



ABSTRACT

Announcements - 2021-2022 - Employment and Training - Employment Wing - Establishment of new District Employment and Career Guidance Centres in five newly created Districts of Chengalpattu, Kallakurichi, Mayiladuthurai, Ranipet and Tenkasi – Creation of posts / redeployment and sanction of amount – Orders – Issued.

LABOUR WELFARE AND SKILL DEVELOPMENT (R2) DEPARTMENT

G.O.(Ms).No.200

Dated: 20.12.2021

பிலவ வருடம், மார்கழி 5

திருவள்ளூர் ஆண்டு 2052

Read:

From the Director of Employment and Training,
Chennai - 600 032, Letter No.Thive/17411/2021, dated
07.09.2021.

ORDER:

The Hon'ble Minister for Labour Welfare and Skill Development Department has made the following announcement on 04.09.2021 during the Budget Session 2021-2022 :-

“புதியதாக உருவாக்கப்பட்ட செங்கல்பட்டு, கள்ளக்குறிச்சி, மயிலாடுதுறை, இராணிப்பேட்டை மற்றும் தென்காசி ஆகிய 5 மாவட்டங்களிலும், வேலைநாடுநர்களின் தேவைகளை பூர்த்தி செய்யும் வகையில் மாவட்ட வேலைவாய்ப்பு மற்றும் தொழில்நெறி வழிகாட்டும் மையங்கள் புதியதாக அமைக்கப்படும்.”

2. In the letter read above, the Director of Employment and Training has stated that the District Employment and Career Guidance Centres are essential for providing career guidance, conducting coaching classes for competitive exams and enhancing job opportunities in private sector through job fairs and Tamil Nadu Private Job Portal for unemployed youth in the Districts. The District Employment and Career Guidance Centres under the Employment Wing of Directorate of Employment and Training will provide Career Guidance and facilitates placements to the unemployed youth in Public and Private Sectors, apart from sponsoring suitable candidates for the vacancies notified by the

Government Departments and Public Sector Undertakings at the district level. The District Employment and Career Guidance Centres will also conduct free coaching classes for various competitive exams through the Study Circles functioning in the Districts. The District Employment and Career Guidance Centres will also mobilize trainees for short-term skill training courses conducted through Tamil Nadu Skill Development Corporation and implement the Unemployment Assistance Scheme for the benefit of unemployed candidates including Differently-Abled candidates. The District Employment and Career Guidance Centres will also organize regular private job fairs to match the demand of the employers with the job aspirations of the youth. The overall functions of the District Employment and Career Guidance Centre will improve the employment prospects of the unemployed and educated youth from all sections of the society. In the present scenario, it is considered that the establishment of District Employment and Career Guidance Centre in the five newly created Districts of Chengalpattu, Kallakurichi, Mayiladuthurai, Ranipet and Tenkasi is essential for providing employment assistance in all possible ways aforesaid for unemployed youth in order to enhance the employability of these youth for establishing five District Employment and Career Guidance Centres in the newly formed Districts. The requirement of Staff for setting up of District Employment and Career Guidance Centres (DECGC) is detailed below:-

District Employment and Career Guidance Centre

Serial Number	Name of the Post	Number of Posts required
1.	District Employment Officer	1
2.	Junior Employment Officer	3
3.	Assistant	3
4.	Junior Assistant	2
5.	Young Professional	1
6.	Career Counselor	1
7.	Typist	2
8.	Record Clerk(by Promotion)	1
9.	Office Assistant	1
10.	Watchman(Direct Recruitment)	1
11.	Cleanliness Worker (Outsourcing)	1
Total		17

3. The Director of Employment and Training has further stated that in order to fill the required posts for the new offices most of the posts are redeployed from the existing sanctioned strength except the posts of Record Clerk, Watchman, Cleanliness Worker which are to be filled by Promotion, Direct recruitment and Outsourcing respectively. The details of posts redeployed from the existing offices are given in the table for each District as below:-

1. Chengalpattu District:

Out of the total staff requirement of 17 to the new District, 12 posts are to be filled up by redeployment from other Districts.

Serial Number	Name of the Post	Number of Sanctioned Post	Office from which Redeployed
1.	District Employment Officer (Career Guidance)	1	District Employment and Career Guidance Centre, (DECGC), Kancheepuram-1
2.	Junior Employment Officer	3	District Employment and Career Guidance Centre, (DECGC), Kancheepuram-1 District Employment and Career Guidance Centre, (DECGC), Thiruvallur-1 District Employment and Career Guidance Centre, (DECGC), Krishnagiri-1
3.	Assistant	3	District Employment and Career Guidance Centre, (DECGC), Chennai -1 District Employment and Career Guidance Centre, (DECGC), Kancheepuram-1 Directorate-1
4.	Junior Assistant	2	District Employment and Career Guidance Centre, (DECGC), Kancheepuram-2
5.	Typist	2	District Employment and Career Guidance Centre, (DECGC), Kancheepuram-1 District Employment and Career Guidance Centre, (DECGC), Chennai-1

6.	Office Assistant	1	District Employment and Career Guidance Centre, (DECGC), Kancheepuram-1
7.	Young Professional	1	To be filled by Direct Recruitment
8.	Career Counselor	1	

2. Kallakurichi District:

Out of the total staff requirement of 17 to the new District, 12 posts are to be filled up by redeployment from other Districts.

Serial Number	Name of the Post	No. of Sanctioned Post	Office from which Redeployed
1.	District Employment Officer (Career Guidance)	1	District Employment and Career Guidance Centre, (DECGC), Villupuram -1
2.	Junior Employment Officer	3	District Employment and Career Guidance Centre, (DECGC), Villupuram -2 District Employment and Career Guidance Centre, (DECGC), Cuddalore -1
3.	Assistant	3	District Employment and Career Guidance Centre, (DECGC), Villupuram -1 District Employment and Career Guidance Centre, (DECGC), Cuddalore -2
4.	Junior Assistant	2	District Employment and Career Guidance Centre, (DECGC), Coimbatore -1 District Employment and Career Guidance Centre, (DECGC), Thiruchirapalli -1
5.	Typist	2	District Employment and Career Guidance Centre, (DECGC), Villupuram -1 District Employment and Career Guidance Centre, (DECGC), Cuddalore -1

6.	Office Assistant	1	District Employment and Career Guidance Centre, (DECGC), Villupuram -1
7.	Young Professional	1	To be filled by Direct Recruitment
8.	Career Counselor	1	

3. Mayiladuthurai District:

Out of the total staff requirement of 17 to the new District, 12 posts are to be filled up by redeployment from other Districts.

Serial Number	Name of the Post	Number of Sanctioned Post	Office of DECGC from which Redeployed
1.	District Employment Officer (Career Guidance)	1	Thanjavur-1
2.	Junior Employment Officer	3	Tiruvarur-1 Thanjavur-1 Nagapattinam-1
3.	Assistant	3	Tiruvarur-1 Thanjavur-1 Nagapattinam-1
4.	Junior Assistant	2	Thanjavur-1 Tiruvarur-1
5.	Typist	2	Nagapattinam-1 Tiruvarur-1
6.	Office Assistant	1	Nagapattinam-1
7.	Young Professional	1	To be filled by Direct Recruitment
8.	Career Counselor	1	

4. Ranipet District:

Out of the total staff requirement of 17 to the new District, 12 posts are to be filled up by redeployment from other Districts.

Serial Number	Name of the Post	Number of Sanctioned Post	Office from which Redeployed
1.	District Employment Officer (Career Guidance)	1	District Employment and Career Guidance Centre, (DECGC), Nagercoil-1

2.	Junior Employment Officer	3	District Employment and Career Guidance Centre (DECGC), Coimbatore-1 District Employment and Career Guidance Centre (DECGC), Ooty - 1 District Employment and Career Guidance Centre (DECGC), Tiruppur -1
3.	Assistant	3	District Employment and Career Guidance Centre (DECGC), Erode -1 District Employment and Career Guidance Centre (DECGC) Ooty -1 District Employment and Career Guidance Centre (DECGC), Perambalur- 1
4.	Junior Assistant	2	Professional and Executive Employment Office (PEEO) Chennai- 1 Professional and Executive Employment Office (PEEO) Madurai -1
5.	Typist	2	District Employment and Career Guidance Centre (DECGC), Tiruvallur -1 District Employment and Career Guidance Centre (DECGC), Tiruvannamalai-1
6.	Office Assistant	1	District Employment and Career Guidance Centre (DECGC), Thiruvannamalai-1
7.	Young Professional	1	To be filled by Direct Recruitment
8.	Career Counselor	1	

5. Tenkasi District:

Out of the total staff requirement of 17 to the new District, 12 posts are to be filled up by redeployment from other Districts.

Serial Number	Name of the Post	Number of Sanctioned Post	Office from which Redeployed
1.	District Employment Officer (Career Guidance)	1	District Employment and Career Guidance Centre, (DECGC), Tirunelveli-1
2.	Junior Employment Officer	3	District Employment and Career Guidance Centre, (DECGC), Tirunelveli-2 District Employment and Career Guidance Centre (DECGC), Nagercoil-1
3.	Assistant	3	District Employment and Career Guidance Centre, (DECGC), Tirunelveli-2 District Employment and Career Guidance Centre, (DECGC), Nagercoil-1
4.	Junior Assistant	2	District Employment and Career Guidance Centre (DECGC), Madurai-1 District Employment and Career Guidance Centre, (DECGC), Tirunelveli-1
5.	Typist	2	District Employment and Career Guidance Centre, (DECGC), Tirunelveli-1 District Employment and Career Guidance Centre, (DECGC), Nagercoil-1
6.	Office Assistant	1	District Employment and Career Guidance Centre, (DECGC), Nagercoil-1
7.	Young Professional	1	To be filled by Direct Recruitment.
8.	Career Counselor	1	

4. The Director of Employment and Training has sent the requirement of amount as Recurring and Non-Recurring expenditure for District Employment and Career Guidance Centres are as follows:-

NON – RECURRING EXPENSES – For Each Office

Description	Amount Rs/-
Purchase of IT Infrastructure	10,33,000
Furniture	6,68,000
Minor Civil Work & Electrical Works	11,90,000
Total Amount	28,91,000

RECURRING EXPENSES

Staff salary (Regular Pay) (Each Office)

Serial Number	Name of the Post	Level	Number of Post	Minimum Pay Per month (Rs./-)	Expense per Annum (Rs./-)
1	Record Clerk	Rs.15,900 (Level 2)	1	15900x12	1,90,800.00
2	Watchman	Rs.15,700 (Level 1)	1	15700x12	1,88,400.00
Total					3,79,200.00

Staff salary (Contract Payment) (Each Office)

Serial Number	Name of the Post		Number of Post	Minimum Pay Per month (Rs./-)	Expense per Annum (Rs./-)
1	Cleanliness Worker	(Outsourcing) Consolidated Pay	1	12x8000	96,000.00
Total					96,000.00

Other Allowances

(Staff Salary)(Each Office)

Medical and other Allowances	2,29,800/-
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Other Recurring Expenses

Details	Amount in Rupees				
	Chengalpattu	Kallakuruchi	Mayiladuthurai	Ranipet	Tenkasi
Telephone, internet and other charges etc.,	21,63,000	16,83,000	14,04,000	13,83,000	16,83,000

Total Funds required for 5 District Employment and Career Guidance Centres

Details	Recurring expenses				
	(Amount in Rupees)				
	Chengalpattu	Kallakuruchi	Mayiladuthurai	Ranipet	Tenkasi
Staff Salary (Regular Pay)	3,79,200	3,79,200	3,79,200	3,79,200	3,79,200
Staff Salary (Contract pay)	96,000	96,000	96,000	96,000	96,000
Other allowances	2,29,800	2,29,800	2,29,800	2,29,800	2,29,800
Other expenses	21,63,000	16,83,000	14,04,000	13,83,000	16,83,000
Total	28,68,000	23,88,000	21,09,000	20,88,000	23,88,000

	Non – Recurring				
	(Amount in Rupees)				
Purchase of IT Infrastructure	10,33,000	10,33,000	10,33,000	10,33,000	10,33,000
Furniture	6,68,000	6,68,000	6,68,000	6,68,000	6,68,000
Minor Civil Work and Electrical Works	11,90,000	11,90,000	11,90,000	11,90,000	11,90,000
Total	28,91,000	28,91,000	28,91,000	28,91,000	28,91,000

Grand Total of Funds required for 5 District Employment and Career Guidance Centres

Details	(Amount in Rupees)				
	Chengalpattu	Kallakuruchi	Mayiladuthurai	Ranipet	Tenkasi
Recurring	28,68,000	23,88,000	21,09,000	20,88,000	23,88,000
Non – Recurring	28,91,000	28,91,000	28,91,000	28,91,000	28,91,000
Grand Total	57,59,000	52,79,000	50,00,000	49,79,000	52,79,000
Rounded in Crore	0.58	0.53	0.50	0.50	0.53
Total Funds	2.64 crore				

5. The Director of Employment and Training has requested for the establishment of new District Employment and Career Guidance Centres in the five newly created Districts of Chengalpattu, Kallakurichi, Mayiladuthurai, Ranipet and Tenkasi by redeployment of posts and sanction 5 new posts namely Young Professional, Career Counselor, Record Clerk, Watchman and Sweeper for each District. The Director of Employment and Training has also requested to fill the post of Young Professional and Career Counselor at a later date on approval of Special Rules and sanction a total amount of **Rs.2.64 Crore** towards Recurring and Non-Recurring Expenditure for setting up of District Employment and Career Guidance Centres (DECGC) in newly created above five Districts.

6. The Government after careful examination accept the proposal of Director of Employment and Training for establishment of new District Employment and Career Guidance Centres and issue the following orders:-

- (i) Establishment of new District Employment and Career Guidance Centres in the five newly created Districts of Chengalpattu, Kallakurichi, Myiladuthurai, Ranipet and Tenkasi.
- (ii) Redeployment of posts to the above five Districts as detailed in para 3 above.
- (iii) Sanction of 5 new posts namely Young Professional, Career Counselor, Record Clerk, Watchman and Cleanliness Workers in the above Districts as detailed in para 3 above. These posts of Young Professional and Career Counselor be filled up after framing of Special Rules only.

M.A	301-Salaries 02- Medical Allowance DPC-2230 02 101 AA 30102	36,000	12,000
Other Allowances	301-Salaries 04- other Allowance DPC-2230 02 101 AA 30104	25,000	8,333
H.R.A	301-Salaries 06- House Rent Allowance DPC-2230 02 101 AA 30106	60,000	20,000
L.T.C	301-Salaries 07- Travel Concession DPC-2230 02 101 AA 30107	25,000	8,333
D.A	303-Dearness Allowance 01-Dearness Allowance DPC-2230 02 101 AA 30301	3,23,000	1,07,667
T.A	304-Travel Expenses 01-Tour Travelling Allowance DPC-2230 02 101 AA 30401	1,50,000	50,000
T.T.A	304-Travel Expenses 02-Transfer Travelling Allowance DPC-2230 02 101 AA 30402	50,000	16,667
F.A Debit	349-Festival Advances 01 - Festival Advance Debit DPC-2230 02 101 AA 34901	1,00,000	Nil
F.A Credit	349-Festival Advances 02-Festival Advance Credit DPC-2230 02 101 AA 34902	-1,00,000	Nil
Contract Payment	333-Payments for Professional and Special Services 04-Contract Payment DPC-2230 02 101 AA 33304	4,80,000	1,60,000
Hire Charges	321- Motor Vehicles 03-Hire Charges DPC-2230 02 101 AA 32103	4,80,000	1,60,000
TOTAL		2,63,21,000	1,69,47,001

Abstract

Non-Recurring	1,44,55,000.00
Recurring	1,18,66,000.00
Total	2,63,21,000.00

**R. KIRLOSH KUMAR,
SECRETARY TO GOVERNMENT.**

//TRUE COPY//

As per

21-12-2021

SECTION OFFICER

B.W
21.12.21

ANNEXURE

Vide G.O.(Ms) No.200, Labour Welfare and Skill Development (R2)
Department, Dated 20.12.2021.

“2230 – Labour, Employment and Skill Development - 02
Employment Services – 101 Employment Services – State’s
Expenditure – AA District Employment Staff”.

Non- Recurring and Recurring Expenditure

Description	Head of Account	Total sanction per annum Rs.	Sanction for the Current Financial Year (4 Months) 2021-2022 Rs.
Purchase of Computer and Accessories	376-Computer and Accessories 01-purchase DPC-2230 02 101 AA 37601	51,65,000	51,65,000
Furniture	305- Office expenses 05- Furniture DPC-2230 02 101 AA 30505	33,40,000	33,40,000
Minor Works	317- Minor works 01- Minor works DPC-2230 02 101 AA 31701	59,50,000	59,50,000
Rent towards Office Premises	306- Rent, Rates and Taxes 01- Rent DPC-2230 02 101 AA 30601	29,40,000	9,80,000
Telephone Charges including internet charges	305- Office expenses 01- Telephone charge DPC-2230 02 101 AA 30501	1,25,000	41,667
Other Contingency expenses	305- Office expenses 02- other contingencies DPC-2230 02 101 AA 30502	1,25,000	41,667
Electricity Charges	305- Office expenses 03- Electricity charges DPC-2230 02 101 AA 30503	4,75,000	1,58,333
Service postage and Postal Expenditure	305- Office expenses 04- service postage and postal Expenditure DPC-2230 02 101 AA 30504	1,25,000	41,667
Stationery	376- Computer and Accessories 03- stationery DPC-2230 02 101 AA 37603	1,61,000	53,667
Grants for Specific Schemes	309- Grants In Aid 03- Grants for Specific Schemes DPC-2230 02 101 AA 30903	16,20,000	Nil
Others	308- Advertising and Publicity 09-others DPC-2230 02 101 AA 30809	4,00,000	Nil
Towards Study Circle and Career Exhibition Training	372-Training 01- Training DPC-2230 02 101 AA 37201	23,70,000	Nil
Pay	301-Salaries 01- pay DPC-2230 02 101 AA 30101	18,96,000	6,32,000

- (iv) Sanction an amount of **Rs.2.63,21,000/- (Rupees Two crore sixty three lakh twenty one thousand only)** towards Recurring and Non-Recurring Expenditure for setting up of District Employment and Career Guidance Centres in the above newly created five Districts as detailed in para 4 above.
- (v) The Director of Employment and Training be requested to fill up the posts of Cleanliness Workers in the above five districts by following Tamil Nadu Transparency in Tender Act, 1998 and Rules, 2000.

7. The expenditure sanctioned in para 6 (iv) above shall be debitable to the Head of account as detailed in the Annexure to the orders.

8. The expenditure sanctioned in para 6 above shall constitute an item of **"New Instrument of Service"** and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure may be initially met by drawal of an advance from the Contingency Fund. The Director of Employment and Training is directed to calculate the actual amount required for the period upto next Supplementary Estimates and apply for sanction of the same as advance from the Contingency Fund to Finance (BG.I) Department directly in Form **"A"** appended to the Contingency Fund Rules, 1963 along with a copy of this order. Orders for sanction of an advance from the Contingency Fund will be issued from Finance (BG.I) Department. The Director of Employment and Training is also directed to send necessary explanatory notes to include the above expenditure in the Supplementary Estimates for the year 2021-2022 to Government in Finance (BG-1/ L.W.&S.D.) Department at the appropriate time without fail.

9. This order issues with the concurrence of Finance Department vide its C.No.53453/LW&SD/, dated 11.12.2021, Additional Sanction Ledger No.1145 (one thousand one hundred and forty five) and Post Sanction Ledger No. 2021 12 PSL 0072 /CMPC/, dated 17.12.2021.

(BY ORDER OF THE GOVERNOR)

**R. KIRLOSH KUMAR,
SECRETARY TO GOVERNMENT.**

To

The Director of Employment and Training, Chennai - 600 032.
The Principal Accountant General (Audit/A&E), Chennai – 600 018.
The Pay and Accounts Officer / Treasury Officer concerned.
(Through Director of Employment and Training, Chennai - 600 032)
The Resident Audit Officer, Tamil Nadu Secretariat, Chennai - 600 009.

Copy to

- Office of the Hon'ble Chief Minister, Chennai – 600 009.8
- The Special Personal Assistant to Hon'ble Minister for Finance and Human Resource Management, Chennai – 600 009.
- The Special Personal Assistant to Hon'ble Minister for Labour Welfare and Skill Development, Chennai – 600 009.
- The Finance (LW&S.D) (BG-I/II/W&M-I/CMPC) Department, Chennai – 600 009.
- The Senior Private Secretary to the Secretary to Government, Labour Welfare and Skill Development Department, Chennai – 600 009.
- The Labour Welfare and Skill Development (OP-II) Department, Chennai – 600 009.
- The Labour Welfare and Skill Development (F) Department, Chennai – 600 009.
- Clean Copy for file (C.No.16349/R2/2021)
- Stock File/Spare Copy

//FORWARDED BY ORDER //

A. Somasundaram
21.12.2021
SECTION OFFICER
Q.6
21.12.21