



**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

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. Head office is located at DMS Campus, Teynampet, Chennai. The Department is headed by the Commissioner of Labour, a senior IAS officer. There are 12 Additional Commissioners of Labour, 16 Joint Commissioners of Labour, 24 Deputy Commissioners of Labour, 103 Assistant Commissioners of Labour, 2 Assistant Surgeons (Plantations), 1 Accounts officer and 1 Public Relation Officer, 70 Deputy Inspectors of Labour, 220 Assistant Inspectors of Labour, 101 Stamping Inspectors and 1,299 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. have resolved 2,178 industrial disputes during the period from 01.04.2022 to 31.12.2022.

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 the period from 01.04.2022 to 31.12.2022, 268 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 the period from 01.04.2022 to 31.12.2022, 167 trade unions have been registered under this Act.

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 83 employments.

During the year 01.04.2022 to 31.12.2022, 24,994 inspections inspections were conducted; 58 cases were disposed in the courts with a fine amount of Rs.89,300/- against employers for various contraventions; 760 claims were disposed off and Rs.7,45,15,061/- 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.

1,563 claims were disposed of and a sum of Rs.10,76,65,863 was ordered to be paid to the claimants and 210 appeal petitions were heard and disposed of in 01.04.2022 to 31.12.2022.

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 child birth (8 weeks before delivery and 18 weeks after delivery).

10,302 inspections have been carried out under this act in 01.04.2022 to 31.12.2022. 9 cases were disposed of in the court with a fine amount of Rs.7,500/- 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 01.04.2022 to 31.12.2022, 228 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 01.04.2022 to 31.12.2022, 99,531 inspections were conducted of which, 4,689 cases were compounded for various offences and a sum of Rs. 10,43,700 was collected as compounding fee; 8 cases were disposed of in courts with a fine amount of Rs.52,200/- 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 01.04.2022 to 31.12.2022 a sum of Rs.1,02,34,390 was collected as registration, renewal and amendment fee from the employers of catering establishments; 5,777 inspections were made and contraventions were noticed in 3,330 cases and a sum of Rs.6,13,750 was collected as compounding fee.

3.The Motor Transport Workers Act, 1961

The Act protects the welfare of motor transport workers and their conditions of work. During the year 01.04.2022 to 31.12.2022, 81 motor transport establishments were registered and a sum of Rs.31,10,950/- was collected as registration and renewal fees. 1261 inspections were made during which 393 contraventions were noticed and a sum of Rs.1,10,300 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 2,226 covering an area of 62,289 hectares of which 683 are registered plantations covering an area of 54,654 hectares and 1,543 are unregistered plantations covering an area of 7,635 hectares. The total number of workers engaged in plantations is 57,051 of which 22,440 are men and 34,611 are women.

During the year 01.04.2022 to 31.12.2022, enforcement officers have conducted 27,274 inspections including 2,155 inspections under Plantations Labour Act, 1951. 10 cases were disposed in the court with a fine amount of Rs.3,35,000/- 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. 1,059 inspections were made during the year 01.04.2022 to 31.12.2022 and 63 cases were disposed of by the court and Rs.21,000/- 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 01.04.2022 to 31.12.2022, 27,105 inspections were made. 3,549 Contraventions were noticed. A sum of Rs.98,000 was collected as compounding fee; 19 cases were disposed of in courts with a fine amount of Rs.21,700/- 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 01.04.2022 to 31.12.2022, 187 Registration Certificates and 207 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 year 01.04.2022 to 31.12.2022, 6 Registration Certificates and 5 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 01.04.2022 to 31.01.2023, 47,200 establishments were inspected including the raids conducted by the teams formed under the District Level Task Force. 222 Violations were noticed and 285 child workers were rescued and rehabilitated. 176 cases ended in conviction and a fine of Rs.42,23,000/- has been imposed.

c) Awareness Generation

12th 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 10th and 12th 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 01.04.2022 to 31.12.2022 and 132 bonded labourers were rescued and a sum of Rs.41,40,000/- 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 01.04.2022 to 31.12.2022, under Legal Metrology Act 41,071 inspections were made and an amount of Rs.75.57 lakh was levied by way of compounding and court cases. During the period Rs.52.66 Crore has been collected as Stamping fees and Rs.38.47 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 01.04.2022 to 31.12.2022, under Legal Metrology (Packaged Commodities) Rules, 13,090 establishments were inspected, and an amount of Rs.75.83 lakh was collected by way of compounding and disposal of Court cases. A sum of Rs.6.57 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 18 Unorganised Workers Welfare Boards as shown below.

Unorganised Workers' Welfare Boards

| S. No. | Name of the Boards |
|---------------|---|
| 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 |
| 18 | Tamil Nadu Fire and Match Workers Welfare Board |

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

Types of Welfare benefits

| Sl. No. | Type of Assistance | Amount (in Rupees) | | |
|---------|---|---|--------------------------------------|-------------------|
| | | TNCWWB | TNMWSSWB and 15 other welfare boards | TNUDAWWB |
| 1. | Personal Accident Relief | | | |
| | a. Accidental Death | 2,00,000 | 1,25,000 | 2,00,000 |
| | b. Accidental Disability (based on extent of Disability) | 1,00,000 (upto) | 1,00,000 (upto) | 1,00,000 (upto) |
| | c. Artificial limbs and Wheel chair | As per the norms and at the rates fixed by the Department for the Welfare of the Differently Abled Persons. | | |
| | d. Accidental Death at work site and death even after admitted in hospitals. (during the course of employment) (including unregistered workers) | 5,00,000 | ---- | ---- |
| 2. | Natural Death Assistance | 50,000 | 30,000 | 50,000 |
| 3. | Funeral expenses Assistance | 5,000 | 5,000 | 5,000 |
| 4. | Marriage Assistance | 20,000 | 5,000 (for Women) | 5,000 (for Women) |
| | | | 3,000 (for Men) | 3,000 (for Men) |
| 5. | Maternity Assistance | 18,000 | 6,000 | 6,000 |
| | Miscarriage / Medical Termination of Pregnancy | 3,000 | 3,000 | 3,000 |
| 6. | Educational Assistance | | | |
| | a. 6 th standard to 9 th standard | 1,000 | 1,000 | 1,000 |
| | b. Girl Children studying 10 th standard | 2,400 | 1,000 | 1,000 |
| | c. 10 th passed | 2,400 | 1,000 | 1,000 |
| | d. Girl Children studying 11 th | 3,000 | 1000 | 1000 |

| Sl. No. | Type of Assistance | Amount (in Rupees) | | |
|---------|--|--------------------|--------------------------------------|------------|
| | | TNCWWB | TNMWSSWB and 15 other welfare boards | TNUDAWW B |
| | e. Girl Children studying 12 th | 3,000 | 1,500 | 1,500 |
| | f. 12 th passed | 3,000 | 1,500 | 1,500 |
| | g. Regular Degree Course | 4,000 | 1,500 | 4,000 |
| | with Hostel facility | | 1,750 | |
| | h. Regular Post Graduate Course | 4,000 | 4,000 | 4,000 |
| | with Hostel facility | 5,000 | 5,000 | 5,000 |
| | i. Professional Degree Course | 4,000 | 4,000 | 4,000 |
| | with Hostel facility | 6,000 | 6,000 | 6,000 |
| | j. Professional P. G Course | 6,000 | 6,000 | 6,000 |
| | with Hostel facility | 8,000 | 8,000 | 8,000 |
| | k. ITI or Polytechnic | 3,000 | 1,000 | 1,000 |
| | with Hostel facility | | 1,200 | 1,200 |
| 7. | Reimbursement of cost of Spectacles | 500 (upto) | 500 (upto) | 500 (upto) |
| 8. | a. Pension (Every Month) | 1000 | 1000 | 1000 |
| | b. Family Pension (Every Month) | 500(Per month) | --- | --- |
| 9. | Housing Scheme | 4,00,000 (upto) | --- | --- |

(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:

Registration and disbursement details

| S. No. | Name of the Board | Registration (in Lakh) | Beneficiaries (in Lakh) | Amount (Rs. in Crore) |
|---------------|--|-------------------------------|--------------------------------|------------------------------|
| 1 | Tamil Nadu Construction Workers Welfare Board. | 21.55 | 24.19 | 1259.37 |
| 2 | Tamil Nadu Unorganised Drivers Welfare Board. | 1.66 | 1.71 | 70.75 |
| 3 | Tamil Nadu Manual Workers Social Security and Welfare Board and 14 other welfare boards. | 17.48 | 36.71 | 1343.96 |
| Total | | 40.69 | 62.61 | 2674.08 |

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.652.39 Crore has been received during the year 2022-2023.(01.04.2022 to 31.01.2023)

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.18.67 Crore has been received as additional tax from 01.04.2022 to 31.01.2023

Tamil Nadu Manual Workers Social Security and Welfare Board and 15 other Welfare Boards receive Government Grants for implementing welfare schemes. The Government of Tamil Nadu has allotted Rs.166.66 crore in the budget estimate of the year 2022-2023.

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.3,33,18,000/- 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 2022-2023, the institute has conducted 10 seminars / training Programmes benefiting 1404 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.

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

e-SHRAM

On the directions of Hon'ble Supreme court of India in Suo motu No.6/2020 dated 29th June 2020, the Union Government's Ministry of Labour and Employment (MoLE), has developed the eSHRAM portal and launched it on 26th August 2021 (<http://eshram.gov.in>) for registration of the unorganized workers / migrant workers.

As on 28.02.2023, 83,82,699 unorganised workers have been registered in e-Shram portal.

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

| Sl. No. | Name | Designation |
|----------------|-----------------------|--|
| | Thiruvalargal | |
| 1. | Dr. AtulAnand. I.A.S. | Commissioner of Labour |
| 2. | C.Hemalatha | Additional Commissioner of Labour (Administration) |
| 3. | T.Tamilarasi | Additional Commissioner of Labour (Conciliation) |
| 4. | U. Lakshmikanthan | Additional Commissioner of Labour (Inspections) |
| 5. | L.Ramesh | Special Joint Commissioner of Labour |
| 6. | P.Velmurugan | Joint Commissioner of Labour (Minimum Wages) Deputy Commissioner of Labour, (Law)I/c |
| 7. | D.Vimalanathan | Deputy Commissioner of Labour (Establishment & General) |
| 8. | G. Geetha | Deputy Commissioner of Labour (Welfare), Deputy Commissioner of Labour, (Contract Labour)I/c |
| 9. | V.G. Rameshkumar | Deputy Commissioner of Labour, (Headquarters) |
| 10. | N.Vasuki | Administrative Officer (General) |
| 11. | P.Sangeetha | Administrative Officer (Minimum Wages) |
| 12. | A.Jeyalakshmi | Administrative Officer (Weights & Measures) |
| 13. | N.R.Karkki | Public Relation Officer |
| 14. | S.Bharathi | 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.

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.

ALLOTMENT OF SUBJECTS TO OFFICERS

Additional Commissioner of Labour (Administration):-

All Establishment matters

Labour Ministers / Labour Secretaries Conference

Labour Commissioners Conference

Annual Meeting of Officers

Review Meeting of Officers

Review Meeting of ADCOLs & JCLs

Pension and other Terminal Benefits

Shifting of Building

Sanction of Rent to Office Buildings

Loans and Advances

Sanction of Contingent charge and Conveyance Allowance

Labour Officers Quarters

Legal Assistance & Pleaders Fee

Office Inspection

Attendance

Budget and Plan

Audit Objections

Telephones and Motor Vehicles

Plantation Labour Act

Additional Commissioner of Labour (Conciliation):

All Industrial Disputes

All Non-technical Acts

Meeting of Chief Executives of Public sector undertakings

State Level Co-ordination Committee

Closure 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
Subsidised Industrial Housing Scheme and Plantation Labour Housing Scheme
Minimum Wages fixation /Revision
National Commission on Labour
Indian Labour Conference
Public Utility Service
Tamilnadu Labour Welfare Fund Act
Tamilnadu Institute of Labour Studies
Payment of Gratuity Act
I.L.O. reports
State Labour Advisory Board
Policy Note/Cut motions
Inter State Migrant workers (ISM)
Review of Diaries of Additional COL's

ADDITIONAL COMMISSIONER OF LABOUR (INSPECTION):-

Standards of Weights and Measures Act
Packaged Commodities Rules
Beedi & Cigar Workers (Conditions of Employment) Act
Stationary, Stores, Forms and Furniture
Books and Publications
Purchase of Computers
E-Biz

SPECIAL JOINT COMMISSIONER OF LABOUR:-

Industrial Disputes relating to

Textiles

Engineering

Transport

Sugar

Cement

Tanneries

Beedi & Cigar

Good Industrial Relations Award

State Evaluation and Implementation Committee

JOINT COMMISSIONER OF LABOUR (MINIMUM WAGES):-

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

Tamil Nadu Institute of Labour Studies

Payment of Gratuity Act

I.L.O. Reports

General Election – Appeal to managements

E.S.I. & E.P.F. (Correspondence, etc.)

Trade Unions Act

Miscellaneous Subjects

E-biz

E-Shram

DEPUTY COMMISSIONER OF LABOUR (ESTABLISHMENT & GENERAL):-

All Establishment matters

Training

State Level Complaints

State Level Disciplinary Proceedings

Telephones and Motor Vehicle

DEPUTY COMMISSIONER OF LABOUR (HEADQUARTERS)

Office Inspection

Stationery, Stores, Forms & Furniture

Attendance, Tapal and Despatch

Industrial disputes files relating to following Establishments

Co-operative Societies

Catering Establishments

Match and Fire Works

Newspaper

Paper and Printing

Fertilizers and Chemicals

Civil Supplies Corporation

Local Bodies

Public Sector undertakings other than those classified

Rice, Flour, Dhall and Oil Mills

Banks

Leather Goods

Cinema Theatres

Other Miscellaneous Industries

Files relating to 'I' & 'V' Sections in office (to submit the files to the Commissioner of Labour through Additional Commissioner of Labour (Administration))

DEPUTY COMMISSIONER OF LABOUR (CONTRACT LABOUR):-

Contract Labour (Regulation and Abolition Act, 1970)

Equal Remuneration Act

Women Cell

Subsidized Industrial Housing Scheme and Plantation Labour Housing Scheme

Labour Officers Quarters

Files relating to 'H', Section in office (to submit the files to the Commissioner of Labour through Additional Commissioner of Labour (Administration))

Files relating to 'L', Section – (Contract Labour Act) in office (to submit the files to the Commissioner of Labour, through Joint Commissioner of Labour (Minimum Wages) & Additional Commissioner of Labour (Conciliation)).

DEPUTY COMMISSIONER OF LABOUR (WELFARE):-

W section Files

DEPUTY COMMISSIONER OF LABOUR (LAW):-

1. Preparation of Draft Counter Affidavit and filing in respect of Writ Petition.
2. Preparation of Affidavit in Writ Appeal and filing.
3. Legal Opinion asked from the Government Pleader.

The Deputy Commissioner of Labour (Law) may be assigned following duties in addition to the above works.

1. Amalgamation of 44 labour laws into 4 comprehensive codes and framing of rules there under.
2. Clarifications w.r.to judicial, quasi-judicial activities and issuing new instruction / guidelines.
3. Examining and reporting the legality, validity and sanctioning of all quasi judicial orders in accordance with the principles / procedure laid down under the relevant acts.
4. Framing of corresponding new rules as and when the amendments to the existing legislations take place.
5. Continuous supervision / monitoring of all court cases.
6. Maintaining good relations with judicial officers of High Court and sub-ordinate courts so as to dispose the cases as per the departmental stand.
7. Assisting the Commissioner of Labour in drafting counter affidavit / affidavit in all judicial cases pending in this office.

8. To enlighten the newly recruited Assistant Commissioners of Labour, Assistant Inspectors of Labour on quasi judicial aspects.

ADMINISTRATIVE OFFICER (GENERAL):-

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 JCSL & DCsL

Assignment of Jurisdiction under Labour Laws

Cut Motions

Good Industrial Relations Award

National Commission on Labour

Indian Labour Conference

Amendments under Industrial Disputes Act

Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981

Payment of Bonus Act

Sales Promotion Employees (Conditions of Employment) Act

Maternity Benefit Act, 1961

State Level Co- Ordination Committee

State Evaluation and Implementation Committee

Public Utility Service

Ebiz/Interstate Migrant workers

ADMINISTRATIVE OFFICER (MINIMUM WAGES):-

Minimum Wages Fixation / Revision

Preparation of Bills

Periodicals relating to Labour Situation

Annual Administrative Reports under the Non – Technical Acts

Motor Transport Workers Act

E-Shram

Nodal Officer-Complaints received through e-mail

ADMINISTRATIVE OFFICER (WEIGHTS AND MEASURES):-

Standards of Weights and Measures Act

Packages Commodities Rules

Beedi & Cigar Workers (Conditions of Employment) Act

PUBLIC RELATIONS OFFICERS:-

Tamil Nadu Labour Journal

Books and Publications

Complaints received from Chief Minister's Cell

V.I.P. Visits

Working Journalists Act

Accounts Officers:-

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 Buildings

Director / Joint Commissioner of Labour - Tamil Nadu Academy of Construction

File relating to W Section in COL

Inter State Migrant workers (ISM) – L Section

Assistant Commissioner of Labour (Women Welfare)

Child Labour Act

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

| SEAT | SUBJECT |
|-------------|--|
| A1 | 1) Industrial Disputes relating to plantation throughout Tamilnadu. 2) Industrial Disputes relating to Textile Mills, Power loom processing Textile Units (Dying, Bleaching ect..) Coming under the jurisdiction of Joint 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 & Kanyakumari.) |
| A2 | 1) Industrial Disputes relating to Engineering and Electrical Industries coming under the Jurisdiction of Joint Commissioner of Labour Kanchipuram, & Chengalpet. 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 Joint Commissioner of Labour, Coimbatore, salem, Chennai I&II (District covered are Chennai, Kanchipuram, Thiruvallur, Vellore, Thiruvannamalai, Cuddalore and Villupuram, Erode, Namakkal, Salem, Dharmapurai, Coimbatore, Tirupur & Nilgiris. 2) State wide Industrial Disputes arising out of Textile Industry. 3) Industrial Disputes relating to Engineering and Electrical Industries coming under the Jurisdiction of Joint Commissioner of Labour I & II Chennai (District covered are Chennai, Thiruvallur, vellore, Thiruvannamalai, |

| | |
|----|---|
| | Cuddalore & Villupuram) |
| A4 | 1) Industrial Disputes relating to Engineering and Electrical coming under the jurisdiction of Joint 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 JCL-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 JCL-1 and JCL-2 Jurisdictions. |

C-SECTION

| | |
|----|--|
| C1 | 1) 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 Joint Commissioner of Labour, Madurai, Trichy and Tirunelveli. |
| C2 | 1) Industrial Disputes relating to Beedi Establishment. 2) Closure application under sec-25-D of the Industrial Disputes Act, 1947. 3) Paper relating to Tamil Nadu Industrial Establishment (Conferment of permanent status to workmen) Act, 1981. 4) State Evaluation and Implementation committee. |
| C3 | 1) Industrial Disputes relating to public and Private Transport Corporation and Workshops attached to Transport Corporation in respect of the jurisdiction of |

| | |
|----|--|
| | <p>Joint Commissioner of Labour, Trichy and Tirunelveli.</p> <p>2) Industrial Disputes relating to Co-operative societies.</p> <p>3) Industrial Disputes relating to Leather and shoes .</p> <p>4) Industrial Disputes relating to Milk products.</p> <p>5) Paper relating to sales promotion Employees (Conditions of Employment) Act,1976.</p> <p>6) Papers relating to Maternity Benefit Act,1961.</p> <p>7) National Renewal fund.</p> <p>8) State Level Co-ordinate committee</p> |
| C4 | <p>1) Industrial Disputes relating to Public and Private Transport Corporation and workshops attached to Transport Corporation in the jurisdiction of Joint Commissioner of Labour, Madurai and Dindigul.</p> <p>2) Industrial Disputes relating to Co -operative Banks</p> <p>3) Industrial Disputes relating to Tanneries.</p> |

D-SECTION

| | |
|----|--|
| D1 | <p>1) Review Meeting with Head of Department to be convened by the Principle Secretary Labour and Employment Department.</p> <p>2) Monthly Review Meeting to Discuss Long Pending papers at the Secretariat.</p> <p>3) Monthly Review Meeting of Zonal Additional Commissioner of Labour, Regional Joint Commissioner of Labour and Joint Commissioner of Labour O/o Regional Joint Commissioner of Labour Concerned.</p> <p>4) Papers relating to annual meeting of the officer of the officer of the Labour Department.</p> <p>5) Papers relating to meeting by Hon'ble chief Minister for Labour.</p> <p>6) Papers relating to Cut motions, call Attention's raised by the Members of Legislature and Assurance Committee questions.</p> <p>7) Papers relating to Assembly questions.</p> <p>8) Any other Miscellaneous subject not allotted to D2&D3 Seat.</p> |
| D2 | <p>1) Amendments / Notification / Clarification etc., under the Industrial Disputes Act,1947.</p> <p>2) Papers relating to Public Utility Services.</p> <p>3) Papers relating to Committee on Labour Laws.</p> <p>4) Amendements / Notification / Clarification etc., under payment of Bonus Act,1965.</p> <p>5) Papers relating to Achievements.</p> |

| | |
|----|---|
| | <p>6) Papers relating to Cine Workers Welfare Fund Act and committee.</p> <p>7) Papers relating to assignment of jurisdiction of various officer under different Labour Legislations.</p> <p>8) Papers relating to Good Industrial Relations Award Scheme Instituted to encourage Managements and Trade unions to maintain Good Industrial Relations in the Industries.</p> |
| D3 | <p>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.</p> <p>2) Papers relating to Budget speech Republic Day Speech, May Day Speech and Independence Day Speech.</p> <p>3) Papers relating to Indian Labour Conference and standing Labour committee.</p> <p>4) Papers relating to Labour Ministers's conference / Labour Secretaries Conference to be convened by the Government of India.</p> <p>5) Papers relating to Labour Commissioners Conference to be convened by the Government of India.</p> <p>6) Papers relating to Meeting of Labour Commissioners of Southern Region.</p> <p>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).</p> |

E-SECTION

| | |
|----|--|
| E1 | <p>1) Rectification of anomalies regarding junior getting more pay in the cadre of Assistant Commissioner of Labour</p> <p>2)Sanction Additional Charges Allowance in the cadre of Assistant Commissioner of Labour.</p> <p>3) Preparation of Panel in the Cadre of Assistant to be promoted as Upgrade Superintendents.</p> <p>4) Issuing of the Transfer order in the Cadre of Upgrade Superintendents.</p> <p>5) Sanction increments / Earn Leave / Surrender Leave in the Cadre of the Deputy Inspector of Labour / Assistant Commissioner of Labour in Head office.</p> <p>6) Sanction of Selection Grade in the Cadre of Assistant Inspector retirement in the Cadre of Assistant Inspector Labour.</p> <p>7) Report of the Meetings particulars.</p> <p>8) Maintenance of Confidential report in the cadre of Assistant Commissioner of Labour.</p> |
|----|--|

| | |
|----|--|
| E2 | <ol style="list-style-type: none"> 1) Preparation of Panel in the Cadre of Assistant Commissioner of Labour. 2) Issuing orders regarding regularization / probation in the Cadre of Assistant Commissioner of Labour. 3) Sanction of Selection Grade in the cadre of Assistant Commissioner of Labour. 4) Transfer in the Cadre of Assistant Commissioner of Labour. / Fixation of seniority in the Cadre of Assistant Commissioner of Labour. 5) Rectification of anomalies regarding promotion in the category of Assistant Commissioner of Labour. 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. 7) Issuing Transfer order in the Cadre of Deputy Inspector of Labour. 8) Sanction of Selection Grade in the Cadre of Deputy Inspector of Labour. 9) Fixation of Seniority in the Cadre of Deputy Inspector of Labour. 10) Subject related to Accounts Officer & PRO. |
| E3 | <ol style="list-style-type: none"> 1) Subject relating to Additional Commissioner of Labour, Deputy Commissioner of Labour including Establishment Vacancies , preparation of panel history of Service confirmation to the Category Deputy Commissioner of Labour, Joint Commissioner of Labour and Additional Commissioner of Labour. 2) Special rules under Tamil Nadu Labour Service. 3) Sanction of Increments in the Cadre of Deputy Commissioner of Labour at Head Quarters. 4) Sanction of Surrender of Earned Leave in the Cadre of Additional Commissioner of Labour, Joint Commissioner of Labour, Deputy Commissioner of Labour. 5) Pay Fixation to the Deputy Commissioner of Labour at Head Quarters . 6) Retification of pay anomalies in the Cadre of Deputy Commissioner of Labour, Joint Commissioner of Labour. 7) Sanction of Additional charges in cadre of Deputy Commissioner of Labour, Joint Commissioner Labour. 8) Maintenance of personal files in respect of Additional Commissioner of Labour, Joint Commissioner of Labour and Deputy Commissioner of Labour. |
| E4 | <ol style="list-style-type: none"> 1) Subject relating to Assistant Inspector of Labour, Superintendents , Stamping Inspector, Statistical Inspector (in the case of selection Grade Superintendents Transfer & postings alone) 2) Transfer and postings in the Cadre of Assistant Inspector of Labour. 3) Estimate of Vacancies for Direct Recruitment of Assistant Inspector of Labour. |

F-SECTION

| | |
|----|--|
| F1 | <ol style="list-style-type: none"> 1) Disciplinary proceeding and connected Subject like suspension ,appeal. 2) Disciplinary proceeding arising out of DVAC. |
| F2 | <ol style="list-style-type: none"> 1) All matters relating to Telephone and Motor Vehicles sending proposal to the AG in respect of the DCL & Above on deputation for fixing the pension contribution and Leave salary Contribution. 2) Subject relating to Review under F.R.56(2). |
| F3 | <ol style="list-style-type: none"> 1) Complaints in respect of all Categories, 2) Complaints received from C.M.Cell petitions. |
| F4 | <ol style="list-style-type: none"> 1) Sending proposal to the AG in respect of the Assistant Commissioner of Labour. on deputation for fixing the pension contribution and Leave salary Contribution. 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 & office order. 3) Preparation of civil list of Group A&B officers once in 2 years; conducting staff Association's Meetings. 4) Issuing NOC to get passport and renewal of passport. 5) Permission regarding Movable & Immovable properties for officers & staff. 6) Permission regarding correspondence courses in respect of JCL's/ADCOL's. |

G-SECTION

| | |
|----|--|
| G1 | <ol style="list-style-type: none"> 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.) 2) Preparation of Panel for promotion to the Post of Accountant. 3) Preparation of panel for movement to Selection Grade Assistant/Librarian. 4) Preparation of Seniority list for the Post of Assistants. |
| G2 | <ol style="list-style-type: none"> 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) |
| G3 | <ol style="list-style-type: none"> 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, |

| | |
|----|---|
| 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>3) Establishment matters of in respect of , Typist, Steno-Typist 4) Preparation of panel for the post of Steno-Typist Gr I and II. 5) Bhavanisagar Training</p> |
|----|---|

H – SECTION

| | |
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| H1 | <p>1) Building Rent & Conference Hall Rent sanction in respect of Office of the Commissioner of Labour. 2) Subject relating to Pension, Revised Pension, Family Pension. 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. 4) Sanction of Special Provident Fund-Cum-Gratuity. 5) Interest Calculation for Belated Payment of Death-Cum-Retirement. 6) Sanction of Family Benefit fund for the deceased employees of the Head Quarters. (Rs. 1,50,000/-) 7) General Provident Fund Final Closure.</p> |
| H2 | <p>1) Allotment of Labour Officers Quarters / Forwarding the application of Government Servant Quarters and Maintain register for Rent Recovery. 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. 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. 4) Sanction of Wages to Menials Paid From Contingencies.</p> |
| H3 | <p>1) Sanction of GPF Temporary Advance / Part Final, Adjustment of GPF Missing Credits and Obtaining No's of CPS / Missing Credits. 2) Pleader Fees. 3) Issue Order for Shifting of the Buildings and Complaints about Office Building. 4) Sanction of Festival Advance. 5) Pay Commission Arrears Claim.</p> |

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| | <p>6) Preparation of list of Retiring Persons for next 5 Years.</p> <p>7) Preparation of Rent Particulars from the Subordinate Offices functioning in the Private Buildings.</p> <p>8) Sanction of Building Rent in respect of Subordinate Offices (Rs. 10,000/- above)</p> <p>9) Rent arrears and Rent Complaint.</p> |
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I-SECTION

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| I1 | 1) Work relating to the Annual inspection of Subordinate Officers, District Inspection cell, official Language inspection, O & M Inspection, stamp purchase and maintenance of stamp Account, Commissioner office inspection by Government & (P&R) and maintenance of Records and Gazette. |
| I2 | <p>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.</p> <p>2) Sports and correspondence related with sports.</p> |
| 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

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| J1 | <p><u>Annual Periodicals</u></p> <p>1) TNWB-Uzhaippavar Ulagam-Strikes, Lockout.</p> <p>2) Industrial Disputes Act, 1947</p> <p>3) Review of Labour situation Industry wise strike, Lockout detail.</p> <p><u>Monthly Periodicals</u></p> <p>1) Strikes and Lockouts report to Labour Bureau, Simla.</p> <p>2) Statistical details to Uzhaippavar Ulagam monthly Edition.</p> <p>3) Facts from figures-Statistical details on District wise-Mandays Lost</p> <p>4) Police Report on Violence on Labour Strike.</p> <p><u>Daily Periodicals</u></p> <p>1) Daily situation report on strike and lockout.</p> <p>2) Police Report on Daily Labour Situation.</p> |
| J2 | <u>Annual Periodicals</u> |

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| | <p>1) Workmen Compensation Act 1923-Annual Administration Report.</p> <p>2) Trade Union Act 1926-Annual Administration Report.</p> <p><u>Monthly Periodicals</u></p> <p>1) Details of deposits under Workmen Compensation Act.</p> <p>2) Fixograph details on the number of Establishments and number of Workers in all Acts.</p> <p><u>Other Items</u></p> <p>1) Reply to Parliament Assembly Question in respect of Statistical details and General Correspondence.</p> <p>2) Work relating to targets and achievement.</p> |
| J3 | <p><u>Annual Periodicals</u></p> <p>1) Administration report on Tamil Nadu industrial Establishment(National and Festival Holidays)Act.</p> <p>2) Administration report on Plantation Labour Act.</p> <p>3) Tamil Nadu Payment of wages Act,1936.</p> <p>4) Maternity Benefit Act.</p> <p><u>Monthly Periodicals</u></p> <p>1) Registration and Cancellation under Trade Union Act,1926.</p> <p>2) Closure, Retrenchment, Lay-off Particulars.</p> |
| J4 | <p><u>Annual Periodicals</u></p> <p>1) Administration report on Shops and Establishments Act.</p> <p>2) Administration report on Minimum Wages Act.</p> <p>3) Administration report on catering Establishments Act.</p> <p>4) Administration report on Industrial Employment(S&O)Act.</p> <p><u>Quarterly Periodicals</u></p> <p>1) Implementation of various Labour Act.</p> |

K-SECTION

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| K1 | <p>1) Budget (Distribution of Funds, Budget Estimate, Revised Estimate, Number statement and FMA, etc.)</p> <p>2) Reconciliation of Departmental expenditure.</p> <p>3) Five Year plans.</p> <p>4) Annual plans.</p> <p>5) Part-II schemes.</p> <p>6) Furnishing of Plan Expenditure to Government.</p> |
| K2 | <p>1) Monitoring of disposal of Audit objections raised by the Accounting General.</p> <p>2) Monitoring of disposal of Audit objection raised by the Local Fund Audit.</p> <p>3) Reconciliation of Receipts of the Department.</p> <p>4) Public Accounts Committee/Comptroller and Auditor General of India report.</p> |

L-SECTION

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

M-SECTION

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| M1 | <ol style="list-style-type: none"> 1) Pdl.184-Regarding the Legal Metrology (Packaged Commodities)Rules. 2) Net Content Checking & Joint Raid Under Legal Metrology (Packaged Commodities) Rules. 3) RTI Petitions under the Legal Metrology (Packaged Commodities) Rules. 4) Circulars and implementation of Legal Metrology (Packaged Commodities) Rules. 5) Periodical Verification of Secondary Standard Weights and Measures and sanction of Verification fees. |
| M2 | <ol style="list-style-type: none"> 1) Granting of Weights and Measures licenses under Legal Metrology Act.(Manufacturer, Dealer and Repairer) 2) Issuing Amendments in Licenses. 3) cancellation of Licenses. 4) proposal under part-II schemes. 5) Implementation and Utilization of Government of India grants (Mobile kit and construction of labs etc.,) 6) Purchase and Issue of year punches, quarter punches and pliers. 7) Replacement of punches, pliers as and when required. 8) AG Audit files. 9) Issuing guidelines to Legal Metrology officers for sending Licenses under Legal Metrology Act. 10) Preparation of Budget particulars. |
| M3 | <ol style="list-style-type: none"> 1) Issuing of Registration Certificates under the Legal Metrology (Packaged commodities)Rules. 2) Issuing of Importer Registration Certificate under the Legal Metrology (Packaged Commodities) Rules. 3) Enforcement of Beedi and Cigar Workers (Conditions of Employment) Act and Rules. |

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| | 4) Pdl.25-Relating to Enforcement of Beedi and cigar workers (Conditions of Employment) Act and Rules. |
| M4 | 1) Housing Schemes for Beedi Workers. |
| Maistry | Lab Work. |

N-SECTION

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

P-SECTION

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| P1 | <ol style="list-style-type: none"> 1) Sanctioning of prosecution proposal under Plantation Labour Act & Rules. 2) Proposal to Govt. for approval Modification of Medical Schemes. 3) Amendments in Plantation Labour Act & Rules - Draft notification to Govt. 4) Re-constitution of PLAC. 5) Agenda for PLAC and follow up action. 6) To send explanatory notes / issues for discussion in the Tripartite Committee Meeting/IMG convened by GOI. |
| P2 | <ol style="list-style-type: none"> 1) Enforcement of Plantation Labour Act and Rules. 2) Re-Constitution of PLHAB. 3) Agenda for PLHAM and follow up action. 4) Dealing with Appeals regarding Medical reimbursement claims. |

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| | <p>5) Preparation of policy note.</p> <p>6) Performance Budget of Inspectors of Plantations and Assistant Surgeon (plantation).</p> <p>7) Complaints.</p> <p>8) IP-Diary review.</p> <p>9) CM Cell petitions.</p> |
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R-SECTION

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| Accountant-I | <p>1) Scrutiny of Pay Bills and other salary related bills.</p> <p>2) Scrutiny of RE, FMA, Number statement Final surrender relating to salary Bills.</p> <p>3) Savings Bank A/C With IOB, Deposits & Related works.</p> <p>4) Scrutiny of IT,</p> <p>5) Maintenance of cash book, Subsidiary cash Book, UDPR, Permanent Advance, Cheque, Miscellaneous if any and Remittance & Withdrawal at SBI Treasury Branch & IOB.</p> |
| Accountant-II | <p>1) Maintenance of TNTC 70, Scrutiny of non-salary bills.</p> <p>2) RE, FMA, Number Statement, Final Surrender relating to non-salary Bills.</p> <p>3) Audit Objection.</p> <p>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.,</p> <p>5) Bills with regard to contingent item Viz. rent, EB, Telephone, law charges, other contingencies.</p> <p>6) Scrutiny of all kinds of TA Bills, Medical Reimbursement bills.</p> <p>7) To assist in reconciliation work.</p> <p>8) Maintenance of fixed deposit related to Labour Acts, to Cooperate with PAO.</p> |
| R1 | <p>1) Preparation of bills relating to Pay Bills, pay arrears related to Selection Grade Special Grade, Increment, Final Leave Encashment, Surrender Leave salary.</p> <p>2) Preparation of Number statement, Revised Estimate (RE), Final Modified Appropriation(FMA).</p> <p>3) IT Statement verification.</p> <p>4) Preparation of LPC, Salary, Arrears and refund bill related to the officials with regard to the foreign service.</p> <p>5) Preparation of Pay certificate, NGO Certificate preparation of NHIS Pdl to PAO.</p> |
| R2 | <p>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.</p> <p>2) Preparation of Grand Bills.</p> |

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| | <p>3) Bills related to retirement benefits like SPF, SPF 2000, DCRG, GPF of the employees.</p> <p>4) Maintenance of NHIS related request and all things.</p> <p>5) Preparation of e-TDS filing on quarterly basis.</p> |
| R3 | <p>1) Preparation of Contingent bills, Miscellaneous bills.</p> <p>2) Maintenance of Personal Register.</p> <p>3) To Assistant for preparation of report for IT filling on quarterly basis maintenance of IT related records 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

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| 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 and 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> |

T-SECTION

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| T1 | 1) Action Plan for eradication of child labour- implementation and revision of action Plan. |
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| | <ol style="list-style-type: none"> 2) Meeting – Meeting with Head of Departments 3) State Authority on Eradication of child Labour- constitution and conduction of periodical meetings. 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. 5) Survey on child Labour – Correspondence relating to survey on Child Labour. 6) Declaration of child labour free districts- calling for proposals from district collectors and evaluation for declaring child labour free districts. 7) Implementation of the UNICEF project titled “Integrated child Protecting Programme” (ICPP) the rights of children in cotton seed and cotton farming communities in Tamilnadu.(Dharmapuri and Salem) 8) Award to Local Bodies for their best performance in eradication of child labour. |
| T2 | <ol style="list-style-type: none"> 1) Creation of awareness programme on eradication of child labour – conduction of state and district wise awareness programs. 2) Policy note – compiling of the details and preparation including Governor’s speech. 3) State level Anti Child Labour day and children’s Day correspondence and arrangements. 4) Trainings – State level and district level trainings to the stake holders in eradication of child labour. 5) Sensitization programs – correspondence and conducting of the programs at state level and district level. 6) Documentation – documenting the initiatives taken by the department and the government in eradication of child labour. 7) Bonded Labour |
| T3 | <ol style="list-style-type: none"> 1) Supreme court directions - implementation. 2) Enforcement – enforcement of the child labour (Prohibition and Regulation) Act 1986 and other allied Act. 3) Complaints –follow –up action on the complaints received in respect of non implementation of Child labour (Prohibition and Regulation) Act 1986. 4) Amendments – correspondence relating to amendments / clarifications in Child Labour (Prohibition and Regulation) Act 1986. 5) Parliament / Assembly questions- furnishing of replies to the questions raised in the Parliament / State assembly. 6) NHRC /NCPCR- follow up action on the complaints received from the NHRC/NCPCR. 7) Meetings – furnishing of details relating to meetings conducted at HOD and government level. |
| T4 | <ol style="list-style-type: none"> 1) Enforcement details – compilation of Inspections and Prosecutions particulars and sending of reports to State Government /Govt., of India. 2) Web – site – updation of web- site. 3) State child Labour Rehabilitation cum Welfare Society – conducting of General body meeting / executive committee meeting and follow – up action. 4) Auditing – auditing the accounts of the society. |

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| | <p>5) Stationery – purchase of stationery, books etc.,</p> <p>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.</p> |
| T5 | <p>1) National child Labour Project – monitoring the functioning of the NCLP in 15 districts of the state.</p> <p>2) State Monitoring Committee for NCLP – conducting of the meeting and the follow-up.</p> <p>3) Central Monitoring Committee for NCLP- follow-up on the minutes of the meeting.</p> <p>4) Compilation – compilation of monthly, quarterly, annual reports, utilization certificate and audited statement of accounts of the NCLP districts.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

V-SECTION

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| V1 | <p>1) Annual indent for stationary articles, form of this office and also consolidated of indents received from the subordinate officers and new officers.</p> <p>2) Annual indent for supply of official Govt. calendars, diaries, etc. for the whole department.</p> <p>3) Annual indent for supply of all types of covers pertaining to the head office.</p> <p>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.</p> <p>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.</p> <p>6) Purchase order of Computers & 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.</p> |
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| | <p>7) Standing / Non-standing forms & Registers - orders placed to the Directorate of Stationery and Printing for every 5 years to the Head Office and all subordinate offices.</p> <p>8) Condemnation of unused and unserviceable electronic goods, i.e. computers and accessories, Xerox machines and related items.</p> <p>9) Building maintenance related files, i.e. furniture repairs, canning, fire extinguisher, water purifier, etc.</p> |
| V2 | <p>1) Review of diaries of JCL's, Review of disposal of cases under ID Act submitted by the JCL's & DCL's.</p> <p>2) Procession of proposals for supply of rubber stamps for the Head Office and also subordinate offices in the whole of Tamil Nadu.</p> <p>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.</p> <p>4) Exchange of Tamil Typewriter by surrendering to the existing English typewriters in all offices.</p> <p>5) Condemnation of unused and unserviceable furniture.</p> <p>6) Purchase of supply of uniforms to the car, drivers, Office Assistants in respect of Head Office and subordinate offices.</p> <p>7) Maintenance of Stock Book Registers for stores, stationery forms, furniture and other articles.</p> <p>8) Issue of Stationery articles to various sections in head office every month.</p> <p>9) Other miscellaneous items of work in respect of stationery 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> |

W-SECTION

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| | 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>(a) Accident death assistance has been enhanced from Rupees one lakh to five lakhs</p> <p>(b) Registration of Migrant Workers</p> <p>(c) Mobile Health Clinic</p> <p>(d) SSA</p> |

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| | <p>(e) Anganwadis</p> <p>(f) Dormitories</p> <p>3. 2011-2012 Residential School</p> |
| W2 | <p>All Subjects related to</p> <p>Tamil Nadu Construction Workers Welfare Board.</p> <ol style="list-style-type: none"> 1. Audit – 16 Districts (Chennai zone and Coimbatore zone) 2. The BOCW Act, 1996- BOCW Cess Act, 1996- BOCW Rules, 1998- BOCW Cess Rules,1998- TN BOCW Rules, 2006, etc 3. Constitution/Re-constitution proposals – TNCWWB 4. Welfare Schemes of TNCWWB and Scheme amendments. 5. Appointment of Auditors 6. RTI – TNCWWB 7. CM Cell – TNCWWB 8. Complaints – TNCWWB (Both the boards) 9. Court Cases – TNCWWB 10. Migrant Mapping Study 11. Annual Report 12. RSBY |
| W3 | <p>All Subjects related to</p> <p>Tamil Nadu Manual Workers Welfare Board.</p> <ol style="list-style-type: none"> 1) Audit – 16 Districts (Trichy zone and Madurai zone) 2) Matters relating to Tamil Nadu Manual Works (RE & CS) Act, 1982 and Rules,1986 and amendments. 3) Constitution/Re-constitution proposals of 16 Welfare Boards 4) Grants for TNMWWB and others, including SCSP & TSP 5) Appointment of Auditors 6) RTI petitions - Original and Appeal (Both the boards) 7) CM Cell – TNMWWB 8) Complaints – TNMWWB |

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| | <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> <ol style="list-style-type: none"> 1. Clarifications relating to Act, Rules, Schemes and Manual 2. Matters relating to Advisory Committee 3. Computerisation of Welfare Boards and ACL (SSS) offices and allied matters 4. Assembly & Parliament Question – Cut motion – Call attention 5. Matters relating to TAC/TILS/Labour Welfare Board 6. Indian Labour Conference, Meeting of State Labour Ministers/Labour Secretaries 7. State Planning Commission/Union Planning Commission – Centrally Sponsored Schemes -financial Assistance from Union Government 8. National Policy on HIV/AIDS and world of work 9. Court Cases (Both the boards) 10. Collection and updating Data - Board-wise & schemewise (Review and ATR) 11. Strike Notices of Trade Unions – follow-up action 12. Special Camps - District Monitoring Committees 13. Budget |

Z- SECTION

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| 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> <ol style="list-style-type: none">1) Aerated Water Manufactory.2) Agarbathy Manufactory.3) Appalam Manufactory.4) Automobile Workshops.5) Auto Rickshaw & Taxis.6) Bakeries & Biscuits Manufactory.7) Bricks and Tiles Manufactory.8) Carpentry & Blacksmith.9) Cashew Industry.10) Chemical Fertilizer Industry.11) Coconut Peeling Industry.12) Coir Manufactory.13) Cinema Industry.14) Coffee curing Works.15) Construction or maintenance of roads or in Building operations.16) Cotton Ginning, Pressing and Cotton Waste.17) Coaching Academics that is to say, Tutorial Colleges, Technical |
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| | <p>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.</p> <p>18) Electronic Industry.</p> <p>19) Apprentices employed in Textile Mills.</p> <p>20) Distribution of Liquid Petroleum Gas Cylinders.</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 under RTI Act and complaints received in respect of the concerned employments.</p> <p>VI) Regarding Minimum Wages (State) Advisory Board.</p> <p>VII) Preparation of Monthly. half- yearly, Annual, Financial Year periodicals regarding the enforcement of Minimum Wages Act.</p> <p>VIII) 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> <p>1) Food Processing Industry.</p> <p>2) General Engineering and Fabrication Industry.</p> |

- 3) Gold and Silver Articles Manufactory.
- 4) Granite Industry.
- 5) Gunny Industry .
- 6) Handloom silk Weaving Industry.
- 7) Handloom Weaving Industry.
- 8) Hotels and Restaurants.
- 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 Manufactory.
- 20) Power loom Industry.
- 21) Printing Presses.
- 22) Public Motor Transport.
- 23) Rice Mills, flour Mills and Dhal Mills.
- 24) Sago Industry.

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| | <p>25) Tailoring Industry.</p> <p>26) Mushroom Growing and allied works.</p> <p>27) Mat weaving and Basket Making.</p> <p>28) 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.,</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) Action of Ratification under Minimum Wages Act.,</p> <p>VI) Reports regarding ILO convention.</p> <p>VII) Letters regarding consumer Price index Numbers.</p> <p>VIII) Monthly Special Drive under Minimum Wages Act.,</p> <p>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.</p> <p>2) Sericulture</p> <p>3) Shops and Commercial Establishments</p> <p>4) Silk Twisting Industry</p> |

- 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
- 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

| | |
|--|--|
| | <p>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 Employments for the calendar year.</p> <p>VIII) Letters regarding Agricultural Consumer Price Index Numbers.</p> |
|--|--|

U-SECTION

| | |
|----|---|
| U1 | <ol style="list-style-type: none"> 1) Labour Department website portals. 2) Proposals, Operation and Maintenance. 3) Co-ordination with the officers of TNeGA, ELCOT, Guidance Tamil Nadu. 4) Regulatory compliance Burden reduction. 5) BRAP/DRAP. 6) Unified TNEGA portal (Integration of Services Portal). |
|----|---|

| | |
|----|--|
| | <p>7) NeSDA (National e-Service Delivery Assessment).</p> <p>8) Cyber Security Guidelines.</p> |
| U2 | <p>1) E-Office implementation.</p> <p>2) Single window portal.</p> <p>3) Handling Complaints and issues in current web portal.</p> <p>4) Server maintenance follow-up in ELCOT.</p> <p>5) G2B services.</p> <p>6) Online Complaints other than Legal Metrology.</p> <p>7) Electronic Service Delivery Rules.</p> <p>8) Report General other than Legal Metrology and OCMS.</p> |
| U3 | <p>1) Digilocker Integration.</p> <p>2) Security Audit of Department website.</p> <p>3) GIGW Compliance.</p> <p>4) Airtel SMS Service for portal, BSNL data recharge for service through Dongles for Enforcement officers.</p> <p>5) Handling Complaints related to Legal Metrology and Online case Management (online).</p> <p>6) Online Case Management.</p> <p>7) Report generation in Legal Metrology & OCMS.</p> <p>8) Miscellaneous.</p> |

Y-SECTION

| | |
|----|---|
| Y1 | Framing of Tamil Nadu Rules in Industrial Relation code 2020, wages code 2019, and social security code 2020 and other related works. |
| Y2 | 1) Monitoring Registration of workers in ESHRAM Online Portal. |

| | |
|--|---|
| | <ol style="list-style-type: none">2) Co-Ordination with the officers of ministry Labour and Employment, NIC various Welfare Boards of Tamil Nadu.3) VC meetings on ESHRAM workers registration by ministry of Labour and Employment.4) Conducting meetings with the various Department Welfare Boards of Tamil Nadu.5) Monthly status and progress report.6) API Integration.7) Data sharing portal.8) Data verification portal.9) Follow-up to the version upgrades in the ESHRAM portal guidelines, APIs, Data sharing, Data verification, Field Verification and Field Verification from time to time.10) Fund allocation and distribution.11) Monitor of Registration camps, Field verification of workers by the enforcement officers of Labour Department. |
|--|---|

DEPARTMENT OF LABOUR

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

1. 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:-

| Sl.No | 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**

| Sl.No | Category of document | Name of the document and its introduction in one line | Procedure to obtain the document | Held by / under control of |
|--------------|--|---|---|-----------------------------------|
| 1. | Policy Note | contains the Policy pronouncements of the Department for the concerned year | Application to PIO | PIO |
| 2. | Performance Budget | contain the performance report of the HOD's | Application to PIO | PIO |
| 3. | Important G.Os www.tn.gov.in | Issued by the Labour and Employment Department from time to time | Application to PIO | Labour and Empl oyment 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**

| TELEPHONE NUMBERS | | | | |
|---|--|------------------------------|-------------------------|-----------------------|
| 044 - 24321438, 24321408, 24321590, 24320887, 24321668, 24330908, 24339014 | | | | |
| Sl. No | Designation | Name | Officer Tel. No. | Email.ID |
| 1 | Commissioner of Labour | Dr.Atul Anand, I.A.S., | 044 - 24321302 | com.tnlabour@nic.in |
| 2 | Additional Commissioner of Labour (Adminstration), Chennai | C.Hemalatha | 044 - 24335106 | jca.tnlabour@nic.in |
| 3 | Additional Commissioner of Labour (Conciliation), Chennai | T.Tamilarasi | 044 - 24321438 | jcc.tnlabour@nic.in |
| 4 5 | Additional Commissioner of Labour, (Inspections) | U. Lakshmikanthan | 044- 28440966 | tncolm@gmail.com |
| 6 | Spl. Joint Commissioner of labour | L.Ramesh | 044- 24321438 | dcspl.tnlabour@nic.in |
| 7 | Joint Commissioner of labour (Minimum Wages) | P.Velmurugan | 044- 24321438 | dclmw.tnlabour@nic.in |
| 8 | Deputy Commissioner of Labour (Establishment & General) | D.Vimalanathan | 044 - 24321438 | aceg.tnlabour@nic.in |
| 9 | Deputy Commissioner of Labour (Head Quarters) | V.G. Rameshkumar | 044 - 24321438 | achq.tnlabour@nic.in |
| 10 | Deputy Commissioner of Labour (Contract Labour) | Vacant - DCL (Welfare) (I/c) | 044 - 24321438 | accl.tnlabour@nic.in |

| | | | | |
|-----------|---|----------------------|----------------|---------------------------|
| 11 | Deputy Commissioner of Labour (Welfare) | G. Geetha | 044 - 24321438 | Nil |
| 12 | Deputy Commissioner of Labour (Law) | Vacant,DCL(CL) (I/c) | 044 - 24321438 | Nil |
| 13 | Accounts Officer | S.Bharathi | 044 - 24321438 | aotnlabour@nic.in |
| 14 | Administrative Officer (Minimum Wages) | P.Sangeetha | 044 - 24321438 | aomw.tnlabour@nic.in |
| 15 | Administrative Officer (Weights and Measures) | A.Jeyalakshmi | 044 - 24321438 | aowm.tnlabour@nic.in |
| 16 | Administrative Officer (General) | N. Vasuki | 044 - 24321438 | aog.tnlabour@nic.in |
| 17 | Public Relation Officer | N.R.Karkki | 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**

| <u>Sl.No</u> | <u>Officers And Employees</u> | <u>Pay Structure</u> |
|---------------------|--|-----------------------------|
| 1. | Commissioner of Labour | 1,82200-224100 |
| 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 | 61900-228100 |
| 6. | Joint Commissioner of labour (Minimum Wages) | 61900-228100 |
| 7. | Deputy Commissioner of Labour (Establishment & General) | 59300-217600 |
| 8. | Deputy Commissioner of Labour (Head Quarters) | 59300-217600 |
| 9. | Deputy Commissioner of Labour (Contract Labour) | I/c |
| 10. | Deputy Commissioner of Labour (Welfare) | 59300-217600 |
| 11. | Deputy Commissioner of Labour (Law) | I/c |
| 12. | Accounts Officer | 56900-209200 |
| 13. | Administrative Officer (Minimum Wages) | 56100-205700 |

| | | |
|-----|---|--------------|
| 14. | Administrative Officer (Weights and Measures) | 56100-205700 |
| 15. | Administrative Officer (General) | 56100-205700 |
| 16. | Public Relation Officer | 56100-205700 |
| 17. | Superintendent | 36900-135100 |
| 18. | Upgraded Superintendent | 36900-135100 |
| 19. | Steno-Typist Grade-I | 36900-135100 |
| 20. | Accountant | 35900-135100 |
| 21. | Assistant | 20600-75900 |
| 22. | Steno Typist,Grade-III | 20600-75900 |
| 23. | Steno Typist,Grade-II | 35400-130400 |
| 24. | Steno Typist,Grade-III | 20600-75900 |
| 25. | Driver | 19500-71900 |
| 26. | Junior Assistant | 19500-71900 |
| 27. | Librarian | 19500-62000 |
| 28. | Telephone Operator | 19500-62000 |
| 29. | Typist | 19500-71900 |
| 30. | Record Clerk | 15900-58500 |
| 31. | Maistry | 16600-60800 |

| | | |
|-----|------------------|-------------|
| 32. | Daffadar | 18000-56900 |
| 33. | Office Assistant | 15700-58100 |

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:

| <u>SCHEME FUNDS DETAILS FOR YEAR 2022-23 and 2023-24</u> | | | | | | | |
|---|-----------------------------|---|----------|--------------|--------------|--------------|--|
| SI. No | Head of Account | DETAILED HEAD OF ACCOUNT | 2022-23 | | 2023-24 | | |
| | | | FMA | FS | FMA | FS | |
| 1 | 2235-02-102-KB-31001 | 2235 Social Security And Welfare 02 Social Welfare State's Expenditure KB Contribution for District Child Labour Rehabilitation-cum-Welfare Fund 310 – 01 - Contribution to Specific Fund | 1,80,000 | - | 9,80,000 | 5,000 | |
| 2 | 2235-02-102-KG | 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 | 1,000 | 1,000 | 1,000 | 1,000 | |

| | | | | | | | |
|--|---|---------------------------------|---|-----------|-----------------|------------------|---|
| | | | for Current Expenditure | | | | |
| | 3 | 2235-02-102-KG 30903 | 2235 Social Security And Welfare 02 Social Welfare 102 Child welfare - State's Expenditure - KG Assistance to State Child Labour Rehabilitation-cum-welfare Society 309- Grants- in- Aid-03- Grand for Specific Schemes | 33,80,000 | 4,92,510 | 18,00,000 | - |

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.

| Heads of 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:

| Public Information Officer Name | Public Information Officer Designation | Public Information Officer Address | Public Information Officer EMAIL Address | Public Information Officer Telephone No |
|--|---|--|--|--|
| Thiru.L.Ramesh | Special Joint Commissioner Of Labour | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398808 |
| Thiru.P.Velmurugan | Joint Commissioner Of Labour (Minimum Wages) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398780 |
| Thiru.D.Vimalanathan | Deputy Commissioner Of Labour (Establishment & General) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398691 |
| Thiru.V.G.Rameshkumar | Deputy Commissioner Of Labour (Head Quartres) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398692 |
| Vacant - DCL (Welfare) (I/c) | Deputy Commissioner Of Labour (Contract Labour) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 044 – 24321438 |
| Thirumathi.G.Geetha | Deputy Commissioner Of Labour (Welfare) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398693 |
| Thirumathi.P.Sangeetha | Administrative Officer (Minimum Wages) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398805 |
| Thirumathi.N. Vasuki | Administrative Officer (General) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398809 |

| | | | | |
|--------------------------|--|--|--|------------|
| Thirumathi.A.Jeyalakshmi | Administrative Officer (Weights And Measures) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398806 |
| Thirumathi.S.Bharathi | Accounts Officer | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | |
| Thirumathi.S.Revathi | Assistant Commissioner of Labour (Women Welfare) | O/o Additional Commissioner of Labour, Teynampet, Chennai 600006 | tnchildlabour@yahoo.com | 9445398775 |

COMMISSIONER OF LABOUR APPELLATE AUTHORITY DETAILS :

| Appellate Authority Name | Appellate Authority Designation | Appellate Authority Address | Appellate Authority EMAIL Address | Appellate Authority Telephone No |
|---------------------------------|--|---|--|---|
| Thirumathi.C.Hemalatha | Additional Commissioner of Labour (Adminstration), Chennai | O/O Commissioner Of Labour, Teynampet, Chennai 600 006, | jca.tnlabour@nic.in | 9445398688 |
| Thirumathi.T.Tamilarasi | Additional Commissioner of Labour (Conciliation), Chennai | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | jcc.tnlabour@nic.in | 9445398699 |
| Thiru.U.Lakshmikanthan | Additional Commissioner of Labour, (Inspections) | O/O Commissioner Of Labour, Teynampet, Chennai 600 006, | clmchennaitn@gmail.com | 9445398770 |
| Thiru.L.Ramesh | Special Joint Commissioner Of Labour | O/O Commissioner Of Labour, Teynampet, Chennai 600 006 | com.tnlabour@nic.in | 9445398808 |