



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

**GOVERNMENT OF TAMIL NADU  
DEPARTMENT OF LABOUR  
CHENNAI-600 006**

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## **Introduction**

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 Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

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.

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 under its administrative control.

(a) The procedure and fee structure for getting information are as under:-

(b) 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.10/- by Court Fee or cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account :-

**" 0070. Other Administrative Services – 60 Other Services – 118 Receipts under Right to Information Act, 2005- AA – Collection of fees under Right to Information (Fees) Rules 2005 – 227 Non-Taxation Fees – 39 Translation and Printing Fees"**

**(IFHRMS DPC: 0070 60 118 AA 22739)**

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

For providing information under sub-section (1) of section 7 of the Right

to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

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

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

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

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.

**DEPARTMENT OF LABOUR**

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

Tamil Nadu is the second largest economy in the country with its Gross Domestic Product next only to Maharashtra. It has a very vibrant manufacturing and services sector employing a large number of people. Tamil Nadu has been able to attract large investments due to its investor friendly policies and excellent working culture. The Labour Department also plays a key role by ensuring that the interests of the workers are protected and cordial relations are maintained between the managements and workers.

Most of the aspects relating to Labour are listed in the Concurrent list, with both Central Government and the State Governments having jurisdictions on them. The relevant entries of the Concurrent list are as follows:-

Trade Unions; Industrial and Labour disputes

Social Security and social insurance; Employment and Unemployment Welfare of labour including conditions of work, Provident funds, employers liability, workmens compensation, invalidity and old age pension and maternity benefits.

Weights and measures except establishment of standards.

As the subject matter of Labour falls in the Concurrent list most of the applicable laws are Central Laws.

**Functions**

Labour Department has both regulatory functions and welfare functions.

Its regulatory functions are as follows:

1. Enforcement of various labour legislations enacted by the Central and State Governments
2. Quasi-judicial functions to protect the interest of the workmen
3. Taking care of consumers' interest by enforcing the Legal Metrology Act, 2009 and Legal Metrology (Packaged Commodities) Rules, 2011
4. Settlement of industrial disputes by means of conciliation
5. Fixation and enforcement of Minimum Wages
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

**The Welfare functions of the Department are as follows**

1. Extending various benefits to Organised and Unorganised sector workers through welfare boards
2. Awarding compensation to the workers for death / disablement due to accident during the course of employment
3. Extending services through Mobile Health Clinics, Anganwadis, Dormitories, etc.
4. Spreading awareness on safety and health

**Administrative Set – up**

The Labour Department in Tamil Nadu was formed in the year 1920. Its headquarters is located at DMS Campus, Teynampet, Chennai. The department is headed by the Commissioner of Labour who is assisted by 3 Additional Commissioner of Labour, 2 Joint Commissioner of Labour, 4 Deputy Commissioner of Labour in head office. 4 Zonal Additional Commissioners at Chennai, Trichy, Madurai and Coimbatore and 10 Regional Joint Commissioners at Chennai (2 nos.), Vellore, Salem, Trichy,

Dindigul, Coimbatore, Coonoor, Madurai and Tirunelveli are also assisting the Commissioner of Labour.

Overall sanctioned strength of the department is 1,897 which includes 12 Additional Commissioners, 16 Joint Commissioners, 24 Deputy Commissioners, 103 Assistant Commissioners, 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.

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

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

10.00 a.m. to 5.45 p.m.

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

### **LAWS ENFORCED BY THE DEPARTMENT**

The details of various labour laws enforced by the Labour Department are given below:

#### **I.Laws relating to Industrial Relations**

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

##### **1.The Industrial Disputes Act, 1947**

The Act prescribes procedures for settlement of industrial disputes, provides 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. During the year 2019-20, the conciliation officers have effectively intervened and resolved 669 industrial disputes amicably. 8 strikes and 2 lockouts were also resolved during this period.

### **2.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. During 2019-20, 328 standing orders of industrial establishments were certified.

### **3.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. During 2019-2020, 143 Trade Unions were registered.

## **II.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.

### **1.Payment of Wages Act, 1936**

The Act provides for prompt and timely payment of wages to the employees, expeditious disposal of claims and to avoid unauthorised deductions from wages.

### **2.The Minimum Wages Act, 1948**

The Minimum Wages Act, 1948 aims at fixing of minimum rates of wages in certain employments appended to the schedule of the Act. This Act seeks to ensure not only the sustenance of life but also preservation of efficiency of the employees. In Tamil Nadu, 94 employments have been added to the Schedule of the Minimum Wages Act, 1948. Out of this, minimum wages have been fixed for 77 employments.

During the year 2019-2020, 56,109 inspections were conducted; 42 cases were disposed in the courts with a fine amount of Rs.30,500/- against employers for various contraventions; 687 claims were disposed off and Rs.4.67 Crore has been disbursed to the workmen.

### **3.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.

### **4.The Equal Remuneration Act, 1976**

The Act provides for the payment of equal remuneration to men and women workers and for the prevention of discrimination on the ground of gender against women in the matter of employment. The employer shall pay equal remuneration to men and women workers for the same work or work of a similar nature.

## **III. LAWS RELATING TO SOCIAL SECURITY**

These laws provide for payment of gratuity, payment of subsistence allowance, conferment of permanent status to workmen, maternity benefit to female workers besides providing for the payment of compensation to workers in case of accidents. The provision of social security and formulation of welfare schemes are also governed by these laws.

### **1.The Employees' Compensation Act, 1923**

The Act provides for compensation to workers in the event of death or disablement for loss of earning capacity due to accidents arising out of and in the course of the employment. The Regional Joint Commissioners of Labour have been notified as Commissioners to hear and decide the claims under the Act. The compensation amount awarded is to be deposited by the Employers/ Insurance Companies with the Commissioner. In case of default in depositing the amount awarded, recovery action is taken through District Collectors under the Revenue Recovery Act.

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

The Act provides for the payment of gratuity to the employees. Gratuity is paid to an employee on superannuation / retirement or resignation if he/she has put in a continuous service for a period of not less than five years. Gratuity is also paid on death or disablement due to accident or disease.

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.

2,062 claims were disposed of and a sum of Rs.21.33 Crore was ordered to be paid to the claimants and 426 appeal petitions were heard and disposed of in 2019-2020.

## **3.The Tamil Nadu Payment of Subsistence Allowance Act, 1981**

The Act provides for the payment of subsistence allowance during the period of suspension pending enquiry to workmen. 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.

133 claims were disposed of and a sum of Rs.49.79 lakh was ordered as subsistence allowance to the claimants and 19 appeal petitions were heard and disposed of in 2019-2020.

## **4.The Maternity Benefit Act, 1961**

The Act regulates the employment of women for certain periods before and after childbirth and provides for the payment of certain maternity benefits. This Act provides for 26 weeks leave with wages for childbirth (8 weeks before delivery and 18 weeks after delivery). 10,302 inspections have been carried out under this act in 2019-2020. 9 cases were disposed of in the court with a fine amount of Rs.9,000/- imposed against employers.

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

The 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. During the year 2019-2020, 424 petitions seeking permanency were heard and orders passed.

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

The Act regulates the employment of manual workers employed in certain employments in the State of Tamil Nadu and the conditions of their work and security of their employments.

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

The Act provides for the constitution of a Fund for promoting the welfare of organised labour and for certain other matters connected therewith in the State of Tamil Nadu.

## **IV. 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. They also regulate the employment of contract labour, etc.

### **1. Tamil Nadu Shops and Establishments Act, 1947**

The Act regulates conditions of employment of workers employed in shops and commercial establishments. During the year 2016-2020, 1,07,462 inspections were conducted of which, 12,684 cases were compounded for various offences and a sum of Rs. 35.72 Lakh was collected as compounding fee; 20 cases were disposed of in courts with a fine amount of Rs.14,150/- against employers for various contraventions.

## **2.The Tamil Nadu Catering Establishments Act, 1958**

The Act regulates conditions of workers and the workplace in various catering establishments, including hotels and restaurants. During the year 2019-2020 a sum of Rs.1.13 Crore was collected as registration, renewal and amendment fee from the employers of catering establishments; 17,680 inspections were made and contraventions were noticed in 5,895 cases and a sum of Rs.15.43 lakh was collected as compounding fee; 11 cases were disposed of in courts with a fine amount of Rs.10,200/- against employers for various contraventions.

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

The Act protects the welfare of motor transport workers and their conditions of work. During the year 2019-2020, 109 motor transport establishments were registered and a sum of Rs.1,63,765/- was collected as registration fee. 3,417 inspections were made ;753 cases were compounded and a sum of Rs.3.30 lakh was collected as compounding fee.

## **4.The Plantations Labour Act, 1951**

The Plantations Labour Act, 1951 and its rules provide health, safety and welfare to the plantation labours and to regulate the conditions of work in plantations. It is applicable 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 are obliged to provide housing facilities, medical facilities, crèches, educational facilities, protective clothing, drinking water etc., to the workers.

The Chief Inspector of Plantations along with 10 Assistant Commissioners of Labour (Plantations) are situated 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) are situated at Ooty and Nagercoil.

The total number of plantations in Tamil Nadu is 2,229 covering an area of 62,134 hectares of which 687 are registered plantations covering an area of 54,483 hectares and 1,542 are unregistered plantations covering an area of 7,651 hectares. The total number of workers engaged in plantations is 56,794 of which 22,406 are men and 34,388 are women.

During the year 2019-2020, enforcement officers have conducted 27,274 inspections including 2,172 inspections under Plantations Labour Act, 1951. 32 cases were disposed in the court with a fine amount of Rs.1,40,000/- imposed against employers.

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

The Act provides for the welfare of the workers in beedi and cigar establishments and regulates the conditions of their work. 1,559 inspections were made during the year 2019-2020 and 89 cases were disposed of by the court and Rs.22,830/- was collected as fine amount.

#### **6.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.

#### **7.The Tamil Nadu Industrial Establishments (National, Festival and Special Holidays) Act, 19**

National, Festival and Special Holidays are granted with wages to persons employed in industrial establishments. During the year 2019-2020, 48,509,

inspections were made. Contraventions were noticed in 68,70 establishments and a sum of Rs.32.88 lakh was collected as compounding fee; 22 cases were disposed of in courts with a fine amount of Rs.11,700/- against employers for various contraventions.

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

Employment of contract labour is regulated in certain establishments under this Act. During the year 2019-2020, 145 Registration Certificates and 234 Licences were issued to the employers and contractors respectively.

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

The Act is enacted to regulate the conditions of service and to protect the inter-state migrant whose services are utilized outside their native states. During the 2019-2020, 10 Registration Certificates and 8 Licenses has been issued to the principal employers and contractors respectively.

### **10.The Child and Adolescent Labour (Prohibition & Regulation)Act, 1986**

The Act prohibits the engagement of children in all occupations and to prohibit the engagement of adolescents in hazardous occupations and processes and the matters connected therewith or incidental thereto.

#### **(a) Eradication of Child Labour**

Tamil Nadu Government is continuously striving to achieve the target 8.7 (Sustainable Development Goal No.8) by taking immediate and effective measures to eradicate forced labour, secure the prohibition and elimination of the worst forms of child labour and by the year 2025, end child labour in all its forms.

As a strong step to address the existing legislative gaps, the Government of India enacted the Child Labour (Prohibition and Regulation) Amendment Act, 2016 prohibiting employment of children below 14 years in all forms of work and regulating the work for adolescents (14 – 18 years) including prohibiting their employment in hazardous occupations and processes. The amended Act furthers the constitutional

mandate by linking the age of child labour prohibition to the age of compulsory education under the Right of Children to Free and Compulsory Education Act, 2009. The amendment also reflects strong commitment to achieve international goals such as Sustainable Development Goals to achieve elimination of all forms of child labour by 2025.

### **(b) Enforcement**

Enforcement is one of the important strategies of the State Action Plan for eradication of child labour. In order to strengthen the enforcement, a District Level Task Force is functioning in the districts under the chairmanship of the District Collector. Following statutes relating to prohibition and regulation of employment of children are implemented in the State by the Assistant Commissioners of Labour (Enforcement) and Deputy Directors of Industrial Safety and Health:

- 1) The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986.
- 2) The Factories Act, 1948.
- 3) The Motor Transport Workers Act, 1961.
- 4) The Beedi and Cigar Workers (Conditions of Employment) Act, 1966.
- 5) The Tamil Nadu Shops and Establishments Act, 1947.
- 6) The Tamil Nadu Catering Establishments Act, 1958.
- 7) The Plantations Labour Act, 1951.

The Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 and the allied Acts prohibiting employment of children are implemented in the State by the officials of the Commissionerate of Labour and the Directorate of Industrial Safety and Health.

During the year 2019-2020, 97,048 establishments were inspected including the raids conducted by the teams formed under the District Level Task Force. 137 Violations were noticed and 170 child workers were rescued and rehabilitated. 31 cases ended in conviction and a fine of Rs.6,43,000/- has been imposed.



### **c) Awareness Generation**

12<sup>th</sup> June of every year is observed as 'Anti Child Labour Day' to create awareness among the public. All districts have taken up various activities for awareness creation like oath taking in schools and government offices, rallies, human chains and awareness campaigns. At the state level anti child labour day, message from the Hon'ble Chief Minister was published in various Tamil and English dailies. Mainstreamed students from National Child Labour Project Special Training Centres who scored high marks in 10<sup>th</sup> and 12<sup>th</sup> Standard Public Examinations were given cash awards and the best Special Training Teachers were felicitated for their work.

### **(d) National Child Labour Project**

In Tamil Nadu the National Child Labour Project (NCLP) funded by the Government of India is implemented in 15 Districts. The NCLP society is headed by District Collector, who is the chairperson of the District Child Labour Monitoring Committee. Currently, 258 Special Training Centers are functioning in the 15 National Child Labour Project districts in which 4,999 rescued child labourers are studying.

A stipend of Rs.400/- per month, educational materials, free uniform, free medical check-up etc., are provided to children supported by NCLP. The State Government is providing a monthly cash assistance of Rs.500/- to the erstwhile child labour from NCLP schools to pursue higher education.

## **11.The Bonded Labour System (Abolition) Act, 1976**

### **Abolition of Bonded Labour System**

The Bonded Labour System (Abolition) Act, 1976 and the bonded labour rehabilitation scheme provide for economic and social rehabilitation of the rescued bonded labourers including enhancement of skill and capacity building.

A Standard Operating Procedure for identification, release, rescue and Rehabilitation of bonded labour has been issued in order to provide guidelines to various stake holders for robust implementation of the Act and the Central Sector Scheme.

The rescued bonded labourers are rehabilitated with immediate assistance amount of Rs.20,000/-, public distribution system ration card, community certificate, employment, education, skill training, enrollment in SHG and medical care. Further, the rescued bonded labourers are being enrolled in the relevant Unorganized Workers Welfare Boards so as to enable them to avail the benefits eligible to them under the respective schemes.

Government have sanctioned a sum of Rs.121 Lakh for creation of Permanent Corpus Fund for rehabilitation of bonded labour to all the districts .The State Government have allotted a sum of Rs.125 lakh for the rehabilitation of the rescued bonded labour during the year 2019-2020 and 523 bonded labourers were rescued and a sum of Rs.60.40 lakh was paid as immediate assistance to them .

Training programs on rescue and rehabilitation of bonded labour were conducted at Chennai, Coimbatore, Madurai and Trichy for enforcement officials of Labour Department, Revenue Divisional Officers and officials of Directorate of Industrial Safety and Health.

The Labour Department has developed a comprehensive data base Bonded Labour Management System (BLMS) web portal which includes all details from the initial stage of survey to the end of prosecution of the case including rescue and rehabilitation of bonded labour.

## **V. LAWS RELATING TO CONSUMER PROTECTION**

The Legal Metrology Act provides for the better protection of the interest of consumers by enforcing the Legal Metrology Act and the Legal Metrology (Packaged Commodities) Rules. Legal Metrology Act ensures accuracy in Standards of Weights and Measures used in Trade and Commerce, and correct quantity for the price paid. The Legal Metrology (Packaged Commodities) Rules stipulate mandatory declarations in the prepackaged commodities and curtail charging over and above MRP.

### **1.The Legal Metrology Act, 2009**

The Legal Metrology Act, 2009 enforces standards of weights and measures and protects the interest of consumers. It regulates trade and business where goods are sold or distributed by weight, measure or number.

During the year 2019-2020, under Legal Metrology Act 1,61,159 inspections were made and 9,912 cases were compounded for various offences and an amount of Rs.88.41 lakh was levied by way of compounding and court cases. During the period Rs.44.43 Crore has been collected as Stamping fees and Rs.12.53 Lakh has been collected as License fee.

## **2.The Legal Metrology (Packaged Commodities) Rules, 2011**

The Legal Metrology (Packaged Commodities) Rules, 2011 regulate pre-packaged commodities and mandate certain declarations prior to sale of such commodities.

During the year 2019-2020, Under Legal Metrology (Packaged Commodities) Rules, 55,413 establishments were inspected, 2,223 cases were compounded for various offences and an amount of Rs.92.39 lakh was collected by way of compounding and disposal of Court cases. A sum of Rs.2.29 Lakh has been collected as Registration fee.

## **VI. WELFARE BOARDS AND SOCIAL SECURITY SCHEMES**

### **1.Tamil Nadu Labour Welfare Board**

Tamil Nadu Labour Welfare Fund Act, 1972 was enacted to ensure certain basic and necessary services, amenities and facilities to the workers of organized sector. With this objective, Tamil Nadu Labour Welfare Board was constituted in 1975. The benefits are offered to the workers by the means of contribution from the employees and employers of Factories, Plantations, Motor Transport undertakings, Catering establishments and Shops and Establishments. The employees contribute Rs.10/- and employers contribute Rs.20/- per worker and Government contributes Rs.10/- per worker every year. The fine amount imposed by the courts and compounding fees collected by the enforcement officers are also paid into Labour Welfare Fund.

The labour welfare fund collected is utilized to defray the following schemes:

- ❖ Tailoring classes for dependants or workers
- ❖ Creches for Workers Children
- ❖ Education Scholarships, Educational Incentive and Book Allowance

- ❖ Assistance for Basic Computer Training
- ❖ Marriage Assistance Scheme
- ❖ Spectacles, Hearing Aids, Artificial limbs and Three Wheelers
- ❖ Assistance for Natural Death and Funeral Expenses
- ❖ Assistance for Accidental Death and Funeral Expenses

Holiday homes were constructed at Mamallapuram, Valparai and Courtallam to provide accommodation at a subscribed tariff to workers and their families in order to make them to enjoy their vacation.

'Jeeva Illam' was constructed to provide accommodation to representatives of workers. It is located near the office of the Commissioner of Labour.

A monthly Tamil Magazine 'Uzhaippavar Ulagam' which contains important court judgments and articles is published for the benefit of employers and employees.

## **2.Unorganised Workers Welfare Boards**

Tamil Nadu is a forerunner among the states in enacting a law for providing social security cover to the unorganised workers. The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 was enacted and accordingly various welfare schemes have been formulated. These schemes provide various social security and welfare benefits to the unorganised workers, engaged in the specified categories of employments specified in the schedule appended to the Act.

The Government has constituted 17 Unorganised Workers Welfare Boards as shown below.

**Unorganised Workers' Welfare Boards**

<b>S. No.</b>	<b>Name of the Boards</b>
1	Tamil Nadu Construction Workers Welfare Board
2	Tamil Nadu Manual Workers Social Security and Welfare Board
3	Tamil Nadu Unorganised Drivers Welfare Board
4	Tamil Nadu Tailoring Workers Welfare Board
5	Tamil Nadu Hair Dressers Welfare Board
6	Tamil Nadu Washermen Welfare Board
7	Tamil Nadu Palm Tree Workers Welfare Board
8	Tamil Nadu Handicraft Workers Welfare Board
9	Tamil Nadu Handloom and Handloom Silk Weaving Workers Welfare Board
10	Tamil Nadu Footwear and Leather Goods Manufactory and Tannery Workers Welfare Board
11	Tamil Nadu Artists Welfare Board
12	Tamil Nadu Goldsmiths Welfare Board
13	Tamil Nadu Pottery Workers Welfare Board
14	Tamil Nadu Domestic Workers Welfare Board
15	Tamil Nadu Power loom Weaving Workers Welfare Board.
16	Tamil Nadu Street Vending and Shops and Establishments Workers Welfare Board
17	Tamil Nadu Cooking Food Workers Welfare Board

The welfare benefits provided to the unorganised workers are shown below.

**Types of Welfare benefits**

<b>S. No</b>	<b>Types of benefit</b>	<b>Amount (in Rs.)</b>
1	Accident Relief Scheme	
	a. Accident death	1,00,000/-

	b. Accidental disability (based on extent of disability)	Upto 1,00,000/-
	c. Artificial limbs and wheel chair	At the rate fixed by TN DAPW Board
2	Natural death assistance	20,000/-
3	Funeral assistance	5,000/-
4	Educational assistance	
	a) Girl children studying 10 <sup>th</sup>	1,000/-
	b) 10 <sup>th</sup> passed	1,000/-
	c) Girl children studying 11 <sup>th</sup>	1,000/-
	d) Girl children studying 12 <sup>th</sup>	1,500/-
	e) 12 <sup>th</sup> passed	1,500/-
	f) Regular degree course with hostel facility	1,500/- 1,750/-
	g) Regular P.G. Course with hostel facility	4,000/- 5,000/-
	h) Professional Degree Course with hostel facility	4,000/- 6,000/-
	i) Professional P.G. Course with hostel facility	6,000/- 8,000/-
	j) ITI or Polytechnic with hostel facility	1,000/- 1,200/-
5	Marriage Assistance (a) for men (b) for women	3,000/- 5,000/-
6	Maternity assistance Miscarriage / Medical termination of pregnancy	6,000/- 3,000/-
7	Reimbursement of cost of Spectacles	upto 500/-
8	Pension	1000/- Per month

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### **Additional benefits extended to Construction Workers**

<b>S. No</b>	<b>Types of benefit</b>	<b>Amount (in Rs.)</b>
1	due to accident at worksite (both for registered and unregistered construction workers).	5,00,000/-

2	Family Pension	Rs. 500/- Per month
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**(a) Administration of Welfare Schemes**

The functions of the Unorganised Workers Welfare Boards such as registration, renewal and processing of claim applications and disbursement of welfare scheme assistances to the beneficiaries are being administered at the district level by 35 Assistant Commissioners of Labour (Social Security Scheme) in all 32 districts.

To strengthen the activities of Assistant Commissioners of Labour (Social Security Scheme) at the district level, a district monitoring committee headed by the District Collector with Government representatives of various line departments, employees and employers representatives is functioning to address specific issues relating to each district in implementing various Social Security Schemes.

The head office and district offices of the unorganised workers welfare boards have been computerized. The data entry for registration, renewal and claim applications and data management is done through web based software. Identity cards are issued in the form of a passbook with personal details and computer generated image of the worker is captured through the web camera installed in the district offices.

With a view to achieve greater transparency in delivery of service, all the welfare benefits are directly transferred to the bank accounts of the beneficiaries /registered manual workers through Reserve Bank of India Electronic Clearance System (RECS) mode. The details of Registration and disbursement of welfare benefits for the year 2019-2020 are given below:

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**Registration and disbursement details**

<b>S. No.</b>	<b>Name of the Board</b>	<b>Registration (in Lakh)</b>	<b>Beneficiaries (in Lakh)</b>	<b>Amount (Rs. in Crore)</b>
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1	Tamil Nadu Construction Workers Welfare Board.	31.17	18.36	734.05
2	Tamil Nadu Unorganised Drivers Welfare Board.	2.24	1.33	42.76
3	Tamil Nadu Manual Workers Social Security and Welfare Board and 14 other welfare boards.	47.89	32.37	914.30
<b>Total</b>		<b>75.30</b>	<b>52.06</b>	<b>1691.11</b>

### **Source of Funds**

The Tamil Nadu Construction Workers Welfare Board receives Cess at the rate of 1% of the total estimated cost of the building or the construction work proposed. A contribution of Rs.522.53 Crore has been received during the year 2019-2020.

The Tamil Nadu Unorganised Drivers Welfare Board receives the additional tax of collected for every commercial motor transport carrying passengers or goods on roads at the rate of 1% under the Tamil Nadu Motor Vehicle Taxation Act, 1974. An amount of Rs.5,52,42,885/- has been received as additional tax in the year 2019-2020.

Tamil Nadu Manual Workers Social Security and Welfare Board and 14 other Welfare Boards receive Government Grants for implementing welfare schemes. The Government of Tamil Nadu has allotted Rs.144,11,20,500/- as grant for the year 2019-2020.

### **VII.TAMIL NADU INSTITUTE OF LABOUR STUDIES**

The Tamil Nadu Institute of Labour Studies was established by the Government of Tamil Nadu in 1973. It was registered under the Tamil Nadu Societies Registration Act and functions as Society from 1988. Hon'ble Minister of Labour is the Chairman of



the Governing Committee of this Institute. This Institute is an Educational cum Training Institution under the control of the Labour and Employment Department of the Government of Tamil Nadu. The Government of Tamil Nadu gives annual grants-in-aid of Rs.2.17 Crore for administration of the institute.

The Institute conducts regular academic courses of B.A. (Labour Management), M.A. (Labour Management) and Ph.D. Programme, part time Post Graduate Diploma in Labour Administration and weekend Diploma in Labour Laws with Administrative Law courses to cater to the increasing needs of experts in Labour Management and Human Resource Management. During 2019-2020, the institute has conducted 8 seminars / training Programmes benefiting 624 persons.

At present the institute is functioning in a rental building. 3 acres of land has been allotted by the Government to construct its own building at Ambattur I.T.I. Campus, at the cost of Rs.18.74 Crore. The construction work is in progress.

### **VIII.TAMIL NADU ACADEMY OF CONSTRUCTION**

To enhance the skill, ability and knowledge of the workers employed in the construction work, a training institute named 'Tamil Nadu Academy of Construction (TAC)' has been established in pursuance to the announcement made on the floor of Assembly.

The office of the Tamil Nadu Academy of Construction (TAC) is functioning at Tamil Nadu Labour Welfare Board Building, DMS Campus from 04.01.2013.

Training has been imparted to 785 construction workers through the Technical Training Centres recognized by Government Industrial Training Institutes and Private Industrial Training Institutes approved by the Directorate of Employment and Training (DET) under Modular Employable skill training programme.

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The Training is provided free of cost. On successful completion of training, National Council for Vocational Training (NCVT) certificates are issued to the trainees.

Tamil Nadu Construction Workers Welfare Board has allotted Rs.6 Crore to the Tamil Nadu Skill Development Corporation for conducting training programme to the

construction workers in collaboration with TAC. So far 43,000 workers have been imparted training under this programme.

## **DEPARTMENT OF LABOUR**

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

#### **List of Officers in O/o the Commissioner of Labour, Chennai-6**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
	<b>Thiruvallur</b>	
1.	Dr. M.Vallalar. I.A.S.	Commissioner of Labour
2.	R.K.Ravishankar	Additional Commissioner of Labour (Administration)
3.	M.Ravichandran	Additional Commissioner of Labour (Conciliation)
4.	M. Shanthi	Additional Commissioner of Labour (Inspections)
5.	U. Lakshmikanthan	Special Joint Commissioner of Labour
6.	P. Sumathi	Joint Commissioner of Labour (Minimum Wages) Deputy Commissioner of Labour, (Law)I/c
7.	M.M. Kamalakannan	Deputy Commissioner of Labour (Establishment & General)
8.	G. Geetha	Deputy Commissioner of Labour (Welfare)
9.	V.G. Rameshkumar	Deputy Commissioner of Labour, (Headquarters) Deputy Commissioner of Labour, (Contract Labour)I/c
10.	N.Vasuki	Administrative Officer (Minimum Wages)
11.	L.Kannagi	Administrative Officer (General)
12.	R.Gopalakrishnan	Administrative Officer (Weights & Measures)
13.	P.Jayalalitha	Public Relation Officer
14.	M.Maruthupandi	Accounts Officer

## **POWERS AND DUTIES OF OFFICERS**

### **COMMISSIONER OF LABOUR**

The Commissioner of Labour is the Head of the Labour Department. The Commissioner of Labour is competent to appoint officers up to the level of Deputy Inspectors of Labour and transfer and posting of officers up to the level of Deputy Commissioners of Labour. He is also competent to impose punishment up to dismissal for all officers up to the level of Deputy Inspectors of Labour and minor punishments like stoppage of increment to officers up to the level of Joint Commissioners of Labour.

- He is the Chief Conciliation Officer under the Industrial Disputes Act, 1947 with State-wide jurisdiction.
- Commissioner for Employee's Compensation for the state of Tamil Nadu under the Employee's compensation Act, 1923. (This work has been delegated to Joint Commissioners of Labour)
- Authority to decide the cases of the applicability of the Tamil Nadu Shops and Establishments Act, 1947 under Section 51 of the Act.
- Authority to decide the question of applicability of the Tamil Nadu Catering Establishments Act 1958 to an employee or to a Catering Establishment under Sub-Section 2 of section 27 of the Act.
- Authority to specify hours of work and conditions of service of the workmen of the contractors as required under Rule 25 (2) (b) of the Tamil Nadu contract Labour Rules, 1975.
- Registrar of Trade Unions under the Trade Unions Act, 1976.
- Certifying Authority under Industrial Employment (Standing Orders) Act.

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### **ADDITIONAL COMMISSIONER OF LABOUR (IN THE CADRE OF IAS):**

The Additional Commissioner of Labour is the head of the Child Labour Monitoring Cell, functioning at the Office of the Commissioner of Labour, Chennai - 600 006. He will function as per the guidance of Commissioner of Labour and Principal Secretary to Government, Labour and Employment Department. He is also assisting

the Commissioner of Labour with regard to the functions of various Unorganised Workers Welfare Boards.

**ADDITIONAL COMMISSIONER OF LABOUR (ADMINISTRATION):-**

The Additional Commissioner of Labour (Administration) deals the following Subjects;-

- All Establishment matters
- State Labour Advisory Board
- Labour Ministers / Labour Secretaries Conference
- Labour Commissioners Conference
- Policy Note
- Annual Meeting of Officers
- Review Meeting at Secretariat
- Review Meeting of JCL's & DCL's
- Cut Motions
- Pension and other Terminal Benefits
- Shifting of Building
- Sanction of Rent to Office Buildings
- Loans and Advances
- Sanction of Contingent Charges and Conveyance Allowance
- Labour Officers Quarters
- Legal Assistance & Pleaders Fee
- Office Inspection
- Attendance
- Budget and Plan
- Audit Objections
- Telephones and Motor Vehicles
- Stationery, Stores, Forms and Furniture

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- Books and Publications
- Plantation Labour Act
- Amendments under Industrial Disputes Act
- Committee on Labour Laws

### **ADDITIONAL COMMISSIONER OF LABOUR (CONCILIATION):**

The Additional Commissioner of Labour (Conciliation) deals the following Subjects;-

- All Industrial Disputes
- All Non-Technical Acts
- Rural Labour Commission
- Workers Participation in Industry
- Building and Construction Workers
- Meeting of Chief Executives of Public Sector undertakings
- State Level Co-ordination Committee
- State Evaluation and Implementation Committee
- Closure/Lay off/Retrenchment applications
- Periodicals relating to labour situation
- Assignment of Jurisdiction under Labour Laws
- Annual administration reports under the Non-Technical Acts
- Contract Labour (Regulation & Abolition) Act & Rules, 1975
- Equal Remuneration Act
- Subsidized Industrial Housing Scheme and  
Plantation Labour Housing Scheme
- Minimum Wages Fixation / Revision
- National Commission on Labour
- Indian Labour Conference
- Public Utility Service
- Tamil Nadu Labour Welfare Fund Act
- Workers' Education
- Tamil Nadu Institute of Labour Studies
- Payment of Gratuity Act
- I.L.L. reports
- Good Industrial Relations Award, Ease of Doing Business

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### **ADDITIONAL COMMISSIONER OF LABOUR (INSPECTION):-**

The Additional Commissioner of Labour (Inspection) deals the following Subjects;-

- Standards of Weights and Measures Act

- Packaged Commodities Rules
- Beady and Cigar Workers (Conditions of Employment) Act
- Enforcement of Labour Laws

### **SPECIAL JOINT COMMISSIONER OF LABOUR:-**

The Special Joint Commissioner of Labour deals the following Subjects;-

- Industrial Disputes relating to
  - a. Textiles
  - b. Engineering
  - c. Transport
  - d. Sugar
  - e. Cement
  - f. Tanneries
  - g. Beedi & Cigar
- Good Industrial Relations Award
- State Evaluation and Implementation Committee

### **JOINT COMMISSIONER OF LABOUR (MINIMUM WAGES):-**

The Joint Commissioner of Labour (Minimum Wages) deals the following Subjects;-

- Minimum Wages Fixation / Revision
- Motor Transport Workers Act
- Non-Technical Acts (S&E, C.E, N.F.H., P.W., W.C., P.S.A. Acts)
- Tamil Nadu Labour Welfare Fund Act
- Workers Education
- Tamil Nadu Institute of Labour Studies
- Payment of Gratuity Act
- I.L.O. Reports
- Manual Workers Board – Unorganized Labours
- Small Saving Collection

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- General Election – Appeal to managements
- E.S.I. & E.P.F. (Correspondence, etc.)
- Trade Unions Act

- Miscellaneous subjects.

### **DEPUTY COMMISSIONER OF LABOUR (ESTABLISHMENT&GENERAL):-**

The Deputy Commissioner of Labour (Establishment & General) deals the following Subjects;-

- All establishment matters
- Telephones and Motor Vehicles

### **DEPUTY COMMISSIONER OF LABOUR (HEAD QUARTERS) :-**

The Deputy Commissioner of Labour (Head Quarters) deals the following Subjects;-

- Plantations
- Co-operative Societies
- Catering Establishments
- Match and Fire Works
- Newspaper
- Paper and Printing
- Fertilizers and Chemicals
- Civil Supplies Corporation
- Local Bodies
- Public Section undertakings other than those classified
- Rice, Flour, Dhall and Oil Mills
- Banks
- Leather Goods
- Cinema Theatres
- Other Miscellaneous Industries
- Labour officers Quarters
- Office Inspection
- Stationery, Stores, Form & Furniture
- Attendance, Tapal and Dispatch

### **DEPUTY COMMISSIONER OF LABOUR (CONTRACT LABOUR):-**

The Deputy Commissioner of Labour (Contract Labour) deals the following Subjects;-

- Contract Labour (Regulation and Abolition) Act, 1970
- Plantation Labour Act
- Equal Remuneration Act
- Women Cell
- Subsidized Industrial Housing Scheme and  
Plantation Labour Housing Scheme

**ADMINISTRATIVE OFFICER (GENERAL):-**

The Administrative Officer (General) deals the following Subjects;-

- State Labour Advisory Board
  - Labour Ministers / Labour Secretaries Conference
  - Labour Commissioners Conference
  - Policy Note
  - Annual Meeting of Officers
  - Review Meeting at Secretariat
  - Review Meeting of JCL's, DCL's & ACL's
  - Assignment of Jurisdiction under Labour Laws
  - Cut Motions
  - Good Industrial Relations Award
  - National Commission on Labour
  - Rural Labour Commission
  - Indian Labour Conference
  - Workers Participation in Industry
  - Amendments under Industrial Disputes Act
  - Tamil Nadu Industrial Establishment  
(Conferment of Permanent Status to Workmen) Act, 1981
  - Building and Construction Workers
  - Meeting of Chief Executives of Public Sector undertakings
  - Payment of Bonus Act
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- Child Labour (Prohibition and Regulation) Act
  - Sales Promotion Employees (Conditions of Employment ) Act
  - Maternity Benefit Act, 1961



- Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982
- State Level Co-ordination Committee
- State Evaluation and Implementation Committee
- Committee on Labour Laws
- Public Utility Service
- Closure Applications

#### **ADMINISTRATIVE OFFICER (MINIMUM WAGES):-**

The Administrative Officer (Minimum Wages) deals the following Subjects;-

- Minimum Wages Fixation / Revision
- Preparation of Bills
- Periodicals relating to labour situation
- Annual Administrative Reports under the Non-Technical Acts
- Motor Transport Workers Act
- Ease of Doing Business

#### **ADMINISTRATIVE OFFICER (WEIGHTS AND MEASURES):-**

The Administrative Officer (Weights and Measures) deals the following Subjects;-

- Standards of Weights and Measures Act
- Packages Commodities Rules
- Beedi & Cigar Workers (Conditions of Employment) Act
- Preparation of Bills

#### **PUBLIC RELATIONS OFFICER:-**

The Public Relation Officer deals the following Subjects;-

- Tamil Nadu Labour Journal
- Books and Publications
- Review of Diary of JCL's / DCL's
- Tour Programmes of Zonal JCL's

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- Review of pending cases under Industrial Disputes Act
- Complaints received from Chief Minister's Cell

- V.I.P. Visits
- Workers Journalists Act
- Meetings/Trade fair

**ACCOUNTS OFFICER:-**

- Budget and Plan
- Audit Objections
- Legal Assistance and Pleaders Fee
- Sanction of Contingent charges and Conveyance Allowance
- Loans and Advances
- Sanction of Rent to Office Buildings
- Pension and other Terminal Benefits
- Files relating to financial sanctions from other sections
- Shifting of Building

**DUTIES OF WORK ALLOCATION FOR STAFF IN HEAD OFFICE**

- **This Office consists of 21 sections and the functioning of these sections is tabulated below:-**

**A-SECTION**

<b>SEAT</b>	<b>SUBJECT</b>
A1	<p>1) Industrial Disputes relating to plantation throughout Tamil Nadu.</p> <p>2) Industrial Disputes relating to Textile Mills, Power loom processing Textile Units (Dying, Bleaching ect.,) Coming under the jurisdiction of Deputy Commissioner of Labour, Tirunelveli, Madurai, Dindigul and Trichy ( District covered are Thanjavur, Nagapattinam, Thiruvarur, Trichy, Karur, Perambalur, Pudukottai, Dindigul, Madurai, Theni, Ramanathapuram, Virudhunagar, Sivakasi, Thirunelveli, Tuticorin &amp; Kanyakumari)</p>
A2	<p>1) Industrial Disputes relating to Engineering and Electrical Industries coming under the Jurisdiction of Deputy Commissioner of Labour I &amp; II Chennai (District covered are Chennai, Kanchipuram, Thiruvallur, vellore, Thiruvannamalai, Cuddalore &amp; Villupuram)</p>

	2) The Chief Ministers Relief Fund.
A3	1) Industrial Disputes relating to Textile Mills, Powerloom processing Textile Units (Dying, Bleaching ect.,) coming under the jurisdiction of the Deputy Commissioner of Labour, Coimbatore, Salem, Chennai I&II (District covered are Chennai, Kanchipuram, Thiruvallur, Vellore, Thiruvannamalai, Cuddalore and Villupuram, Erode, Namakkal, Salem, Dharmapuri, Coimbatore, Tirupur & Nilgiris.  2) State wide Industrial Disputes arising out of Textile Industry.
A4	1) Industrial Disputes relating to Engineering and Electrical coming under the jurisdiction of Deputy Commissioner of Labour, Trichy, Madurai, Salem, Tirunelveli, Coimbatore, Coonoor and Dindigul (District covered are Dharmapuri, Erode, Salem, Namakkal, Nilgiris, Coimbatore, Tirupur, Trichy, Karur, Perambalur, Thanjavur, Thiruvarur, Nagapattinam, Madurai, Theni, Dindigul, Sivagangai, Pudukottai, Ramanathapuram, Virudhunagar, Tirunelveli, Tuticorin and Kanyakumari).  2) Details regarding closed Industrial Units in Tamil Nadu.

### **B-SECTION**

B1	1) Chemicals, Fertilizers and allied products, Petroleum, Cinema Theatres, Agro Industries, Educational Institutions, Sugar, Cement and Miscellaneous industries in respect of following Districts, Kancheepuram, Tiruvallur, Villupuram and Cuddalore.
B2	1) Government and Government undertaking industries disputes (Except Engineering Cement, Sugar and Textile industries) like TNCSC, TNEB, TASMAL and Local bodies.
B3	1) Match and Fireworks, News papers and Printing, Catering Establishment, Electronics, Hardware / Software Industries, Rice, Dhal Mills, oil Mills and Miscellaneous subject (Except DCL-1&2 Jurisdictions)
B4	1) Match and Fireworks, News paper and Printing Catering Establishment, Electronics, Hardware / Software Industries, Rice, Dhal Mills, oil mills and Miscellaneous subject in respect of DCL-1 and DCL, Vellore Jurisdictions.

### C-SECTION

C1	Industrial Disputes relating to public and working and private Transport Corporation and Workshops attached to Transport Corporation in respect of all over state except the jurisdiction of Deputy Commissioner of Labour, Madurai, Trichy and Tirunelveli.
C2	<ol style="list-style-type: none"><li>1) Industrial Disputes relating to Beedi Establishment.</li><li>2) Closure application under sec-25-0 of the Industrial Disputes Act, 1947.</li><li>3) Paper relating to Tamil Nadu Industrial Establishment (Conferment of permanent status to workmen) Act, 1981.</li><li>4) State Evaluation and Implementation committee.</li></ol>
C3	<ol style="list-style-type: none"><li>1) Industrial Disputes relating to public and Private Transport Corporation and Workshops attached to Transport Corporation in respect of the jurisdiction of Deputy Commissioner of Labour, Trichy and Tirunelveli.</li><li>2) Industrial Disputes relating to Co-operative societies.</li><li>3) Industrial Disputes relating to Leather and shoes .</li><li>4) Industrial Disputes relating to Milk products.</li><li>5) Paper relating to sales promotion Employees (Conditions of Employment) Act, 1976.</li><li>6) Papers relating to Maternity Benefit Act,1961.</li><li>7) National Renewal fund.</li><li>8) State Level Co-ordinate committee.</li></ol>
C4	<ol style="list-style-type: none"><li>1) Industrial Disputes relating to Public and Private Transport Corporation and workshops attached to Transport Corporation in the jurisdiction of Deputy Commissioner of Labour, Madurai and Dindigul.</li><li>2) Industrial Disputes relating to Co -operative Banks</li><li>3) Industrial Disputes relating to Tanneries.</li></ol>

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### D-SECTION

D1	<ol style="list-style-type: none"><li>1) Review Meeting with Head of Department to be convened by the Principle Secretary Labour and Employment Department.</li></ol>
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	<ol style="list-style-type: none"> <li>2) Monthly Review Meeting to Discuss Long Pending papers at the Secretariat.</li> <li>3) Monthly Review Meeting of Zonal Additional Commissioner of Labour, Regional Joint Commissioner of Labour and Deputy Commissioner of Labour O/o Regional Joint Commissioner of Labour Concerned.</li> <li>4) Papers relating to annual meeting of the officer of the officer of the Labour Department. Papers relating to meeting by Hon'ble chief Minister for Labour.</li> <li>5) Papers relating to Cut motions, call Attentions raised by the Members of</li> <li>6) Legislature and Assurance Committee questions.</li> <li>7) Papers relating to Assembly questions.</li> <li>8) Any other miscellaneous subject not allotted to D2&amp;D3 Seat.</li> <li>9) SLAB</li> <li>10) Policy Note</li> </ol>
D2	<ol style="list-style-type: none"> <li>1) Amendments / Notification / Clarification etc., under the Industrial Disputes Act, 1947.</li> <li>2) Papers relating to Public Utility Services.</li> <li>3) Papers relating to Committee on Labour Laws.</li> <li>4) Amendments / Notification /Clarification etc., under payment of Bonus Act, 1965.</li> <li>5) Papers relating to Achievements.</li> <li>6) Papers relating to Cine Workers Welfare Fund Act and committee.</li> <li>7) Papers relating to assignment of jurisdiction of various officer under different Labour Legislations.</li> <li>8) Papers relating to Good Industrial Relations Award Scheme Instituted to encourage Managements and Trade unions to maintain Good Industrial Relations in the Industries.</li> </ol>
D3	<ol style="list-style-type: none"> <li>1) Preparation of policy note of the Department (Labour in Tamil Nadu) at the time of moving the demand by the Hon'ble Minister for Labour during the Budget session in the Legislative Assembly and furnishing materials for talking points for the use of Governor, Hon'ble Chief Minister, Finance Minister and Labour Ministers and papers relating to Announcements.</li> </ol>

	<ol style="list-style-type: none"> <li>2) Papers relating to Budget speech Republic Day Speech, May Day Speech and Independence Day Speech.</li> <li>3) Papers relating to Indian Labour Conference and standing Labour committee.</li> <li>4) Papers relating to Labour Ministers's conference / Labour Secretaries Conference to be convened by the Government of India.</li> <li>5) Papers relating to Labour Commissioners Conference to be convened by the Government of India.</li> <li>6) Papers relating to Meeting of Labour Commissioners of Southern Region.</li> <li>7) Papers relating to National Commission on Labour, Rural Labour Commission papers relating to state Labour Advisory Board (premier Tripartite body at the state level which deals with policy matters relating to Labour and Advises Government on such matters).</li> </ol>
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### **E-SECTION**

E1	<ol style="list-style-type: none"> <li>1) Rectification of anomalies regarding junior getting more pay in the cadre of Labour officer.</li> <li>2) Sanction Additional Charges Allowance in the cadre of Labour Officer.</li> <li>3) Preparation of Panel in the Cadre of Assistant to be promoted as Upgrade Superintendents.</li> <li>4) Issuing of the Transfer order in the Cadre of Upgrade Superintends.</li> <li>5) Sanction increments / Earn Leave / Surrender Leave in the Cadre of the Deputy Inspector of Labour / Labour officer in Head office.</li> <li>6) Sanction of Selection Grade in the Cadre of Assistant Inspector retirement in the Cadre of Assistant Inspector Labour.</li> <li>7) Report of the Meetings particulars.</li> <li>8) Maintenance of Confidential report in the cadre of Labour officer.</li> </ol>
E2	<ol style="list-style-type: none"> <li>1) Preparation of Panel in the Cadre of Labour officer.</li> <li>2) Issuing orders regarding regularization / probation in the Cadre of Labour Officer.</li> <li>3) Sanction of Selection Grade in the cadre of Labour Officer</li> <li>4) Transfer in the Cadre of Labour officer / Fixation of seniority in the Cadre of Labour Officer.</li> </ol>

	<p>5) Rectification of anomalies regarding promotion in the category of Labour officer.</p> <p>6) Preparation of panel in the Cadre of Deputy Inspector of Labour and Rectification of anomalies regarding promotion issuing orders regarding promotion. Issuing orders regarding regularization in the Cadre of Deputy Inspector Of Labour.</p> <p>7) Issuing Transfer order in the Cadre of Deputy Inspector of Labour.</p> <p>8) Sanction of Selection Grade in the Cadre of Deputy Inspector of Labour.</p> <p>9) Fixation of Seniority in the Cadre of Deputy Inspector of Labour.</p>
E3	<p>1) Subject relating to Joint Commissioner of Labour, Assistant Commissioner of Labour including Establishment Vacancies, preparation of panel history of Service confirmation to the Category Assistant Commissioner of Labour, Deputy Commissioner of Labour and Joint Commissioner of Labour.</p> <p>2) Special rules under Tamil Nadu Labour Service.</p> <p>3) Sanction of Increments in the Cadre of Assistant Commissioner of Labour at Head Quarters.</p> <p>4) Sanction of Surrender of Earned Leave in the Cadre of Joint Commissioner of Labour, Deputy Commissioner of Labour, Assistant Commissioner of Labour.</p> <p>5) Pay Fixation to the Assistant Commissioner of Labour at Head Quarters .</p> <p>6) Ratification of pay anomalies in the Cadre of Assistant Commissioner of Labour, Deputy Commissioner of Labour.</p> <p>7) Sanction of Additional charges in cadre of Assistant Commissioner of Labour, Deputy Commissioner Labour .</p> <p>8) 8) Maintenance of personal files in respect of Joint Commissioner of Labour, Deputy Commissioner of Labour and Assistant Commissioner of Labour.</p>
E4	<p>1) Subject relating to Assistant Inspector of Labour, Superintendents , Stamping Inspector, Statistical Inspector (in the case of selection Grade Superintendents Transfer &amp; postings alone)</p> <p>2) Transfer and postings in the Cadre of Assistant Inspector of Labour.</p> <p>3) Estimate of Vacancies for Direct Recruitment of Assistant</p>

	Inspector of Labour.
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**F-SECTION**

F1	<ol style="list-style-type: none"> <li>1) Disciplinary proceeding and connected Subject like suspension, appeal.</li> <li>2) Disciplinary proceeding arising out of DVAC.</li> </ol>
F2	<ol style="list-style-type: none"> <li>1) All matters relating to Telephone and Motor Vehicles sending proposal to the AG in respect of the ACL &amp; Above on deputation for fixing the pension contribution and Leave salary Contribution.</li> <li>2) Subject relating to Review under F.R.56(2).</li> </ol>
F3	<ol style="list-style-type: none"> <li>1) Complaints in respect of all Categories, Issue of instructions regarding property statements in respect of Labour officers and above.</li> <li>2) Complaints received from C.M.Cell petitions.</li> </ol>
F4	<ol style="list-style-type: none"> <li>1) Sending proposal to the AG in respect of the Labour officers on deputation for fixing the pension contribution and Leave salary Contribution.</li> <li>2) Continuance of temporary posts, Permanent retention of temporary posts, Confirmation, Maintenance of Stock files, statement relating to SC/ST and all other periodicals and maintenance of temporary and permanent establishment registers and Cadre strength &amp; office order.</li> <li>3) Preparation of civil list of Group A&amp;B officers once in 2 years; conducting staff Association's Meetings.</li> <li>4) Issuing NOC to get passport and renewal of passport.</li> <li>5) Permission regarding Movable &amp; Immovable properties for officers &amp; staff.</li> <li>6) Permission regarding correspondence courses in respect of DCL's/JCL's.</li> </ol>

**G-SECTION**

G1	<ol style="list-style-type: none"> <li>1) Subject relating to Establishment matters in respect of Selection Grade Superintendents and Superintendents (Except transfer and posting, leave sanction and sanction of annual increments Subjects relating to establishment matters relating to Accountant Assistants and Librarian (except leave sanction of annual Increments.)</li> </ol>
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	<p>2) Preparation of Panel for promotion to the Post of Accountant.</p> <p>3) Preparation of panel for movement to Selection Grade Assistant/Librarian.</p> <p>4) Preparation of Seniority list for the Post of Assistants.</p>
G2	<p>1) Establishment matters in respect of Driver, Telephone Operators, Instrument Mechanic, Record Clerk, Maistry, Stamping Smith, Office Assistant, Watch Man etc., (Except leave Sanction, Sanction of annual Increment)- Regularization of Contingent Staff, Preparation of Panel for post of Junior Assistant, Preparation of panel for movement to selection/special grade of above posts)</p>
G3	<p>1) Establishment matters in respect of Junior Assistant, (Except leave Sanction and Sanction of annual Increments)/ Preparation of panel for the post of Assistant Preparation of Seniority list in respect of Junior Assistant / Typist,.</p>
G4	<p>1) Sanction of Leave in respect of all Staff Members of this Office, Sanction of annual Increments to the staff of this office. Vacancy position (Weekly report) Estimated Vacancy report (Annual) Establishment List for C and D Group Officers. Preparation of organizational setup and Functions of Labour Department.</p> <p>2) Establishment matters in respect of Typist, Steno-Typist</p> <p>3) Preparation of panel for the post of , Steno-Typist Gr I and Gr II</p> <p>4) Bhavanisagar Training.</p>

### **H – SECTION**

H1	<p>1) Building Rent &amp; Conference Hall Rent sanction in respect of Office of the Commissioner of Labour.</p> <p>2) Subject relating to Pension, Revised Pension, Family Pension.</p> <p>3) Announcement: To Build Centralized Office Building at Madurai, Integrated Labour Office Complex at 20 Districts and Tamil Nadu Institute of Labour Studies at Ambattur.</p> <p>4) Sanction of Special Provident Fund-Cum-Gratuity.</p> <p>5) Interest Calculation for Belated Payment of Death-Cum-Retirement.</p> <p>6) Sanction of Family Benefit fund for the deceased employees of the Head Quarters. (Rs. 1,50,000/-)</p> <p>7) General Provident Fund Final Closure.</p>
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H2	<ol style="list-style-type: none"> <li>1) Allotment of Labour Officers Quarters / Forwarding the application of Government Servant Quarters and Maintain register for Rent Recovery.</li> <li>2) Sanction of Contingent Charges - Electricity, Water, Refreshment, Stores and Furniture other than the Head Quarters sanction and Post Box Renewal Charges, Office Shifting - Sanction of Transport Charges.</li> <li>3) All Loans and Advance: House Building Advance, Marriage Advance, Two Wheeler, Four Wheeler and Computer Advances and Interest Calculation, for the same and Sanction of Physically Handicapped Allowance, Conveyance Allowance - Sanction of Rs. 1000/- ECS to Open Account for the Subordinate Offices - Sanction of Fire extinguishers for the Subordinate Offices other than the Head Quarters - Announcement - To Build Office Complex for Auto Rickshaw Board.</li> <li>4) Sanction of Wages to Menials Paid From Contingencies.</li> </ol>
H3	<ol style="list-style-type: none"> <li>1) Sanction of GPF Temporary Advance / Part Final, Adjustment of GPF Missing Credits and Obtaining No's of CPS / Missing Credits.</li> <li>2) Pleader Fees.</li> <li>3) Issue Order for Shifting of the Buildings and Complaints about Office Building.</li> <li>4) Sanction of Festival Advance.</li> <li>5) Pay Commission Arrears Claim.</li> <li>6) Preparation of list of Retiring Persons for next 5 Years.</li> <li>7) Preparation of Rent Particulars from the Subordinate Offices functioning in the Private Buildings.</li> <li>8) Sanction of Building Rent in respect of Subordinate Offices (Rs. 10,000/- above)</li> <li>9) Rent arrears and Rent Complaint.</li> </ol>

### I-SECTION

I1	<ol style="list-style-type: none"> <li>1) Work relating to the Annual inspection of Subordinate Officers, District Inspection cell, official Language inspection, O &amp; M Inspection, stamp purchase and maintenance of stamp Account, Commissioner office inspection by Government &amp; (P&amp;R) and maintenance of Records and Gazette.</li> </ol>
I2	<ol style="list-style-type: none"> <li>1) Maintenance of Stock files, Maintenance of Attendance and Casual Leave Register and Miscellaneous Item, Viz. Allotment of office Assistants, Evening Turn Register, Holiday Turn Register, Consolidation of Monthly Arrears list, monthly meeting of Superintendents in Commissioner office.</li> <li>2) Sports and correspondence related with sports.</li> </ol>

I3	1) Maintenance of Call Book, Security Register, Common Distribution Register, Section-wise Distribution Register, Government incoming Tapal Register and Registered Tapal Register.
I4	1) Dispatching of Tapals and Maintenance of the following Register, Dispatch by post (party), Dispatch by post (Subordinate officer), Dispatch by Registered post Dispatch by Registered parcel, Evening turn dispatch register, Register (Secretariat), D.M.S Tapal Register (other Departments). Maintenance of records, Xerox, Roneo and Telephone work.

## J-SECTION

J1	<p><b><u>Annual Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) TNWB-Uzhaippavar Ulagam-Strikes, Lockout.</li> <li>2) Industrial Disputes Act, 1947</li> <li>3) Review of Labour situation Industry wise strike, Lockout detail.</li> </ol> <p><b><u>Monthly Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Strikes and Lockouts report to Labour Bureau, Simla.</li> <li>2) Statistical details to Uzhaippavar Ulagam monthly Edition.</li> <li>3) Facts from figures-Statistical details on District wise-Mandays Lost</li> <li>4) Police Report on Violence on Labour Strike.</li> </ol> <p><b><u>Daily Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Daily situation report on strike and lockout.</li> <li>2) Police Report on Daily Labour Situation.</li> </ol>
J2	<p><b><u>Annual Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Workmen Compensation Act 1923-Annual Administration Report.</li> <li>2) Trade Union Act 1926-Annual Administration Report.</li> </ol> <p><b><u>Monthly Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Details of deposits under Workmen Compensation Act.</li> <li>2) Fixograph details on the number of Establishments and number of Workers in all Acts.</li> </ol> <p><b><u>Other Items</u></b></p> <ol style="list-style-type: none"> <li>1) Reply to Parliament Assembly Question in respect of Statistical details and General Correspondence.</li> <li>2) Work relating to targets and achievement.</li> </ol>

J3	<p><b><u>Annual Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Administration report on Tamil Nadu industrial Establishment(National and Festival Holidays)Act.</li> <li>2) Administration report on Plantation Labour Act.</li> <li>3) Tamil Nadu Payment of wages Act,1936.</li> <li>4) Maternity Benefit Act.</li> </ol> <p><b><u>Monthly Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Registration and Cancellation under Trade Union Act,1926.</li> <li>2) Closure, Retrenchment, Lay-off Particulars.</li> </ol>
J4	<p><b><u>Annual Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Administration report on Shops and Establishments Act.</li> <li>2) Administration report on Minimum Wages Act.</li> <li>3) Administration report on catering Establishments Act.</li> <li>4) Administration report on Industrial Employment(S&amp;O)Act.</li> </ol> <p><b><u>Quarterly Periodicals</u></b></p> <ol style="list-style-type: none"> <li>1) Implementation of various Labour Act.</li> </ol>

### K-SECTION

K1	<ol style="list-style-type: none"> <li>1) Budget (Distribution of Funds, Budget Estimate, Revised Estimate, Number statement and FMA, etc.)</li> <li>2) Reconciliation of Departmental expenditure.</li> <li>3) Five Year plans.</li> <li>4) Annual plans.</li> <li>5) Part-II schemes.</li> <li>6) Furnishing of Plan Expenditure to Government.</li> </ol>
K2	<ol style="list-style-type: none"> <li>1) Monitoring of disposal of Audit objections raised by the Accounting General.</li> <li>2) Monitoring of disposal of Audit objection raised by the Local Fund Audit.</li> <li>3) Reconciliation of Receipts of the Department.</li> <li>1) 4) Public Accounts Committee/Comptroller and Auditor General of India report.</li> </ol>

### L-SECTION

L1	<ol style="list-style-type: none"> <li>1) Contract Labour (Act &amp; Rules) –State Advisory contract Labour Board and related works for the Meetings and the action taken reports.</li> <li>1) Interstate Migrant workmen (RE&amp;CS) Act.</li> <li>2) Subsidized Industrial Housing Scheme.</li> </ol>
L2	<ol style="list-style-type: none"> <li>1) Chief Minister’s Cell petitions- (not related to other sections) &amp; Miscellaneous petitions.</li> <li>2) Company Act-1956.</li> <li>3) Labour Acts not dealt with other sections of this office &amp; Miscellaneous Letters.</li> <li>4) State Advisory Committee under lime stone – Dolomite mines.</li> <li>5) Ease of Doing Business</li> <li>6) Business Reforms Action Plan</li> <li>7)</li> </ol>
L3	<ol style="list-style-type: none"> <li>1) Equal Remuneration Act &amp; Equal Remuneration Advisory Committee and action related to its meeting proceedings.</li> <li>2) The Petitions received under RTI Act 2005 in this Department and its connected actions.</li> </ol>

### **M-SECTION**

M1	<ol style="list-style-type: none"> <li>1) Pdl.184-Regarding the Legal Metrology (Packaged Commodities) Rules.</li> <li>2) Net Content Checking &amp; Joint Raid Under Legal Metrology (Packaged Commodities) Rules.</li> <li>3) RTI Petitions under the Legal Metrology (Packaged Commodities) Rules.</li> <li>4) Circulars and implementation of Legal Metrology (Packaged Commodities) Rules.</li> <li>5) Periodical Verification of Secondary Standard Weights and Measures and sanction of Verification fees.</li> </ol>
M2	<ol style="list-style-type: none"> <li>1) Granting of Weights and Measures licenses under Legal Metrology Act. (Manufacturer, Dealer and Repairer)</li> <li>2) Issuing Amendments in Licenses.</li> <li>3) Cancellation of Licenses.</li> <li>4) Proposal under part-II schemes.</li> <li>5) Implementation and Utilization of Government of India grants</li> </ol>

	<p>(Mobile kit and construction of labs etc.,)</p> <p>6) Purchase and Issue of year punches, quarter punches and pliers.</p> <p>7) Replacement of punches, pliers as and when required.</p> <p>8) AG Audit files.</p> <p>9) Issuing guidelines to Legal Metrology officers for sending Licenses under Legal Metrology Act.</p> <p>10) Preparation of Budget particulars.</p>
M3	<p>1) Issuing of Registration Certificates under the Legal Metrology (Packaged Commodities) Rules.</p> <p>2) Issuing of Importer Registration Certificate under the Legal Metrology (Packaged Commodities) Rules.</p> <p>3) Enforcement of Beedi and Cigar Workers (Conditions of Employment) Act and Rules.</p> <p>4) Pdl.25-Relating to Enforcement of Beedi and cigar workers (Conditions of Employment) Act and Rules.</p>
M4	<p>1) Housing Schemes for Beedi Workers.</p>
Maistry	<p>Lab Work.</p>

### N-SECTION

N1	<p>1) Implementation of Legal Metrology Act and Rules.</p> <p>2) Approval of Camping centers for stamping Inspector.</p> <p>3) CM Cell petitions under Legal Metrology Act.</p> <p>4) RTI Petitions under the Legal Metrology Act.</p> <p>5) Organizing Training Programme /Workshop under Legal Metrology Act.</p> <p>6) Complaints under Legal Metrology Act.</p> <p>7) High Court pending files under Legal Metrology Act.</p> <p>8) Notifications under Legal Metrology Act.</p> <p>9) Trade Fair.</p> <p>10) Finalization of revision of jurisdiction of Legal Metrology officers.</p> <p>11) Press cuttings under Legal Metrology Act.</p> <p>12) Pdl.24.</p> <p>13) Enquiries regarding complaints under Legal Metrology Act.</p>
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N2	<ol style="list-style-type: none"> <li>1) Importer License of Weights and Measures.</li> <li>2) Confiscation proposals.</li> <li>3) Complaints regarding weights &amp; Measures</li> <li>4) Float.</li> <li>5) Permission for Calibration of Storage Tanks.</li> <li>6) Preparation of Chart for verification of Tanker Lorries.</li> <li>7) Preparation of Chart for allotment of New Goods to stamping Inspectors.</li> </ol>

### **P-SECTION**

P1	<ol style="list-style-type: none"> <li>1) Sanctioning of prosecution proposal under Plantation Labour Act &amp; Rules.</li> <li>2) Proposal to Govt. for approval Modification of Medical Schemes.</li> <li>3) Amendments in Plantation Labour Act &amp; Rules - Draft notification to Govt.</li> <li>4) Re-constitution of PLAC.</li> <li>5) Agenda for PLAC and follow up action.</li> <li>6) To send explanatory notes / issues for discussion in the Tripartite Committee Meeting/IMG convened by GOI.</li> </ol>
P2	<ol style="list-style-type: none"> <li>1) Enforcement of Plantation Labour Act and Rules.</li> <li>2) Re-Constitution of PLHAB.</li> <li>3) Agenda for PLHAM and follow up action.</li> <li>4) Dealing with Appeals regarding Medical reimbursement claims.</li> <li>5) Preparation of policy note.</li> <li>6) Performance Budget of Inspectors of Plantations and Assistant Surgeon (plantation).</li> <li>7) Complaints.</li> <li>8) IP-Diary review.</li> <li>9) CM Cell petitions.</li> </ol>

### **R-SECTION**

Accountant-I	<ol style="list-style-type: none"> <li>1) Scrutiny of Pay Bills and other salary related bills.</li> <li>2) Scrutiny of RE, FMA, Number statement Final surrender relating to salary Bills.</li> <li>3) Savings Bank A/C With IOB, Deposits &amp; Related works.</li> <li>4) Scrutiny of IT,</li> <li>5) Maintenance of cash book, Subsidiary cash Book, UDPR, Permanent Advance, Cheque, Miscellaneous if any and</li> </ol>
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	Remittance & Withdrawal at SBI Treasury Branch & IOB.
Accountant-II	<ol style="list-style-type: none"> <li>1) Maintenance of TNTC 70,Scrutiny of non-salary bills.</li> <li>2) RE, FMA, Number Statement, Final Surrender relating to non-salary Bills.</li> <li>3) Audit Objection.</li> <li>4) Scrutiny of Loans and Advance Recovery Register, SPF Register, RTI Challan, Scrutiny of preparation of Permanent Advance bill, Loans and Advance Bills, HBA, MCA, MA, HLA, Khadi, TANSI, Education advance, F.A. bills etc.,</li> <li>5) Bills with regard to contingent item Viz. rent, EB, Telephone, law charges, other contingencies.</li> <li>6) Scrutiny of all kinds of TA Bills, Medical Reimbursement bills.</li> <li>7) To assist in reconciliation work.</li> <li>8) Maintenance of fixed deposit related to Labour Acts, to Cooperate with PAO.</li> </ol>
R1	<ol style="list-style-type: none"> <li>1) Preparation of bills relating to Pay Bills, pay arrears related to Selection Grade Special Grade, Increment, Final Leave Encashment, Surrender Leave salary.</li> <li>2) Preparation of Number statement, Revised Estimate (RE), Final Modified Appropriation (FMA).</li> <li>3) IT Statement verification.</li> <li>4) Preparation of LPC, Salary, Arrears and refund bill related to the officials with regard to the foreign service.</li> <li>5) Preparation of Pay certificate, NGO Certificate preparation of NHIS Pdl to PAO.</li> </ol>
R2	<ol style="list-style-type: none"> <li>1) Preparation of Bills relating to Loans and Advances like GPF, Motor car Advance, Handloom Advance, Khadi Advance, TANSI, Car Advance, Personal Computer Advance, Marriage Advance.</li> <li>2) Preparation of Grand Bills.</li> <li>3) Bills related to retirement benefits like SPF, SPF 2000, DCRG, GPF of the employees.</li> <li>4) Maintenance of NHIS related request and all things.</li> <li>5) Preparation of e-TDS filing on quarterly basis.</li> </ol>
R3	<ol style="list-style-type: none"> <li>1) Preparation of Contingent bills, Miscellaneous bills.</li> <li>2) Maintenance of Personal Register.</li> <li>3) To Assistant for preparation of report for IT filling on quarterly basis maintenance of IT related records</li> </ol>



	<p>financial year wise.</p> <p>4) Preparation of Revised Estimate (RE), Final Modified Appropriation (FMA) and Final Surrender reports with regard to non-salaries.</p> <p>5) To assist in preparation of Pay Bill, PAO works related to passing the bills, reconciliation with PAO figures.</p>
R4	<p>1) Preparation of TA Bills, TTA Bills ,Medical Bills LTC bill.</p> <p>2) Loans and Advance Recovery Register.</p> <p>3) Periodically renewal of fixed deposits.</p> <p>4) Preparation of pay drawn particulars for existing and old employees.</p> <p>5) Maintenance of stock file, maintenance of all other registers except cash registers like cash register, subsidiary register, PA register, Bank reconciliation register, UDPR, Challan remittance towards demand provisions, RTI Challan and miscellaneous items.</p>

### S-SECTION

S1	1) Subject relating to Motor Transport workers Act.,
S2	1) Subject relating to Tamil Nadu Shops and Establishment Act & Rules.
S3	<p>1) Employment Compensation Act.,</p> <p>2) Trade Unions Act.,</p> <p>3) Tamil Nadu Payment of Subsistence Allowance Act.,</p> <p>4) Employees State Insurance Act.,</p> <p>5) Employees Provident Fund Act.,</p> <p>6) Accident Relief Fund.</p>
S4	<p>1) Tamil Nadu Industrial Establishment (National ad Festival Holidays) Act., 1958.</p> <p>2) Payment of Wages Act 1936.</p> <p>3) Tamil Nadu Catering Establishment Act 1958.</p> <p>4) Working Journalists and other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act 1982.</p> <p>5) Industrial Employment (Standing Orders) Act.,</p> <p>6) Subject relating to Small Savings and Hon. Rural Organizers.</p>

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### T-SECTION

T1	1) Action Plan for eradication of child labour- implementation and
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	<p>revision of action Plan.</p> <ol style="list-style-type: none"> <li>2) Meeting – Meeting with Head of Departments</li> <li>3) State Authority on Eradication of child Labour- constitution and conduction of periodical meetings.</li> <li>4) State Awards for district collectors for their best performance in eradication of child Labour – collection of details from all the district collectors and assigning rank for the award.</li> <li>5) Survey on child Labour – Correspondence relating to survey on Child Labour.</li> <li>6) Declaration of child labour free districts- calling for proposals from district collectors and evaluation for declaring child labour free districts.</li> <li>7) Implementation of the UNICEF project titled “Integrated child Protecting Programme” (ICPP) the rights of children in cotton seed and cotton farming communities in Tamil Nadu.(Dharmapuri and Salem)</li> <li>8) Award to Local Bodies for their best performance in eradication of child labour.</li> </ol>
T2	<ol style="list-style-type: none"> <li>1) Creation of awareness programme on eradication of child labour – conduction of state and district wise awareness programs.</li> <li>2) Policy note – compiling of the details and preparation including Governor’s speech.</li> <li>3) State level Anti Child Labour day and children’s Day correspondence and arrangements.</li> <li>4) Trainings – State level and district level trainings to the stake holders in eradication of child labour.</li> <li>5) Sensitization programs – correspondence and conducting of the programs at state level and district level.</li> <li>6) Documentation – documenting the initiatives taken by the department and the government in eradication of child labour.</li> <li>7) Bonded Labour</li> </ol>
T3	<ol style="list-style-type: none"> <li>1) Supreme court directions - implementation.</li> <li>2) Enforcement – enforcement of the child labour (Prohibition and Regulation) Act 1986 and other allied Act.</li> <li>3) Complaints –follow –up action on the complaints received in respect of non implementation of Child labour (Prohibition and Regulation) Act 1986.</li> <li>4) Amendments – correspondence relating to amendments / clarifications in Child Labour (Prohibition and Regulation) Act 1986.</li> <li>5) Parliament / Assembly questions- furnishing of replies to the questions raised in the Parliament / State assembly.</li> <li>6) NHRC /NCPCR- follow up action on the complaints received from the NHRC/NCPCR.</li> <li>7) Meetings – furnishing of details relating to meetings conducted at HOD and government level.</li> </ol>

T4	<ol style="list-style-type: none"> <li>1) Enforcement details – compilation of Inspections and Prosecutions particulars and sending of reports to State Government /Govt., of India.</li> <li>2) Web – site – updation of web- site.</li> <li>3) State child Labour Rehabilitation cum Welfare Society – conducting of General body meeting / executive committee meeting and follow – up action.</li> <li>4) Auditing – auditing the accounts of the society.</li> <li>5) Stationery – purchase of stationery, books etc.,</li> <li>6) Rehabilitation of rescued child Labour- correspondence with regard to recovery of compensation from the employers of child labour in hazardous occupations and sending proposal to government for sanction of government contribution.</li> </ol>
T5	<ol style="list-style-type: none"> <li>1) National child Labour Project – monitoring the functioning of the NCLP in 15 districts of the state.</li> <li>2) State Monitoring Committee for NCLP – conducting of the meeting and the follow-up.</li> <li>3) Central Monitoring Committee for NCLP- follow-up on the minutes of the meeting.</li> <li>4) Compilation – compilation of monthly, quarterly, annual reports, utilization certificate and audited statement of accounts of the NCLP districts.</li> <li>5) Awards- state awards for best Inspector of Labour / Deputy director of Industrial Safety and Health / Project Director / field officer of NCLP / best Teacher of the NCLP Special training centers for their best performance in eradication of child Labour.</li> <li>6) Honorarium – compilation of details of NCLP staff and special training centre staff for disbursement of additional honorarium and sending proposal to Government for sanction.</li> <li>7) Cash assistance – compilation of details of erstwhile child labourers who pursue higher studies in colleges / Polytechnics for disbursement of cash assistance and sending proposals to government.</li> </ol>

**V-SECTION**

V1	1) Annual indent for stationary articles, form of this office
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	<p>and also consolidated of indents received from the subordinate officers and new officers.</p> <ol style="list-style-type: none"> <li>2) Annual indent for supply of official Govt. calendars, diaries, etc. for the whole department.</li> <li>3) Annual indent for supply of all types of covers pertaining to the head office.</li> <li>4) Local purchase of stationery articles which are not supplied by the Director of Stationery and Printing from George Town Super Market, Chennai and settlement of bills, purchase of towels, etc, to officers, purchase of file pads, etc. from the Central Prison in Tamil Nadu and settlement of transport bills.</li> <li>5) Printing and supply of registers under the non-technical Act, Weights and Measures Act, etc. for the head office and subordinate offices from the concerned Govt. Presses.</li> <li>6) Purchase order of Computers &amp; Xerox machines to the head office and subordinates and placing of annual maintenance, purchase of computer and Xerox stationery. i.e. toner, ink, master roll and Xerox Paper and make maintenance and settlement of bills for the above.</li> <li>7) Standing / Non-standing forms &amp; Registers - orders placed to the Directorate of Stationery and Printing for every 5 years to the Head Office and all subordinate offices.</li> <li>8) Condemnation of unused and unserviceable electronic goods, i.e. computers and accessories, Xerox machines and related items.</li> <li>9) Building maintenance related files, i.e. furniture repairs, canning, fire extinguisher, water purifier, etc.</li> </ol>
V2	<ol style="list-style-type: none"> <li>1) Review of diaries of DCL's, Review of disposal of cases under ID Act submitted by the JCL's &amp; DCL's.</li> <li>2) Procession of proposals for supply of rubber stamps for the Head Office and also subordinate offices in the whole of Tamil Nadu.</li> <li>3) Supply of typewriters. duplicators, numbering machines to the newly created offices, sanction and ratification for the purchase of spare parts of typewriters, duplicators, etc. by the subordinate offices.</li> <li>4) Exchange of Tamil Typewriter by surrendering to the existing English typewriters in all offices.</li> <li>5) Condemnation of unused and unserviceable furniture.</li> <li>6) Purchase of supply of uniforms to the car, drivers, Office Assistants in respect of Head Office and subordinate offices.</li> <li>7) Maintenance of Stock Book Registers for stores, stationery forms, furniture and other articles.</li> <li>8) Issue of Stationery articles to various sections in head office every month.</li> <li>9) Other miscellaneous items of work in respect of stationery</li> </ol>

	<p>items.</p> <p>10) Purchase of new books for office library.</p> <p>11) Sanction of subscription for newspapers supplied to the residence of COL and Office Library.</p> <p>12) Renewal of Annual subscription for the journals purchased by the subordinate officers and sections for the new books also.</p>
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### W-SECTION

Superintendent	Meeting, Meeting Minutes, ATR, Policy Note, 4 years achievements and Over all coordination.
W1	<p>1) Announcements</p> <p>2) 110 Announcements:(2014-2015)</p> <p style="padding-left: 20px;">(a) Accident death assistance has been enhanced from Rupees one lakh to five lakhs</p> <p style="padding-left: 20px;">(b) Registration of Migrant Workers</p> <p style="padding-left: 20px;">(c) Mobile Health Clinic</p> <p style="padding-left: 20px;">(d) SSA</p> <p style="padding-left: 20px;">(e) Anganwadis</p> <p style="padding-left: 20px;">(f) Dormitories</p> <p>3) 2011-2012 Residential School</p>
W2	<p>All Subjects related to Tamil Nadu Construction Workers Welfare Board.</p> <p>1.Audit – 16 Districts (Chennai zone and Coimbatore zone)</p> <p>2.The BOCW Act, 1996- BOCW Cess Act, 1996- BOCW Rules, 1998</p> <p>BOCW Cess Rules,1998- TN BOCW Rules, 2006, etc</p> <p>3. Constitution/Re-constitution proposals – TNCWWB</p> <p>4. Welfare Schemes of TNCWWB and Scheme amendments.</p> <p>5. Appointment of Auditors</p> <p>6. RTI – TNCWWB</p> <p>7. CM Cell – TNCWWB</p> <p>8. Complaints – TNCWWB (Both the boards)</p> <p>9. Court Cases – TNCWWB</p> <p>10. Migrant Mapping Study</p> <p>11.Annual Report</p> <p>12.RSBY</p>
W3	<p>All Subjects related to Tamil Nadu Manual Workers Welfare Board.</p> <p>1)Audit – 16 Districts (Trichy zone and Madurai zone)</p>

	<p>2) Matters relating to Tamil Nadu Manual Works (RE &amp; CS) Act, 1982 and Rules, 1986 and amendments.</p> <p>3) Constitution/Re-constitution proposals of 16 Welfare Boards</p> <p>4) Grants for TNMWWB and others, including SCSP &amp; TSP</p> <p>5) Appointment of Auditors</p> <p>6) RTI petitions - Original and Appeal (Both the boards)</p> <p>7) CM Cell - TNMWWB</p> <p>8) Complaints - TNMWWB</p> <p>9) Court Cases - TNMWWB</p> <p>10) Manual for Labour officer (SSS) - Addition .</p> <p>11) Welfare Schemes of 16 boards and Scheme amendments.</p> <p>12) Annual Report</p> <p>13) Unorganised Workers Welfare Act 2008.</p>
W4	<p>Subjects relating to both the boards and Miscellaneous.</p> <p>1. Clarifications relating to Act, Rules, Schemes and Manual</p> <p>2. Matters relating to Advisory Committee</p> <p>3. Computerisation of Welfare Boards and LO(SSS) offices and allied matters</p> <p>4. Assembly &amp; Parliament Question - Cut motion - Call attention</p> <p>5. Matters relating to TAC/TILS/Labour Welfare Board</p> <p>6. Indian Labour Conference, Meeting of State Labour Ministers/Labour Secretaries</p> <p>7. State Planning Commission/Union Planning Commission - Centrally Sponsored Schemes -financial Assistance from Union Government</p> <p>8. National Policy on HIV/AIDS and world of work</p> <p>9. Court Cases (Both the boards)</p> <p>10. Collection and updating Data - Board-wise &amp; schemewise (Review and ATR)</p> <p>11. Strike Notices of Trade Unions - follow-up action</p> <p>12. Special Camps - District Monitoring Committees</p> <p>13. Budget</p>

### Z- SECTION

Z1	<p>I) Inclusion / Deletion of employments to the schedule under the Minimum Wages Act., Fixation of Minimum Wages to the newly added employments, constitution of committee for fixation/revision of minimum wages, Revision of Minimum Wages for the following employments.</p> <p style="padding-left: 40px;">1) Aerated Water Manufactory.</p> <p style="padding-left: 40px;">2) Agarbathy Manufactory.</p> <p style="padding-left: 40px;">3) Appalam Manufactory.</p>
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	<ol style="list-style-type: none"> <li>4) Automobile Workshops.</li> <li>5) Auto Rickshaw &amp; Taxis.</li> <li>6) Bakeries &amp; Biscuits Manufactory.</li> <li>7) Bricks and Tiles Manufactory.</li> <li>8) Carpentry &amp; Blacksmith.</li> <li>9) Cashew Industry.</li> <li>10) Chemical Fertilizer Industry.</li> <li>11) Coconut Peeling Industry.</li> <li>12) Coir Manufactory.</li> <li>13) Cinema Industry.</li> <li>14) Coffee curing Works.</li> <li>15) Construction or maintenance of roads or in Building operations.</li> <li>16) Cotton Ginning, Pressing and Cotton Waste.</li> <li>17) Coaching Academics that is to say, Tutorial Colleges, Technical Institutes, Primary Schools, English Medium Schools run on Commercial lines without Government grant other than those run by Government and local bodies as the case may be.</li> <li>18) Electronic Industry.</li> <li>19) Apprentices employed in Textile Mills.</li> <li>20) Distribution of Liquid Petroleum Gas Cylinders.</li> </ol> <p>II) Preparation of Brief History, Parawar Remarks, Draft Counter Affidavit, send the Draft Counter Affidavit approved by Government Pleader to the Government in respect of Writ Petitions of the concerned employment, Challenging the G.O. passed by the Government under the Minimum Wages Act.,</p> <p>III) Cases filed in the Magistrate Courts under Minimum Wages Act to the concerned employments.</p> <p>IV) Petition received from C.M. cell under RTI Act and complaints received in respect of the concerned employments.</p> <p>V) Regarding Minimum Wages (State) Advisory Board.</p> <p>VI) Preparation of Monthly. half- yearly, Annual, Financial Year periodical regarding the enforcement of Minimum Wages Act.</p> <p>VII) Preparation of report for Budget under Minimum Wages Act.</p>
Z2	<p>I) Deletion of Employments from the schedule, Constitution of Committee for revision of Minimum Wages, Revision of Minimum Wages for the following employments.</p> <ol style="list-style-type: none"> <li>1) Food Processing Industry.</li> <li>2) General Engineering and Fabrication Industry.</li> <li>3) Gold and Silver Articles Manufactory.</li> <li>4) Granite Industry.</li> <li>5) Gunny Industry .</li> <li>6) Handloom silk Weaving Industry.</li> <li>7) Handloom Weaving Industry.</li> <li>8) Hotels and Restaurants.</li> </ol>

	<p>9) Hospital and Nursing Homes.  10) Laundries and Washing Clothes.  11) Loading and Unloading Operations in Markets, Shanties (Fairs and Markets Places).  12) Motion Picture Industry (including Production, Distribution and Publicity)  13) (a) Match Manufactory (b) Fire Works Manufactory.  14) Neera Tapping.  15) Any Oil Mill.  16) Medical and Sales Representatives  17) (a) Paper and other incidental process (machine made)  (b) Paper and other incidental process (Hand made)  18) Plantation.  19) Polythene Manufactory Processing foam items and plastic  20) Manufactory.  21) Power loom Industry.  22) Printing Presses.  23) Public Motor Transport.  24) Rice Mills, flour Mills and Dhal Mills.  25) Sago Industry.  26) Tailoring Industry.  27) Mushroom Growing and allied works.  28) Mat weaving and Basket Making.  29) Construction of Pandal.</p> <p>II) Preparation of brief History, Parawar Remarks Draft Counter Affidavit, Send the Draft Counter Affidavit approved by Government Pleader to the Government in respect of writ Petitions of the concerned employment, challenging the G.O. passed by the Government under the Minimum Wages Act.,  III) Cases filed in the Magistrate Courts under Minimum Wages Act to the concerned employments.  IV) Petition received from C.M. cell and under RTI Act and complaints received in respect of the concerned employments.  V) Action of Ratification under Minimum Wages act,  VI) Reports regarding ILO convention.  VII) Letters regarding consumer Price index Numbers.  VIII) Monthly Special Drive under Minimum Wages Act.,  IX) Citizen Charter.</p>
Z3	<p>I) Deletion of Employments from the schedule, Constitution of Committee for revision of Minimum Wages, Revision of Minimum Wages for the following employments.</p> <p>1) Sea Food Processing Industry.  2) Sericulture.</p>



	<p>3) Shops and Commercial Establishments  4) Silk Twisting Industry  5) Soap Manufactory  6) Security Guards  7) Synthetic Gem Cutting Industry  8) Salt Pans  9) Timber Industry  10) Tin Container Manufactory  11) Tobacco Manufactory  a) Beedi Making    b) Beedi Rollers    c) Scented  and chewing  d) Snuff Industry  e) Guaranteed Time rates of wages to beedi  rollers</p> <p>12) Vessels (Utensils) Manufactory  13) Woolen Carpet and Shawl Weaving Industry  14) Tanneries and Leather Manufactory  15) Bleaching or Dying or both  16) Bought Leaf Tea Factories  17) Hosiery Manufactory  18) Local Authority  19) Cotton Waste (included with Cotton Ginning and  Pressing)  20) Leather Goods Manufactory  21) Footwear Making Industries  22) Tree Climbing (Added to Agriculture)  23) Agriculture and works ancillary to Agriculture  24) Forestry  25) Colleges and Research Stations under the Tamil  Nadu  Agriculture University and Agricultural Farms maintained by  the  Agriculture and Horticultural and other Government  Departments.  ( Added to Agriculture)</p> <p>II) Preparation of Brief History, Parawar Remarks, Draft  Counter Affidavit, Send the Draft Counter Affidavit  approved by Government Pleader to the Government in  respect of Writ Petitions of the concerned employment,  Challenging the G.O. passed by the Government under  the Minimum Wages Act.</p> <p>III) Cases filed in the Magistrate Courts under Minimum Wages  Act to the concerned employments.</p> <p>IV) Petition received from C.M. Cell and under RTI Act and  complaints received in respect of the concerned  employments.</p> <p>V) Petition received from CM Cell and under RTI Act, Action  of Ratification, Complaints received under the Payment of  Gratuity Act.</p> <p>VI) Information regarding Minimum Wages.</p> <p>VII) Preparation of D.A. Statement in respect of various scheduled</p>
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	employments for the calendar year. VIII) Letters regarding Agricultural Consumer Price Index Numbers. IX) Gratuity Act
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## **DEPARTMENT OF LABOUR**

### **Procedure followed in decision making process under Section 4(1)(b)(iii) of Right to Information Act,2005**

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

2. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant/Junior Assistant and passes through the Section Superintendent, Deputy commissioner, Additional Commissioner of Labour and Commissioner to the Secretary. If need be, other departments are consulted.

In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require, circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

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

## **DEPARTMENT OF LABOUR**

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

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

For the discharge of functions allocated to the Department of Labour and Employment, the provisions contained in the "Government 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) Government Office Manual
- ii) the Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) The Tamil Nadu Government Servants' Conduct Rules, 1973.
- iv) Tamil Nadu State and Subordinate Service Rules.
- v) Fundamental Rules.

**DEPARTMENT OF LABOUR**

**(Section 4(1)(b)( V)**

**Rules, Regulations, Instrcutions, Manuals and records for  
discharging functions under Section 4(1)(b)(v) of Right to  
Information Act, 2005**

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

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

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

1	Name of the Document/Manual /Rules	Types of the Document/Manual/Rules
1	Tamil Nadu Government Office Manual	The manual describes the system and procedures to be followed in conducting the office work in the Department

2	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.
3.	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 Subordiante Services.
4.	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.
5.	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.
6.	Tamil Nadu Pension Rules	The rules are made in relation to the pensionary benefits to the members of Civil Service of the State.

7.	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.
8.	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.
9.	Tamil Nadu Account Code	The code published by the Finance Department outlines by accounting procedures to be followed by various departments while regulating expenditures.
10.	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.

**Note: The documents mentioned in items 1 to 10 are available with the Director of Stationery and Printing for sale to the public on payment of cost**

**DEPARTMENT OF LABOUR**

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

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

**DEPARTMENT OF LABOUR**

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

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department.

The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes.

The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/ Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

### **DEPARTMENT OF LABOUR**

**A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the public, or the minutes of such meetings are accessible for public under Section 4(1)(b)(viii) to Right to Information Act, 2005**

#### **Details of Tripartite Committees functioning under Labour Department**

##### **Statutory Boards/Committees**

- Minimum Wages (State Advisory Board)
- Plantation Labour Housing Advisory Board
- Contract Labour State Advisory Board
- Equal Remuneration Act Advisory committee
- State Beedi workers welfare fund Advisory committee

##### **Non-Statutory Boards/Committees**

- State Labour Advisory Board
- Good Industrial Relations Award Committee
- State Evaluation and Implementation Committee
- Plantations Labour Advisory Committee



**Details of Tripartite committees in the Labour Welfare Board and  
Unorganised Welfare Boards  
Statutory Committees and Boards**

- Tamil Nadu Labour Welfare Board
- Advisory Committee under Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.
- Tamil Nadu Construction Workers Welfare Board
- Tamil Nadu Manual Workers Welfare Board
- Tamil Nadu Unorganised Drivers Welfare Board
- Tamil Nadu Washermen Welfare Board
- Tamil Nadu Hair Dressers Welfare Board
- Tamil Nadu Tailoring Workers Welfare Board
- Tamil Nadu Handicrafts Workers Welfare Board
- Tamil Nadu Palm Tree Workers Welfare Board
- Tamil Nadu Handloom and Handlooms silk Weaving Workers Welfare Board
- Tamil Nadu Foot Wear and Leather Goods Manufactory and Tannery Workers Welfare Board
- Tamil Nadu Artists Welfare Board
- Tamil Nadu Goldsmiths Welfare Board
- Tamil Nadu Pottery Welfare Board
- Tamil Nadu Domestic Workers Welfare Board
- Tamil Nadu Powerloom Weaving Workers Welfare Board
- Tamil Nadu Street Vending and Shops and Establishments Workers Welfare Board
- Tamilnadu Cooking Workers Welfare Board

**DEPARTMENT OF LABOUR**

**DIRECTORY OF OFFICERS (SECTION 4(1)(B)(IX)  
O/O. COMMISSIONER OF LABOUR, CHENNAI-6**

<b>TELEPHONE NUMBERS</b>				
044 - 24321438, 24321408, 24321590, 24320887, 24321668, 24330908, 24339014				
<b>Sl. No</b>	<b>Designation</b>	<b>Name</b>	<b>Officer Tel. No.</b>	<b>Email.ID</b>
<b>1</b>	Commissioner of Labour	Dr.M. Vallalar, I.A.S.,	044 - 24321302	com.tnlabour@nic.in
<b>2</b>	Additional Commissioner of Labour (Adminstration), Chennai	R.K. Ravishankar	044 - 24335106	jca.tnlabour@nic.in
<b>3</b>	Additional Commissioner of Labour (Conciliation), Chennai	M. Ravichandran	044 - 24321438	jcc.tnlabour@nic.in
<b>4</b> <b>5</b>	Additional Commissioner of Labour, (Inspections)	M. Shanthi	044- 28440966	tncolm@gmail.com
<b>6</b>	Spl. Joint Commissioner of labour	U. Lakshmikanthan	044- 24321438	dcspl.tnlabour@nic.in
<b>7</b>	Joint Commissioner of labour (Minimum Wages)	P. Sumathi	044- 24321438	dclmw.tnlabour@nic.in
<b>8</b>	Deputy Commissioner of Labour (Establishment & General)	M.M. Kamalakannan	044 - 24321438	aceg.tnlabour@nic.in
<b>9</b>	Deputy Commissioner of Labour (Head Quarters)	V.G. Rameshkumar	044 - 24321438	achq.tnlabour@nic.in
<b>10</b>	Deputy Commissioner of Labour	Vacant - DCL (HQ) (I/c)	044 - 24321438	accl.tnlabour@nic.in

	(Contract Labour)			
<b>11</b>	Deputy Commissioner of Labour (Welfare)	G. Geetha	044 - 24321438	Nil
<b>12</b>	Deputy Commissioner of Labour (Law)	Vacant, JCL (MW) (I/c)	044 - 24321438	Nil
<b>13</b>	Accounts Officer	M.Marudhu Pandi	044 - 24321438	aotnlabour@nic.in
<b>14</b>	Administrative Officer (Minimum Wages)	N. Vasuki	044 - 24321438	aomw.tnlabour@nic.in
<b>15</b>	Administrative Officer (Weights and Measures)	R. Gopalakrishnan	044 - 24321438	aowm.tnlabour@nic.in
<b>16</b>	Administrative Officer (General)	L. Kannagi	044 - 24321438	aog.tnlabour@nic.in
	Public Relation Officer	P. Jayalalitha	044 - 24321438	protnlabour2014@gmail.com

### **DEPARTMENT OF LABOUR**

**Monthly remuneration received by 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**

<b>S.NO</b>	<b><u>Officers And Employees</u></b>	<b><u>Pay Structure</u></b>
1	Commissioner of Labour	123100-215900
2	Additional Commissioner of Labour (Administration), Chennai	123400-216300
3	Additional Commissioner of Labour (Conciliation), Chennai	123400-216300

4	Additional Commissioner of Labour, (Inspections)	123400-216300
5	Special. Joint Commissioner of Labour	61900-196700
6	Joint Commissioner of labour (Minimum Wages)	61900-196700
7	Deputy Commissioner of Labour (Establishment & General)	59300-187700
8	Deputy Commissioner of Labour (Head Quarters)	59300-187700
9	Deputy Commissioner of Labour (Contract Labour)	I/c
10	Deputy Commissioner of Labour (Welfare)	59300-187700
11	Deputy Commissioner of Labour (Law)	I/c
12	Accounts Officer	56900-180500
13	Administrative Officer (Minimum Wages)	56100-177500
14	Administrative Officer (Weights and Measures)	56100-177500
15	Administrative Officer (General)	56100-177500
16	Public Relation Officer	56100-177500
17	Superintendent	36900-116600
18	Upgraded Superintendent	36900-116600
19	Steno-Typist Grade-I	36900-116600
20	Accountant	35900-113500
21	Assistant	20600-65500
22	Steno Typist,Grade-III	20600-65500

23	Steno Typist,Grade-II	35400-112400
22	Steno Typist,Grade-III	20600-65500
23	Driver	19500-62000
23	Junior Assistant	19500-62000
24	Librarian	19500-62000
25	Telephone Operator	19500-62000
26	Typist	19500-62000
27	Record Clerk	15900-50400
28	Maistry	16600-52400
29	Daffadar	15700-50000
30	Office Assistant	15700-50000

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

**DEPARTMENT OF LABOUR**

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

The Department handles various Central Sector Schemes and Centrally Sponsored Schemes besides State Schemes. The details of the Scheme funds details are given below:

**SCHEME FUNDS DETAILS FOR YEAR 2019-20**

<b>Sl.No</b>	<b>Head of Account</b>	<b>DETAILED HEAD OF ACCOUNT</b>	<b>FMA 2019-20</b>	<b>FS 2019-20</b>
1	<b>2235-02-102-KB</b>	2235 Social Security And Welfare 02 Social Welfare 102 Child welfare State's Expenditure KB Contribution for District Child Labour Rehabilitation-cum-Welfare Fund 31001-Contribution to Specific Fund	90000	<b>90000</b>
2	<b>2235-02-102-KG</b>	2235 Social Security And Welfare 02 Social Welfare 102 Child welfare State's Expenditure KG Assistance to State Child Labour Rehabilitation-cum-welfare Society 30901-Grants for Current Expenditure	1600000	<b>1600000</b>
3	<b>2235-02-102-KG</b>	2235 Social Security And Welfare 02 Social Welfare 102 Child welfare State's Expenditure KG Assistance to State Child Labour Rehabilitation-cum-welfare Society 0903-Grants for Specific Schemes	9265000	<b>9265000</b>

4	<b>2235-02-200-JI</b>	2235 Social Security And Welfare 02 Social Welfare 200 Other Programmes State's Expenditure JI Rehabilitation of bonded Labourers 30903-Grants for Specific Schemes	11810000	<b>6376000</b>
5	<b>2235-02-200-JI</b>	2235 Social Security And Welfare 02 Social Welfare 200 Other Programmes State's Expenditure JI Rehabilitation of bonded Labourers 1001-Contribution to Specific Fund	12100000	<b>10100000</b>

### **DEPARTMENT OF LABOUR**

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

The Department does not directly administer any subsidy programmes.

### **DEPARTMENT OF LABOUR**

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

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

**DEPARTMENT OF LABOUR**

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

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

Headsof Department	E-Mail Address
Commissioner of Labour	labour.tn.gov.in

**DEPARTMENT OF LABOUR**

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

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



**DEPARTMENT OF LABOUR**

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

**COMMISSIONER OF LABOUR PUBLIC INFORMATION OFFICER DETAILS:**

<b>Public Information Officer Name</b>	<b>Public Information Officer Designation</b>	<b>Public Information Officer Address</b>	<b>Public Information Officer EMAIL Address</b>	<b>Public Information Officer Telephone No</b>
U. Lakshmiathan	Special Joint Commissioner Of Labour	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:dcspl.tnlabour@nic.in">dcspl.tnlabour@nic.in</a>	044-24321438
P. Sumathi	Joint Commissioner Of Labour (Minimum Wages)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:dclmw.tnlabour@nic.in">dclmw.tnlabour@nic.in</a>	044-24321438
M.M. Kamalakannan	Deputy Commissioner Of Labour (Establishment & General)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:aceg.tnlabour@nic.in">aceg.tnlabour@nic.in</a>	044 - 24321438
V.G. Rameshkumar	Deputy Commissioner Of Labour (Head Quartres)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:achq.tnlabour@nic.in">achq.tnlabour@nic.in</a>	044 - 24321438
Vacant - DCL (CL) (I/c)	Deputy Commissioner Of Labour (Contract Labour)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:accl.tnlabour@nic.in">accl.tnlabour@nic.in</a>	044 - 24321438
L. Kannagi	Administrative Officer (General)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:aog.tnlabour@nic.in">aog.tnlabour@nic.in</a>	044 - 24321438
N. Vasuki	Administrative Officer (Minimum Wages)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:aomw.tnlabour@nic.in">aomw.tnlabour@nic.in</a>	044 - 24321438

R. Gopalakrishnan	Administrative Officer (Weights And Measures)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:aowm.tnlabour@nic.in">aowm.tnlabour@nic.in</a>	044 - 24321438
M.Marudhu Pandi	Accounts Officer	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:ao.tnlabour@nic.in">ao.tnlabour@nic.in</a>	044 - 24321438

**COMMISSIONER OF LABOUR APPELLATE AUTHORITY DETAILS :**

<b>Appellate Authority Name</b>	<b>Appellate Authority Designation</b>	<b>Appellate Authority Address</b>	<b>Appellate Authority EMAIL Address</b>	<b>Appellate Authority Telephone No</b>
R.K. Ravishankar	Additional Commissioner of Labour (Adminstration), Chennai	O/O Commissioner Of Labour, Teynampet, Chennai 600 006,	jca.tnlabour@nic.in	044 - 24335106
M. Ravichandran	Additional Commissioner of Labour (Conciliation), Chennai	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	jcc.tnlabour@nic.in	044 - 24321438
M. Shanthi	Additional Commissioner of Labour, (Inspections)	O/O Commissioner Of Labour, Teynampet, Chennai 600 006,	tncolm@gmail.com	044- 28440966
U. Lakshmikanthan	Special Joint Commissioner Of Labour	O/O Commissioner Of Labour, Teynampet, Chennai 600 006	<a href="mailto:dcspl.tnlabour@nic.in">dcspl.tnlabour@nic.in</a>	044- 24321438

**Sd/-\*\*\*\*\***

**for Commissioner of Labour**