

Tamil Nadu Labour Welfare Board Service Regulations, 1989

TAMILNADU

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Rule

TAMIL-NADU-LABOUR-WELFARE-BOARD-SERVICE-REGULATIONS-1 of 1989

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Tamil Nadu Labour Welfare Board Service Regulations, 1989Published vide Notification No. SRO C-8/97No. SRO C-8/97. - In exercise of the powers conferred by section 42 of the Tamil Nadu Labour Welfare Fund Act, 1972 (Tamil Nadu Act 36 of 1972), the Tamil Nadu Labour Welfare Board hereby makes the following regulations in respect of the officers and the employees of the Board.

1. Short title and commencement.

(1)These regulations shall be called the Tamil Nadu Labour Welfare Board Service Regulations, 1989.(2)They shall come into force from the date of approval by the Government.

2. Application.

(1)These regulations with such amendments as may be effected by the Board, from time to time, shall apply to the employees of all the categories of the Board except those appointed on part-time or casual basis, provided that employees who are working in the Board on deputation basis from the State or Central Government or from elsewhere, as the case may be, shall be governed by the terms and conditions of their deputation order:Provided that the regulations shall not be amended or modified or substituted by the Board without the previous approval of the Government:Provided further that the regulations shall not be amended, modified or substituted to the disadvantage of any person already in service.(2)The Board shall be the authority competent to interpret these regulations and the decisions of the Board shall be final and binding.(3)The Board may exempt wholly or in part from the operations of these regulations, the holder of any post or the holders of any class or category of posts.Clause (3) under regulation 2 shall apply only to relaxations and exemptions in individual cases, general exemption from the natural operation of these regulations

can be made only by amendment of the relevant regulation by the Board.

3. Definitions.

(1) In these regulations, unless there is anything repugnant in the subject or context, - (i) The 'Act' means the Tamil Nadu Labour Welfare Fund Act, 1972 (Tamil Nadu Act 36 of 1972). (ii) The 'Board' means the Tamil Nadu Labour Welfare Board; (iii) The 'Government' means the Government of Tamil Nadu. (2) A person is said to be "appointed to the service" when in accordance with these regulations he discharges for the first time the duties of a post borne on the cadre of such class or service or commences probation, instruction or training prescribed for members thereof; (3) "Probationer" means an officer or servant of the Board who has been appointed to a post in accordance with the regulations, but who has not completed his probation; (4) "Approved Probationer" in any class or category in the service means a member of that class or category who had satisfactorily completed his probation and has been declared as such in that class or category; (5) "Discharge of a Probationer" means in case the probationer is a full member or an approved probationer of another service, class or category reverting him to such service, class or category and in any other case dispensing with his services; (6) A person is said to be "on duty" as a member of the Board's service - (a) when he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instructions or training prescribed by the Board for such service; (b) when he is on joining time; (c) when he is absent from duty on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board having been on duty immediately before and immediately after such absence; (d) when he is undergoing any course of instruction or training for which he is deputed by the Board; (e) when he has compulsorily to wait for orders of posting; or (f) when he is permitted to attend any prescribed examination which is required to be passed either for continuance in the same post or for promotion to a higher post, which includes the number of days actually required for proceeding to, and returning from, the station at which the examination is held; (7) "Full member" of a service means a member of that service who has been appointed subsequently to a permanent post borne on the cadre thereof; (8) "Member of the Service" means a person who has been appointed to the service of the Board and who has not retired or resigned or been removed or dismissed or reverted to Government service or discharged otherwise than for want of vacancy. He maybe a probationer; an approved probationer or a full member in the Board's service; (9) "Promotion" means the appointment of a member of one category to the next higher category; (10) A candidate is said to be "recruited direct" to a service, class, category or post, when at the time of his first appointment thereto, he is not in the service of the Board or is not taken on deputation; (11) "war service" means such service as has been recognised as war service from time to time, by the Government of Tamil Nadu; (12) "Scheduled Castes and Scheduled Tribes, Backward Classes" means the communities notified as such by the Government of Tamil Nadu, from time to time; (13) "Minimum General Education Qualification" means the qualification referred to in Schedule I to Part II of the General Rules for the Tamil Nadu State and Subordinate Service as amended, from time to time, by the Government; (14) "Joining time" means the time allowed to an employee of the Board to join a new post on transfer or to travel to or from a station to which he is posted; (15) "Holiday" means any day declared as holiday by the Government of Tamil Nadu; (16) "Leave Salary" means salary payable to an employee on leave (i.e., pay last drawn); (17) "Month" means a calendar month. In calculating a

period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and then add number of days calculated subsequently;(18)"Subsistence grant" means a monthly grant made to an employee of the Board who is not in receipt of pay or leave salary;(19)"Travelling Allowance" means an allowance granted to an employee towards the expenses which he incurs in travelling for the discharge of his duties including expenditure incurred on transfer;(20)"Temporary employee" means an employee who has not completed the prescribed period of probation in any category in the Board or appointed purely on an emergency basis;(21)"Regular employee" means an employee appointed by the Board in accordance with the regulations on regular basis, but does not include an employee appointed purely on an emergency basis;(22)"Conveyance allowance" means an allowance granted to an employee for the maintenance of conveyance provided the maintenance of such conveyance is authorised for the holders of a particular post by the Board;(23)"Age" - (i) Age for the purpose of these regulations shall be computed from the date of birth evidence of which shall be produced by the employee at the time of selection for appointment or within such period as the appointing authority may direct.(ii)When both the year-and the month of birth are known but, not the exact date, the 16th of the month should be treated as the date of birth.(iii)If the year of birth of an employee is known, but not the month and date, the 2nd July of that year should be treated as the date of birth.(iv)In the case of all those who opt to serve the Board, the date of birth as entered in the Service Register of the parent department will be the date of birth of the employee;(24)"Diploma or Degree" - In cases where the regulations prescribe a degree or diploma as a qualification, then, the degree or diploma granted by any of the Universities, Institutions recognised by the University Grants Commission;(25)"Day" means a calendar day beginning and ending at midnight;(26)"Board Service" means service rendered in the Tamil Nadu Labour Welfare Board;(27)"Appointing Authority" means the authority competent to appoint,, various categories of the employees in the service of the Board which includes the Government, the Board or an officer authorised to exercise this function by the Board.

4. Creation of posts and mode of recruitments.

- The Board is empowered to create such number of posts as may be found necessary by it and to fix suitable scales of pay in conformity with the scale prescribed for category of post concerned by the Government or consolidated pay, as the case may be, and to prescribe essential and additional qualifications and experience required for all such posts, provided for creation of posts whose minimum scale of pay is Rs. 2,000 and above, the prior concurrence of the Government is necessary. The Board may also delegate the said power to such of the officers of the Board as it may decide.

5. Filling up of posts.

- The post so created may be filled in by-(a)absorbing persons in the service of the State or Central Government; or(b)taking persons on deputation from State or Central Government or the Indian Audit and Accounts Department; or(c)direct recruitment; or(d)promotion from lower post or by transfer from equivalent post; or(e)appointment on contract basis for a specified period.

6. Knowledge in official language.

- All the direct recruits shall possess an adequate knowledge of the official language of the State viz, Tamil.

7. Conditions for appointment.

- No person shall be eligible for appointment in the Board, unless he satisfies the Board, -(a)that he is a citizen of India;(b)that his character and antecedent are such as to qualify him for such services;(c)that he is of sound health, active habits and free from any bodily defect unfitting him for such services;(d)that he does not have more than one spouse living or if such a person is a woman, then, she is not married to a person who has a wife living; and(e)that he has completed 18 years of age, but has not completed 30 years as on the date of his appointment. However in respect of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes, the age limit shall not apply or shall be increased by 5 years under certain circumstances as provided under rule 12(d) of the General Rules for the Tamil Nadu State and Subordinate Services. Every person appointed as staff of the Board should, before actual joining the Board, produce (i) evidence of age; (ii) evidence of qualifications; and (iii) a certificate of medical fitness from a Medical Officer not below the rank of Civil Assistant Surgeon that, he is physically fit for the job and that he suffers from no disability or contagious diseases which would affect the discharge of his duties.

8. Consultation with Employment Exchange.

- (i) The Board should call for candidates from the Employment Exchange for making direct recruitment and selection shall be made by a Selection Committee in respect of Group A and B Post and by the Secretary of the Board, in respect of Group C posts and Administrative Officer in respect of Group D posts.(ii)The Board shall lay down the guidelines in which such Selection Committees are to be continued and selections are to be made.(iii)In case, where the candidates are not available through Employment Exchange or where the candidates sponsored by Employment Exchange found not suitable, the Board may advertise for such posts.

9. Reservation of appointment.

- The principle of reservation of appointments shall apply to all appointments by direct recruitment as per Government Orders issued, from time to time, consistent with the contingencies of specialised operations of the Board.

10. Probation.

- Every person appointed, either by direct recruitment or by promotion except on a temporary basis, shall be deemed to have been appointed on probation for a period of two years from the date of his appointment, provided that-(a)the appointing authority may extend the period of probation of any probationer in any of the service;(i)either to enable the probationer to acquire the special

qualifications or to pass the prescribed tests; or(ii)'to enable the appointing authority to appraise and to decide whether the probationer is suitable for full membership or not. In case where the probation of a probationer is extended, unless there are special reasons to the contrary, a condition shall be attached to the order of extension of probation that further increments shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increments shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or after he is declared to have satisfactorily completed his probation.

11. Completion or termination of probation.

(a) At the end of the prescribed period of probation or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for full membership in the post in which he/she is a probationer. (b) If the appointing authority decides that a probationer is suitable for such membership, it shall issue an order as soon as the period of probation is over declaring the probationer to have satisfactorily completed his/her probation. (c) If within the prescribed period of probation or extended period of probation, the appointing authority decides that a probationer is not suitable for full membership or has not acquired the special qualification prescribed, if any, at its discretion by order, terminate his/her probation and discharge him/her from service. (d) If no order of completion, extension or termination is issued within six months from the date of expiry of the prescribed or extended period of probation, the probationer shall be deemed to have completed his/her probation on the due date.

12. Classification of service.

- The services under the Tamil Nadu Labour Welfare Board shall be classified as "A" Group, "B" Group, "C" Group, "D" Group as detailed below:- Group A: All Officers the minimum of whose scale of pay is Rs. 3,000 or above. Group B: All Officers the minimum of whose scale of pay is Rs. 2,000 and above and less than Rs. 3,000 and those posts specifically classified by the Board as such. Group C: All staff the minimum of whose scale of pay is Rs. 775 or above and less than Rs. 2,000 and also those posts specifically classified by the Board as such. Group D: All other posts whose scale of pay is below Rs. 775 and also those posts specifically classified by the Board as such: "Provided that the Board shall reclassify or modify the classification of its officers and employees on par with the classification ordered by the Government to their officers and employees, from time to time.

13. Classification of service and posts.

- The following services shall be constitute for the officers and employees of the Board:- I. Tamil Nadu Labour Welfare Board (General) Service; II. Tamil Nadu Labour Welfare Board Subordinate Service; III. Tamil Nadu Labour Welfare Board Technical Service; IV. Tamil Nadu Labour Welfare Board Basic Service; The Posts constituting each service are given below:- I. Tamil Nadu Labour Welfare Board (General) Service. Category.- (1) Secretary to the Board. (2) Financial Adviser and Chief Accounts Officer. (3) Administrative Officer. (4) Assistant Accounts Officer. II. Tamil Nadu Labour Welfare Board Subordinate Service. Category.- (1) Manager Grade I and Grade

II.(2)Superintendent.(3)Assistant Inspector of Labour (Welfare Centre).(4)Accountant.(5)Librarian.(6)Assistant.(7)Junior Assistant/Junior Assistant-cum-Cashier.(8)Typist and Steno Typist(8A)[Proof Reader.] [Inserted by Notification No. SRO C-6/2009, dated 16.05.2009, published dated 14.10.2009.](9)Balasevika.(10)Record Clerk.(11)Driver.(12)Sergeant.III. Tamil Nadu Labour Welfare Board Technical Service.Category.- (1) Assistant/Junior Engineer.(2)Technical Assistant category.(3)Organiser-cum-Tailoring Instructresses Grade I and II.(4)Telephone Operators.(5)Electrician-cum-Plumber.(6)Plumber.(7)Lift Operator.IV. Tamil Nadu Labour Welfare Board Basic Service.Category.- (1) Office Assistant/Room Boy.(2)Conductress.(3)Watchman and other posts not specifically mentioned under other categories;The Officers and staff of the Board shall be recruited in accordance with the Recruitment Rules prescribed in Annexure D.

14. Transfers.

- All officers and employees of the Board are subject to transfer from the Board's Secretariat to the units, between the units and from any unit to the Boards Secretariat. All such transfers and postings shall be made by the authority competent to order such transfers or by the authority to whom powers are delegated.

15. Department Unit.

- All categories of posts in the Tamil Nadu Labour Welfare Board shall constitute a single unit for the purpose of recruitment, promotion, for seniority and discharge for want of vacancies except otherwise provided for in the regulations.

16. Seniority.

(a)The seniority of a person in a category shall, unless he has been reduced to a lower category as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn up by the Board or other appointing authority, as the case may be. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority.(b)The transfer of a person from one category to another category carrying the same pay or scale or pay shall not be treated as first appointment to the latter post for the purpose of seniority and the seniority of a person as transferred shall be determined with reference to the rank in the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this sub-rule, seniority shall be determined by the appointing authority.(c)Where a member of class of service, category or grade is reduced to a lower class of service, category or grade, he shall be placed at the top of the latter, unless the authority ordering such reduction direct that he shall take rank in such lower class of service, category or grade next below any specified member thereof:Provided that the seniority of an employee reduced to a lower post or time scale should be determined from the date of such repromotion. He should not be restored to his original position unless this is specifically laid down at the time the order of punishment is passed or revised on appeal.

17. Temporary promotion.

- The appointing authority may promote temporarily a person in accordance with the provisions of these regulations in the following cases until a person is promoted in accordance with the regulation.(a)(i)Where it is necessary to fill a short vacancy in a post and the promotion of the person who is entitled to such promotion, would involve excessive expenditure on travelling allowances or exceptional administrative inconvenience.(ii)Where it is necessary in the interest of the administration to fill up a vacancy immediately and there would be undue delay in ordering promotion in accordance with these regulation:Provided that no employee shall, under any circumstances, be temporarily promoted for a continuous period exceeding three months except with the approval of the Board.Note. - (a) No promotion shall ordinarily be made under the above clauses, of a person who does not possess the qualification prescribed for the post.(b)Where general or special qualifications have been prescribed for holding a post in a category and no member of the lower category from which promotion is to be made to this category possesses the prescribed qualification, a member of the lower category may be promoted temporarily to the higher category until a member qualified becomes available for promotion.(c)Pending charges is not a bar for one's promotion.(d)A person promoted temporarily under clause (a), (b) or (c) shall not be entitled by reason of such promotion to any preferential claim to future regular promotion to such category.(e)Subject to the provision or regulations for pay, there shall be paid to such person promoted temporarily, the minimum pay in higher cadre or his pay in the existing cadre whichever is higher.(f)Notwithstanding anything contained in these regulation, if and when a temporary post is created as an addition to the cadre of any class or service or category and the holder thereof is required by the Board to possess any special qualification, knowledge or experience, any person who possesses such qualification, knowledge or experience and is considered to be the best fitted to discharge the duties of such post may be, irrespective of other considerations, be appointed to that post by the appointing authority, but the person so appointed shall, not by reason only of such appointment, be regarded as a probationer in such class of service or category nor shall he acquire thereby any preferential right to future appointment to such class of service or category.

18. Regular promotion.

- The following categories of posts are the promotional categories in the Board as detailed against each:-I. Tamil Nadu Labour Welfare Board Subordinate Services:-(1)Superintendent: By promotion from among the holders of the post of Assistant.(2)Accountant: By promotion from among the holders of the post of Assistant.(3)Assistant Inspector of Labour (Welfare Centre): By promotion from among the holders of the post of Assistant.(4)[Assistant: By promotion from among the holders of the posts of Junior Assistant/Steno-Typist/ /Typist/Proof Reader.] [Substituted by Notification No. SRO C-6/2009, dated 16.08.2009, published dated 14.10.2009.](5)Junior Assistant: By promotion from among the holders of the post of Record Clerk and Office Assistant.(6)Car Driver: By promotion from among the holders of the post of Office Assistant holding a car driving licence issued by the Government of Tamil Nadu and having completed 5 years of service in that cadre;(7)Record Clerk: By promotion from among the holders of the post of Office Assistant.(8)Office Assistant: By promotion from among the holders of the post of Watchman.II. Tamil Nadu Labour Welfare Board Technical Services:-(9)Organiser-cum-Tailoring Instructress:

(Grade I): By promotion from among the holders of the post of Organiser-cum-Tailoring Instructress Grade. II if they have completed 5 years of service in that cadre.(10)Organiser-cum-Tailoring Instructress Grade II: By promotion from among the holders of the post of Bala Sevika and Conductress if they possess the required qualifications to hold the post.

18A.

The crucial date for the preparation of panel for promotion in respect of the above categories shall be 1st April of every year.

19. Securities.

(a)When a holder of a post is required to deposit security for due and faithful performance of his duties, appointment to the post shall be made only after the required security is deposited.(b)When an employee who has furnished security takes leave other than casual leave or is deputed to other duty the person who is appointed to officiate for him shall be required to furnish the full amount of the security prescribed for the post.Note. - Securities to be furnished for various posts are indicated in Annexure "A".

20. Test.

- The details of tests to be passed in various categories are indicated in Annexure 'B'.

21. Acceptance of date of birth.

- The date of birth of a candidate entered in the Secondary School Leaving Certificate or Matriculation Register or certificates issued by recognised schools shall be taken as authentic for purpose of appointment in the service of the Board. The date of birth accepted by the appointing authority and attested by the employee at the time of initial appointment shall be final.

22. Delegation of powers.

- The Board may delegate any of its powers under these regulations to the Secretary to the Board. No person other than the competent authority prescribed under these regulations shall exercise or delegate powers under these regulations without the general or specific orders of the Board.

23. Power for classification of service arrangement of grades, etc.

- The Board may adopt its own classification of service, re-arranged grades, re-fix responsibilities and prescribed minimum educational technical and other qualifications as may be considered suitable for making selections and appointments to posts in each category of service.

24. Hours of attendance.

- There shall be common hours of attendance as may be prescribed by the Board to all categories of employees which may be regulated by the competent authorities according to the exigencies of work.

25. Savings.

- Unless a contrary intention is expressly stated in these regulations, nothing contained in these regulations shall adversely affect the holder of the post in the service of the Board on the date of issue of these regulations.

26. Pay and allowances leave salary pension and conditions of service.

- The Fundamental Rules, the Tamil Nadu Leave Rules and the Manual of Special Pay and Allowances and the Pension Code and General Rules for the Tamil Nadu Subordinate Officers Rules as amended, from time to time, in so far as they may be applicable and except to the extent expressly provided in these regulations, shall mutatis mutandis apply to the employees of the Board service in the matter of their pay, allowances, travelling allowances, leave salary and other conditions of service. The powers assigned by the Board and the powers assigned to the Head of the Department under the Fundamental Rules shall be exercised by the Secretary in respect of the members of the staff under his control. The pay scales of the various posts in the Tamil Nadu Labour Welfare Board is given in Annex-ure C.

27. Disciplinary proceedings.

- The following penalties may, for valid reasons and as hereinafter provided, be imposed upon the employees of the Board, namely:-(1)Censure.(2)Fine.(3)Withholding of increments or promotion.(4)Reduction to a lower rank in the seniority list or to a lower post or time scale, or to a lower stage in a time scale.(5)(a)Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence of creche or orders or;(b)Recovery from pay to the extent necessary of monetary value equivalent to the amount of increments ordered to be withheld, where such an order cannot be given effect toExplanation. - In case of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increment ordered to be withheld may be recovered.(6)Suspension where a person has already been suspended under regulation 27 to the extent considered necessary by the authority imposing the penalty.(7)Removal from Service of the Board.(8)Dismissal from Service of the Board.Explanation I. - Discharge from Service of the Board.(a)Where the Regulations specially made for any service prescribe a period of probation for appointment as a full member of the service or where such period of probation has been extended under regulation 11, the appointing authority may at any time before the expiry of the prescribed or extended period of probation as the case may be-(i)discharge a probationer from the service for want of vacancy according to the juniority following the principles of "First come last Go"; or(ii)at the discretion of the appointing authority in cases where by reason of disciplinary proceedings for imposition upon the probationer of the penalties specified under (4), (7) and (8) under the above

regulation, a reasonable opportunity has been given and at the conclusion of disciplinary proceedings, if a conclusion has been arrived to terminate the probation the probationer can be discharged: Provided that an opportunity to show cause against the proposed termination has to be given in all the other cases envisaging imposition of punishments specified in items (1), (2), (3) and (6) upon a probationer where termination of probation is to be effected as a result of disciplinary action. (b) If within the period of probation, a probationer fails to acquire the qualifications or to pass Special Tests, if any prescribed for his retention in the same service, the appointing authority shall discharge the probationer unless his probation is extended under regulation 11: Provided that where the results of the prescribed tests in which the probationer has appeared are not known before the expiry of the period of probation, he shall continue to be on probation until the publication of the results of the tests or examinations: Provided further that any delay in the issue or orders discharging a probationer under clause (b) shall not entitle the probationer to be deemed to have satisfactorily completed his probation. (c) of a person engaged under contract, in accordance with the terms of his contract; or (d) of a person appointed otherwise than under contract to hold a temporary appointment does not amount to removal or dismissal within the meaning of this regulation; (e) for discharging a person described in any of the above three categories, no notice will be given nor will be reasons assigned. Explanation II. - The removal of a person from the service of the Board shall not disqualify him from future employment, but the dismissal of a person from the service of the Board shall ordinarily disqualify him from future employment.

28. Suspension from service.

(a) An employee of the Board may be placed under suspension from service, when - (i) an enquiry into grave charges of alleged disobedience or malpractice, or misappropriation is contemplated or is pending or during enquiry and his continuance in service is considered to be detrimental to the interests of the Board. (ii) a complaint against him of any criminal offence involving moral turpitude is under investigation or trial and if such suspension is necessary in the public interest or in the interest of the Board. (b) an employee of the Board who is detained in police custody, whether on a criminal charge or otherwise, shall be deemed to have been suspended with effect from the date of his detention by an order of the competent authority and shall remain under suspension until further orders, provided that the Board may waive this rule in appropriate cases. (c) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside in an appeal or on review under this regulation or by an order of Court of law and the case is remitted for further enquiry or action or with any other directions, the order of the suspension shall be deemed to have been in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders. (d) (1) An employee of the Board who is placed or deemed to have been placed or continues to be under suspension shall be entitled to the following payments, namely: - (a) Subsistence allowance at an amount equal to the leave salary which the employees of the Board would have drawn, if he had been on leave on half average pay or half pay and, in addition, dearness allowance, if admissible, on the basis of such leave salary: Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows: - (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance

admissible during the period of the first six months. If, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee of the Board.

(ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the employee of the Board.

(iii) The amount of dearness allowance shall be based on the increase or the decrease in the amount of subsistence allowance, as the case may be, admissible under sub-clauses (i) or (ii) above;

(b) The authority which made or which is deemed to have made the order of suspension may, if it is satisfied that the employee of the Board continues to incur the expenditure for which the compensatory allowance are granted direct that the employee of the Board shall be granted in addition, such compensatory allowance as are admissible from time to time on the basis of pay of which the employee of the Board was in receipt of the date of suspension as the Board may sanction by general or special order.

(2) No payment under sub-regulation (1) shall be made unless the employee of the Board furnished a certificate that he is not engaged in any other employment, business, profession or vocation.

(3) No payment under sub-regulation (1) shall be made unless the employee of the Board continues to reside in the place fixed from time to time by the authority which made or which is deemed to have made the order of suspension.

(4) In the case of an employee of the Board to whom subsistence allowance is drawn on an establishment pay bill a certificate to the effect that he continues to reside in the headquarters fixed by the competent authority should be obtained from him by the head of the office before the subsistence allowance is disbursed to him. In the case of an employee of the Board who draws his own bill, a similar certificate should be attached to the bill claiming his subsistence allowance.

(5) Recovery from the subsistence grant due to an employee of the Board shall be made as follows:-

(a) Compulsory deductions:

(i) Income-tax and super-tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).

(ii) House rent and allied charges, i.e., electricity water furniture, etc.

(iii) Repayment of loans and advances taken from the Board at such rates as the Secretary of the Board deems it right to fix.

(6) The above deductions shall be enforced from the subsistence allowance.

(b) Optional deduction:

(i) Premia due on Postal Life Assurance Policies;

(ii) Amounts due to Co-operative Stores and Co-operative Credit Societies;

(iii) Refund of advances taken from General Provident Fund.

(7) The deductions under category (b) above shall not be made from the subsistence allowance except with the written consent specifically obtained from the employee of the Board under suspension.

(8) The following deductions shall not be made from the subsistence allowance:

(i) Subscription to a General Provident Fund.

(ii) Amount due on Court attachments.

(iii) Recovery of loss to the Board for which the employee of the Board is responsible.

(9) The employee of the Board under suspension is dismissed or removed from service with retrospective effect, arrears of subsistence allowance, if any, due to him up to the date of termination of proceedings should be paid to him.

(10) When an employee of the Board who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order-

(a) regarding the pay and allowances to be paid to the employee of the Board for the period of his absence from duty; and

(b) whether or not the said period shall be treated as a period spent on duty.

(2) Where the authority mentioned in clause (1) is of opinion that the employee of the Board has been fully exonerated or in the case of suspension, that it was wholly unjustified, the employee of the Board shall be given the full pay and allowance to which he would have been entitled, had he not been

dismissed, removed or suspended as the case may be.(3)In other cases, the employee of the Board shall be given such proportion of such pay and allowances as competent authority may prescribe:Provided that the payment of allowances under clause (2) or clause (3) shall be, subject to all other conditions under which such allowances are admissible:Provided further that such proportion of such pay and allowances shall not be less than the subsistences and other allowances admissible under regulation 27(d).(4)In a case falling under clause (2), the period of absence from duty shall be treated as a period spent on duty for all purposes.(5)In a case falling under clause (3), the period of absence from duty shall not be treated as a period absent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose:Provided that such authority may direct that the period of absence from duty shall be converted in to leave of any kind due and admissible to the employee of the Board.(11)The headquarters of an employee of the Board under suspension is his last place of duty. An employee of the Board under suspension may change his head quarters provided the competent authority who has placed him under suspension is satisfied that such, a course will not put the Board to any extra expenditure like grant of travelling allowance.(12)Uniform allowance shall not be granted during the period of suspension even if the period is subsequently treated as duty or leave, as the case may be.(13)In the case of an employee of the Board who dies during the period of suspension before the enquiry is over, the period of suspension shall be treated as duty.(14)Leave shall not be granted to the employee of the Board under suspension.(15)The Government servants, on deputation in the Board, shall be paid subsistence allowance while under suspension in accordance with the provisions of the Fundamental Rules 53 and 54 applicable to Government service and in accordance with the instructions issued by the Government, from time to time.

29. Authorities competent to award punishment.

- The authority which may impose the penalty of reduction in rank, removal from service, discharge from service or dismissal from service shall be the appointing authority. Other penalties may be imposed by the appointing authority of the Administrative Officer or any Officer above them in rank.

30. Procedure for awarding penalties.

(a)Minor Penalties - In case where it is proposed to impose on any employee of the Board any of the penalties specified in items (1), (2), (3), (5) and (6) in regulation 26, he shall be given a reasonable opportunity of making representation, if any, and it shall be taken into consideration before the order imposing the penalty is passed.(b)Major Penalties - (i) Where it is proposed to impose of any employee of the Board any of the penalties specified in items (4), (7) and (8) in regulation 26, the ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person. If he desires or if the authority concerned so directs, an oral enquiry shall be held. At the enquiry, oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witnesses called as he may wish provided that the officer conducting the

enquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. If no enquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and the statement of the findings and the grounds thereof. After the enquiry referred to in clause (i) has been completed and after the authority competent to impose penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry authority and be called on to show cause within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed, provided such representation shall be based only on the evidence adduced during the enquiry. (c) The requirement of sub-regulations (c) and (b) shall not apply where it is proposed to impose on an employee any of the penalties mentioned in regulation 26 on the basis of facts which have led to his conviction in a criminal Court or by a Court martial or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him. All or any of the provisions of sub-regulations (a) and (b) may, in exceptional cases for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the sub-regulations and these requirements can be waived without injustice to the person charged. If any question arises whether it is reasonably practicable to follow the procedure prescribed in the sub-regulations (a) and (b), the decision thereon of the Secretary shall be final.

31. Maintenance of record in respect of punishments awarded.

(a) The authority imposing any penalty under these regulations shall maintain a record showing—(i) The allegations upon which action was taken against the person punished; (ii) The charge framed, if any; (iii) The personal representation, if any, and the evidence taken, if any; and (iv) The findings and the grounds thereof, if any. (b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

32. Punishment of lent officers.

- With regard to officers lent by the Government the rules handled by them, from time to time, shall apply.

33. Appeals.

- Every employee of the Board shall be entitled to appeal as hereinafter provided against an order passed by an authority imposing upon him any of the penalties specified in regulation 26.

34. Preferring of Appeals.

- Every employee preferring an appeal shall do so separately and in his own name.

35. Mode of Appeal.

- Every appeal preferred under these regulations shall contain all material statements and arguments relied on by the appellant, shall not contain disrespectful or improper language and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority against whose order the appeal is preferred.

36. Time limit for filing appeal.

- No appeal preferred under these regulations shall be entertained unless it is preferred within 30 days from the date on which the appellant received the order appealed against: Provided that the appellate authority may entertain a appeal after the expiry of such period if he is satisfied that there was reasonable cause for the delay. In any case, the delay shall not exceed 90 days from the date of receipt/service of the order.

37. Appellate Authority.

- The appellate authority shall be the authority as specified in the Annexure to these regulations.

38. Procedural errors.

- Any error of defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if he considers for reasons to be recorded in writing but the employee shall not be retained after and has neither caused injustice to the person concerned nor affected the decision on the case.

38A. [Conditions for recognition of Service Association. [Inserted by SRO No. C/28/97 dated the 26th November 1997.]

(1) No Service Association shall be recognised by the Board after the commencement of these regulations, unless such Service Association satisfy the following conditions, namely:- (a) An application for recognition of the Service Association shall be made with the following particulars, namely:- (1) title of the Association; (2) headquarters of the Association; (3) the number of members of the Associations; and (4) the names of branches, if any. (b) The object of the Service Association shall be to promote the common service interests of its members; (c) No person, who is not a Board's employee, shall be connected with the affairs of the Service Associations; (d) The Service Association shall not be formed on the basis of any caste, tribe or religion; denomination or of any group within or section of such caste, tribe or religious denomination; (e) The executive functions of the Service Association shall be vested in one or more of the members appointed for the purpose; (f) The funds of the Service Association shall consist exclusively of subscriptions from among its members and those funds shall be applied only for the furtherance of the object of Service Associations; (g) The Association seeking recognition should have been in existence for a minimum period of one year before it applies for recognition; (h) The Association shall have at least a minimum of 30 per cent of

the total number of employees eligible to become members of the Association as its members;(2)Every Service Association recognised under these regulations shall comply with the following conditions, namely:-(a)all representations by the Service Associations shall be submitted through proper channel, and shall as a normal practice to be addressed to the Secretary of the Board;(b)a list of members and Office-bearer, an up to date copy of the regulations and an audited statement of accounts of the Service Association shall be furnished to the Board annually through proper channel after the general annual meeting so as to reach the Board, before the 1st day of July every year;(c)all Service Associations, whose annual turnover is of the order of Rs. 10,000 (Rupees two thousand only) and above, shall have their accounts duly audited by a qualified register Auditor;(d)any amendment to the bye-laws of the Service Association shall be made duly with the previous approval of the Board;(e)the Service Association shall not do any act or assist in the doing of any act which if done by a Board's employee would contravene any of the provisions of the regulations of the Tamil Nadu Labour Welfare Boards' Officers and Servant's Conduct Regulations, 1983;(f)the Service Association shall not address any communication to a foreign authority except through the Board which shall have the right to withhold it;(g)communications addressed by the Service Association or by any officer-bearer on its behalf to the Board or the Government shall not contain any disrespectful or improper language;(h)the Service Association shall not, without the previous sanction of the Board, permit its proceedings to be opened to the press;(i)the Service Association shall not use any strike or threat of a strike against the Board as a means of achieving any of the purposes of the Association;(j)the Service Association shall have the following clause incorporated in its bye-laws, namely:-"A strike or the threat of a strike against the Board shall never be used as a means of achieving any of the purposes of the Association";(k)there shall not be any change in the recognition of an Association for a period of three years unless there be withdrawal of recognition under regulation 38-B;(l)the Association shall not adopt a "Go slow" or "Work to rule" policy or advise its members to apply for mass casual leave;(m)any demonstration by the Association shall be peaceful and outside the office premises and shall not take place during office hours;(n)the Association shall not encourage any unfair labour practice like damage to Board's property, interference with normal work and in subordination;(o)the Association can send representation only on common service matters of its member first direct to the Secretary, Tamil Nadu Labour Welfare Board, then, to the secretary to Government, Labour and Employment Department, Chennai - 600 009 and then to the Government. In respect of individual case the affected individual can find remedies by following the statutory rules in existence; and(p)strike shall be deemed to include any demonstrative fast usually called "Hunger strike" with the object of compelling something to be done by the superior officers. The Service Association shall not therefore, indulge in hunger strike with the object to achieve some of their demands.]

38B. [Power to withdraw recognition. [Inserted by SRO No. C/28/97 dated the 26th November 1997.]

- The Board may, if it is of the opinion that a Service Association recognised or deemed to have been recognised under these regulations has failed to comply with any of the conditions set out in regulation 38-A, or for good and sufficient reasons to be recorded in writing, deserves to be de-recognised, withdraw the recognition accorded to such Service Association:Provided that the recognition shall not be withdrawn unless such Service Association has been given an opportunity of

making its representations.]

39. Retirements.

(a) The date of retirement of the employees of the Board is the date on which he/she attains the age of 58 year in respect of the employees in the superior service. In respect of the employees of the Board in the Basic service, the date of retirement is the date on which they attain the age of 60 years: Provided that an employee shall retire on the last day of the month in which he/she has completed the age of 58 or 60, as the case may be. (b) The employee shall not be retained in service after that age except with the sanction of the Board which shall be recorded in writing that the error or defect was not material the age of sixty years except in very special circumstances. (c) When the employee of the Board is required to retire, revert or cause to be on leave on attaining a specified age, the day on which he/she attains that age is reckoned as a non-working day and the employee of the Board shall retire, revert or cause to be on leave as the case may be with effect from and including that day. (d) The employee of the Board under suspension on a charge of misconduct shall not be required or permitted to retire on his reaching the date of compulsory retirement, but should be retained in service until the enquiry into the charge is concluded and a final order passed thereon by the competent authority. Instructions: (1) Whether the employee of the Board referred to in clause (d) is fully exonerated or not, he shall be considered to have on extension of service for the period from the date of compulsory retirement to the date of termination of the proceedings. During such an extension of service, the service rights which have accrued to the employee of the Board shall freeze at the level reached on the date of compulsory retirement. (2) Notwithstanding anything contained in instruction (1) above, the appropriate authority shall, if it is of the opinion that it is in the Board's interest so to do, have the absolute right to retire any employee of the Board by giving him notice of not less than three months in writing or three month's pay and allowances in lieu of such notice after he/she has attained the age of fifty years or after he/she has completed thirty years of qualifying service. The Board shall also have the absolute right to retire any employee of the Board by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice after he/she has attained the age of fifty five years. Any employee of the Board who has attained the age of any years or who have completed who has attained the age of any years or who have completed twenty five years of qualifying service may likewise retire from Board's service by giving notice of not less than three months in writing to the appropriate authority. Explanation I. - Appropriate authority means the authority which has the power to make substantive appointments to the post of service from which the employee of the Board is required to retire or wants to retire. Explanation II. - For the purpose of Instructions (2) above, the three month's notice may be given before the Board employee attains the age of fifty years provided that the retirement takes place after he has attained that age. Explanation III. - In computing the notice period of three months, the date of service of the notice shall be included.

40. Retirement on medical grounds.

- The Board may, however, retire an employee, if he/she becomes medically unfit to continue in his/her employment.

41. Resignation.

- When an employee wants to resign from the services of the Board, he shall give to the Board a notice of not less than one month.

42. Acceptance of resignation.

- A resignation can be accepted by an authority not less than the appointing authority and a resignation once accepted, shall be final.

43. [Decision of the Board. [Added by SRO No. C/28/97, dated the 26th November 1997.]

- If any question arises as to the interpretation of any of the provisions of these regulations, it shall be referred to the Board whose decision thereon shall be final.]Annexure A(See regulation 19)Securities

Name of the post	Amount of security
(1)	Rs.
1. Assistant in the Board's Secretariat who is dealing	200.00 with cash
2. Organiser-cum-Tailoring Instructress	500.00
The following form of security are acceptable:-(a)Cash deposit.(2)Deposit in a Savings Bank Account with a Nationalised Bank or Post Office and pledging the Pass Book with the Board.(3)Furnishing of Fidelity Bond from the Insurance Corporation.Annexure B(See Regulation 20)Tests To Be Passed For The Declaration Of ProbationI. Tamil Nadu Labour Welfare Board General Service-	
1. Financial Adviser and Chief Accounts Officer	(i) Special Test on District Office Manual. (ii) Special Test on Account Test for Executive Officers (iii) Labour and Factories Departmental Test.
2. Administrative Officer	(i) Special Test on District Office Manual. (ii) Special Test on Account Test for the Executive Officers. (iii) Labour and Factories Departmental Test, Part A and B.
3. Assistant Accounts Officers	(i) Special Test on District Office Manual. (ii) Special Test on Account Test for the Executive Officers. (iii) Labour and Factories Departmental Test.

[II. Tamil Nadu Labour Welfare Board Subordinate Service.] [SI. No. 7 inserted by Notification No. SRO C-6/2009, dated 16.08.2009, published dated 14.10.2009.]

1. Superintendent (i) Special Test on District Office Manual.

2. Assistant Inspector of Labour (ii) Special Test on Account Test for Subordinate Officers-Part I.
(iii) Labour and Factories, Departmental Tests.
3. Accountant (i) Special Test on District Office Manual.
(ii) Special Test on Account Test for Subordinate Officers-Part I.
(iii) Labour and Factories Departmental Tests.
4. Assistants Promotion Category.
1. Labour and Factories Departmental Tests.
2. Special Test on Account Test for the Subordinate Officers--- Part I.
5. Junior Assistant Special Test on District Office Manual.
6. Typists and Steno-Typists Special Test on District Office Manual.
7. [Proof Reader Special Test on District Office Manual.]

III. Tamil Nadu Labour Welfare Board Technical Service.

1. Organiser-cum-Tailoring Instructress Grade I and II Special Test on District Office Manual. Grade II

2. Tailoring Instructress and Balasevika. Special Test on District Office Manual.

(1) In the case of direct recruitment, the penalty for failing to pass tests within the period of probation shall be extension of probation of maximum of one year and for extended period the increments will be withheld. (2) In case of promotees, the penalty after two years will be stoppage of the further increments. [Annexure C] [Under Heading II (8A) inserted by Notification No. SRO C-6/2009, dated 16.08.2009, published dated 14.10.2009.] (See Regulation 26)

1. Tamil Nadu Labour Welfare Board General Service.

SI. No.	Designation	Scale of Pay ¹
(1)	(2)	(3)
1.	Secretary	Rs. 4500-150-5700.
2.	Financial Adviser and Chief Accounts Officer	Rs. 3000-100-3500-1254500
3.	Administrative Officer	Rs. 2200-75-2800-100-4000
4.	Assistant Accounts Officer	Rs. 2000-60-2300-75-3200

II. Tamil Nadu Labour Welfare Board Subordinate Service.

1.	Manager, Grade I	Rs. 2000-60-2300-75-3200
2.	Manager, Grade II.	Rs. 1600-50-2300-60-2660
3.	Superintendent	Rs. 1600-50-2300-60-2660
4.	Assistant Inspector of Labour	Rs. 1600-50-2300-60-2660

5.	Accountant	Rs. 1600-50-2300-60-2660
6.	Assistant	Rs. 1200-30-1560-40-2040
7.	Librarian	Rs. 1200-30-1560-40-2040
8.	Junior Assistant/Junior Assistant-cum-Cashier	Rs. 975-25-1150-30-1660
[8-A.	Proof Reader:	Rs. 975-25-1150-30-1600]
9.	Typist and Steno Typist	Rs. 975-25-1150-30-1660

(Special Pay as
admissible to the
Government Employees
in a similar Grade)

10.	Driver	Rs. 975-25-1150-30-1660
11.	Balasevika	Rs. 950-20-1150-25-1500
12.	Sergeant	Rs. 800-15-1000-20-1150
13.	Record Clerk	Rs. 775-12-835-15-1030

III. Tamil Nadu Labour Welfare Board Technical Service---

1.	Junior Engineer	Rs. 1400-40-1600-50-2300-60-3600
	Assistant Engineer	Rs. 2000-60-2300-75-3200
2.	Technical Assistant	Rs. 1200-30-1560-40-2040
3.	Organiser-cum-Tailoring Instructress, Grade-I	Rs. 1200-30-1560-40-2040
4.	Organiser-cum-Tailoring Instructress, Grade-II	Rs. 950-20-1150-25-1500
5.	Telephone Operator/Telephone Operator-cum-Receptionist	Rs. 975-25-1150-30-1660
6.	Electrician	Rs. 950-20-1150-25-1500
7.	Plumber	Rs. 825-15-900-20-1200
8.	Lift Operator	Rs. 775-12-835-15-1230

IV. Tamil Nadu Labour Welfare Board Basic Service.

1.	Office Assistant	Rs. 750-12-870-15-945
2.	Conductress	Rs. 750-12-870-15-945
3.	Room Boy	Rs. 750-12-870-15-945
4.	Watchman	Rs. 750-12-870-15-945
11.	Balasevika	Rs. 950-20-1150-25-1500
12.	Sergeant	Rs. 800-15-1000-20-1150

13. Record Clerk Rs. 775-12-835-15-1030

III. Tamil Nadu
Labour Welfare
Board
TechnicalService---

1.	Junior Engineer	Rs. 1400-40-1600-50-2300-60-3600
	Assistant Engineer	Rs. 2000-60-2300-75-3200
2.	Technical Assistant	Rs. 1200-30-1560-40-2040
3.	Organiser-cum-Tailoring Instructress, Grade-I	Rs. 1200-30-1560-40-2040
4.	Organiser-cum-Tailoring Instructress, Grade-II	Rs. 950-20-1150-25-1500
5.	Telephone Operator/Telephone Operator-cum-Receptionist	Rs. 975-25-1150-30-1660
6.	Electrician	Rs. 950-20-1150-25-1500
7.	Plumber	Rs. 825-15-900-20-1200
8.	Lift Operator	Rs. 775-12-835-15-1230

IV. Tamil Nadu
Labour Welfare
Board BasicService.

1.	Office Assistant	Rs. 750-12-870-15-945
2.	Conductress	Rs. 750-12-870-15-945
3.	Room Boy	Rs. 750-12-870-15-945
4.	Watchman	Rs. 750-12-870-15-945

[Annexure D] [Amended by Notification No. SRO C-6/2009, dated 16.08.2009, published dated 14.10.2009.](See regulation 13)Recruitment RulesTamil Nadu Labour Welfare Board General Service

(i) Name of the post	Secretary
(ii) Scale of pay	Rs. 4,500-150-5,700
(iii) Mode of recruitment	On deputation from the category of JointCommissioner of Labour in the Labour Department of the Governmentof Tamil Nadu.
(iv) Appointing Authority	Government.
(v) Disciplinary Authority	Do.
(vi) Appellate	Authority Do.
(i) Name of the post	Financial Adviser and Chief Accounts Officer.
(ii) Scale of pay	Rs. 3,000-100-3,500-125-4,500
(iii) Mode of recruitment	On deputation from the category of UnderSecretary to Government in Finance Department of Government ofTamil Nadu.
(iv) Appointing Authority	Government
(v) Disciplinary Authority	Do.

(vi) Appellate Authority	Do.
(i) Name of the post	Administrative Officer.
(ii) Scale of pay	Rs. 2,200-75-2,800-100-4,000.
(iii) Mode of recruitment	On deputation from the category of Labour Officers, Administrative Officers in Labour Department or on deputation from the category of Deputy Collector in Tamil Nadu Civil Service.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	Do.
(vi) Appellate Authority	Board.
(i) Name of the post	Assistant Accounts Officer.
(ii) Scale of pay	Rs. 2,000-60-2,300-75-3,200.
(iii) Mode of recruitment	1. By promotion from among the holders of the post of Accountant, who have put in not less than 5 years of service; or 2. On deputation from the Directorate of Treasuries and Accounts Department on the Government of Tamil Nadu or from the Accountant General's Office.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	Do.
(vi) Appellate Authority	Board.
(i) Name of the post	Manager (Grade-I).
(ii) Scale of pay	Rs. 2,000-60-2,300-75-3,200.
(iii) Mode of recruitment	1. On deputation from the category of Deputy Inspector of Labour in the Labour Department of the Government of Tamil Nadu; or 2. By promotion from among the holders of the post of Manager Grade-II or Assistant Inspector of Labour or Superintendent Who have put in not less than 5 years service.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	Do.
(vi) Appellate Authority	Board.
(i) Name of the post	Superintendent.
(ii) Scale of pay	Rs. 1,600-50-2,300-60-2,660.
(iii) Mode of recruitment	1. By promotion from among the holders of the post of Assistant who have put in not less than 5 years service; or 2. On deputation from the Labour department of the Government of Tamil Nadu.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	1. Administrative Officer for minor punishments (i.e. Censure, Fine recovery from pay, withholding of increments and suspension. 2. Secretary/Board

(vi) Appellate Authority	Secretary for major punishment.
(i) Name of the post	Manager (Grade-III).
(ii) Scale of pay	Rs. 1,600-50-2,300-60-2,660.
(iii) Mode of recruitment	1. By promotion from among the holders of the post of Assistant who have put in not less than 5 years of service. 2. On deputation from the Labour Department, Government of Tamil Nadu.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	1. Administrative Officer for minor punishment (i.e. censure, fine, recovery from pay, withholding of increments and suspension). 2. Secretary for Major punishment.
(vi) Appellate Authority	Secretary/Board.
(i) Name of the post	Assistant Inspector of Labour
(ii) Scale of pay	Rs. 1,600-50-2,300-60-2,660.
(iii) Mode of recruitment	1. By promotion from among the holders of the post of Assistant, who have put in not less than 5 years service. 2. On deputation from the Labour Department of the Government of Tamil Nadu, or 3. By Direct recruitment.
(iv) Qualification recruitment for direct	1. Must be a graduate of any University recognised by the University Grants Commission for the purpose of its grants. 2. Must possess Diploma in Social Service or DLA or DSW
(v) Authority competent to select by direct recruitment	Selection Committee
(vi) Appointing Authority	Secretary.
(vii) Disciplinary authority	1. Administrative Officer for minor punishment (i.e. censure, fine, recovery from pay, withholding of increments and suspension). 2. Secretary for major punishments.
(viii) Appellate authority	Secretary/Board.
(i) Name of the Post	Accountant
(ii) Scale of pay	Rs. 1,600-50-2,300-60-2,660.
(iii) Mode of recruitment	1. By promotion from among the holders of the post of Assistant who have put in not less than 5 years service. 2. On deputation from the Labour of Treasuries and Accounts department of the Government or Tamil Nadu.
(iv) Appointing Authority	Secretary
(v) Disciplinary Authority	1. Administrative Officer for minor punishments (i.e. Censure, fine, recovery from pay, withholding of increments and suspension.) 2. Secretary for Major punishment.

(vi) Appellate Authority	Secretary/Board.
(i) Name of the post	Assistant
(ii) Scale of pay	Rs. 1,200-30-1560-40-2040
(iii) Mode of recruitment	1. By promotion from among the holders of the posts of Junior Assistant, Typist, Steno-Typist and Proof Reader, who have put in not less than 5 years of service, or 2. On deputation from the Labour Department of the Government of Tamil Nadu.
(iv) Appointing Authority	Secretary.
(v) Disciplinary Authority	1. Administrative Officer for minor punishments (i.e. Censure, fine, recovery from pay, withholding of increments and suspension.) 2. Secretary for Major punishment.
(vi) Appellate Authority	Secretary / Board.
(i) Name of the post	Librarian
(ii) Scale of pay	Rs. 1,200-30-4560-40-2040.
(iii) Mode of recruitment	By Direct Recruitment.
(iv) Qualification for direct recruitment	Must be a Graduate with Certificate in Librarianship.
(v) Authority competent to select to direct recruitment	Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	1. Administrative Officer for minor punishments (i.e. Censure, fine, recovery from pay, withholding of increments and suspension.) 2. Secretary for Major punishment.
(viii) Appellate Authority	Secretary/Board.
(i) Name of the Post	Junior Assistant / Cashier
(ii) Scale of pay	Rs. 975-25-1150-30-1660
(iii) Mode of recruitment	1. By promotion from among the holders of the posts of Record Clerk, if they possess required qualification (i.e.) pass in S.S.L.C. or equivalent examination and also the satisfactory service of 5 years in their respective category. 2. By direct Recruitment.
(iv) Qualification for direct recruitment	Must possess Minimum General Educational Qualification.
(v) Authority competent to select by direct recruitment	to Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	Administrative officer for minor punishments (i.e. censure, fine, recovery from pay, withholding of increments and suspension).

(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Steno Typist
(ii) Scale of pay	Rs. 975-25-1,150-30-1,660 plus Special Pay asadmissible to the Government employees.
(iii) Mode of recruitment	By direct recruitment
(iv) Qualification for direct recruitment	1. Must posses Minimum General EducationalQualification. 2. Must have passed Government TechnicalExamination in Typewriting by Higher Grade in English and LowerGrade in Tamil and Shorthand by Higher Grade or Lower Grade inEnglish. Preference to persons with qualification in TamilShorthand.
(v) Authority competent to select by directrecruitment	Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	1. Administrative Officer for minor punishments(i.e. censure, fine, recovery from pay, withholding of incrementsand suspension). 2. Secretary for major punishments
(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Typist
(ii) Scale of pay	Rs. 975-25-1,150-30-1,660 plus Special Pay asadmissible to the Government employees.
(iii) Mode of recruitment	By direct recruitment
(iv) Qualification for direct recruitment	1. Must posses Minimum General EducationalQualification. 2. Must have passed Government TechnicalExamination in Typewriting by Higher Grade in English and LowerGrade in Tamil.
(v) Authority competent to select by directrecruitment	Secretary.
(vi) Appointing Authority	Secretary
(vii) Disciplinary Authority	1. Administrative officer for minor punishments(i.e. censure, fine, recovery from pay, withholding of incrementsand suspension). (2) Secretary for major punishment
(viii) Appellate Authority	1. Secretary
(i) Name of the post	Proof Reader
(ii) Scale of pay	975-25-1150-30-1600
(iii) Mode of recruitment	By direct recruitment (1) Must possess minimum General Educationalqualification;

(iv) Qualification for direct recruitment

- (2) Must have passed the Government Technical Exam in Proof Readers Work by the Lower Grade; and
- (3) Knowledge to read and write in Tamil.

(v) Authority competent to select by direct recruitment

Secretary

(vi) Appointing Authority

Secretary

(vii) Disciplinary Authority

1. Administrative Officer-for minor punishments(i.e., censure, fine, recovery from pay, withholding of increment and suspension.)
2. Secretary for major punishments.

(viii) Appellate Authority

1. Secretary
2. Board.
2. Board.

(i) Name of the post

Driver

(ii) Scale of pay

Rs. 975-25-1,100-30-1,660

(iii) Mode of recruitment

- (1) By direct recruitment
- (2) By promotion from among the holders of the post of Office Assistant who holds a car driving licence issued by the Government of Tamil Nadu and having satisfactory service of 5 years in the category of Office Assistant.

(iv) Qualification for direct recruitment

1. Must possess driving licence with endorsement to drive light transport vehicles.
2. Must have First Aid Certificate.
3. Must have passed VIII Standard.

(v) Authority competent to select by direct recruitment
Secretary.

(vi) Appointing Authority

Secretary.

(vii) Disciplinary Authority

1. Administrative officer for minor punishments(i.e. censure, fine, recovery from pay, withholding of increments and suspension).
2. Secretary for major punishment

(viii) Appellate Authority

1. Secretary
2. Board.

(i) Name of the post

Balasevika

(ii) Scale of pay

Rs. 950-20-1,150-25-1,500

(iii) Mode of recruitment

By direct recruitment

(iv) Qualification for direct

recruitment1. Must possess Minimum General Educational Qualification.

2. Must have passed one year course of Balasevika Training...

(v) Authority competent to select by direct recruitment	Secretary
(vi) Appointing Authority	Secretary
(vii) Disciplinary Authority	1. Administrative Officer for minor punishments(i.e. censure, fine, recovery from pay, withholding of increments and suspension). 2. Secretary for major punishment
(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Sergeant
(ii) Scale of pay	Rs. 800-11-1,100-20-1,150
(iii) Mode of recruitment	By direct recruitment
(iv) Qualification for direct recruitment	Must have studied up to S.S.L.C. Preference shall be given for those who have served in the Indian Army.
(v) Authority competent to select by direct recruitment	Secretary
(vi) Appointing Authority	Secretary
(vii) Disciplinary Authority	Administrative Officer for minor punishments(i.e., censure, fine, recovery from pay, withholding of increments and suspension). Secretary for major punishment
(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Record Clerk.
(ii) Scale of pay	Rs. 775-12-835-15-1,030
(iii) Mode of recruitment	"By promotion from among the holders of the post of Office Assistant who have put in not less than 5 years of service.
(iv) Appointing Authority	Secretary
(v) Disciplinary Authority	1. Administrative officer for minor punishments(i.e. censure, fine recovery from pay, withholding of increments and suspension). 2. Secretary for major punishment
(viii) Appellate Authority	1. Secretary 2. Board.
Tamil Nadu Labour Welfare Board Technical Service	
(i) Name of the post	Junior Engineer / Assistant Engineer.
(ii) Scale of pay	Rs. 1,400-40-1,600-50-2,300-60-2,600. Rs. 2,000-60-2,300-75-3,200.
(iii) Mode of recruitment	On deputation from the categories of Junior Engineer/ Assistant Engineer from Public Works Department or by promotion from

	Technical Assistant.
(iv) Qualification for direct recruitment	Diploma or Degree in Civil Engineering awarded by the State Board of Technical Education, Chennai, Chennai University or any other University recognised by the Government of Tamil Nadu or equivalent qualification.
(v) Authority competent to select by direct recruitment	Selection Committee.
(vi) Appointing Authority	Secretary
(vii) Discipline Authority	1. Secretary
(viii) Appellate Authority	2. Board.
(i) Name of the post	Technical Assistant
(ii) Scale of pay	Rs. 1,200-10-1,560-40-2,040.
(iii) Mode of recruitment	Direct recruitment
(iv) Qualification for direct recruitment	Diploma or Degree in Civil Engineering awarded by the State Board of Technical Education Chennai, Chennai University or any other University recognised by the Government of Tamil Nadu or equivalent qualification.
(v) Authority competent to select by direct recruitment	Selection Committee.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary	Authority Secretary.
(viii) Appellate Authority	Board.
(i) Name of the post	Organiser-cum-Tailoring Instructress, Grade-I.
(ii) Scale of pay	Rs. 1,200-30-1,560-40-2,040.
(iii) Mode of recruitment	(1) By promotion from among the holders of the post of Organiser-cum-Tailoring Instructress, Grade-II, if they have completed a minimum period of 5 years service in the post of Organiser-cum-Tailoring Instructress Grade-' II, or (2) By direct recruitment.
(iv) Qualification for direct recruitment	(1) Must possess the minimum general educational qualification. (2) Must possess a Diploma in 3 years Costume Designing and Dress Making. (3) 6 weeks training in Technical Teacher's Certificate. (4) Must have worked as Instructress for at least 6 months.
(v) Authority competent to select by direct recruitment	Secretary..
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	(1) Administrative Officer for minor punishment (i.e. censure, fine, recovery from pay, withholding of increments and suspension).

	(2) Secretary (for major punishments)
(viii) Appellate Authority	Secretary/Board.
(i) Name of the post	
(ii) Scale of pay	
(iii) Mode of recruitment	
(iv) Qualification for direct recruitment	
(v) Authority competent to select by direct recruitment	
(vi) Appointing Authority	
(vii) Disciplinary Authority	
(viii) Appellate Authority	
(i) Name of the post	Organiser-cum-Tailoring Instructress, Grade-II.
(ii) Scale of pay	Rs. 950-20-1,150-25-1,500.
(iii) Mode of recruitment	(1) By promotion from among the holders of the post of Bala-sevika and Conductress, if they have secured the required qualification. (2) By direct recruitment.
(iv) Qualification for direct recruitment	(1) Must possess the minimum general educational qualification.
(2) Higher Grade Certificate in Needle Work.	
(3) Higher Grade Certificate in Embroidery and Dress Making.	
(4) 6 weeks training in Technical Teachers Certificate.	
(5) Practical experience for 6 weeks.	
(v) Authority competent to select by direct recruitment	Secretary
(vi) Appointing Authority	Secretary
(vii) Disciplinary Authority	(1) Administrative Officer for minor punishment (i.e. censure, fine, recovery from pay, withholding of increments and suspension). (2) Secretary (for major punishments)
(viii) Appellate Authority	Secretary/Board.
(i) Name of the post	Operator-cum-Receptionists.
Telephone	
(ii) Scale of pay	Rs. 975-25-1,150-30-1,660

(iii) Mode of recruitment	By direct recruitment.
(iv) Qualification for direct recruitment	(1) Must possess the minimum general educational qualification.
(2) Must possess a certificate in Telephone Operator course.	
(v) Authority competent to select by direct recruitment	Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	(1) Administrative Officer for minor punishment (i.e., censure, fine, recovery from pay, withholding of increments and suspension). (2) Secretary for major punishments
(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Electrician
(ii) Scale of pay	Rs. 950-20-1,150-25-1,500.
(iii) Mode of recruitment	By direct recruitment.
(iv) Qualification for direct recruitment	1. Must have studied up to Secondary School Leaving Certificate. 2. Must possess a certificate of Electrician Trade of ITI.
(v) Authority competent to select by direct recruitment	Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	(1) Administrative Officer for minor punishments (i.e. censure, fine, recovery from pay, withholding of increments and suspension). 2. Secretary for major punishments.
(viii) Appellate Authority	1. Secretary 2. Board.
(i) Name of the post	Plumber
(ii) Scale of pay	Rs. 825-15-900-20-1,200.
(iii) Mode of recruitment	By direct recruitment.
(iv) Qualification for direct recruitment	1. Must have studied up to Secondary School Leaving Certificate. 2. Must possess a certificate of Plumber Trade of ITI.
(v) Authority competent to select by direct recruitment	Secretary.
(vi) Appointing Authority	Secretary.
(vii) Disciplinary Authority	

	1. Administrative Officer for minor punishments(i.e. censure, fine, recovery from pay, withholding of incrementsand suspension).
	2. Secretary for major punishments.
(viii) Appellate Authority	1. Secretary
	2. Board.
(i) Name of the post	Lift Operator
(ii) Scale of pay	Rs.775-12-835-15-1,030.
(iii) .Mode of recruitment	By direct recruitment.
(iv) Qualification for direct recruitment	1. Must have passed VIII th Standard.
	2. Must have experience in operating the liftsfor a at least 2 years.
(v) Authority competent to select by directrecruitment	Secretary
(vi) Appointing Authority	Secretary
(vii) Disciplinary Authority	Administrative Officer for minor punishments(i.e., censure fine, recovery from pay, withholding of incrementsand suspension).
Secretary for major punishments.	
(viii) Appellate Authority	Secretary / Board.
Tamil Nadu Labour Welfare Board Basic Service	
(i) Name of the post	Office Assistant/Room Boy
(ii) Scale of pay	Rs.750-12-870-15-945.
(iii) .Mode of recruitment	1. By transfer from among the holders of thepost of Watchman, or
	2. By direct recruitment.
(iv) Qualification for direct recruitment	1. Must have passed VHIth Standard.
	2. Must know cycling. Administrative Officer.
(v) Authority competent to select by directrecruitment	Administrative Officer.
(vi) Appointing Authority	Administrative Officer.
(vii) Disciplinary Authority	Administrative Officer.
(viii) Appellate Authority	Secretary.
(i) Name of the post	Conductress.
(ii) Scale of pay	Rs.750-12-870-15-945.
(iii) Mode of recruitment	By direct recruitment.
(iv) Qualification for direct recruitment	Secondary School Leaving Certificate passed orfailed.
	Administrative Officer

- (v) Authority competent to select by direct recruitment
- (vi) Appointing Authority Administrative Officer
- (vii) Disciplinary Authority Administrative Officer
- (viii) Appellate Authority Secretary.
- (i) Name of the post Watchman.
- (ii) Scale of pay Rs.750-12-870-15-945.
- (iii) Mode of recruitment By direct recruitment.
- (iv) Qualification for direct recruitment Must have studied up to VHIth Standard. Must know cycling.
- (v) Authority competent to select by direct recruitment Administrative Officer
- (vi) Appointing Authority Administrative Officer
- (vii) Disciplinary Authority Administrative Officer
- (viii) Appellate Authority Secretary.