



**STATE INDUSTRIES PROMOTION CORPORATION
OF TAMILNADU LTD.**

(A Wholly Owned Undertaking of Government of Tamilnadu)

*Information Hand Book
Under Right to Information Act
(Updated during May 2009)*



**STATE INDUSTRIES PROMOTION
CORPORATION OF TAMILNADU LTD.**
(A Wholly Owned Undertaking of Government of Tamilnadu)
**No.19-A, Rukmani Lakshimipathy Road,
Egmore, Chennai – 600 008.**

Grams : SIPCOT

Phone : 044-28554787

Fax : 044-28513978

Website : www.sipcot.com

E-Mail : sipcot@md3.vsnl.net.in

INTRODUCTION

PREAMBLE

The Right to Information Act came into force in two stages, with effect from 21.06.2005 -- (Sections 4(1), 5(1), 5(2), 12, 13, 15, 16, 24, 27 & 28 and 12.10.2005 -- (All other provisions of the Act). The Act enjoins all public authorities to provide information as requested by the public. As per the definition provided in Section 2(h) of the Act, all Public Corporations are included as public authority. SIPCOT being an undertaking wholly owned by Government of Tamil Nadu, becomes a public authority for the purposes of the Act.

OBJECTIVES OF THE MANUAL

The objective of the Manual is to provide the users – general public and employees and officers of the Corporation a broad view of the functioning of the company and a list of documents from which information could be furnished.

INTENDED USERS OF THE HAND-BOOK

This hand-book is intended for the use of General Public as well as executives of the Corporation in the Head Office and the Project Manager in-charge of the various Industrial Complexes/Parks/Growth Centres.

ORGANISATION OF INFORMATION IN THIS MANUAL

This manual gives a broad overview of the activities carried on by the Company and the procedures to be followed for obtaining information from the Company as per Right to Information Act, 2005.

DEFINITIONS

“Act” means the Right to Information Act 2005

“Competent Authority” means the Public Information Officer and wherever the context requires the Appellate Authority.

“Company” / “Corporation” means the State Industries Promotion Corporation of Tamilnadu Ltd.(SIPCOT)

“Government” means the Government of Tamil Nadu.

“Information” includes copy of any document relating to affairs of the Company or any organization owned or controlled by the company.

HOW TO OBTAIN INFORMATION

Public can obtain information from the Company between 11.00 A.M. and 3.00 P.M. on all working days by making an application along with the payment of requisite fee. A prescribed application form is available with the Public Information Officer. The prescribed

application form has been given in Electronic Form as an appendix to this manual which can be downloaded.

DESIGNATED OFFICERS UNDER THE ACT

The designation of the Appellate Authority, Public Information Officer and Assistant Public Information Officer is as follows:-

Appellate Authority	Dr.N. GOVINDAN, IAS Chairman and Managing Director
Public Information Officer	D. KANNAN Company Secretary
Asst. Public Information Officer	Assistant Officer, Secretarial Department
Office Address	State Industries Promotion Corporation of Tamil Nadu Ltd.,(SIPCOT) No.19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai – 8.
Telephone	28554787, 28554623, 28554625, 28554605
Website	www.sipcot.com
E-Mail	sipcot@md3.vsnl.net.in

PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION.

A. Procedure: A person seeking information from the company under the Act, may give an application indicating the complete details of information required. The persons seeking information, if so desire, may also inspect the concerned records at a specified time during office hours on a specified working day and also obtain copies of documents upon payment of prescribed fee as indicated below.

B. Schedule of fees

- i. For making an application Rs.10/- (Rupees Ten only).
- ii. For copies of documents
- | | |
|-----------------------|-----------------|
| A-4 or A-3 size paper | Rs.2/- per page |
| Large size paper | Actual cost |
| For samples or models | Actual cost |
- iii. For information in diskette or Floppy Rs.50/- per diskette or floppy
- iv. Fees for inspection of documents
- | <u>Time Interval</u> | <u>Amount of Fee Payable</u> |
|---------------------------------|------------------------------|
| First 1 hour | Nil |
| For every additional 15 minutes | Rs.5/- |

The prescribed application fee may be paid by way of cash, Indian Postal Order, Demand Draft, Banker's cheque, Money Order or by Affixing Court Fee Stamp.

CONTACT PERSON

Appellate Authority	DR.N. GOVINDAN, IAS Chairman and Managing Director
Public Information Officer	D. KANNAN Company Secretary
Assistant Public Information Officer	Assistant Officer Secretarial Department
Office Address	State Industries Promotion Corporation of Tamil Nadu Ltd.,(SIPCOT) No.19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai – 8.
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OUR MISSION

Our mission is to assist the promotion of Medium and Large scale Industries in Tamilnadu by developing Industrial Parks and Industrial Complexes to make the State surge to the forefront in industrial development – thereby increasing direct and indirect employment.

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES OBJECTIVES OF THE ORGANISATION

State Industries Promotion Corporation of Tamilnadu Ltd. popularly known as SIPCOT was incorporated under the Companies Act, 1956 on 25th March 1971 with the objective of aiding the speedy development of medium and large scale industries in the State of Tamil Nadu by forming, developing and maintaining Industrial Complexes / Parks / Growth Centres.

SIPCOT forms Industrial Complexes / Industrial Parks / Industrial Growth Centres by acquiring lands at various places in the State under the Acquisition of Lands for Industrial Purposes Act, 1997. These complexes are provided with all basic infrastructure facilities such as Road, Street lights, Water Supply System, arrangements for ready Power Supply, Sewerage and Storm Water Drain, Green environment and Hazardous Waste Management Facility. The Main Objects of the Corporation are follows:

To identify, formulate, promote, finance, aid, assist, establish, manage and control schemes, projects or programmes for the provision and development of infrastructural facilities for industries, whether within the industrial Complexes managed by the Company or outside including factory, sites, factory sheds, worksheds, godowns, marketing facilities, warehouses, roads, postal, railway, port, air, transport, telex and telephone facilities, captive power generators, power distribution, street lights, water supply, drainage, sewerage, effluent treatment,

housing, hospital and other medical and health centres, educational institutions like schools, colleges and technical training centres, police stations, fire stations, recreational facilities, commercial complexes, guest house, canteens and hotels, common facility centres and other services of any description in order to facilitate the establishment and growth of industries and commerce in the State of Tamil Nadu and to operate schemes in a manner conducive to the balanced regional development of various parts of the State of Tamil Nadu.

To promote, establish, improve, develop, administer, own and run common facilities of any type and pilot plants.

The 10 Industrial Complexes formed by the Corporation are:

Sl. No	Name of the Industrial Complex	Sl. No	Name of the Industrial Complex
1.	Ranipet	2.	Hosur
3.	Manamadurai	4.	Pudukottai
5.	Cuddalore	6.	Gummidipoondi
7.	Thoothukudi	8	Nilakkottai
9.	Bargur	10.	Cheygar

The 3 Industrial Growth Centres formed by the Corporation are:

Sl. No	Name of the Industrial Growth Centre	Sl. No	Name of the Industrial Growth Centre
1.	Perundurai	2.	Oragadam
3.	Gangaikondan		

SIPCOT, based on the requirement of need of the entrepreneurs, is also lending a helping hand in the setting up of product specific industrial parks either separately or within a complex/growth centre.

Under this category SIPCOT has formed the following four Industrial Parks:

Sl. No	Name of the Industrial Parks	Sl. No	Name of the Industrial Parks
1.	Export Promotion Industrial Park(EPIP)-Gummidipoondi	2.	Sriperumbudur
3.	Irungattukottai	4.	Information Technology Park, Siruseri

The Corporation allots lands in these Industrial Complexes / Parks / Growth Centres to entrepreneurs based on their request subject to evaluation of the project proposal and availability.

SPECIAL ECONOMIC ZONES(SEZs) AND SPECIAL PROJECTS ESTABLISHED IN SIPCOT INDUSTRIAL PARKS AND COMPLEXES

SIPCOT is facilitating the setting up of Special Economic Zones(SEZs) in its Complexes/Parks/Growth Centres as catalyst for rapid economic development. Government of Tamilnadu have entered into Memorandum of Understanding with Multinational Companies such as NOKIA, FOXCONN, FLEXTRONICS, M/s.Motorola and M/s.DELL Computers and others. Many of them are setting up Special Economic Zones, either independently and OR jointly with SIPCOT. SIPCOT has allotted lands to establishments in the private sector for establishing Special Economic Zones in its existing Complexes/Growth Centres/Parks. SIPCOT is actively involved in the SEZ being jointly promoted with Foxconn and Motorola at Sriperumbudur and SEZ for Footwear at Irrungattukottai.

SIPCOT is also establishing Special Projects for Apparel manufacturing, Footwear Component manufacturing and Food processing in its industrial parks/complexes with requisite infrastructure under the concept of Special Projects.

The various SEZs being established are detailed below:-

SPECIAL ECONOMIC ZONES

Sl. No	Name of the Industrial Park/Complex/Growth Centre	Special Economic Zone	Extent of land (In Acres)
1.	Industrial Growth Centre at Oragadam.	Sector Specific SEZ for Electronic / Communication / Electrical / Computer Hardware	347.66
2.	Industrial Growth Centre at Perundurai	Product Specific SEZ for the manufacture of Engineering products.	263.19
3.	Industrial Park, Irungattukottai	1. Foot wear Park SEZ	153.68
4.	Industrial Park, Sriperumbudur	1. HI-Tech SEZ jointly with FOXCONN, MOTOROLA & TAPP SEMICONDUCTORS.	570.92
		2. NOKIA SEZ #	210.87
		3. FLEXTRONICS #	250.00
5.	Industrial Complex, Cheyyar	1. Automobile Ancillary SEZ	255.00
		2. Cheyyar SEZ Developers Pvt. Ltd. #	275.00
6.	Industrial Complex, Ranipet	Footwear & Leather Product SEZ.	260.00

SEZs established by private sector in SIPCOT Industrial Complex/Parks

The various Special Projects being established are detailed below:-

SPECIAL PROJECTS

Sl. No	Name of the Industrial Park/Complex/Growth Centre	Special Economic Zone	Extent of land (In Acres)
1.	Industrial Park, IRUNGATTUKOTTAI	FOOTWEAR COMPONENT PARK	52.63
		APPAREL PARK	123.83
2.	Industrial Complex, Nilakkottai	Food park, Nilakkottai	100.70

MANAGEMENT OF THE CORPORATION

The Corporation is administered by a Board of Directors who are the highest decision making body in the organisation and is constituted by Government of Tamilnadu. The Corporation is managed by a Chairman and Managing Director / Managing Director subject to superintendence and control of the Board of Directors.

The Chairman and Managing Director is assisted by the General Manager(s) / Deputy General Manager(s) / Assistant General Manager(s) / Company Secretary.

The Company Secretary is required to liaison between the Board of Directors and the Company and assists the Chairman and Managing Director in convening and conducting various meetings of the Directors and the Company, communicate the decision of the Board to various Heads of Departments for compliance. DGM / AGM are other functional Heads of Departments and report to General Manager or CMD. The Project Offices of SIPCOT are headed by a Senior Project Officer \ Project Manager \ Project Officer who will report to the relevant Head of Department in the Head Office.

DECISION MAKING PROCESS

The Board of Directors has delegated powers to CMD who in turn, based on administrative expediency, has delegated some of the powers to the General Manager and other Head of Departments. The Board of Directors, subject to provisions of the Companies Act, 1956 govern the decision making process in the organisation as contained in the Memorandum and Article of Association and Directions of the Government.

In the decision making process, the employees/ Officers place relevant facts to the Managers who are recommending authorities and final decision rest with the Chairman and Managing Director. This procedure ensures that the work of employees and officers are automatically supervised by the Managers and ensures accountability. In discharging the functions, the bench mark to be applied is that every assignment should be completed at the earliest possible time without compromising quality.

SIPCOT has framed its own rules and regulations for administration, financial matters and business activities and these rules and regulations are dynamic in nature, changing according to the Government rules and regulations, business environment etc. The following are the major rules and regulations, which are being dealt with by SIPCOT at present, in the discharge of its functions.

- i. The Companies Act 1956, and rules and regulations made there-under
- ii. Memorandum of Association of the company
- iii. Articles of Association of the company
- iv. SIPCOT service rules
- v. SIPCOT Employees EPF Trust Rules
- vi. SIPCOT Employees Gratuity Funds Trust Rules
- vii. SIPCOT Employees SPF-cum-Gratuity Scheme Trust Rules
- viii. The Tamil Nadu Transparency in Tenders Act, 1998
- ix. The Tamil Nadu Acquisition of Land for Industrial Purposes Act 1997
- x. One Time Settlement guidelines

The following are the various internal Committees constituted in the Administration of the Company.

As per the Companies Act, 1956:

- a. Audit Committee
- b. Functional Committees of the Board as may be constituted from time to time.

The other internal Committees are:

- a. Expenditure Monitoring Committee
- b. Recovery Monitoring Committee
- c. Land Allotment Committee
- d. Tender Scrutiny Committee I&II and
- e. Any other Committee as may be constituted in accordance

with the orders of the Government or of the Chairman and Managing Director. Meetings of these committees are held at regular intervals as per needs. These committees formulate various policies and guidelines for the day-to-day administration of the Company.

DIRECTORY OF OFFICERS AND EMPLOYEES:

As of 01.05.2009, SIPCOT employees 300 persons including the Chairman & Managing Director and Deputationists. A List of Senior Officers working in SIPCOT is as follows:-

Sl. No	Name of the Officer Tvl.	Designation	Contact No.
1.	Dr.N. Govindan, IAS	Chairman and Managing Director	28554514
2.	Tmt.Archana Patnaik, IAS	Executive Director	28553743
3.	S. Dharmarajan	General Manager(A&LA)	42147306
4.		Superintending Engineer	42147309
5.	R. Arunachalam	Executive Engineer	28553745
6.	M.R.J. Premnath	General Manager	28550815
7.	M. Tamilmani	General Manager	28554868
8.	S. Balasubramanian	General Manager(incharge)	42147307
9.	Tmt.Madhumathi Kumar.	Deputy General Manager	28554400
10.	D. Kannan	Company Secretary & Public Information Officer	28555184

The remuneration payable to the officers and employees of the Corporation is determined by the respective scale of pay, dearness and other allowances at the rates of pay and allowances as may be allowed by Government from time to time and are usually as paid by Government to Government Servants.

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

The Corporation acquires land for forming industrial complex/park/growth Center as per the policy directives of the Government. The Corporation acquires the land following the procedures prescribed under the Tamilnadu Acquisition of Land for Industrial Purposes Act, 1997 and the rules framed thereunder. The procedures include show-cause notice to the owner or interested person, publication of notice, hearing of objections by the Government and publication of decision to acquire land after consideration of their objections by the Government. The compensation to be awarded to the land owner is decided by the District Collector / Land Acquisition Officer after following due procedures prescribed by the Government.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Not applicable.

THE BUDGET ALLOCATED TO EACH AGENCY

The annual budget proposals of the Corporation before being approved by the Board of Directors are scrutinized by the Audit Committee of the Company for recommending to the Board of Directors.

The Capital Expenditure of the Corporation usually consists of payment of enhanced compensation for land compensation, acquisition of fixed assets and expenditure on water supply scheme / systems for the Industrial Complexes / Parks / Growth Centres.

An extract of financial highlights for the years 2007-2008 and 2006-2007 are given below:-

FINANCIAL RESULTS		
Particulars	(Rs. in lakhs)	
	Current Year (2007-2008)	Previous Year (2006-2007)
Total Income	36493.42	32990.10
Total Expenditure	26305.53	26656.21
Profit before Depreciation & Interest	10187.89	6333.89
Less 1. Depreciation	392.18	500.05
2. Interest	140.86	164.86
Net Profit for the year	9654.85	5668.98
Add Extraordinary items	522.39	4.59
Net Profit before Tax	10177.24	5673.57
Less: Provision for Tax		
1. Current Tax	3437.55	1005.49
2. Tax Credit for MAT	---	(108.61)
3. Deferred Tax	19.07	(820.55)
Net profit after Tax	6720.62	5597.24

NORMS SET BY THE COMPANY FOR THE DISCHARGE OF ITS FUNCTIONS

Efficiency, Integrity, Speed in response, Team Work

OTHER USEFUL INFORMATION

The Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes

Not applicable

Particulars of recipients of concessions, permits or authorizations granted by it.

Not applicable

Details in respect of the information, available to or held by it, reduced in an electronic form.

Information relating to Company Profile / Business:- Available at www.sipcot.com

The particulars of facilities available to citizens for obtaining information, including the working hours of a library of reading room, if maintained for public use

Citizens may visit the website of SIPCOT given above. Any additional information required may be obtained by applying to the Public Information Officer. The Company, however, does not maintain any public library.

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

Appellate Authority	Dr.N. GOVINDAN, IAS Chairman and Managing Director
Public Information Officer	D. KANNAN Company Secretary
Assistant Public Information Officer	Assistant Officer Secretarial Department
Office Address	State Industries Promotion Corporation of Tamil Nadu Ltd.,(SIPCOT) No.19-A, Rukmani Lakshmi pathy Road, Egmore, Chennai - 8.
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