



MANUAL UNDER RIGHT TO INFORMATION ACT, 2005



**RIGHT TO
INFORMATION**

Government of Tamil Nadu

Department of Labour Welfare and Skill Development

Department,

Secretariat, Chennai-600 009.

(As on 22.02.2022)

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1. Introduction

- 1.1** In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Department of Labour Welfare and Skill Development Department, Government of Tamil Nadu has brought out this manual for information and guidance of the stake holders and the general public.
- 1.2** The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3** This manual is aimed at the public in general and users of the services, in particular and provides for information about the schemes, projects and programmes implemented by the Department of Labour Welfare and Skill Development Department and the organisations under its administrative control.
- 1.4** The Department of Labour Welfare and Skill Development Department has designated Eight Under Secretaries to Government as Public Information Officer (PIO) in respect of the subject matters dealt with by the Department.

- 1.5** A person requiring any information under the Act may contact **any one of the Public Information Officers**, Labour Welfare and Skill Development Department, Secretariat, Chennai-9.

S.No.	Name of the Public Information Officers	Telephone
1.	Thiru S.Ramakrishna Rajan, Under Secretary to Government	044-25665128
2.	Tmt.J.Meera, Under Secretary to Government (OP)	044-25665784
3.	Tmt.M.Durgadevi, Under Secretary to Government	044-25665435
4.	Thiru.L.Rajkumar, Under Secretary to Government	044-25665855
5.	Tmt.R.Kasthuri, Under Secretary to Government	044-25665212
6.	Thiru.K.Sakthikumaran, Under Secretary to Government	044-25665436
7.	Thiru.S.Mohanavadivelan, Under Secretary to Government	044-25665726
8.	Tmt.K.Shymala Devi, Under Secretary to Government	044-25665912

- 1.6** The procedure and fee structure for getting information are as under:-
(a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.50/- by cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account:-

“0075.00 Miscellaneous General Services – 800.Other receipts – BK. Collection of fess under Tamil Nadu Right to Information (Fees) Rules 2005”

(DPC 007500 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury/Pay and Accounts Office/State Bank Of India/Reserve Bank of India and produce the challan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (ii) actual charge or cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof)thereafter.

(C)For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at(a) above and the fee as below should be paid as per the mode at(a)above.

- (i) for information provided in Compact Disc, @Rs.50/-(fifty) per Compact Disc; and
- (ii) for information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and Local Bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

- 1.8** The Department has designated the following Officers as Appellate Authorities under section 19(1) of the Act.

The Contact Address of the Appellate Authorities are given below:-

Thiru A. Ramamoorthy,
Additional Secretary to Government (OP),
Labour Welfare and Skill Development Department,
Secretariat, Chennai – 9.

Telephone No : 044-25670373

Intercom No : 5265

Tmt.S.Premasheela,
Additional Secretary to Government (Employment),
Labour Welfare and Skill Development Department,
Secretariat, Chennai – 9.

Telephone No : 044-25670320

Intercom No : 5722

Tmt.B.Chitra,
Deputy Secretary to Government (Labour),
Labour Welfare and Skill Development Department,
Secretariat, Chennai – 9.

Telephone No : 044-25672502

Intercom No : 5259

2. Particulars of organization, functions and duties under section 4 (1) (b) (i) of Right to Information Act,2005

2.1. Objective/purpose of the Department

The Department of Labour Welfare and Skill Development Department is administering matters relating to Industrial relations, Safety of workers, Labour Welfare, Employment Exchanges and Technical training. The Commissioner of Labour looks after Industrial Relations and Labour Welfare. The Chief Inspector of Factories deals with safety in Factories. The Commissioner of Employment & Training heads two wings. The Employment Wing deals with Employment Services through a network of Employment Exchanges. The Training Wing deals with technical training through a number of Industrial Training Institutes and similar institutions. Social security is provided in a large measure, by two Central Organizations' viz. The Employees Provident Fund Organization and the Employees State Insurance Corporation. The State Labour Welfare Board provides welfare services to workers in the organized sector. The Tamil Nadu Construction Workers Welfare Board, and the Tamil Nadu Manual Workers Social Security and Welfare Board provide Welfare Services to workers in the unorganized sector. Besides there are 16 other welfare boards which works offer the welfare of its registered members.

1.	Tamil Nadu Unorganised Drivers Welfare Board.
2.	Tamil Nadu washermen welfare board
3.	Tamil Nadu Hair Dressers Welfare Board

4.	Tamil Nadu Tailoring Workers Welfare Board
5.	Tamil Nadu Handicrafts Workers Welfare Board
6.	Tamil Nadu Palm Tree Workers Welfare Board
7.	Tamil Nadu Handloom and Handlooms Silk Weaving Workers Welfare Board
8.	Tamil Nadu Foot Wear and Leather Goods Manufactory and Tannery Workers Welfare Board
9.	Tamil Nadu Artists Welfare Board
10.	Tamil Nadu Goldsmiths Welfare Board
11.	Tamil Nadu Pottery Welfare Board
12.	Tamil Nadu Domestic Workers Welfare Board
13.	Tamil Nadu Powerloom Weaving Workers Welfare Board
14.	Tamil Nadu Street Vending and Shops and Establishments Worker's Welfare Board
15.	Tamil Nadu Cooking Food workers' welfare Board
16.	Tamil Nadu Fire and Match Workers' Welfare Board

The Tamil Nadu Institute of Labour Studies conducts courses in Labour Management and special courses for managements, workers and officials on labour laws. Abolition of Child Labour is an important goal of the State Government.

2.2. Brief History:

The Department of Labour and Employment was formed in 1972, after trifurcation from the Industries, Labour and Housing Department of Secretariat. According to the allocation of subjects as per the Business Rules, this Department has been allocated the following items of work. The Name of Labour and Employment Department was changed as Labour Welfare and Skill Development Department Vide G.O.(Ms).No.55, Personnel and Administrative Reforms (A) Department, Dated 07.06.2021.

State Subjects

- Criminal Appeals
- Public Services Statutory Rules of the Services with which the Department is concerned- Revision of and amendment to those rules.
- Relief of the unemployed.
- Sanction of prosecution of Government Servants.

Concurrent Subjects

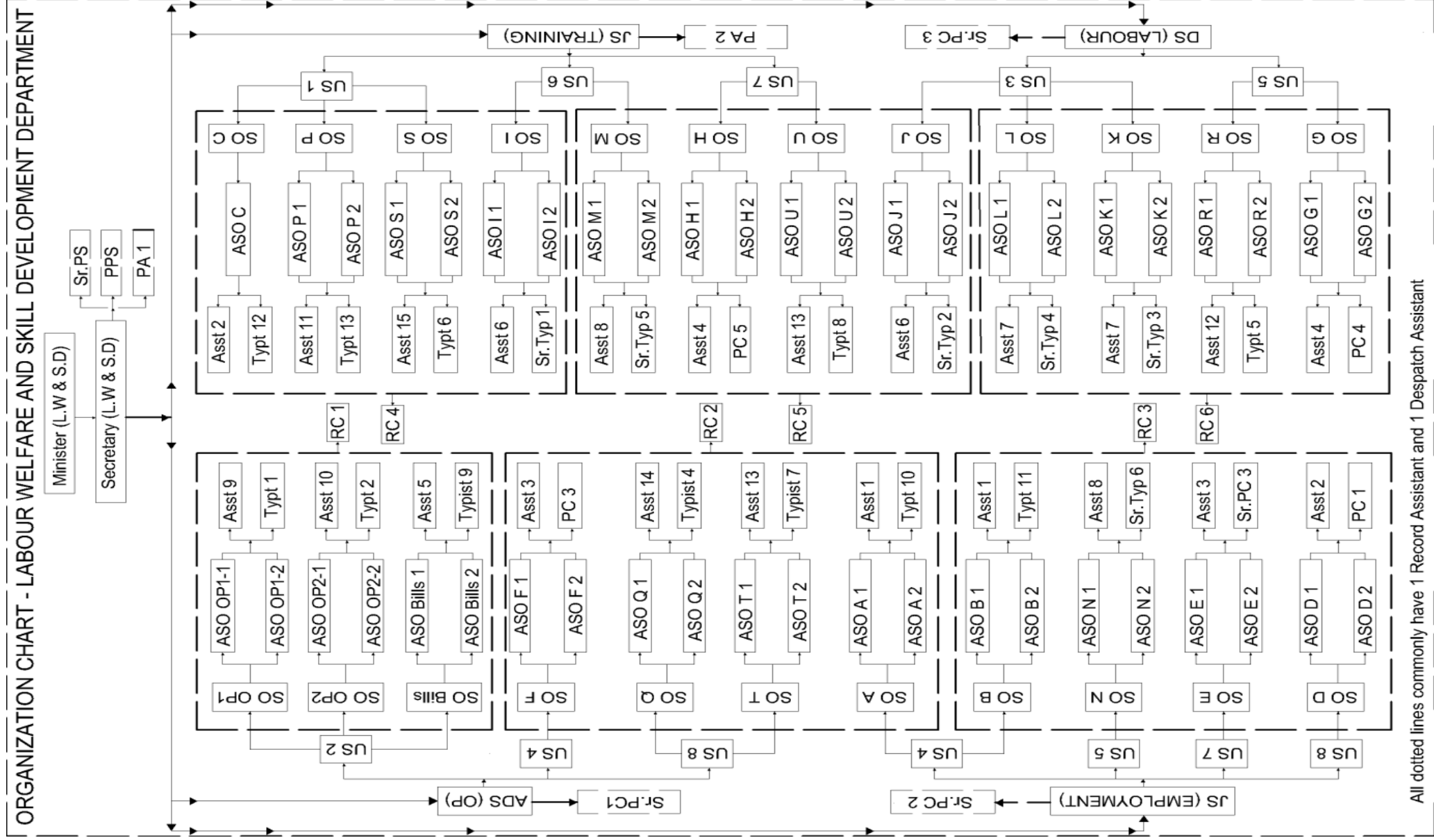
- All India Labour Ministers' Conference, Standing Labour Committee.
- Indian Labour Conference, National Commission on Labour. Code of Labour discipline and grievance - procedure.
- Craftsmen Training, Apprenticeship Training.
- Factories.
- Fair Price Shops for Industrial Industrial Labour
- Fatal Accidents Act, 1855
- Industrial and Labour Disputes
- Labour Courts and Industrial Tribunals
- Social Security and Social Insurance
- The Tamil Nadu Labour Journal-labour-Law Journal
- The Workers Education Scheme, Workers Participation in Management and Productivity
- Vocational and Technical Training
- Welfare of Labour including conditions of work, employers liability, invalidity and old age pensions and maternity benefits, bonus
- Wage Boards
- Employment and Unemployment
- The Beedi and Cigar Workers (Conditions and Employment) Act, 1966
- The Contract Labour (Regulation and Abolition) Act, 1970
- The Employees' Provident Fund and Miscellaneous Provisions Act, 1952
- The Employees' State Insurance Act, 1948
- The Employment Exchanges (Compulsory Notification of vacancies) Act, 1959
- The Child Labour (Prohibition and Regulation) Act, 1986
- The Trade Union Act, 1926
- The Industrial Disputes Act, 1947
- The Industrial Establishments (Standing Orders) Act, 1946
- The Maternity Benefits Act, 1961

- The Motor Transport Workers Act, 1961
- The Apprentices Act, 1961. The Factories Act, 1948
- The Minimum Wages Act, 1948
- The Payment of Bonus Act, 1965
- The Payment of Gratuity Act, 1972
- The Payment of Wages Act, 1936
- The Plantations Labour Act, 1951
- The Employees Compensation Act, 1923
- The Working Journalists and other News paper Employees (Conditions of service and Miscellaneous Provisions) Act, 1955. The Standards of Weights and Measures (Enforcement) Act, 1985
- The Tamil Nadu Catering Establishment Act, 1958
- The Tamil Nadu Industrial Establishments (National, Festival and Special Holidays) Act, 1958
- The Tamil Nadu Shops and Establishments Act, 1947.
- The Tamil Nadu Labour Welfare Fund Act, 1972

Union Subjects

- Civil Pioneer Force and Civil Labour Units
- Establishment of Standards of Weights and Measures
- International labour Organisation
- The Tea Districts Emigrant Labour Act

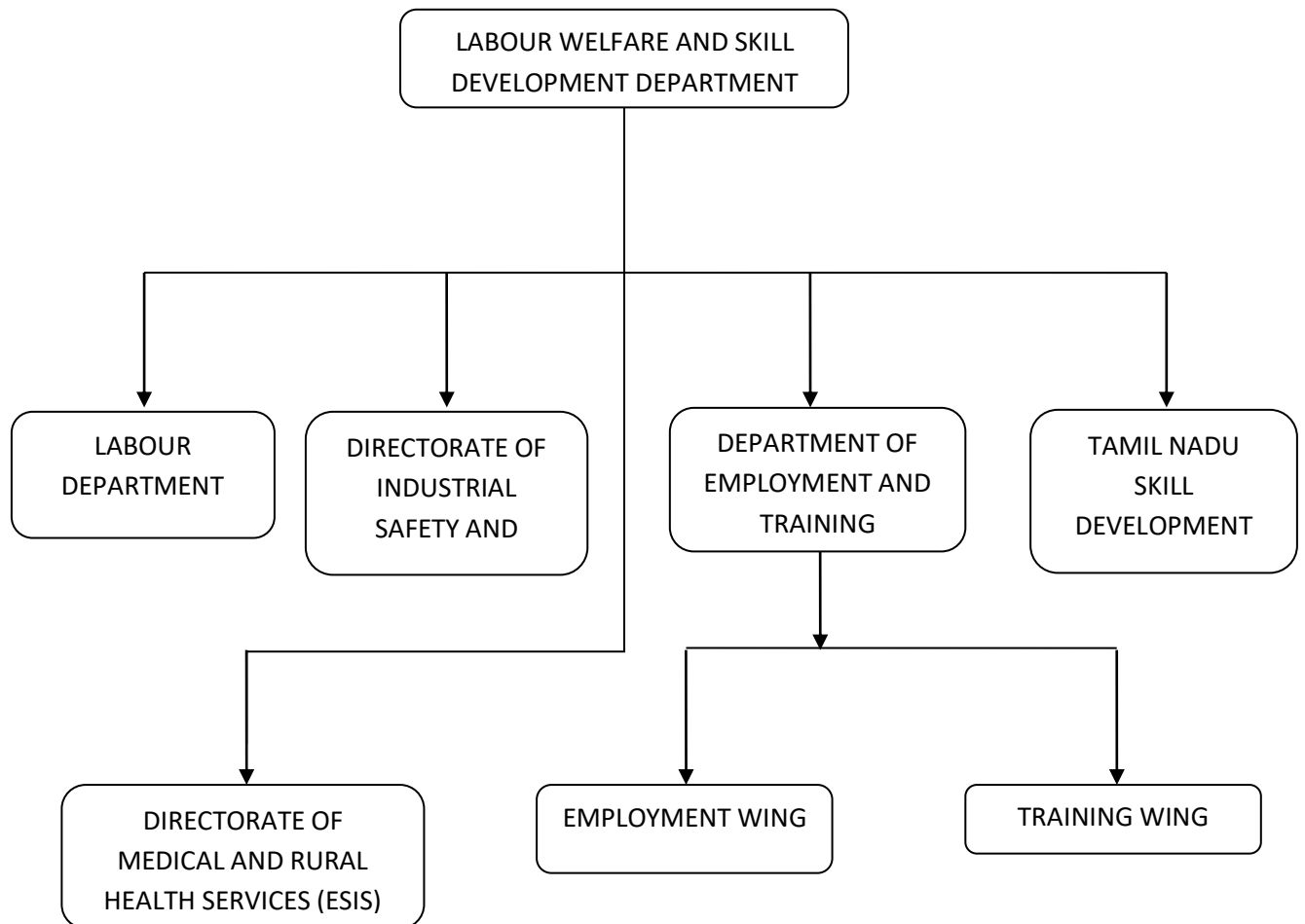
2.3. DEPARTMENTAL ORGANISATION CHART



All dotted lines commonly have 1 Record Assistant and 1 Despatch Assistant

2.4. Administrative Units:

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



2.4.1. The functions of the administrative units in brief are given below:-

1. LABOUR DEPARTMENT

The Labour Department in Tamil Nadu was formed in the year 1920. Its head office is located at DMS Campus, Teynampet, Chennai. The department is headed by the Commissioner of Labour and the department has an overall sanctioned strength of 1,897 which includes 12 Additional Commissioners, 16 Joint Commissioners, 24 Deputy Commissioners of Labour, 103 Assistant Commissioners of Labour,

2 Assistant Surgeons (Plantations), 1 Accounts officer and 1 Public Relation Officer, 70 Deputy Inspectors, 220 Assistant Inspectors, 101 Stamping Inspectors and 1,345 supporting staff.

The 18 Unorganized Workers Welfare Boards are functioning under the Labour Department to ensure the provision of social security measures for the unorganized workers through various welfare schemes and also to provide the construction workers with onsite medical access through mobile health clinics.

The Commissionerate of Labour is headed by a senior I.A.S Officer supported by Joint Commissioners, Deputy Commissioner and other staff.

Name of the Commissioner of Labour : Dr. Atul Anand, I.A.S.,

Office Address : DMS Complex, Teynampet,
Chennai – 600 006.

Telephone Nos. : 044-24321302

Regulatory functions:

1. Enforcement of various labour legislations enacted by the Union and State Governments.
2. Quasi-judicial functions to protect the interest of the workmen.
3. Settlement of industrial disputes through conciliation.
4. Protecting the interest of consumers by enforcing the Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011.
5. Fixation and enforcement of Minimum rates of Wages for various employments.
6. Rescue and Rehabilitation of Bonded Labour.
7. Eradication of Child Labour in all occupations and adolescent labour in hazardous occupations and processes.
8. Regulation of Inter-state migrant workers and contract workers.

Welfare functions:

1. Extending various social security benefits to organized and unorganized sector workers through welfare boards
2. Awarding compensation to the workers in case of death / disablement due to accident during the course of employment
3. Extending services through Mobile Health Clinics, Anganwadis, Dormitories, etc. for the unorganized workers.
4. Spreading awareness with regard to various Labour Laws and Regulations.
5. Imparting education on labour management and providing training to unorganised sector workers.

2. Directorate of Industrial Safety and Health

The Directorate of Industrial Safety and Health is headed by the Director of Industrial Safety and Health and it has two divisions namely Factories Act enforcement division and Building and Other Construction Workers Act enforcement division.

The Directorate of Industrial Safety and Health enforces labour legislations effectively with a view to ensuring the safety, health and welfare of the workers employed in factories and construction sites.

The filing of Combined Annual returns has been introduced and the computerized risk-based inspection scheme has been implemented. The above reforms have contributed to simplification of procedures and have led to the rapid and sustainable development of our State economy.

An online portal has been developed exclusively for delivering various services of this Directorate such as registration and licensing under various labour laws and online filing of Annual Returns by the

management. This portal facilitates issue of various digitally signed registration certificates and licenses with online fee payment facility, thereby avoiding the need for physical interaction with the issuing authority.

Name of the Director : Thiru.K.Jagathesan,M.E., (FAC)
Office Address : Thiru.Vi.Ka. Industrial Estate,
Guindy, Chennai – 600 032.
Telephone Nos. : 044-22502103

3. Department of Employment and Training

3.1. EMPLOYMENT WING

District Employment and Career Guidance Centres functioning under the Employment Wing of the Department aim to improve the employability of jobseekers of the State through Career Guidance and Counseling. These Centres cater to the needs of job seekers by registering and furnishing list of candidates based on seniority to Government Departments whenever vacancies are notified. Further, the District Employment and Career Guidance Centres conduct regular, micro and mega job fairs for private sector placement along with the District Administration. These job fairs also help to assess the job seekers who do not get placement and to guide them to take up necessary skill training provided by the Tamil Nadu Skill Development Corporation. The department also collect data on employment from Public and Private Sector organizations periodically. Steps will be taken to conduct online classes for Union Public Service Commission aspirants. District Employment and Career Guidance Centres will facilitate in developing the

required skills of the youth. The Private Job Portal maintained by the department will be revamped by including more reputed employers and manpower recruiting agencies to provide more job opportunities to the youth.

ORGANISATION STRUCTURE OF EMPLOYMENT WING

The Director of Employment and Training as the Head of the Department is assisted by two Joint Directors namely Joint Director (Employment) and Joint Director (Career Guidance), Four Deputy Directors, Chief Accounts Officer, Three Assistant Directors and Five District Employment Officers at the Directorate. The Subordinate offices of the Employment Wing are monitored by six Regional Joint Directors at Chennai, Coimbatore, Madurai, Tiruchirapalli, Salem, and Tirunelveli.

The Employment Wing has 43 subordinate offices which include 33 District Employment and Career Guidance Centres, two Professional and Executive Employment Offices (PEEO) one at Chennai and another at Madurai, one Special Employment Office for Differently Abled at Chennai, five Coaching cum Guidance Centres for SC / ST candidates at Coimbatore, Cuddalore, Tiruchirapalli, Tirunelveli and Vellore, one Special Vocational Guidance Centre for Tribal Population at Udagamandalam and one State Career Guidance Centre at Chennai.

ACTIVITIES OF THE DEPARTMENT

1. Registration, Renewal and Updating profiles of Jobseekers.
2. Sponsoring Candidates against notified vacancies for Public and Private employers.
3. Career Awareness Talks in Schools and Colleges.

4. Periodical release of Career Guidance Publications.
5. Career Guidance and Counselling services to SC / ST youth.
6. Free Coaching Classes for Competitive Examinations through Study Circles.
7. Free coaching classes for students of Arts and Science Colleges.
8. Virtual Learning Portal for all competitive examinations.
9. Periodical Job Fairs for Private Sector Placement.
10. Placement through Tamil Nadu Private Job Portal.
11. Unemployment Assistance to unemployed youth.
12. Mobilization and Registration for Skill Training.
13. Registration and Guidance for Overseas Employment Opportunities.
14. Collection and Compilation of Employment Market Information.

EMPLOYMENT PORTAL ("www.tnvelaivaaiippu.gov.in")

In order to take the activities of the employment offices to the next level, Online services were launched on 15.09.2010. Subsequently, students who have completed their Higher Secondary and Secondary School Education have been provided with facilities for registration in the employment portal. Since inception, a total of 1,04,25,611 students have utilised this facility and registered themselves through this portal.

3.2. TRAINING WING

Increasing pace of globalization and technological changes provide both challenges and growing opportunities for economic expansion and job creation. Skills and knowledge are the driving forces of economic growth and social development of the State. Skill development is a vital tool to empower people, reduce poverty and unemployment. The economy becomes more productive, innovative and competitive through the existence of more skilled human resources.

By focusing on enhancement of skills and knowledge of the population, economic growth and social development can be accelerated manifold. Tamil Nadu has a great opportunity to supply skilled workforce to its industries and to the rest of the world. Government of Tamil Nadu through Training wing of the Department of Employment and Training provides long term skill training to the youth of the State. Furthermore, ITIs have to be started in industrial clusters, new courses have to be started in existing Govt. ITIs in line with industry requirements to trigger the process of skill development in the State. To be in pace with the technological development of industries and to make the ITI students more employable Futuristic Employable Skill Training (FEST) as add-on courses are to be provided in all Government ITIs.

During the COVID-19 pandemic situation, this department has conducted online classes regularly for the ITI students. From July 2021 onwards, ITIs are functioning and regular classes are being conducted duly following the Standard Operating Procedure prescribed by the Government.

GOVERNANCE STRUCTURE

The Director of Employment and Training is the head of the Department. Three Additional Directors and One Joint Director are assisting the Director at the State Head Quarters.

There are 7 Regions viz., Chennai, Coimbatore, Madurai, Salem Tiruchirappalli, Tirunelveli and Villupuram each supervised by Regional Joint Director who monitor the ITI Training, Apprenticeship Training,

Industrial Schools and various skill development programmes within their jurisdiction. There are 90 Government ITIs functioning in the State under the leadership of the Principals in the cadre of Assistant Director / Deputy Director. Further, conducting of various short term skill development programmes and implementation of apprenticeship scheme is monitored through 30 District Skill Training Offices.

MAJOR SKILL DEVELOPMENT SCHEMES

1. Craftsmen Training Scheme (CTS)
2. Up-gradation of Government ITIs under Public Private Partnership mode (PPP)
3. Skill Strengthening for Industrial Value Enhancement (STRIVE)
4. Model ITI
5. Apprenticeship Training Scheme (ATS)
6. National Apprenticeship Promotional Scheme (NAPS)
7. Industrial Schools (IS)

Name of the Commissioner of : Thiru. K. Veera Raghava Rao, I.A.S.,
Employment and Training

Office Address : Directorate of Employment and
Training, Thiru.Vi.Ka. Industrial Estate,
Alandur Road, Guindy,
Chennai – 600 032.

Telephone Nos. : 044-22501525

4. Tamil Nadu Skill Development Corporation

Tamil Nadu Skill Development Corporation (TNSDC) was established by Government of Tamil Nadu as a not-for-profit public limited Company incorporated under Section 8 of the Companies Act, 2013 with an objective to provide demand based and industry relevant skills to the youth to enhance their employability and transform the State into skill hub of the country.

The objective of the Tamil Nadu Skill Development Corporation (TNSDC) is to provide demand based industry relevant skills to the youth to enhance their employability and transform the State into skill hub of the country.

TNSDC imparting industry oriented and placement linked skill training through various agencies and institutions. TNSDC will provide skill training to youth in operation, maintenance and service of Agriculture Equipments and Machineries. Special skill interventions focusing on futuristic job roles / trades for ITI candidates such as Mobile Phone Repair Technician, Installation Technician (Computers and peripherals) are being provided. TNSDC is the right body to monitor the quality of training for skill development initiatives of various Government departments and to implement this, TNSDC has to cover all skill training programme in co-ordination with concerned department.

Name of the Managing Director : Tmt. J.Innocent Divya,I.A.S.,
 Office Address : Tamil Nadu Skill Development Corporation intergrated employment offices building,
 1st Floor, Alandur Road, Guindy,
 Chennai – 600 032.
 Telephone Nos. : 044-29813778

5. Directorate of Medical and Rural Health Services (Employees' State Insurance Scheme)

The Employees State Insurance (ESI) Scheme is administered by a duly constituted corporate body called the 'Employees State Insurance Corporation' as per the provisions of the ESI Act 1948 enacted by the Parliament. In our state ESI Schemes are being administered by Labour

Welfare and Skill Development department and Establishment matters are dealt with Health and Family Welfare department.

The Employees State Insurance Scheme is a comprehensive Social Security Scheme designed to accomplish the task of protecting the Insured Persons and their families in the organised sector in the event of sickness, maternity, disablement and death due to employment injury or occupational diseases. Providing medical care to the insured persons and their families is main objective other than that the following social security benefits are being provided by the ESI Scheme to them:-

- i)** Medical benefit
- ii)** Maternity benefit
- iii)** Dependent's benefit
- iv)** Sickness benefit
- v)** Extended sickness benefit
- vi)** Enhanced sickness benefit
- vii)** Disablement benefit
- viii)** Funeral benefit

ix) Unemployment allowance

(a) Rajiv Gandhi Shramik Kalyan Yojana

Unemployment Allowance is payable in case of involuntary loss of employment due to either closure of factory, retrenchment or permanent invalidity happening out of non-employment injury. 50% of the average daily wages for the first twelve months and 25% of the next twelve

months for a maximum period of two years during the person's life time is paid under RGSKY.

(b) Atal Beemit Vyakti Kalyan Yojana

The ESI Corporation is providing unemployment allowance for those employees who have been rendered unemployed for reasons other than that of punishment, voluntary retirement, abandonment of employment, superannuation, conviction and lockouts, subject to certain conditions.

ADMINISTRATIVE SETUP OF ESI SCHEME IN TAMIL NADU

Director will be the Overall incharge of the Administration, Finance, Implementation and Development of the Scheme. Four Regional Administrative Medical officers are incharge of Supervision and Implementation of ESI Schemes with their region wise. They are incharge for both Administration and Financial implementation.

AYUSH UNITS UNDER ESI SCHEME

A combined treatment of Ayurveda, Yoga, Unani, Siddha and Homeopathy (AYUSH) is also extended to the insured persons, in addition to allopathic treatment facilities.

- Ayurveda units are functioning in eight ESI hospitals at Ayanavaram, Coimbatore, Madurai, Salem, Vellore, Tiruchirappalli, Hosur and Sivakasi. In addition Ayurveda units are also functioning at 3 ESI Dispensaries in Madurai Region and at 2 ESI Dispensaries in Salem Region.

- Yoga units are functioning in eight ESI Hospitals at Ayanavaram, Coimbatore, Madurai, Salem, Vellore, Tiruchirappalli, Hosur and Sivakasi
- Unani units are functioning in three ESI Hospitals at Ayanavaram, Coimbatore and Madurai. In addition Unani units are also functioning at 2 ESI Dispensaries in Salem Region and at 1 ESI Dispensary in Madurai Region.
- Siddha units are functioning in eight ESI Hospitals at Ayanavaram, Coimbatore, Madurai, Salem, Vellore, Tiruchirappalli, Hosur and Sivakasi. In addition, Siddha units are also functioning in 20 ESI dispensaries at Tambaram, Thiruvottiyur, Sriperumpudur, Thoothukudi, Rajapalayam, Kovilpatty, Pollachi, Thudiyalur, Pallipalayam, Kumbakonam, Triplicane, Avadi, Korattur, Dindigul, Tirunagar, Udumalpet, Kattoor-I, Tiruppur-I, Ambur and Ranipet
- Homeopathy units are functioning in three ESI Hospitals at Ayanavaram, Coimbatore and Madurai. In addition Ayurveda units are also functioning at 2 ESI Dispensaries in Madurai Region.

Name of the Director: Dr.J.Rajamoorthy, MBBS,DCH.,
Office Address Directorate of Medical and Rural Health Services (Employees' State Insurance Scheme),
DMS Campus, Teynampet,
Chennai – 600 006.
Telephone Nos. 044-29510321

2.4.2. Working hours of the Department

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

10.00 a.m. to 5.45 p.m.

(Lunch Break – Any half an hour between 1.00 p.m. to 2.00 p.m.)

2.4.3. Enforcement of Labour Laws

1. Laws relating to Industrial Relations

These laws outline the relationship between the management, workers and Trade Unions and provide framework for conditions of employment, dispute resolution and collective bargaining.

2. The Industrial Disputes Act, 1947

The Act prescribes procedures for settlement of industrial disputes, provides for penal actions for breach of settlement or award and prevents unfair labour practices, illegal strikes and lock-outs.

Under this Act, Officers of Labour Department are empowered to undertake conciliation process.

3. The Industrial Employment (Standing Orders) Act, 1946

The Act requires employers of industrial establishments to define conditions of employment of workers under certified Standing Orders.

4. The Trade Unions Act, 1926

The Act provides for the registration of trade unions and lays down the procedures relating to registration of Trade Unions.

5. Laws relating to Wages

These laws provide for the fixation and revision of minimum rates of wages and ensure prompt payment of wages, bonus and equal remuneration to male and female employees.

6. The Payment of Wages Act, 1936

The Act ensures prompt and timely payment of wages to the employees without any unauthorized deductions and takes care of speedy disposal of the claims.

7. The Minimum Wages Act, 1948

The Act aims at fixing of minimum rates of wages in certain employments appended to the schedule of the Act. This Act ensures not only the sustenance of life but also preservation of efficiency of the employees.

8. The Payment of Bonus Act, 1965

The Act enables payment of bonus to persons employed, on the basis of profit or production or productivity in factories and establishments, where 10 or more persons are employed.

9. The Equal Remuneration Act, 1976

Payment of equal remuneration to men and women workers is guaranteed and discrimination on the ground of gender against women is forbidden under this Act.

10. Laws relating to Social Security

The provision of social security and formulation of welfare schemes for the workers of both organized and unorganized sectors are governed by these laws. Payment of gratuity, payment of subsistence allowance, conferment of permanent status to workmen, maternity benefit to female workers, payment of compensation to workers in case of accidents are being dealt under these laws.

11. The Employees' Compensation Act, 1923

As per the Act, workers are paid compensation in the event of death or disablement for loss of earning capacity due to accidents arising out of and in the course of employment. The Regional Joint Commissioners of Labour have been notified as Commissioners to hear the claims and pass orders under the Act. The compensation amount awarded is to be deposited by the Employers / Insurance Companies with the Commissioner.

12. The Payment of Gratuity Act, 1972

Payment of gratuity to the employees in the event of retirement / resignation / death / disablement is covered by this Act. The worker will be eligible for the payment of gratuity, if he / she has put in a continuous service for a period of not less than five years.

The Deputy Commissioners of Labour in the office of the Regional Joint Commissioners of Labour have been notified as Controlling Authorities and the Zonal Additional Commissioners of Labour as Appellate Authorities under this Act.

13. The Tamil Nadu Payment of Subsistence Allowance Act, 1981

The Act deals with the payment of subsistence allowance to workmen during the period of suspension, pending enquiry. The Deputy Commissioners of Labour in the office of the Regional Joint Commissioners of Labour have been notified as Authorities and the Regional Joint Commissioners of Labour as Appellate Authorities under this Act.

14. The Maternity Benefit Act, 1961

This Act regulates and ensures employment, payment, and certain maternity benefits for women for the period before and after childbirth. This Act provides for 26 weeks leave with wages for childbirth of which not more than 8 weeks shall precede the date of expected delivery. 5,349 inspections have been carried out under this act during the period from 01.04.2020 to 31.07.2021. Further, 2 cases were disposed off in the court with a fine amount of Rs.3,000/- imposed against employers.

15. The Tamil Nadu Industrial Establishments (Conferment of Permanent Status to workmen) Act, 1981

This Act provides for conferment of Permanent status to workmen in an industrial establishment who have been in continuous service of 480 days within a period of 24 months.

16. The Tamil Nadu Labour Welfare Fund Act, 1972

A Fund is constituted under this Act, for the purpose of promoting the welfare of organised labour and matters connected therewith.

17. The Tamil Nadu Manual Workers [Regulation of Employment & Conditions of Work] Act, 1982

The Act regulates employment, the conditions of work & workplace and security of manual workers in certain employments.

18. Laws relating to regulation of Employment and Working Conditions

These laws regulate and emphasize conducive environment for workers working in the shops, commercial establishments, catering establishments, motor transport undertakings, plantations, beedi and cigar establishments and newspaper establishments, contract labour, etc.

19. The Tamil Nadu Shops and Establishments Act, 1947

The Act regulates conditions of employment of workers employed in shops and commercial establishments.

20. The Tamil Nadu Catering Establishments Act, 1958

The Act regulates conditions of workers and the workplace in various catering establishments, including hotels and restaurants.

21. The Motor Transport Workers Act, 1961

This Act protects the welfare of motor transport workers and their conditions of work.

22. The Plantations Labour Act, 1951

The Plantations Labour Act, 1951 and Rules thereof provide for health, safety and welfare to the plantation labourers and regulates the conditions of work in plantations. This Act applies to any land used or intended to be used for growing tea, coffee, rubber, cardamom and cinchona in an extent of 5 hectares or more and in which 15 or more workers are employed.

The Act binds the Employers / Planters to provide housing facilities, medical facilities, creches, educational facilities, protective clothing, drinking water etc., to the workers.

The Chief Inspector of Plantations in Chennai along with 10 Assistant Commissioners of Labour (Plantations) are at Ooty, Coonoor, Kothagiri, Gudalur, Panthalur, Valparai, Yercaud, Batlagundu, Theni and Nagercoil to ensure enforcement of the Act. Besides there are two Assistant Surgeons (Plantations) posted at Ooty and Nagercoil to ensure medical facilities to Plantation workers.

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

The Act takes care of the welfare of the workers in beedi and cigar establishments and regulates the conditions of their work.

24. The Working Journalists and Other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955

The conditions of service of working journalists and other persons employed in newspaper establishments are regulated under this Act. It also authorizes to set up wage boards for fixation and revision of rates of wages in respect of working journalists and non-journalists newspaper / news agency employees respectively. The recommendations of the 'Majithia Wage Board' are in force with effect from 11.11.2011. Out of the 76 News paper establishments in the State, 75 establishments have fully implemented the recommendations of the Majithia wage Board and 1 establishment, the New Indian Express, Ambattur, Chennai has implemented the recommendations based on a settlement made under sec 18(1) of Industrial Disputes Act, 1947 with their employees.

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

National, festival & special holidays are granted with wages to persons employed in industrial establishments.

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

Employment of contract labour is regulated in certain establishments under this Act.

27. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979

This Act is enacted to regulate the conditions of service and to protect

the inter-state migrant workmen whose services are utilized outside their native states.

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

Children are the most valuable and at the same time most vulnerable asset of the country and ensuring their proper education, health, safety, and overall development has to be given utmost priority to create a better society. Government has adopted a multipronged strategy which includes both stringent legislative and project based approach to fight against the menace of Child Labour.

State Action Plan (SAP) for eradication of Child and Adolescent Labour has been approved by the Government which is aimed at providing broad guidelines to the enforcement officials and redefined the role and responsibility of the other line departments. The Government has also approved the Standard Operating Procedure for effective Enforcement of Child and Adolescent Labour (Prohibition and Regulation) Act, 1986.

29. The Bonded Labour System (Abolition) Act, 1976

The Central Sector Scheme for Rehabilitation of Bonded Labourer, 2016 provides for economic and social rehabilitation of the rescued bonded labourers by amplifying their skill and capacity building. A State Action Plan and Standard Operating Procedure for rescue, release and rehabilitation of bonded labour has been formulated by the State Government in order to provide guidelines to various stakeholders for robust implementation of the Act.

30. Laws relating to Consumer Protection

The Additional Commissioner of Labour (Inspections) is notified as the Controller of Legal Metrology. There are 40 Assistant Commissioners of Labour (Deputy Controller of Legal Metrology), 67 Deputy inspectors of Labour (Assistant Controllers of Legal Metrology), 101 Stamping inspectors and 218 Assistant Inspectors of Labour (Legal Metrology Officers) notified as Legal Metrology officers for enforcing Legal Metrology Act and Rules.

31. The Legal Metrology Act, 2009

This Act enforces standards of weights and measures and protects the interest of consumers and regulates trade and business in weights and measures and other goods which are sold or distributed by weight, measure or number.

32. The Legal Metrology (Packaged Commodities) Rules, 2011

Under the Rules it is made mandatory that all manufacturers, packers and importers of goods and commodities make certain declarations like net quantity, content, maximum retail price, address of manufacturing unit etc., on the packing material or in the labels of packed commodities. They have to obtain registration certificate for this purpose under the provisions of this Rule. The purpose is to protect the consumers from being charged in excess of the Maximum Retail Price and also make available other information to protect consumer interests.

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

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

Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business of the department. He exercises general supervision and control over the staff under him including Additional Secretaries, Deputy Secretary and Under Secretaries are responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who is over all in charge of the department.

Additional Secretaries / Deputy Secretary

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

Under Secretary

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

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

Sl.No.	Sections	Details of subjects dealt with
1.	A	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All matters relating to the implementation of I.D. Act in respect of Chennai City. 2. Theni District. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>All matters relating to implementation of the I.D. Act in respect of:-</p> <ol style="list-style-type: none"> 1) Thiruvallur District, 2) Kancheepuram District, 3) Thanjavur District.

2.	B	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>All matters relating to implementation of the Industrial Disputes Act in respect of:</p> <ol style="list-style-type: none"> 1. Ramanathapuram District, 2. Sivaganga District, 3. Dindigul District, 4. Virudhunagar District, 5. Thoothukudi District, 6. Thirunelveli District, 7. Kanniyakumari District. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>All matters relating to implementation of Industrial Disputes Act in respect of:</p> <ol style="list-style-type: none"> 1. Thiruchirapalli District, 2. Karur District, 3. Perambalur District 4. Villupuram District, 5. Cuddalore District, 6. Vellore District, 7. Thiruvannamalai District, 8. Pudukottai District, 9. Nagapattinam District, 10. Thiruvarur District, 11. Madurai District.
3.	C	<ol style="list-style-type: none"> 1 Tamil Nadu Skill Development Corporation – TNSDC. 2 Any other centrally Sponsored Scheme / World Bank Scheme etc., relating to Skill Development. 3 Skill Development Initiative – Modular Employable Skills.

4.	D	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>All matters relating to implementation of the Industrial Disputes Act in respect of:</p> <ol style="list-style-type: none"> 1. Coimbatore District, 2. Erode District, 3. Salem District, 4. Namakkal District, 5. Tiruppur District, 6. Dharmapuri District and 7. Krishnagiri District. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>All matters relating to implementation of the Industrial Disputes Act in respect of:</p> <ol style="list-style-type: none"> 1. The Nilgiris District 2. State-wide Industrial Disputes. 3. General questions pertaining to Industrial Disputes Act. 4. Periodicals relating to strikes and lockouts. 5. Tamil Nadu Labour Law Journal. 6. Monthly review under Industrial Disputes Act. 7. All matters relating to Labour Courts and Industrial Tribunal. 8. Collection and maintenance of statistics relating to Industrial Disputes. 9. Information relating to the publication of awards in Gazette. 10. Labour Officers' Conference. 11. Continuance of the temporary Labour Courts and special Industrial Tribunal, sanction of staff and continuance of staff in the various Labour Courts in the State and Industrial Tribunal and
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		Special Industrial Tribunal. Provision of furniture, Telephone, Vehicle to the Labour Courts/Industrial Tribunal.
5.	E	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All Establishment and Service matters in respect of State Service Officers of Labour Department. 2. All Disciplinary Cases / DVAC Cases / Suspensions / Appeals / Reviews / in respect of State Service Officers of Labour Department. 3. Preparation of panel for various posts in respect of State Service Officers of Labour Department. 4. Deputation of State Service officers of Labour Department on foreign service. 5. All Court cases related to Establishment / Service matters in respect of State Service Officers of Labour Department 6. Framing of Adhoc and Special Rules pertaining to Service matters of Labour Department. 7. Grant of Permission / sponsoring of officers / staff of Labour Department to attend meetings / seminars etc. 8. Review of cases for Compulsory retirement under FR 56(2) in respect of Labour Department. 9. Consolidation of Vigilance cases in respect of Labour and Employment Department of Secretariat. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. All Establishment and Service matters in respect of Subordinate Service staff of Labour Department. 2. All Disciplinary Cases / Vigilance Cases / Suspensions / Appeals / Reviews / in respect of Subordinate Service staff of Labour Department.

		<p>3. Grants of permission / sponsoring of officers / staff of Labour Department to attend meetings / seminars etc.</p> <p>4. Appointment and regularization of Appointments under Compassionate Ground in Labour Department.</p> <p>5. All Court cases relating to Establishment / Service matters in respect of Subordinate Service staff of Labour Department. All General currents of the Section</p>								
6.	F	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>1. <u>Periodicals:</u></p> <table border="1"> <tr> <td>i) Weekly</td> <td> <p>a) Matters sent for press release.</p> <p>b) List of cases disposed of at the level of Secretary</p> </td> </tr> <tr> <td>ii) Fortnightly</td> <td> <p>Delay in issue of orders in circulation.</p> </td> </tr> <tr> <td>iii) Monthly</td> <td> <p>a) List of Government references pending with the GOI.</p> <p>b) Improvement of efficiency in Government Administration.</p> </td> </tr> <tr> <td>iv) Quarterly</td> <td> <p>a) Meeting with Service Associations, relating to suspension for more than a year.</p> <p>b) Copy of important Judgement of Law Department.</p> <p>c) Report of banned contractors from DET, Chief Inspector of Factories, Commissioner of Labour and Director of Medical Services and Family Welfare (ESI) to Public (SC) Department.</p> </td> </tr> </table>	i) Weekly	<p>a) Matters sent for press release.</p> <p>b) List of cases disposed of at the level of Secretary</p>	ii) Fortnightly	<p>Delay in issue of orders in circulation.</p>	iii) Monthly	<p>a) List of Government references pending with the GOI.</p> <p>b) Improvement of efficiency in Government Administration.</p>	iv) Quarterly	<p>a) Meeting with Service Associations, relating to suspension for more than a year.</p> <p>b) Copy of important Judgement of Law Department.</p> <p>c) Report of banned contractors from DET, Chief Inspector of Factories, Commissioner of Labour and Director of Medical Services and Family Welfare (ESI) to Public (SC) Department.</p>
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		v) Half-yearly	<p>a) Collectors' Conference.</p> <p>b) Employment assistance to families of deceased Government Servants and appointment made.</p>
		vi) Annual	<p>a) Tour of Heads of Department</p> <p>b) Supply of Books to local bodies.</p> <p>c) Corrections to All India Civil Service List, State and Subordinate Rules.</p> <p>d) Fundamental Rules.</p> <p>e) Transfer T.A., and other codes.</p> <p>f) Statistics relating to Government employees and retention of personal files of employees who had retired, resigned etc.,</p>
<p>2. Consolidated Half-yearly Review under F.R.56(2), review in respect of Heads of Department under the control of Labour and Employment Department and Labour and Employment Secretariat to P.&.A.R. Department.</p> <p>3. Maintenance of consolidated periodical registers and assigning periodical numbers to various periodicals relating to Labour and Employment Department, Secretariat.</p> <p>4. Maintenance of Registers on Lok Sabha and Rajya Sabha Questions.</p> <p>5. All miscellaneous matters not specifically allotted to other sections.</p> <p>6. Matters relating to deliberations of Committee constituted by LA - Consolidation of L.A.Q/Assurance Committee.</p>			
			<p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. Five Year Plan and Annual Plan.</p> <p>2. Monthly and quarterly review of plan schemes.</p>

		<ol style="list-style-type: none"> 3. All currents of general nature relating to Five Year Plan and Annual Plans. 4. Plan discussions and consolidation of Plan Schemes. 5. Convening of working group meetings. 6. Maintenance of Registers of New Service Schemes. 7. Budget and Policy Notes relating to Labour Department, Chief Inspector of factories and Directorate of Employment and Training. 8. Cabinet Meeting. 9. Matters relating to Secretariat Office Manual/Business Rules and Secretariat Instructions. 10. Remuneration for attending to pension training classes. 11. Report and Administration Report relating to Labour Department. 12. Proceedings of the Legislature - Monthly Periodical. 13. Matters relating to consolidation reports in respect of Chief Minister's Speech and Governor's Address to Legislature. 14. Monthly meeting of Secretaries and Additional Secretaries to Government with Chief Secretary. 15. Monthly meeting with Heads of Department. 16. Maintenance of L.A.Q. Register.
7.	G	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>All matters relating to the implementation of:</p> <ol style="list-style-type: none"> 1 The Industrial Employment (Standing Orders) Act, 1946 and rules framed there under. 2 Tamil Nadu payment of Subsistence Allowance Act, 1981 and rules framed there under. 3 Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workers) Act, 1981 and rules framed there under.

		<p>4 Creation of new offices / posts in respect of Labour and Factories Department.</p> <p>5 Temporary continuance of staff of Labour Department.</p> <p>6 Sanction of Motor Vehicles, Telephones in respect of Labour and Factories Departments.</p> <p>7 Petitions received/forwarded from Chief Minister's Office, Chief Minister's Cell/Governor's Secretariat/ President's/ Prime Minister's Office and Government of India relating to all Districts of Tamil Nadu.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. All matters relating to State Labour Advisory Board.</p> <p>2. All matters relating to Tamil Nadu Labour Welfare Board and Tamil Nadu Labour Welfare Fund Act, 1972.</p> <p>3. All matters relating to Tamil Nadu Institute of Labour Studies.</p> <p>4. Construction of building and quarters for the Labour Department and Inspectorate of Factories.</p> <p>5. Sanction of accommodation, rent, electricity charges, duplicators, furniture, stationery for the Labour Department and Inspectorate of Factories.</p>
8.	H	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>1 Motor Transport Workers Act, 1961.</p> <p>2 Tamil Nadu Catering Establishment Act, 1958.</p> <p>3 Contract Labour (Regulation and Abolition) Act, 1970</p> <p>4 Payment of Bonus Act, 1965.</p> <p>5 Sales Promotion Employees (CS) Act.</p> <p>6 Payment of Wages Act, 1936.</p>

		<p>7 Committee on Labour Laws.</p> <p>8 Tamil Nadu Government Gazette.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1 "Framing of Code on wages, 2019, Industrial Relation Code, 2020, Occupational Safety, Health and Welfare Code, 2020 and Social Security Code".</p> <p>2 Accident Relief Scheme for Agricultural Workers, Small and Marginal farmers and village artisans</p> <p>3 Insurance-cum-Retirement Benefit Special Scheme for the Agricultural Workers, Small and Marginal farmers, Building workers, Barbers, Cart Pullers etc.,</p> <p>4 Labour Ministers' Conference. Standing Labour Committee.</p> <p>5 Labour Secretaries' Conference.</p> <p>6 International Labour Conference.</p> <p>7 International Labour Organisation.</p> <p>8 Unorganised Labour (Not covered under the T.N.Manual Workers Regulation of Employment & Conditions of Workers Act, 1982)</p> <p>9 Women Labour issues not covered under any specific Labour Act.</p> <p>10 Maternity Benefit Act.</p> <p>11 National Commission on Labour, Rural Labour and Agricultural Labour.</p> <p>12 Appointment of Honorary Rural Organizers.</p> <p>13 Tripartite study group on Leather Industry.</p> <p>14 High Power Monitoring Committee.</p> <p>15 High Level Committee.</p>
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		<p>16 All matters relating to I.T. workers not covered under any specific Labour Act.</p> <p>17 All matters relating to e-Biz.</p>
9.	I	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Tamil Nadu Manual Workers (Regulation of employment and conditions of work) Act, 1982. 2. Tamil Nadu Manual Workers Social Security and Welfare Board and 15 other welfare boards. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. Tamil Nadu Construction Workers Welfare Board. 2. Tamil Nadu Building construction Workers (Conditions of Employment and Miscellaneous Provisions) Act, 1983. 3. Building and other Construction Workers (Regulation of Employment and conditions of Service) Act, 1996. 4. Building and other Construction workers Welfare Cess Act, 1996. 5. Wage Board 6. State Evaluation Implementation Committee. 7. Dock Labour Board. 8. The Workers Journalists and Other Newspapers and Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955.
10.	J	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Minimum Wages Act, 1947 and all matters relating to Minimum Wages. 2. 20 Point Programme 3. Consumer Price Index. 4. Reconstitution of Minimum Wages (State) Advisory Committee.

		<p>5. Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958 and the rules made there under.</p> <p>6. Equal remuneration Act.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. Labour Welfare Measures for Film Industry Workers, Film Workers Welfare Fund Act, 1981.</p> <p>2. Production Committee on Industrial Establishment.</p> <p>3. Formation of Committees and Sub-Committee for fixing/revising minimum rates of Wages for all Scheduled Employment.</p> <p>4. Writ Petitions in respect of orders issued for fixing / revising minimum rates of Wages.</p> <p>5. Addition / Deletion of Scheduled Employment.</p> <p>6. Workmen's Compensation Act 1923.</p>
11.	K	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>1. All matters relating to sanction of staff under E.S.I. Scheme including continuance, permanent retention and revival of posts in E.S.I. institutions.</p> <p>2. Constitution of Medical Board under E.S.I. Scheme.</p> <p>3. Agreement between the E.S.I. Corporation and the State Government.</p> <p>4. All matters relating to Employees Insurance Court Rules, 1951.</p> <p>5. All matters relating to extension of E.S.I. Scheme to new areas and implementation of E.S.I. benefits.</p>

	<p>6. All matters relating to the phased programme of implementation.</p> <p>7. All matters relating to land acquisition on behalf of E.S.I. Corporation including joint inspections.</p> <p>8. All matters relating to the Public Works Department Engineering Cell under the E.S.I. Scheme.</p> <p>9. All matters relating to construction, repairs and maintenance of E.S.I. buildings and staff quarters.</p> <p>10. All matters relating to the settlement of electricity bills, water bills and property tax for E.S.I. Institutions.</p> <p>11. Review of progress of construction of E.S.I. buildings.</p> <p>12. Audit certificate relating to the expenditure on construction and maintenance.</p> <p>13. All matters relating to fixation and payment/recovery of rent including the market rate of rent for all E.S.I. buildings and staff quarters and all periodicals relating to this subject.</p> <p>14. Quarterly statement regarding the vacancy of staff quarters.</p> <p>15. Issue of administrative orders in respect of schemes sanctioned by the E.S.I.C. and amounts deposited by E.S.I.C.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. The Tamil Nadu Shops and Establishment Act.</p> <p>2. Plantation Labour Act, 1961.</p> <p>3. Trade Union Act, 1926.</p>
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		<ol style="list-style-type: none"> 4. Interstate Migrant Workmen Act, 1979. 5. Beedi and Cigar Workers Welfare Fund Act, 1976. 6. Beedi and Cigar Workers Welfare Cess Act, 1976. 7. Mica, Iron ore and Dolomite Mines Labour Welfare 8. All matters relating to Employees' Provident Fund and Miscellaneous provisions Act, 1952. 9. Payment of Gratuity Act, 1972 and Rules made there under.
12.	L	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Exemption under E.S.I. Act, 1948. 2. Purchase of medicines under Rate contract and sanction of Medical Bills under E.S.I. Corporation. 3. Collection of E.S.I. dues and sanction and continuance of revenue staff. 4. On account payments to be obtained from E.S.I.C. towards the expenditure incurred by the State Government. 5. All matters relating to sickness benefits and realisation of excess sickness benefits. 6. All matters relating to Tax certification. 7. All matters relating to other benefits accruing to insured persons under the E.S.I.Scheme 8. Reimbursement of medical expenses and conveyance charges incurred by insured persons. 9. Preparation of budget for the implementation of E.S.I.Scheme in the State. 10. Audit Report and draft audit paras relating to E.S.I.Scheme and matters relating to P.A.C. on E.S.I. Scheme.

		<p>11. Purchase of Motor Vehicles under E.S.I.Scheme and condemnation of vehicles.</p> <p>12. Complaints of all nature against M.O's and other staff</p> <p>13. Working in E.S.I. Medical Institutions.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. Purchase, repairs and maintenance of medical equipment for E.S.I. Institutions.</p> <p>2. Supply of linen articles for E.S.I. Medical Institution.</p> <p>3. Purchase of furniture, Stationery, Telephones, typewriters and other equipments required for E.S.I. Medical Institution.</p> <p>4. Purchase of engineering equipments like generators, Refrigerator, Air-conditioners, Electrical instruments and other equipments relating to the Engineering Wing required for E.S.I. Medical Institutions.</p> <p>5. All matters relating to Regional Board of E.S.I.C.</p> <p>6. All matters relating to Local Committees and Hospital Advisory Committees under E.S.I.Scheme</p> <p>7. Monthly Meeting with the Additional Director of Medical and Rural Health Services, Regional Director, E.S.I.C. and E.S.I. Engineering Cell to review the progress of implementation of the E.S.I.Scheme.</p> <p>8. All legislative matters relating to the E.S.I. Act, 1948.</p> <p>9. All matters relating to E.S.I. Medical Benefits Rules, 1954.</p>
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		10. Progress report relating to the implementation of E.S.I.Scheme in the State and issue of any press reports in this regard.
13.	M	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Recognition of Diploma Courses regarding Welfare Officers awarded by various States. 2. Inspection reports of the office of the Chief Inspector of Factories and other offices under his control. 3. All Establishment and Service matters relating to Factories Department. 4. All Disciplinary Cases / DVAC Cases / Suspensions / Appeals / Reviews in respect of Factories Department 5. Preparation of panel for various posts in respect of Factories Department. 6. Review of cases for Compulsory retirement under FR 56(2) in respect of Factories Department 7. Grants of permission / sponsoring of officers / staff of Factories Department to attend meetings / seminars etc. 8. Appointment and regularization of Appointments under Compassionate Ground in Factories Department 9. Deputation of officers of Factories Department on foreign service. 10. All Court cases relating to Establishment / Service matters of Factories Department 11. Framing of Adhoc and Special Rules pertaining to Service matters of Factories Department

		<p>12. The Legal Metrology Act, 2009 (Standard of Weights and Measures Act).</p> <p>13. All General currents of the Section</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. All matters relating to the Factories Act, 1948 and Rules. 2. Periodical regarding Factories Act, 1948 and Tamil Nadu Factory Rules, 1950. 3. All matters relating to Dangerous Machines Act, 1983. 4. All matters relating to the High Power Tripartite Safety Committee and Task Force / Expert Committee. 5. All matters relating to Health and Safety of the Factory Workers and implementation of Health and Safety Programme. 6. Part II Schemes regarding Factories Act, 1948 and Tamil Nadu Factories Rules, 1950. 7. Recognition of Diploma Courses regarding Safety Officers awarded by various states. 8. Legislative Assembly Questions / Lok Sabha Questions relating to Factories Act. 9. Audit paras relating to Factories Act. 10. Industrial Accident Distress Relief Fund.
14.	N	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All Establishment and Service matters including Vigilance/Court cases relating to Group A& B officers of the Employment Wing of Tamil Nadu General Service.

		<p>2. Review of cases under F.R.56(2) relating to Group A & B officers coming under Tamil Nadu General Service (Employment Wing)</p> <p>3. Framing of Adhoc Rules and issue of amendment to Special Rules etc. pertaining to Tamil Nadu General Service (Employment Wing)</p> <p>4. Creation, upgradation and revival of posts coming under Tamil Nadu General Service (Employment Wing) other than schemes.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. All Establishment and Service matters including Vigilance/Court cases relating to Group C & D officers of Tamil Nadu General Subordinate Service. (Employment Wing)</p> <p>2. Review of cases under F.R.56(2) relating to officers coming under Tamil Nadu General Subordinate Service and Group C & D Officers of Employment Wing.</p> <p>3. Framing of Adhoc Rules and issue of amendment to Special Rules pertaining to Tamil Nadu General Subordinate Service (Employment Wing)</p> <p>4. Creation, Upgradation and revival of posts coming under Tamil Nadu General Subordinate Service other than Schemes.</p> <p>5. Miscellaneous subjects relating to Employment Wing.</p> <p>6. Matters relating to Service Associations of Employment Wing.</p> <p>7. One Job per family scheme.</p> <p>8. TRYSEM</p> <p>9. General currents of the Section.</p>
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15.	OP-I	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Establishment and service matters of Labour and Employment Department Section Officers, Assistant Section Officers and Private Secretaries. 2. Review of cases of Section Officers, Assistant Section Officers and Private Secretaries on Other Duty. 3. Maintenance of Master Copies (in duplicate) of Service Rules and Tamil Nadu Financial Code and Tamil Nadu Pension Code. 4. Sanction of Pension, D.C.R.G., etc., relating to Officers and staff retiring from the Department. 5. Preparation of Monthly acting arrangements. 6. Sanction, continuance and permanent retention of posts. 7. Compilation of Statistics of number of currents received in sections, number of pages typed and number of files seen by Officers. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. Review of Pendency of Writ Petitions and Special Leave Petitions in High Court and Supreme Court. (CCMS) 2. Number statement including furnishing of Annual Return to Employment Exchange. 3. Distribution of subjects and issue of Office Orders. 4. Preparation of Confidential Reports/Record Sheets for Officers and Staffs. 5. Review of employment of persons belonging to SC/ST. 6. General Currents of the Section.
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16.	OP-II	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Preparation of Budget of Labour and Employment Department, Secretariat. 2. Contingency expenditure and Permanent Advance. 3. Supply of Stationery, Books, Furniture, Typewriters etc., to Officers and Staff. 4. M.R.B. claims of Staff and Officers. 5. Office accommodation for staff and Officers. 6. Flag Day. 7. Destruction of records and any matters relating to records. 8. Bills relating to Telephones and Indian Airlines. 9. Periodicals on Confidential Key supplied to Officers. 10. Staff meeting. 11. Sanction of T.A. and L.T.C advance to staff and Officers including T.A. Bills. 12. Profession Tax. 13. Sanction of G.P.F. (Temporary and Part-Final) advances to Staff and Officers. 14. Special Provident Fund cum Retirement Benefit Scheme relating to staff and Officers of Labour and Employment Department. 15. Family Benefit Fund Scheme. 16. Inspection of accounts by A.G. pertaining to Labour and Employment, Secretariat. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. "Establishment and service matters of Despatch assistant, Record Assistant, Record Clerks, Office Assistants and Drivers"
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		<ol style="list-style-type: none"> 2. Sanction of H.B.A. for Staff and Officers. 3. Consolidated Half-Yearly Business Statement. 4. Office Inspection of Labour and Employment Department, Secretariat. (By P & A.R.Dept.,) 5. Preparation of Annual Index. 6. Allotment of Quarters under Rental Housing Scheme to Officers and Staff. 7. Sanction of Vehicle Advances and other advances of all kinds. 8. Supply of Uniforms. 9. Supply of Free Pass to Drivers. 10. Late Attendance review. 11. Issue of Identity cards. 12. General Currents of the section.
17.	P	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All Establishment and Service matters including Vigilance/Court cases relating to Group A& B Officers of the Training Wing of Tamil Nadu Employment and Training Service. 2. All Establishment and service matters relating to Administrative Officers in Training Wing of Tamil Nadu General Service including Vigilance/Court cases. 3. Review of cases under F.R.56(2) relating to officers coming under Tamil Nadu Employment and Training Services and Administrative Officers in Tamil Nadu General Service. 4. Framing of Adhoc Rules and issue of amendment to Special Rules etc. pertaining to the Training Wing of Tamil Nadu Employment and Training Service and Tamil Nadu General Service of Training Wing.

		<p>5. Creation, upgradation and revival of posts coming under Tamil Nadu Employment and Training Service other than schemes relating to Training Wing.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. All Establishment and Service matters including Vigilance/Court cases relating to the officers coming under Tamil Nadu Employment and Training subordinate Service and Group C & D Officers of Training Wing. 2. Review of cases under F.R.56(2) relating to officers coming under Tamil Nadu Employment and Training Subordinate Service and Group C&D Officers of Training Wing. 3. Framing of Adhoc Rules and issue of amendment to Special Rules pertaining to Tamil Nadu Employment and Training Subordinate Service. (Training Wing) 4. Creation, Upgradation and revival of posts coming under Tamil Nadu Employment and Training subordinate Service other than Schemes. 5. Miscellaneous subjects relating to Training Wing. 6. Matters relating to Service Associations of Training Wing. 7. General currents of the Section.
18	Q	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All issues relating to compassionate ground appointments. 2. Scrutiny of files received from the following Departments of Secretariat: <ol style="list-style-type: none"> i) Agriculture Department

		<ul style="list-style-type: none"> ii) Animal Husbandry, Dairy Development and Fisheries Department iii) Environment and Forests Department iv) Finance Department v) Health and Family Welfare Department vi) Home, Prohibition & Excise Department vii) Tourism and Culture Department viii) Micro, Small and Medium Industries Department ix) All General currents relating to the Section. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ul style="list-style-type: none"> 1 Legislative Assembly Questions relating to Compassionate grounds appointment. 2 Scrutiny of files received from the following Departments of Secretariat <ul style="list-style-type: none"> i) Revenue Department ii) Transport Department iii) Highways and Minor Ports Department iv) Planning, Development and Special Initiatives Department v) Industries Department vi) Labour and Employment Department vii) Handlooms, Handicrafts and Khadi Department viii) Housing and Urban Development Department ix) Law Department x) Legislative Assembly Department xi) Public Department xii) Cooperation, Food and Consumer Protection Department.
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		<p>xiii) Personnel and Administrative Reforms Department</p> <p>xiv) Energy Department</p> <p>xv) Information Technology Department</p>
19.	R	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Creation of posts, revival, continuance and permanent retention of posts in respect of Employment wing relating to schemes. 2. Employment plans and programmes and central assistance to employment schemes. 3. Schemes relating to Employment wing (Part I and Part II) 4. Planning and Manpower Cell 5. Computerization of Employment Exchanges 6. Inspection reports of the O/o the COL and other Offices under his control. 7. All matters relating to PAC & Audit Report relating to the Employment and Training, Labour and Factories Department 8. Fixation of financial and Physical targets in respect of Directorate of Employment and Training, Commissionerate of Labour and Chief Inspectorate of Factories. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. Supply of furniture, Stationery and Printing, warm clothing, Typewriters, duplicators, motor vehicles and their condemnation in respect of Employment wing. 2. Administration of Apprentices Act, 1961 and Rules and instructions there under.

		<ol style="list-style-type: none"> 3. All matters relating to constitution etc., of Committees and Seminars relating to Employment wing of the DET. 4. Matters relating to Related Instructions Centre. 5. Construction and maintenance of Buildings, land acquisition, fixation of rent to the buildings relating to the Directorate of Employment and Training. 6. Installation of Telephones etc., relating to Employment wing of the DET. 7. Committee viz., Advisory Committee and NCVT & SCVT 8. Petitions received for employment assistance. 9. Creation of posts, continuance, revival and permanent retention of posts in respect of Employment wing. 10. Inspection Reports on NES 11. Inspection Reports on Employment Exchanges 12. District Coordination Committee on Vocational Guidance and Employment Counselling. 13. All General currents relating to the section.
20.	S	<p><u>ASSISTANT SECTION OFFICER - I</u></p> <ol style="list-style-type: none"> 1. Part I and Part II Schemes relating to Training Wing. 2. Deputation of Instructors of ITIs for training. 3. Matters relating to All India Trade Test and Skill Competition. 4. Seminars of Training Wing. 5. Schemes relating to upgradation of Government ITIs and the subject of SDI- MES.

		<p>6. Construction and maintenance of buildings relating to Training Wing.</p> <p>7. Opening of new ITIs and introduction of new trades in ITIs and Diversification of trades.</p> <p>8. World Bank Scheme relating to ITI.</p> <p><u>ASSISTANT SECTION OFFICER – II</u></p> <p>1. Matters relating to admission of trainees and award of stipend and scholarships to trainees and recovery of loans from the trainees.</p> <p>2. Land acquisition relating to Training Wing.</p> <p>3. Matters relating to Private Industrial Schools/ Aided Industrial Schools, Evening classes for industrial workers.</p> <p>4. The Scheme of filling up of 50% of sanctioned seats in private ITIs under Government quota.</p> <p>5. All General currents relating to the section.</p> <p>6. Sanction of rent, furniture, stationery and printing, Typewriters, duplicators, Motor vehicles and miscellaneous items required to the ITIs.</p> <p>7. Inspection reports / periodicals of ITIs and private schools.</p> <p>8. Installation of Telephone etc, relating to Training Wing of the Directorate of Employment and Training.</p> <p>9. Matters relating to Creation of posts, revival, continuance and permanent retention of posts in respect of Training Wing relating to Schemes.</p> <p>10. Matters relating to Legislative Assembly Question, Cut Motion and Call Attention.</p>
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21.	T	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. Cases of all kinds of irregular appointments without reference to the Employment Exchanges and periodicals relating thereto. 2. Scrutiny of files on compassionate ground appointment received from <ol style="list-style-type: none"> i) Municipal Administration and Water Supply Department. ii) Adi Dravidar and Tribal Welfare Department iii) Backward Class, Most Backward Class and Minorities Welfare Department iv) Higher Education Department v) Social Welfare and Nutritious Meal Programme Department vi) Commercial Taxes and Registration Department vii) School Education Department viii) Rural Development and Panchayat Raj Department ix) Public Works Department <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. Employment Exchange Policy and Procedures, including periodical reports 2. Employment Exchanges (CNV) Act, 1959 and rules made thereunder and reports of Review thereunder. 3. Provision of employment to the dependents of the persons whose lands were acquired. 4. Scrutiny of files on compassionate ground appointment received from the <ol style="list-style-type: none"> (i) Tamil Development, Religious Endowments and Information Department 5. All General currents relating to the Section.
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22.	U	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <ol style="list-style-type: none"> 1. All matters relating to the Child Labour (Prohibition & Regulation) Act, 1986 and Tamil Nadu Child Labour (Prohibition and Regulation Rules) 1994 2. All matters relating to State Authority on Elimination of Child Labour. 3. All matters relating to State Advisory Board on Child Labour. 4. All general matters relating to Child Labour. 5. Implementation of the directions of the Supreme Court of India on elimination of Child Labour in Writ Petition (C) No.465/86 and all matters connected therewith. 6. All matters relating to Productivity Councils. 7. All matters relating to Fair Price Shop for Industrial Workers. 8. All matters relating to workers Education Scheme. <p><u>ASSISTANT SECTION OFFICER: II</u></p> <ol style="list-style-type: none"> 1. All matters relating to National Child Labour Project (NCLP). 2. International Programme on Elimination of Child Labour (IPEC). 3. UNICEF assistance and World Bank collaboration for elimination of Child Labour. 4. Overseas Manpower Corporation Ltd. and all matters relating to it. 5. Miscellaneous Currents. 6. All matters relating to workers participation in Management.
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		<p>7. All matters relating to Tamil Nadu Factories (Welfare Officers) Rules, 1953.</p> <p>8. Truck and Lorry Drivers Accident Compensation and Fatal Accident Compensation.</p> <p>9. All matters relating to I.T. enabled services (ITES) such as e-Policy, e-Governance etc.,</p>
23.	Bills	<p><u>ASSISTANT SECTION OFFICER: I</u></p> <p>1. Preparation and presentation of salary bill of Non-Gazetted staff.</p> <p>2. Profession Tax.</p> <p>3. S.P.F., S.P.F.2000, P.F and G.P.F.,</p> <p>4. G.P.F/T.A/P.F of Non-Gazetted staff.</p> <p>5. Issue of LPC, NDC to the Non-Gazetted staff.</p> <p>6. Scrutiny of all files received from OPI and OPII sections relating to pay and other allowances in respect of Non-Gazetted staff.</p> <p>7. Scrutiny and deduction of outside recovery viz., Bank, LIC, Tamil Nadu Secretariat Staff Society etc.,</p> <p>8. Encashment of DCRG, Pension in respect of retired Non-Gazetted staff.</p> <p>9. Verification and scrutiny of Income-Tax statement.</p> <p><u>ASSISTANT SECTION OFFICER: II</u></p> <p>1. Preparation and presentation of Gazetted Officers pay bill.</p> <p>2. Sanction of Loans and Advances to Staff.</p> <p>3. Preparation and presentation of Medical reimbursement bill of staff.</p> <p>4. LTC, TTA and TA.</p> <p>5. Eligibility of leave etc.,</p>

		<ol style="list-style-type: none">6. Reconciliation of Department's accounts with Accountant General/Pay and Accounts Office.7. Pension, DCRG of retired Gazetted Officers.8. Scrutiny of all files received from OP-I and OP-II sections other than pay and allowances.9. Contingency bills and Telephone bills.
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4. Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act, 2005

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria /rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretaries and Deputy Secretary/Additional Secretary to the Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require, circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

**5. Norms set for the discharge of functions under
Section 4(1)(b)(iv) of Right to Information Act, 2005**

For the discharge of functions allocated to the Department of Labour Welfare and Skill Development Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

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

6. Rules, Regulations, Instructions, Manuals and Records for discharging functions under Section 4(1)(b)(v) of Right to Information Act, 2005

6.1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

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

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

S. No.	Name of the Document/ Manual/Rules	Types of the Document/Manual/Rules
1.	Tamil Nadu Government Business Rules and Secretariat Instructions	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	The Tamil Nadu Secretariat Office Manual	The manual describes the system and procedures to be followed in Conducting the office work in the Departments of Secretariat.

3.	The Tamil Nadu Budget Manual	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and Departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual Budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorized grants or appropriation.
4.	Tamil Nadu State and Subordinate Service Rules	The rules are made under the proviso to Article 309 of the Constitution of India, governing the service conditions of members of State and Subordinate Services.
5.	Tamil Nadu Civil Services (Discipline and Appeal) Rules.	The rules are made under the proviso to Article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Tamil Nadu Government Servants Conduct Rules.	The rules are made under the proviso to Article 309 of Constitution of India in relation to the conduct of the members of Civil Service of the State in the performance of their duty with integrity and devotion to duty.
7.	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of Civil Service of the state.
8.	Fundamental Rules	The rules are made under the proviso to Article 309 of Constitution of India in relation to the pay, allowances, leave, joining time, foreign service etc., of the members of civil service of the State.
9.	Tamil Nadu Financial Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.

10.	Tamil Nadu Account Code	The code published by the Finance Department outlines by accounting procedures to be followed by various departments while regulating expenditures.
11.	Tamil Nadu Treasury Code	The code published by Finance Department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

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

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

Sl. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Policy Note	contains the Policy pronouncements of the Department for the concerned year	Application to PIO	PIO
2.	Performance Budget	contains the performance reports of the HODs	Application to PIO	PIO
3.	Important G.Os www.tn.gov.in	Issued by Labour Welfare and Skill Development Department from time to time	Application to PIO	Labour Welfare and Skill Development Department

8. Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof under Section 4(1)(b)(vii) of Right to Information Act, 2005

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/ observations made by the Public Accounts Committee/Public Undertaking Committee/ Assurance Committee/ Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

9. Directory of Officers and sections under section 4(1)(b)(ix) of Right to Information Act, 2005

S.No.	Name and Designation of the Officers/Sections	Telephone (Prefix 0442566)
1.	Thiru. R. Kirlosh Kumar, I.A.S., Secretary to Government	5683
2.	Thiru. A. Ramamoorthy, Additional Secretary to Government (OP)	5265
3.	Tmt. S. Premasheela, Additional Secretary to Government (Employment)	5722
4.	Tmt. B.Chitra, Deputy Secretary to Government	5259
5.	Thiru S.Ramakrishna Rajan, Under Secretary to Government	5128
6.	Tmt. J.Meera, Under Secretary to Government (OP)	5784
7.	Tmt. M. Durgadevi, Under Secretary to Government	5435
8.	Thiru.L.Rajkumar, Under Secretary to Government	5855
9.	Tmt.R.Kasthuri, Under Secretary to Government	5212
10.	Thiru.K.Sakthikumaran, Under Secretary to Government	5436
11.	Thiru.S.Mohanavadivelan, Under Secretary to Government	5726
12.	Tmt.K.Shymala Devi, Under Secretary to Government	5912
13.	A section	5364
14.	B section	
15.	C section	
16.	D section	
17.	E section	5725
18.	F section	
19.	G section	5364
20.	H section	
21.	I section	5725
22.	J section	
23.	K section	5364
24.	L section	

25.	M section	5725
26.	N section	5364
27.	OP-I section	5723
28.	OP-II section	
29.	Bills section	
30.	P section	5725
31.	Q section	5364
32.	R section	
33.	S section	5725
34.	T section	
35.	U section	

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

Sl. No.	Name (Tvl.)	Designation	Level
1	Thiru. R.Kirlosh Kumar, I.A.S.,	Secretary to Government	Level-14 1,44,200-2,18,200
2	A.Ramamoorthy	Additional Secretary to Government (OP)	Level-31 1,25,200 – 2,54,800
3	S. Premasheela,	Additional Secretary to Government (Employment)	Level-31 1,25,200 – 2,19,800
4	B.Chithra	Deputy Secretary to Government (Labour)	Level -26 61,900 – 2,28,100
5	S.Jagannathan	Principal Private Secretary	Level -26 61,900 – 2,28,100
6	R.Jamunarani	Senior Private Secretary	Level-25 59,300 – 2,17,600
7	S.Ramakrishna Rajan	Under Secretary to Government	Level-25 59,300 – 2,17,600
8	J.Meera	Under Secretary to Government	Level-25 59,300 – 2,17,600
9	M.Durgadevi	Under Secretary to Government	Level-25 59,300 – 2,17,600
10	L. Rajkumar	Under Secretary to Government	Level-25 59,300 – 2,17,600
11	K. Sakthikumaran	Under Secretary to Government	Level-25 59,300 – 2,17,600
12	S. Mohanavadivelan	Under Secretary to Government	Level-25 59,300 – 2,17,600
13	R. Kasthuri	Under Secretary to Government	Level-25 59,300 – 2,17,600
14	K. Shyamala Devi	Under Secretary to Government	Level-25 59,300 – 2,17,600
15	K. Lakshmi	Section Officer	Level-22 56,100 – 2,05,700
16	T. Gangatharan	Section Officer	Level-22 56,100 – 2,05,700
17	M. Parimala	Section Officer	Level-22 56,100 – 2,05,700

Sl. No.	Name (Tvl.)	Designation	Level
18	K. Abirami	Section Officer	Level-22 56,100 – 2,05,700
19	R. Jaya Backiam	Section Officer	Level-22 56,100 – 2,05,700
20	B. Muthuraji	Section Officer	Level-22 56,100 – 2,05,700
21	S. Kalaimathi	Section Officer	Level-22 56,100 – 2,05,700
22	V. Ramanan	Section Officer	Level-22 56,100 – 2,05,700
23	A.Prasanna	Section Officer	Level-22 56,100 – 2,05,700
24	E.Gothandan	Section Officer	Level-22 56,100 – 2,05,700
25	M.Gnanasekaran	Section Officer	Level-22 56,100 – 2,05,700
26	P.Umamaheswari	Section Officer	Level-22 56,100 – 2,05,700
27	B.Shanthi	Section Officer	Level-22 56,100 – 2,05,700
28	H.Ramesh	Section Officer	Level-22 56,100 – 2,05,700
29	R.Vivekanandan	Section Officer	Level-22 56,100 – 2,05,700
30	P. Banu	Section Officer	Level-22 56,100 – 2,05,700
31	R. Thenmozhi	Section Officer	Level-22 56,100 – 2,05,700
32	R.Mugunthan	Section Officer	Level-22 56,100 – 2,05,700
33	C.Mathiazhagan	Section Officer	Level-22 56,100 – 2,05,700
34	L.Sudhakar	Section Officer	Level-22 56,100 – 2,05,700
35	K.Merlin Revathi	Section Officer	Level-22 56,100 – 2,05,700
36	E.Praveen Kumar	Section Officer	Level-22 56,100 – 2,05,700
37	S.Kamatchi	Section Officer (Bills)	Level-22 56,100 – 2,05,700
38	T. Selvaganesan	Assistant Section Officer	Level-16 36,400 – 1,34,200

Sl. No.	Name (Tvl.)	Designation	Level
39	S. Vinod	Assistant Section Officer	Level-16 36,400 – 1,34,200
40	V. Sundari	Assistant Section Officer	Level-16 36,400 – 1,34,200
41	V. Shanthi	Assistant Section Officer	Level-16 36,400 – 1,34,200
42	R. Vijitha	Assistant Section Officer	Level-16 36,400 – 1,34,200
43	K. Mani	Assistant Section Officer	Level-16 36,400 – 1,34,200
44	N. Anbarasu	Assistant Section Officer	Level-16 36,400 – 1,34,200
45	P. Karthikeyan	Assistant Section Officer	Level-16 36,400 – 1,34,200
46	B. Thangavelan	Assistant Section Officer	Level-16 36,400 – 1,34,200
47	S. Chakkarabani	Assistant Section Officer	Level-16 36,400 – 1,34,200
48	P. Mariappan	Assistant Section Officer	Level-16 36,400 – 1,34,200
49	R. Prabha	Assistant Section Officer	Level-16 36,400 – 1,34,200
50	D. Pandiyarajan	Assistant Section Officer	Level-16 36,400 – 1,34,200
51	L. Karuppasamy	Assistant Section Officer	Level-16 36,400 – 1,34,200
52	D. Duraimohan	Assistant Section Officer	Level-16 36,400 – 1,34,200
53	S. Malathi	Assistant Section Officer	Level-16 36,400 – 1,34,200
54	R. Premila	Assistant Section Officer	Level-16 36,400 – 1,34,200
55	A. Rajasekar	Assistant Section Officer	Level-16 36,400 – 1,34,200
56	P. Suresh	Assistant Section Officer	Level-16 36,400 – 1,34,200
57	T. Rajeswari	Assistant Section Officer	Level-16 36,400 – 1,34,200
58	I. Packialakshmi	Assistant Section Officer	Level-16 36,400 – 1,34,200
59	K. Saiyathbatcha	Assistant Section Officer	Level-16 36,400 – 1,34,200

Sl. No.	Name (Tvl.)	Designation	Level
60	S. Saravanan	Assistant Section Officer	Level-16 36,400 – 1,34,200
61	G. Parameswari	Assistant Section Officer	Level-16 36,400 – 1,34,200
62	R. Pandurangan	Assistant Section Officer	Level-16 36,400 – 1,34,200
63	C. Sundari	Assistant Section Officer	Level-16 36,400 – 1,34,200
64	K. Viji	Assistant Section Officer	Level-16 36,400 – 1,34,200
65	L. Amutha	Assistant Section Officer	Level-16 36,400 – 1,34,200
66	B. Murugesan	Assistant Section Officer	Level-16 36,400 – 1,34,200
67	D. Kanchana	Assistant Section Officer	Level-16 36,400 – 1,34,200
68	K. Muchselvi	Assistant Section Officer	Level-16 36,400 – 1,34,200
69	S. Meyyazhagan	Assistant Section Officer	Level-16 36,400 – 1,34,200
70	V.Sudha	Assistant Section Officer	Level-16 36,400 – 1,34,200
71	V. Nivedha	Assistant Section Officer	Level-16 36,400 – 1,34,200
72	M.Jiya Marzuqua	Assistant Section Officer	Level-16 36,400 – 1,34,200
73	T.J.Gengadaran	Assistant Section Officer	Level-16 36,400 – 1,34,200
74	S. Nithya	Assistant Section Officer	Level-16 36,400 – 1,34,200
75	R.Gnanavoli	Assistant Section Officer (Bills)	Level-16 36,400 – 1,34,200
76	R. Anitha	Personal Assistant	Level-16 36,400 – 1,34,200
77	M.Meheswari	Personal Assistant	Level-16 36,400 – 1,34,200
78	S. Logaprabu	Assistant	Level-9 20,000 – 73,700
79	M.Jayapriya	Assistant	Level-9 20,000 – 73,700
80	L.Anton Lloyd	Assistant	Level-9 20,000 – 73,700

Sl. No.	Name (Tvl.)	Designation	Level
81	S.Sugumaran	Assistant	Level-9 20,000 – 73,700
82	M.Saraswathi	Assistant	Level-9 20,000 – 73,700
83	B.Kader Hussain	Assistant	Level-9 20,000 – 73,700
84	G.Sureshbabu	Assistant	Level-9 20,000 – 73,700
85	C.Sumathi	Assistant	Level-9 20,000 – 73,700
86	V.Nirmaladevi	Assistant	Level-9 20,000 – 73,700
87	R. Kasthuri	Senior Personal Clerk	Level-11 35,400 – 1,30,400
88	M.Meenakshi	Personal Clerk	Level-10 20,600 – 75,900
89	D.Divya	Personal Clerk	Level-10 20,600 – 75,900
90	M.Vasanthi	Personal Clerk	Level-10 20,600 – 75,900
91	S.Chandrakala	Personal Clerk	Level-10 20,600 – 75,900
92	P. Santhini	Senior Typist	Level-11 35,400 – 1,30,400
93	V. Vijayasri	Senior Typist	Level-11 35,400 – 1,30,400
94	P.Josphin Jackulin	Senior Typist	Level-11 35,400 – 1,30,400
95	K.Premalatha	Senior Typist	Level-11 35,400 – 1,30,400
96	G.Jansirani	Typist	Level-8 19,500 – 71,900
97	V.Gokulavasan	Typist	Level-8 19,500 – 71,900
98	S.Sampathkumar	Typist	Level-8 19,500 – 71,900
99	G.Ramya	Typist	Level-8 19,500 – 71,900
100	M.Rajesh	Typist	Level-8 19,500 – 71,900
101	M.Tamilselvan	Typist	Level-8 19,500 – 71,900

Sl. No.	Name (Tvl.)	Designation	Level
102	A.Ramya	Typist	Level-8 19,500 – 71,900
103	B.Vidhya	Typist	Level-8 19,500 – 71,900
104	B.Priya	Typist	Level-8 19,500 – 71,900
105	G.Paramasivam	Despatch Assistant	Level-6 19,500-62,000
106	P.Meena	Record Clerk	Level-2 15,900- 58,500
107	R.Srinivasan	Record Clerk	Level-3 16,600-52,400
108	N.Amirthalingam	Record Clerk	Level-2 19,500-58,500
109	S.Usha	Record Clerk	Level-2 15,900-50,400
110	M.Tamilvani	Record Clerk	Level-2 15,900-58,500
111	K.V. SenthilKumar	Record Clerk	Level-1 15,900-50,400
112	S.P.Ravi	Record Assistant	Level-8 19,500-62,000
113	G.S. Jeyalalitha	Office Assistant	Level-1 15,700-58,100
114	A.Susila	Office Assistant	Level-1 15,700-58,100
115	K.Valli	Office Assistant	Level-1 15,700-58,100
116	M.Margarete Clara	Office Assistant	Level-1 15,700-58,100
117	S.Dhanasekar	Office Assistant	Level-1 15,700-58,100
118	A.Sumathi	Office Assistant	Level-1 15,700-58,100
119	D.G.Sekar	Office Assistant	Level-1 15,700-58,100
120	K.Sadhasivam	Office Assistant	Level-1 15,700-58,100
121	M. Iqbalsheriff	Office Assistant	Level-1 15,700-58,100

Sl. No.	Name (Tvl.)	Designation	Level
122	N.Gopal	Office Assistant	Level-1 15,700-58,100
123	R. Rajnikanth	Office Assistant	Level-1 15,700-58,100
124	S.Nagarajan	Office Assistant	Level-1 15,700-58,100
125	V. Velmurugan	Office Assistant	Level-1 15,700-58,100
126	S.Raja	Office Assistant	Level-1 15,700-58,100
127	R. Saravanan	Office Assistant	Level-1 15,700-58,100
128	R. Purushothaman	Office Assistant	Level-1 15,700-58,100
129	K. Saravanan	Office Assistant	Level-1 15,700-58,100
130	A. Murugavel	Office Assistant	Level-1 15,700-58,100
131	K.Duraimurugan	Office Assistant	Level-1 15,700-58,100
132	R.Narasimman	Office Assistant	Level-1 15,700-58,100
133	V.Baskar	Office Assistant	Level-1 15,700-58,100

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

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

The Department does not directly administer any subsidy programmes.

12. Particulars of recipients of concessions, permits or authorizations granted by it under section 4(1)(b)(xii) of Right to Information Act, 2005

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

13. Details in respect of the information available to or held by it, reduced in an electronic form under section 4(i)(b)(xiv) of Right to Information Act, 2005

The Public can obtain information about the functioning of the Department in the following websites.

Heads of Department	Web Address	E-mail Address
Commissioner of Labour	www.tnlabour.tn.gov.in	com.tnlabour@nic.in
Director of Employment and Training	www.tnvelaivaaiappu.tn.gov.in	cmr.doet@tn.gov.in
Director of Industrial Safety and Health	www.dish.tn.gov.in	cif@tn.gov.in
Tamil Nadu Skill Development Corporation	www.tnskill.tn.gov.in	tnskill@tnsdc.in
Directorate of Medical and Rural Health Services (Employees' State Insurance Scheme)	www.tnhealth.tn.gov.in	directoresi.esi@gmail.com

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

The Public are posted with information through Notice Board, Newspapers, Web sites, Exhibitions and other means of advertising.

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

Public Information Officers and Appellate Authorities

Sl. No.	Public Information Officer (Tvl.)	Appellate Authority (Tvl.)
1.	S.Ramakrishna Rajan (Under Secretary to Government) Sections- C,P,S	B.Chithra, Deputy Secretary to Government
2.	J.Meera (Under Secretary to Government) Sections – OP-1, OP-2, Bills	A.Ramamoorthy, Additional Secretary to Government
3.	M.Durgadevi (Under Secretary to Government) Sections – J,K,L	B.Chithra, Deputy Secretary to Government
4.	L. Rajkumar (Under Secretary to Government) Sections – A,B,F	A&B-Sections S.Premasheela, Additional Secretary to Government F-Section A.Ramamoorthy, Additional Secretary to Government
5.	K. Sakthikumaran (Under Secretary to Government) Sections – G,N,R	G&R –Sections B.Chithra, Deputy Secretary to Government N-Section S.Premasheela, Additional Secretary to Government

6.	S. Mohanavadivelan (Under Secretary to Government) Sections- I,M	A.Ramamoorthy, Additional Secretary to Government
7.	R. Kasthuri (Under Secretary to Government) Sections-E,H,U	S.Premasheela, Additional Secretary to Government
8.	K. Shyamala Devi (Under Secretary to Government) Sections-T,Q,D	T&Q -Section A.Ramamoorthy, Additional Secretary to Government D-Section S.Premasheela, Additional Secretary to Government

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