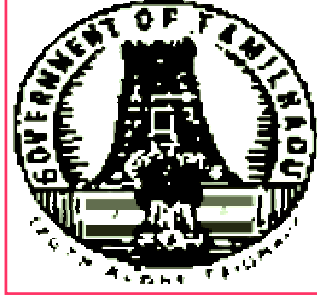




HAND BOOK OF INFORMATION UNDER THE RIGHT TO INFORMATION ACT,2005

OBLIGATIONS OF PUBLIC AUTHORITIES

**தமிழ் நாடு கட்டுமானத் தொழிலாளர்கள்
நல வாரியம், சென்னை-600 034**

**TAMIL NADU CONSTRUCTION
WORKERS WELFARE BOARD
NO.8, VALLUVAR KOTTAM HIGH
ROAD, NUNGAMBAKKAM ,
CHENNAI- 600 034.**

www.tn.gov.in/rti/proactive/labour/handbook_rncwwb.pdf

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Chapter – 1

Introduction

CHAPTER – 1

Introduction

Information pertaining to Right to Information Act :-

1.1. The Right to Information Act 2005 is an Act to provide for setting out right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every Public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

Therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Being a Public Authority coming under autonomous bodies, The Tamil Nadu Construction Workers Welfare Board, is bound to provide information under Section - 4 of the Right to Information Act required by the public on the functions of the Tamil Nadu Construction workers welfare Board.

1.2. The Main objective of the hand book is to provide information of the functions of the Board to all public, voluntarily.

1.3. Intended users of the hand book:-

- 1) Construction Workers.
- 2) Builders
- 3) Contractors
- 4) Advocates
- 5) Government officials.
- 6) Any interested Trade Unions, organisations & Associations.
- 7) Political parties.
- 8) Any Interested public.

1.4. Organisation :-

**Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvar Kottam High Road,
Nungambakkam, Chennai- 600 034.**

1.5. Definition :-

- 1) “ Act ” means the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 (No.33 of 1982).
- 2) “Board” means Tamil Nadu Construction Workers Welfare Board, Chennai-34.
- 3) “Government ” means The State Government.
- 4) “Scheme” means a scheme under the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994.
- 5) “Manual Worker” means any person who has completed 15 years of age but has not completed 60 years of age and who is engaged to do any manual work in construction industry.
- 6) “Chairman” means Chairman of the Tamil Nadu Construction Workers Welfare Board.

- 7) “Commissioner” means Commissioner of Labour.
- 8) “Secretary” means Secretary of the Tamil Nadu Construction Workers Welfare Board.
- 9) “Form” means a Form appended to the rules.

1.6. Contact Persons in Order to get more information:-

- 1) Public Information Officer
- 2) Assistant Public Information Officer.
- 3) Appellate Authority / Secretary of the Board.
- 4) Chairman of the Board.

1.7. Procedure and Fee Structure for getting information :-

The general informations of the functions of the Board can be obtained by contacting the office through phone and by correspondence without any fee.

If information is needed for any particular case or file or process / decision under Right to Information Act 2005, the fee (which may change from time to time) of Rs. 10/- has to be paid as per State Information Rules 2005. The fees may be paid in cash / by affixing court fee stamps by way of bankers Cheque / D.D (favoring Manual Workers General Welfare Fund of Tamil Nadu Construction Workers Welfare Board) and payment in the treasury in the following Head of Account.

To the Head of Account.

“ 0075.00 Miscellaneous General Service – 800 other receipts – BK – Collection of fees under Tamil Nadu Right to information (fees) Rules, 2005 ”

Chapter-2 (Manual - 1)

Particulars of Organisations, Functions & Duties

Chapter-2

(Manual - 1)

2.1. Objects :-

In Tamil Nadu more than 20 lakhs of workers are involved in various construction activities approximately.

In exercise of powers conferred under Section 6 of the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 (Tamil Nadu Act 33 of 1982), in the year 1994, the Government of Tamil Nadu constituted a Board namely “ The Tamil Nadu Construction Workers Welfare Board” on 30.11.1994 to execute the Scheme and to maintain and administer the Manual Workers General Welfare Fund of Tamil Nadu Construction Workers Welfare Board and to provide welfare measures for the construction workers engaged in the construction industry.

Following welfare measures are provided in the scheme for those workers who have registered in the Board.

- (1) Creches
- (2) Group Personal Accident Insurance Scheme
- (3) Provident Fund and Employee's Insurance Scheme.
- (4) Pension Scheme.

- (5) Assistance for the Funeral Expenses on the death of a Registered Manual Worker.
- (6) Assistance for the Education of the son or daughter of Registered Manual Worker.
- (7) Assistance for Marriage of Self and the Son / Daughter of a Registered Manual Worker.
- (8) Assistance for the Delivery of a Child or for the Miscarriage of Pregnancy or for the Termination of Pregnancy, by a Registered Woman Manual Worker.
- (9) Assistance for the natural Death of a Registered Manual Worker.
- (10) Spectacles.

2.2. Mission / Vision statement of the Tamil Nadu

Construction Workers Welfare Board:-

Construction of building and other construction operations are developed and travelled a long way leaving the manual workers engaged in construction work at the same place where they stand.

In Tamil Nadu more than 20 lakhs of workers are involved in various construction activities approximately.

Regulating the conditions of the work, providing various welfare measures to the manual workers engaged in construction works, improving their socio-economic conditions and ensuring social security for their life are the main mission, with a vision to be a best model organisation.

2.3. History of the Tamil Nadu construction Workers Welfare Board:-

Constitution of the Tamil Nadu Construction Workers Welfare Board

(G.O. Ms. No.236, dated:30.11.94)

The Government of Tamil Nadu enacted “ The Tamil Nadu Manual workers (Regulation of Employment and conditions of work) Act, 1982”, in order to regulate the employment and conditions of work of the manual workers in certain type of employments in the State of Tamil Nadu.

The Act provides for formulation of schemes for the manual workers in scheduled employments and also for establishment of Boards. (Schedule in Section 2(12) of Act, 1982).

The Government of Tamil Nadu in pursuance of the powers vested under Section 6 of the said Act , established the Tamil Nadu Construction Workers Welfare Board on 30.11.1994 for the welfare of the 38 categories of workers (List enclosed) involved in construction activities.

The object of the Board is to register the construction workers and provide various welfare measures for the manual workers engaged in construction or maintenance of dams, bridges, roads or in any building operations.

The Construction Workers Welfare Board was Re-constituted vide G.O.(D) No.185, Dated: 14.9.2007 of Labour and Employment Department.

Government ordered Decentralisation of sanction and disbursement of the following scheme assistances like **1) Education 2) Maternity and 3) Funeral Assistance** vide G.O. No. 200 Dated : 8.10.2007 (L and E Department).

Government announced in the 2007-2008 budget Computerisation of Tamil Nadu Construction Workers Welfare Board.

Government Formed monitoring committee w.e.f. 1.6.2007 in all Districts, under District Collectors to monitor the execution of schemes of the Board.

The Tamil Nadu Construction Workers Welfare Board is having its head office at Chennai and covers the entire State, through its 30 District offices at the district level each managed by a District Superintendent with supporting staff. 206 Assistant Inspectors of Labour of the Labour Department are brought into the administrative control of the Chairman / Secretary as registration authorities in the respective jurisdiction with effect from the 1.9.2004 with the approval of the Government.

(G.O. M.s. No. 164, L&E Dept, Dated:7.6.2004)

(G.O. M.s. No. 25, L&E Dept, Dated:8.2.2007)

Accommodation for the Office of the Board:-

The Tamil Nadu Construction Workers Welfare Board is now functioning in its own building from 28.11.2002 at No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

2.4. Duties of the Tamil Nadu Construction Workers Welfare Board:-

The Board shall be responsible for administering the scheme and shall exercise such powers and perform such functions as may be conferred on it by the Scheme.

The Board may create such number of posts of officers including the Secretary and other employees as are necessary and appoint persons to such posts on such terms and conditions of service as it may deem fit.

Board may nominate competent persons or officers to act in any dispute on behalf of a manual worker in any conciliation proceedings, to settle them before Labour court or Tribunal or an Arbitrator.

The Board Shall

- (a) Subject to availability of funds, provide for the welfare of registered construction workers, including medical services, Health & Safety measures in places where the registered Construction workers are employed.
- (b) The Board shall administer the General Fund and recover the contribution towards that fund . The Board shall have the authority to spend such sum as it thinks fit for the purposes of the scheme, from out of the General Fund.
- (c) And administer Provident fund for registered construction workers when such fund is constituted.
- (d) The Board may accept deposits on such conditions as it deems fit.
- (e) The Board has power to acquire, hold and dispose of property and to contract and may by name sue or by sued.

- (f) Subject to the provisions of the scheme, any property vested with the Board shall be held and utilised by it only for the purpose of the scheme.
- (g) The Board shall keep proper accounts for all receipts and expenses under the scheme and prepare an annual statement of accounts and balance sheet and the accounts shall be audited annually and certified by a qualified person as the Government may appoint. The accounts and audited report shall be forwarded to the Government within the time limit.
- (h) The Board shall submit to the State Government copies / proceedings of the meetings of the Board.
- (i) The Board shall make recommendations to the State Government, about any modifications in the scheme and to remove difficulties in implementing the scheme.
- (j) The Secretary or any other officers authorised by the Board shall register the manual worker engaged in construction work for the purpose of the scheme and renew their registration before the expiry of the period, as specified by the scheme.
- (k) The Secretary may cancel the registration of a registered manual worker if the worker has secured it by making false statement or has contravened any of the provisions of the Act/Rule/Scheme, after giving him a reasonable opportunity of showing cause against the action.

2.5. Main Activities:-

Tamil Nadu Construction Workers Welfare Board is empowered to carryout its functions under the provision of the following Act, rules, Schemes and Government orders and instructions issued from time to time there under.

- 1) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.
- 2) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.
- 3) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Welfare Schemes, 1994.

Sec 8 A of the Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982 provides that,

- (a) Every person who makes an application for building permit for any building work to a local authority shall be liable to pay contribution for benefit of manual workers to local authority concerned, in addition to the fee for the building permit: and
- (b) Every person who undertakes or is incharge of, any construction work other than the building work referred to in clause (a) shall be liable to pay the contribution, a sum at such per cent not exceeding one percent of the total estimated cost of the building or construction work proposed to be constructed, as may be fixed by the Government by notification.

Rule -20A (1) of The Tamil Nadu Construction Workers (Regulation of Employment and Conditions of Work) Rules,1986 is framed in accordance with the Act to collect the contribution by means of Demand Draft drawn in favour of the Manual Workers General Welfare Fund of the Tamil Nadu Construction Workers Welfare Board, payable at Chennai, which should be remitted before the 15th of the succeeding month, to the Board with statement (Form III).

The Contribution shall be remitted by the person who under takes the construction work under Section - 8A(b), to the Secretary of the Board within 30 days from the date of commencement of the construction, by means of a Demand Draft drawn in favour of the above fund with statement (Form IV).

The Government notified that all the persons and agencies engaged in any construction work shall pay 0.3% of the total estimated cost of the proposed construction work, towards the Manual Workers General Welfare Fund, of the Tamil Nadu Construction Workers Welfare Board. Thus the Board is collecting such contribution and deposit the amount in the fund account in the Bank and uses it for the welfare of the workers and for administrative expenses of the Board.

(G.O. Ms. No.95, L & E dated:2.7.97)

Employments covered:-

The Scheme applies to all the construction workers engaged in the construction industry as listed in Annexure.

Annexure

List of categories of workers

1. Stone cutter or Stone breaker or Stone crusher
2. Mason or Brick layer.
3. Carpenter.
4. Painter or varnisher
5. Fitter including bar bender
6. Plumber for road pipe work
7. Electrician
8. Mechanic.
9. Well sinker
10. Welder
11. Head Mazdoor
12. Mazdoor
13. Sprayman or mixerman (road surfacing)
14. Wooden or stone packer.
15. Well diver for removing silt
16. Hammerman
17. Thatcher
18. Maistry
19. Blacksmith
20. Sawyer
21. Caulker
22. Mixer (including concrete mixer operator)
23. Pump Operator
24. Mixer Driver
25. Roller Driver
26. Kalasis or sarang engaged in heavy Engineering construction like heavy machinery, bridge work, etc.
27. Watchman
28. Mosaic Polisher
29. Tunnel Worker
30. Marbel / Kadappa stone worker
31. Road worker
32. Rock breaker and Quarry worker
33. Earth worker connected with construction work
34. Worker engaged in processing lime
35. Worker engaged in anti sea erosion work
36. Any other category of workers who is actually engaged in the employment in construction or maintenance of dams, bridges, road, or in any building operations.
37. Bricks Manufactory other than the Brick Manufactory under the Factories Act, 1948 (Central Act of 63 of 1948)
38. Construction of Pandals

Registration:-

a) Age:-

Should have completed 15 years of age, have not completed 60 years of age to register with the Tamil Nadu Construction Workers Welfare Board.

b) Fees:-

i) The fees of Rs.25/- and Rs.10/- for registration / renewal respectively, was collected up to 31.8.2006. The collection of the above fees is dispensed with effect from 1.9.2006 as per G.O. M.s. No. 91, L & E Dept, Dated:1.9.2006.

ii) The registration is valid for 2 years. The Registration has to be renewed once in 2 years. A minimum of one year shall have lapsed from the date of registration for availing all Assistances except Accident Death / Disablement due to accident and Natural Death.

c) Procedure for Registration:-

i) The Construction worker has to make an application for such registration in the prescribed form appended in the manual together with the Certificate of employment issued by the Employer / Registered Contractor or Registered Trade Union/ Government agencies engaged in the building industry.

ii) Two passport size photographs of the applicant should accompany the application, of which one should be pasted on the application and the other should be enclosed with the application.

iii) The construction worker is required to produce a document for age proof at the time of registration. Any one of the following documents has to be produced along with the application at the time of registration.

- 1) Certificate issued by the Registrar of Birth and Deaths.
- 2) School or College Certificate.
- 3) Driving License
- 4) Voter Identity Card
- 5) Ration Card.
- 6) Age certificate issued by Government Medical Officer.

Identity card is issued to every registered construction workers free of cost.

d) Renewal:-

The Registration shall be renewed once in two years. Financial assistance shall not be sanctioned in case of failure in renewal.

e) Registration Authority:-

The Registration Authority is the Assistant Inspectors of Labour at 206 places and the District Superintendents of the Board in 30 Districts concerned.

f) Issue of Duplicate Identity Card:-

In case of loss of Identity Card already issued, a duplicate Identity Card will be issued by the Board by paying a fee of Rs.20/- .

(Clause .7 of TNCWWB in 1994)

g) Nomination:-

Every construction worker while registering his name with the Board , should make a nomination in Form -H.

Total No. of Workers Registered with the Board:-

The number of workers registered with the Board is given in Annexure and the number of Registered workers from 1995 to 30.6.2008 is 18,13,683 .

2.6. Schemes in Detail:-

For the schemes, claim applications from the registered construction workers are received with all supporting documents and certificates. Separate sections were formed for schemes and applications are scrutinised, at clerical and superintendent level and the sanctions made by the officers authorised for the purpose at Head Office and in District offices. Verifications of genuineness of the claim is also done if necessary by the Assistant Inspectors of Labour / District Superintendents.

Government in Go.No. 200 Dated : 8.10.2007(Labour and Employment Department) ordered to sanction Funeral Assistance, Education and Maternity assistances at District level itself w.e.f. 8.10.2007.

Creches:-

Creches are opened in the following places to cater to the needs of the babies of women construction workers registered in the Board.

- 1) Chennai
- 2) Trichy
- 3) Madurai
- 4) Thirunelveli
- 5) Salem
- 6) Coimbatore

(Clause – 10 of Tamil Nadu Construction Workers Welfare Scheme 1994)

Group Personal Accident Insurance Scheme:-

This scheme applies to all registered construction workers. The Board insures all the registered construction workers with the Insurance company for death, disablement due to accident with the sum specified by the Insurance Company and shall pay the premium towards such insurance.

- | | | | |
|-----|--|---|---|
| (a) | Death | - | Rs. 1,00,000 |
| (b) | Loss or actual physical separation of or total and irrecoverable loss of use of:- | | |
| | (i) both hands ; or | } | Rs. 1,00,000 |
| | (ii) both feet ; or | | |
| | (iii) one hand and one foot ; or | | |
| | (iv) total and irrecoverable loss of sight in both eyes | | |
| (c) | Loss or actual physical separation of, or total and irrecoverable loss of use of:- | | |
| | (i) one hand ; or | } | Rs. 50,000 |
| | (ii) one foot ; or | | |
| | (iii) total and irrecoverable loss of sight of one eye | | |
| (d) | Permanent total disablement from injuries other than those specified in items in (b) and (c) above | } | Rs.1,00,000 |
| (e) | Permanent partial disablement | - | At the rate specified in the corresponding entry in column (2) of schedule -III |

(Clause 11 (1) (3) (4) of T.N.C.W.W. Scheme, 1994)

Provident Fund and Employee's State Insurance:-

The Board shall with the prior approval of the State Government formulate appropriate Schemes for providing Contributory Provident Fund and Employees State Insurance benefits for registered construction workers.

(Clause 12 of T.N.C.W.W. Scheme , 1994)

Pension:-

Eligibility:-

Every registered construction worker who has completed 60 years of age and who has continued as such worker for a continuous period of not less than five years is eligible for monthly pension . A construction worker who has not completed 60 years of age but registered with the Board for a continuous period of 5 years is also eligible for pension if he has become disabled due to Sickness and incapacitated from normal work.

As per clause 13 of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme 1994, the Government in G.O.(D) No. 486, Labour and Employment Department, dated:31.3.2005 have sanctioned that the quantum of pension payable to each eligible construction worker is Rs.200/- per month and that the pension scheme is implemented from 2000-2001 and arrears of pension to the eligible construction workers has been paid from 2000-2001. The amount of pension has been enhanced from Rs.200/- to Rs.300/- w.e.f. 1.9.2006 and from Rs.300/- to Rs.400/- w.e.f. 1.7.2007 in G.O.No. 492 Dated:28.6.2007(Labour and Employment Department).

(Clause 13 of T.N.C.W.W. Scheme , 1994)

Funeral Assistance:-

If a registered construction worker dies, the Secretary / authorised Officer on behalf of the Board shall pay a sum of Rs.2,000/- as funeral expenses, to the nominee of the deceased.

The application shall be in Form -D accompanied by the death certificate with original Identity Card

(Clause 14, of T.N.C.W.W. Scheme , 1994)

Natural Death:-

If a registered manual worker dies naturally, the Secretary / authorised Officer shall pay a sum of Rs.15,000/- to the nominee of the deceased construction worker.

Application should be in form - D and shall be accompanied by the death certificate and original Identity Card

(Clause 14A, of T.N.C.W.W. Scheme , 1994)

Educational Assistance:-

(a) The applicant's son or daughter passed 10th standard, is eligible for Rs. 1,000/- and if they passed +2, Rs.1,500/- will be given as assistance.

(b) **(For the girl children only)** In order to encourage the girl students, who mostly drop out from schools, the Government has introduced this scheme for the daughters of the registered construction workers, who study 10th std, +1 and +2 with an assistance of Rs.1,000 /- Rs.1,500 /- for each year.

For Higher Education:-

The son / daughter of a registered construction worker, studying in regular bachelor degree course, gets Rs.1500/-, hostel student Rs.1750/-, the students studying in post graduate course receives Rs.2,000/- and the post graduate hostel student gets Rs.3,000/- as assistance.

The son / daughter studying in professional course (law, engineering, medical etc.) gets Rs.2,000/- and hostel student gets Rs.4,000/- as assistance.

The son / daughter studying post graduate professional course gets Rs.4,000/- and a hostel student gets Rs.6,000/- as assistance. Polytechnic course students gets Rs.1,000/- and hostel student gets Rs.1,200/- as assistance.

For getting all these assistances, a registered construction worker should have completed 1 year from the date of registration and only two children are allowed for the educational assistance and the application should be in the form prescribed in this manual with all its enclosures.

(Clause 15(1) , of T.N.C.W.W. Scheme , 1994)

Marriage Assistance:-

Registered construction worker is eligible for marriage assistance of Rs.2,000/-

- (a) The family can avail this assistance only twice.
- (b) A registered construction worker can avail this assistance for his first marriage/or for his son or daughter.
- (c) The person for whose marriage the assistance is sought shall have attained the age prescribed by law for marriage.

- (d) The application shall be in Form – F.
- (e) Where both husband and wife are registered manual workers, husband alone shall be eligible for this assistance.

(Clause 16 of T.N.W.W.S, 1994)

Maternity Assistance:-

A registered women worker shall be given Rs. 6,000/- as maternity assistance and Rs. 3,000/- for miscarriage or for termination of pregnancy w.e.f. 1.9.2006. Previously Rs.2,000/- was given as maternity assistance upto 14.6.05 and Rs. 4,000/- from 15.6.05 to 31.8.06.

- (a) A registered women worker can get this assistance only twice and shall not be given, if she already has two children.
 - (b) The application shall be in Form -G
- (Clause 17 of T.N.W.W.S, 1994)

Purchase of Spectacles:-

A registered construction worker shall be sanctioned a sum not exceeding Rs.500/- as an assistance towards reimbursement of cost of spectacles for self.

- (a) The assistance can be availed only once.
- (b) Application should be in Form - K with supporting documents.
- (c) Assistance shall be sanctioned first come first served basis for 2000 workers in a calender year.

Training :-

The Government have announced in G.O.(D) No. 519 Dated : 9.7.2007, that training will be given for 200 construction workers in Chennai District in five categories like Mason, Plumber, Painter, Electrician and Carpenter to improve their efficiency , through the Industrial Training Institute functioning under the Employment and Training Department.

Summary of Schemes

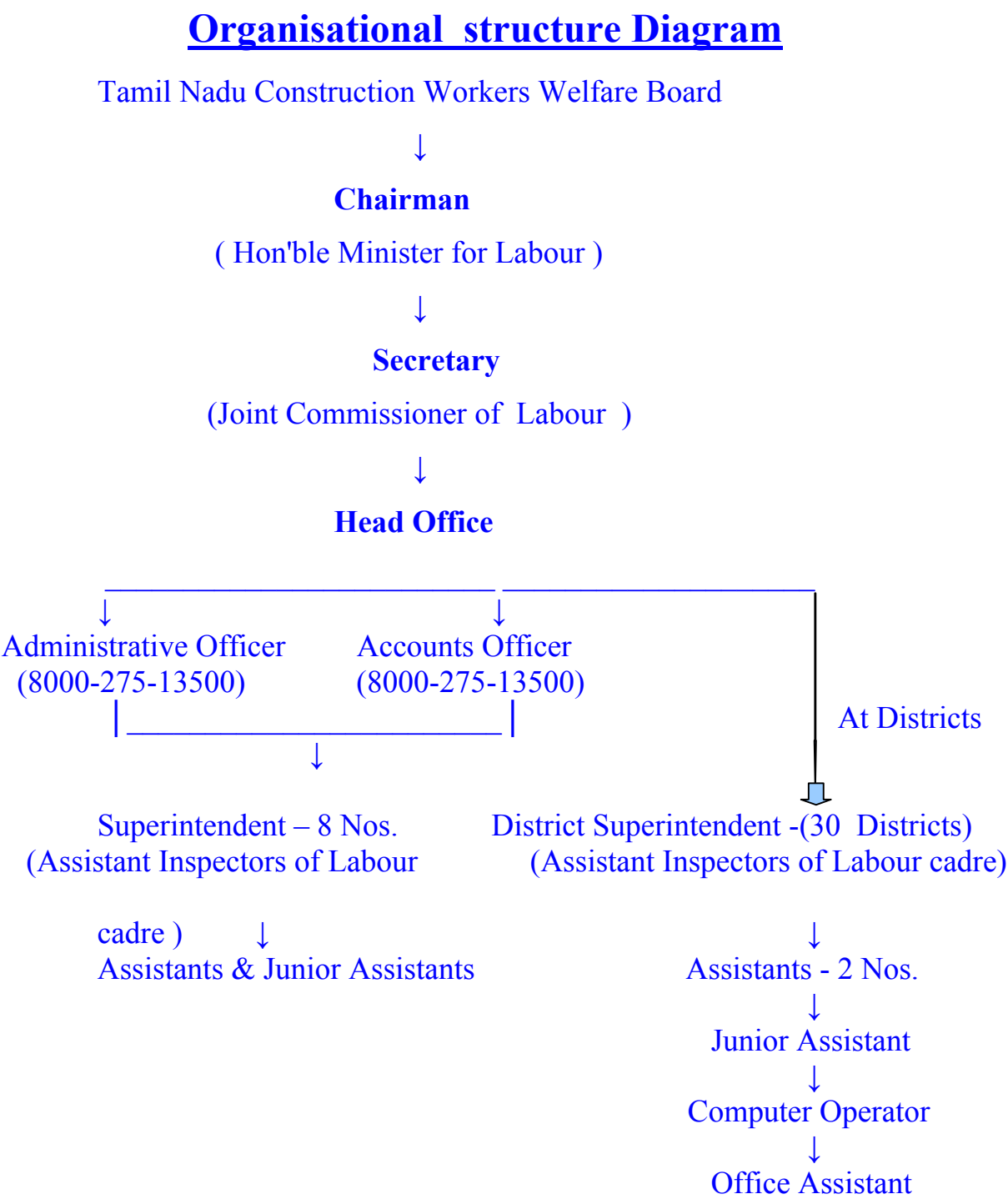
Assistance					Amount (Rs.)
1	Group Personal Accident Insurance Scheme				
	A	Accident death			1,00,000/-
	B	Loss of	(i)	Both Hands	1,00,000/-
			(ii)	Both Feet	
			(iii)	One Hand & One Foot	
			(iv)	Total and Irrecoverable loss of sight in both Eyes	
C	Loss of One Hand, One Foot or Loss of Sight in One Eye			50,000/-	
D	Permanent Partial Disablement		Percentage as assessed by Doctor		
2	Natural Death				15,000/-
3	Funeral Expenses				2,000/-
4	Educational Assistance (for two Children of the worker)				
	(i)	if the daughter is studying10 th Std			1,000/-
	(ii)	if the son or daughter passed 10 th Std			1,000/-
	(iii)	if the daughter is studying11 th Std			1,000/-
	(iv)	if the daughter is studying12 th Std			1,500/-
	(v)	if the son or daughter passed Plus 2 exam			1,500/-
	(vi)	Regular Degree Course			
		For Each Academic Year		1,500/-	
		For the Hostel Student		1,750/-	
	(vii)	Regular Post Graduate Course			
		For Each Academic Year		2,000/-	
		For the Hostel Student		3,000/-	
	(viii)	Law Engineering, Medicine, Veterinary, Medicine & allied Professional Course			
		For Each Academic Course		2,000/-	
		For the Hostel Student		4,000/-	
	(ix)	Post Graduate Professional Course			
		For Each Academic Year		4,000/-	
		For the Hostel Student		6,000/-	
	(x)	I.T.I. or Polytechnic Course			
		For Each Academic Year		1,000/-	
		For the Hostel Student		1,200/-	
5	Marriage Assistance (For worker or son / daughter- only twice for the family)				2,000
6	a) Maternity Assistance (For woman worker only) b) Miscarriage /termination				6,000/- 3,000/-
7	Spectacle Assistance (for 2000 workers per year)				upto 500/-
8	a) Pension				400/-p.m

GOVERNMENT ANNOUNCEMENTS

(2006 – 2007, 2007 – 2008 and 2008 - 2009)

- 1. The Government have waived the Registration Fees of Rs.25/- and Renewal Fees of Rs.10/- w.e.f. 1.9.2006. (G.O. No. 91 Dated : 1.9.2006) L& E Department)**
- 2. Enhanced the monthly pension from Rs.200/- to Rs.300/- w.e.f. 1.9.2006 to the Registered construction workers who have attained 60 years of age. (G.O.No.90 Dated:1.9.2006 L & E Department)**
- 3. Enhanced the maternity assistance from Rs.4,000/- to Rs.6,000/- and Rs.3,000/- for miscarriage / termination to the Registered women construction workers w.e.f. 1.9.2006 (G.O.No.93 Dated :1.9.2006 L& E Department)**
- 4. Enhanced the monthly pension from Rs.300/- to Rs.400/- w.e.f. 1.7.2007 to the Registered construction workers who have attained 60 years of age (G.O.No.492 Dated:28.6.2007 L & E Department)**
- 5. Announced Training to 200 Registered construction workers in Chennai District in 5 categories like mason, plumber, electrician, painter and carpenter , to improve their skill.(G.O.No.519 Dated: 9.7.2007 L & E Department)**
- 6. Announced opening of 15 new district offices with 6 staff and 4 additional staff to the existing 15 district offices . (G.O. No.25 Dated : 8.2.2007 L & E Department)**
- 7. Announced Decentralisation of sanction and disbursement of scheme assistance to the Registered construction workers at district level in respect of Education Assistance , Maternity Assistance and Funeral Assistance w.e.f. 8.10.2007. (G.O. No.200 Dated : 8.10.2007 L & E Department)**
- 8. Announced formation of Monitoring committees at District level Headed by District Collectors to Monitor the execution of various schemes w.e.f. 1.6.2007.**
- 9. Announced in the 2007- 2008 Budget to Computerise the Tamil Nadu Construction Workers Welfare Board.**
- 10. Announced in the 2008-2009 Labour Budget that a Construction Academy will be established in the state to improve the efficiency and human resources of the construction workers engaged in the Construction Industry .**

2.7. Organisational structure Diagram:-



2.8. Expectation of the Public Authority from the public for enhancing its effectiveness and efficiency:-

To enhance the efficiency in service and to effectively implement the schemes,

- 1) While submitting the application forms for registration, with the Board, false statement should not be produced in connection with the employment. Only the construction workers are to be registered in the Board, which itself will solve delays, at the time of verification and in sanctioning the financial assistance etc.
- 2) At the time of registration correct age proof is an essential document. The age furnished at the time of registration is taken as criteria for pension .
- 3) While claiming for assistances, application should be in full form with all supporting documents in original and in duplicate with Identity Card for making entry .
- 4) Death and disablement due to accident should be intimated immediately to the Board and in turn to the Insurance company as a first instance.
- 5) The claim applications of insurance is required to be sent with original Identity Card with all documents before the expiry of the period of Insurance for the year.
- 6) Fact should be verified, in case of
 - a) Trade unions / Association authorities who certify the employment of the worker.
 - b) The officials who certify the occurrence of the incident / occasion
 - c) Medical officers who certify the age.

2.9. Arrangements and methods made for seeking public Participation / Contribution:-

As per the Act, Government nominate members of the Board in such way that the Board shall consist of members representing employers, Manual workers and Government officials who are all involved in public activities and there by given opportunity to express public opinion.

2.10. Mechanism available for Monitoring the service and Public grievance resolution:-

The services rendered by the Board to construction workers are monitored by periodical review meetings by the Tamil Nadu Government as this Board comes under the administrative control of the Labour and Employment Department . The grievances are resolved by the Chairman and Secretary then and there .

2.11. Addresses of the Main Office and District Offices :-

Head Office:- Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvar Kottam High Road ,
Nungambakkam, Chennai-600 034.

Sl.No	District Level Offices
1.	No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34
2.	No. 48, Deputy Collector Colony, K.K.Nagar, Madurai-20.
3.	Regional Transport Office Building, Balasundaram Road, Coimbatore -18.
4.	16/1/476, Rajaji Street, Suramangalam, Salem- 636 005.
5.	20, Perumal Keezha Ratha Veethi, Palayamkottai, Tirunelveli-2
6.	New No. 75, Old No. 14, 4 th Street, Pon Nagar, Trichy- 1.
7.	82/73, Nehruji Nagar, 2 nd street, Dindigul .
8.	No.22 A, First Floor, Main Road, Puthupalayam Road, Cuddalore.1.
9.	District Rural Office Complex, Officers Lane, Vellore.
10.	73 C, Mettu Street, Kanchipuram.
11.	19, Periya Mill Street, Vijayapuram, Thiruvarur
12.	168, John Selvaraj Nagar, (New Bus Stand) Kumbakonam.
13.	Old No. 11B, New No. 11-31, Nawab Thoppu,Villupuram-605 602.
14.	No.188, New No.866, Kottar Parvathi Puram Road, Nagarcoil, Kanyakumari.
15.	203 A, Salem Main Road, 1 st floor, Krishnagiri.

16.	MVM Complex, 93/2, Raja Kadu Veethi -3, SKC Road, Erode -9.
17.	No. 55/1, Old No.17/A, 10 th Street, Gandhi Nagar,Thiruvanamalai, 606 602.
18.	434 A, First Floor, Mettu Street, Eleambalure Salai, Perambalur.
19.	Block No.9, No. 15504, Neela Mela Vadam Poki Street, Nagapattinam - 611 001.
20.	2 nd Floor, Muthu Meena Complex, Kizha Raja Veethi, 622 001, Pudukkottai.
21.	Old No. 12 C, New No. 8, Gandhi Nagar, 2 nd Cross Steet, 1 st Floor, Chinandan Kovil Road, Karur.
22.	7/4, Sales Society Street, S.A.S.R Complex, Thuvaraikalam, Theni.
23.	Door No.1/2688-8, Puthra Manzil, M.A. Khadar Complex, Seit Ibrahim Nagar, Bharathi Nagar, Ramanathapuram.
24.	No. 135, “B” Block, No.10, Thondi Road, Sivagangai Town, Sivagangai.
25.	130/2, Railway Feeter Road, Madura Coats Colony, Virudunagar.
26.	45, Thachar Street, Mattakadai, Tuticorin.
27.	274 D, State Bank Lane, Ooty Town, Nilgiris.
28.	Illakiyam patti, 5/1167, Ponu Nilayam, Dr. Nagarajan Road, Salem Main Road, Dharmapuri.
29.	66/34 H, Arthanari School Street , S.P. Pudur Road, Namakkal.
30.	6/5, Lal Bahadur Sasthri Street, Periyakuppam Post,Thiruvallur-602 001.

2.12. Working hours of the Offices :-

10.00 - A.M. to 05.45 - P.M.

(Holiday :- Saturday , Sunday and Government Holidays)

Chapter – 3 (Manual-2)

Powers and Duties of Officers and Employees

Chapter – 3 **(Manual – 2)**

3.1. Powers and Duties of Officers and Employees:-

1) Chairman:-

Hon'ble Minister for Labour, is the Chairman of the Board.

Administrative power:-

- (a) The Chairman shall have over all control in the function of the Board and in certain administrative / financial matters .
- (b) The Chairman is the head of the Board.
- (c) The Chairman shall preside over every Board meeting and list of business should be considered with the prior premission of the Chairman.

Financial:-

- (a) The Chairman is empowered to sanction expenses on furniture, Office equipments, computers, telephone connections, printing of forms and any other recurring non-recurring expense and to open bank accounts / deposits with the approval of Board within the limit prescribed. The Chairman shall have power to accept tenders asper Tender transparency Act followed in Government.
- (b) The Chairman may exercise such other powers as may be delegated to him from time to time by the Board.

2) **Secretary:**

Subject to the overall control of the Chairman, the Secretary shall exercise the following powers namely.

Administrative power:-

- (a) The Secretary shall be responsible for the day to day functioning of the office of the Board and shall have powers necessary therefor.
- (b) The Secretary shall make arrangements for holding meeting of the Board .
- (c) Subject to the general financial code and service rules of the Government, the secretary have power to sanction all kinds of leave,surrender leave, etc. to the staff.
- (d) To post temporary staff on contract/daily wages basis with in the sanctioned strength approved by the Board.
- (e) Secretary can accept and revert deputationist on foreign service from other departments up to B group
- (f) To administer district level offices and creches.

Financial:-

- (a) Sanction of financial assistances under all schemes to the eligible registered construction workers.
- (b) To pay salaries to the staff .
- (c) Subject to the general financial code and service rules of the Government the secretary shall have power to sanction leave salary, surrender leave salary, traveling allowance, LTC, medical expenses, bonus, loans and advances to all employees subordinate to him.

- (d) To sanction leave salary contribution and pension contributions to the employees on deputation.
- (e) To monitor the general fund and Income and expenditure of the Board.
- (f) To watch proper remittance of the Cess to the Board.
- (g) To sanction all statutory payment like telephone bills postages, electricity charges , cost of fuel, monthly maintenance of vehicle, purchase of stationery, for office/ computers and other contingencies, as per approval of the Board.
- (h) To operate bank accounts.
- (i) To pay expenses on purchases, printing etc. up to the limit of the Board's approved amount and after obtaining chairman's approval wherever necessary.
- (j) The secretary may exercise such powers as may be delegated to him from time to time by the Board/Chairman.
- (k) With the approval of Board, Secretary can delegate any of his powers to any of his officers subordinate to him with specific conditions and limitations.
- (l) To ensure that the accounts of the Board is prepared and certified by the auditor appointed by the Government and the audit report submitted to Government in time.

3) **Administrative Officer:**

Subject to the over all control of the Secretary, the Administrative Officer is delegated with the following powers.

- (a) To sanction scheme assistances .
- (b) To monitor staff attendance , leave records and other administrative records.
- (c) Responsible for the remittance of leave salary contribution and pension contribution .
- (d) Arranging for conducting meetings, preparation of agenda and minutes of the meeting.
- (e) Monitoring district level office administration and Creche management .
- (f) In charge of computerisation work of the Board.
- (g) Responsible for sending reply to petitions from trade unions, Chief minister special cell, minister's office and from public under Right to Information Act with the guidance of the secretary.
- (h) To attend court cases.

4) **Accounts Officer:**

Subject to overall control of the Secretary, the Accounts Officer is responsible for the following work.

- (a) Fund management
- (b) Payment of salary to staff.
- (c) Other payments like contingent expenses, payment for purchases of stationery items, other statutory payments and day to day expenses through permanent advance.
- (d) Remittance of recoveries made from staff to the concerned authorities.
- (e) To operate bank accounts jointly with secretary .
- (f) Payment of Financial assistances sanctioned by Money Order/ Demand Draft / Banker's cheque as the case may be.
- (g) Responsible for remittance of contribution amount in to bank, withdrawals, deposits and for reconciliation of Bank accounts.
- (h) Monthly Income and Expenditure statement .
- (i) Scrutinising cash book and accounts related records.
- (j) To ensure preparation of annual statement of accounts of the Board in time and to co-ordinate with the auditor in preparation of audit report for submission to Government in time.

Chapter – 4 (Manual – 3)

**Rules, Regulations, Instructions, Manual and
Records for Discharging Functions.**

Chapter – 4 (Manual - 3)

4.1. Acts:-

<u>Name / title of the document</u>	<u>Brief Write-up on the Document</u>
(a) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act ,1982.	The Tamil Nadu State Government enacted this Act for regulating the employment of manual workers employed in certain employments in the State of Tamil Nadu and the conditions of their work and security of their employments and for certain other matters connected therewith.
(b) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.	In exercise of powers conferred by sub-section (1) of section 32 of the above said Act the Governor of Tamil Nadu made the Rules. The Rules shall extend to the whole of the State of Tamil Nadu.
(c) The Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme,1994.	In exercise of powers conferred by sec. 4 of the above said Act the Governor of Tamil Nadu made this scheme . It shall apply to the manual workers engaged in construction or maintenance of dams, bridges, roads or in any building operation (or stone breaking or stone crushing or construction of pandals or brick manufactory other than the brick manufactory under the Factories Act,1948.

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Chapter – 5 (Manual – 4)

- 5.1., Particulars of any arrangement that exists for
- 5.2 Consultation with, or representation by, the members
of the public in relation to the formulation of its
policy or implementation thereof:-

Public participation is ensured for any formulation / implementation of policies connected with the functions of the Board by seeking approval from the Board members who are represented by public in the way of construction employee / employer of construction workers / trade unions in construction wing.

Chapter – 6 (Manual – 5)

**A statement of the categories of documents that
are held by it or under its control**

6.1. Information about the official document and the availability

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1	Application forms	Form A- For Registration of membership	Available at Head office and in all District Superintendents Office	Secretary, Tamil Nadu Construction Workers Welfare Board, Chennai-34.
	“	Form B- Accident intimation form		
	“	Form C- Accident death Claims.		
	“	Form D- Natural death Claim		
	“	Form D- Funeral Assistance		
	“	Form E- Educational Assistance 10 th pass		
	“	Form EE-Higher Education		
	“	Form EEE-10 th , 11 th , 12 th Studying (Girls only)		
	“	Form F- Marriage Assistance		
2.	Identity Card	Form G- Maternity/ Abortion /		
		Form GG- Maternity		
3.	Application Forms	Form H- For Membership		“
	“	Form K- Spectacle Assistance		
	“	Form - Pension on 60 years		
	“	Form - Pension on disability		

Chapter – 7 (Manual – 6)

**A statement of boards, council, committees and
other bodies constituted as its part**

Chapter – 7 (Manual – 6)

A statement of boards, council, committees and other bodies constituted as its part

List of Committees & Boards:-

1) **Tamil Nadu Construction Workers Welfare Board :-**

Constituted in 30.11.1994.

2) **Advisory Committee :-**

The Act provides for the constitution of an Advisory committee to advise upon matters arising out of the administration of the Act / Schemes / provision / work of the Board. The Advisory committee formed vide G.O. No. 48 (Labour and Employment Department) Dated:16.3.2007

Structure and Member composition of Tamil Nadu Construction Workers

Welfare Board:-

The Board shall consist of members nominated from time to time by the Government representing the employers, the manual workers, and the Government.

The members representing employers and manual workers shall be equal in number, and the members representing the Government shall not exceed one-third of the total number of members representing employers and manual workers.

The Chairman of the Board is appointed by the Government.

Term of Office:-

The official members of the Board including the Chairman shall hold office during the pleasure of the Government.

A non-official member of the Board shall hold office for a period of two years commencing from the date on which his appointment is first notified in the official gazette.

Meetings:-

The Tamil Nadu Construction Workers Welfare Board was Re-constituted vide G.O Ms. No.185, Labour and Employment Department, Dated : 14.9.2007. The tenure of the members of the Board is two years . 18th Board meetings were held from the inception of the Board. The last Board meeting was held on 30.10.2007.

Minutes:-

The minutes of each meeting of the Board shall be circulated to all members of the Board after the meeting is over. The minutes shall be confirmed at the next Board meeting and signed by the chairman and recorded in the minutes book. Secretary shall keep a record of it.

Enquiry / Supersession and Re-constitution of the Board:-

The Government may at any time appoint any person to investigate or enquire into the working of the Board or scheme and submit a report to the Government. On consideration of the report that the Board made any default, the Government by notification supersede the Board and reconstitute it in the prescribed manner, within a period of twelve month from the date of supersession.

The Government make rules for carrying out any of the purposes of the Act and the rules shall be published in the Tamil Nadu Government gazette.

The following persons were nominated as members of the Board

Members representing the Government:-

- | | |
|---|------------|
| 1. Hon'ble Minister for Labour | - Chairman |
| 2. Commissioner of Labour, Chennai-6. | - Member |
| 3. The Secretary to Government
Municipal Administration and Water
Supply Department, Chennai-9. | - Member |
| 4. The Secretary to Government,
Finance Department, Chennai-9. | - Member |
| 5. The Commissioner of
Municipal Administration,
Chennai-600 005. | - Member |
| 6. The Director of Town Panchayats,
Kuralagam, Chennai-108. | - Member |
| 7. The Commissioner of Chennai,
Corporation, Chennai-600 003. | - Member |

Members representing the Employers:-

1. The Chairman / S.E.,
Tamil Nadu Housing Board,
331, Anna Salai, Nandanam, Chennai-35.
2. The Chairman,
Tamil Nadu Slum Clearance board,
Kamarajar Salai, Chennai-5.
3. The Secretary to Government,
High Ways Department, Chennai-9.
4. The Secretary To Government,
Public Works Department, Chennai-9.
5. The Secretary to Government,
Housing and Urban Development Department, Chennai-9.

6. **Thiru.K. Ramanujam, President,
Builder Association of India,
30, Desika Road, Mylapore, Chennai-4.**
7. **Thiru.S. Shajahaan Seit,
M.K.M.S. Builders,
No.23, Chamiers Road, Nandanam, Chennai-35.**
8. **Thiru.S. Shajahaan, Chief Executive,
Venus Civil Engineers, 8, Tamukkam Complex Building,
First Floor, Tallakulam, Madurai- 625 002.**
9. **Thiru. R. Ethirajan,
60, Vedachalam Street,
Vasudevan Nagar, Chennai – 600 083.**

Members representing the Construction Workers Union:-

1. **Thiru.Mu. Shanmugam,
General Secretary,
Thozhilalar Munnettra Sanga Peravai,
Pattavarthy Village, Pullaupoothankudi Post,
Papanasam, Thankavur District – 612 301.**
2. **Thiru. Krishnasamy,
General Secretary,
Kovai Mavatta Kattida Thozhilalargal
Munnetra Sangam, Coimbatore – 641 012.**
3. **Thiru.Mu. Balu,
Secretary,
Dindigul Mavatta Kattumana
Thozhilalar Munnetra Sangam,
10, Thiyagaraya Road, North Usman Road,
Thiyagaraya Nagar, Chennai – 600 017.**

4. **Thiru. M. Panneer Selvam,
INTUC.,
179/80, Adam Sahib Street,
Rayapuram, Chennai-600 013.**
5. **Thiru. S.V. Nagarajan,
Member,
Tamil Nadu INTUC ,
No.7, 20th Street, 5th Avenue,
Ashok Nagar, Chennai-600 083.**
6. **Thiru.R. Singaravelu,
State Assistant General Secretary,
C.I.T.U.,
27, Mosque Street, Chepauk,
Chennai- 600 005.**
7. **Thiru. K. Ravi,
State Secretary,
Tamil Nadu AITUC,
25, Kovur Vaidhiyanathan Street,
Chindathiripet, Chennai-2.**

Chapter – 8(Manual-7)

**The names, designations and other particulars of the
public Information Officers**

8.1. The names, designations and other particulars of the Public Information Officers:-

Assistant Public Information Officer:-

Sl. No	Name	Designation	STD Code	Ph. No Office	Home	FAX	E-mail	Address
1.	Thiru K. Ganesan	Superintendent B-Section	044	28216529	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Public Information Officer:-

Sl. No	Name	Designation	STD Code	Ph. No. Office	Home	FAX	E-mail	Address
1.	Thiru K. Ganesan	Administrative Officer (In charge)	044	28216529	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Appellate Authority:-

Sl. No	Name	Designation	STD Code	Ph. No Office	Home	FAX	E-mail	Address
1.	Thiru.K.Alagesan	Secretary	044	28216529	-	28232052	-	Tamil Nadu Construction Workers Welfare Board, No.8, Valluvar Kottam High Road, Nungambakkam, Chennai-34.

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

The Tamil Nadu Construction Workers Welfare Board is headed by the Chairman and constituted with Board members by the Government.

9.1. The Board functions within the frame of rules laid in:-

- a) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Rules, 1986.
- b) The Tamil Nadu Financial Code; and
- c) Such other orders issued by the Government of Tamil Nadu from time to time.

9.2.

The Board created number of posts of officers including Secretary and other employees shown below, on terms & conditions of foreign service from Government departments. Posts, equivalent to Group -A & Group-B at Government service, are created and appointed with prior approval of the State Government.

Staff Strength

1.	Secretary	:	1
2.	Administrative Officer	:	1
3.	Accounts Officer	:	1
4.	Superintendent	:	8
5.	Assistant	:	16
6.	Junior Assistant	:	14
7.	Typist	:	2
8.	Steno typist	:	1
9.	Record Clerk	:	1
10.	Office Assistant	:	2
11.	Watch Man	:	3
12.	Driver	:	1

Total		:	51

District Office:-

1.	Superintendent	:	30
2.	Assistants	:	60
3.	Junior Assistant	:	30
4.	Computer Operator	:	30
5.	Office Assistants	:	30

(G.O. Ms. No.51, Dated:31.3.1995)
(G.O. Ms. No.25, Dated : 8.2.2007)

With the increase in the no. of registration of workers and No.of claims preferred, there is no corresponding increase in the employment of staff for timely disposal of claims.

The Board does not have its own staff. Staff deputed from Labour Department and Tamil Nadu Labour Welfare Board work for a maximum of three years as per rules on foreign service terms and conditions and after that new staff takes position. Thus temporary staff from Tamil Nadu Ex-Service man Corporation are appointed on contract basis and other junior assistants & typist on daily wages as per Government rules with the approval of the Board .

1) Establishment Section:-

Establishment section is headed by Administrative officer with one superintendent and staff, under the overall control of the Secretary.

This section is looking after,

- a) The personnel matters relating to the ministerial service, and temporary staff.
- b) Attending petitions / complaints from trade unions, Chief Minister Cell and from Minister's office.

2) **Meeting Section :-**

- a) Work related to Board meetings and other meetings.
- b) Attending court cases.
- c) Action on policy decision.
- d) Computerisation of office.
- e) Right to Information Act.
- f) Creches.
- g) Buildings.
- h) Health Insurance.

3) **Finance & Accounts Section :-**

The Board is self financed and does not receive any grants from the Government, for its operation.

This section is headed by Accounts officer under the overall control of Secretary and divided into 3 sections namely:-

- a) Contribution Section
- b) Bills & Cash
- c) Accounts Section

a) **Contribution Section:-**

The Government notified that all the persons and agencies engaged in any construction work should pay 0.3% of the total estimated cost of the proposed construction work towards the Manual Workers General Welfare Fund of the Tamil Nadu Construction Workers Welfare Board.

The 0.3% received by means of demand draft in favour of General Fund from panchayat union, town panchayats, municipalities, corporations, CMDA, PWD, Highways etc are accounted and deposited in the current account of bank and acknowledged.

b) **Bills & Cash :-**

Staff salary & other payments are made from the General fund by preparing bills with proper vouchers and receipts. Financial assistances sanctioned to the Construction workers are sent through money order or by demand draft to the concerned beneficiaries.

c) **Accounts Section:-**

Bank reconciliation, deposits, preparation of Income & Expenditure statement and maintenance of cash book and other relevant records for preparing annual accounts and coordinating with the auditor for submission of audit report to Government.

4) **Registration / Cancellation Section :-**

The work related to Registration and Cancellation.

5) **Implementation of scheme section :-**

This is headed by Secretary with administrative officer, and other staff, scrutinising claim applications, obtaining sanction of assistance and maintenance of relevant records for all schemes.

6) **General Section:-**

This section is under the control of administrative officer with other staff.

- a) Tapal Section
- b) Despatch Section
- c) Purchases of Stationery & Printing & maintenance section
- d) Record Section

a) **Tapal Section:-**

Approximately 25,000 registration applications are received every month from other districts and kept in the custody of head office record room chronologically. Approximately 6,000 claim applications and general tapals are received monthly and distributed to the concerned sections .

b) **Despatch Section :-**

Application formats and Identity Cards are sent in bulk to the district offices wherever necessary. Sanction orders of assistance with entry in Identity Card is sent back to each of the beneficiaries through parcel office / postal authorities / courier services.

c) **Purchase of Stationery , Printing & maintenance section :-**

This section deals with all purchases of office equipments, stationeries, maintenance of office equipments through AMC, telephone connections , building maintenance, rent, electricity charges, water facility, printing of forms, library books etc.

d) **Record Section:-**

All original applications of registered workers and other closed files are maintained.

Procedure for sanction of Assistances:-

a) The registered worker shall submit the claims in the prescribed application form, duly filled in and certified as correct by the President/ Secretary of the registered trade union of the employment concerned/ Village Administrative Officer / Member of Legislative Assembly / Member of Parliament / Municipal Councilor etc.

- b) The applications shall be submitted directly, to the Secretary of the Board with all the requisite enclosures.
- c) The Board sanction and release the payment, in all eligible cases.
- d) **Conditions** :-
 - a) A minimum of one year shall have to be lapsed from the date of registration of the construction worker with the Board to the date of his application for all assistance except death/disablement.
 - b) The registered Construction workers applying for assistance should have no dues payable to the Board. Renewal of registration shall have to be upto date with out any lapse.

Procedure for sanction of Pension :-

A registered worker eligible with the conditions for getting pension may submit application for pension in the prescribed form with Identity Card and Passport size photos. A disabled worker shall produce a certificate in proof of his disability issued by a medical officer not below the rank of civil surgeon.

The Board shall examine the applications for pension in accordance with the provisions and may accept or reject the claim. The decision of the Board is final. The Board shall give reasonable opportunity before rejecting the claim for pension. The original applications are taken and age is verified for pension in each case. If the worker has not renewed his registration continuously his pension application is rejected. Pension is sent through money order, every month and the money order commission is borne by the Board. If the arrears exceeds Rs.5,000/- demand draft is also sent.

Chapter – 10 (Manual – 9)

Directory of Officers and employees

10.1 Head Office and District Offices :-

- a) Secretary, Tamil Nadu Construction Workers Welfare Board, Chennai-34.
 - b) Administrative Officer, Tamil Nadu Construction Workers Welfare Board, Chennai.34.
 - c) Accounts Officer,Tamil Nadu Construction Workers Welfare Board, Chennai.34.
- and
- d) District Superintendents representing 30 District Offices.

Chapter – 11 (Manual – 10)

**The Monthly Remuneration Received By Each of
its Officers and Employees, including the System
of Compensation as Provided in Regulations.**

CHAPTER – 11 (Manual – 10)
Scale of Pay of the Officers and Staffs

Sl. No.	Cadre	Group	Pay Scale	In position
1.	Secretary	A	15000 – 400 –18600	1
2.	Administrative Officer	B	8000 – 275 –13500	1
3.	Accounts Officer	B	8000 – 275 -13500	1
4.	Superintendent	B	5500 –175 –9000	38
5.	Steno Typist	C	5000 – 150 –8000	1
6.	Assistant	C	4000 –100 –6000	76
7.	Junior Assistant	C	3200 –85 –4900	37
8.	Typist	C	3200 –85 –4900	2
9.	Computer Operator	C	3200 –85 –4900	30
10.	Driver	C	3200 – 85 – 4900	1
11.	Record Clerk	C	2610 –60 –3150 –65 –3540	1
12.	Office Assistant	D	2550 –55 –2660 –60 –3200	32
13.	Watchman	D	2550 –55- 2660 –60 – 3200	3
14.	Junior Assistant (Temp)	--	Rs. 4,000/- consolidated	7

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures
and reports on disbursement made)

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency including particulars of all plans, proposed expenditure and reports on disbursement made

No Budget is allocated. The Board is getting funds through 0.3% contributions towards Manual Workers General Welfare Funds of construction worker Welfare Board from the estimated cost of every construction work approved by the Local authorities. The Board is not getting any Government grant. This fund is being used for administrative expenses as well as for the welfare of the construction workers. The excess amount received is deposited with Government institutions or with Nationalised Banks. The accounts of the Board are audited by a statutory auditor appointed by the Government. The Board is exempted from Income Tax and registered under section 12A of the Income Tax Act, 1961. The Audit report for the preceding year ending 31st March, shall be submitted after 1st April of every year to the Government for placing in the State Legislature, if it is in session or immediately following the date of receipt of the report.

Chapter – 13

The Manner of Execution of Subsidy Programmes

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programme

Tamil Nadu Construction Workers Welfare Board plays a vital role in implementing the schemes provided in the Act, for the welfare of construction workers and channelise the common workers with the Government. The Board does not subsidise any programmes. By implementing schemes, full financial assistance are given to the construction workers as per rules. The assistance amount is sanctioned and released as and when the claims are received from the worker. Partial payment of the amount of assistance, does not arise.

(Page No. 57, 58 , 59 – Details of Schemes)

Chapter – 14 (Manual – 13)

**Particulars of Recipients of Concessions,
permits or authorization granted by it**

WELFARE SCHEMES

The following schemes are made available to the construction workers who have Registered with the Tamil Nadu Construction Workers Welfare Board.

All applications for availing the benefits should be sent to: -The Secretary,
Tamil Nadu Construction Workers Welfare Board,
No.8, Nungambakkam High Road,
Chennai – 600 034.

Sl.No	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
1.	<u>Group Personal Accident Insurance scheme</u> Fatal Accident	Rs.1,00,000	Form 'C'	Death Certificate, First Information Report, Postmortem certificate and Identity Card in Original.	As soon as the occurrence, if the claim application is received in full form, the same will be recommended to the Insurance company. The Insurance company after investigations and as per policy conditions send the eligible Insurance amount to the Board, which in turn will send DD to the beneficiary through the DCL of the area
2.	<u>Non- fatal accident</u> In the event of non-fatal accident for the loss of limbs, eyes, etc. Depending upon the percentage of loss, compensation is paid.	upto Rs.1,00,000	Form 'C'	Disability certificate, X-Ray, First Information Report, Identity Card in Original.	

Sl. No	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
3.	<u>Natural Death Assistance</u> This assistance is given to the nominee of a registered construction worker who dies naturally.(Even if the registered construction worker dies on the day of his registration,this assistance is given)	Rs.10,000	Form 'D'	Original Death Certificate and Identity Card.	If the application is received with all documents, Money order/Demand Draft will be dispatched to the applicant with an entry in the Identity Card, as early as possible.
4.	Funeral expenses.	Rs.2,000	Form 'D'	Original Death Certificate and Identity Card.	“
5.	Marriage Assistance Given to the registered construction worker / two children of the registered construction worker only twice.	Rs.2,000	Form 'F'	Marriage invitation,certificate issued by Temple/Church or Mosque and Original Identity Card.	“

Sl. No.	Name of the Scheme	Amount	Form in which application has to be made	Documents to be attached	Procedure for Distribution
6.	Maternity - delivery. Mis-carriage of pregnancy/ Termination of pregnancy.	Rs.6,000 Rs.3,000	Form "G" & Form "GG"	A Birth certificate from the Registered Medical Practitioner and Original Identity Card.	If the application is received with all the Details
7.	Educational Assistances (Given to 2 children) 10 th Pass 12 th Pass Assistance for Higher Education.	Rs.1,000 Rs.1,500	Form 'E' Form 'EE'	Certified copy of mark list, Transfer Certificate issued by the School and Original Identity Card. A Certificate issued by the Principal of the College in which the son/daughter of the registered worker is pursuing his studies. Original Identity Card.	Money order/ Demand Draft will be dispatched to the applicant with an entry in the Identity Card.
	10 th Studying (Girls) 11 th Studying (Girls) 12 th Studying (Girls)	Rs.1,000 Rs.1,000 Rs.1,500	Form 'EEE' Form 'EEE' Form 'EEE'	A Certificate issued by the Head Master of the School in which the daughter of the Registered Worker is pursuing his studies. Original Identity Card.	“
	Day Scholar Bachelor Degree Master Degree B.E/M.B.B.S/B.V. Sc. Professional Master Degree I.T.I./Polytechnic Diploma Course Reimbursement of the Cost of Spectacles	Hosteler 1,500 2,000 2,000 4,000 1,000 Upto Rs.500/-	 Form 'K'	 Original Identity Card Original Certificate issued by an opthalmist Original Cash Bill.	“

Note: Except for the assistance for Fatal Accident, Non- Fatal Accident, Natural Death Assistance and Funeral Assistance, for all other claims one year should have been completed between the date of registration and the date of cause of action for the claim.

Chapter – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits or authorisation granted by it

- | | | | |
|----|---|---|----------------------------|
| 1) | No. of Registered workers from the date of inception (from 1995 to 30.6.2008) | : | 18,13,683 |
| 2) | No. of beneficiaries who received the financial assistance upto 30.6.2008 | : | 1,78,482 |
| 3) | Amount of financial assistance sanctioned upto 30.6.2008 | : | Rs. 57,22,81,220/- |
| 4) | a) Number of pensioners as on 30.6.2008 | : | 3,543 |
| | b) Amount of pension sanctioned | : | Rs. 3,50,09,404/- |
| 5) | Amount of contribution received upto 30.6.2008. | : | Rs. 229,27,93,949/- |
| 6) | Fund position as on 30.6.2008 | : | Rs. 202,12,83,151/- |

Chapter – 15 (Manual – 14)

Norms set by it for the discharge of its functions

15.1. The Details of the norms / Standards set by the department for execution of various activities / Programmes.

Administration:-

Refer chapter 9 of the manual.

Registration:-

Mentioned in page 15 of the manual. (Chapter 2.5).

The employment of the worker is to be certified by any one of the following persons.

- a) Employer engaged in construction industry for purpose of trade or business.
- b) Registered Contractor
- c) Government organisations or agencies engaged in building industry and ;
- d) Registered Trade Unions.

Schemes:-

Refer previous chapters in this manual.

Chapter – 16 (Manual – 15)

Information available in an electronic form

Chapter – 16 (Manual – 15)

Information available in an electronic form

Website: www.tn.gov.in/rti/proactive/labour/handbook_tncwwb.pdf

Chapter – 17 (Manual – 16)

**Particulars of the facilities available to
citizens for obtaining information**

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

Through News Papers : Any important announcement is published in all leading News Papers.

System of issuing of copies of documents : All Government Orders are published in Tamil Nadu Government Gazette.

The information and copies of important orders are sent to all subordinate offices.

Advertisements are made if necessary

Chapter – 18 (Manual – 17)

Other Useful Information

- 64 -
SCHEDULE – I I
FORM - A
[See clause 5 (2)]

APPLICATION FOR THE REGISTRATION OF MANUAL WORKERS ENGAGED IN THE
CONSTRUCTION OR MAINTENANCE OF DAMS, BRIDGES, ROADS OR IN ANY BUILDING
OPERATIONS

Registration number :
(To be filled in by office)

Affix Passport
size photograph

1. Name of the worker :
2. Age and Date of Birth :
3. Name of Father/Husband :
4. Marital Status (Whether married,
unmarried, window or widower) :
5. Permanent Addresses :
6. Present Addresses :
7. Are you a member of any Trade
Union ? If so, state the name of the
Union :
8. The place of work with location in detail
where the worker is likely to go for work :
9. Nature of employment and skill :

Place:

Date:

Signature of the Manual Worker.

CERTIFICATE

This is to certify that Thiru/Thirumathi/ Selvi.....is a manual worker engaged
in construction or maintenance of dams,bridges,roads or in any building operations.

Place:

Date:

Signature of the Authorised Signatory.

FORM - B

[See clause 11 (5) (a)]

GROUP PERSONAL ACCIDENT INSURANCE SCHEME FOR THE MANUAL WORKERS
ENGAGED IN CONSTRUCTION OR MAINTANANCE OF DAMS,BRIDGES, ROADS OR
IN ANY BUILDING OPERATION

ACCIDENT INTIMATION FORM

To

The Secretary,
.....
.....
.....

To

The Inspector/Sub-Inspector of Police,
.....

Sir,

Thiru/Thirumathi/ Selvi/Selvan.....son of /
wife of /daughter ofemployed in the construction worker place
.....athas suffered loss of limbs/loss of eye-
sight /total disablement/partial injury death due to accident while engage in his/her occupation/outside
the work place.

(Signature of the Employer.)

Date:

Address:

Signature of the worker/nominee.

Form - C

(See clause 11 (5)(b)
CLAIM FORM
(Policy No.)

To

The Secretary,
.....
.....

- 1) Name of the injured person :
Address :
Age :
Occupation :
- 2. Area name of the work place :
Place :
Taluk :
District :

- 3. Name of the claimant :
- 4.Relationship with the insured member :
- 5.Whether the member himself/herself or his/her nominee :
- 6.Date and time of accident :
- 7.Place of Accident -
(a) at the work place :
(b)outside the workplace :
- 8.Whether the accident resulted in death
loss of limbs/loss of eye-sight/
partial injury :
- 9. Date and time of death (with documents specified in the scheme) :

Place:
Date :

Signature

FORM - D

[See clauses 14 (2) and 14A (2)]

APPLICATION FOR GRANT OF FUNERAL EXPENSES/NATURAL DEATH ASSISTANCE

To

The Secretary,
Tamil Nadu Construction Workers Welfare Board,
Chennai.

1. Name of the registered manual worker :
2. Address :
3. Age :
4. Nature of work :
5. Registration Number and Date (Original Identity Card should be enclosed) :
6. (a) Place of death :
(b) Date of death :
(c) Cause of death :
(Death Certificate should be enclosed)
7. (a) Name of the applicant :
(b) Age of the applicant :
(c) Addresses of the applicant :
(d) Whether the applicant is a nominee of the deceased registered manual worker for whose death the assistance is sought :
(e) Relationship of the applicant to the deceased registered manual worker for whose death the assistance is sought :

Place:

Date:

Signature of the applicant.

CERTIFICATE

I certify that the above particulars are correct.

Place:

Date:

Member, Tamil Nadu Construction Workers Welfare Board/
President /Secretary of the Registered Trade Union.

SANCTION

1. I hereby sanction a sum of Rs.2000 (Rupees two thousand only) as assistance for the funeral of Thiru.Thirumathi/Selvia registered manual worker.

1. I hereby sanction 1[a sum of Rs.15,000 (Rupees fifteen thousand only)] as assistance on the natural death of Thiru/Thirumathi/Selvia registered manual worker.
- 2.

Secretary, Tamil Nadu Construction
Workers Welfare Board or any other officer
authorised in this behalf by the Board.

FORM - E

[See clause 15 (3)]

APPLICATION FOR EDUCATIONAL ASSISTANCE

1. Name of the registered manual worker :
2. Registration Number (Xerox copy of identity Card to be enclosed.) :
3. (a) Permanent address :
- (b) Present address :
4. Details of sons or daughters of the registered manual worker:-
Serial Number Name Age
5. Details of the sons or daughter for whom educational assistance is sought:-

<u>Serial Number</u>	<u>Name</u>	<u>Date of Birth</u>	<u>Examination passed</u>	<u>Name of the school</u>
----------------------	-------------	----------------------	---------------------------	---------------------------

(Attested Xerox copy of the mark – sheet shall be enclosed)

Signature of the Registered Manual Worker.

CERTIFICATE

I hereby certify that the above particulars are correct.

Place:	Member, Tamil Nadu Construction Workers Welfare Board/
Date:	President /Secretary of the Registered Trade Union.

SANCTION

I hereby sanction 1[a sum of *Rs.1000 (Rupees one thousand only) *Rs.1500 (Rupees one thousand five hundred only)] to the claimant as educational assistance.

Place:	Secretary, Tamil Nadu Construction Workers
Date:	Welfare Board or any other Officer authorised

* Strike out whichever is inapplicable.

FORM - EE

[See clause 15 (3)]

APPLICATION FOR EDUCATIONAL ASSISTANCE

1. Name of the registered manual worker :
2. Registration Number (Attested Xerox Copy of the Identity card to be enclosed.) :
3. (a) Permanent address :
(b) Present address :
4. Details of family members of the registered manual worker:- :

Serial Number	Name	Age
---------------	------	-----

5. Details of son or daughter for whom educational assistance is sought:-

Serial Number	Name	Dare of Birth	Name of the Course	Duration of Course	Name of the College/ Institution
---------------	------	---------------	--------------------	--------------------	----------------------------------

1	2	3	4	5	6
---	---	---	---	---	---

(A Certificate from the principal of the College/Institution to the effect that the son or daughter of the registered manual worker has joined the course shall be enclosed.).

Signature of the Registered Manual Worker.

CERTIFICATE

I hereby certify that the above particulars are correct.

Place: Member, Tamil Nadu Construction Workers Welfare Board/
Date: President /Secretary of the Registered Trade Union.

SANCTION

I hereby sanction a sum of *Rs. /- (Rupees

.....only) to the claimant as educational assistance.

Place: Secretary, Tamil Nadu Construction Workers
Date : Welfare Board or any other Officer authorised
in this behalf by the Board.]

* Strike out whichever is inapplicable ***

FORM - 'EEE'
[See clause 15 (3)]
APPLICATION FOR EDUCATIONAL ASSISTANCE

1. Name of the registered manual worker :
2. Registration Number (Attested Xerox copy of Identity Card to be enclosed)) :
3. (a) Permanent address :
(b) Present address :
4. Details of family members of the registered manual worker:- :

Serial Number	Name	Age
---------------	------	-----

--

5. Details of the daughters for whom educational assistance is sought:-

Serial Number	Name	Date of Birth	Standard in which studying	Name of the School
1	2	3	4	5

(A certificate from the Head master/Principal of the School to the effect that the daughter of the registered manual worker is studying the course should be enclosed.

Signature of the Registered Manual Worker.

CERTIFICATE
I hereby certify that the above particulars are correct.

Place: Member, Tamil Nadu Construction Workers Welfare Board/
Date: President /Secretary of the Registered Trade Union.

SANCTION
I hereby sanction a sum of *Rs.1,000/- (Rupees one thousand only) Rs.1,500/- (Rupees one thousand and five hundred only) to the claimant as educational assistance.

Place: Secretary, Tamil Nadu Construction Workers
Date : Welfare Board or any other Officer authorised
in this behalf by the Board.

* Strike out whichever is not applicable.]

FORM - F
[See clause 16 (3)]
APPLICATION FOR THE PAYMENT OF MARRIAGE ASSISTANCE

- 1. Name of the registered Manual worker :
- 2. Registration Number (Xerox copy of Identity Card to be enclosed.) :
- 3. (a) Permanent address :
(b) Present address :
- 4. (a) 2[Particulars of the member of the family of the registered manual worker]

Serial Number	Name	Age	Marital Status
1	2	3	4

- (b) Name of the person for whose marriage the assistance is sought :
- Furnish the details of the date and place of marriage and names of couples
- (c) Has marriage assistance under clause 16(2) (b) of the scheme been availed earlier, if so, furnish the details :
- (d) Date of marriage (marriage invitation to be enclosed) :

Signature of the Registered Manual Worker.

CERTIFICATE

I hereby certify that the marriage of Selvan/Selvison/daughter ofwith Selvan/Selvison/daughter of will take place onat

Place: Member of Parliament or Member of Legislative Assembly or President of Village Panchayat or Member of the Local Body or Village Administrative Officer in whose jurisdiction the applicant resides.

Date:

SANCTION

I hereby sanction a sum of Rs.2,000/- (Rupees two thousand only) to the registered manual worker.

Secretary, Tamil Nadu Construction Workers Welfare Board or any other Officer authorised in this behalf by the Board.

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FORM - G
[See clause 17 (3)]

APPLICATION FOR THE PAYMENT OF ASSISTANCE AT THE TIME OF DELIVERY OF A CHILD OR MISCARRIAGE OF PREGNANCY OR TERMINATION OF PREGNANCY BY A REGISTERED WOMAN OR TERMINATION OF PREGNANCY BY A REGISTERED WOMAN MANUAL WORKERS

- 1. Name of the registered woman manual worker :
- 2. Registration Number and date :
(Xerox copy of the Identity card to be enclosed.)
- 3. (a) Permanent address :
(b) Present address :
- 4. Particulars of the sons or daughters of the registered woman manual worker :

Serial Number	Name	Sex	Age	Date of birth
1	2	3	4	5

- 5. The particulars of the son or daughter for whose birth the assistance is sought (certificate of birth shall be enclosed) :
- 6. In case of miscarriage of pregnancy or termination of pregnancy, a certificate from a registered medical practitioner, regarding the miscarriage or termination of pregnancy shall be enclosed. :
- 7. Has this assistance under clause 17 (2) (b) of the scheme been availed previously, if so, furnish details. :

Signature of the Registered Woman Manual Worker.

CERTIFICATE

I hereby certify that the above particulars are correct.

Place: Member, Tamil Nadu Construction Workers Welfare Board/
Date: President /Secretary of the Registered Trade Union.

SANCTION

I hereby sanction 1[a sum of Rs.4,000/- (Rupees four thousand only)] to the registered woman manual worker as assistance for * delivery of a child /* for the miscarriage of pregnancy /* for the termination of pregnancy.

Place: Secretary, Tamil Nadu Construction Workers
Date : Welfare Board or any other Officer authorised
in this behalf by the Board.

* Strike out whichever is not possible.] ***

FORM - H

[See clause 11,14, and 14 – A]

**TAMIL NADU MAUAL WORKERS (CONSTRUCTION WORKERS)
WELFARE SCHEME,1994**

Registration No. :

I hereby nomination the persons/person below to receive the claims due to me under clause 11 of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994 in the event of my death any amount due to me becomes payable. The nominee(s) are also entitled to receive the amount that may become payable under clause 14 and clause 14A of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994.

Name and address of the nominee(s)	Relationship of the Nominee(s) with the registered manual worker	Age of the each nominee	Amount of share to be paid to
(1)	(2)	(3)	(4)

Place:
Date:

Signature or left-hand thumb-impression
of the Manual Worker.

Certified that the above declaration has been signed/thumb-impression has been impressed by Thiru/Thirumathi/Selviafter he/she has read the entries (or) after entries have been read over to him/her by me and understood by him/her.

Place:
Body/V.A.O./Member
Date:

M.P/M.L.A./Member of a Local

Tamil Nadu Constriction Workers Welfare Board/
President/Secretary of a Registered Trade Union.

FORM - I
[See clause 11,14, and 14 – A]

TAMIL NADU MAUAL WORKERS (CONSTRUCTION WORKERS)
WELFARE SCHEME,1994

Registration No.

I hereby revoke my earlier nomination dated under clause 5A(5) of the Tamil Nadu Manual Workers (Construction Workers) Welfare Scheme, 1994 and hereby nominate the persons/person below to receive the compensation payable to me in the event of my death under clause 11 (4) of the Tamil Nadu Manual Workers (Constriction Workers) Welfare Scheme, 1994 and any amount that may become payable under clause 14 and clause 14A after my death.

Name and address of the nominee(s)	Nominee's relationship with the worker	Age of the each nominee	Amount of share to be paid to each nominee
(1)	(2)	(3)	(4)

Place: _____ Signature or left-hand thumb-impression
Date: _____ of the Manual Worker.

Delete whichever is not necessary.

Certified that the above declaration has been signed/thumb-impressed by Thiru/Thirumathiemployed asafter he/she has read the entries (or) after the entries have been read over to him/her by me and understood by him/her.

Place: _____ M.P/M.L.A./Member of a Local Body/V.A.O./Member
Date: _____ Tamil Nadu Constriction Workers Welfare Board /
President/Secretary of a Registered Trade Union.

FORM - J

[see clause 5 (5)]

TAMIL NADU CONSTRUCTION WORKERS WELFARE BOARD ,
CHENNAI-34

IDENTITY CARD

Registration No :
Date :



- 1) Name of the worker :
- 2) Name of father/husband :
- 3) Age :
- 4) Permanent Address :
- 5) Name of the nominee and relationship :
- 6) Present Address :
- 7) Occupation :
- 8) If he is a member of any Trade Union
the Registration Number given to him
by the union :
- 9) Name of the Insurance Company and
address :
- Registration should be renewed before :

Secretary,
Tamilnadu Construction Workers
Welfare Board, Chennai-34

FORM - K
[See clause 17-A]

- 1.Name of the Registered Manual Worker :
- 2.Registration number and date (Attested
Xerox copy of Identity Card to be enclosed) :
- 3.(a)Permanent Address :
- (b)Present address :
4. Whether the Registered Manual Worker
has renewed his resignation if so, the
date of renewal :
5. Whether certificate issued by a Registered
Opthalmist is enclosed in original :
6. Whether cash bill is enclosed in original :

Signature of the
Registered Manual Worker.

CERTIFICATE

I hereby certify that the above particulars are correct.

Place : Signature of President/Secretary of the
Registered Trade Union Registered Contractor/

Date: Employer engaged in construction industry
employing the Registered Manual Workers.

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Application for Pension

To

The Secretary,
Tamil Nadu Construction Workers
Welfare Board,
No.8, Valluvarkottam High Road,
Nungambakkam,
Chennai – 600 034.

Passport size photo
to be signed

Sir,

Sub : Application for Sanction of Pension

- 1. Name of the Applicant :
- 2. Address in full (to which pension is to be sent with PIN code) :
- 3. Registration No. and date :
(Original Identity Card should be enclosed)
- 4. Age and Date of completion of 60 years of age. :
- 5. Date of Completion of continuous period of five years as registered worker of the Board :
- 6. Whether the Registration has been renewed regularly without any default? If so, details may be furnished. :

Sl.No.	Cash Receipt No. and Date	Amount Rs.	Period of validity of Registration /Renewal.	
			From	To

(Original Receipt of Registration and last renewal to be enclosed)

- 7. Whether the applicant has become disabled: due to sickness and incapacitated from normal work? (If so a Certificate by a Medical Officer not below the rank of Civil Surgeon under his name and seal should be enclosed in original).

8. Whether in receipt of any other Pension? :
If so, furnish complete details.

DECLARATION

I hereby certify that the facts mentioned above are true to the best of my knowledge and information. I am not a registered worker of any other Board.

Signature / Thumb
impression
Place:
Date: Name:

NOTE:-a) Besides the photograph affixed above another passport size photograph should be enclosed with the application.

b) Incomplete applications will not be considered.

(For Office use only)

Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvarkottam High Road,
Nungambakkam, Chennai.600 034.

Pension Sanction Order (P.S.O.) No.

Date:

Scrutinized.

2) Sanctioned a monthly Pension of Rs.300/- (Rupees Three hundred only) with effect from..... The amount shall be sent by Money Order.

Secretary

To
Selvi / Thiru / Tmt.....

.....
.....
.....

PIN

-80-
Application for Disability Pension

To

The Secretary,
Tamil Nadu Construction Workers
Welfare Board,
No.8, Valluvarkottam High Road,
Nungambakkam,
Chennai – 600 034.

Passport size
photo
to be signed

Sir,

Sub : Application for Sanction of Disability Pension

1. Name of the Applicant :
2. Address in full (to which pension is to be sent with PIN code) :
3. Registration No. and date :
(Original Identity Card should be enclosed)
4. Age and Date of completion of 60 years of age. :
5. Date of Completion of continuous period of five years as registered worker of the Board :
6. Whether the Registration has been renewed regularly without any default? If so, details may be furnished. :

Sl.No.	Cash Receipt No. and Date	Amount Rs.	Period of validity of Registration /Renewal.	
			From	To

(Original Receipt of Registration and last renewal to be enclosed)

7. Whether the applicant has become disabled: due to sickness and incapacitated from normal work? (If so furnish the details of sickness)

8. Whether the applicant has become disabled :
due to sickness and incapacitated from
normal work? (If so a Certificate by a Medical
Officer not below the rank of Civil Surgeon
under his name and seal should be enclosed in original).
9. Particulars regarding Date of admission/Date of Discharge :
from the Government Hospital
10. The details of any benefits received before for his disability :
11. Whether in receipt of any other Pension? :
If so, furnish complete details.

DECLARATION

I hereby certify that the facts mentioned above are true to the best of my knowledge and information. I am not a registered worker of any other Board.

Signature /Thumb impression

Place:

Date:

Name:

NOTE:-a) Besides the photograph affixed above another passport size photograph should be enclosed with the application.

b) Incomplete applications will not be considered.

(For Office use only)

Tamil Nadu Construction Workers Welfare Board,
No.8, Valluvarkottam High Road,
Nungambakkam, Chennai.600 034.

Disability Pension Sanction Order (D.P.S.O..) No.
Scrutinized.

Date:

2) Sanctioned a monthly disability Pension of Rs.400/- (Rupees Four hundred only) with effect from..... The amount shall be sent by Money Order.

To
Selvi / Thiru / Tmt.....

Secretary

PIN.....
