rules, 1989 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We agree to deposit the scheduled licence fees with Government as soon as required to do so by the Licencing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date :

Signature and designation.

To be filled in by the Departmental Officer of the Government of Tamil Nadu-

Date of receipt of application

Serial Number of application

Date of Inspection

Recommendation of Inspecting Officer

Place:

Date:

Signature and designation of the
Inspecting Officer

Final orders of Licencing Authority

Licence granted/refused

Licence number

Valid till

Place:

Date:

Signature and designation.

SCHEDULE V-A**[See rule 12(1)]****FORM LR-1**

[Application form for Licence as Repairers of Weights and Measures, Weighing Instruments under the Standard of Weights and Measures (Enforcement) Act, 1985.]

To

(1)	To be filled by the applicants	Comments of the Inspecting Officer.
(2)	(3)	
1. Name of the repairing concern/person seeking the licence.		
2. Complete address of the workshop		
3. Date of establishment		
4. Name(s) and address(es) of proprietor(s) and/or partner(s) and managing director(s) in the case of a Limited Company.		
5. Number and date of current Municipal Trade Licence.		
6. The types of articles you propose to repair.		
7. Area in which you wish to operate		
8. Extent of previous experience in the line.		
9. The number of skilled staff employed in the workshop.		
10. Is electric energy available		
11. Have you sufficient stock of loan/		

test weights, etc. Please give details.

- 12. Have you previously applied for repairer licence. If so when and with what results.

To be certified by the applicants.

Certified that I/We have read the Standards of Weights and Measures (Enforcement) Act, 1985, and the Tamil Nadu Standards of Weights and Measures (Enforcement) Rules, 1989 and agree to abide by the same and the administrative orders and instructions issued or to be issued thereunder.

I/We agree to deposit the scheduled licence fees and security deposit with Government as soon as required to do so by Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date:

Signature and Designation

To be filled in by Departmental Officer of the Government of Tamil Nadu

Date of receipt of application

Serial number of application

Date of Inspection

Recommendation of Inspecting Officer :

Place:

Date:

Signature and designation of the Inspecting Officer

Final Orders of Licensing Authority:

Licence granted/refused

Licence No.

Valid till:

Date:

Place:

Date:

Signature and designation

SCHEDULE V-A

[See rule 12(1)]

FORM LD-1

[Application form for Licence as Dealer of Weights and Measures, Weighing Instruments under the Standard of Weights and Measures (Enforcement) Act, 1985.]

To

	To be filled by the applicants	Comments of the Inspecting Officer.
(1)	(2)	(3)
1. Name of the establishment/shop/person seeking the licence.		
2. Complete address of the establishment,etc.		
3. Date of establishment		
4. Name(s) and address(es) of proprietor(s) and/or partner(s) and managing director(s) in the case of a Limited Company.		
5. Number and date of current Municipal Trade Licence.		
6. Category of articles sold at present		
7. Sales Tax-Registration Number Do you intend to import weights, etc., from places outside the State? If so, indicate sources of supply		
.....		
8. (Give details of manufacturer's trade mark monogram and his licence number).		
9. Have you ever applied for a dealer's licence		

either in this State or elsewhere, If so, give details.

To be certified by the applicants.

Certified that I/We have read the Standards of Weights and Measures (Enforcement) Act, 1985, and the Tamil Nadu Standards of Weights and Measures (Enforcement) Rules, 1989 and agree to abide by the same as well as the administrative orders and instructions issued or to be issued thereunder.

I/We agree to deposit the scheduled licence fees and security deposit with Government as soon as required to do so by Licensing Authority.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date:

Signature and Designation

To be filled in by Departmental Officer of the Government of Tamil Nadu

Date of receipt of application

Serial number of application

Date of Inspection

Recommendation of Inspecting Officer :

Place:

Date:

Signature and designation of the Inspecting Officer

Final Orders of Licensing Authority:

Licence granted/refused

Licence No.

Valid till:

Date:

Place:

Date:

Signature and designation

SCHEDULE V-B

[See rule 12(2)]

FORM LM-2

[Application for renewal of licence as Manufacturer of Weights, Measures, Weighing Instruments and Measuring Instruments under the Standards of Weights and Measures (Enforcement) Act, 1985.]

To

1. Name and complete address of the manufacturing concern for which licence is desired.
2. Manufacturers Licence No.
3. Names and addresses of Proprietors and/or partners and Managing Directors in the case of Limited Company.
4. a) The Type of articles which are manufactured as per licence granted
b) Do you propose any charge
5. The monogram of trade marks used on articles manufactured by you.
6. Details of workshop facilities available
7. Sales Tax Registration No.

To be certified by the applicants

CERTIFIED that I/We have read the Standards of Weights and Measures (Enforcement) Act, 1985 and the Tamil Nadu Standards of Weights and Measures (Enforcement) rules, 1989 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder.

I/We have deposited the scheduled licence fees of Rs.(Rupeesonly) to the Sub-Treasury/Bank on And the original chalan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date;

Signature and Designation.

SCHEDULE V-B

[See rule 12(2)]

FORM LR-2

[Application for renewal of licence as Repairer of Weights, Measures, Weighing Instruments and Measuring Instruments under the Standards of Weights and Measures (Enforcement) Act, 1985.]

To

1. Name and complete address of the repairing concern/person seeking the licence.
2. Repairers Licence No.
3. Names and addresses of Proprietors and/or partners and Managing Directors in the case of Limited Company.
4. Number and date of current Municipal Trade Licence
5. a) The Types of articles which are repaired as per licence granted
b) Do you propose any charge
6. Area in which you are operating
7. Have you sufficient stock of loan/ test weights, etc.?
8. Please give details with particulars of stamping.

To be certified by the applicants

CERTIFIED that I/We have read the Standards of Weights and Measures (Enforcement) Act, 1985 and the Tamil Nadu Standards of Weights and Measures (Enforcement) rules, 1989 and agree to abide by the same as well as the administrative orders and instructions issued or to be issued thereunder.

I/We have deposited the scheduled licence fees of Rs.(Rupeesonly) to the Sub-Treasury/Bank on and the original chalan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date;

Signature and Designation.

SCHEDULE V-B

[See rule 12(2)]

FORM LD-2

[Application for renewal of licence as Dealer in Weights, Measures, Weighing and Measuring Instruments under the Standards of Weights & Measures (Enforcement) Act, 1985.]

To

1. Name and complete address of the establishment/shop/person seeking the licence.
2. Dealer's Licence No.
3. Date of establishment
4. Names and addresses of Proprietors and/or partners and Managing Directors in the case of Limited Company.
5. Number and date of current Municipal Trade Licence
6. Category of articles sold at present.
7. Sales Tax Registration Number
8. Are you intending to import weights, etc., from places outside the State. If so, indicate sources of supply from the State/States. (Give details of Manufacturer's trade mark/ monogram and his licence No.)

To be certified by the applicants

CERTIFIED that I/We have read the Standards of Weights and Measures (Enforcement) Act, 1985 and the Tamil Nadu Standards of Weights and Measures (Enforcement) rules, 1989 and agree to abide by the same as well as the administrative orders and instructions issued or to be issued thereunder.

I/We have deposited the scheduled licence fees of Rs.(Rupeesonly) to the Sub-Treasury/Bank on and the original chalan is enclosed.

All the information furnished above is true to the best of my/our knowledge.

Place:

Date;

Signature and Designation.

10.7. The Workmen's Compensation Act, 1923**FORM F**
[See rule 20]***Application for Compensation By Workmen***
To The Commissioner for Workmen's Compensation......
residing at*Applicant**versus*.....
residing at*Opposite party*

It is hereby submitted that –

- (1) the applicant, a workman employed by (a contractor with) the opposite party on the day of 200 received personal injury by accident arising out of and in the course of his employment.

The cause of the injury was ... (*here insert briefly in ordinary language the cause of the injury*).

- (2) the applicant sustained the following injuries, namely :
- (3) the monthly wages of the applicant amount to Rs.
The applicant is over / under the age of 15 years
- (4) (a) Notice of the accident was served on the day of
(b) Notice was served as soon as practicable.
(c) Notice of the accident was not served (*in due time*) by reason of
- (5) The applicant is accordingly entitled to receive –
- (a) half – monthly payment of Rs. from the day of
200 to
- (b) a lump sum payment of Rs.
- (6) The applicant has taken the following steps to secure a settlement by agreement, namely but it has prove impossible to settle the questions in dispute because
You are therefore requested to determine the following questions in dispute, namely :
- (a) whether the applicant is a workman within the meaning of the Act ;
(b) whether the accident arose out of or in the course of the applicant's employment ;
(c) whether the amount of compensation claimed is due, or any part of that amount ;
(d) whether the opposite party is liable to pay such compensation as is due ;
(e) etc. (*as required*).

*Applicant.**Dated*

200.

FORM G
[See rule 20]

APPLICATION FOR ORDER TO DEPOSIT COMPENSATION

To The Commissioner for Workmen’s Compensation -----

.....
residing at

Applicant

versus

.....
residing at

Opposite party

It is hereby submitted that –

(1), a workman employed by (a contractor with) the opposite party on the day of 200 , received personal injury by accident arising out of and in the course of his employment resulting in his death on the day of 200 . The cause of the injury was (here insert briefly in ordinary language the cause of the injury).....

(2) The applicant(s) is a / are dependent(s) of the deceased workman being his

(3) The monthly wages of the deceased amount to Rs. The deceased was over / under the age of 15 years at the time of his death.

(4) (a) Notice of the accident was served on the day of-
(b) Notice was served as soon as practicable.
(c) Notice of the accident was not served (in due time) by reason of

(5) The deceased before his death received as compensation the total sum of Rs.—

The applicant(s) is / are accordingly entitled to receive a lump sum payment of Rs.

You are therefore requested to award to the applicant the said compensation or any other compensation to which he may be entitled.

Applicant

Dated----- 200 .

10.8. Tamilnadu Payment of Gratuity Rules, 1973

FORM ' N '
(See sub-rule (1) of Rule 10)
Application for direction

**BEFORE THE CONTROLLING AUTHORITY UNDER THE PAYMENT OF
 GRATUITY ACT,1972**

APPLICATION NO..... Date

Between

(Name in full of the applicant with full address)

And

(Name in full of the employer concerned with full address)

1.The applicant is an employee of the above mentioned employer(s)/ nominee of late....., an employee of the above-mentioned employer(s)/ legal heir of late....., an employee of the above mentioned employer, and is entitled to payment of gratuity under sec.4 of the Payment of Gratuity Act, 1972, on account of his own/ aforesaid employee's superannuation on...../his own retirement/aforesaid employee's resignation on.....(date) after completion of.....years of continuous service/his own/aforesaid employee's total disablement with effect from.....(date) due to accident/disease/death of the aforesaid employee on.....(date).

2.The applicant submitted an application under rule.....of the Payment of Gratuity Act 1972 on the but the above-mentioned employer refused to entertain it/issued a notice dated theunder clause.....of sub-rule.....offering an amount of gratuity which is less than my due/issued a notice dated the.....under clause.....of sub-rule.....of rule.....rejecting my eligibility to payment of gratuity.The duplicate copy of the said notice is enclosed.

3.The applicant submits that there is a dispute on the matter.
 (specify the dispute)

4.The applicant furnishes the necessary particulars in the annexure hereto and prays that the controlling authority may be pleased to determine the amount of gratuity payable to the petitioner and direct the above-mentioned employer to pay the same to the petitioner.

5. The applicant declares that the particulars furnished in the annexure hereto are true and correct to the best of his knowledge and belief.

Date :

Signature of the applicant /thumb
 impression of the applicant.

Annexure

1. Name in full of applicant with full address :
2. Basis of claim(Death/superannuation/
Retirement/Resignation/Disablement of
Employee :
3. Name and address in full of the employee:
4. Marital status of the employee (unmarried/
married/widow/widower):
5. Name and address in full of the employer:
6. Department/Branch/section where the
employee was last employed (if known):
7. Post held by the employee with Ticket
or serial No., if any (if known):
8. Date of appointment of the employee:
9. Date and cause of termination of service
of the employee (superannuation/retirement/
resignation/disablement/death):
10. Total period of service by the employee :
11. Wages last drawn by the employee:
12. If the employee is dead, date and cause thereof :
13. Evidence/witness in support of death of the employee;
14. If a nominee, No. and date of recording of
nomination with the employer:
15. Evidence/witness in support of being a legal heir, if a legal heir:
16. Total gratuity payable to the employee (if known) :
17. Percentage of gratuity payable to the applicant as a nominee/legal heir :
18. Amount of gratuity claimed by the applicant ;

Place
Date

Signature/Thumb impression
of the applicant:

10.9. Trade Unions Act 1926
The Tamilnadu Regulation under the Trade Unions Act
FORM-A
Application for Registration of Trade union

Dated the.....day of.....200

1. We hereby apply for the registration of a trade union under the name of.....
2. The address of the head office of the union is.....
3. The union came into existence on theday of.....
4. The union is a union of employers/workers engaged in the industry.
5. A copy of the rules of the union duly subscribed as required by section 4 of the Trade Unions Act, 1926, is appended hereto.
6. The particulars required by section 5(1) (c) of the Trade unions Act 1926, are given in schedule I.
7. The particulars given in schedule II shown the provision made in the rules for the matters detailed in section 6 of the Trade unions Act, 1926.
8. (To be struck out in the case of unions which have not been in existence for one year before the date of application). The particulars required by section 5(2) of the Trade unions Act 1926, are given in schedule III.
9. We have been duly authorized to make this application by *

	Signature	occupation	Address
Signed			
1			
2			
3			
4			
5			
6			
7			

*State here whether the authority was given by a resolution of general meeting of the union, if not, in what other way it was given.

To the Registrar of Trade Unions for the Presidency of Madras.

**Schedule I
List of office-bearers**

Title	Name	Age	Address	Occupation
		Yrs.		

Note – enter in this schedule the names of all members of the executive of the union, showing in column- I the names of any posts held by them 9 ex. President, secretary, Treasurer etc.,0 in addition to their offices as members of the executive.

CERTIFICATE

Certified that none of the office- bearers of the *.....Union has been disqualified under section 21-a of the Act for being chosen as office- bearer.

* Here enter the name of trade union
(To be signed by persons)

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

Schedule II
Reference of Rules

The numbers of the rules making provision for the several matters detailed in column (1) are given (2) below

Matter (1)	Number of Rules (2)
Name of union	
The whole of the objects for which the union has been established	
The whole of the purpose for which the general funds of the union shall be applicable	
The maintenance of a list of members	
The facilities provided for the inspection of the list of members by office-bearers and members	
The admission of ordinary members	
The admission of honorary or temporary members	
The conditions under which members are entitled to benefits assured by the rules	
The conditions under which fines or forfeitures can be imposed or varied.	
The manner in which the rules shall be amended, varied or rescinded.	
The manner in which the members of the executive and other office-bearers of the union shall be appointed and removed ..	
The safe custody of the funds	
The annual audit of the accounts ...	
The annual audit for the inspection of the account books by office-bearers and members	
The manner in which the union may be dissolved ...	

Schedule III

(This need not be filled in if the union came into existence less than one year before the date of application for registration)

Statement of liabilities and Assets on the day of

Liabilities	Rs.	P.	Assets	Rs.	P.
Amount of General fund-			Cash-		
Amount of Political fund –			In hands of Treasurer.		
Loans from-			In hands of Secretary		
.....			In hands of –		
.....;;			In the Bank		
debts due to –			In theBank		
.....			Securities as per list below		
.....			Unpaid subscriptions due		
Other liabilities (to be specified)			Loans to		
.....				
.....				
Total Liabilities....			Immovable property		
			Goods and furniture		
			Other Assets (to be specified)		
				
				
			Total Assets		

List of Securities

Particulars	Nominal value	Market value	In hands of

(Signed)

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)

CHAPTER-11

**DETAILS OF
TRIPARTITE COMMITTEES**

CHAPTER - 11**DETAILS OF TRIPARTITE COMMITTEES**

S.No	Name of Committees/Boards
1.	Plantations Labour Housing Advisory Board.
2.	State Advisory Contract Labour Board.
3.	Advisory Committee Under the Equal Remuneration Act.
4.	Minimum Wages (State) Advisory Board.
5.	Advisory Committee under Tamilnadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982
6.	Tamilnadu Labour Welfare Board
7.	Tamilnadu Construction Workers Welfare Board
8.	Tamilnadu Manual Workers Social Security and Welfare Board
9.	Tamilnadu State Child Labour Advisory Board

NON- STATUTORY COMMITTEES/ BOARDS

1.	Plantation Labour Advisory Committee
2.	State Labour Advisory Board
3.	Good Industrial Relations Award Committee
4.	State Evaluation and implementation Committee
5.	Project Steering Committee for elimination of Child Labour through ILO-IPEC Programme
6.	State Monitoring Committee for National Child Labour Project
7.	State Advisory Committee on Cine Workers Welfare Fund
8.	State Advisory Committee for Beedi Workers

CHAPTER -12

CHILD LABOUR

CHAPTER - 12

CHILD LABOUR

12.1. Child Labour

The State of Tamilnadu is committed to eradicate Child labour from the state, utilising the convergent services of all stake holders. In addition to strict enforcement of Child Labour (Prohibition & Regulation) Act 1986, centrally sponsored projects like National Child Labour Project and INDUS projects are taken up in the districts that are prone to child labour.

12.2 1. National Child Labour Project (NCLP)

National Child Labour Project is the result of the **National Child Labour Policy** and 10 projects **commenced in the year 1987** and one such project was started in the match belt in Virudhunagar district in 1987. NCL Projects started in Thoothukkudi, Pudukkottai, Trichy, Coimbatore, Salem, Vellore, Dharmapuri districts from 1995-96 and in Tirunelveli District since the year 2000. In 2004, Chennai, Erode, Krishnagiri and Dindigul Districts have been sanctioned the projects. NCL Project was sanctioned for Theni District in 2005. The registered Project Society under the Chairmanship of the District Collector implements National Child Labour Project.

12.2.2. Special Schools

The National Child Labour Projects run special schools in each district exclusively for the rescued child labourers. The students studying in special schools are mainstreamed after a certain period. All the special schools in the Project districts are run by NGOs except in Vellore, Dharmapuri and Salem Districts. Presently, 443 special schools are running with 17,166 children studying.

12.2.3. Functioning of NCLP

Sl. No.	District		
		Started	Enrolled
1	Salem	40	2072
2	Coimbatore	12	292
3	Dharmapuri	36	1585
4	Trichy	38	1398
5	Tuticorin	33	1650
6	Vellore	60	2807
7	Tirunelveli	84	2435
8	Dindigul	26	769
9	Erode	28	820
10	Krishnagiri	66	2419
11	Chennai	20	919
12	Theni		
	Total	443	17166

District Primary Education Programme (DPEP) and District Institute for Education and Training (DIET) staff train the teachers of special schools. The children are taught at three levels. Children are taught through play way method and they are mainstreamed into formal education.

Nutritious meal is provided to the children of the special schools. **Stipend** of Rs.100/- p.m. has been given to each child. State Government has issued orders for Free bus passes excluding Trichy District and free uniforms for special school children. (G.O D.No: 427 dated 9.4.2003 and G.O.Ms.No.319 date 31.12.2004)

12.2.4. Mainstreaming of children into formal schools:-

There is coordination with the State Education Department for facilitating the enrolment of the children passing out of the special schools, into the appropriate standard in formal school. 41,811 children from NCLP were mainstreamed into regular schools from the inspection of the Projects till 2005.

12.2.5. Health Camps:-

Regular health check ups are undertaken by the **Health Department**. Health cards are maintained for all special school children.

12.2.6. Pre Vocational Training:-

Vocational Training is imparted to the special school children. Tailoring, Fabric painting, wire basket making, woolen work, handicrafts, candle making, chalk piece making, mushroom cultivation, soft toy making, book binding, bead work, basket making, palm leaf products, fibre products,& doll making.

12.2.7. Children's Clubs:-

Children's clubs have been formed in all NCLP districts with the special school and formal school children with the aim to bring about peer group interaction and to learn about child rights and to bring out their potentials.

12.2.8. Recreation:-

Children are made to play **indoor and outdoor** games. They have sports day every year. Their talents are cultivated and they sing, dance and enact plays and perform well in cultural activities. **Metric Melas** are being conducted in the villages in Vellore district and in these festivals, mathematical ability, mental aptitude & educational capacity of the special school children are displayed. More than 120 such camps have been conducted. Picnics and excursion are arranged for the children. Regular holiday camps are organized in Coimbatore District.

12.2.9. Income Generating Activities and Self help Groups

Self Help Groups among mothers of Child Labourers have been formed in all the NCLP districts to improve the economic status of the child labour families. Self Help groups are involved in various trades. Few of them even run the NCLP special schools. Quarries have been taken for lease by few groups. They are running hire Autos, ration shops, groceries and other business activities. The details of SHGs formed are as follows:

**Details of Self Help Groups formed in
NCLP Districts**

Sl. No.	District	No. of Self Help Groups(Mother Groups)
1	Chennai	22
2	Coimbatore	362
3	Dharmapuri	3
4	Dindigul	18
5	Erode	8
6	Krishnagiri	9
7	Salem	42
8	Tirunelveli	45
9	Trichy	41
10	Tuticorin	105
11	Vellore	80
12	Theni (newly formed)	yet to be formed
	TOTAL	735

12.2.10. Participation of Panchayati Raj Institutions

There is a lot of community participation in running the NCL Projects. The **Panchayat President** and local body leaders are sensitized on the issue of child labour and they have **passed resolutions to declare their panchayat /local body free of child labour**.

12.2.11. Employers Associations Committed

The employers and trade unions were requested to extend their co-operation in combating child labour. The employers associations have instructed their members to disengage child labour and not to engage child labour in future. Their members were

requested **to exhibit a notice that 'No Child is employed'** conspicuously in their establishments.

Nila Palli (Full Moon Court) meetings are held in a few NCLP districts to mobilise the community and discuss the issues related to child labour and seek the support of community in resolving the issues.

12.2.12. Awareness Generation:-

Massive awareness generation programmes are conducted in all the NCLP districts. Human chain, rallies, Kala Jathas, poster exhibition, competitions for children and college students are held. Anti Child Labour Day is observed in all the districts on 12th June every year with the cooperation of all departments, NGOs and local bodies. Advertisements in cable Television network and mass media are undertaken. A pledge is taken on that day by all Government/Private offices, factories, establishments, schools to eradicate child labour. During Anti Child Labour Day, Child Labour awareness slogans are also made with the help of Telephone department to hear at the time of pick up the phone.

12.2.13. Special Programmes:-

- **One free Hostel for 40 children** have been opened at Lakshmi Puram Special school in Thally Block in **Dharmapuri district** with sponsor of Deccanet Software company, Bangalore.
- **One residential school** (Keela Ambikapuram) in **Trichy district** has been setup through Servite Social Service Society NGO for the special school children who could not continue their education in regular schools. 130 children are studying there.
- **Three resource centres** for special school children have been set up at **Coimbatore** district with the help of **Rotary club** wherein indoor and out door play materials are at the disposal of the special school children. Children are taught music and musical instruments, computer literacy. 100 special school children are brought every day by van to this centre and they enjoy being there the whole day.

12.2.14. Training

- A Training of Trainers for prevocational training was conducted for 40 special school teachers of NCLP in April 2005
- A Training of Trainers on 'Children's Theatre' was conducted for 40 special school teachers of NCLP in April 2005
- A refresher Training for the Project Directors and Field officers was conducted from 2nd to 4th of March 2006.
- Master Training for NCLP Special School Teachers in multi grade Multi level learning methodology using Activity Based Learning Materials has been organized for Teachers at Rishy Valley Institute for Education Resources at Rishy Valley in Andhra Pradesh from 10th to 19th of March 2006.
- A three-day training for 48 Craft teachers of NCLP and Indus Child Labour Projects from 17th April to 29th April 2006, was held at Madagondapalli Educational Centre, Krishnagiri District to equip them to prepare Crafts with low cost materials.

A State Monitoring Committee on Child Labour was formed in 1999 vide G.O.Ms.No.175, Labour and Employment dated 15.10.1999 with Secretary to Government, Labour & Employment Department as Chairman which meets twice a year and monitors the functioning of NCLP in the State.

12.3. INDUS CHILD LABOUR PROJECT

The Indus Child Labour Projects were started in the 5 districts of Tamilnadu viz., Tiruvallur, Kancheepuram, Namakkal, Tiruvannamalai and Virudhunagar in the year 2004.

12.3.1. The Components of the Project

- 1) Identification of children at risk
- 2) Withdrawal and provision of Transitional Education
- 3) Vocational training for Adolescents
- 4) Income generating alternatives for families

- 5) Strengthening Public education of child workers
- 6) Monitoring and Tracking
- 7) Social Mobilization
- 8) Capacity Building of National, State, District and Local Institutions

12.3.2. Identification of Children

In order to identify the children at risk in hazardous and non-hazardous occupations, M/s. TNS Mode, a Private Agency in Tamilnadu was engaged by ILO to conduct the survey known as the Baseline Survey in the aforesaid five Districts.

The Survey revealed the prevalence of child labour in the Five Districts as shown below:

<i>District</i>	No. of children identified in the District by TNS Mode Survey								
	5-8 years			9-13 years			14-17 years		
	M	F	T	M	F	T	M	F	T
KANCHEE-PURAM	33	18	51	250	310	560	4661	4589	9250
NAMAKKAL	39	44	83	1784	829	2613	2840	1933	4773
TIRUVALLUR	39	26	65	509	626	1135	4622	4410	9032
T.V. MALAI	99	99	198	355	440	795	7393	7182	14575
VIRUDHU-NAGAR	29	22	51	1224	2036	3260	4106	6447	10553
TOTAL	239	209	448	4122	4241	8363	23622	24561	48183

In the age group of 5-8 were admitted directly into formal schools, as follows: Consequent to the Baseline survey, action was taken by the District Administration concerned to rescue child labour.

Admission of Children in Formal Schools - 5-8 years.

Sl. No.	District	Children identified by TNS Mode Survey + identified by Field Officers			Children Enrolled in Formal Schools (5-8 years)		
		Male	Female	Total	Male	Female	Total
1	Kancheepuram	33	18	51	33	18	51
2	Namakkal	39	44	83	39	44	83
3	Tiruvallur	38	27	65	38	27	65
4	Tiruvannamalai	85	131	216	85	131	216
5	Virudhunagar	29	22	51	29	22	51
	TOTAL	224	242	466	224	242	466

Note:

The Difference between the survey figures and the admission figures in respect of 5-8 years age group children i.e., 466-448 = 18 is due to fresh identification of children by the field officer in Thiruvannamalai district.

12.3.3. Transitional Education Centres:

Participatory Rural Appraisal Exercises were conducted in villages, Wards and Municipalities to involve the community in implementing the Indus Project. The parents of child labourers were motivated to send their children to the Transitional Education Centres.

Transitional Education Centres (TECs) were opened under Indus Child Labour Project in the five districts for the child labourers in the age group of 9-13 years.

The sanctioned strength of children per TEC is 50. There are two Educational Instructors and one Craft Instructor to teach the children in each TEC. There is one Helper to cook the mid-day meals for the children. There is one Clerk for every 5 TECs. The TECs are also functioning as Resource Centres in the evening hours.

Every year children are mainstreamed into formal schools. The mainstreamed children are followed up regularly to ensure their continuance and retention in formal schools. 2,807 children were mainstreamed into regular schools from the inspection of the Projects till 2005.

The sanctioned strength of TECs, students, and actual admission of children in the TECs are as follows.

District	Transitional Educational Centre		
	Sanctioned	Started	No of Children admitted
Kancheepuram	60	60	2100
Namakkal	50	48	1290
Tiruvallur	25	29	1092
Tiruvannamalai	32	32	1588
Virudhunagar	83	59	1908
Total	250	228	7978

12.3.4. Methodology of Teaching

Master Training for Transitional Education Centre Teachers in multi grade Multi level learning methodology using Activity Based Learning Materials organized at **Rishy Valley** Institute for Education Resources at Rishy Valley in Andhra Pradesh from 10th to 19th of March 2006.

12.3.5. Pre-vocational Training

The children are taught craft work using locally available materials. Children make wire bags, soft toys, bead work, dolls, greeting cards etc., Children also learn to draw and paint.

12.3.6. Health Check up

Health Check up is conducted regularly for all the TEC children once in a month. Once in three months, Health Camps are conducted by a Team of Specialized Doctors. The children who need treatment with regard to Eye, Skin, Dental, heart etc., are referred to the Government Hospitals. Health Cards are maintained for all children.

Benefits provided to Children: Free Text books and Note Books and School Bags are provided to all children studying in TECs. One Set of free Uniform had been provided to the TEC children by the State Government. **Nutritious Mid day meal** and Snacks in the evening are also provided.

12.3.7. Resource Centres

Resource Centres are managed by the Resource Centre Volunteers. Resource Centres function in the evening hours. Nearly 121 books have been supplied by UNICEF through State Resource Cell to every Resource Centre. The children are encouraged to read books on their own. RC Volunteer also reads stories for children. The children are provided with indoor and outdoor play materials. They are also taught Yoga, Music and Dance in certain Centres. RC Volunteers also conduct tuition for children and clarify their doubts.

“Vasanthathai Nokki”(Towards Spring) a newsletter is brought out by Virudhunagar district for the general public about the Indus child labour Project in the district.

12.3.8. Vocational Training for Adolescents

The prevalence of Adolescents in the age group of 14-17 years as per the TNS Mode Survey was 48184. Centre for Entrepreneur Development, Madurai conducted a Labour Market Survey to identify potential trades for employment and identified about 250 Trades. To impart Vocational Training to the adolescents, arrangements were made in the form of tie up with (1) The Commissioner of Employment & Training and Private Industrial Training Centres (2) An Officer in the cadre of Junior Training Officer from the Commissionerate of Employment & Training has been deputed to the Indus Project in each District to supervise and coordinate the vocational Training Component.

Measures are taken by the Project Societies to arrange for placements for all the students who have completed the Vocational Training.

The main vocations in which training is imparted is Garment making, Two wheeler mechanism, Three and Four Wheeler mechanism, Desk Top Publishing, house wiring, Pump repairing, Bakery and fast food preparation and Catering Technology.

12.3.9. Alternative Income Generation Activities

To enable the families of rescued child labourers, and to augment their income by alternative means, 245 Self Help Groups have been **exclusively formed with the mothers of Child Labourers.**

12.3.10. Strengthening the Public Education Of Child Workers:-

Sarva Siksha Abhiyan Scheme is associated in all the five Indus project districts in strengthening of public education by using different strategies. SSA in all the five Indus Project Districts has nominated co-ordinators. 40 Lead Schools have been selected and the Head Teachers of the Lead Schools have been trained. In Virudhunagar District, Activity Centres have been set up in all the Lead Schools and Volunteers have been placed to conduct special classes to the weak students. They also teach games to the children in the evening hours.

12.3.11. Monitoring and Tracking:-

The Index Cards and Progress Cards are maintained for all the children identified in the Survey as well as by the Project. These data is updated in the Website maintained by ILO.

12.3.12. Social Mobilization and awareness creation

The awareness generation programmes in the Districts included conduct of Rallies, dissemination of messages through Hoardings, Handbills, Advertisements through the Print and Electronic Media in addition to meetings with the Employers, Trade Unions, NGOs etc.,. Anti Child Labour Day is being observed on 12th June of every year and pledge is taken in all Government offices, Schools and in Factories.

The Communication material such as Posters, Stickers, FAQ Booklet (designed by ILO), radio song, were released on 10.01.2006 and they were printed and distributed to all districts.

Sensitization programmes have been conducted for Panchayat Presidents, Government Officials, Employers, NGOs etc., in all the five districts.

12.4. State Resource Cell

The State Resource Cell was formed in the Office of the Commissioner of Labour to monitor the Indus Child Labour Project functioning in the State in June 2004. The State Child Labour Rehabilitation cum Welfare Society is the administrative agency of the State Resource Cell. The SRC

is headed by the State Coordinator who is the Additional Commissioner of Labour, an IAS officer and three Assistant State Coordinators.

SRC collects the data relating to the implementation of Action Plan for Eradication of Child Labour, Enforcement of legislations prohibiting Child Labour, Periodical reports from the Project Directors of National Child Labour Project and INDUS Child Labour Projects.

SRC takes up Social mobilization work and awareness generation programmes in printing and distribution of Posters, pamphlets and notices. SRC has prepared a Television module, Radio jingle and Cinema slides. Huge Hoardings have been erected in prominent places.

The State Resource Cell is aiming to achieve the objective of the Action Plan for Eradication of Child Labour in Tamilnadu and it is striving hard towards it.

12.5. Domestic Servants and Hospitality Sector

With the recent amendment to Child Labour (Prohibition & Regulation) Act 1986, the Hospitality sector and Domestic service has been declared as Hazardous work and engagement of child labour is banned.

12.6. Enforcement

Strict enforcement of Child Labour (Prohibition & Regulation) Act 1986, and other related Labour legislations are undertaken by the Labour department officials and by squads and district committees formed by the District Collectors.

12.7. Child Labour Free Districts

The District Collectors with the services of all stakeholders and convergent services of line departments, plays an active role in identification, rescue and rehabilitative operations and over sees that no child is employed in their districts.

12.8. Partners in Child Labour

ILO

Ms. Surina Rajan,
Project Manager,
Indus Child Labour Project,
International Labour Organisation,
Sub-Regional Office for South Asia,
Core – 4B, India Habitat Centre,

Third Floor, Lodi Road,
Chennai – 3.
Ph. No. 011 2460 2101-02-03-06

UNICEF

Thiru Stephen Umemoto,
State Representative,
No. 1, Chittarajan Road,
Teynampet,
Chennai – 18.
Ph no. 24344051, 24350332, 24353437

12.9. NAME AND ADDRESS OF INDUS PROJECT DISTRICTS

DISTRICT COLLECTOR & CHAIRMAN

Thiru Pradeep Yadav, IAS
District Collector & Chairman,
Indus Child Labour Project,
Kancheepuram.

Thiru S.S. Jawahar, IAS.,
District Collector & Chairman,
Indus Child Labour Project,
Virudhunagar.

Thiru Satyabrata Sahoo, IAS.,
District Collector & Chairman,
Indus Child Labour Project,
Tiruvannamalai.

Thiru G. Sundaramurthy, IAS.,
District Collector & Chairman,
Indus Child Labour Project,
Namakkal

Thiru Ravir Prasad, IAS.,
District Collector & Chairman,
Indus Child Labour Project,
Thiruvallur.

PROJECT DIRECTOR

Thiru M. Venkatraman,
Project Director,

Indus Child Labour Project,
Collectorate campus,
Kancheepuram

Ms. K. Kalaiselvi,
Project Director,
Indus Child Labour Project,
Collectorate campus,
Namakkal

Ms. P.Priyadarsini,
Project Director,
Indus Child Labour Project,
Collectorate campus,
Tiruvallur

Thiru M. Dhanapalakashnan,
Project Director,
Indus Child Labour Project,
Collectorate campus,
Tiruvannamalai.

Thiru V.Jeyaprakash,
Project Director,
Indus Child Labour Project,
Collectorate campus,
Virudhunagar-626002.

12.10. NAME AND ADDRESSES OF NCLP PROJECT DISTRICTS

DISTRICT COLLECTOR & CHAIRMAN

Thiru M.P.Vijayakumar, IAS.,
Commissioner & Chairman,
Corporation of Chennai,
National Child Labour Project,
Chennai-600003.

Dr Neeraj Mittal, I.A.S,
District Collector & Chairman,
National Child Labour Project,
Collectorate, Coimbatore

Thiru M. Chandrasekaran, I.A.S.,
District Collector & Chairman,
National Child Labour Project,
Collectorate, Dharmapuri

Tmt. R. Vasuki, I.A.S.,
District Collector & Chairman,
National Child Labour Project,
Collectorate, Dindigul

Thiru. N. Mathivanan, I.A.S.
District Collector & Chairman,
National Child Labour Project,
Collectorate, Salem

Dr. R. Palaniyandi, I.A.S.
District Collector & Chairman,
National Child Labour Project,
Collectorate,
Thoothukudi.

Thiru. Ashish Vachani, I.A.S.
District Collector & Chairman,
National Child Labour Project,
Collectorate,
Tiruchirapalli.

Thiru. G. Prakash, I.A.S.,
District Collector & Chairman,
National Child Labour Project,
Collectorate, Tirunelveli

Thiru. Dharmendra Pratap Yadav, I.A.S.,
District Collector & Chairman,
National Child Labour Project,
Collectorate,
Vellore-632009.

Dr. Santhosh Babu, I.A.S.
District Collector & Chairman,
National Child Labour Project,
Collectorate, Krishnagiri.

Dr. D. Karthikeyan, I.A.S.
District Collector & Chairman,
National Child Labour Project,
Collectorate, Erode.

Thiru Rajesh Lakhoni, I.A.S.,
District Collector & Chairman,
National Child Labour Project,
Collectorate, Theni

PROJECT DIRECTOR

Thiru M. Rajapandian,
Project Director,
National Child Labour Project(CLASS)
Collectorate, Sathuvacheri,
Vellore-632 009.

Thiru A.P.Sankaran,
Project Director,
National Child Labour Project,
Madurai Road, Gomathi Nagar,
Tirunelveli.

Thiru Nallaperumal,
Project Director,
National Child Labour Project,
Collectorate, Korampallam
Thoothukudi 628101.

Ms V.Jisha,
Project Director,
National Child Labour Project (KOVAI CLASS)
Collectorate Complex,
Coimbatore-641 018.

Ms Sona,
Project Director,
National Child Labour Project (CHEERS)
Collectorate, Tiruchy-1.

Thiru. N. Saravanan,
Project Director,
National Child Labour Project,
DDDL Building
Dharmapuri -636 705.

Thiru P.V.Viswanathan,
Project Director,
National Child Labour Project (SMILE)
District Board Building, Salem- 636 001.

Thiru Dilli Babu,
Project Director,
National Child Labour Project,
Arivoli Iyakkam, Chennai Corporation,
Chennai – 600 003.

Thiru V. Senthil Arasu,
The Project Director,
National Child Labour Project (SMILE)
District Board Building,
Dindigul District.

Ms Manjula,
The Project Director,
National Child Labour Project,
Collectorate Campus, Erode District.

Ms S. Priya,
The Project Director,
National Child Labour Project,
Collectorate Campus,
Krishnagiri District.

Thiru C.K. Subramanian,
The Project Director,
National Child Labour Project,
Collectorate Campus,
Theni District.

PHONE NUMBERS

INDUS CHILD LABOUR PROJECT		NCLP CHILD LABOUR PROJECT	
Project Director, Kancheepuram	27238050 09443228269/ 09444731433	Project Director, Chennai,	94442 59390
Project Director, Namakkal	04286-280056, 09443858732		
Project Director, Tiruvallur	27691081, 27609124 09865290044	Project Director, Erode	0 98652 94437
Project Director, T.V.Malai	04175-232088,	Project Director, Dindigul	0 9942140064
Project Director, Virudhunagar	04562-252040, 0 9442059710	Project Director, Salem	95427-2451880
		Project Director, Dharmapuri	0 94436 33383
		Project Director, Trichy	98408 43478
		Project Director, Coimbatore	093452 65930
		Project Director, Tuticorin	95461-2341288
		Project Director, Vellore	95416-2252501
		Project Director, Theni	0 99424 32211
		Project Director, Krishnagiri	0 94439 66580 954343-239500
		Project Director, Tirunelveli	95462-2330390 95462-2324220

12.11. Criteria for selection of NGOs to run special schools

1. Completion of two years after registration of the Society/Trust
2. Should have sufficient funds to meet out at least two months expenses at any point of time.
3. Should have sufficient infra structure facilities like office e-mail, facility and fax etc.
4. Should have prior experience in the development field such as Health, Education, Child Labour, SHGs etc.,
5. Staff must have sufficient educational qualifications to do the proper documentation, accounting and correspondence with the project society.

After short-listing the application, the District Collector has to finalise the selection.

CHAPTER- 13
PUBLICATIONS

CHAPTER-13

PUBLICATIONS

13.1 Publications

Citizens' Charter

Action plan for eradication of Child Labour

Manual for Enforcement officers

Bi-monthly Magazine "Kuruthu"

13.2. Web sites

Department of Labour

Child Labour : tnchildlabour@yahoo.com

Tamilnadu Labour Welfare Board

Tamilnadu Construction Workers Welfare Board

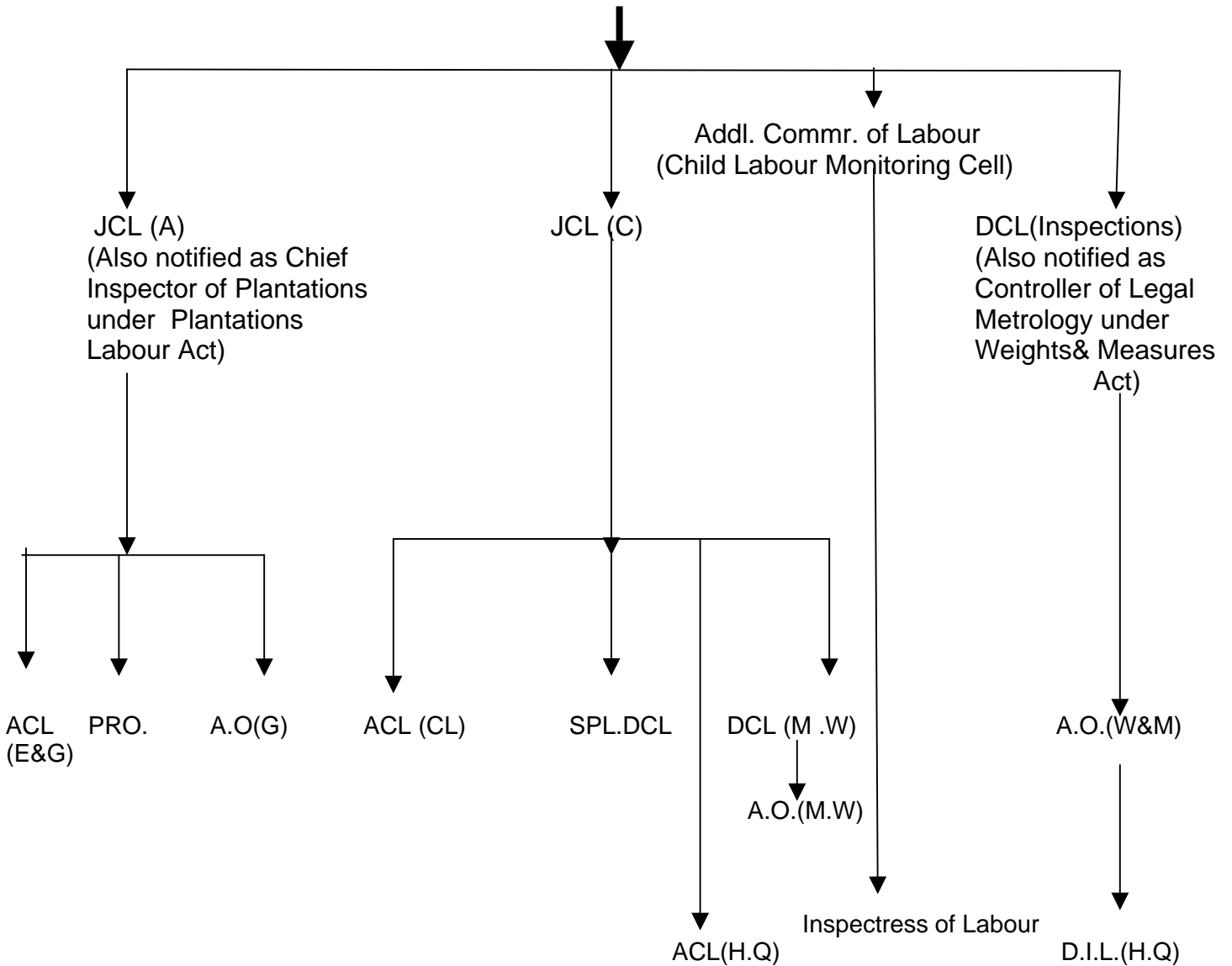
Tamilnadu Manual Workers Social Security & Welfare Board

ANNEXURE
ORGANOGRAM

ORGANOGRAM

HEAD QUARTERS OFFICE

COMMISSIONER OF LABOUR



JCL	: Joint Commissioner of Labour	- 5
DCL	: Deputy Commissioner of Labour	- 12
ACL	: Assistant Commissioner of Labour	- 18
LO	: Labour Officer	- 18
AO	: Administrative Officer	- 4
IL	: Inspector of Labour	- 28
DIL	: Deputy Inspector of Labour	- 68
AIL	: Assistant Inspector of Labour	- 218
SI	: Stamping Inspector	- 101

ORGANISATIONAL SET UP OF CHENNAI ZONE

COMMISSIONER OF LABOUR



JOINT COMMISSIONER OF LABOUR, CHENNAI-ZONE



DCL -I, Chennai

DCL -II, Chennai

ACL,O/o.DCL-1,Chennai

ACL(C) -I, Chennai
ACL(C)-II, Chennai

ACL, O/o.DCL-II,
Chennai

DIL AIL SI

1) I.L-I, Chennai <u>Storage Tank</u> DIL-1, AIL-2	-	4	13	3
2) I.L-II, Chennai	-	3	11	4
3) I.L-III, Chennai	-	3	11	5
4) I.L, Vellore	-	2	9	4
5) I.L, Tiruvannamalai	-	2	7	4

- 1) L.O-I, Chennai
- 2) L.O-II, Chennai
- 3) L.O-II, Chennai
- 4) L.O-I, Vellore
- 5) LO-II, Vellore

DIL AIL SI

1) I.L, Cuddalore	2	5	2	L.O,
2) I.L. Kancheepuram	2	5	3	Cuddalore
3) I.L., Villupuram	1	4	3	
4) I.L, Thiruvallur	2	4	3	

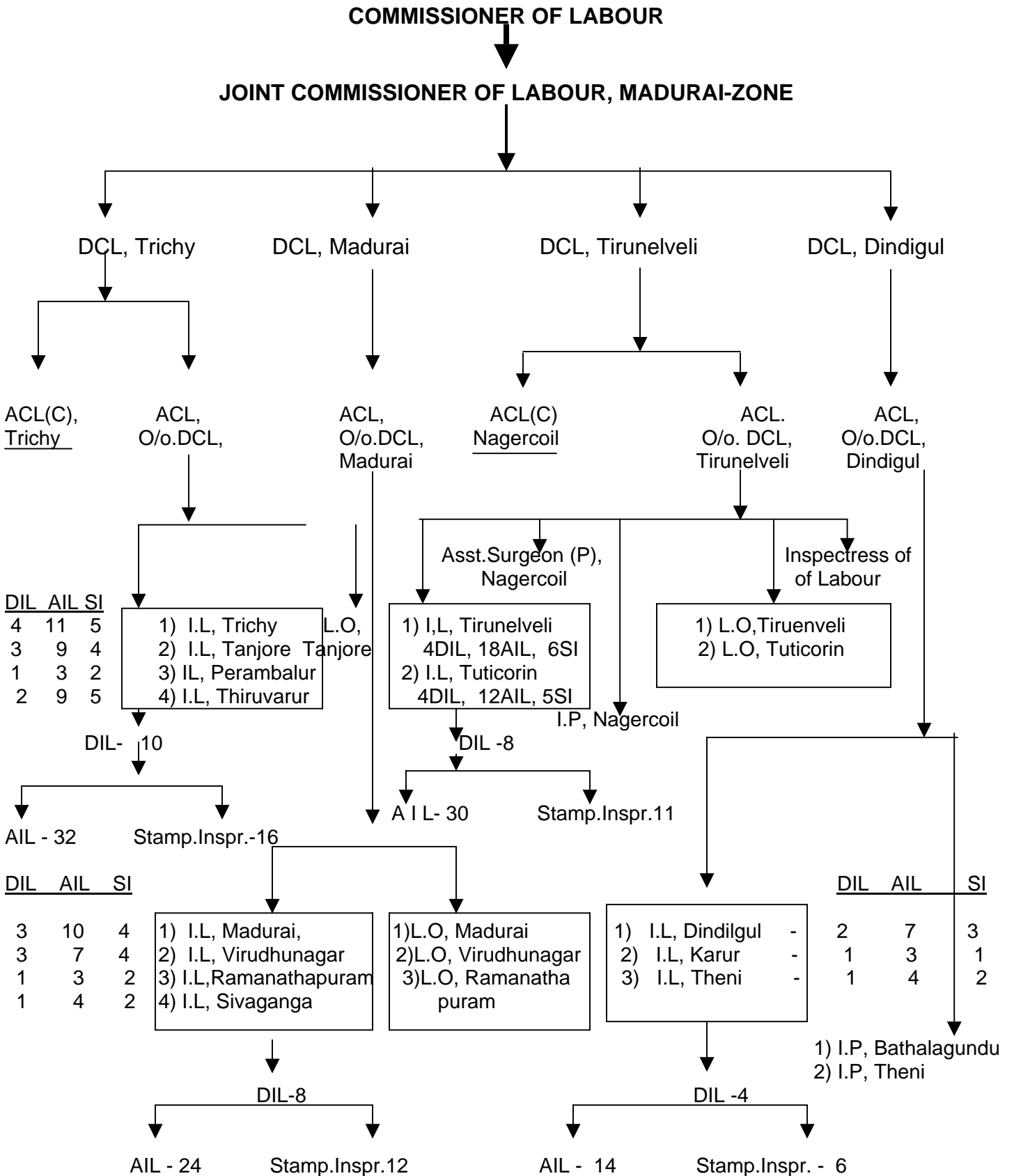
D.I.L - 14

D.I.L - 6

A.I.L Stamping Inspector - 20

A.I.L - 18 Stamping Inspector - 11

ORGANISATIONAL SET UP OF MADURAI ZONE



ORGANISATIONAL SET UP OF COIMBATORE ZONE

