



**STATE INDUSTRIES PROMOTION CORPORATION
OF TAMILNADU LTD.**
(A Wholly Owned by Government of Tamilnadu)

*Information Hand Book
Under Right to Information Act
(Prepared during April 2006)*



State Industries Promotion Corporation of Tamilnadu Ltd.
(A Wholly Owned by 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

Government of India have enacted a new law called the Right to Information Act 2005 (22 of 2005). The 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.

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 formatted 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	The Chairman and Managing Director
Public Information Officer	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 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 Fees may be paid by way of cash or Demand Draft or Banker's cheque.

CONTACT PERSON

Assistant Public Information Officer	P.J. Vanaja Assistant Officer Secretarial Department
Public Information Officer	D. Kannan Company Secretary
Appellate Authority	Dr. N. Sundaradevan, IAS Chairman and Managing Director
Office Address	State Industries Promotion Corporation of Tamil Nadu Ltd.,(SIPCOT) No.19-A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.
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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” 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.

OUR MISSION

Our mission is to promote Small, Medium and Large Industries in Tamilnadu by developing Industrial Parks and Industrial Complexes to make the State surge to the forefront to make the most industrially advanced State in India – 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 is as 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 balance regional development of the 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 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.

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 assist the Chairman and Managing Director in convening and conducting various meetings of the Directors and the Company. 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 thereunder
- 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 Schme 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 Committees which are functioning 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. Minutes of these committees are not open or accessible to the public.

DIRECTORY OF OFFICERS AND EMPLOYEES:

As of 01.04.2006, SIPCOT employs 327 persons including the Chairman and Managing Director and 8 Deputationists. A List of Senior Officers working in SIPCOT is as follows:-

Sl. No	Name of the Officer	Designation	Contact No.
1.	Dr.N. Sundaradevan, IAS	Chairman and Managing Director	044 - 28554514
2.	T.P. Rajesh	General Manager	52147306
3.	C.T. Jagadeesan	General Manager(i/c)	28553743
4.	N. Gopal	Superintending Engineer	52147309
5.	D. Kannan	Company Secretary	28555184
6.	S. Balasubramanian	Deputy General Manager	28553746
7.	A.W. Peer Ahmed		28553711
8.	M. Tamilmani		28554868

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 Land 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 upon by the District Collector 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 scrutinised 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 land acquisition 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 2004-2005 and 2003-2004 are given below:-

FINANCIAL RESULTS

	(RS. IN LAKHS)	
	2004-05	2003-04
Total Income	6222.90	5611.16
Total Expenditure	4224.93	2687.72
Profit before Depreciation, Int. & Provisions	1997.97	2923.44
Depreciation	703.66	814.49
Interest	997.65	1941.61
Profit before Provisions	296.66	167.34
Provisions	---	110.27
Net profit	296.66	57.07

NORMS SET BY IT 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 is available at www.sipcot.com

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

Citizens can visit the website of SIPCOT given above. Additional information can 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:

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