

Manual Under Right To Information Act, 2005



Tamilnadu Small Industries Development Corporation Limited

**Corporate Office, Thiru Vi Ka Industrial Estate
Guindy, Chennai-600 032**

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1. Introduction

1.1 Right to Information Act, 2005 provides for setting out the practical regime of 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. Under Section 4 of the Right to Information Act,2005 every Public Authority is required to disclose information voluntarily to facilitate easy availability of information to the public.

1.2 The objective of this hand Book is to enlighten the general public with information about various schemes implemented by Tamilnadu Small Industries Development Corporation Limited, the organization of this hand book, an undertaking of Government of Tamilnadu which is a 'Public Authority' within the purview of Right to Information Act.

1.3 This hand book will be useful to the entrepreneurs, institutions, officials, public authorities, Non Governmental Organizations and citizens of the State in general. All information relating to schemes under implementation, organizational setup, levels of authority, their responsibilities and duties and all other relevant matters related thereto, which a common citizen, entrepreneur may be interested in, have been incorporated in this hand book.

1.4 Tamilnadu Small Industries Development Corporation Limited, shortly called as 'TANSIDCO' shall be mentioned as 'TANSIDCO' in this manual

1.5 TANSIDCO has designated Tmt.N.Leelavathie, Secretary cum General Manager (Finance) as its Public Information Officer (PIO). Any person who wants to get more information on topics covered in this hand book as well as other information, may contact Tmt.N.Leelavathie, PIO, TANSIDCO, Corporate Office, Thiru Vi Ka Industrial Estate, Guindy, Chennai-600032 and her telephone No. is 22501977.

1.6 The procedure and fee structure for getting information are as follows:

(a) A person who desires to obtain any information under sub-section 1 of section 6 of the Right to Information Act, 2005, shall make a request in writing or through electronic means in English or Tamil either in person or by post to the Public Information Officer mentioned in paragraph 1.5 above specifying the particulars of the information sought by him or her. Such application must be accompanied by an application fee of Rs.10/- (Rupees ten only) by cash or by demand draft or banker's cheque drawn in favour of TANSIDCO.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above:

- (i) Rupees two for each page (in A4 or A3 size paper) created or copied;
- (ii) actual charge or cost price of a copy in larger size paper;
- (iii) actual cost or price for samples or models; and
- (iv) for inspection of records, no fee for the first hour and a fee of Rs.5/- for every one hour (or fraction thereof) thereafter.

(c) For providing the information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above:

- (i) for information provided in disc or floppy, at Rs.50/- (Rupees fifty only) per disc or floppy; and
- (ii) for information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under Right to Information Act,2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

2. The particulars of Organisation, Functions and Duties

2.1 Organisation

2.1.1 Tamilnadu Small Industries Development Corporation Limited (TANSIDCO) is a Public Limited Company registered under the Companies Act, 1956 (No. 1 of 1956), wholly owned by the Government of Tamilnadu.

2.1.2 Micro, Small & Medium Enterprises Department, Government of Tamilnadu, is the administrative department for TANSIDCO, under the Ministry of Rural Industries, Government of Tamilnadu

2.1.3 The Tamil Nadu Small Industries Development Corporation Limited (TANSIDCO) was established on 16.3.1970 by the Government of Tamil Nadu with the main objective of assisting and promoting the interests of Micro, Small and Medium Enterprises in the State.

Since its inception, TANSIDCO is actively striving to achieve its goal and commitment towards its vision:

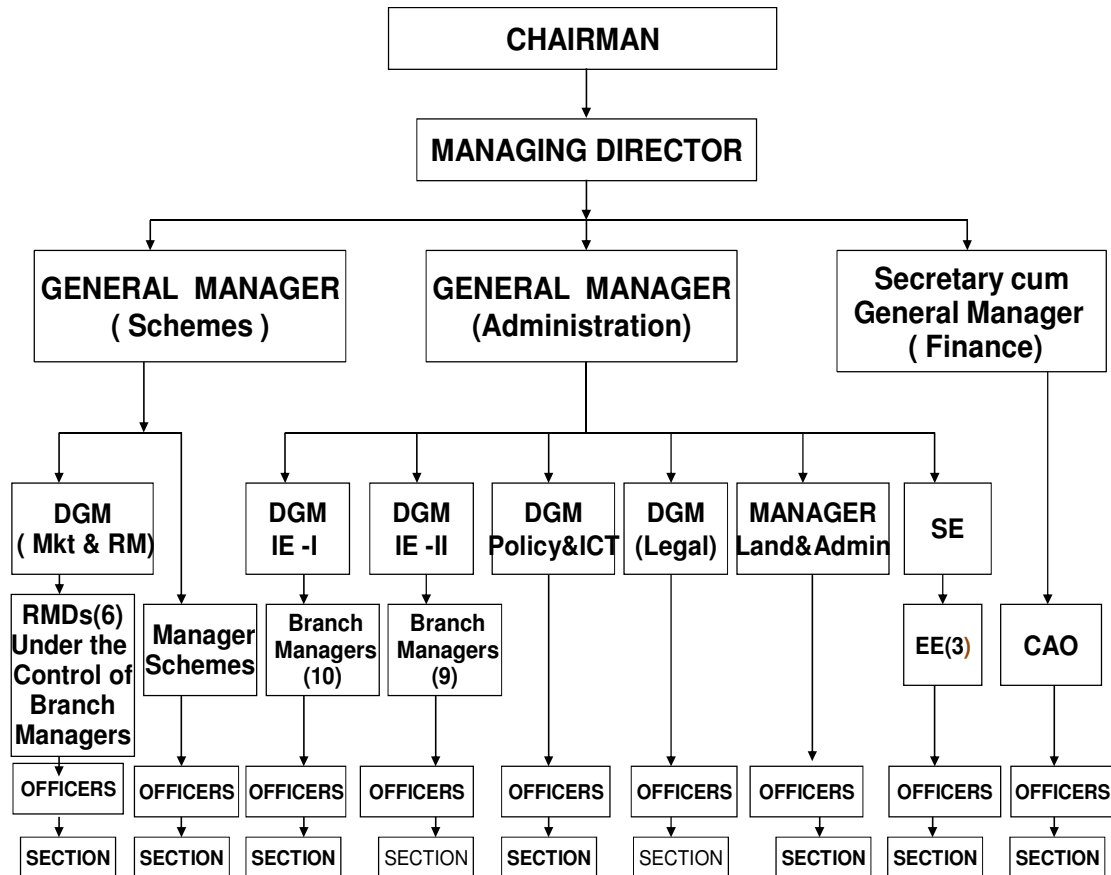
“To forge sustainable partnerships with the MSMEs for enhancing their competitiveness”.

TANSIDCO strives towards the development of Industrial Estates and associated social infrastructure, promotion of Clusters and Common Facility Centres, enabling the access of MSMEs towards Technology, Inputs, Best Management and Manufacturing Practices, Capital and Markets.

Currently, TANSIDCO is maintaining 35 Industrial Estates created by Government of Tamil Nadu and 59 Industrial Estates established on its own.

- Industrial estate Scheme: Development of industrial estates with infrastructure facilities and provision of work sheds & developed plots.
- Raw Materials Supply Scheme
- Marketing Assistance Scheme
- Guidance to Entrepreneurs
- MSE- CDP, IID, ASIDE, ACA Schemes

2.1.4 Organisation Chart



1

Note: S.E. – Superintending Engineer
 D.G.M. – Deputy General Manager
 E.E. - Executive Engineer
 C.A.O. - Chief Accounts Officer
 R.M.D. – Raw Material Depot
 RM&Mktg. – Raw Material & Marketing

2.2 The details of functions i.e. schemes of TANSIDCO

2.2.1 Industrial Estate Scheme

2.2.1.1 TANSIDCO develops and maintains industrial estates in potential growth centres with necessary infrastructure and provides the following facilities to the entrepreneurs for setting up industries:

1. Work sheds of standard sizes ranging from 600 sq.ft. to 4000 sq.ft.

2. Developed Plots of various sizes ranging from 0.150 to 1.000 acre and above
3. Tiny plots measuring 5 cents to 15 cents for the benefit of tiny industries.
4. Multi storied RCC work sheds, modules of sizes 500 sq.ft., 1000 sq.ft., and 1500 sq. ft. at Guindy, Chennai for Electronic and light Engineering Industrial units.

2.2.1.2 So far 94 Industrial Estates have been developed with 4305 Work Sheds and 6876 Developed Plots. For Micro Industries, 1919 Tiny Sheds in sizes ranging from 200 sq.ft to 600 sq.ft were constructed and allotted. The list of 94 industrial estates is given in Chapter -17 Other Useful Information

2.2.1.3 The vacancy position of sheds and plots in various industrial estates change from time to time and such availability of vacant sheds and plots in TANSIDCO's industrial estates at various places can be seen at www.sidco.tn.nic.in

2.2.1.4 Facilities provided in the Industrial Estates

- All basic infrastructure facilities like roads, street lights, water supply, drainage, sewerage connection etc., have been provided.
- TNEB Sub-station for giving power supply to the Units is provided in Industrial Estates wherever possible.
- Canteen, Banks, Post and Telegraph Office, Telephone Exchange, Police Out post, Fire Stations, Communication Centre, Parking space, Parks, dispensary with First Aid Post, Common creche for Children, Common space for Association have also been provided in the Estates.

2.2.1.5 Allotment Procedure

Sheds and Developed Plots are allotted to entrepreneurs under different schemes as follows to suit the needs of the entrepreneurs depending on the location of the industrial estates

1. Outright purchase,
2. Hire purchase and
3. Lease / Rental basis in no demand areas

2.2.1.6 The mode of allotment of sheds, plots under various schemes, general concessions available to TANSIDCO industrial estates, eligibility criteria to set up industrial units in TANSIDCO industrial estates, procedure for issuing N.O.C. for building plan in the plots allotted in TANSIDCO industrial estates, details required in processing of various applications in respect industrial estate scheme and general conditions to be adhered to by the Micro & Small Industries, in the Industrial Estates of TANSIDCO and Application format for allotment (Annexure-I) are provided under Other Useful Information in Chapter-17.

A transparent procedure is followed in allotting the sheds / plots by advertising the availability of shed/ plots in newspapers. A Screening Committee constituted with the officials of TANSIDCO, Directorate of Industries & Commerce, TIIC and representatives of TANSTIA as members, interview the applicants and the eligible applicants are selected on merit. Plots are allotted by way of lot system.

TANSIDCO develops industrial plots of various sizes ranging from 5 cents to 100 cents (1 acre) and above as per the requirements of the manufacturing units in the Industrial Estates and the industrial plots are allotted to them either on Outright sale or Hire Purchase basis depending upon the demand existing in the area.

As per G.O.(Ms) No.7, Micro, Small and Medium Enterprises Department , dated 31.01.2009, 30% of the saleable area of the Industrial Estates are earmarked for Micro Enterprises.

Priority is given in allotment of developed plots / sheds to the following categories:

- 1) 30% for Women Entrepreneurs.
- 2) 10% for Ex-servicemen
- 3) 10% for SC/ST and Transgenders.

If sufficient numbers of the applicants are not available in these categories, these reserved plots/sheds will be taken up for allotment to other categories.

As per G.O. (Ms.) No.49 Micro, Small and Medium Enterprises Department dated 29.10.2012, priority in allotment will be given to the first generation entrepreneurs who have successfully completed Entrepreneurship Development Programme (EDP) training under NEEDS Scheme, on application, subject to availability.

2.2.1.7 Formation of Industrial Estates

Among the 15 new Industrial Estates announced to be established during 2011-12 and 2012-13, two Industrial Estates have been established in Rasathavalasu (Tiruppur District) and Venmaniathur (Villupuram District). For the remaining 13 Industrial Estates action has been taken and detailed below.

Sl.No.	Name of location	District	Area (acres)
1	Kurukkalpatti	Tirunelveli	68.77
2	Vaniyambadi	Vellore	7.08
3	Pidaneri	Thoothukudi	108.23
4	Mathur	Pudukottai	19.92
5	Palayapatti	Thanjavur	103.03
6	Virudhunagar (Urban)	Virudhunagar	37.54
7	Marikundu	Theni	79.43
8	Minnur	Vellore	10.00
9	Pattanam and Venmaniathur	Villupuram	60.55
10	A.Sathanur	Villupuram	219.52
11	Ponnakudi	Tirunelveli	82.18
12	Sengarai	Thiruvallur	36.53
13	Asanur (Phase-II)	Villupuram	105.50
Total			938.28

2.2.1.8. Women Industrial Estates

To encourage Women entrepreneurs, it was decided to develop 5 new Industrial Estates exclusively for women in 2001 as one of the strategies announced by Hon'ble Chief Minister for Women empowerment, which is the first of its kind in the country. Accordingly, 5 new Women Industrial Estates were developed as detailed below:

S. No	Name of the Industrial Estate	Year of formation	Area (in Acres)	No. of Plots Developed
1	Thirumullaivoyal, (Thiruvallur District)	2001	225.80	785
2	Valavanthankottai, (Trichy District)	2003	51.70	110
3	Karuppur, (Salem District)	2004	51.74	154
4	Kappalur, (Madurai District)	2008	18.45	70
5	Thirumudivakkam, (Kancheepuram District)	2002	10.75	76
Total			358.44	1195

2.2.1.9. Industrial sheds for Tiny Sector

In the year 1980, TANSIDCO through SIDCO-TIIC consortium scheme and by its own has constructed around 1919 tiny sheds in 105 locations for the benefit of micro entrepreneurs. Out of the above, 25 are located inside the regular Government Industrial Estates and the remaining 80 are functioning in various locations outside the industrial estates both in private and Government lands obtained by TANSIDCO.

2.2.2 Raw Materials Supply Scheme:

The main objective of this Scheme is to supply Raw Materials to Micro and Small Enterprises through the wide network of Depots all over the State with assured quality at competitive price. The basic raw materials such as Iron & Steel, Paraffin Wax, Match Wax, Copier & Printing papers, Potassium Chlorate are being distributed by TANSIDCO.

- The Iron and Steel is procured from the main producers like M/s Steel Authority of India Limited & M/s Rashtriya Ispat Nigam Limited (Visakhapatnam Steel Plant).
- The Paraffin Wax & Match Wax are procured from M/s Chennai Petroleum Corporation Limited and supplied mostly to Match and Candle manufacturers in small quantities.
- The quality and quantity of the material is assured because of the procurement from main producers.
- Printing and Copier papers of assured quality are being procured from M/s Tamilnadu News Print & Papers Limited and are distributed to Small Enterprises, Universities, Educational Institutions and Government Departments.
- TANSIDCO has developed a wide network of 4 main Raw Material Depots and 2 Raw Material Sub Depots which are attached with Branch Offices for the supply of Iron and Steel, Wax etc., to Micro and Small Enterprises located all over the State. TANSIDCO is also selling TNPL Copier Paper through 10 Sales Points attached with Branch Offices.

- The Micro & Small Enterprises can procure raw materials at fair prices as and when required in small quantities from TANSIDCO without locking up their funds.
- TANSIDCO is also supplying Iron and Steel to the requirements of Government Departments viz. TANSI, Transport Corporations, Tamilnadu Khadi & Village Industries Board, Sugar Mills, etc.
- Micro and Small Enterprises as well as Government Departments / Undertakings who desire to procure the above said Raw Materials may get their requirements from the nearest Branch Office attached Raw Material Depot. Raw Materials are also being supplied on credit basis against Bank Guarantee furnished by the Micro and Small Enterprises.

2.2.3. MARKETING ASSISTANCE SCHEME:

TANSIDCO started Marketing Assistance Scheme during the year 1978 for assisting Small Enterprises to market their products to Government Departments / Government Undertakings at reasonable price. The Small Enterprises having Entrepreneur Memorandum Part- II can register with the concerned Branch Office of TANSIDCO for their products under Marketing Assistance Scheme by paying Rs.200/- as registration fee. The form for registration under this scheme can be obtained from TANSIDCO Corporate office / Branch Offices at free of cost.

Under this Scheme, TANSIDCO obtains Tender documents from the Government Departments / Undertakings which float tenders for purchase of their various requirements. TANSIDCO obtains rates from the Micro and Small Enterprises registered under Marketing Assistance Scheme for the specified products and quotes the rates on behalf of Micro and Small Enterprises. If the orders are received, the same is distributed to the registered Micro and Small Enterprises according to their capacities.

2.2.4. Creation and up-gradation of Infrastructure facilities in New/Existing Industrial Estates

Availability of industrial infrastructure and utilities is a critical requirement of SMEs. SMEs need certain common infrastructure such as effluent/sewage treatment, testing and laboratory facilities etc. which can be set up on a cluster basis apart from the regular infrastructure facilities such as water supply, street lights, roads, storm water drains etc.

Vision Tamil Nadu 2023 envisages that TANSIDCO shall ensure that the common facilities and utilities are adequately provided in the Industrial Estates developed for SMEs as a strategic initiative to make SMEs more vibrant.

Government of India and Government of Tamil Nadu are extending their support for creation and up-gradation of infrastructure facilities in new/ existing Industrial Estates through various schemes like Micro, Small Enterprises-Cluster Development Programme (MSE-CDP) - Infrastructure Development Scheme, Industrial Infrastructure Up-gradation Scheme (IIUS), Assistance to States for Infrastructure Development of Export and Allied Activities (ASIDE) and the Part II Scheme of Government of Tamil Nadu by sanctioning of grants.

2.2.5. Micro and Small Enterprises - Cluster Development programme (MSE- CDP)

Under this Scheme, the grant is availed from the Government of India for the following:

- ❖ MSE – CDP (Infrastructure Development)
- ❖ MSE – CDP (Common Facility Centre)

2.2.5.1. Infrastructure Development under the MSE – CDP Scheme

Under this Scheme, the Government of India sanctions 60% of the project cost (maximum project cost of Rs. 10 Crores) subject to a ceiling of Rs.6 Crores as grant for the creation and up-gradation of infrastructure in new and existing Industrial Estates respectively. The Government of India have approved projects upto 2011-12 with a project cost of Rs.4074.12 Lakhs for the creation of infrastructure facilities in 12 new Industrial Estates. Of the sanctioned projects, 10 projects have been completed in the following places.

(Rupees in Lakhs)

S. No	Name of the Industrial Estate	Project Cost	GOI Grant
1	Uranaganpatti, Madurai District	444.00	151.63
2	Thirumudivakkam, Kancheepuram District	560.00	200.00
3	Thirumullaivoyal, Thiruvallur District	475.00	159.99
4	Vichoor, Thiruvallur District	200.00	70.36
5	Valavanthankottai, Tiruchirappalli District	615.00	118.70
6	Karuppur, Salem District	213.00	63.59
7	Elambalur, Perambalur District	146.00	87.60
8	Kadagathur, Dharmapuri District	40.00	24.00
9	Asanur, Villupuram District	395.00	237.00
10	Arakkonam, Vellore District	220.00	132.00
	Total	3308.00	1244.87

The remaining two projects are under implementation as follows.

(Rupees in Lakhs)

S. No	Name of the Industrial Estate	Project Cost	GOI Grant
1	Pollupalli, Krishnagiri District	411.00	246.60
2	Karaikudi, Sivaganga District	355.12	213.00
	Total	766.12	459.60

Further, Government of India have approved projects for the up-gradation of infrastructure facilities 12 existing Industrial Estates with a total project cost of Rs.2389.15 Lakhs. Of these, up-gradation works have been completed in the following 7 industrial estate.

(Rupees in Lakhs)

S. No	Name of the Industrial Estate	Project Cost	GOI Grant	GoTN Grant
1	Hosur, Krishnagiri District	59.86	23.94	23.94
2	Kurichi, Coimbatore District	152.14	34.96	60.85
3	Kappalur, Madurai District	187.5	44.1	75.00
4	Virudhunagar, Virudhunagar District	34.95	13.52	13.98
5	Mukundarayapuram, Vellore District	133.45	52.65	53.38
6	Ooty, The Nilgiris District	14.00	5.58	5.60
7	Ganapathipalayam, Tiruppur District	45.82	27.49	13.75
Total		627.72	202.24	246.50

In the remaining 5 Industrial Estates, up gradation works are in progress as follows:

(Rupees in Lakhs)

S. No	Name of the Industrial Estate	Project Cost	GOI Grant	GoTN Grant
1	Alathur, Kancheepuram District	444.96	266.98	133.49
2	Kakkalur, Tiruvallur District	423.33	254.00	127.00
3	Kovilpatti Thoothukudi District	202.00	121.20	60.60
4	Athur, Karur District	397.38	238.43	119.21
5	Mettur, Salem District	293.76	176.25	88.13
Total		1761.43	1056.86	528.43

In 2012-13, TANSIDCO has taken up creation of infrastructure facilities in four new Industrial Estates and up gradation of infrastructure facilities in one existing Industrial Estate as detailed below.

2.2.5.2. Creation of Infrastructure in Industrial Estates in 2012-13

(Rupees in Lakhs)

Sl. No	Location	Project Cost	GOI Grant	SIDCO Contri-bution
1	Palayapatti, Thanjavur District	499.00	299.40	199.60
2	Vaniyambadi, Vellore District	56.64	33.98	22.66
3	Mathur (New), Pudukottai District.	235.00	141.00	94.00
4	Virudhunagar (Urban), Virudhunagar District	319.00	191.00	128.00
	TOTAL	1109.64	665.38	444.26

2.2.5.3. Up-gradation of Industrial Estate in 2012-13

(Rupees in Lakhs)

No	Name of the Industrial Estate	Project cost	GOI Grant	GoTN Grant	Beneficiaries Contribution
1	Malumichampatti Coimbatore District	200.00	113.25	60.00	26.75

In 2013-14, TANSIDCO has proposed to create infrastructure facilities in 4 new Industrial Estates and to upgrade infrastructure facilities in 2 existing Industrial Estates as follows.

2.2.5.4. Creation of New Industrial Estates

(Rupees in Lakhs)

Sl.No	Location	Project Cost	GOI Grant	SIDCO contribution
1	Pidaneri, Thoothukudi District	447.95	268.77	179.18
2	Marikundu, Theni District	720.00	432.00	288.00
3	Kurukkalpatti Tirunelveli District	890.00	534.00	356.00
4	Pattanam, Villupuram District	610.00	366.00	244.00
Total		2667.95	1600.77	1067.18

2.2.5.5. Upgradation of Existing Industrial Estates

(Rupees in Lakhs)

Sl .No	Name of the Industrial Estate	Project cost	GOI Grant	GoTN Grant	Beneficiaries contribution
1	Thiruverumbur, Trichy District	432.00	259.20	129.60	43.20
2	Dindigul, Dindigul District	200.00	120.00	60.00	20.00
Total		632.00	379.20	189.60	63.20

2.2.6. Common Facility Centres (CFCs) under the MSE – CDP Scheme

Micro and Small enterprises – Cluster Development Programme (MSE – CDP) aims at addressing the needs of the industries, through formation of well-defined clusters and geographical areas to enable the Micro and Small enterprises to have better access to resources, linkages to credit and to enhance their marketing competitiveness.

A cluster is a group of similar and related enterprises in a defined geographic area that share common markets, technologies, worker skill needs and are producing same/similar products.

Salient features of a cluster are as follows:

- a) The methods of production, quality control and testing, energy consumption, pollution control etc. are similar in nature.
- b) Technology and marketing strategies are similar.
- c) Easy communication among the members of the cluster
- d) Opportunities and Challenges are common.

Government of India has adopted the cluster development approach as an important tool for enhancing the competitiveness and productivity of the Micro, Small and Medium enterprises. Clustering of units also enables providers of various services to them, including banks and credit agencies, to provide their services more economically, thus reducing costs and improving the availability of services for these enterprises.

This scheme is being implemented to support the sustainability and growth of Micro and Small Enterprises by addressing common issues, to build capacity of them for common supportive action through formation of self-help groups, consortia etc. and to set up common facility centres (for testing, training centre, raw material depot, effluent treatment, complementing production processes, etc.)

TANSIDCO has been nominated as the implementing Agency for Establishing Common Facility Centres in Tamil Nadu under MSE-CDP scheme vide G.O.(Ms.) No.24, MSME Dept. dated 9.8.2011. In total, 53 Projects have been identified in Tamil Nadu for implementation. Out of these, 18 projects at a total project cost of Rs.77.98 Crores have been sanctioned by the Government of India with a grant for a sum of Rs.53.89 Crores. The Government of Tamil Nadu has sanctioned a grant of Rs.5.76 Crores. Out of the above 18 projects, 7 projects have already been completed. The remaining 11 Common Facility Centres are under implementation. The expected total employment generation from these clusters will be around 15,000 persons.

The funding pattern of MSE-CDP(CFC) scheme is as follows:

Grant from GOI	70% (maximum project cost of Rs.15 Crores)
Grant from GoTN	10% (maximum of Rs.1Crore)
SPV Contribution / Bank Loan	20%.

The Hon'ble Chief Minister of Tamil Nadu has announced during the Golden Jubilee Celebrations of the Kuntha Industrial Cooperative Tea Factory that a Tea cluster with a Common Facility Centre will be established at Mettupalayam in Coimbatore District at an estimated project cost of Rs.15.00 Crores to boost the development of Tea industry in Nilgiris District. The Common Facility Centre will have the facilities for Tea Mixing, Tea Packeting, Warehousing, Testing Laboratory and Marketing Centre.

2.2.7. State Government's Part II Scheme

TANSIDCO has been availing grants from the Government of Tamil Nadu under the Part II Scheme towards the strengthening of infrastructure in the existing industrial estates and has so far availed Rs.127.50 Lakhs as indicated:

(Rupees in Lakhs)

S. No	Year	No. of Industrial Estates benefitted	Approved project cost	Govt. of Tamil Nadu Grant
1	2006-07	3	101.50	25.00
2	2007-08	3	114.00	25.00
3	2008-09	3	120.00	20.00
4	2011-12	5	150.00	30.00
5	2012-13	3 (Thoothukudi, Keelanagachi, Gudimangalam)	110.00	27.50
		Total	595.50	127.50

2.3. Guidance to entrepreneurs

TANSIDCO guides aspiring entrepreneurs who approach for information on where and how to get project profiles, incentives available for the industry, packages of financial assistance available with various agencies, obtaining power connection from TNEB, facilities provided by other central and State Government agencies.

2.4. Working Hours of Office:

Fore Noon : 10.00 AM to 1.30 PM

After Noon : 2.00 PM to 5.45 PM

3. Powers and Duties of Officers and Employees

TANSIDCO is managed by the Board of Directors with the day to day management being looked after by the Managing Director. The overall management of TANSIDCO is vested with the Board of Directors headed by the Chairman. The Board delegates its power suitably to the Managing Director for the functioning of the organisation. The other officers and employees perform their duties with such powers as may be delegated by the Managing Director from time to time.

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

Memorandum of Association and Articles of Association of the Company

Service Rules for personnel administration Accounts and Audit manual

5. 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 suggestions / complaints received from the various industrial estates manufacturers associations in the State are considered in the formulation of policies or implementation thereof from time to time.

6. Statement of the categories of documents that are held by it or under its control

TANSIDCO maintains various statutory documents, registers, books, manuals, agreements etc. for the business operations as well as rules and regulations for the smooth functioning of the Company.

7. Statement of boards, council, committees and other bodies constituted as its part

7.1 The Board of Directors is the highest authority comprising of Directors and headed by the Chairman appointed by the Government from time to time. The following are the Board of Directors of TANSIDCO Ltd.

1.	Chairman TANSIDCO Ltd., Chennai-600032
2.	Managing Director, TANSIDCO Ltd., Chennai – 600 032.
3.	Secretary to Government of Tamilnadu Micro, Small and Medium Enterprises Department Chennai-600 009
4.	Industries Commissioner & Director of Industries and Commerce, Chennai-600 005
5.	Chairman and Managing Director, SIPCOT, Chennai-8
6.	Secretary to Government (Expenditure), Finance Department Finance Department, Chennai-600 009
7.	Managing Director, TIIC Limited, Chennai-600 035
8.	Additional Industrial Advisor, MSME Development Institute, Chennai-600 032
9.	President, TANSTIA, Chennai-600 032

7.2 There is an Audit Committee in TANSIDCO Ltd., constituted under section 292A of the Companies Act 1956 comprising of the following three directors:

1.	Industries Commissioner & Director of Industries and Commerce, Chennai-600 005
2.	Principal Secretary to Government of Tamilnadu Micro, Small & Medium Enterprises Department Chennai-600 009
3.	Managing Director, TIIC Limited, Chennai-600 035
4.	Additional Industrial Advisor, MSME Development Institute, Chennai-600 032
5.	President, TANSTIA, Chennai-600 032

7.3 The minutes of the Board / Committee are not open or accessible to the public

8. The Names, designations and other particulars of the Public Information Officers

The Officers as notified below are appointed under the Right to Information Act, 2005 for its implementation in TANSIDCO:

Appellate Authority	Tmt. Anne Mary Swarna, General Manager (Admn.), TANSIDCO Ltd. Corporate Office Chennai-600 016	Phone: 044 – 22501694 Fax : 044 - 22500792
Public Information Officer	Tmt.N. Leelavathie Secretary Cum General Manager (Finance) TANSIDCO Ltd. Corporate Office Chennai-600 016	Phone: 044 – 22501977 Fax : 044 - 22500792
Assistant Public Information Officers	Branch Managers of Branch Offices / Superintendents of Raw Material Depots of TANSIDCO Ltd. as given below	Given Below

Branch Offices

Sl. No.	Place of Branch Office	Assistant Public Information Officers	Telephone
1.	Ambattur	Branch Manager SIDCO Branch Office, SIDCO Industrial Estate, Ambattur, Chennai- 600 058	044 – 26253644
2.	Coimbatore	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Kurichi, Coimbatore – 641 021	0422 – 2672825
3.	Cuddalore	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Semmandalam, Cuddalore – 607001	04142 – 225134
4.	Erode	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Chennimalai Road, Erode-638 001	0424 - 2275237
5.	Guindy	Branch Manager, SIDCO Branch Office, Thiru Vi Ka Industrial Estate, Guindy, Chennai-600 032	044 - 22501482

6.	Hosur	Branch Manager SIDCO Branch Office, SIDCO Industrial Estate, Hosur – 635 126	04344 - 276975
7.	Kakkalur	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Kakkalur– 602 003	044 – 27665310
8.	Krishnagiri	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Krishnagiri – 635 001	04343 - 236092
9.	Madurai	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, K.Pudur, Madurai – 625 007	0452 - 2566897
10.	Salem	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Five Roads, Salem – 636 004	0427 - 2448520
11.	Sivaganga	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Sivaganga – 623 560	04575 - 240636
12.	Thanjavur	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Nanjikottai Road, Thanjavur – 613 006	04362 - 255220
13.	Thirumazhisai	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Thirumazhisai, Chennai - 602 107	044 – 26811769
14.	Thirumullaivoyal	Branch Manager, SIDCO Thirumullaivoyal Branch Office, SIDCO Industrial Estate, Ambattur, Chennai – 600 058	044 - 26366687
15.	Thirumudivakkam	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Thirumudivakkam, Chennai – 600 044	044 – 24780684

16.	Tirunelveli	Branch Manager SIDCO Branch Office, SIDCO Industrial Estate, Pettai, Tirunelveli – 627 010	0462 - 2342073
17.	Trichy	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Ariyamangalam, Trichy – 620 010	0431 - 2441177
18	Vellore	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Gandhi Nagar, Vellore – 632 006	0416 - 2242871
19.	Virudhunagar	Branch Manager, SIDCO Branch Office, SIDCO Industrial Estate, Virudhunagar – 626 003	04562 - 252683

Raw Material Depots

Sl. No.	RMD Places	Assistant Public Information Officers	Phone
1.	Ambattur	Branch Manager, SIDCO Raw Material Depot, Ambattur Industrial Estate, Chennai – 600 058	044 – 26241586
2.	Coimbatore	Branch Manager, SIDCO Raw Material Depot, SIDCO Industrial Estate, Kurichi, Coimbatore – 641 021	0422 – 2672867
3.	Madurai	Branch Manager, SIDCO Raw Material Depot, SIDCO Industrial Estate, K.Pudur, Madurai – 625 007	0452 – 2566957
4.	Trichy	Branch Manager SIDCO Raw Material Depot, SIDCO Industrial Estate, Ariyamangalam, Trichy – 620 010	0431 – 2441552

9. Procedure followed in Decision Making Process

The day to day management of TANSIDCO is looked after by the Managing Director, General Manager and the heads of functional wings of TANSIDCO. The process of examination of each issue is initiated by the section of the concerned functional wing and passes through the concerned officers, Managers, Deputy General Managers, Superintending Engineer, General Manager (Schemes), Secretary cum General Manager (Finance), General Manager (Admn.) to Managing Director for taking final decision. Depending upon the issues, subjects will also be taken to the Board for taking final decision wherever required.

The laid down rules, regulations, instructions, manuals in TANSIDCO are followed in arriving at decisions. The guidelines / orders issued by the Government of Tamilnadu are also followed wherever applicable.

10. Directory of Officers and employees

Corporate Office

Designation	Name	Telephone
Chairman	Thiru J.C.D.Prabhakar, B.A., B.L.,	22500975
Managing Director	Dr. D.Karthikeyan, I.A.S.	22500398
General Manager (Admn.)	Tmt. J.Anne Mary Swarna	22501694
Secretary cum General Manager (Finance)	Tmt. N.Leelavathie	22501977
General Manager (Schemes)	Thiru S.Thyagarajan	22501745
Deputy General Manager (IE-I)	Thiru D.Manoharan	22501411
Deputy General Manager (IE-II)	Thiru V.Venkatesan	22500176
Deputy General Manager (R&Mktg.)	Thiru S.Kalaivanan	22500073
Deputy General Manager (P & ICT)	Thiru M.Thirumani	22500478
Superintending Engineer	Thiru R.Arulpandian	22500485
Deputy General Manager (Legal)	Thiru L.Balan	22500130
Manager(Land & Admn.)	Thiru N.Subramanian	22501741
Chief Accounts Officer	Thiru P.Lakshminarayanan	22501091
Manager (Public Relations), I/c.	Thiru V.Umashankar	22500165

11. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The monthly remuneration is determined by the respective Scale of Pay, Dearness Allowance and other allowances at the rate of pay and allowances applicable to Government Servants.

Details of monthly remuneration received by each cadre of its employees is as follows:

Sl. No.	Designation	Scale of pay
1	Managing Director	Rs.37400-67000+GP8700
2	General Manager (Admn.)	Rs.15600-39100+GP7600
3	Secretary cum General Manager (Finance)	Rs.37400-67000+GP8800*
4	General Manager (Schemes)	Rs.37400-67000+GP8800*
5	Superintending Engineer	Rs.37400-67000++GP8700
6	Deputy General Manager	Rs.37400-67000+GP8700
7	Deputy General Manager (Legal)	Rs.15600-39100+GP7600
8	Manager (Admn. & Land)	Rs.15600-39100+GP5400
9	Manager	Rs.15600-39100+GP6600
10	Chief Accounts Officer	Rs.15600-39100+GP6600
11	Executive Engineer	Rs.15600-39100+GP6600
12	Deputy Manager	Rs.15600-39100+GP5400
13	Accounts Officer	Rs.15600-39100+GP5400
14	Assistant Executive Engineer	Rs.15600-39100+GP5400
15	Assistant Development Officer	Rs.9300-34800+GP4700
16	Assistant Engineer	Rs.9300-34800+GP4700
17	Assistant Engineer (Electrical)	Rs.9300-34800+GP4700
18	Superintendent	Rs.9300-34800+GP4800
19	Commercial Accountant	Rs.9300-34800+GP4800
20	Senior Drafting Officer	Rs.9300-34800+GP4700
21	Junior Engineer	Rs.9300-34800+GP4500
22	Junior Drafting Officer	Rs.5200-20200+GP2800

23	Assistant	Rs.5200-20200+GP2800
24	Technical Assistant	Rs.5200-20200+GP2800
25	Work Inspector Grade-I	Rs.5200-20200+GP2400
26	Work Inspector Grade-II	Rs.5200-20200+GP2000
27	Steno Typist Grade-I	Rs.9300-34800+GP4300
28	Steno Typist Grade-II	Rs.9300-34800+GP4200
29	Steno Typist Grade-III	Rs.5200-20200+GP2800
30	Junior Assistant	Rs.5200-20200+GP2400
31	Typist	Rs.5200-20200+GP2400
32	Driver	Rs.5200-20200+GP2400
32	Motor Cycle Messenger	Rs.5200-20200+GP2400
33	Electrician	Rs.5200-20200+GP1900
34	Plumber	Rs.5200-20200+GP1800
35	Pump Operator	Rs.4800-10000+GP1650
36	Record Clerk	Rs.4800-10000+GP1400
37	Office Assistant	Rs.4800-10000+GP1300
38	Watchman	Rs.4800-10000+GP1300
39	Gardener	Rs.4800-10000+GP1300
40	Sweeper	Rs.4800-10000+GP1300
41	Sanitary Worker	Rs.4800-10000+GP1300

*Personal to the Incumbent

12. The Budget Allocated

The activities of TANSIDCO are undertaken with the internal generation of funds.

TANSIDCO is however availing assistance from the Government of India under IID scheme for strengthening of existing infrastructure of industrial estates. Government of Tamilnadu also give a matching grant for the above activity. Government of Tamilnadu has so far (upto 2005-06) sanctioned, a sum of Rs.223.94 lakhs for the strengthening of infrastructure of industrial estates in Guindy (Rs.200 lakhs) and Hosur (Rs.23.94 lakhs).

In 2006-07, Government of Tamilnadu sanctioned Rs.149.83 lakhs for Kappalur (Rs.75 lakhs), Kurichi (Rs.6.85 lakhs) and Virudhunagar (Rs.13.98 lakhs). Apart from this, a sum of Rs.25 lakhs was sanctioned under Part-II scheme as 25% grant towards the strengthening of industrial estates at Madurai, Salem and Erode in 2006-07 and another Rs.25 lakhs in 2007-08 towards the strengthening of Industrial estates in Ariyamangalam, Dharmapuri and Theni.

13. Norms set by it for the discharge of its functions

Sl. No.	Nature of process	No. of days required for processing by Branch Office and furnishing to Head Office	No. of days required for processing by Head Office and to issue order	Total No. of days required by TANSIDCO to issue final order
I (a)	Processing of application and petition / General request from the allottees in complete shape to Corporate Office from the date of receipt (if found defective should be returned in 10 days)	Within 10 working days	Within 15 working days by all head of departments in Corporate Office	-
(b)	In respect of issues where clarifications are required in aspects like legal, accounting, etc., or to be gone through by the Allotment Committee	-	Another 5 working days may be taken for getting final orders from the competent authorities	30 working days in total
II	Change in constitution / Change in name / Change in line of activity	Within 10 working days	-	10 working days of Branch Office
III	Transfer of Plot / Shed	Within 10 working days	Within 15 working days by all head of departments in Corporate Office	25 working days
IV	Lease permission	Within 10 working days	Within 15 working days by all head of departments in Corporate Office	25 working days
V	NOC for Financial Institution	Within 10 working days	-	10 working days of Branch Office
VI	Sale Deed permission	Within 10 working days	Within 15 working days by all head of departments in Corporate Office	25 working days
VII (a)	<u>NOC for building plan approval</u> If the building plan is not in order	within 5 working days	Industrial Estate Wing should return the building plan to the allottees within 10 days	20 working days

(b)	If the building plan is in order, the final approval should be issued	-	from the date of receipt of proposal from Branch Within 15 working days from the date of receipt of such proposal to the Construction Wing. (The remarks of the such proposals to be obtained from the Deputy General Managers / Managers concerned within 10 working days)	20 working days
VIII	"No lien" certificate and "No Due" certificate	Within 5 working days to the allottees	--	5 working days at Branch Office
IX	Internal movement of files	-	Files referred to Construction Wing by other Wing in Head Office should be cleared within a maximum period of 10 working days. Likewise the files referred by any Wing to Other Wings in Head Office should be cleared within a period of 10 working days	10 working days 10 working days

14. Information available in an electronic form

The details in respect of the organisation, schemes, forms to download, FAQs, details of other related websites are made available for the benefit of the public on its website www.sidco.tn.nic.in

15. Particulars of the facilities available to citizens for obtaining information

The information are made available to the public through its website www.sidco.tn.nic.in. In terms of Section 5 (1) of the Right To Information Act, 2005, the Company has designated the Appellate Authority, the Public Information Officer and the Assistant Public Information Officers. The list of such Officials is available on the website. Citizen desirous of obtaining information may visit the website.

16. Other Useful Information

16.1 List of Industrial Estates of TANSIDCO

District	S No	Location	Year of formation	Total Extent (in acres)
1. Chennai	1	Guindy (G)	1958	404.08
	2	Arumbakkam (S)	1979	3.92
	3	Villivakkam (S)	1979	2.04
	4	Kodungaiyur (S)	1979	7.88
(2) Thiruvallur	5	Ambattur (G)	1963	1167.00
	6	Kakkalur (G)	1988	199.00
	7	Kakkalur-Phase –II(G)	2009	84.01
	8	Thirumazhisai (S)	1988	160.85
	9	Gummidipoondi (S)	1988	25.24
	10	R.K.Pet (S)	1996	8.15
	11	Vichoor (S)	1994	59.16
	12	Thirumullaivoyal (WIP) (S)	2001	225.80
(3) Kancheepuram	13	Kancheepuram (G)	1968	37.95
	14	Maraimalainagar (S)	1981	39.50
	15	Alathur (S)	1984	150.00
	16	Thirumudivakkam(S)(including WIP)	1993	201.11
(4) Vellore	17	Katpadi (G)	1968	19.48
	18	Arakonam (G)	1968	11.09
	19	Arakonam- Phase-II(G)	2009	40.65
	20	Ranipet (S)	1972	113.44
	21	Mukuntharayapuram (S)	1980	86.19
	22	Vannivedu (S)	1987	16.44
	23	Vinnamangalam (S)	2009	10.49
(5) Thiruvannamalai	24	Thiruvannamalai (G)	1968	15.56
(6) Krishnagiri	25	Krishnagiri (G)	1965	41.86
	26	Uthangarai (S)	1995	41.28
	27	Hosur(SIPCOT) (S)	1976	95.15
	28	Hosur (New) (S)	1999	18.80
	29	Bargur (S)	1995	13.05
	30	Bargur – Phase II (S)	2009	18.59
	31	Pollupalli (S)	2009	60.96
(7) Dharmapuri	32	Dharmapuri (G)	1965	20.28
	33	Kadagathur (S)	2009	7.02

(8) Salem	34	Salem (G)	1967	19.55
	35	Mettur (G)	1967	184.38
	36	Karuppur (WIP) (S)	2004	51.74
	37	Veerapandi (S)	1993	9.79
(9) Namakkal	38	Namakkal (S)	1977	10.09
	39	Thiruchengodu (S)	1980	9.18
(10) Erode	40	Erode (G)	1959	25.13
	41	Nanjaiuthukuli (S)	1995	13.05
(11) Coimbatore	42	Kurichi (G)	1972	88.43
	43	Malumichampatti (S)	1994	36.14
(12) Tiruppur	44	Ganapathipalayam (S)	1993	17.10
	45	Rasathavalasu (S)	2011	51.80
	46	Tiruppur (S)	1978	10.14
	47	Gudimangalam (S)	1992	6.74
(13) Nilgiris	48	Ooty (S)	1981	10.65
(14) Cuddalore	49	Cuddalore (G)	1971	15.60
	50	Vadalur (G)	1972	26.22
(15) Villupuram	51	Asanur (S)	2009	107.80
	52	Venmaniathur (S)	2011	38.88
(16) Perambalur	53	Elambalur (S)	2009	44.48
(17) Thanjavur	54	Kumbakonam (G)	1968	32.30
	55	Thanjavur (G)	1968	21.94
	56	Pillayarpatti (S)	1974	10.96
	57	Nanjikottai (S)	1996	26.30
(18) Nagapattinam	58	Nagapattinam (G)	1966	20.97
	59	Mayiladuthurai (S)	2009	12.56
(19) Tiruchirapalli	60	Thuvakudi (G)	1974	478.38
	61	Thiruvarambur (G)	1974	74.50
	62	Ariyamangalam (G)	1974	17.64
	63	Valavanthankottai (WIP) (S)	2003	51.70
	64	Valavanthankottai (P-II) (S)	2008	87.18
	65	Valavanthankottai (P-III) (S)	2009	26.84
	66	Kumbakudy (S)	2009	24.46
(20) Karur	67	Karur (G)	1974	26.63
	68	Karur (Athur) (S)	1993	36.29
(21) Pudukottai	69	Pudukkottai (G)	1974	23.18
	70	Pudukkottai (SIPCOT) (S)	1988	51.45
	71	Mathur (S)	1975	26.00
(22) Theni	72	Theni (G)	1963	26.59
	73	Andipatty (S)	1994	22.34

(23) Dindigul	74	Dinidigul (G)	1965	39.90
	75	Batlagundu (G)	1965	16.26
(24) Madurai	76	Madurai – K.Pudur (G)	1960	56.05
	77	Kappalur (G)	1966	534.64
	78	Kappalur- WIP (S)	2007	18.45
(25) Ramnad	79	Paramakudi (S)	1976	10.00
	80	Keezhanagachi (S)	1993	10.00
	81	Urapuli (S)	1993	12.14
(26) Sivagangai	82	Karaikudi (G)	1966	180.19
	83	Sivagangai (G)	1966	70.61
	84	Kirungakottai (S)	1993	21.85
(27) Virudhunagar	85	Virudhunagar (G)	1958	45.65
	86	Rajapalayam (S)	1995	41.13
(28) Tirunelveli	87	Pettai (G)	1959	50.55
	88	Kadayanallur (S)	1992	10.00
	89	Valliyur (S)	2005	16.75
	90	Valliyur- Phase-II (S)	2010	23.16
(29) Thoothukudi	91	Kovilpatti(G)	1962	85.54
	92	Thoothukudi (S)	1988	24.18
(30) Kanyakumari	93	Konam (G)	1964	20.70
	94	Marthandam (G)	1964	7.50
			TOTAL	6576.37

S - SIDCO developed Estates

G - Govt. Estates WIP - Women Industrial Park

16.2 Details of allotment of sheds, plots under various schemes

(a) Allotment of Sheds

(i) SHED - Out right Purchase terms

- 10% of Shed Cost has to be paid as initial payment within 2 months from the date of allotment.
- The balance 90% of Shed Cost has to be paid within 6 months from the date of allotment.
- Beyond this period, time extension for payment will be given on the merit of the case and for the belated payments, penal interest at 2% over and above the interest rate will be charged.

- The Sale Deed for the allotted shed will be executed by TANSIDCO after receiving the full cost of the shed and starting of production activities in the shed and after 2 years from the date of commencement of commercial production

(ii) SHED - Hire Purchase terms

- 10% of Shed Cost has to be paid as initial payment within 2 months from the date of allotment.
- One year moratorium period is provided during which only interest has to be paid in three equal quarterly installments.
- The balance 90% of Shed Cost has to be paid with the current rate of 11% interest in 20 quarterly instalments i.e. 5 years after moratorium period.
- The penal interest at 2% over and above the current interest rate will be collected extra for the belated payment of instalments for the belated period.

(iii) SHED - Rental Basis

- The sheds in no demand areas are offered under 'rental basis' at a rate of Rs.2/- per sq.ft. with an option for the entrepreneur to buy shed under Hire Purchase or Out right basis at a later date.
- The no demand area and rental rate are decided from time to time according to the demand.
- Six months rent amount has to be paid as 'advance'. The rent has to be paid monthly.

(b) Allotment of Plots

(i) PLOT - Out right Purchase Terms

- 25% of Plot Cost has to be paid as initial payment within 2 months from the date of allotment. In the case of women industrial parks, 15% of Plot Cost is to be paid as initial payment.
- The balance 75% of Plot Cost or 85% of Plot Cost has to be paid within 6 months from the date of allotment.

- Beyond this period, time extension for payment will be given on the merit of the case and for the belated payments, penal interest at 2% over and above the interest rate will be charged.
- After the payment of full cost of the Plot and execution of MoU, the Plot will be handed over to the allottees.
- The allottees have to construct the building, erect plant and machinery and start commercial production within a period of 2 years from the date of allotment
- The Sale Deed for the Plots will be executed only after the completion of construction of building and after 2 years from the date of commencement of commercial production by the allottee.

(ii) PLOT - Hire Purchase terms

- 25% of Plot Cost has to be paid as initial payment within 2 months from the date of allotment.
- One year moratorium period is provided during which period, interest only has to be paid in three equal quarterly installments.
- The balance 75% of Plot Cost has to be paid along with the current rate of 11% interest in 20 quarterly equal instalments i.e. in a period of 5 years after moratorium period.
- Penal interest at 2% over and above the current interest rate will be collected extra for the belated payment of installments for the belated period.
- For the benefit of Tiny industries, Tiny Plots in sizes from 5 cents to 15 cents are being allotted to Tiny units under Hire Purchase Scheme enabling the Tiny Units to start Industries.
- No moratorium period for Tiny Units.

(c) Application for allotment of Shed / Plot

The entrepreneur has to apply in the prescribed application form for getting allotment of Plots / sheds.

- The cost of an application form is Rs.315/- and is available at Corporate Office and all Branch Offices of TANSIDCO.
- The application can also be downloaded from its website www.sidco.tn.nic.in. The fee of Rs.315/- has to be paid separately for the downloaded application form while submitting the filled in application.
- Application format is given at the end of this Chapter
- The filled in forms have to be submitted to the concerned Branch Office of TANSIDCO along with Demand Draft for Rs.13,686/- [Rs.10,000/- towards EMD + Rs.3,371/- towards application processing fee]. For Tiny Sector Industries, the total amount payable is Rs.10,6860/- [EMD of Rs.7,000/- + Rs.3,371/- towards Application processing fee]. The entrepreneur has to furnish the project details, bio-data of the promoters, requirement of shed / plot size, financial arrangement made, marketing arrangement made, etc. as requested in the application.
- The application forwarded by the Branch Office will be examined at Corporate Office of TANSIDCO and allotment order will be issued for shed / plot as requested by the entrepreneurs subject to availability of shed / plot and the eligibility of the entrepreneur.

16.3 General concessions to TANSIDCO Industrial Estates

1. 10% reservation of plots / sheds in the industrial estates at the time of every allotment for ex-Servicemen
2. Preference upto 30% for women entrepreneurs in the allotment of Work Sheds and Developed Plots
3. As per G.O.Ms.No.141 dated 30.9.2003 of Small Industries Department, industrial units located in the Industrial Estates of TANSIDCO are exempted from paying 50% of Stamp Duty while registering the sale deed for sheds / plots for the purchase from TANSIDCO. Only 1% registration fee has to be paid.

4. Infrastructure facilities such as roads, water supply, drainage and EB connections are available in these Estates and hence the allottees can start their industries immediately.

5. For the requirement of L.T. and H.T. Power of the Industrial allottees, TANSIDCO in co-ordination with TNEB is making necessary arrangements to get adequate power supplies.

6. The requests of allottees, (who are unable to run the industries due to various reasons such as financial crisis etc.) for Transfer, Sale, Lease to another entrepreneur, are considered and permission given quickly by TANSIDCO by collecting transaction fee as prescribed from time to time. In case of requests for Transfers of plots without utilising and starting the industry in it, penalty will also be levied. The transfer of plots will not be considered at industrial estates Guindy, Ambattur, Thirumazhisai, Thirumudivakkam and Hosur, if the plots are kept unutilized beyond 5 years.

7. TANSIDCO is giving N.O.C to the allottees for mortgaging their Developed Plots / Work Sheds to any Banks / Financial Institutions for availing loans and a prescribed processing fee will be collected from allottees for issue of such N.O.Cs.

16.4 Concessions for women industrial parks formed by TANSIDCO

1. The initial payment in respect of Plots has been reduced from 25% to 15% in the women industrial parks.

2. The administrative charge has been reduced from 15% to 10% for the allotment of both shed and plot in women industrial parks.

16.5 Eligibility criteria to set up Industrial Units in TANSIDCO Industrial Estates

- Micro and Small Enterprises whose manufacturing activities are free from Pollution (Air, Water & Noise). They should file Entrepreneur Memorandum with GM, DIC concerned and obtain clearance from TNPCB.
- Water based Units are not allowed inside the Estates. Only 500 litre / day is supplied to each Unit by TANSIDCO.
- Small enterprises with an investment on Plant & Machinery upto Rs.500 lakhs and Micro enterprises with an investment upto Rs.25 lakhs are allowed to put up their Units.

- Medium Scale Units are permitted to put up their Units on payment of 1½ times of normal land cost / shed cost subject to revision from time to time.

16.6 Details required in processing of various applications in respect of Industrial Estate Scheme

Purpose for which the entrepreneur apply	Details / Enclosures required from entrepreneurs with applications
New Allotment of Shed / Plot Payment of EMD & Processing fee	Project Report
	Bio-data of the applicant
	Balance sheet if existing company.
	Copy of acknowledgement for the filing of Entrepreneur Memorandum
	Copy of certificate of incorporation and Memorandum & Articles of Association for Pvt.Ltd / Public Ltd.Co. Partnership deed in case of partnership
NOC to Financial institution	Alottees's requisition in original
	Copy of loan sanction order or requisition in original from the FI for issue of NOC
	Undertaking letter from FI /banks for payment of balance Shed/ Plot cost dues to SIDCO obtained in original.
	If NOC is given to any other FI, clearance certificate from concerned FI
	Payment of processing fee and any other dues to SIDCO.
Building Plan approval	Payment of processing fee and any dues to SIDCO.
	Seven copies of building plan / copy of charge paper
	SSI certificate for verifying line of manufacturing
	TNPCB certificate wherever necessary.
Change in constitution	Details of other assistance if any availed from SIDCO.
	Name(s) of present proprietor/partners/ Directors with the share holding pattern.
	Joint declaration and individual declaration by all the partners/Directors of the new firm agreeing to pay the dues if any arising at later date.
	Copy of Form A filed before Registrar of Companies if Limited company
	Copy of firm registration certificate.
	If already NOC issued for mortgaging, copy of letter from FI approving the present change in constitution

	Payment of Transaction Fee and other dues if any.
Change in Name of unit	Copy of acknowledgement for the filing of Entrepreneur Memorandum
Change in Partners / Directors	Deed of present partnership
	Form A issued by Registrar of Firms / Form 32 issued by Registrar of Companies.
	Minutes of the Board Meeting for changes in Board of Directors.
Change in Line of manufacture	Copy of acknowledgement for the filing of Entrepreneur Memorandum duly indicating the present line of manufacturing.
Transfer of shed / Plot	Copy of acknowledgement for the filing of Entrepreneur Memorandum of the transferee unit.
	Willingness letter in original allottee in Rs.50/- stamp paper to transfer the Shed/ Plot signed before the Notary.
	Undertaking letter from the transferee in Rs.50/- stamp paper to take over the Shed/Plot signed before Notary.
	Attested copy of sale deed if executed.
	NOC if any issued to FI and copy of clearance from FI or Bank.
Lease permission	Lease agreement executed between the lessor and lessee.
	Undertaking from Lessor & Lessee to abide by SIDCO's rules and regulations.
Sale Deed permission	Sales Invoice copy
	TNEB card
	Copy of acknowledgement for the filing of Entrepreneur Memorandum Part-II of the transferee unit.
	List of machineries

16.7 General conditions to be adhered to by the SSI / Tiny Units, in the Industrial Estates of TANSIDCO

The following are the general conditions to be adhered to by the SSI / Tiny Units, in the Industrial Estates of TANSIDCO.

- The Work Shed allotted to the SSI units should be utilised only for setting up an industry and not for any other purpose.
- For construction/additional construction, the Unit holder should get NOC from TANSIDCO and obtain the approval of Local Bodies or other competent Authorities before commencement of such construction.
- The Industry should be commissioned within twenty four months from the date of allotment of the Plot.
- Change in Constitution or name of the Unit / Firm / Company or line of manufacture or transfer of the Shed by Sale, lease or to part with its possession in any manner whatsoever shall not be made without the prior approval of TANSIDCO.
- Creation of charge over the property allotted by TANSIDCO to the Financial Institution should be made only after obtaining NOC from TANSIDCO.
- Only 500 litres of water per day will be supplied from TANSIDCO's common water supply source subject to availability.
- Allottees should obtain specific clearance from TNPCB if their units fall under Red or Yellow categories.
- Allottees should obtain building plan approval from CMDA / Local Authority and should obtain all necessary licences from the appropriate authorities.
- Industrial effluent should not be let out to TANSIDCO's sewer lines without treatment.
- Homogeneity of the Industrial Estate should be maintained by the allottee.

Public Information Officer

Annexure – I

Application for allotment of shed / plot



Tamilnadu Small Industries Development Corporation Limited
(A Government of Tamil Nadu Undertaking)

Regd. Office: Near SIDCO Electronics Complex, ThiruViKaIndl. Estate, Guindy, Chennai-600 032

Phone: 2250 1461 / 2250 1422/ 2250 0185 / 2250 0073/ 2250 0317 / 2250 1210

Fax: 2250 0792 E-mail: ho.sidco@nic.in Website: www.sidco.tn.nic.in

APPLICATION FOR ALLOTMENT OF WORK SHED / DEVELOPED PLOT ON OUTRIGHT PURCHASE IN SIDCO INDUSTRIAL ESTATES

- 1a. Application should be submitted along with a DD drawn in favour of "TANSIDCO" for Rs.13,686/- (Rs.10,000 as EMD + Rs.3371/- (including service Tax) as non-refundable processing fee + Rs.315/- (including VAT) for the downloaded application form.)
- 1b. In case of tiny sheds and plots upto 15 cents, the amount is Rs.10,686/- (Rs.7,000/- as EMD + Rs.3371/- (including service Tax) as non-refundable processing fee + Rs.315/- (including VAT) for the downloaded application form.)
- 1c. Attested copy of Photo identity proof should be furnished along with Application.
2. Application should be neatly typed / handwritten in Block Letters.
3. All the columns should be filled up.
4. Application without sufficient information will be summarily rejected.
5. Application should be submitted in Duplicate.
6. Preference upto 10% for Ex-Servicemen and 30% for Women Entrepreneurs in the allotments, based on project viability.

Affix Recent
Passport Size
Photo

Details of D.D.

For Office Use only

No.

CR.No. :

Date

Date :

Bank

Amount Rs.

To

M/s. Tamilnadu Small Industries Development Corporation Ltd.,
Corporate Office, Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032.

Sirs,

I / We desire to get one Work Shed / Developed Plot at TANSIDCO Industrial Estate on outright purchase basis for my / our existing / proposed industrial undertaking, the particulars of which are given below.

1. Name of the Applicant ...
2. Name of the Proposed / Existing Unit ...
3. Address for Communication ...
4. Nature of the concern
(Proprietary / Partnership / Pvt. Ltd./
Co-operative Society) ...

5. Whether the applicant has filed for Entrepreneur Memorandum (Part-I for Proposed Industry, Part-II for Existing Industry) with General Manager, District Industries Centre. (Enclose Copy of the Entrepreneur Memorandum) ...
6. Line of Manufacture (as per Entrepreneur Memorandum) ...
7. Whether the applicant comes under any of the following categories ...
- (a) Technocrat ...
 - (b) Women Entrepreneur ...
 - (c) N.R.I. ...
 - (d) Ex-Serviceman ...
 - (e) Physically Handicapped ...
 - (f) SC / ST ...
 - (g) Transgender ...
 - (h) Others (Please specify) ...
- Particulars about the firm :**
- (a) Date of Establishment ...
 - (b) Name of Proprietor/Proprietrix/ Partners/Directors ...
 - (c) Name, Designation & Address of the person having legal title to sign the application on behalf of the applicant (Documentary evidence should be enclosed) ...
 - (d) Furnish documentary evidence for the following
 - I. In case of partnership, Copy of the Registered Partnership Deed ...
 - II. In case of Private Limited Company
 - (i) Copy of certificate of incorporation ...
 - (ii) Copies of Memorandum & Articles of Association ...
 - (iii) Copies of Resolution of Board of Directors authorizing the applicant to enter into contract and sign on behalf of the Company ...
 - III. Name& Address of the applicant's Banker ...
 - IV. Name& Address of the applicant's Auditors ...
 - (e) Particulars of the present investment (applicable for existing units)

Land & Building	Rs.	
Machinery & Equipment	Rs.	
Working Capital	Rs.	
Total	Rs.	_____

- (f) (i) Total Power used/to be sued (in terms of HP) ...
- (ii) Enclose a list of machinery with their Horse Power ...
- (g) Quantity of water required per day (in litres) ...
- (h) Effluent problem, if any. ...
If so, arrangements made for treating the same
- (i) Present Factory accommodation, if any ...
(owned or rental)
- (j) Indicate the area (in Sq. Ft.) ...
Covered ...
Uncovered ...
- (k) If rented, rent per month (Last Month's ...
rent receipt should be enclosed)
- (l) Is the existing unit earning Profit? ...
(Latest balance sheet to be enclosed)
- (m) Raw Materials involved (annual requirements ...
with specification and cost to be indicated)
- (n) Whether the raw materials are indigenous / imported ...

Note :

In case of Existing concern's proposed expansion, the details of the expansion with the Project Report should be given. Audited Balance sheet and Profit & Loss Account for the past 3 years should also be enclosed.

- 8. Whether applied earlier to TANSIDCO for Machinery / ...
allotment of workshed(details with Ref. No. to be furnished)
- 9. Whether applied to any other institution, including ...
Banks, for Machinery of for allotment of land or
workshed under Hire Purchase or any other Scheme
(details with Ref. No. to be furnished)
- 10. In case of machinery delivered or workshed ...
allotted, are you paying installments regularly or
you have defaulted your payments
(Give details of your defaults)
- 11. **Details of Workshed / Developed plot now applied for :**
- (i) Name of the Industrial Estate where allotment is ...
required (Requirement is whether workshed or Plot)
- (ii) Area of Land in case of Developed Plot ...
- (iii) Size of workshed in case of workshed ...
(type of the shed should also be indicated)
- (iv) Whether the application is for outright purchase basis ...
i.e. applicant is willing to pay the full cost of the
shed / plot on allotment

- (v) Whether the application is for allotment of Plot under Hire Purchase basis ...
- (vi) Whether the applicant is opting for allotment of shed either on Rental/on Hire Purchase basis ...
- 12. Whether the applicant is connected with any other industry in the country. If so, on what capacity ...

**PROJECT REPORT
PART – I**

- 1) Investment proposed on
 - (a) Land ...
 - (b) Building ...
 - (c) Machinery & Equipment ...
 - (d) Working Capital (Minimum raw material expected to be held. Fund requirements for other expenses) ...
- 2) The extent to which the promoters propose to invest in the business and details of their financial background with particulars of assets owned by them ...
- 3) How funds are proposed to be raised for each of the items under 91) above and whether financial tie-up arrangements with Bank / Financial Institution have been made (Necessary evidence to be produced) ...
- 4) Total power required (in HP) ...
- 5) Total water required (in liters) per day ...
- (6) Note on the promoters with their educational and technical background and their present occupation or vocation (Enclose supporting documents and detailed bio-data with passport photographs of the promoters) ...
- 7) The technical competence of the promoters to run the proposed industry ...

PART – II

- 1) Specific products proposed to be manufactured ...
- 2) Marketing prospects with reference to demand and details of marketing arrangements made, if any ...
- 3) Production capacity of plant in terms of end products (per single shift per annum of 300 working days) ...
- 4) Annual output proposed of each end product in terms of quantity, net selling price proposed and sales realisation ...
- 5) Selling avenue and amount proposed to be annually spent on sales promotion, advertisement etc., ...
- 6) Raw Material required for each of the end product in terms of quantity, rate per unit and total value ...

- | | |
|---|-----|
| 7) Extent of allowance of wastage in process taken into account. | ... |
| 8) Source of raw materials and its availability
(Please give supporting evidence as to price and availability) | ... |
| 9) No. of employees proposed to be engaged, annual annual remuneration in respect of each category | ... |
| (a) Managerial | ... |
| (b) Supervisors (Technical) | ... |
| (c) Workers (Skilled / Unskilled) | ... |
| (d) Ministerial | ... |
| (e) Watchmen / Peons etc. | ... |
| 10) Total H.P. proposed to be connected, annual charges of power consumption | ... |

PART III Profitability :

(a) Cost of Production :	
Raw Material	...
Wages	...
Salaries	...
Power and water	...
Maintenance of Machinery and equipment	...
Expenditure on dies, moulds etc.	...
Administrative overheads like postage, stationery etc.,	...
Selling expenses	...
Other expenses	...
Depreciation on Machinery and Equipment	...
Interest on Investment on Land, Building and Machinery and Working Capital	...
TOTAL COST	... Rs.
(b) Sales Realisation	... Rs.
Annual Profit	... Rs.

NB: Detailed Project report involving the Manufacturing process should be enclosed to the application

**SIGNATURE OF THE APPLICANT
WITH
RUBBER STAMP**

DECLARATION

I/We
hereby declare as follows:

1. That I/We have not so far made any application nor shall make one to any State Government Institution/Bank for allotment of work shed under the Hire Purchase or any other Scheme against which the shed applied for is/will be offered as security.
2. That I/We shall make my/our own arrangement for raw materials, Machinery, power and Municipal License and any other arrangements necessary for running my/our industrial unit and non availability thereof shall not be cited as ground for non-payment of installment(s) of the maintenance charges etc., in respect of the work shed / developed plot to be allotted to me/us under any scheme.
3. That I/We am/are quire regular in payment of installment(s) of the dues to the Tamilnadu Small Industries Development Corporation Ltd., Chennai for assistance already extended to me/us under that Scheme and there are at present no arrears due from me/us.
4. That I/We am/are agreeable to the payment of administrative charges at the rate given in the allotment order on the value of Land/land and building to be allotted by TANSIDCO.
5. I/We agree to recruit the personnel including daily wage workers only through Employment Exchanges by way of notifying the vacancies to concerned Employment Exchanges (Compulsory notification of vacancy) rule, 1963 and resort to any other form of recruitment like advertisement in dailies etc., only after obtaining non-availability certificate from the concerned Employment Exchange or obtaining the prior sanction of Government through TANSIDCO.
6. I/We also agree for the foreclosure of the assistance in case of breach of the clause 5 above.
7. I/We also agree to furnish necessary annual return in any form that may be prescribed by TANSIDCO from time to time.

I/We hereby certify that the above declaration and the information furnished in this application are correct to my/our knowledge.

**Signature of the Applicant
with Rubber Stamp**

Annexure – II

Application for enrolment under Marketing Assistance Scheme

Tamilnadu Small Industries Development Corporation Limited

(A Government of Tamil Nadu Enterprise)

Corporate Office, Thiru vi Ka Industrial Estate, Chennai-600 032

Phone: 22501464, 22501422, 22501210, 22500073 Fax: 22500792

MARKETING ASSISTANCE SCHEME REGISTRATION FORM

Note: Application in duplicate should be filed along with a Demand Draft for Rs.200/- drawn in favour of "Tamil Nadu Small Industries Development Corporation Limited" (TANSIDCO) towards Registration Fee, which is a non-refundable one.

- 1) a) Name and Office Address of the Micro & Small Industries
with Phone No., Fax No. & E-Mail address :
- b) Address of the Factory premises with
Phone No., Fax No. & E-Mail address :
- c) Whether Proprietary / Partnership / Public
Limited / Private Ltd., (Attested copy of
Partnership Deed / Memorandum &
Articles of Association should be furnished :
- 2) Name of the Proprietor /Managing Partner /
Managing Director :
- 3) Date of Commencement of regular production :
- 4) SSI Registration Number with validity
(attested copy of permanent Entrepreneur Memorandum to
be furnished) :
- 5) Line of activity as per permanent Entrepreneur Memorandum:
- 6) a) Products actually manufactured (give
details of manufacturing operations
involved in a separate sheet) :
- b) Capacity for production of each product :
- c) Brand Name(s), if any :
- 7) Products for which unit desires to be
registered with TANSIDCO :
- 8) Number of employees
Managerial :
Supervisory :
Technical :
Non-technical :
Others :
Total Employment : _____

- 19) Whether the unit received any awards for performance / quality etc. if so, details to be furnished along with evidences. :
- 20) Whether registered under TNGST / CST; if so, Regn.No. & date (xerox copies of certificates to be furnished) :
- 21) Has the unit got a laboratory and system of testing the products before delivery. If so, details thereof :
- 22) Percentage of Actual product cost with split up details on :
- i) Direct cost of raw materials :
 - ii) Direct cost of Labour :
 - iii) Overheads :
- 23) Margin of Profit :
- 24) Specify the sales tax, surcharge on sales tax applicable for the product(s) :
- 25) Net price including F.O.R. destination any where in Tamilnadu for quantity by weight or volume, (nature of packing to be specified) :

Certified that all the particulars furnished above are true to the best of our knowledge.

Signature of the unit holder with
Company Seal & Date