



LABOUR AND EMPLOYMENT DEPARTMENT

DEMAND NO.32

2015 – 2016

CITIZENS' CHARTER

P. MOHAN
MINISTER FOR RURAL INDUSTRIES
AND LABOUR

©

GOVERNMENT OF TAMIL NADU
2015

DEPARTMENT OF LABOUR AND EMPLOYMENT

The Department of Labour and Employment is administering matters relating to Industrial relations, Safety of workers, Labour Welfare, Employment Exchanges and Technical training. The Commissioner of Labour looks after Industrial Relations and Labour Welfare. The Chief Inspector of Factories deals with safety in Factories. The Commissioner of Employment & Training heads two wings. The Employment Wing deals with Employment Services through a network of Employment Exchanges. The Training Wing deals with technical training through a number of Industrial Training Institutes and similar institutions. Social security is provided in a large measure, by two Central Organisations viz. The Employees Provident Fund Organisation and the Employees State Insurance Corporation. The State Labour Welfare Board provides welfare services to workers in the organized sector. The Tamil Nadu Construction Workers Welfare Board, and the Tamil Nadu Manual Workers Social Security and Welfare Board and 15 other boards provide Welfare Services to workers in the unorganized sector. The Tamil Nadu Institute of Labour Studies conducts courses in Labour Management and special courses for managements, workers and officials on labour laws. The Overseas Manpower Corporation helps to find placements for workers willing to work overseas.

SECRETARIAT DEPARTMENT

List of Public Information Officers / Appellate Authorities in Labour and Employment Department, Secretariat, Chennai – 9. Under Right to Information Act, 2005

	List of Public Information Officer		Phone No.
1.	Under Secretary to Government (OP)	-	044-25665436
2.	Under Secretary to Government (Child Labour)	-	044-25665726
3.	Under Secretary to Government (Conciliation)	-	044-25665855
4.	Under Secretary to Government (ESI)	-	044-25665784
5.	Under Secretary to Government (Labour)	-	044-25665912
6.	Under Secretary to Government (Employment)	-	044-25665212
7.	Under Secretary to Government (Compassionate Appointment)	-	044-25665435
8.	Under Secretary to Government (Training)	-	044-25665128

APPELLATE AUTHORITIES

			Phone No.
1.	Deputy Secretary to Government (OP)	-	044-25672502
2.	Deputy Secretary to Government	-	044-25670320
3.	Additional Secretary to Government (Employment)	-	044-25670373
4.	Secretary to Government	-	044-25670472

LABOUR DEPARTMENT

Labour Department is effectively enforcing the Labour Legislations with a goal to protect the interests of the workers engaged in organized and unorganized sectors. The department is implementing various labour legislations to maintain good industrial relations, promote welfare of workers, enforce labour laws and protect consumers' interest. The Commissionerate of Labour is functioning in the Tamil Nadu Labour Welfare Board Building at D.M.S. Compound, Teynampet, Chennai-6. The Commissioner of Labour is the Head of the Department of Labour with two Joint Commissioners of Labour and three Deputy Commissioners of Labour at the Head quarters. There are four Zonal Joint Commissioners of Labour and ten Regional Deputy Commissioners of Labour and they are entrusted with the implementation and enforcement of various Labour laws with the territorial jurisdiction.

At the district level, Inspectors of Labour are appointed to implement and enforce the various Labour Legislations including Legal Metrology Act. The Deputy Inspectors of Labour, Assistant Inspectors of Labour and Stamping Inspectors are enforcing the legislations at sub-district level. Conciliation Officers in the cadre of Labour Officer / Assistant Commissioner of Labour are appointed in each district to settle industrial disputes.

The Commissionerate of Labour is implementing the following Acts and Rules to protect the interests of the consumers.

1. The Legal Metrology Act, 2009
2. The Legal Metrology (Packaged Commodities) Rules, 2011
3. Tamil Nadu Legal Metrology (Enforcement) Rules, 2011

Some of the important labour legislations enforced by the Labour Department are as follows:

- ❖ The Payment of Wages Act, 1936
- ❖ The Minimum Wages Act, 1948
- ❖ The Payment of Bonus Act, 1965
- ❖ The Equal Remuneration Act, 1976
- ❖ The Trade Unions Act, 1926
- ❖ The Industrial Employment (Standing Orders) Act, 1946
- ❖ The Industrial Disputes Act, 1947
- ❖ The Tamil Nadu Shops and Establishments Act, 1947
- ❖ The Tamil Nadu Catering Establishments Act, 1958
- ❖ The Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958
- ❖ Contract Labour (Regulation and Abolition) Act, 1970
- ❖ The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.
- ❖ The Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981
- ❖ The Motor Transport Workers Act, 1961
- ❖ The Working Journalists and Other Newspaper Employees (Conditions of Service and Miscellaneous Provisions) Act, 1955
- ❖ The Plantations Labour Act, 1951
- ❖ The Tamil Nadu Payment of Subsistence Allowance Act 1981
- ❖ The Child Labour (Prohibition and Regulation) Act, 1986
- ❖ Beedi and Cigar Workers (Conditions of Employment) Act, 1966
- ❖ The Sales Promotion Employees [Conditions of Service] Act, 1976
- ❖ The Payment of Gratuity Act, 1972
- ❖ The Maternity Benefit Act, 1961
- ❖ The Employees' Compensation Act, 1923
- ❖ The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982

LEGAL METROLOGY ACT, 2009 AND RULES:-

In order to protect the interest of the consumers, the Government of India have enacted The Legal Metrology Act, 2009 and The Legal Metrology (Packaged Commodities) Rules, 2011. The Tamil

Nadu Government have enacted Tamil Nadu Legal Metrology (Enforcement) Rules, 2011. All the above Act and rules came into force on 1.4.2011. These Act and rules regulate and check the use of Weights & Measures in Trade and Business in Tamil Nadu.

Under the Legal Metrology (Packaged Commodities) Rules, 2011, the packages for retail sale shall contain the following details;

1) Name of the Commodity, 2) Net quantity, 3) Maximum Retail Sale Price, 4) Month & Year of packing, 5) Name and Full Address of the Manufacturer or Packer along with consumer care no. These declarations shall be legible and clear.

WELFARE BOARDS

TAMILNADU LABOUR WELFARE BOARD

The Tamil Nadu Labour Welfare Board deals with the welfare of organized workers and maintains the Labour Welfare Fund under the Tamil Nadu Labour Welfare Fund Act, 1972, which is applicable to all factories, Motor Transport Undertakings, Plantations, Catering Establishments and Shops & Establishments.

UNORGANISED WORKERS WELFARE BOARDS

(TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD & TAMIL NADU MANUAL WORKERS WELFARE BOARD AND OTHER 15 BOARDS).

1. The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982

The Tamil Nadu Government enacted Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 to regulate the conditions of Work and to provide Social Security to Manual Workers. There are 69 categories of employments listed in the Schedule to the said Act.

2. TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD

In the year 1994, the Government of Tamil Nadu established the Tamil Nadu Construction Workers Welfare Board for the welfare of manual workers engaged in construction industry. The Scheme framed for this purpose lists 53 categories of workers involved in construction activities.

3. TAMIL NADU MANUAL WORKERS WELFARE BOARD AND 15 OTHER WELFARE BOARDS

- Under the above said Act, Government of Tamil Nadu constituted Tamil Nadu Manual Workers Social Security and Welfare Board on 17.03.1999 and framed Tamil Nadu Manual Workers Social Security Welfare Scheme 2001 to provide various welfare assistance to the manual workers engaged as per schedule of the said Act.
- Tamil Nadu Manual Workers Social Security Welfare Scheme, 2001 has been replaced by Tamil Nadu Manual Workers Social Security Welfare Scheme, 2006.
- There are 17 Unorganised Workers Welfare Boards functioning under the administrative control of the Labour and Employment Department as under:

Sl. No	Name of the Board
1	Tamil Nadu Construction Workers Welfare Board
2	Tamil Nadu Manual Workers Welfare Board
3	Tamil Nadu Unorganised Drivers Welfare Board
4	Tamil Nadu Washermen Welfare Board
5	Tamil Nadu Hair Dressers Welfare Board
6	Tamil Nadu Tailoring Workers Welfare Board
7	Tamil Nadu Handicraft Workers Welfare Board
8	Tamil Nadu Palm Tree Workers Welfare Board
9	Tamil Nadu Handlooms and Handlooms 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 Powerloom Weaving Workers Welfare Board
16	Tamil Nadu Street Vending and Shops and Establishments Workers Welfare Board
17	Tamil Nadu Cooking Food Workers Welfare Board

4. WELFARE SCHEMES

The schemes provide for various welfare assistances to the workers registered with the Unorganised Welfare Boards. However, in addition, Tamil Nadu Construction Workers Welfare Board provides family pension.

Types of Financial Assistance Extended Under the Schemes

Sl. No	Benefits	Amount (Rs)
1	Accident Relief Scheme	
	a) Accidental Death (any where)	1,00,000/-
	b) Accidental Disability (based on extent of Disability)	upto 1,00,000/-
	*c) Accidental death (for Construction Workers only)	5,00,000/- (during course of employment at work sites)
2	Natural Death Assistance	15,000/-
3	Funeral expenses Assistance	2,000/-
4	Educational Assistance	
	a) Girl Children studying 10 th	1,000/-
	b) 10 th passed	1,000/-

	c) Girl Children studying 11 th	1,000/-
	d) Girl Children studying 12 th	1,500/-
	e) 12 th passed	1,500/-
	f) Regular Degree Course With Hostel facility	1,500/- 1,750/-
	g) Regular Post Graduate Course With Hostel facility	4,000/- 5,000/-
	h) Professional Degree Course With Hostel facility	4,000/- 6,000/-
	i) Professional P. G Course With Hostel facility	6,000/- 8,000/-
	j) ITI or Polytechnic With Hostel facility	1,000/- 1,200/-
5	Marriage Assistance (a) for men (b) for women	3,000/- 5,000/-
6	Maternity Assistance – Miscarriage / Medical Termination of Pregnancy	6,000/- 3,000/-
7	Reimbursement of cost of Spectacles	upto 500/-
8	Pension	1000/- Per month
9	Family Pension (applicable only to Tamil Nadu Construction Workers Welfare Board)	400/- Per month
10	The personal accident relief in case of death at the worksite of a registered construction worker has been enhanced from Rs.1,00,000/- to Rs.5,00,000/-.	
11	Registration of Inter-State Migrant construction Workers in Tamil Nadu Construction Workers Welfare Board	
12	Mobile Health Clinics to benefit Construction Workers at site	
13	Anganwadi facilities for wards of Construction Workers	
14	School Education facility to the children of Construction Workers by providing suitable transport facility.	
15	Dormitories for Construction Workers	

- ❖ The scheme benefits are remitted to bank accounts of the beneficiaries.
- ❖ Since 2014, the identity cards are issued with the image of the workers captured using web camera along with other details.

TAMILNADU INSTITUTE OF LABOUR STUDIES

The Tamilnadu Institute of Labour Studies established in the year 1973 was upgraded as First Class Institute, in the year 1978. It was registered under the Tamilnadu Societies Registration Act, 1975 on 8.10.1987 and started functioning as an autonomous body with effect from 1.4.1988. This institute is run on Grant-in-aid provided by the Government. The Institute is being administered by the Governing Committee under the Chairmanship of the Hon'ble Minister for Labour.

This Institute is conducting academic courses i.e. B.A. (Labour Management -3 years) and M.A. (Labour Management – 2 years) affiliated to the University of Madras. The University of Madras has also recognized this Institute as a Research Institute to conduct both part time and full time Ph.D. programmes on Labour Management from the year 2001 onwards. It is also offering a part time (evening) one year P.G. Diploma Course called “Post Graduate Diploma in Labour Administration” (PGDLA), “Diploma in Labour Laws with Administrative Law (week end) (D.L.L.) for the benefit of the employed people.

**PARTICULARS OF DESIGNATED AUTHORITIES IN LABOUR
DEPARTMENT UNDER THE RIGHT TO INFORMATION ACT, 2005**

Public Authority	The Commissioner of labour, Chennai – 6 Phone No. 044-24321302
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**LIST OF PUBLIC INFORMATION OFFICERS /APPELLATE
AUTHORITIES**

SL. NO.	OFFICIAL DESIGNATION OF THE OFFICER	DESIGNATION UNDER THE RTI ACT	AREAS ASSIGNED
HEAD QUARTERS			
1	Additional Commissioner of Labour, Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24349442	Appellate Authority	Department of Labour
2	Joint commissioner of Labour (Conciliation), Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24321438	Appellate Authority	Department of Labour
3	Joint commissioner of Labour (Administration), Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24335106	Appellate Authority	Department of Labour
4	Deputy Commissioner of Labour (Inspection) Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24321438	Appellate Authority	Department of Labour
5	Deputy Commissioner of Labour (Minimum Wages) , Special Deputy Commissioner of Labour, Deputy Commissioner of Labour (Tamil Nadu Academy of Construction)/ Assistant Commissioner of Labour (Head Quarters), Assistant Commissioner of Labour (Contract Labour), Assistant Commissioner of Labour (Establishment and General), Administrative Officer (General), Administrative Officer (Minimum Wages), Administrative Officer (Weights and Measures), Inspectress of Labour, Office of the Commissioner of Labour, Chennai. Phone No. 044-24321438	Public Information Officer	Department of Labour

ZONAL OFFICES			
6	Additional Commissioner of Labour, Office of the Commissioner of Labour, Chennai-6. Phone No. 044-24349442	Appellate Authority	Department of Labour
7	Joint Commissioner of Labour, Chennai. Phone No. 044-24339934 Joint Commissioner of Labour, Madurai. Phone No. 0452-2604368 Joint Commissioner of Labour, Coimbatore. Phone No. 0422-2247917 Joint Commissioner of Labour, Trichy. Phone No. 0431-2421433	Public Information Officer	Respective Zones
8	Concerned Superintendent	Assistant Public Information Officer	Respective Zones
REGIONAL OFFICES			
9	Joint Commissioner of Labour, Chennai. Phone No. 044-24339934 Joint Commissioner of Labour, Madurai. Phone No. 0452-2604368 Joint Commissioner of Labour, Coimbatore. Phone No. 0422-2247917 Joint Commissioner of Labour, Trichy. Phone No. 0431-2421433	Appellate Authority	Respective Zones
10	All Regional Deputy Commissioners of Labour – I Chennai Phone No.044-24335107 II Chennai Phone No.044- 24321705 Salem - Phone No.0427-2418746 Dindigul - Phone No.0451-2432095 Madurai - Phone No.0452-2584266 Trichy - Phone No.0431-2420600 Tirunelveli -Phone No.0462-2573017 Coimbatore - Phone No.0422-2246560 Coonor - Phone No.0423-2230259 Vellore - Phone No.0416-2222926	Public Information Officer	Respective Region

11	Assistant Commissioners of Labour, (Conciliation) / Labour Officers.	Public Information Officer	Respective Regions of Deputy Commissioner of Labour.
DISTRICT OFFICES			
12	All Regional Deputy Commissioners of Labour I Chennai. Phone No.044-24335107 II Chennai Phone No.044- 24321705 Salem - Phone No.0427-2418746 Dindigul - Phone No.0451-2432095 Madurai - Phone No.0452-2584266 Trichy - Phone No.0431-2420600 Tirunelveli - Phone No.0462-2573017 Coimbatore - Phone No.0422-2246560 Coonoor - Phone No.0423-2230259 Vellore - Phone No.0416-2222926	Appellate Authority	Respective Region
13	Assistant Commissioners of Labour (Conciliation) / Labour Officers/ Inspectors of Labour / Inspectress of Labour – Coimbatore, Tirunelveli / Inspectors of Plantations	Public Information Officer	Respective Districts
14	Assistant Commissioners of Labours, O/o. Deputy Commissioners of Labours	Assistant Public Information Officer	Respective Areas
SUB – DISTRICT OFFICES			
15	All Inspectors of Labour	Appellate Authority	Respective Districts
16	Deputy Inspectors of Labour/ Assistant Inspectors of Labour/ Stamping Inspectors	Public Information Officer	Respective Areas
17	Concerned Superintendent/ Assistant	Assistant Public Information Officer	Respective Areas

TAMIL NADU LABOUR WELFARE BOARD

Sl. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Secretary, Office of the Tamil Nadu Labour Welfare Board, Chennai-6. Phone No. 044-24321364	Appellate Authority	Information relating to the functions of the Tamil Nadu Labour Welfare Board
2	Administrative Officer, Office of the Tamil Nadu Labour Welfare Board, Chennai-6. Phone No. 044-24321542	Public Information Officer	Information relating to the functions of the Tamil Nadu Labour Welfare Board

TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD

1. Head Quarters

S. No	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Administrative Officer, O/o the Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai – 34. Phone No. 044-28216527 email- tncwwbhead@gmail.com	Public Information Officer	Information relating to the functions of the Tamil Nadu Construction Workers Welfare Board
2	Secretary, Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai – 34. Phone No. 044-28216527 Email- tncwwbhead@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Construction Workers Welfare Board

2. Office of the Labour Officer (Social Security Scheme)

S. No	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Labour Officer in the respective district (Social Security Scheme)	Public Information Officer	Information relating to the functions of the office of the Labour Officer (Social Security Scheme)
2	Secretary, Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai – 34. Phone No. 044-28216527 Email- tncwwbhead@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Construction Workers Welfare Board

TAMILNADU MANUAL WORKERS SOCIAL SECURITY SCHEME AND WELFARE BOARD AND 15 OTHER WELFARE BOARDS

1.Head Quarters

S. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1.	Administrative Officer, Tamil Nadu Manual Workers Social Security Scheme and Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 – 26631147. Email – manualboard@gmail.com	Public Information Officer	Information relating to the functions of the Tamil Nadu Manual Workers Social Security Scheme and Welfare Board,

2.	Secretary, Tamil Nadu Manual Workers Social Security Scheme and Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 - 26631149. Email – manualboard@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Manual Workers Social Security Scheme and Welfare Board
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2. Office of the Labour Officer (Social Security Scheme)

S. No	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Labour Officer in the respective district (Social Security Scheme)	Public Information Officer	Information relating to the functions of the office of the Labour Officer (Social Security Scheme)
2.	Secretary, Tamil Nadu Manual Workers Social Security Scheme and Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 - 26631149. Email-manualboard@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Manual Workers Social Security Scheme and Welfare Board

TAMILNADU DOMESTIC WORKERS WELFARE BOARD

1. Head Quarters

S. No.	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1.	Administrative Officer, Tamil Nadu Domestic Workers Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 – 26631208. Email–manualboard@gmail.com	Public Information Officer	Information relating to the functions of the Tamil Nadu Domestic Workers Welfare Board
2.	Secretary, Tamil Nadu Domestic Workers Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 - 26631208. Email–manualboard@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Domestic Workers Welfare Board

2. Office of the Labour Officer (Social Security Scheme)

S. No	Official Designation of the Officer	Designation under the RTI Act	Areas assigned
1	Labour Officer in the respective district (Social Security Scheme)	Public Information Officer	Information relating to the functions of the office of the Labour Officer (Social Security Scheme)
2.	Secretary, Tamil Nadu Domestic Workers Welfare Board, G 133, Chinthamani Super Market, Anna Nagar (East), Chennai – 600 102. Phone No. 044 - 26631208. Email– manualboard@gmail.com	Appellate Authority	Information relating to the functions of the Tamil Nadu Domestic Workers Welfare Board

LABOUR DEPARTMENT

TELEPHONE NUMBERS OF ASSISTANT PUBLIC INFORMATION OFFICERS / PUBLIC INFORMATION OFFICERS / APPELLATE AUTHORITIES UNDER RIGHT TO INFORMATION ACT, 2005

Sl. No.	Designation	Telephone No.
1	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour - I, Chennai	044-24335107
2	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour - II, Chennai	044-24321705
3	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Trichy	0431-2465124
4	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Coimbatore	0422-2245227
5	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Madurai	0452-2584266
6	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Salem	0427-2418746
7	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Tirunelveli	0462-2573017
8	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Dindigul	0451-2432095
9	Assistant Commissioner of Labour, O/o. Deputy Commissioner of Labour, Vellore	0416-2222926
10	Assistant Commissioner of Labour (Establishment & General)	044-24321438
11	Assistant Commissioner of Labour (Headquarters)	044-24321438

12	Assistant Commissioner of Labour (Contract Labour)	044-24321438
13	Assistant Commissioner of Labour (Conciliation)-I Chennai	044-27156157
14	Assistant Commissioner of Labour (Conciliation) – II, Chennai	044-25340601
15	Assistant Commissioner of Labour (Conciliation), Trichy	0431-2420646
16	Assistant Commissioner of Labour (Conciliation) –I, Coimbatore	0422-2245227
17	Assistant Commissioner of Labour (Conciliation) – II, Coimbatore	0422-2245227
18	Assistant Commissioner of Labour (Conciliation) – III, Coimbatore	0422-2245227
19	Assistant Commissioner of Labour (Conciliation), Nagercoil	04652-278856
20	Assistant Commissioner of Labour (Conciliation), Vellore	0416-2222926
21	Inspector of Plantations, Yercaud	04281-222294
22	Inspector of Plantations, Coonoor	0423-2234863
23	Inspector of Plantations, Ooty	0423-2443980
24	Inspector of Plantations, Kothagiri	04266-273898
25	Inspector of Plantations, Panthalur	0423-2234863
26	Inspector of Plantations, Gudalur	04262- 254262
27	Inspector of Plantations, Theni	04546-250430
28	Inspector of Plantations, Valparai	0422-2211136
29	Inspector of Plantations, Bathlakundu	04543-262769
30	Inspector of Plantations, Nagercoil	04652-279231
31	Inspectress of Labour, Tirunelveli	0462-2582378
32	Inspectress of Labour, Coimbatore	0422-2247917
33	Labour Officer-I, Chennai	044-25340601
34	Labour Officer-II, Chennai	044-25340601
35	Labour Officer-III, Chennai	044-25340601
36	Labour Officer-I, Vellore	0416-2220913
37	Labour Officer-II, Vellore	0416-2220913

38	Labour Officer, Cuddalore	04142-215602
39	Labour Officer, Krishnagiri	04343-237277
40	Labour Officer, Salem	0427-2418905
41	Labour Officer, Erode	0424-2260091
42	Labour Officer, Coimbatore	0422-2241077
43	Labour Officer, Coonoor	0423-2230259
44	Labour Officer, Virudhunagar	04562-252712
45	Labour Officer, Ramnad	04567-221473
46	Labour Officer, Thanjavur	04362-246653
47	Labour Officer, Tirunelveli	0462-2573119
48	Labour Officer, Tirupur	0421-2479490
49	Administrative Officer (Minimum Wages)	044-24321438
50	Administrative Officer (Weights & Measures)	044-24321438
51	Administrative Officer (General)	044-24321438
52	Labour Officer (SSS), Chennai	044-26632776
53	Labour Officer (SSS), Kancheepuram	044-27230279
54	Labour Officer (SSS), Tiruvallur	044-27665160
55	Labour Officer (SSS), Vellore	0416-2212401
56	Labour Officer (SSS), Tiruvannamalai	04175-220544
57	Labour Officer (SSS), Salem	0427-2412648
58	Labour Officer (SSS), Erode	0424-2275592
59	Labour Officer (SSS), Dharmapuri	04342-270771
60	Labour Officer (SSS), Namakkal	04286-233220
61	Labour Officer (SSS), Coimbatore	0422-2324988
62	Labour Officer (SSS), Nilgiris	0423-2448524
63	Labour Officer (SSS), Cuddalore	04142-293398
64	Labour Officer (SSS), Villupuram	04146-222692
65	Labour Officer (SSS), Nagappattinam	04365-220203
66	Labour Officer (SSS), Thanjavur	0435-2422510
67	Labour Officer (SSS), Tiruvarur	04366-251210

68	Labour Officer (SSS), Trichy	0431-2421875
69	Labour Officer (SSS), Karur	04324-263545
70	Labour Officer (SSS), Dindigul	0451-2420330
71	Labour Officer (SSS), Perambalur	04328-277822
72	Labour Officer (SSS), Pudukkottai	04322-225675
73	Labour Officer (SSS), Madurai	0452-2601449
74	Labour Officer (SSS), Virudhunagar	04562-242448
75	Labour Officer (SSS), Sivaganga	04575-240320
76	Labour Officer (SSS), Ramnathapuram	04567-226255
77	Labour Officer (SSS), Theni	04546-260350
78	Labour Officer (SSS), Tirunelveli	0462-2573018
79	Labour Officer (SSS), Thoothukudi	0461-2333493
80	Labour Officer (SSS), Nagarcoil	04652-226658
81	Labour Officer (SSS), Krishnagiri	04343-231321
82	Labour Officer (SSS), Ariyalur	04329-220454
83	Labour Officer (SSS), Tiruppur	0421-2477276
84	Inspector of Labour-I, Chennai	044-24330354
85	Inspector of Labour-II, Chennai	044-24330354
86	Inspector of Labour-III, Chennai	044-24330354
87	Inspector of Labour, Vellore	0416-2263637
88	Inspector of Labour, Thiruvannamalai	04175-224830
89	Inspector of Labour, Kancheepuram	044-27221090
90	Inspector of Labour, Thiruvallur	044-27667117
91	Inspector of Labour, Cuddalore	04142-223984
92	Inspector of Labour, Villupuram	04146-226324
93	Inspector of Labour, Krishnagiri	04343-237277
94	Inspector of Labour, Salem	0427-2418905
95	Inspector of Labour, Namakkal	04286-281205
96	Inspector of Labour, Erode	0424-2260099
97	Inspector of Labour, Coimbatore	0422-2241136
98	Inspector of Labour, Coonoor	0423-2232108
99	Inspector of Labour, Karur	04324-274592

100	Inspector of Labour, Trichy	0431-2420343
101	Inspector of Labour, Thanjavur	04362-246354
102	Inspector of Labour, Thiruvarur	04366-251121
103	Inspector of Labour, Perambalur	04328-275722
104	Inspector of Labour, Dindigul	0451-2431429
105	Inspector of Labour, Madurai	0452-2532972
106	Inspector of Labour, Theni	04546-250853
107	Inspector of Labour, Virudhunagar	04562-244730
108	Inspector of Labour, Ramnathapuram	04567-221833
109	Inspector of Labour, Sivagangai	04575-240521
110	Inspector of Labour, Tirunelveli	0462-2573218
111	Inspector of Labour, Thoothukkudi	0461-2335095
112	Inspector of Labour, Nagercoil	04652-229077
113	Inspector of Labour, Tirupur	0421-2479489

DIRECTORATE OF INDUSTRIAL AND SAFETY HEALTH

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	Fee structure/ Head of Account		26-28
	Notice of change of Manager	Form – 3A	29
	Examination of Pressure Vessels	Form – 8 B	30
	Fee Structure / Head of Account		31
2	The Contract labour Act 1970 and Rules 1975.		
	Registration of Establishment	Form -I	32
	Grant of licence/ renewal	Form -IV	33-34
	Certificate by Principal employer	Form -V	35
	Fee Structure / Head of Account		36
3	National and Festival Holidays Act 1958 and Rules 1959		
	Notice of proposed Holidays	Form – I	37
	Notice to employees	form – II	38
	Notice of change of Holidays	Form – IV	39-40
	Notice to employees to work on Holidays	Form – V A	41
4	Building and other construction workers Act 1996 and Rules 2006.		
	Registration of Establishment	Form – I	42
	Fee Structure / Head of Account		43

5	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 (Central Act 30 of 1979) and Tamil Nadu Rules, 1983 Application for registration of establishment employing migrant workmen	Form - I	44
	Application for Licence for recruitment	Form - IV	45-46
	Fee structure/ Head of Account		47
6	The Right to Information Act 2005	Details of PIO/ Appellate Authority	48-60
7	List of Officers of the Directorate of Industrial Safety and Health who have provided Closed User Group Connections.		61 - 65

DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH

CITIZEN CHARTER

The Directorate of Industrial Safety and Health is functioning under Ministry of Labour and Employment, Government of Tamil Nadu and enforces the following central and state Acts along with Tamil Nadu state Rules for the benefit of working population mainly in the organized manufacturing sector.

A. CENTRAL ACTS

1. The Factories Act 1948
2. The Contract Labour (Regulation & Abolition) Act 1970
3. The Child Labour (Prohibition & Regulation) Act 1986.
4. The Equal Remuneration Act 1976.
5. The Inter–State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979.
6. The Labour Laws (Exemption from furnishing Returns and maintaining Registers by certain Establishment) Act 1988.
7. The Maternity Benefit Act 1961.
8. The Minimum Wages Act 1948.
9. The Payment of Wages Act 1936.
10. The Payment of Gratuity Act 1972.
11. The Building and other Construction workers (Regulation of Employment and Conditions of service) Act 1996.
12. Manufacture, Storage and Import of Hazardous Chemicals Rules 1989.

B. STATE ACTS

1. The Tamil Nadu Industrial Establishments (Conferment of Permanent Status) Act 1981
2. The Tamil Nadu Industrial Establishments (National & Festival Holidays) Act 1958
3. Tamil Nadu Labour welfare Fund Act 1972.
4. The Tamil Nadu Payment of Subsistence Allowance Act 1981.
5. The Tamil Nadu Control of Industrial Major Accident Hazards Rules 1994.

1. By the enforcement of these important Labour Legislations, the Health, Safety, Welfare, good working conditions, etc. of the workers employed in the registered Factories are protected. For the effective implementation of the provisions of the Factories Act, 1948 and other Labour Acts, inspections are periodically conducted in Registered Factories and the following inspection forms are prescribed for this purpose.

- (i) First Inspection Report for the use of Factory Inspections.
- (ii) Factory Inspection Report for second and subsequent inspections by Factory Inspectors.

2. Factories in which 10 or more workers are employed and power is used in the manufacturing process and Factories which are engaging 20 or more workers without using power in manufacturing process are registered under Factories Act, 1948 and Rules, 1950.

3. The Plan approval authorities are as follows :-

Sl. No.	PLANS RELATED TO	APPROVED BY
1.	Factories employing 250 and less workers except those engaged in dangerous operations	Joint Director of Industrial Safety and Health
2.	Factories employing above 250 workers upto 1000 workers except those engaged in dangerous operations	Additional Director of Industrial Safety and Health
3.	Factories employing more than 1000 workers and all factories engaged in dangerous operations	Director of Industrial Safety and Health

4. The following formats are used for approval of plans, Registration of Factory and Testing of Pressure vessels under Factories Act, 1948 and Rules 1950.

- (i) **Form No.1** : (Prescribed under Rule3).
Application for permission to construct, extend or take into use any premises as a factory.
- (ii) **Form No.2** : (Specified in Section 6 and 7)
Application for registration, grant or renewal of licence for the year and notice of occupation(to be submitted in triplicate).
- (iii) **Form No.8B** : (prescribed under rule 56 B(1).
Application for testing or examination of Pressure Vessel.

Other format prescribed under Factories Act 1948

- (iv) **Form No.3A** : (Prescribed under Rule12-A).
Notice of change of Manager.

5. Under the Contract Labour (Regulation and Abolition) Act, 1970 the following formats are prescribed for registration and grant/renewal of licence to be obtained by the principal employer and the contractor respectively.

- (i) **Form No. I** : (See Rule 17(1)
Application for registration of establishment employing Contract Labour
- (ii) **Form No. IV** : (See Rule 21(1)
Application for Licence by the Contractor
- (iii) **Form No. V** : (See Rule 21(2)
Form of Certificate by Principal Employer

6. Under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 (Central Act 30 of 1979) and Tamil Nadu Rules, 1983, the following formats are prescribed for

registration and grant/renewal of licence to be obtained by the principal employer and the contractor respectively.

- (i) **Form No. I** : (Sec rule 3(1))
Application for registration of establishment employing migrant workmen
- (ii) **Form No. V** : (Sec rule 7 (1))
Application for Licence for recruitment

7. Under the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, the following formats are prescribed for declaration of Holidays and intimation of working on any of the Holidays.

- (i) **Form No. I** : (See Rule 3 (1))
Notice of proposed Holidays
- (ii) **Form No. II** : (See Rule 3(2))
Notice to employees
- (iii) **Form No. IV** : (See Rule 4 (2))
Notice of change of Holidays
- (iv) **Form No. V A** : (See Rule 6(9))
Notice to employees to work on Holidays

8. Under the Building and other construction workers (Regulation of employment and Conditions of Service) 1996 the following format is prescribed for Registration of Establishment. Employing Building or other construction workers

Form No . I : (See rule 23 (1) Registration of Establishment.

Details of Forms mentioned above and Fee structure for the same are given under Annexure - I.

Welfare Measures for workers under Factories Act 1948 and TamilNadu Factories Rules 1950:-

I. FIRST AID APPLIANCES : (Section 45(1) Rule 63)

There shall be provided First Aid Boxes with prescribed contents and they shall be kept in the charge of First Aid Trained persons in the Factory.

II. AMBULANCE ROOM: (Section 45(2) Rule 64)

In Factories, wherein more than 500 workers are ordinarily employed an Ambulance Room containing the prescribed equipments and in the charge of such medical and Nursing Staff as prescribed should be provided.

III. CANTEEN: (Section 46 Rule 65)

Canteen shall be provided and maintained in Factories where in more than 250 workers are ordinarily employed.

IV. SHELTERS, REST ROOMS, LUNCH ROOMS: (Section 47 Rule 72)

Rest Room and Lunch Room shall be provided in Factories where in more than 150 workers are ordinarily employed.

V. CRECHE: (Section 48 Rule 73)

Creche shall be provided and maintained under the charge of trained women in factories ordinarily employing more than 30 women workers.

VI. WELFARE OFFICERS: (Section 49)

To take care of the welfare of the workers, Welfare Officers shall be employed in factories ordinarily employing more than 500 workers.

VII. OCCUPATIONAL HEALTH CENTRES: (Rule 62- O)

In respect of any Factory carrying on "Hazardous process" Occupational Health Centre with medical Officers should be provided with the services and facilities as prescribed.

VIII. PROVISION OF IDENTITY CARDS: (Rule 103 C)

Photo Identity Card should be issued to each worker (both regular and temporary) by the manager of every factory in Form No 25 C.

Welfare Schemes For Workers In Match And Fire Work Factories:

GROUP PERSONAL ACCIDENT INSURANCE SCHEME :-

A Group Personal Accident Insurance Scheme has been formulated for the benefit of workers of Match and Fire Works Industries in Tamil Nadu.

The Scheme is designed to give relief against death, loss of limbs, loss of eye sight, etc. of the Insured persons due to accidents. Accident Insurance is given to the insured persons on 24 hours basis and will not be confined to accidents arising out of or in the course of actual occupation alone.

The Scheme covers the workers in Match and Fire Works industries in Tamil Nadu in the age group of 10 to 65 years.

DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH

Sl. No.	Name of the Labour Welfare Act enforced.	Beneficiary of th Act.	Persons to be approached for the benefit of the Act.	Documents to be submitted.	Orders issuing officer.	Duration	Official to be contacted in case of grievances
1	Factories Act, 1948 and Tamil Nadu Factories Rules, 1950.	Employees and Employers .	Director.ISH Addl.DISH Jt.DISH Dy.DISH Asst.DISH	<p><u>1. Registration of Factories.</u></p> <p>Factories in which 10 or more workers are employed with power being used in the manufacturing process and factories which are engaging 20 or more workers without using power in manufacturing process are registered under the Factories Act, 1948 and Rules, 1950 as per Section 6 of the Act.</p> <p>Persons who propose to start the factory should submit the Form No.2 duly filled in triplicate along with D.D. or Challan for the prescribed amount with a Court Fee Stamp of Rs./- to the Jt.DISH concerned for getting licence.</p>	<p>Addl.DISH.</p> <p>for allotment of Registration number to the New Factory.</p> <p>Jt.DISH.</p> <p>issue of licence</p>	30 days.	Director.ISH Addl.DISH Jt.DISH

				<p>2. Renewal of licence :</p> <p>The Licence is to be renewed every year. For getting renewal of licence the occupier should apply in Form No. 2, along with D.D. or Challan for the amount prescribed by the Government to the concerned Jt.DISH. The licence may be renewed for one year or 5 years at a stretch.</p> <p>3. Approval of Plans.</p> <p>For getting approval of plans for the construction or extension of a Factory, the applicant should apply in Form No. 1, prescribed under Section 6 read with rule 3 duly filled in (in triplicate) with Court Fee Stamp for Rs.5/- to the Director.ISH, concerned Jt.DISH/ Addl.DISH.</p>	<p>Jt.DISH</p> <p>Director.ISH Addl.DISH. Jt.DISH</p>	<p>3 months.</p>	
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				<p>4. Pressure Vessels</p> <p>All the Pressure Vessels operating above atmospheric pressure excluding steam boilers coming under the purview of Indian Boiler Act should be examined or tested externally once in every six months, internally once in every year or hydrostatically once in every two years or subjected to ultrasonic test once in every four years.</p> <p>For examination and testing of Pressure Vessels the occupier should apply in Form No. 8-B along with fee Prescribed under Rule 56-B one month in advance from the date on which the vessel falls due for such examination or test to the Jt.DISH concerned .</p> <p>Complaints, if any, may be made to Dy.DISH /Jt.DISH / Addl.DISH /Director.ISH in case of violation of the Act and Rules.</p>	<p>Jt.DISH. Dy.DISH. Asst.DISH.</p>	<p>30 days.</p>	
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2.	Minimum Wages Act, 1948.	Workers.	Addl.DISH Jt.DISH	If the Minimum Wages prescribed by the Government (Schedule of Employment) is not paid to the worker, claim petition can be filed in Form VI as prescribed in Section 20(2) of the Act to the concerned D.C.L. within 6 months. If any violation of the Act is noticed a worker may file complaint with the concerned Dy.DISH./Jt.DISH for redressal.	Deputy Commissioner of Labour of the concerned jurisdiction.	No limit.	Director.ISH Addl.DISH Jt.DISH COL
3	Contract Labour (Regulation and Abolition) Act, 1970.	Contract workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	To engage Contract Labour through contractor, the principal employer should apply for the registration certificate in Form I prescribed under Rule 17(1) to the Jt.DISH. concerned. Contractor should apply for licence in Form VI under Rule 21(1) of the Act to the concerned IF along with Security Deposit at the rate of Rs. 100/- per worker as prescribed under section 24 (1) of the Act.	Jt.DISH concerned Dy.DISH concerned	Action to be taken within 15 days.	Director.ISH Addl.DISH Jt.DISH

4	Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 (Central Act 30 of 1979) and Tamil Nadu Rules, 1983	Migrant Workers	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	The establishments employing migrant workmen have to register as per rule 3 in Form No. 1 along with necessary fees as prescribed under Rule 12 to the Jt.DISH. concerned.	Jt.DISH concerned	Action to be taken within 15 days.	Director.ISH Addl.DISH Jt.DISH
5	Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958.	Workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	As per Section 3 of this Act, every worker is entitled for 4 National Holidays and 5 Festival Holidays in a year. If the benefit is denied, the employee can make a complaint to the concerned Dy.DISH /Jt.DISH. As per Section 5 of this Act, if the worker is required to work on a Holiday, he is entitled for twice the wages or wages for such day and to avail the substituted holiday with wages.	Jt.DISH	Action to be taken within 15 days.	Director.ISH Addl.DISH Jt.DISH.

6	Payment of Wages Act, 1936.	Workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	As per Section 5 of this Act, the wage of every person employed in a factory in which less than 1000 persons are employed should be paid before the expiry of 7 th day of the subsequent month and 10 th day of subsequent month in the case of factory employing more than 1000 workers.	Deputy Commissioner of Labour.	No limit.	Director.ISH Addl.DISH Jt.DISH. COL.
7	Maternity Benefit Act, 1960.	Women workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	A women worker entitled for Maternity Benefit, should file a notice in Form D to the employer for maternity benefit under the Act. Any women worker deprived of Maternity Benefit may make an appeal in Form F to the Appellate authority. A complaint in Form G shall be made to the Inspector alleging non-payment of maternity benefit and/or wages for Maternity Leave.	Addl.DISH Jt.DISH.	One month.	Director.ISH Addl.DISH Jt.DISH.

8	Tamil Nadu Labour Welfare Fund Act, 1972.	Workers.	Secretary, Tamil Nadu Labour Welfare Board, Chennai-6.	As per this Act, every employee should contribute Rs.10/- per year and every employer should contribute in respect of each such employee Rs.20/- per year and Government in respect of each such employee Rs.10/- per year to the Tamil Nadu Labour Welfare Fund. The Fund can be utilised towards the Welfare of the workers as specified in the Act.	Secretary Tamil Nadu Labour Welfare Board, Chennai-6.	No limit.	Director.ISH Addl.DISH Jt.DISH.
9	Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981.	Workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	As per the Act, every workman who is in continuous service for a period of 480 days in a period of 24 calendar month in an Industrial Establishment is entitled for permanent status. Any entitled workman who has not been given permanent status can make a representation to the Jt.DISH. concerned.	Jt.DISH.	No limit.	Director.ISH Addl.DISH Jt.DISH.
10	Equal Remuneration Act, 1976.	Women workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	This Act provides payment of equal remuneration to men and women workers and for the prevention of discrimination on the ground of sex against women in the matter of employment notified under the Act.	Jt.DISH. Dy.DISH	No limit.	Director.ISH Addl.DISH Jt.DISH.

11	Child Labour (Regulation and Abolition) Act, 1986.	Prohibition of Child Labour in Hazardous Industries	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	---	Jt.DISH.	No limit.	Director.ISH Addl.DISH Jt.DISH.
12	Payment of Subsistence Allowance Act, 1981.	Workers.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	Any employee under suspension is entitled to receive payment from the employer as subsistence allowance an amount equal to 50% of the wages which the employee was drawing immediately before suspension for the first 90 days from the date of suspension and 75% for the next 90 days and full wages on the expiry of 180 days from the date of suspension. Appeals if any the ACL, O/o. DCL concerned can be approached with Form C under Section 5 (1) of the Act.	ACL, O/o. DCL concerned	No limit.	C.O.L.

13	The Payment of Gratuity Act, 1972.	Workers.	ACL, O/o. DCL	A worker is entitled for gratuity if he has rendered a continuous service for not less than 5 years. An employee who is eligible for gratuity can apply either by himself or by person authorised in writing to the ACL (Gratuity) concerned in Form-I prescribed under Rule 7 of Tamil Nadu Payment of Gratuity Rules within 30 days from the date from which gratuity becomes payable.	A.C.L. (Gratuity)	No limit.	C.O.L.
14	The Labour Laws (Exemption from furnishing returns and maintaining registers by certain Establishments) Act 1988.	Employer of small establishments.	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	This Act exempts the employer in relation to establishments employing less than 20 workers from furnishing returns and maintaining registers under certain Labour Laws. This Act empowers submission of Annual Core Return in Form-A.	Jt.DISH	No limit.	Director.ISH Addl.DISH Jt.DISH.
15	The Building and other Construction workers (Regulation of Employment and conditions of service) Act 1996.	Employees	Addl.DISH Jt.DISH. Dy.DISH Asst.DISH	The establishments have to register as per rule 23 in Form No. I along with necessary fees as prescribed under Rule 27.	Jt.DISH	30 days	Director.ISH Addl.DISH Jt.DISH.

Note :	The Deputy Director of Industrial Safety and Health, Joint Director of Industrial Safety and Health, Additional Director of Industrial Safety and Health concerned and Director of Industrial Safety and Health may be contacted with respect to implementation / getting remedy under any of the provisions of the above said Act and Rules.
Director.ISH	Director of Industrial Safety and Health
Addl.DISH	Additional Director of Industrial Safety and Health
Jt.DISH	Joint Director of Industrial Safety and Health
Dy.DISH	Deputy Director of Industrial Safety and Health
Asst.DISH.	Assistant Director of Industrial Safety and Health
ACL	Assistant Commissioner of Labour
DCL	Deputy Commissioner of Labour
CL	Commissioner of Labour
For further information	The Director of Industrial Safety and Health, IAO Buildings, Royapettah, Chennai 600 014.
e-Mail address	cif@tn.gov.in

RIGHT TO INFORMATION ACT 2005

Sl. No.	Name of the Act.	Bene - ficiary of the Act.	Persons to be approached for the information of the Act.	Documents to be submitted.	Duration	Official to be contacted in case of grievances
1	Right to Information Act 2005	Public	Public information officers / Appellate authorities	<p>Request as prescribed under Section 6 (1) accompanied by fee as prescribed under Section 6 (1), Section 7 (1) & (5) as detailed below</p> <p>(a) A request for obtaining information under Sub-section (1) of Section 6 of the Right to Information Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned above and must be accompanied by an application fee of Rs.10/- by cash or by affixing Court fee Stamp or by Demand draft or Banker's Cheque payable to the head of the account as may be specified by the Public Authority.</p> <p>The applicant may also remit the fee under the following head of account through Treasury / Pay and Accounts Office / State Bank of India /</p>	Reply to petitioner with in 30 days	<p>Public Information Officer/ Appellate Authority concerned.</p> <p>Appeal to be made to the Appellate Authority concerned with in 30 days from the expiry/ Receipt of information from the Public Information Officers</p>

				<p>Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.</p> <p>“0075.00. Miscellaneous General Services – 800. Other receipts – BK. Collection of Fees under Tamil Nadu Right to Information (Fees) Rules, 2005”</p> <p>(D.P.Code 0075 00 800 BK 0006.</p> <p>(b) For providing information under Sub-Section (1) of Section 7 of the Right to Information Act, the fee as below should be paid as per the mode at (a) above.</p> <ol style="list-style-type: none"> 1) Rupees two for each page (in A4 or A3 size paper) created or copied; 2) Actual charge or cost price of a copy in larger size paper; 3) Actual cost or price for samples or models; and 4) For inspection of records, no fee for the first hour; and a fee of Rs. 5/- for every one hour (or fraction thereof) thereafter. 		
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				<p>Persons below the poverty line are exempted from the payment of fee mentioned 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.</p>		
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**** Details of Public Information Officers and Appellate Authorities are listed in the Annexure-II**

ANNEXURE – I

A) Factories Act 1948 and Tamilnadu Factories Rules 1950

FORM NO. 1
(Prescribed under Rule 3)

APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY.

Self attested
Passport size
photograph of
the Applicant /
Occupier

Application for permission to construct, extend of taken into use any building as a factory

1	Particulars of the Applicant's / Occupier's: a) Name b) Father's Name c) Designation d) Age e) Permanent residential address E-Mail ID f) Phone number g) Mobile number	
2	Particulars of the owner of the building/premises: a) Name b) Father's Name c) Designation d) Permanent residential address E-Mail ID e) Phone number f) Mobile number	
3	Particulars of the factory: a) Full Name and Postal address of the factory b) E-Mail ID c) Mobile number d) Web site address, if any	

4	<p>Situation of the Factory survey numbers/Door numbers of the Factory with relevant documentary proof for the occupancy / ownership of the factory:</p> <p>a) State b) District c) Town or village d) Nearest Police Station e) Nearest Railway Station or Steamer Ghat</p>	
5	<p>Purpose for which plans are submitted:</p> <p>state whether initial approval/ Additional installation / additional construction / changes in installation, etc.</p>	
6	<p>If the plans have been approved earlier give the number and the date of approval of previous plans relevant to the present plans except in the case of initial approval:</p>	
7	<p>Details of present proposals with reference to item No.5</p>	
8	<p>Total Installed capacity in Horse Power (including the present plans) (a+c-b):-</p> <p>a) Approved Horse Power in the earlier plans b) Deletion, if any c) Addition</p>	
9	<p>Maximum number of workers proposed to be employed in the factory:</p>	
10	<p>Brief description of the manufacturing process with flow chart:</p>	
11	<p>Details of chemicals with storage quantity, if any:</p>	

Serial Number (1)	Name of the Chemical (2)	Type of storage (3)	Maximum quantity stored in tones (4)

Note : Court fee stamp to the value of Rs.5/- to be affixed in the first copy only.

Date :

Place:

**SIGNATURE OF APPLICANT /
OCCUPIER**

**OFFICE OF THE DIRECTOR OF INDUSTRIAL SAFETY AND HEALTH, IOA
BUILDINGS, ROYAPETTAH, CHENNAI 600 014.**

Dated:

IMPORTANT CIRCULAR

Subject : Factories Act, 1948 and Tamil Nadu Factories
Rules, 1950 – Renewal of licence.

Your licence is due for renewal now. The following documents should be received by the Deputy Director of Industrial Safety and Health of your area before 31st October of this year :-

1. Form No. 2 in triplicate.
2. Court Fee Stamp to the value of Rs. 2/-.
3. Treasury receipt or a DD for the due licence fee and if there is any change in the occupier, Rs. 50 for transfer of licence.
4. Copies of new partnership deed, old partnership dissolution deed in case of change of partners.
5. Death Certificate in the case of demise of the Proprietor.
6. Licence in original.

The fees are to be remitted in any branch of a Nationalised Bank by a crossed Demand Draft in favour of the Deputy Director of Industrial Safety and Health of the respective region.

Please note that the Government have permitted the renewal of Licence for a period of maximum of 5 years at a time and therefore, you may get the licence renewed for a period of 1/2/3/4/5 years at your option. The fees are payable according to the number of years for which licence is required.

Please be prompt and furnish the correct particulars. A copy of the licence application in Form 2 and the Schedule of licence fees payable are available in the pages 2, 3 and 4 of this circular.

LAST DATE FOR RECEIPT OF YOUR APPLICATION IN THE OFFICE OF THE DEPUTY DIRECTOR OF INDUSTRIAL SAFETY AND HEALTH, IS 31ST OCTOBER OF THIS YEAR.

DIRECTOR OF INDUSTRIAL SAFETY AND HEALTH

To
All the Occupies of Factories.

FORM NO. 2

Application for registration and grant or renewal of licence for the year
and notice of occupation specified in sections 6 and 7 (to be submitted in
Triplicate).

1	Full name of the factory with factory licence number if, already registered before-- the name of person or persons to whom the present licence is to be granted and issued	
2	(a) Full postal address and situation of the factory (Door No. Survey No. etc.).	
	(b) Full address to which communications relating to the factory should be sent	
	(c) Police Station in whose jurisdiction the factory lies	
3	Particulars of the owner/s of the premises or building (including the precincts thereof) referred to in Section 93 :- Name: Age : Residential address: Father's Name:	
4	Particulars of the Occupier of the factory who has ultimate control over the affairs of the factory and in whose name the licence is to be issued (please see Section 2(n) - Name: Age : Residential address: Father's Name:	

Note :- (1) Where the Occupier of the factory is a firm or other association of individuals or a company the above particulars should be furnished in respect of all the partners or members of the firm or association or the directors or shareholders of the company.

(2) In the case of a factory owned or controlled by the Central Government or any State Government or any Local Authority, the person or persons appointed to manage the affairs of the factory by the Central Government, the State Government or the Local Authority as the case may be, shall be deemed to be the occupier.

5	Particulars of the Manager of the factory for the purpose of the Act. Name: Age : Residential address: Father's Name:	
6	Nature of manufacturing process / processes (a) Carried on in the factory during the preceding calendar year (in the case of factories already in existence) (b) To be carried on in the factory during the calendar year for which this application for licence is made	
7	Particulars of principal products manufactured during the preceding calendar year	
8	(a)Particulars of power actually installed	
	(b) Particulars of power proposed to be additionally installed, if any during the calendar year for which this application for licence is made.	
	(c) Maximum quantity (in H.P.) that can be used at any one time during the calendar year for which this application for licence is made	
9	(a) Whether the factory is having any pressure vessels; if so, the number of pressure vessels may be indicated	
	(b) Whether the factory management had remitted fees for the testing of pressure vessels by the notified persons of Factory Inspectorate	
10	(a) Maximum number of workers proposed to be employed on any one day during the calendar year for which this application for licence is made (please see the slab limits in the Schedule to Rule 4)	
	(b) Maximum number of workers actually employed on any one day during the preceding calendar year.	

	C) Number of workers to be ordinarily employed in the factory	
11	Number of calendar years for which grant or renewal of licence is required (indicate the exact calendar year / years)	
12	In the case of a factory constructed or extended after the date of the commencement of the rules --	
	a) Reference number and date of approval of the plans for site, whether for old or new buildings and for construction or extension of factory by the State Government / Chief Inspector	
	b) Reference number and date of approval of the arrangements if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval.	
13	Amount of fee	
	Rs.....(Rupees.....only)Paid in the Bank/ Treasury/ Sub –Treasuryon..... Vide challan No./ D.D. No..... Dated.....is enclosed	
14	Tamil Nadu Labour Welfare Fund : Whether contribution to the Labour Welfare Fund for the previous year has been remitted and, if so, furnish the details of amount remitted, date of remittance and mode of remittance (by cheque / cash / challan).	

SIGNATURE OF THE MANAGER.

SIGNATURE OF THE OCCUPIER

Name in capital letters.

Name in capital letters.

Date :

Date :

Note : (1) This form should be completed in ink in block letters or type.

(2) If power is not used at the time of filling of this form, but is introduced later the fact should be communicated to the Chief Inspector immediately.

(3) If any of the persons named against item 4 as minor, the fact should be stated.

THE SCHEDULE

G.O.Ms. No. 53, Labour and Employment (M2) Department, dated 12th April 2012.

LICENCE FEE PAYABLE

MAXIMUM NUMBER OF PERSONS TO BE EMPLOYED ON ANY DAY DURING THE YEAR.

Total Horse Power installed inclusive of Mobile Equipment.	Maximum No. of persons to be employed on any day during the year.										
	9	20	50	100	250	500	1000	2000	5000	10000	Above 10000
Nil Horse power	400	800	1200	1600	3600	5400	12000	18000	33000	48000	60000
Upto 10 Horse power	800	1200	1600	2400	5400	9000	24000	36000	54000	72000	90000
Above 10 Horse power upto 50 Horse power	1200	1600	2400	3600	9000	14400	36000	54000	72000	90000	108000
Above 50 Horse power upto 129 Horse power	1600	2400	3600	6000	14400	24000	54000	72000	90000	108000	120000
Above 129 Horse power upto 250 Horse power	2400	3600	6000	9600	24000	36000	72000	90000	108000	120000	132000
Above 250 Horse power upto 500 Horse power	3600	6000	8000	12800	36000	48000	90000	108000	120000	132000	144000
Above 500 Horse power upto 1000 Horse power	6000	6400	12800	24000	48000	60000	108000	120000	132000	144000	156000
Above 1000 Horse power upto 2000 Horse power	6400	12800	24000	32000	60000	72000	120000	132000	144000	156000	168000
Above 2000 Horse power upto 5000 Horse power	12800	24000	32000	40000	72000	84000	132000	144000	156000	168000	180000

Above 5000 Horse power upto 7500 Horse power	24000	32000	40000	48000	84000	96000	144000	156000	168000	180000	192000
Above 7500 Horse power upto 10000 Horse power	32000	40000	48000	56000	96000	108000	156000	168000	180000	192000	204000
Above 10000 Horse power	40000	48000	56000	64000	108000	120000	168000	180000	192000	204000	216000

Head of Account:

“2230 Labour and employment
104 fees realized under Factories Act
AA Licence Fees”

D.P. Code 0230 00 104 AA 0008

ADDITIONAL FEE PAYABLE FOR BELATED SUBMISSION.

(As amended in G.O. Ms. No. 979, Labour Department, dated 4th May 1984).

If the application for renewal of licence is not received within the time limit specified in sub-rule (2) of rule 7 (i.e. on or before 31st October of every year) the licence will be renewed only on payment of an additional fee of –

1	Ten per centum of the fee payable	If the application for renewal is received not less than one month before the date of expiry of licence (i.e. during November).
2	Twenty per centum of the fee payable	If the application for renewal is with in a month before the expiry of the licence. (i.e. during December).
3	Thirty per centum of the fee payable	If the application for renewal is received after the expiry of the licence.

Form 3-A

(Prescribed under Rule 12-A)

(Notice of change of Manager)

1.	Full name of the factory with current licence number.	
2.	Full Postal address.	
3.	Name of the outgoing Manager.	
4.	Full name, age and father's name of the new Manager with his residential address and telephone number, if installed.	
5.	Date of appointment of the new Manager	

Date :
Place :

Signature of the new Manager,
Signature of the Occupier.

TESTING OR EXAMINATION OF PRESSURE VESSELS

FORM NO – 8 – B

[See rule 56 – B (1)]

APPLICATION FOR TESTING OR EXAMINATION OF PRESSURE VESSEL OR PLANT

1	Name, address and Registration number of the Factory.	
2	Particulars of the Pressure Vessel or Plant.	
a	Description of the vessel or Plant, regarding its constructions indentification and use.	
b	Date of construction of the Vessel or Plant.	
c	Date on which the Vessel or Plant was first taken into use.	
d	Details regarding the name and address of the Manufacturer.	
e	Wall thickness of the Vessel or Plant.	
f	Maximum allowable working pressure as prescribed by the Manufacturer	
g	Design pressure of the Vessel or Plant	
3	(a) Please specify the purpose of the present application External Examination/ Internal Examination/ Hydrostatic Test/ Ultrasonic Thickness gauging Test.	
	(b) Please specify the period to which the above mentioned examination and test is related.	
4	Particulars of the treasury Challan No. and date and the amount remitted.	

Place :

Date :

Signature of the Occupier/
Manager of the Factory

The fee payable for the examination and testing of pressure plant or vessel are as follows:

- (i) Rs.400/- (Rupees four hundred only) per plant irrespective of its size or capacity for external examination:
- (ii) Rs.1000/- (Rupees one thousand only) per plant up to 4Kgf/Sqcm (g) for Hydrostatic test:
- (iii) Rs.2000/- (Rupees two thousand only) per plant above 4Kgf/Sqcm (g) for Hydrostatic test:
- (iv) Rs.1000/- (Rupees one thousand only) irrespective of the size or capacity for internal examination ; and
- (v) Rs.4000/- (Rupees four thousand only) per plant or vessel irrespective of the size of capacity for non – destructive thickness gauging test.

Head of Account:

"0230 Labour and Employment
104 Fees realized under Factories Act
AD Pressure Plant Testing Fees"

D.P. CODE 0230 00 104 AD 0004

The Contract Labour (Regulation and Abolition) Act 1970 and Rules:

Form – I
[See Rule 17 (1)]

Application for Registration of Establishments Employing
Contract Labour

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

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

Principal Employer

Seal and stamp

Office of the Registering Officer

Date of receipt of application

Form – IV

[See Rule 21 (1)]

APPLICATION FOR LICENCE

1. Name and address of the contractor (including his father's name in case of individuals)
2. Date of birth and age (in case of individuals)
3. Particulars of establishment where contract labour is to be employed
 - (a) Name and address of the Establishment:
 - (b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment:
 - (c) Number and date of Certificate of Registration of the Establishment under the Act:
 - (d) Name and address of Principal Employer
4. Particulars of contract labour
 - (a) Nature of work in which contract labour is employed or is to be employed in the employment
 - (b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending)
 - (c) Name and address of the agent or manager of contractor at the work site:
 - (d) Maximum No. contract labour proposed to be employed in the establishment on any date:
5. Whether the contractor was convicted of any offence within in the preceding five years. If, so give details.
6. Whether there was any order against the contractor revoking or suspending licence or forfeiting security deposits in respect of an earlier contract. If, so the date of such order.
7. Whether the contractor has worked in any other establishment within the past five years. If, so give details of the Principal Employer, Establishments and nature of work.
8. Whether a certificate by the Principal Employer in Form V is enclosed
9. Amount of licence fee paid. No of Treasury challan and date]

10. Particulars of security deposit, if any requested to be adjusted, including Treasury Receipt number and date.

(The amount of security or balance, if any , after adjustment of amount to be refunded under rule, 31, deposited with Treasury Receipt number and date]

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

Place :

Signature of the applicant

Date:

(Contractor)

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

(To be filled in the office of the Lincensing Officer)

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

Signature of the Licensing Officer,

FORM – V

[See Rule 21 (2)]

FORM OF CERTIFICATE BY PRINCIPAL EMPLOYER

Certified that I have engaged the applicant (name of the Contractor) as a contractor in my establishment . I undertake to be bound by all the provisions of the Contract of Labour (Regulation and Abolition) Act 1970 and the Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975, insofar as the provisions are applicable to me in respect of the employment of contract labour by the applicant in my establishment.

Place: Signature of The Principal Employer

Date : Name and address of Establishment.

FEE DETAILS UNDER THE CONTRACT LABOUR ACT 1970

(I) The fees to be paid for the certificate of registration under section 7 shall be as specified below

Sl. No	Description	In Rs.
a)	Does not exceed 20	200.00
b)	Exceeds 20 but does not exceed 50 workers	400.00
c)	Exceeds 50 but does not exceed 100 workers	1000.00
d)	Exceeds 100 but does not exceed 200 workers	2000.00
e)	Exceeds 200 but does not exceed 400 workers	4000.00
f)	Exceeds 400 workers	6000.00

(II) The fees to be paid for the grant / renewal of licence under section 12 shall be as specified below

Sl. No	Description	In Rs.
g)	Does not exceed 20	100.00
h)	Exceeds 20 but does not exceed 50 workers	150.00
i)	Exceeds 50 but does not exceed 100 workers	200.00
j)	Exceeds 100 but does not exceed 200 workers	300.00
k)	Exceeds 200 but does not exceed 400 workers	400.00
l)	Exceeds 400 workers	500.00

HEAD OF ACCOUNT:

“0230 Labour and Employment
104 fees realized under Factories Act
AO –Fees under Contract Labour.

(D. P Code – 0230-00-104-AO-0006)

C) The National and Festival Holidays Act 1958 and Tamil nadu Rules 1959:

Form No. I.

[See sub – rule (1) of rule 3 of National and festival Holidays Act]

From

(Name and address of the employer)

To

(Designation and address of the Inspector having jurisdiction over the area in which the Industrial establishment is situated)

Sir,

I propose that the following festivals may be specified under section 3 of the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 (Tamil nadu Act XXXIII of 1958), in respect of my industrial establishment, namely, (a) at (b)

Serial number

Description of festivals

- 1.
- 2.
- 3.
- 4.
- 5.

1. The total number of employees in the above industrial establishment is
2. A notice in Form No. II has been exhibited in the above industrial establishments on the A copy of the notice aforesaid is enclosed.
3. The names of the trade unions which claim to represent my employees are :
To my knowledge there is no trade union representing the employees.

Date :

Yours faithfully,

Signature of the employer.

Note :

- a) Here enter the name of industrial establishment
 - b) Here enter the full address of the industrial establishment
 - c) Delete portion not applicable to the industrial establishment.
- This form shall be completed in ink in block letters or typed.

Form – II
[See sub – rule (2) of rule – 3]

NOTICE

I have proposed to the _____ (a) _____ that the following * festivals mentioned in column (2) of the statement below may festival's mention in column (3) of the statement below may be specified.

be specified in lieu of the festival /s already specified and mentioned in column (2) thereof.

under section 3 of the Tamil Nadu Industrial Establishments (National and Festival Holidays) Act, 1958 (Tamil nadu Act XXXIII of 1958), in respect of this industrial establishments.

Statement

Serial number	Description of the festivals	* Description of the festivals proposed for specification in lieu of that those mentioned in column (2)
---------------	------------------------------	---

(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

2. Any employees of this industrial establishment or trade union representing the employees of this industrial establishment may send to the abovementioned Inspector objections of suggestions, if any, to the proposal mentioned above.

3. The objections or suggestions should reach the abovementioned Inspector within a period of fifteen days from the date on which this notice is displayed in the premises of the industrial establishment.

Date on which the notice is exhibited.

Signature of the employer

Note : a) Here enter the designation and address of the Inspector having jurisdiction over the area in which the industrial establishment is situate.

* Delete whichever is not applicable.

This form shall be completed in ink in block letters or typed.

FORM NO. IV

[See Sub – rule (2) of rule 4)

To

(Designation and address of the Inspector having jurisdiction over the area in which the industrial establishments is situated]

Sir,

Reference : - Your proceeding No. _____ dated.

I, the employer of the industrial establishment, namely

We, the employees in the industrial representing a substantial number of employees in the industrial establishment. , _____ * at.

namely _____ ** at

propose that the festival / festivals mentioned in column (3) of the statement below may be specified under section 3 of the Tamil Nadu industrial Establishments (National and Festival Holiday) Act, 1958 (Tamilnadu Act XXXIII of 958), in respect of the above industrial establishment at

_____ **in lieu of the festivals mentioned in column (2) which was / were specified in the proceedings cited.

Serial number	Description festival / festivals specified	Description of festival festivals proposed for specification in lieu of that those mentioned in column (2)
---------------	--	--

(1)	(2)	(3)
-----	-----	-----

- 1.
- 2.
- 3.
- 4.
- 5.

2. The total number of employees in the above industrial establishment is

3. A notice in Form no. II has been exhibited in the above industrial establishment on the _____ A copy of notice aforesaid is enclosed.

A copy of the application has been sent to the employer of the abovementioned industrial establishment by pre – paid registered post on the same date on which this is sent to you.

4. *** The names of the trade unions which claim to represent the employees are

There is no trade union representing the employees.

Date : _____ yours faithfully,

Signature of the employer

Signature of employees

Signature of the Secretary of the
trade union representing a substantial
number of employees.

Note :

1. This form shall be filled in ink in block letters or typed.
2. Against reference, the number and date of the proceedings in which the festivals were specified shall be given.
3. * Here enter the full name of industrial establishment.
4. ** Here enter the full address of the industrial establishment
5. *** Delete the portion, which is not applicable to the industrial establishment.
6. Delete whichever is not applicable.

Form – V – A
[See rule 6 – A)

Notice to the employee under sub – clause (1) of clause (a) of (d) of subsection (2) of section 5.

Under sub – clause (i) of clause (a) of sub – section (2) of section 5 of the Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1958 (Tamil Nadu XXXIII of 1958) the following employee is hereby required to work on - ----- which is a holiday allowed under section 3 of the Act. He is further required to give his option in writing whether he prefers to be paid for such holidays on which he works.

- (i) twice the wages : or
- (ii) Wages for such day and to avail himself of a substituted holiday with wages on any other day.

Dated at _____ the _____ day of _____ 200

To

1. Sri. _____ (Here enter the name of the employee)

2.

3.

Copy to the Inspector

SIGNATURE OF THE EMPLOYER

Note : This notice shall be exhibited in a conspicuous place at or near the main entrance in the premises of the industrial establishment.

for Director of Industrial Safety and Health,
Chennai-14.

D) The Building and other Constructions workers (Regulation of Employment and Conditions of Service) Act 1996 and Tamilnadu Rules 2006 :

FORM I
(See rule 23(1))

APPLICATION FOR REGISTRATION OF ESTABLISHMENTS EMPLOYING BUILDING (OR) OTHER CONSTRUCTION WORKERS

1	Name and location of the establishment where building or other construction work is to be carried on.	
2	Postal address of the Establishment	
3	Full name and permanent address of the Establishment, if any.	
4	Full name and address of the Manager or person responsible for the supervision and control of the Establishment	
5	Nature of building or other construction work carried/ is to be carried on in the Establishment	
6	Maximum number of building workers to be employed on any day	
7	Estimated date of commencement of building or other construction work	
8	Estimated date of completion of the building or other construction work.	
9	Particulars of demand draft, enclosed (name of the Bank, amount, demand draft No. and date)	

DECLARATION BY THE EMPLOYER

- (i) I hereby declare that the particulars given above are true to the best of my knowledge and belief.
- (ii) I undertake to abide by the provisions of the Buildings and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the Rules made thereunder.

Signature of the Principal Employer
Seal and Stamp

Office of the Registering Officer appointed under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 and the Rules made thereunder.

Date of receipt of application :

**FEE DETAILS UNDER
THE BUILDING AND OTHER CONSTRUCTION WORKERS ACT**

The fees to be paid for the grant of certificate of registration under rule 24 is as specified below: -

		Rs.
a	up to 100 workers	500.00
b	exceeds 100 but does not exceed 500 workers	1500.00
c	exceeds 500 workers	3000.00

E) Inter-State Migrant Workmen Act (Tamil Nadu) Rules, 1983

FORM I

(Sec rule 3(1))

Application for registration of establishment employing migrant workmen

1	Name and location of the establishment	
2	Postal address of the establishment	
3	Full name and address of the principal employer (furnish father's/husband's name in the case of individuals)	
4	Names and addresses of the directors/particular (sic.) partners (in case of companies and firms)	
5	Full name and address of the Manager or person responsible for the supervision and control of the establishment	
6	Nature of the work carried on in the establishment	
7	Particulars of contractors and migrant workmen a) Names and addresses of contractors b) Nature of work for which migrant workmen are to be recruited or are employed c) Maximum number of migrant workmen to be employed on any day through each contractor d) Establishment date and commencement of work under each contractor e) Estimated date of termination of employment of migrant workmen under each contractor	
8	Particulars of Treasury Challen-(Name of the Treasury, Amount, Number and Date)	

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

Principal Employer
Seal and Stamp
Office of the Registering Officer

Date of receipt of application:

FORM IV
(Sec rule 7 (1))

Application for Licence for recruitment

1	Name and address of the contractor (including his / her Father's / Husband's name in case of individuals)	
2	Date of birth and age (in case of individuals)	
3	Particulars regarding the location of the establishment	
4	<ul style="list-style-type: none"> a) Name and address of the establishment b) Type of business, trade, industry, manufacture or occupation, which is carried on in the establishment c) Number and date of certificate of registration of the establishment under the Act d) Name and address of the principle employer 	
5	<p>Particulars of migrant workmen</p> <ul style="list-style-type: none"> a) Nature of operation of work for which migrant workmen are employed in the establishment b) Duration of the proposed contract work (give particulars of proposed date of commencing and ending) c) Name and address of the agent or manager of the contractor at the work-site d) Maximum number of migrant workmen proposed to be employed in the establishment on any date e) Names and addresses of the directors/partners (in case of companies and firms) f) Names and addresses of the persons in charge of and responsible to the company/firm, for the conduct of the business of the company/firm, as the case may be 	

6	Whether the contractor was convicted of any offence within the preceding five years. If so, give details	
7	Whether there was any order against the contractor revoking or suspending licence of forfeiting security deposits in respect of an earlier contract. If so, the date of such order	
8	Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment and nature of work	
9	Whether a certificate by the principal employer in Form VI is enclosed	
10	Amount of licence fee paid-Treasury Challan number and date	
11	Amount of security deposit, if any	

Declaration

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

Place:

Date :

**SIGNATURE OF APPLICANT /
OCCUPIER**

Note: The application should be accompanied by a Treasury Challan. showing the payment of the prescribed licence fee and security deposit, if any and a certificate in Form VI from the Principal Employer.

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

Date of receipt of the application with Treasury Challan for fees.

Signature of the Licensing Officer

The Inter-State Migrant Workmen Act

Fees:–

1) The fees for the grant of a certificate of registration of an establishment under sub-section (1) of section 4 shall be as specified below, namely: -

If the number of migrant workmen proposed to be employed in the establishment on any day-

		Rs.
a)	is 5 but does not exceed 50	2500.00
b)	exceed 50 but does not exceed 100	5000.00
c)	exceed 100 but does not exceed 200	10000.00
d)	exceed 200	20000.00

2) The fees to be paid for the grant or renewal of licence under section 8 shall be as specified below, namely: -

If the number of workmen employed by the contractor on any day-

		Rs.
a)	is 5 but does not exceed 50	2500.00
b)	exceed 50 but does not exceed 100	5000.00
c)	exceed 100 but does not exceed 200	10000.00
d)	exceed 200	20000.00

Head of Account:

"2230 Labour and Employment
104 fees realized under Factories Act
AP. Fees realized under the Interstate
Migrant Workers (Regulation of employment
and conditions of Service in Tamilnadu) Rules
1983

D.P. Code 0230 00 104 AP 0000

ANNEXURE - II
RIGHT TO INFORMATION ACT, 2005

PUBLIC INFORMATION OFFICER AND APPELLATE AUTHORITY :

1. In the office of the Director of Industrial Safety and Health, the Joint Director of Industrial Safety and Health (Testing and Safety) has been designated as the "Public Information Officer" (PIO) for all matters concerning this office. The Appellate Authority is the Director of Industrial Safety and Health, Chennai-14. This office telephone No. is **044 - 28112144/28112145**.

2. In addition, the following officers have been designated as the Public Information Officer, Assistant Public Information Officer and Appellate Authority for the respective local jurisdiction indicated against them.

Sl. No.	Local Area (Region)	Designation of the Public Information Officer.	Designation of the Appellate Authority	Jurisdiction
1	Additional Director of Industrial Safety and Health, Chennai	Joint Director of Industrial Safety and Health, (Registration), Office of the Additional Director of Industrial Safety and Health, Chennai. Ph. No-044-22502310	Additional Director of Industrial Safety and Health, Chennai Ph. No – 044-22502310	Chennai, Thiruvallur, Kancheepuram,
2	Additional Director of Industrial Safety and Health, Madurai	Joint Director of Industrial Safety and Health, (Registration), Office of the Additional Director of Industrial Safety and Health, Madurai. Ph. No – 0452-2533176	Additional Director of Industrial Safety and Health, Madurai Ph. No – 0452-2533176	Madurai, Ramanathapuram, Sivagangai, Virudhunagar, Tirunelveli, Thoothukudi, Kanniyakumari
3	Additional Director of Industrial	Joint Director of Industrial Safety and Health, (Registration),	Additional Director of Industrial Safety and Health,	Coimbatore, The Nilgris, Tiruppur.

	Safety and Health, Coimbatore	Office of the Additional Director of Industrial Safety and Health, Coimbatore. Ph. No – 0422 2234764	Coimbatore Ph. No – 0422 2234764	
4	Additional Director of Industrial Safety and Health, Trichy.	Deputy Director of Industrial Safety and Health, (Registration), Office of the Additional Director of Industrial Safety and Health, Trichy. Ph. No – 0431 2421221	Additional Director of Industrial Safety and Health, Trichy. Ph. No – 0431 2421221	Cuddalore, Villupuram, Trichy, Karur, Perambalur, Thanjavur, Nagapattinam, Thiruvarur, Pudukottai, Dindigul, Theni, Erode.
5	Additional Director of Industrial Safety and Health, Salem.	Superintendent, Additional Director of Industrial Safety and Health, Salem. Ph. No – 0427 2334844	Additional Director of Industrial Safety and Health, Salem. Ph. No – 0427 2334844	Salem, Namakkal, Dharmapur, Krishnagiri, Vellore, Thiruvannamalai`
6	Additional Director of Industrial Safety and Health, Mobile Team, Virudhunagar.	Deputy Director of Industrial Safety and Health, Mobile Team, Virudhunagar Ph. No. –	Additional Director of Industrial Safety and Health, Mobile Team, Virudhunagar Ph. No. –	Virudhunagar

Sl. No.	Local Area ()	Designation of the Public Information Officer.	Designation of the Assistant Public Information Officer.	Designation of the Appellate Authority.	Jurisdiction
1	Chennai- I	Deputy Director of Industrial Safety and Health-I, Chennai. Ph. No – 044-22502311	Assistant Director of Industrial Safety and Health -I, Chennai. Ph. No – 044 - 22502311	Joint Director of Industrial Safety and Health- I, Chennai. Ph. No - 044 22502311	As per the local limits assigned to them under Section8(1) of the Factories Act, 1948.
		Deputy Director of Industrial Safety and Health-II, Chennai. Ph. No – 044-22502311	---		
2	Chennai –II	Deputy Director of Industrial Safety and Health –III, Chennai. Ph. No – 044 - 22502311	Assistant Director of Industrial Safety and Health -II, Chennai. Ph. No - 044 - 22502311	Joint Director of Industrial Safety and Health- II, Chennai. Ph. No - 044 - 22502312	-do-
		Deputy Director of Industrial Safety and Health Ambattur. Ph. No - 044 – 22502311	Assistant Director of Industrial Safety and Health Ambattur. Ph. No - 044 - 22502311		
3	Chennai- III	Deputy Director of Industrial Safety and Health-IV, Chennai. Ph. No –044 22502312	Assistant Director of Industrial Safety and Health-III, Chennai. Ph. No - 044 22502312	Joint Director of Industrial Safety and Health- III, Chennai. Ph. No - 044 22502313	-do-
4	Chennai-IV	Deputy Director of Industrial Safety and Health- V, Chennai. Ph. No – 044-22502313	Assistant Director of Industrial Safety and Health-IV, Chennai. Ph. No – 044-22502313	Joint Director of Industrial Safety and Health- IV, Chennai. Ph. No - 044-22502315	-do-

			Assistant Director of Industrial Safety and Health-V, Chennai. Ph. No - 044-22502315		
5	Thiruvottiyur	Deputy Director of Industrial Safety and Health Thiruvottiyur. Ph. No - 25730966	Assistant Director of Industrial Safety and Health Thiruvottiyur. Ph. No - 25730966	Joint Director of Industrial Safety and Health, Thiruvottiyur. Ph. No - 25730966	-do-
6	Thiruvallur	Deputy Director of Industrial Safety and Health Thiruvallur. Ph. No – 044 27664060	Assistant Director of Industrial Safety and Health Thiruvallur. Ph. No – 044 27664060	Joint Director of Industrial Safety and Health Thiruvallur. Ph. No - 27666655	-do-
7	Kancheepuram	Deputy Director of Industrial Safety and Health-I Kancheepuram at Sriperumpudur Ph. No -	---	Joint Director of Industrial Safety and Health Kancheepuram at Chennai. Ph. No - 044-22502316	-do-
		Deputy Director of Industrial Safety and Health - II, Kancheepuram at Chennai. Ph. No – 044-22502316	Assistant Director of Industrial Safety and Health, Kancheepuram at Chennai. Ph. No - 044-22502316		
8	Vellore-I.	Deputy Director of Industrial Safety and Health-I, Vellore. Ph. No – 0416 - 2254953	Assistant Director of Industrial Safety and Health -I, Vellore. Ph. No – 0416 - 2254953	Joint Director of Industrial Safety and Health-I, Vellore. Ph. No – 0416 -2254953	-do-

9	Vellore-II	Deputy Director of Industrial Safety and Health- II, Vellore. Ph. No – 0416 2240775	Assistant Director of Industrial Safety and Health-II, Vellore. Ph. No – 0416 2240775	Joint Director of Industrial Safety and Health-II, Vellore. Ph. No – 0416 2240775	-do-
		Deputy Director of Industrial Safety and Health, Thiruvanna-malai Ph. No – 04175 224595	---		
10	Cuddalore	Deputy Director of Industrial Safety and Health, Cuddalore. Ph. No – 04142 231864	---	Joint Director of Industrial Safety and Health, Cuddalore. Ph. No – 04142 222826	-do-
		Deputy Director of Industrial Safety and Health, Villupuram. Ph.No 04146 251830	---		
11	Trichy	Deputy Director of Industrial Safety and Health- I, Trichy. Ph. No – 0431 2420235	---	Joint Director of Industrial Safety and Health, Trichy. Ph. No – 0431 2420235	-do-
		Deputy Director of Industrial Safety and Health-II, Trichy. Ph. No – 0431 2420235	Assistant Director of Industrial Safety and Health, Trichy. Ph. No – 0431 2420235		

		Deputy Director of Industrial Safety and Health, Karur. Ph. No – 04324 245499	Assistant Director of Industrial Safety and Health, Karur. Ph. No – 04324 245499		
		Deputy Director of Industrial Safety and Health, Ariyalur. Ph. No – 04329 222654	---		
12	Thanjavur .	Deputy Director of Industrial Safety and Health, Thanjavur. Ph. No – 04362 - 234469	---	Joint Director of Industrial Safety and Health, Thanjavur. Ph. No –04362 - 234469	-do-
	Deputy Director of Industrial Safety and Health, Thiruvarur. Ph. No – 04366 242327	---			
	Deputy Director of Industrial Safety and Health, Pudukottai. Ph. No – 04322 221709	---			
13	Salem .	Deputy Director of Industrial Safety and Health, Salem. Ph. No – 0427 2448268	Assistant Director of Industrial Safety and Health- I, Salem. Ph. No – 0427 2448268	Joint Director of Industrial Safety and Health, Salem. Ph. No – 0427 - 2318268	-do-

			Assistant Director of Industrial Safety and Health-II, Salem. Ph. No – 0427 2448268		
		Deputy Director of Industrial Safety and Health, Mettur. Ph. No – 04298 222338	Assistant Director of Industrial Safety and Health, Mettur. Ph. No – 04298 222338		
14	Madurai .	Deputy Director of Industrial Safety and Health, I Circle, Madurai. Ph. No – 0452 2530729	Assistant Director of Industrial Safety and Health -I, Madurai. Ph. No – 0452 2530729	Joint Director of Industrial Safety and Health, Madurai. Ph. No – 0452 2530729	-do-
	Deputy Director of Industrial Safety and Health, II Circle, Madurai. Ph. No – 0452 2530729	Assistant Director of Industrial Safety and Health -II, Madurai. Ph. No – 0452 2530729			
	Deputy Director of Industrial Safety and Health, III Circle, Madurai. Ph. No – 0452 2530729	---			
	Deputy Director of Industrial Safety and Health, Sivagangai. Ph. No – 04575 243260	---			

15	Dindigul .	Deputy Director of Industrial Safety and Health, Dindigul. Ph. No – 0451 2432433	Assistant Director of Industrial Safety and Health, Dindigul. Ph. No – 0451 2432433	Joint Director of Industrial Safety and Health, Dindigul. Ph.No – 0451 2430157	-do-
		Deputy Director of Industrial Safety and Health, Theni Ph. No – 04546 255448	---		
16	Sivakasi .	Deputy Director of Industrial Safety and Health, I Circle, Sivakasi. Ph. No – 04562 220954	Assistant Director of Industrial Safety and Health-I, Sivakasi. Ph. No – 04562 220954	Joint Director of Industrial Safety and Health, Sivakasi. Ph. No – 04562 220954	-do-
			Assistant Director of Industrial Safety and Health-II, Sivakasi. Ph. No – 04562 220954		
		Deputy Director of Industrial Safety and Health, II Circle, Sivakasi. Ph. No – 04562 220954	Assistant Director of Industrial Safety and Health-III, Sivakasi. Ph. No – 04562 220954		
			Assistant Director of Industrial Safety and Health-IV, Sivakasi. Ph. No – 04562 220954		

17	Virudhunagar .	Deputy Director of Industrial Safety and Health, I Circle, Virudhunagar. Ph. No – 04562 269115	Assistant Director of Industrial Safety and Health, I Circle, Virudhunagar. Ph. No – 04562 269115	Joint Director of Industrial Safety and Health, Virudhunagar. Ph. No – 04562 269115	-do-
		Deputy Director of Industrial Safety and Health, II Circle, Virudhunagar. Ph. No – 04562 269115	Assistant Director of Industrial Safety and Health, II Circle, Virudhunagar. Ph. No – 04562 269115		
18	Tirunelveli .	Deputy Director of Industrial Safety and Health, I Circle, Tirunelveli. Ph. No 0462 - 2551103	Assistant Director of Industrial Safety and Health-I, Tirunelveli. Ph. No – 0462 - 2551103	Joint Director of Industrial Safety and Health, Tirunelveli. Ph. No – 0462 - 2551103	-do-
			Assistant Director of Industrial Safety and Health-II, Tirunelveli. Ph. No – 0462 – 2551103		
		Deputy Director of Industrial Safety and Health, II Circle, Tirunelveli. Ph. No 0462 – 2551103	Assistant Director of Industrial Safety and Health-III, Tirunelveli. Ph. No – 0462 - 2551103		

19	Thoothukudi .	Deputy Director of Industrial Safety and Health, Thoothukudi. 0461 2320884	Assistant Director of Industrial Safety and Health, Thoothukudi. 0461 2320884	Joint Director of Industrial Safety and Health, Thoothukudi. Ph. No – 0461 2330624	-do-
		Deputy Director of Industrial Safety and Health, Kovilpatti. Ph. No – 04632 229585	Assistant Director of Industrial Safety and Health-I, Kovilpatti. 04632 229585		
			Assistant Director of Industrial Safety and Health-II, Kovilpatti. 04632 229585		
20	Coimbatore - I.	Deputy Director of Industrial Safety and Health, I Circle, Coimbatore. Ph. No - 0422 2231587	Assistant Director of Industrial Safety and Health-I, Coimbatore. Ph. No - 0422 2231587	Joint Director of Industrial Safety and Health- I, Coimbatore. Ph. No - 0422 2231587	-do-
			Assistant Director of Industrial Safety and Health-II, Coimbatore. Ph. No - 0422 2231587		
		Deputy Director of Industrial Safety and Health, Udhaga-mandalam. Ph. No – 0423 2444079	---		

21	Coimbatore -II.	Deputy Director of Industrial Safety and Health, II Circle, Coimbatore. Ph. No – 0422 2441235	Assistant Director of Industrial Safety and Health-III, Coimbatore. Ph. No – 0422 2441235	Joint Director of Industrial Safety and Health- II, Coimbatore. Ph. No – 0422 2441235	-o-
			Assistant Director of Industrial Safety and Health-IV, Coimbatore. Ph. No – 0422 2441235		
		Deputy Director of Industrial Safety and Health, Pollachi. Ph. No – 04259 224577	---		
22	Tiruppur-I .	Deputy Director of Industrial Safety and Health, I Circle, Tiruppur. Ph. No – 0421 2240701	Assistant Director of Industrial Safety and Health-I, Tiruppur. Ph. No – 0421 2240701	Joint Director of Industrial Safety and Health-I, Tiruppur. Ph. No – 0421 2470483	-do-
			Assistant Director of Industrial Safety and Health-II, Tiruppur. Ph. No – 0421 2240701		
23	Tiruppur-II .	Deputy Director of Industrial Safety and Health, II Circle, Tiruppur.	Assistant Director of Industrial Safety and Health-III, Tiruppur. Ph. No – 0421 2240701	Joint Director of Industrial Safety and Health-II, Tiruppur. Ph. No – 0421 2470483	

		Ph. No – 0421 2240701	Assistant Director of Industrial Safety and Health-IV, Tiruppur. Ph. No – 0421 2240701		
		Deputy Director of Industrial Safety and Health, III Circle, Tiruppur Ph. No – 0421 2470483	Assistant Director of Industrial Safety and Health-V, Tiruppur. Ph. No – 0421 2470483		
24	Erode .	Deputy Director of Industrial Safety and Health, Circle, Erode. Ph. No – 0424 2219521	Assistant Director of Industrial Safety and Health, Erode. Ph. No – 0424 2219521	Joint Director of Industrial Safety and Health, Erode. Ph. No – 0424 2219521	-do-
25	Hosur .	Deputy Director of Industrial Safety and Health, Hosur. Ph. No – 04344 276514	Assistant Director of Industrial Safety and Health, Hosur. Ph. No – 04344 276514	Joint Director of Industrial Safety and Health, Hosur. Ph. No – 04344- 274347	-do-
		Deputy Director of Industrial Safety and Health, Dharmapuri. Ph. No – 04344 276514	---		

26	Training Centre, Sivakasi	Deputy Director of Industrial Safety and Health, Office of the Joint Director of Industrial Safety and Health, Training Centre, Sivakasi	---	Joint Director of Industrial Safety and Health, Training Centre, Sivakasi	-do-
27	(BOCW), Office of the Director of Industrial Safety and Health, Chennai.14.	1. Joint Director of Industrial Safety and Health, (BOCW), Chennai. 2. Joint Director of Industrial Safety and Health, (BOCW), Madurai	--- --	Senior Additional Director of Industrial Safety and Health, (BOCW), Office of the Director of Industrial Safety and Health, Chennai. 14.	-do-
28	Office of the Joint Director of Industrial Safety and Health, (BOCW), Chennai.32	Deputy Director of Industrial Safety and Health, (BOCW), Chennai Deputy Director of Industrial Safety and Health, (BOCW), Kanchipuram Deputy Director of Industrial Safety and Health, (BOCW), Salem	Assistant Director of Industrial Safety and Health, (BOCW), Chennai Assistant Director of Industrial Safety and Health, (BOCW), Kanchipuram Assistant Director of Industrial Safety and Health, (BOCW), Salem	Joint Director of Industrial Safety and Health, (BOCW), Chennai.32	-do-

29	Office of the Joint Director of Industrial Safety and Health, (BOCW), Madurai	Deputy Director of Industrial Safety and Health, (BOCW), Dindigul	Assistant Director of Industrial Safety and Health, (BOCW), Dindigul	Joint Director of Industrial Safety and Health, (BOCW), Madurai	-do-
		Deputy Director of Industrial Safety and Health, (BOCW), Madurai	Assistant Director of Industrial Safety and Health, (BOCW), Madurai		
		Deputy Director of Industrial Safety and Health, (BOCW), Tirunelveli	Assistant Director of Industrial Safety and Health, (BOCW), Tirunelveli		
		Deputy Director of Industrial Safety and Health, (BOCW), Coimbatore	Assistant Director of Industrial Safety and Health, (BOCW), Coimbatore		
		Deputy Director of Industrial Safety and Health, (BOCW), Trichy	Assistant Director of Industrial Safety and Health, (BOCW), Trichy		

F) List of Officers of the Directorate of Industrial Safety and Health who have provided Closed User Group Connections.

Sl. No	Cell No.	Allotted to Whom (Designation)
O/O The Director Industrial Safety & Health		
1	9445869600	DIRECTOR, Industrial Safety & Health
2	9445869201	Sr. Addl. Director Industrial Safety & Health
3	9445869202	Sr. Addl. Director (BOCW.Act) Industrial Safety & Health
4	9445869270	Joint Director (Testing & Safety) Industrial Safety & Health
5	9445869271	Joint Director (Health & Safety) Industrial Safety & Health
6	9445869299	Assistant Director (Testing & Safety) Industrial Safety & Health
Addl. Director Industrial Safety & Health Chennai Region		
7	9445869203	Addl. Director, Industrial Safety & Health Chennai
8	9445869280	Joint Director (Registration)
9	9445869204	Joint Director - I Industrial Safety & Health Chennai
10	9445869205	Dy. Director - I Industrial Safety & Health Chennai
11	9445869206	Dy. Director -II Industrial Safety & Health Chennai
12	9445869207	Joint Director - II Industrial Safety & Health Chennai
13	9445869208	Dy. Director - III Industrial Safety & Health Chennai
14	9445869209	Dy. Director Industrial Safety & Health Ambattur @ Chennai
15	9445869210	Joint Director – III, Industrial Safety & Health, Chennai
16	9445869211	Dy. Director - IV Industrial Safety & Health, Chennai
17	9445869212	Joint Director - IV Industrial Safety & Health, Chennai
18	9445869213	Dy. Director - V Industrial Safety & Health, Chennai

19	9445869214	Joint Director, Industrial Safety & Health, Kancheepuram @ Chennai
20	9445869215	Dy. Director - I, Industrial Safety & Health, Kancheepuram @ Sriperumputhur.
21	9445869216	Dy. Director - II, Industrial Safety & Health, Kancheepuram @ Chennai
22	9445869217	Joint Director, Industrial Safety & Health, Thiruvottiur, Chennai
23	9445869218	Dy. Director, Industrial Safety & Health, Thiruvottiur, Chennai
24	9445869219	Joint Director, Industrial Safety & Health, Thiruvallur.
25	9445869220	Dy. Director, Industrial Safety & Health, Thiruvallur.
26	9445869285	Joint Director, Industrial Safety & Health, (BOCW Act) Chennai
27	9445869286	Dy. Director, Industrial Safety & Health, (BOCW Act) Chennai
28	9445869287	Dy. Director, Industrial Safety & Health, (BOCW Act) Kancheepuram @ Chennai

Addl. Director Industrial Safety & Health Coimbatore Region

29	9445869236	Addl. Director Industrial Safety & Health, Coimbatore
30	9445869282	Joint Director (Registration)
31	9445869237	Joint Director - I Industrial Safety & Health, Coimbatore
32	9445869238	Dy. Director - I Industrial Safety & Health, Coimbatore
33	9445869239	Dy. Director, Industrial Safety & Health, Ooty
34	9445869240	Joint Director - II Industrial Safety & Health, Coimbatore
35	9445869241	Dy. Director - II Industrial Safety & Health, Coimbatore
36	9445869242	Dy. Director, Industrial Safety & Health, Pollachi
37	9445869243	Joint Director - I Industrial Safety & Health, Tirupur
38	9445869244	Dy. Director - I Industrial Safety & Health, Tirupur
39	9445869245	Joint Director - II Industrial Safety & Health, Tirupur
40	9445869246	Dy. Director - II Industrial Safety & Health, Tirupur

41	9445869247	Dy. Director - III Industrial Safety & Health, Tirupur
42	9445869296	Asst. Director - II, O/O Dy. Director, ISH, Coimbatore.
43	9445869297	Asst. Director - I, O/O Dy. Director - I, ISH, Tirupur.
44	9445869298	Dy. Director, Industrial Safety & Health, (BOCW Act) Coimbatore
Addl. Director Industrial Safety & Health Madurai Region		
45	9445869266	Addl. Director, Industrial Safety & Health, Madurai.
46	9445869300	Joint Director (Registration)
47	9445869267	Joint Director, Industrial Safety & Health, Madurai.
48	9445869268	Dy. Director -I, Industrial Safety & Health, Madurai.
49	9445869269	Dy. Director -II, Industrial Safety & Health, Madurai.
50	9445869272	Joint Director, Industrial Safety & Health, Virudhunagar.
51	9445869273	Dy. Director -I, Industrial Safety & Health, Virudhunagar.
52	9445869274	Dy. Director -II, Industrial Safety & Health, Virudhunagar.
53	9445869275	Joint Director, Industrial Safety & Health, Sivakasi.
54	9445869276	Dy. Director -I, Industrial Safety & Health, Sivakasi.
55	9445869277	Dy. Director -II, Industrial Safety & Health, Sivakasi.
56	9445869278	Joint Director, Industrial Safety & Health, Tirunelveli.
57	9445869279	Dy. Director -I, Industrial Safety & Health, Tirunelveli.
58	9445869281	Joint Director, Industrial Safety & Health, Thoothukudi.
59	9445869283	Dy. Director, Industrial Safety & Health, Kovilpatti.
60	9445869289	Joint Director, Industrial Safety & Health, (BOCW Act) Madurai.
61	9445869290	Dy. Director, Industrial Safety & Health, (BOCW Act) Madurai.
62	9445869295	Dy. Director, Industrial Safety & Health, (BOCW Act) Tirunelveli.

Addl. Director Industrial Safety & Health Thiruchirappalli Region		
63	9445869248	Addl. Director, Industrial Safety & Health, Thiruchirappalli.
64	9445869249	Joint Director, Industrial Safety & Health, Thiruchirappalli
65	9445869250	Dy. Director-I, Industrial Safety & Health, Thiruchirappalli
66	9445869251	Dy. Director-II, Industrial Safety & Health, Thiruchirappalli
67	9445869252	Dy. Director, Industrial Safety & Health, Karur.
68	9445869253	Dy. Director, O/o. Additional Director Industrial Safety & Health, Trichy
69	9445869254	Joint Director, Industrial Safety & Health, Thanjavur.
70	9445869255	Dy. Director, Industrial Safety & Health, Thanjavure.
71	9445869256	Dy. Director, Industrial Safety & Health, Pudukkottai..
72	9445869257	Dy. Director, Industrial Safety & Health, Thiruvarur.
73	9445869258	Joint Director, Industrial Safety & Health, Cuddalore.
74	9445869259	Dy. Director, Industrial Safety & Health, Cuddalore.
75	9445869260	Dy. Director, Industrial Safety & Health, Villupuram.
76	9445869261	Joint Director, Industrial Safety & Health, Erode.
77	9445869262	Dy. Director, Industrial Safety & Health, Erode.
78	9445869263	Joint Director, Industrial Safety & Health, Dindigul.
79	9445869264	Dy. Director, Industrial Safety & Health, Dindigul.
80	9445869265	Dy. Director, Industrial Safety & Health, Theni.
81	9445869291	Dy. Director, Industrial Safety & Health, (BOCW Act) Dindigul.
82	9445869294	Dy. Director, Industrial Safety & Health, (BOCW Act) Thiruchirappalli.
Addl. Director Industrial Safety & Health Salem Region		
83	9445869221	Addl. Director, Industrial Safety & Health, Salem

84	9445869223	Joint Director, Industrial Safety & Health, Salem
85	9445869224	Dy. Director, Industrial Safety & Health, Salem
86	9445869225	Dy. Director, Industrial Safety & Health, Mettur
87	9445869226	Joint Director- I Industrial Safety & Health, Vellore
88	9445869227	Dy. Director- I Industrial Safety & Health, Vellore
89	9445869228	Joint Director- II Industrial Safety & Health, Vellore
90	9445869230	Dy. Director- II Industrial Safety & Health, Vellore
91	9445869231	Dy. Director, Industrial Safety & Health, Thiruvannamalai
92	9445869232	Joint Director, Industrial Safety & Health, Hosur.
93	9445869233	Dy. Director, Industrial Safety & Health, Hosur.
94	9445869235	Dy. Director, Industrial Safety & Health, Dharmapuri
95	9445869288	Dy. Director, Industrial Safety & Health, (BOCW Act) Salem.
Additional Director (Mobile Team) Virudhunagar		
96	9445869284	Addl. Director, Industrial Safety & Health, Mobile Team, Virudhunagar

**DEPARTMENT OF EMPLOYMENT AND TRAINING
(EMPLOYMENT WING)**

Employment Exchanges sponsor candidates who have registered their names in the employment Exchange against the vacancies notified by the employer based upon the age, educational qualification, priority, communal rotation prescribed by the employer in the notification and as per seniority in registration.

ORGANISATION

HEAD QUARTERS	Directorate of Employment and Training, Guindy, Chennai-600 032.
EMPLOYMENT EXCHANGES	Employment Exchange functions in each District.
SPECIAL EMPLOYMENT EXCHANGES	
PROFESSIONAL AND EXECUTIVE EMPLOYMENT OFFICE	a) Integrated Employment Office Building, Women ITI Complex, Guindy, Chennai-32. b) Govt. I.T.I Complex, K.Pudur, Madurai-625 007.
SPECIAL EMPLOYMENT OFFICE FOR DIFFERENTLY ABLED.	Integrated Employment Office Building, Women ITI Complex, Guindy, Chennai-32.
DISTRICT EMPLOYMENT OFFICE (UNSKILLED)	485, Anna Salai, Nandanam, Chennai-600 035.
DISTRICT EMPLOYMENT OFFICE (TECHNICAL PERSONNEL)	Integrated Employment Office Building, Women ITI Complex, Guindy, Chennai-32.
SPECIAL VOCATIONAL GUIDANCE CENTRE FOR TRIBAL POPULATION	15/2, Nazareath Convent Road, Saint Mary's Hill, Ooty-643001.

COACHING-CUM-GUIDANCE CENTRE FOR SCHEDULED CASTE / SCHEDULED TRIBE	Coimbatore, Tirunelveli, Trichirapalli, Vellore, and Cuddalore.
ACTIVITY REGISTRATION: WHO CAN REGISTER?	Any Indian Citizen can register his/her name in the Employment Exchanges wherein he/she resides.
QUALIFICATIONS PRESCRIBED	No minimum qualification
REGISTRATION OF EXPERIENCE IN PRIVATE SECTOR	No time limit prescribed to register their experience certificates.
RE-REGISTRATION OF EMPLOYMENT EXCHANGE SPONSORED CANDIDTES OUSTED FOR WANT OF VACANCY.	90 days from the date of discharge (or) 18 months from the date of discharge.
EMPLOYED PERSON	Employed person can register for higher posts / better prospects by producing no objection certificate from the employer.
PRIORITY / NON - PRIORITY RATIO	Vacancies are filled in Central Government in the ratio of 1:1 between priority and non-priority categories. Vacancies are filled in the State Govt./State Quasi/Local bodies in the ratio of 1:4 between priority and non-priority categories.
GRIEVANCES REDRESSAL	<p>1. Representation of any grievances experienced in registration, renewal, unemployment Assistance may be made immediately to Deputy Director / Assistant Director / District Employment Officer of the Employment Exchanges.</p> <p>2. Appeals may be preferred to the Regional Joint Director(Employment) of the region viz. Chennai, Coimbatore, Tiruchirappali and Madurai or the Director of Employment and Training, Guindy, Chennai-600 032.</p>
ONLINE REGISTRATION OF EMPLOYMENT:-	All the District Employment Offices in Tamil Nadu are connected by Internet under the scheme of Networking of Employment Offices.

Candidates can register their educational qualification, renew their old registration and update their additional qualification through online. This Department has created a web portal, www.tnvelaivaaiippu.gov.in.

The existing candidates can log in using their Employment Registration number as "User ID" and Date of Birth as the "Password" in the above website for updation of their qualification and renewal.

LIST OF PUBLIC INFORMATION OFFICERS / ASSISTANT PUBLIC INFORMATION OFFICERS FOR THE DEPARTMENT OF EMPLOYMENT AND TRAINING, CHENNAI-32

**DIRECTORATE OF EMPLOYMENT AND TRAINING
(EMPLOYMENT WING)**

1	Appellate Authority - Head of the Department.	The Director, Department of Employment and Training, Guindy, Chennai-600 032.
2	Public Information Officer of the Department (Employment Wing).	The Joint Director (Employment), Department of Employment and Training, Guindy, Chennai-32.
3	Assistant Public Information Officer of Employment Wing.	Concerned Section Officer.

APPELLATE AUTHORITIES AND PUBLIC INFORMATION OFFICERS FOR DISTRICTS (EMPLOYMENT WING)

1	Regional Joint Directors.	Appellate Authority for the respective regions and Public Information Officer for the Office of the Regional Joint Directors of Employment. Senior Junior Employment Officer is the Assistant Public Information Officer.
2	In the Offices where Deputy Director is head of Office and 2 District Employment Officers are functioning.	Deputy Director is the Public Information Officer and District Employment Officer (General) is the Assistant Public Information Officer.
3	In the Offices where Deputy Director is head of Office and one District Employment Officer are functioning.	Deputy Director is the Public Information Officer and District Employment Officer is the Assistant Public Information Officer.

4	In the Offices where Deputy Director is head of Office and District Employment Officer (Youth Employment Service) are functioning.	Deputy Director is the Public Information Officer and District Employment Officer (Youth Employment Service) is the Assistant Public Information Officer.
5	In the Offices where Assistant Director is head of Office and District Employment Officer (Youth Employment Service) are functioning.	Assistant Director is the Public Information Officer and District Employment Officer (Youth Employment Service) is the Assistant Public Information Officer.
6	In the Offices where Assistant Director/ One District Employment Officer is head of Office and Assistant are functioning.	Assistant Director / District Employment Officer is the Public Information Officer and Assistant is the Assistant Public Information Officer.
7	In the Offices where Assistant Director is head of Office and Junior Employment Officer are functioning.	Assistant Director is the Public Information Officer and Junior Employment Officer is the Assistant Public Information Officer.
8	In the Offices where Assistant Director is head of Office / Technical Officer are functioning.	Assistant Director is the Public Information Officer and Technical Officer is the Assistant Public Information Officer.
9	In the Offices where two District Employment Officers are functioning	District Employment Officer (General) is the Public Information Officer District Employment Officer (Youth Employment Service) is the Assistant Public Information Officer.
10	In the Offices where one District Employment Officer is functioning as Head of Office.	District Employment Officer is the Public Information Officer and the Senior Junior Employment Officer is the Assistant Public Information Officer.
11	In the Offices where Vocational Guidance Officer is the head of Office and one Junior Employment Officer are functioning	Vocational Guidance Officer is the Public Information Officer and junior Employment Officer is the Assistant Public Information Officer.

**Department of Employment and Training
(Employment Wing)**

Right to Information Act 2005

**List of Phone Numbers in respect of Appellate Authority / Public
Information Officers / Assistant Public Information Officers**

SL. NO.	POST / NAME OF THE OFFICE	PHONE NUMBER
1	Director, Department of Employment and Training, Chennai-32	044-22501002 044-22501006 044-22500900 044-22500911
2	Joint Director (Employment)	044-22501002 044-22501006 044-22500900 044-22500911
3	Regional Joint Director (Employment), Chennai-4	044-24643339
4	Regional Joint Director (Employment), Trichy	0431-2465719
5	Regional Joint Director (Employment), Coimbatore	0422-2642186
6	Regional Joint Director (Employment), Madurai	0452-2566359
7	Deputy Director, Professional and Executive Employment Office, Chennai-32	044-22501032
8	District Employment Officer, Professional and Executive Employment Office, Chennai-32	044-22501032
9	Deputy Director, District Employment Office, (General), Chennai-4.	044-24615160
10	District Employment Officer, (General), Chennai-4	044-24615160
11	Assistant Director, Special Employment Office for Differently abled, Chennai-32	044-22500835
12	Technical Officer, Special Employment Office for Differently abled, Chennai-32	044-22500835
13	District Employment Officer, (Technical Personnel), Chennai-32	044-22500835
14	Senior Junior Employment Officer, (Technical Personnel), Chennai-32	044-22500835

15	District Employment Officer, District Employment Office for unskilled, Chennai-35.	044-24351940
16	Senior Junior Employment Officer, District Employment Office for Unskilled, Chennai-35.	044-24351940
17	District Employment Officer, Thiruvallur.¢	044-27660250
18	Senior Junior Employment Officer, District employment Office, Thiruvallur.	044-27660250
19	Deputy Director, District Employment Office, Kancheepuram	044-27223124
20	District Employment Officer, (Youth Employment Service), Kancheepuram	044-27223124
21	District Employment Officer, Thiruvannamalai	04175-225381
22	Senior Junior Employment Officer, District Employment Office, Thiruvannamalai.	04175-225381
23	Assistant Director, District Employment Office, Vellore.	0416-2290042
24	District Employment Officer (Youth Employment Service) Vellore.	0416-2290042
25	Assistant Director, Coaching -Cum-Guidance Centre for SC/ST, Vellore.	0416-2290041
26	Assistant Director , District Employment Office, Cuddalore.	04142-2290039
27	Senior Junior Employment Officer, District Employment Office, Cuddalore	04142-2290039
28	District Employment Officer, Coaching -Cum-Guidance Centre for SC/ST, Cuddalore	04142-2290040
29	Deputy Director, District Employment Office, Trichy.	0431-2422510
30	District Employment Officer (Youth Employment Service) Trichy	0431-2422510
31	Assistant Director, Coaching -Cum-Guidance Centre for SC/ST, Trichy	0431-2422520
32	Assistant Director, District Employment Office, Thanjavur.	04362-237037
33	District Employment Officer (Youth Employment Service) Thanjavur.	04362-237037

34	District Employment Officer , District Employment Office, Nagapattinam	04365-221700
35	Senior Junior Employment Officer, District Employment Office, Nagapattinam	04365-221700
36	District Employment Officer ,Thiruvarur	04366-224226
37	Senior Junior Employment Officer, District Employment Office, Thiruvarur	04366-224226
38	District Employment Officer,(General),Pudukottai	04322-222287
39	District Employment Officer (Youth Employment Service) Pudukottai	04322-222287
40	District Employment Officer ,Karur	04324-263449
41	Senior Junior Employment Officer, District Employment Office, Karur	04324-263449
42	District Employment Officer ,Perambalur	04328-275352
43	Senior Junior Employment Officer, District Employment Office, Perambalur	04328-275352
44	District Employment Officer , Ariyalur	04329-222111
45	Senior Junior Employment Officer, District Employment Office, Ariyalur	04329-222111
46	Deputy Director, District Employment Office, Coimbatore	0422-2642386
47	District Employment Officer (Youth Employment Service) Coimbatore.	0422-2642386
48	Assistant Director, Coaching -Cum-Guidance Centre for SC/ST, Coimbatore	0422-2648895
49	District Employment Officer ,Thiruppur	0421-2218155
50	Senior Junior Employment Officer, District Employment Office, Thiruppur	0421-2218155
51	District Employment Officer ,Udhagamandalam	0423-2223346
52	Senior Junior Employment Officer, District Employment Office, Udhagamandalam	0423-2223346
53	Vocational Guidance Officer, Special Vocational Guidance Centre for Tribal Population, Udhagamandalam	0423-2444004
54	District Employment Officer, Namakkal	04286-222260

55	Senior Junior Employment Officer, District Employment Office, Nammakkal	04286-222260
56	District Employment Officer, (General), Erode	0424-2294860
57	District Employment Officer (Youth Employment Service) Erode	0424-2294860
58	Deputy Director, District Employment Office, Salem	0427-2417750
59	District Employment Officer (Youth Employment Service) Salem	0427-2417750
60	Assistant Director, District Employment Office, Dharmapuri	04342-280600
61	Senior Junior Employment Officer, District Employment Office, Dharmapuri	04342-280600
62	District Employment Officer , Krishnagiri	04343-236189
63	Senior Junior Employment Officer, District Employment Office, Krishnagiri	04343-236189
64	Deputy Director, District Employment Office, Madurai	0452-2566022
65	District Employment Officer (Youth Employment Service) Madurai	0452-2566022
66	Assistant Director, Professional and Executive Employment Office, Madurai	0452-2564343
67	Senior Junior Employment Officer, Professional and Executive Employment Office, Madurai	0452-2564343
68	District Employment Officer (General) Dindigul	0451-2427498
69	District Employment Officer (Youth Employment Service) Dindigul	0451-2427498
70	District Employment Officer, Theni	04546-254510
71	Senior Junior Employment Officer, District Employment Office, Theni	04546-254510
72	District Employment Officer (General) Viudhunagar	04562-244713
73	District Employment Officer (Youth Employment Service) Virudhunagar	04562-244713
74	District Employment Officer (General) Sivagangai	04575-240435
75	District Employment Officer (Youth Employment Service) Sivagangai	04575-240435
76	District Employment Officer (General) Ramanathapuram	04567-221160

77	District Employment Officer (Youth Employment Service) Ramanathapuram	04567-221160
78	District Employment Officer (General) Thirunelveli	0462-2500103
79	District Employment Officer (Youth Employment Service) Thirunelveli	0462-2500103
80	Assistant Director, Coaching -Cum-Guidance Centre for SC/ST, Thirunelveli	0462 -2500218
81	District Employment Officer (General) Thoothukudi	0461-2340159
82	District Employment Officer (Youth Employment Service) Thoothukudi	0461-2340159
83	Assistant Director, District Employment Office, Nagercoil	04652-2222191
84	District Employment Officer (Youth Employment Service) Nagercoil	04652-2222191

TRAINING WING

Industrial Training Institutes (ITIs) play a vital role in imparting skill training under Craftsmen Training Scheme and produce technician level work force in the State in different trades. Various skill training programmes are being implemented through a vast network of Government ITIs and Private ITIs in the State.

Admission in all Government ITIs is made every year during the month of July. The training period ranges from one year to two years depending upon the trades as per National Council for Vocational Training (NCVT) norms. Training is imparted in 45 Engineering courses and 20 Non-Engineering trades.

Major skill Development Schemes implemented by the Department

1. Craftsmen Training Scheme.
2. Apprenticeship Training Scheme.
3. Industrial Schools.
4. Skill Development Initiative- Modular Employable Skills.
5. Centres of Excellence.
6. Up-gradation of Govt. ITI under PPP mode.
7. Skilling Initiatives of Tamil Nadu Skill Development Corporation (TNSDC)

CRAFTSMEN TRAINING SCHEME

Craftsmen Training Scheme was introduced to ensure a steady flow of skilled workers in different trades for domestic industry to raise quantitatively and qualitatively the industrial production by systematic training to reduce the unemployment among the educated youth by providing them employable training and to cultivate / nurture a technical and industrial attitude in the minds of the younger generation.

TRAINING IS IMPARTED FOR TRAINEES IN INDUSTRIAL TRAINING INSTITUTES

1.	The approximate time of advertisement for admission in Industrial Training Institutes	2 nd or 3 rd week of May every year depending on the publication of 10 th std examination results.
2.	Cost of application form	Rs. 50/-
3.	The place to which application forms are to be sent	Principal, Concerned Govt. Industrial Training Institute
4.	The last date for sending filled in applications	Normally 15 days from the date of publication of 10 th std exam results.
5.	The total number of Government Industrial Training Institutes in Tamil Nadu	77
	Exclusively for Women Women Wing	12 3 –(Thanjavur, Hosur, Ramanathapuram)
	Only for Scheduled Caste	1
	Only for Scheduled Tribes	6
6.	The date of commencement of training	1 st August, every year.

MINIMUM QUALIFICATION FOR ADMISSION IN THE INDUSTRIAL TRAINING INSTITUTES

1.	Educational qualification	
	Total Number of Trades in which training is imparted. (List as per annexure B)	55
	48 Trades	10 th Passed
	07 Trades	8 th Passed
2.	Age Limit For Women For Ex-Serviceman	14 to 40 No Upper Age Limit 14 to 45

3.	Training Period	
	One Year Trades	30
	Two Year Trades	25

APPRENTICESHIP TRAINING SCHEME

The ITIs produce semi-skilled workers. To shape them as Skilled Workers and expose them in actual production the ITI passed out trainees are sponsored to Industrial establishments and are given Apprenticeship Training under Apprentices Act, 1961.

Apprenticeship Training is given in 111 trades. Apprentices Act, 1961 is implemented by the State Director / State Apprenticeship Advisor. It is implemented in 5 regions (viz) Chennai, Coimbatore, Madurai, Trichy and Tirunelveli regions.

The trainees passed in Industrial Training Institutes are registering their names in Employment Exchange and Related Instruction centre to get Apprenticeship Training at State Government Department / undertaking and Private Industrial Establishments respectively.

Total number of Related Instruction Centres in Tamil Nadu		:	11	
Apprenticeship scheme classes conducted in Government ITIs		:	03	
Place of the Related Instruction Centres				
1.	Ambattur	2.Cuddalore	3.Coimbatore	4.Guindy 5.Hosur
6.	Madurai	7.North Chennai	8. Pettai, Thirunelveli	9. Salem 10. Trichy
	11. Vellore	12.Metturdam	13. Tanjore	14. Dharapuram

**THE FOLLOWING RESERVATIONS ARE ADOPTED WHILE
RECRUITING THE APPRENTICES**

Scheduled Caste	:	1 : 6
Scheduled Tribe	:	1 : 20
Commencement of Training.	:	April / October 1 st day.

**MINIMUM QUALIFICATION FOR JOINING APPRENTICESHIP
TRAINING**

a)	Educational Qualification	:	N.T.C. Passed (or) Freshers with entry Qualification prescribed by the DGET under the Act.
b)	Age limit	:	Above 14 years.
c)	Training Period	:	6 Months to 4 Years According to Trade.
d)	Training Charges	:	Nil.

QUALIFICATION FOR WRITING THE EXAMINATION

The apprentices should complete the prescribed apprenticeship training period. They should have prescribed attendance.

ISSUE OF CERTIFICATE

All India Trade Test for Apprentices are conducted during May and October every year and successful apprentices are being awarded National Apprenticeship Certificate.

RATE OF STIPEND

Stipend for apprentices have been revised by Government of India from 22.09.2014 as noted below.

- (a) During the first year of Training : 70% of minimum wage of semi-skilled workers notified by State Government
- (b) During the second year of Training : 80% of minimum wage of semi-skilled workers notified by State Government
- (c) During the third year of Training : 90% of minimum wage of semi-skilled workers notified by State Government

INDUSTRIAL SCHOOLS

635 Self financing Private Industrial Schools functioning in Tamil Nadu to train the youths depending on the employment opportunities available in Districts. Training is offered in 90 trades mainly in Automobile, catering, Electrical, Electronics, Welding, tailoring, Computer application, beautician, Office Automation etc. Training period ranges from 45 days to 3 years for short term and for long term courses depending on the trades. 8th standard pass and 10th standard pass candidates are admitted for training. Training starts from 1st July of every year for long term courses. State Level examination is conducted for long term courses and Certificates are issued to the successful candidates by the State Government.

SKILL DEVELOPMENT INITIATIVE - MODULAR EMPLOYABLE SKILLS

A demand driven short-term training Modules have been introduced under the scheme titled "Skill Development Initiative – Modular Employable Skill" (SDI – MES) to enable the school drop outs, unemployed youth and existing workers and college drop outs to acquire skill in a short span.

The scheme offers multi – entry and multi exit options, flexible delivery schedule and lifelong learning. Courses are available for persons having completed minimum 5th standard and attained the age of 14 years.

This scheme is 100% funded by the central Government in form of reimbursement of training cost to the training providers. This scheme is implemented through Registered Vocational Training Providers (VTPs) in the State.

CENTRES OF EXCELLENCE

The salient features of the scheme include Broad Based multi-skill training during the first year, followed by advanced and specialized modular training in the second year with multi entry and multi exit options. Certification is done by National Council for Vocational Training (NCVT).

There are 22 Government Industrial Training Institutes have been upgraded in 10 sectors as Centre of Excellence (CoE) in our State with total project cost of Rs. 80.00 crores.

UPGRADATION OF GOVERNMENT ITIS UNDER PUBLIC - PRIVATE PARTNERSHIP MODE

Government of India has launched a new scheme for upgradation of Government Industrial Training Institutes through Public Private Partnership mode. Under this Scheme, Rs. 2.5 crores interest free soft loan is sanctioned to each ITI through IMC Society. The Government introduced this scheme to improve the Industry and Institute linkage so as to enhance the participation of Private Sector in skill development activities. 32 Government ITIs have been upgraded in phased manner with an interest free loan of Rs.2.50 crores each to upgrade Civil infrastructure, to procure additional tools & equipments as per latest syllabus.

OTHER PROGRAMMES AND ACTIVITIES

1. Admission of Students in ITIs through District Counseling

The candidates for admission are selected according to merit and communal rotation every year through District Wise Counseling. District Counseling is conducted by the Nodal Government ITIs located in each

District. The candidates according to their rank will choose the course or ITI as per his choice. The selection order issued to each candidate on the spot. The candidates thus allotted by the Department in the month of July every year will be trained in the concerned Institute as per National Council for Vocational Training (NCVT) norms of training. Training cost will be borne by the Government.

2. Free Training to the Trainees of Government ITI

To encourage admission and active participation in skill training programme and to help the poor and downtrodden youth, tuition fee is waived by the Government and free training is offered to all the trainees of Government ITIs.

Welfare Schemes to the Trainees

The Government have sanctioned the following concessions to the Government ITI and Government aided Private ITI trainees:-

1. Bus pass between their place of residence and the institute for 12 months
2. Two sets of uniforms per year and One pair of shoe per year to all the trainees
3. Bi-Cycle to all the trainees
4. Monthly stipend @ Rs.500/- to all the trainees irrespective of community and income
5. Laptop to all the trainees
6. Text Books and drawing instruments

3. Training Cost Reimbursement Scheme for Private ITI students

The private institutes willing to come under this scheme surrender 50% seats to be filled to the Department. The seats available in Private Industrial Training Institutes under Government quota are filled up through District Counseling. State Government is reimbursing the training cost to the private institutes on behalf of the candidates.

The reimbursement of the cost of training under the scheme would be at the rate of Rs.10,000/- per trainee per year in rural areas and Rs.12,000/- per trainee per year in urban areas.

4. Language cum Soft Skill Labs in Government ITIs

The students studying in ITIs have strong vocation skills in their trades through their rigorous quality learning on their trades but found lacking on the life skills like soft skills. By understanding this fact, the Government have ordered to establish Language cum soft skill Labs so far in 47 Government ITIs at the cost of Rs. 10.16 Crore to train them in English Language, Computer skill and other soft skill areas and to make them more employable.

FOR FURTHER INFORMATION CONTACT:

The Director, Department of Employment and Training,
Alandur Road, Guindy, Chennai – 600 032.

Tele : 22501002, 22501006 FAX : 22501595
22500900, 22500149 E-Mail : det@vsnl.net

Website : www.tn.gov.in

LIST OF GOVERNMENT INDUSTRIAL TRAINING INSTITUTES

SL. NO	NAME OF THE INDUSTRIAL TRAINING INSTITUTES	SL. NO	NAME OF THE INDUSTRIAL TRAINING INSTITUTES
1	AMBATTUR	39	MANIKANDAM
2	AMBATTUR (WOMEN)	40	METTUR DAM
3	ANDIMADAM	41	NORTH CHENNAI
4	ARIYALUR	42	NAGAPATTINAM
5	ARAKONNAM	43	NAGERCOIL
6	AMBASAMUDRAM	44	NAGERCOIL (WOMEN)
7	ANDIPATTI (WOMEN)	45	NAMAKKAL (WOMEN)
8	ANAICUTTI	46	NEEDAMANGALAM
9	ARUPPUKOTTAI	47	NAGALAPURAM
10	BODI	48	PETTAI
11	COIMBATORE	49	PARAMAKUDI
12	COIMBATORE (WOMEN)	50	PERAMBALUR
13	COONOOR (NILGIRIS)	51	PUDUKOTTAI
14	CUDDALORE	52	PULLAMPADI (WOMEN)
15	CUDDALORE (WOMEN)	53	RAMANATHAPURAM
16	CHIDAMBARAM	54	RANIPET
17	CHEKKANURANI	55	RADHAPURAM
18	CHENGELPATTU	56	SALEM
19	CHINNASALEM	57	SALEM (WOMEN)
20	DHARAPURAM	58	SANKARAPURAM
21	DHARAMAPURI	59	SIVAGANGAI
22	DINDIGUL	60	THANJAVUR
23	DINDIGUL (WOMEN)	61	TRICHY
24	ERODE	62	THENI
25	GUINDY	63	TENKASI
26	GUINDY (WOMEN)	64	TRICHENDUR
27	GUDALUR	65	TRIUPPUR (WOMEN)
28	HOSUR	66	THIRUVANNAMALAI
29	JAMUNAMARATHUR	67	TUTICORIN
30	KARAIKUDI	68	THIRUVANMIYUR
31	KARUR (WOMEN)	69	THIRUVAIYARU
32	KARUMANDURAI	70	THIRUKUVALLAI
33	KOLLIHILLS	71	ULUNDURPET
34	KATTUMANNARKOIL	72	UDUMALAIPETTAI
35	KADAYANALLUR	73	VIRUDHUNAGAR
36	MADURAI	74	VEERAKERLAMPUDUR
37	MADURAI (WOMEN)	75	VELLORE
38	MUDUKULATHUR	76	VEPPALODAI

BASIC TRAINING CENTRES

S.L.NO.	NAME OF THE BASIC CENTRES
1	BTC/I.T.I AMBATTUR

RELATED INSTRUCTION CENTRES

SL.NO.	NAME OF THE RELATED INSTRUCTION CENTRES
1.	AMBATTUR
2.	COIMBATORE
3.	CUDDALORE
4.	GUINDY
5.	HOSUR
6.	MADURAI
7.	NORTH CHENNAI
8.	PETTAI (TIRUNELVELI)
9.	SALEM
10.	TRICHY
11.	VELLORE
12.	METTURDAM
13.	TANJORE
14.	DHARAPURAM

CENTRE OF EXCELLENCE

Sl.No.	Name of the Trade	Duration	Entry Qualification
1	2	3	4
1.	Automobile	2 Years	10 th Passed
2.	Production and Manufacturing	2 Years	10 th Passed
3.	Electrical	2 Years	10 th Passed
4.	Apparel	2 Years	10 th Passed
5.	Leather Goods and Footwear	2 Years	10 th Passed
6.	Hospitality Management	2 Years	10 th Passed
7.	Construction Wood Working	2 Years	10 th Passed
8.	Fabrication (Fitting & Welding)	2 Years	10 th Passed

9.	PPOT	2 Years	10 th Passed
10.	Information Technology	2 Years	10 th Passed

**RIGHT TO INFORMATION ACT 2005
APPELLATE AUTHORITIES**

SI. No.	DESIGNATION AND POST HELD APPELLATE AUTHORITY HOD	NAME OF THE OFFICE
1.	Director of Employment and Training	Department of Employment and Training, Guindy, Chennai-32. Phone No.044-22501525

SI. No.	DESIGNATION AND POST HELD REGIONAL LEVEL	NAME OF THE OFFICE
1.	Regional Joint Director of Training, Chennai Region.	O/o. Regional Joint Director of Training, Chennai – 600 032. Phone No.044-22501418
2.	Regional Joint Director Coimbatore Region	O/o. Regional Joint Director of Training Coimbatore - 641 029. Phone No.0422-2646222
3.	Regional Joint Director Madurai Region	O/o. Regional Joint Director of Training Madurai - 625 007. Phone No.0452-2566200
4.	Regional Joint Director of Training, Trichy Region.	O/o. Regional Joint Director of Training, Trichy – 620 020. Phone No.0431-2422171
5.	Regional Joint Director, Tirunelveli Region.	O/o. Regional Joint Director of Training Tirunelveli - 627 002. Phone No.0462-2574659

PUBLIC INFORMATION OFFICERS HEAD QUARTERS

SI. No.	DESIGNATION AND POST HELD REGIONAL LEVEL	NAME OF THE OFFICE
1.	JOINT DIRECTOR (EMPLOYMENT)	Directorate (Head Quarters), Guindy, Chennai-32. Phone No.044-22500149

ASSISTANT PUBLIC INFORMATION OFFICER

1.	Deputy Director (Admin)	Directorate (Head Quarters), Training Wing, Guindy, Chennai32. Phone No.044-22500911
2.	Deputy Director (GENERAL)	Directorate (Head Quarters), Employment Wing, Guindy, Chennai32. Phone No.044-22500900

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PUBLIC INFORMATION OFFICER AT REGIONAL LEVEL

1.	Administrative Officer	O/o. Regional Joint Director of Training, Coimbatore Region Phone No.0422-2646222
2.	Administrative Officer	O/o. Regional Joint Director of Training (I/c.), Madurai Region. Phone No.0452-2566200
3.	Administrative Officer	O/o. Regional Joint Director of Training, Trichy Region. Phone No.0431-2422171
4.	Administrative Officer	O/o. Regional Joint Director of Training, Tirunelveli Region. Phone No.0462-2574659
5.	Administrative Officer	O/o. Regional Joint Director of Training, Chennai Region. Phone No.044-22501418

UNIT OFFICERS (Govt. I.T.I.s / RICs / BTCs)

1.	Principal	Govt. I.T.I., Guindy (Women) Phone No.044-22501982
2.	Principal	Govt. I.T.I., Coimbatore (Women) Phone No.0422-2642041
3.	Principal	Govt. I.T.I., Thiruppur, Phone No.04285-224083
4.	Principal	Govt. I.T.I., Cuddalore. Phone No.04142-290273
5.	Principal	Govt. I.T.I. Cuddalore (Women) Phone No.04142-290273

6.	Principal	Govt. I.T.I. Hosur.
		Phone No.04344-262456
7.	Principal	Govt. I.T.I., Dindugal
		Phone No.0451-2471412
8.	Principal	Govt. I.T.I., Dindugal (Women)
		Phone No.0451-2470544
9.	Principal	Govt. I.T.I., Dharapuram.
		Phone No.04285-230307
10.	Principal	Govt. I.T.I., Erode
		Phone No.04344-275244
11.	Principal	Govt. I.T.I., Nagercoil
		Phone No.04652-260463
12.	Principal	Govt. I.T.I., Nagercoil (W)
		Phone No.04652-222560
13.	Principal	Govt. I.T.I., Nagapattinam
		Phone No.04365-230129
14.	Principal	Govt. I.T.I., Ariyalur.
		Phone No.04329-228408
15.	Principal	Govt. I.T.I., Pudukottai.
		Phone No.04322-221584
16.	Principal	Govt. I.T.I., Paramakudi
		Phone No.04652-225300
17.	Principal	Govt. I.T.I., Metturdam
		Phone No.04298-244065
18.	Deputy Director / Principal	Govt. I.T.I., Salem
		Phone No.0427-2412074
19.	Principal	Govt. I.T.I., Salem (W)
		Phone No.0427-2400074
20.	Principal	Govt. I.T.I., Karaikudi
		Phone No.04565-220447
21.	Principal	Govt. I.T.I., Thanjavur
		Phone No.04362-237054
22.	Principal	Govt. ITI., Theni
		Phone No.04546-272240
23.	Deputy Director / Principal	Govt. I.T.I., Ambattur
		Phone No.044-26252453
24.	Principal	Govt. I.T.I., Pullambadi (W)
		Phone No.0431-2552238

25.	Principal	Govt. I.T.I., Thiruvannamalai Phone No.04175-2233018
26.	Principal	Govt. I.T.I., Tuticorin Phone No.0461-2340133
27.	Principal	Govt. I.T.I., Vellore Phone No.0416-2290848
28.	Principal	Govt. I.T.I., Thiruchendur Phone No.04639-242253
29.	Principal	Govt. I.T.I., Virudhunagar Phone No.04562-2352382
30.	Principal	Govt. I.T.I., Sivagangai Phone No.04575-242100
31.	Assistant Director	R.I. Centre, Guindy Phone No.044-22501530
32.	Assistant Director	R.I. Centre, (North) Chennai Phone No.044-25209268
33.	Assistant Director	R.I. Centre, Coimbatore Phone No.0422-2642041
34.	Assistant Director	R.I. Centre, Hosur Phone No.04344-262456
35.	Assistant Director	R.I. Centre, Ambattur Phone No.044-26373189
36.	Assistant Director	R.I. Centre, Trichy Phone No.0431-2552238
37.	Assistant Director	R.I. Centre, Vellore Phone No.0416-2290348
38.	Principal	Govt. I.T.I., Coonoor Phone No.0423-231759
39.	Principal	Govt. I.T.I., Chenglepet Phone No.04114-2431242
40	Training Superintendent	Industrial Training Unit, Thiruvanmiyur Phone No. 044-24540485
41	Principal	Govt. Industrial Training Institute, Madurai (Women) Phone No. 0452-2560544

42	Training Officer	Govt. I.T.I. Needamangalam
		Phone No.04362-256025
43	Special Officer	Govt. I.T.I. Sankarapuram
		Phone No. 04149-222339

III ASSISTANT PUBLIC INFORMATION OFFICERS

1	Superintendent	O/o. Regional Joint Director of Training, Chennai Region. Phone No.044-22501418
2	Superintendent	O/o. Regional Joint Director of Training, Madurai Region. Phone No.0452-2566200
3	Superintendent	O/o. Regional Joint Director of Training, Trichy Region. Phone No.0431-2422171
4	Superintendent	O/o. Regional Joint Director of Training, Coimbatore Region. Phone No.0422-2646222
5	Superintendent	O/o. Regional Joint Director of Training, Tirunelveli Region. Phone No.0462-2574659

UNIT OFFICERS (Govt. I.T.Is / RICs / BTCs)

6	Administrative Officer	Govt. I.T.I., Guindy Phone No.044-22501530
7	Administrative Officer	Govt. I.T.I., North Chennai Phone No.044-25209268
8	Office Manager	Govt. I.T.I., Guindy (W) Phone No.044-22501982
9	Administrative Officer	Govt. I.T.I., Coimbatore Phone No.0422-2642041
10	Office Manager	Govt. I.T.I., Coimbatore (W) Phone No.0422-2642041
11	Office Manager	Govt. I.T.I., Thiruppur (W) Phone No.04285-224083

12	Office Manager	Govt. I.T.I., Chidambaram Phone No.04149-228900
13	Office Manager	Govt. I.T.I., Cuddalore (W) Phone No.04142-290273
14	Administrative Officer	Govt. I.T.I., Hosur Phone No.04344-262456
15	Office Manager	Govt. I.T.I., Dharmapuri Phone No.0428-230307
16	Administrative Officer	Govt. I.T.I., Dindigul Phone No.0451-2471412
17	Office Manager	Govt. I.T.I., Dindigul (W) Phone No.0451-2470544
18	Administrative Officer	Govt. I.T.I., Dharapuram Phone No.04285-230307
19	Administrative Officer	Govt. I.T.I., Erode Phone No.04344-275244
20	Administrative Officer	Govt. I.T.I., Chenglepet Phone No.04114-2431242
21	Administrative Officer	Govt. I.T.I., Nagercoil Phone No.04652-260463
22	Office Manager	Govt. I.T.I., Karur (W)
23	Administrative Officer	Govt. I.T.I., Madurai Phone No.0452-2566200
24	Administrative Officer	Govt. I.T.I., Thiruchendur Phone No.04639-242253
25	Administrative Officer	Govt. I.T.I., Nagapattinam Phone No.04365-230129
26	Office Manager	Govt. I.T.I., Thirukkuvlai Phone No.04365-245514
27	Office Manager	Govt. I.T.I., Coonoor Phone No.0423-231759

28	Administrative Officer	Govt. I.T.I., Ariyalur Phone No.04329-228408
29	Office Manager	Govt. I.T.I., Ramanathapuram Phone No.04567-231214
30	Administrative Officer	Govt. I.T.I., Salem Phone No.0427-2412074
31	Office Manager	Govt. I.T.I., Salem (W), Phone No.0427-2400074
32.	Administrative Office.	Govt. I.T.I., Ambattur Phone No.044-26373189
33.	Office Manager	Govt. I.T.I., Ambattur (W)
34.	Administrative Officer	Govt. I.T.I., Pettai Phone No.0462-234005
35.	Administrative Officer	Govt. I.T.I., Tuticorin Phone No.0461-2340133
36	Administrative Officer	Govt. I.T.I., Ulundurpet Phone No.04149-222339
37.	Administrative Officer	Govt. I.T.I., Virudhunagar Phone No.04562-2352382
38.	Office Manager	Govt. I.T.I., Sivagangai Phone No.04575-242100
39.	Office Manager	Govt. I.T.I., Perambalur
40.	Office Manager	R.I.Centre, Guindy Phone No.044-22501530
41.	Officer Manager	R.I.Centre, North Chennai Phone No.044-25209268
42.	Office Manager	R.I.Centre, Coimbatore Phone No.0422-2646222
43.	Officer Manager	R.I.Centre, Cuddalore Phone No.04142-290273
44.	Office Manager	R.I.Centre, Thirunelveli Phone No.0462-2574659

45.	Office Manager	R.I.Centre, Ambattur Phone No.044-26373189
46.	Office Manager	R.I.Centre, Trichy Phone No.0431-2552238
47.	Office Manager	R.I.Centre, Vellore Phone No.0416-2290848

DIRECTORATE OF MEDICAL AND RURAL HEALTH SERVICES (ESI)

1. Introduction

Employees' State Insurance Scheme of India is an integrated social security scheme formed to provide protection to workers in the organized sector and their dependants in contingencies, such as sickness, maternity and death or disablement due to an employment injury or sickness arising out of occupational disease.

2. Applicability of the ESI Act

The ESI Act applies to any premises/precincts, where 10 or more persons are employed. The "Appropriate Government", State or Central, is empowered to extend the provisions of the ESI Act to various classes of establishments, industrial, commercial agricultural, or otherwise in nature. Under these enabling provisions, the State Governments have extended the ESI Act to certain specific classes of establishments, such as, Medical and Educational Institution, shops, hotels, restaurants, etc., employing 10 or more persons.

3. Wage Ceiling

Employees of covered units and establishments drawing wages upto Rs.15,000/- per month come under the purview of the ESI Act, 1948 for multi-dimensional social security benefits.

4. Organisation

As provided under the ESI Act, the Scheme is administered by a duly constituted body called the "Employees' State Insurance Corporation". It comprises members representing Central and State Governments, Employers, Employees, members of Parliament and the medical profession. Union Minister of Labour and Employment as Chairman of ESI Corporation, whereas the Director General, as its Chief Executive, discharges the duty of running the day to day administration.

A Standing Committee representing all stake holders is selected from the body corporate for managing the affairs of the scheme and monitoring the progress of various corporate decisions and policies etc., taken from time to time.

The Medical Benefit Council, a statutory body advises the Corporation on matters related the administration of Medical Benefits under the ESI Scheme.

Health being a State subject, the State Government bears the responsibility of providing 'full medical care' to the Insured Persons and their families. The ESI Scheme in the State is administered by a separate Directorate namely, Directorate of Medical and Rural Health Services (ESI).

5. Infrastructure

The Directorate is located in Chennai.

There are at present 213 ESI Dispensaries in the State to provide primary health care to Insured Persons and their families. In Tamil Nadu for administrative convenience the State is divided into four regions viz., Chennai, Salem, Coimbatore and Madurai each under a Regional Administrative Medical Officer (ESI).

There are 7 ESIS Hospitals under the State Government and 3 ESIC Hospitals under the administration of ESI Corporation providing secondary health care to Insured Persons and their families.

Besides, to provide secondary health care to areas where there are no ESI Hospitals within 25 kms and to provide super-specialty treatment, tie-up arrangements have been made with reputed private Hospitals all over the State.

ESI Scheme is also providing medical care under AYUSH which includes Ayurveda, Siddha, Unani, Homoeopathy and Yoga.

6. Contribution

The ESI Scheme is financed by contributions reviewed from employees covered under the Scheme and their employers as a fixed percentage of wages. Present rates of contribution are as under:-

- (i) Employees' Contribution :- 1.75 percent of wages
- (ii) Employers' Contribution :- 4.75 percent of wages

Employees earning up to Rs.137/- a day as wage are exempted from payment of their part of contribution.

In addition, the State Government bears one-eighth share of expenditure on medical treatment of Insured Persons and their families and related expenditure within the per capita ceiling of Rs.2,000/- per annum and any other expenditure over and above the ceiling.

7. Medical Benefit

Employees covered under the Scheme are entitled to medical facilities for self and dependants.

Medical care for self and family is admissible from day one of entering into insurable employment.

Insured Women are entitled to Maternity Benefit for confinement.

Reasonable Medical care is proved for self and spouse for employees who have retired on superannuation or retirement under VRS or premature retirement subject to having been in insurable employment for five years before leaving employment or in case the Insured Person who ceases to be in an insurable employment on account of permanent disablement due to employment, injury till the date on which he would have vacated the employment on attaining the age of superannuation had he not sustained such permanent disablement.

The rate of contribution for superannuation/disabled Insured Persons is Rs.120/- per annum payable in one lump sum at the Branch Office for availing reasonable medical care for self and spouse.

8. Delivery of Medical Benefit

The delivery of Medical Benefits to Insured persons with regards to ESI Scheme ensures that:-

- The quality and quantity of medical benefits is as per norms and standards laid down by the Corporation for the purpose.
- Office hours as notified for ESI institutions are strictly adhered to one and all and also displayed prominently, so as to avoid any inconvenience to the beneficiaries.
- No harassment is caused to the beneficiaries across the counter at any level by way of word or deed.
- No beneficiary is exploited at any level in any way in the process of delivery of benefits.
- All requisite information, procedural guidance etc., is made available to the beneficiaries for claiming benefits.
- All types of forms etc., are made available to the beneficiaries free of cost as may be required by them for filing claims etc.,
- Drugs, dressings, injections etc., are prescribed by the authorized doctors are made available timely.
- Provide super-speciality care through tie-up arrangement with reputed private hospitals subject to the eligibility certificate proved by the ESI Corporation
- Provide ambulance services and house visits by medical and para medical staff.
- A grievance redressal mechanism is provided for the beneficiaries to lodge their genuine grievances and get it redressed

9. Redressal of Public Grievances

To ensure expeditious disposal and speedy redressal of grievances under the ESI Scheme, the beneficiaries can report over telephone or in writing , by post or in person to any of the following officers:-

Unit level:-	Chief Medical Officer of the ESI Dispensaries Medical Superintendent of the ESIS Hospitals
Regional level:-	Regional Administrative Medical Officer (ESIS)s
State level:-	Director of Medical and Rural Health Services (ESI), Chennai The Secretary to Government, Health and Family Welfare Department/Labour and Employment Department, Chennai – 9.

10. Right to Information

Under section 3 of the Right to Information Act, 2005, any citizen of India can seek information related to Employees State Insurance Corporation by submitting an application with requisite fee from the following Public Information Officers with the meaning of sections 5 and 2 (c) of the RTI Act.

- a) Public Information Officer of the ESI Hospital,
- b) Public Information Officer of the Office of the Regional Administrative Medical Officer (ESI) of the Region
- c) Deputy Director of the medical & Rural Health Services (ESIS) / Public Information Officer O/o the Director of Medical and Rural Health Services (ESI), Chennai – 6.

11. Vigilance Related Issues

For Vigilance Related Issues, the concerned may contact the
**The Director, Department of Vigilance and Anti-Corruption, #21-28, P.S.
Kumarasamy Raja Salai, Raja Annamalaipuram, Chennai – 28
Phone:-2461 5929, 2461 5949, 2461 5989 Fax:- 2461 6070**

12. General Information

For any other information about the scheme, beneficiaries may contact any of the following officers

- Unit level:- Chief Medical Officer of the ESI Dispensary
Medical Superintendent of the ESIS Hospital
- Regional level:- Regional Administrative Medical Officer (ESIS)
- State level:- Director of Medical and Rural Health Services (ESI), Chennai – 6.

**P. MOHAN
MINISTER FOR RURAL INDUSTRIES
AND LABOUR**