

# 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 Financial Controller 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 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**

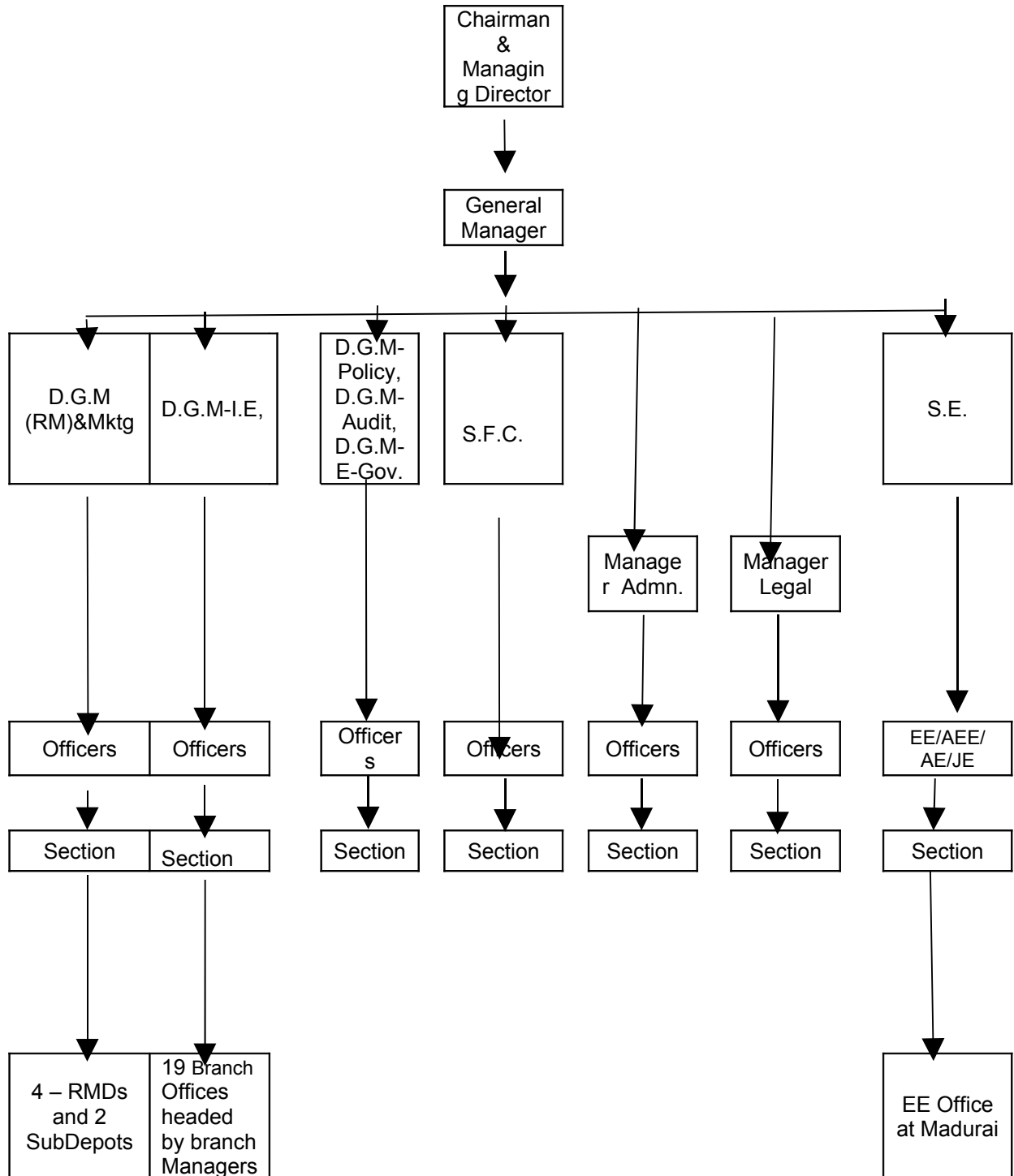
2.1.1 Tamilnadu Small Industries Development Corporation Limited (TANSIDCO) is a Public Limited Company registered under the Companies Act, 1956 (No.I of 1956), wholly owned by the Government of Tamilnadu.

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 TANSIDCO, an undertaking of the Government of Tamilnadu, was incorporated in 1970 with the specific objective of playing a catalytic role in the promotion and development of Micro & Small Industries and hastening the industrial dispersal throughout Tamilnadu. TANSIDCO implements the following schemes, as its major functions, to promote the interest of Micro & Small industries in the State:

- 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

## 2.1.4 Organisation Chart



Note: S.E. - Superintending Engineer  
 D.G.M. - Deputy General Manager  
 S.F.C. - Secretary cum Financial Controller

E.E.	- Executive Engineer
A.E.E.	- Assistant Executive Engineer
A.E.	- Assistant Engineer
R.M.D.	- Raw Material Depot
RM&Mktg	- Raw Material & Marketing
E.Gov.	- E-Governance

## **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. Tiny sheds ranging from 200 to 600 sq.ft.
2. Work sheds of standard sizes ranging from 1080 sq.ft. to 4000 sq.ft.
3. Developed Plots of various sizes ranging from 0.15 to 1.00 acre and above
4. Tiny plots measuring 5 cents to 15 cents for the benefit of tiny industries.
5. Multi Storied RCC work sheds, modules of sizes 500 sq.ft., 1000 sq.ft. & 1500 sq.ft. at Guindy, Chennai for Electronic, Readymade Garments and light Engineering Industrial units.

2.2.1.2 So far 94 Industrial Estates have been developed with 4385 Work Sheds and 6658 Developed Plots. For Micro Industries, 1841 Tiny Sheds in sizes ranging from 200 sq.ft to 600 sq.ft were constructed and allotted. The list of 94 industrial Estates is made available under the head Other Useful Information in Chapter-16.

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.gov.in](http://www.sidco.tn.gov.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. are provided.
- TNEB Sub-station is provided in Industrial Estates wherever possible to meet the requirements of power to the units
- 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 are also provided in the Industrial 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, Incentives and Concessions available. Eligibility criteria, Procedure and conditions for issuing N.O.C. for building plans. Details and Documents for allotments, Change in Constitution, Building Plan approval 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 furnished in Chapter-17.

#### **2.2.2 Raw Materials Supply Scheme:**

The main objective of this Scheme is to supply Raw Materials to Micro & Small Industries 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 materials are procured from the main producers like SAIL, RINL
- The Paraffin Wax and Match Wax are procured from CPCL
- Quality of materials are assured because of the procurement from main producers,
- The quality paper products procured from TNPL are being distributed by TANSIDCO to Universities, Education Institutions and Government Departments.
- TANSIDCO has developed a wide network of 4 main Raw Material Depots and 2 Raw material Sub Depots and 6 Depots attached with Branch Offices for the supply of Iron and Steel, Wax etc., to Micro & Small Industries located all over the State. SIDCO has also opened 10 Sales Points in its Branch Offices for the supply of TNPL Paper.
- The Micro & Small Industries can procure raw materials at fair prices as and when required in small quantities from TANSIDCO without locking up their funds.
- SIDCO is also supplying Iron and Steel to the requirements of Government Departments viz., TANSI, Transport Corporations, Tamilnadu Khadi & Village Industries Board, Sugar Mills, etc.
- Under this Scheme, any Micro & Small Industry as well as Government Departments / Undertakings who desire to procure above said Raw Materials, may get their requirements from the nearest Raw Material Depots. The Raw Materials are also being supplied on credit basis against Bank Guarantee furnished by the Micro & Small Industries.
- The availability of above said raw materials in the Raw Material Depots of TANSIDCO may be seen on line in TANSIDCO web site.

### **2.2.3 Marketing Assistance Scheme**

TANSIDCO started Marketing Assistance Scheme during 1978 for assisting Micro & Small Industries to market their quality products to Government Departments / Government Undertakings at reasonable price. To familiarise the buyers with the products manufactured by Micro & Small Industries, Buyer – Seller

meets are being organised. TANSIDCO also participates in Trade Fairs and displays the products of Micro & Small Industries.

The Micro & Small Industries having permanent Entrepreneur Memorandum can register with the nearest 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 also be downloaded from TANSIDCO website. It can also be obtained from TANSIDCO Corporate and Branch Offices.

The form for registration under this scheme is given in Annexure-II [Chapter-17 Other Useful Information].

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 & Small Industries registered under MAS for the specified products and quotes the rates on behalf of Micro & Small Industries. If orders are received, the same are distributed to the registered Micro & Small Industries according to their capacities.

#### **2.2.4 Schemes implemented with the assistance of Government Funds**

2.2.4.1 Government of India & Government of Tamilnadu provide funds for promoting Small Industries in Rural and Backward areas for development of new industrial estates, upgradation of existing infrastructure facilities of industrial estates under various schemes like

- Integrated Infrastructure Development (IID) Scheme
- Industrial Infrastructure Upgradation Scheme (IIUS)
- Additional Central Assistance (ACA) Scheme
- With Government of Tamilnadu Assistance
- TANSIDCO's own funds

### **2.2.4.2 Integrated Infrastructure Development (IID)scheme**

#### **(a) Formation of New Industrial Estates under IID Scheme**

By availing funds under this scheme, SIDCO has established new Industrial Estates as detailed below. Under this scheme, Government of India sanction 40% of the Project cost as grant subject to a ceiling of Rs.200 lakhs. The grant, proportionate to the expenditure incurred, is released by the Government on reimbursement basis.

Sl. No.	Name of the Estate	Project Cost	Grant Sanctioned by GOI	Grant Received from GOI
1	Uranganpatti Madurai District	378	151.63	151.63
2	Thirumudivakkam Kancheepuram District	560	200.00	200.00
3	Vichoor Tiruvallur District	200	80.00	70.36
4	Thirumullaivoyal Tiruvallur District	475	190.00	141.62
5	Valavanthankottai Tiruchirapalli District	613	200.00	118.70
6	Karuppur Salem District	213	85.20	63.59

#### **(b) Upgradation of Infrastructure in the Existing Industrial Estates under IID Scheme**

Funds have been got sanctioned for the up gradation of the infrastructure in the existing Industrial Estates at Guindy, Hosur, Kappalur (Phase II), Kurichi and Virudhunagar under IID scheme & the details are given below:-

Sl. No.	Name of the Estate	Project Cost	Grant from Govt. of India (40%)	Grant from Govt. of Tamilnadu (40%)	Beneficiaries contribution (20%)
1	Guindy (Chennai)	1002.24 (Revised to 2794.50)		200.00 (Received)	270.00 (Rs.246.35 lakhs received as on date)
2	Hosur (Krishnagiri)	62.00	23.94 (Sanctioned)	23.94	14.12 (Rs.14.00 lakhs received)
3	Kappalur (Phase II)	218.00	75.00	75.00	68.00 (Rs.24.61 lakhs received as on date)
4	Kurichi	152.17	60.85	60.85	30.44 (Rs.14.40 lakhs received as on date)
5	Virudhunagar	34.95	13.98	13.98	6.99 (Rs.6.76 lakhs received as on date)

#### **2.2.4.3 Industrial Infrastructure Upgradation (IIU) Scheme**

Objective of the scheme is to improve international competitiveness of the domestic industry by providing quality infrastructure through public-private partnership in infrastructure development. The funding pattern envisaged in this scheme is that Central Assistance per cluster / location will be restricted to 75% of the project cost subject to a ceiling of Rs.50 crores. 15% will be financed by the stakeholders of the respective cluster and 10% will be financed by State Government / Financial Institution.

### Cluster of Automobile Ancillary Units at Chennai:

The infrastructure at Industrial Estates at Ambattur, Thirumudivakkam and Thirumazhisai is proposed to be upgraded by availing funds under this scheme benefiting the cluster of automobile ancillary units. M/s. Chennai Auto Ancillary Industrial Infrastructure Upgradation Company (M/s. CAAIUC), a Special Purpose Vehicle formed exclusively for this purpose is implementing the scheme. The project cost of this scheme and the funding pattern are as follows:-

Total Project Cost - Rs.61.10 crores

#### Funding pattern:

Grant from Government of India (under IIU Scheme)	..	Rs.27.74 crores
Contribution by users (CAAIUC)	..	Rs.11.95 crores
State Government contribution	..	Rs. 1.39 crores
Ambattur Municipality		Rs. 1.50 crores
ASIDE grant	..	Rs. 4.85 crores
ASIDE grant to be sanctioned	..	Rs.13.67 crores
		-----
Total		Rs.61.10 crores
		-----

#### **2.2.4.4 Additional Central Assistance (ACA) Scheme**

Under the scheme, the infrastructure at the Industrial Estates at Ranipet, Kappalur (Phase – I) and Pettai are proposed to be upgraded. The beneficiaries viz., unit holders of the Industrial Estate / SSI Association contribute 20% of project cost and the Government of India grant 80% of project cost. The details of the project cost etc. for the three Industrial Estates are as follows:-

(Rs. in lakhs)

Sl. No.	Name of the Industrial Estate	Project cost	Funds provided under ACA (80%)	Beneficiaries contribution (20%)
1	Ranipet	100.00	80.00	20.00
2	Kappalur (Phase I)	120.00	96.00	24.00
3	Pettai	24.00	19.20	4.80
	Total	244.00	195.20	48.80

#### **2.2.4.5 Upgradation of Industrial Estates with the Assistance of Government of Tamilnadu under Part-II Scheme and TANSIDCO's own funds**

Government of Tamilnadu have given a grant of Rs.25.00 lakhs in 2006-07 under Part-II scheme to meet part of upgrading TANSIDCO's industrial estates at Kosakulam Pudur(Madurai), Salem and Erode and the work was completed..

TANSIDCO also upgrade all its industrial estates in a phased manner from its own funds. In the year 2006-07, work has been taken up in the industrial estates at Dindigul, Pudukkottai, Krishnagiri, Karur, Tirupur, Tiruchengodu and Namakkal for upgradation of infrastructure from its own funds at an estimated cost of Rs.179.75 lakhs and the work was completed.

Govt. of Tamilnadu had given a grant of Rs.25.00 lakhs in 2007-08 under part-II scheme to meet part of the expenditure for upgrading the industrial estates at Ariyamangalam in Trichy, Theni and Dharmapuri at a cost of Rs.114 lakhs and the works was completed. Further, Government of Tamilnadu had given a grant of Rs.20.00 lakhs in 20.08.2009 under part-II scheme to meet part of expenditure for upgrading the industrial estates at Kancheepuram, Thanjavur and Nagapattinam at cost of Rs120.00 lakhs and the work was completed.

TANSIDCO also provides upgrade infrastructure facilities at industrial estates of Alathur, Athur(karur), Kovilpatti and Kakkalur at a cost of Rs1233.00 lakhs under MSE-CDP scheme during the year 2009-10 and 2010-11.

### **2.2.5 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.

### **2.3 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 and Managing Director TANSIDCO Ltd., Chennai-600032
2.	Additional Chief Secretary to Government of Tamilnadu Micro, Small and Medium Enterprises Department Chennai-600 009
3.	Industries Commissioner & Director of Industries and Commerce, Chennai-600 005
4.	Chairman and Managing Director, SIPCOT, Chennai-8

5.	Deputy Secretary to Government of Tamilnadu, Finance Department, Chennai-600 009
6.	Managing Director, TIIC Limited, Chennai-600 035
7.	Director, MSME Development Institute, Chennai-600 032
8.	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.	Additional Chief Secretary to Government of Tamilnadu Micro, Small & Medium Enterprises Department Chennai-600 009
2.	Chairman and Managing Director TANSIDCO Ltd., Chennai-600 032
3.	Managing Director, TIIC Limited, Chennai-600 035
4	Director, MSME-D1, Guindy, Chennai-600032

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	Thiru N.S.Palaniappan, I.A.S., Chairman and Managing Director TANSIDCO Ltd. Corporate Office Chennai-600 016	Phone: 044 – 22500398  Fax : 044 - 22500792
Public Information Officer	Tmt.N. Leelavathie Secretary Cum Financial Controller 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 i/c 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 - 26521687
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	Deputy Manager, SIDCO Raw Material Depot, Ambattur Industrial Estate, Chennai – 600 058	044 – 26241586
2	Coimbatore	Deputy Manager, SIDCO Raw Material Depot, SIDCO Industrial Estate, Kurichi, Coimbatore – 641 021	0422 –2672867

3	Madurai	Deputy Manager, SIDCO Raw Material Depot, SIDCO Industrial Estate, K.Pudur, Madurai – 625 007	0452 – 2566957
4	Trichy	Deputy 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, Secretary cum Financial Controller, General Manager 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	Telephone
Chairman and Managing Director Thiru D.Rajendran, I.A.S.	22500398
General Manager Tmt.G.Latha, BA.	22501694

Secretary cum Financial Controller Tmt. N.Leelavathie	22501977
Superintending Engineer Thiru S.Rajasekaran	22500485
Deputy General Manager (Industrial Estates)	22501411
Deputy General Manager (Policy)	22500506
Deputy General Manager (Marketing and Raw Materials)	22500028
Deputy General Manager (Audit)	22501745
Deputy General Manager (E-Governance)	22501461
Manager( Land)	22501741
Manager(Legal)	22500130
Chief Accounts Officer	22501091
Manager (Public Relations)	22500478
Manger (Admin)	

### **Branch Offices**

Sl. No.	Place of Branch Office	Telephone
1.	Branch Manger Ambattur	044 – 26253644
2.	Branch Manger Coimbatore	0422 – 2672825
3.	Branch Manger Cuddalore	04142 – 225134
4.	Branch Manger Erode	0424 – 2275237
5.	Branch Manger Guindy	044 – 22501482
6.	Branch Manger Hosur	04344 – 276975
7.	Branch Manger Kakkalur	044 – 27665310

8.	Branch Manger Krishnagiri	04343 – 236092
9.	Branch Manger Madurai	0452 – 2566897
10.	Branch Manger Salem	0427 – 2448520
11.	Branch Manger Sivaganga	04575 – 240636
12.	Branch Manger Thanjavur	04362 – 255220
13.	Branch Manger Thirumazhisai	044 – 26811769
14.	Branch Manger Thirumullaivoyal	044 – 26521687
15.	Branch Manger Thirumudivakkam	044 – 24780684
16.	Branch Manger Tirunelveli	0462 – 2342073
17.	Branch Manger Trichy	0431 - 2441177
18.	Branch Manger Vellore	0416 – 2242871
19.	Branch Manger Virudhunagar	04562 – 252683

### **Raw Material Depots of TANSIDCO**

Sl. No.	RMD Places	Phone
1.	Deputy Manager Ambattur	044 – 26241586
2.	Deputy Manager Coimbatore	0422 – 2672867
3.	Deputy Manager Madurai	0452 – 2566957
4.	Deputy Manager Trichy	0431 – 2441552
5.	Superintendent Sattur, Sub Depot	04562 – 260314
6.	Superintendent Sivakasi, Sub Depot	04562 – 254598



## 11. The monthly remuneration received by 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 officers is as follows:

### **Corporate Office:**

Sl. No.	Name	Designation with scale of pay
1	Chairman and Managing Director	Rs.34700-67000+GP10000
2	General Manager	Rs. 15600-39100+GP7700
3	Secretary cum Financial Controller	Rs. 15600-39100+GP7700
4	Superintending Engineer	Rs. 37400-67000+GP8700
5	Deputy General Manager	Rs. 15600-39100+GP7700
6	Manager( Land)	Rs. 15600-39100+GP6700
7	Manager(Legal)	Rs. 15600-39100+GP6600
8	Manager(Admin)	Rs. 15600-39100+GP6600
9	Manager	Rs. 15600-39100+GP6600
10	Chief Accounts Officer	Rs. 15600-39100+GP6600
11	Executive Engineer	Rs. 15600-39100+GP6600
12	Head Drafting Officer	Rs. 15600-39100+GP6600
13	Deputy Manager	Rs. 15600-39100+GP5400
14	Accounts Officer	Rs. 15600-39100+GP5400
15	Assistant Executive Engineer	Rs. 15600-39100+GP5400
16	Assistant Development Officer	Rs. 9300-34800+GP4700
17	Medical Officer	Rs. 15600-39100

## 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), Kurichy (Rs.60.85 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.

In 2008-09, Government of Tamilnadu sanctioned Rs.58.98 lakhs for Mukundarayapuram (Rs.53.38 lakhs) and Ooty (Rs.5.60 lakhs) under Plan Scheme – Part-I. Apart from this, a sum of Rs.20.00 lakhs was sanctioned under Part-II scheme as 20% grant towards strengthening of Industrial Estates at Kancheepuram, Thanjavur and Nagapattinam. Further, a sum of Rs.3.00 lakhs was sanctioned under Part – II scheme for construction of New Product Display Centre at Industrial Estate, Guindy.

In 2009-10, under Part-II scheme, Government of Tamilnadu sanctioned Rs.20.00 lakhs towards Energy Efficiency and Technology and Skill Upgradation of Auto Cluster covering Ambattur, Thirumudivakkam and Thirumazhisai Industrial Estate, Rs.5.00 lakhs for providing Public convenience in Ambattur Industrial Estate and Rs.5.00 lakhs for providing Heavy and Light Vehicle Parking at Industrial Estates of Ambattur, Kappalur and Thirumullaivoyal.

### 13. Norms set for the discharge of 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

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
VI	Sale Deed permission	Within 10 working days	Within 15 working days by all head of departments in Corporate Office	25 working days
VII	<u>NOC for building plan approval</u>			
(a)	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 from the date of receipt of proposal from Branch	20 working days
(b)	If the building plan is in order, the final approval should be issued	-	Within 15 working days from the date of receipt of such proposal to the Industrial Estate Wing. (The remarks of the such proposals to be obtained from the Deputy General Manager(I.E) 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.gov.in](http://www.sidco.tn.gov.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.gov.in](http://www.sidco.tn.gov.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

<u>CHENNAI DISTRICT</u>	<u>KRISHNAGIRI DISTRICT</u>
1.Guindy	13.Krishnagiri
2.Arumbakkam	14. Hosur (SIPCOT)
3.Villivakkam	15. Hosur (New)
4.Kodungaiyur	16. Bargur
<u>THIRUVALLUVAR DISTRICT</u>	17. Bargur (Phase-II)
5.Ambattur	18. Polupalli
6.Kakkalur	19. Uthangarai
7. Kakkalur (Phase II)	<u>SALEM DISTRICT</u>
8.Gummidipoondi	20. Salam
9.R.K. Pet	21. Mettur
10.Thirumazhisai	22. Karuppur
11.Vichoor	23. Veerapandi
12.Thirumullaivoyal (WIP)	

<u>KANCHEEPURAM DISTRICT</u>	<u>TIRUPUR DISTRICT</u>
24.Thirumudivakkam	50.Ganapathipalayam
25.Maraimalai Nagar	51.Thirupur
26.Alathur	52.Gudimangalam
27.Kancheepuram	53.Rasathavalasu
<u>VELLORE DISTRICT</u>	<u>MADURAI DISTRICT</u>
28.Katpadi	54.Madurai (K.Pudhur)
29.AraKonam	55.Madurai (Kappalur)
30. AraKonam (Phase-II)	56.Madurai (Kappalur WIP)
31.Ranipet	<u>THIRUVANNAMALAI DISTRICT</u>
32.Mukundarayapuram	57.Thiruvannamalai
33.Vannivedu	<u>CUDDALORE DISTRICT</u>
34.Vinnamangalam	58.Cuddalore
<u>VILLUPURAM DISTRICT</u>	59.Vadalur
35.Asanur	<u>THANJAVUR DISTRICT</u>
36.Venmani athur	60.Kumbakonam
<u>DHARMAPURI DISTRICT</u>	61.Thanjavur
37.Dharmapuri	62.Pillaiyarpatti
38. Kadagathur	63.Nanjikottai
<u>PERAMBALUR DISTRICT</u>	<u>ERODE DISTRICT</u>
39. Elambalur	64. Erode
<u>TRICHY DISTRICT</u>	65. Nanjai Uthukuli
40. Thuvakudi	<u>COIMBATORE DISTRICT</u>
41.Thiruvarambur	66.Malumichampatti
42.Ariyamangalam	67.Kurichi
43.Vazhavandhankottai(WIP)	68. Ganapathipalayam
44.Vazhavandhankottai Phase III	69.Tirupur
45.Kumbakudi	70.Gudimangalam
<u>PUDUKKOTTAI DISTRICT</u>	<u>THENI DISTRICT</u>
46.Pudukkottai	71.Theni
47.Pudukkottai (SIPCOT)	72.Andipatti
48.Pudukkottai (SIPCOT Phase II)	<u>SIVAGANGA DISTRICT</u>
49.Mathur	73.Karaikudi
	74.Sivagangai
	75. Kirungakottai

<u>DINDIGUL DISTRICT</u>	<u>VIRUDHUNAGAR DISTRICT</u>
76.Dindigul	85.Virudhunagar
77.Batlagundu	86.Rajapalayam
<u>RAMANATHAPURAM DISTRICT</u>	<u>TIRUNELVELI DISTRICT</u>
78.Paramakudi	87.Kadayanallur
78.Keezhanagachi	88.Pettai
80.Urapurli	89.Valliyur
<u>NAMAKKAL DISTRICT</u>	90.Valliyur (Phase-II)
81.Namakkal	<u>TUTICORIN DISTRICT</u>
82. Thiruchengodu	91.Kovilpatti
<u>KARUR DISTRICT</u>	92.Tuthukudi
83.Karur (S.Vellalapatty)	<u>KANYAKUMARI DISTRICT</u>
84. Karur Athur	93.Konam
	94.Marthandam

## **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 ie. 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.

(ci) The cost of an application form is Rs.312/- and is available at Corporate Office and all Branch Offices of TANSIDCO.

- The application can also be downloaded from its website [www.sidco.tn.gov.in](http://www.sidco.tn.gov.in). The fee of Rs.300/- 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.13,000/- [Rs.10,000/- towards EMD + Rs.3,000/- towards application processing fee]. For Tiny Sector Industries, the total amount payable is Rs.10,000/- [EMD of Rs.7,000/- + Rs.3,000/- 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 TANSIDCO also develops industrial estates in private lands owned by a group of entrepreneurs and SSI Associations at a nominal service charge as per the requirement

#### **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. Procedure for Issuing N.O.C for Building Plans For adoption by allottees**

**& for reference of branch managers**

- Whether the Authorised Signatory has signed the Plan Copies
- Seal Under the Signature of the Applicant has been affixed
- Whether the Licensed Surveyor has signed the Plan Copies with Seal &
- Is there any dues to be paid as on date
- Whether the plan has been returned with Remarks Already
- If so, Whether all the Remarks were attended now
- Whether 7 (Seven) Copies of Blue Print with No Ink Corrections were enclosed
- Whether an attested copy of Valid SSI Certificate enclosed
- Whether approved Colour Indexing of building plan (i.e.) Red for Proposed
- Green for Road, Black for Boundary has been followed in Plan Copies
- Whether the Water and Sewer Service Connections were shown in dotted line in Distinct colours in Site Plan
- Whether the Site Plan drawn to a Scale not less than 1:400 with the following details
- Lineal Measurements on Boundaries
- Road width abutting the plot
- Details of properties on the adjacent side of the plot
- Protective arrangement on Boundaries with location of Gate & Gate Pillar & Approach Culvert etc.
- Out line of Proposed Structure with Steps & Ramp approach with Plinth Measurements

## SET BACKS

- Front Set Back

Where no building lines have been specified, the building line shall be 4.50 metres for roads of width of 15 metres and below and 6.00 metres for other roads of width exceeding 15 metres has to be maintained.

- Whether the set back on sides not less than 3m is maintained
- Whether the set back on rear not less than 3 m is maintained
- Whether the set back between the Toilet and Main Building is not less than 3m is maintained
- Whether the set back between the Toilet and Boundaries is not less than 1.50 m is maintained
- Whether Topo Plan drawn to a Scale not less than 1 : 4000 with details of Permanent Features around 300' radius has been furnished.
- The details of Building plan drawn to a Scale not less than 1 : 100 has been furnished with the following details

a) Plan, Section and Elevation

b) Details Specification of work to be done from Foundation to Super Structure

c) Caption of the drawing with Survey No. of Village, Taluk, District, Plot No. Name of the Industrial Estate, Name and Style of the Company, Line of Manufacturing (as per SSI Certificate)

d) Specification of Fixtures in the Joinery Schedule

e) Area Statement with break up details of Plot Area, Plinth Area of proposed building, Balance Open Space, Percentage of Plot Coverage, Floor Space Index

- Splay at Junction of two roads shall be provided as specified below.

Road Width	Splay
30.00m	6.00m x 6.00m
For 12.00m to 30.00m	4.50m x 4.50m
Less Than 12.00m	3.00m x 3.00m

- The Proposed and Existing building should maintain Ventilation of 15% & Lighting of 25% (Excluding Door Openings) on Floor area by means of Windows, Ventilators, North Light & Monitor Roofing etc.
- The Sill Level of Windows should not exceed 90 cm from Floor Top & the same has to be shown in Section
- There should be a Lorry Parking of size 7.00m x 4.50m for every 500 Sq.M built up area with necessary service road inside the plot shown in Site Plan
- The number of workers (Men & Women) engaged & the Horse Power involved should be given in break up
- The Size & Slope of Ramp should be furnished in Plan / Section
- If it is an Additional Construction whether the following details are enclosed
  - a) Whether Insurance Coverage is there
  - b) If so, Documentary evidence duly attested has to be furnished
  - c) Attested Copy of approval obtained for the existing building from SIDCO & Local Body.
  - d) Attested Copy of Handing Over & Taking Over Charge Paper

**16.7. 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
	EM 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



**16.8. 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.

## **Annexure – I**

### **Application for allotment of shed / plot**



## 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

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

- 1a. Application should be submitted along with a DD drawn in favour of "TANSIDCO" for Rs.13,312/- (Rs.10,000 as EMD + Rs.3,000/- as non-refundable processing fee + Rs.312/- for the downloaded application form.)
- 1b. In case of tiny sheds and plots upto 15 cents, the amount is Rs.10,300/- (Rs.7,000/- as EMD + Rs.3,000/- as non-refundable processing fee+ Rs.300/- for the downloaded application form.)
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

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Details of D.D.

For Office Use only

No.

CR.No :

Date

Date :

Bank

Amount Rs.

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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 / Hire Purchase basis / Rental 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) Others

**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 authorising 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 used (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 or 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 instalments 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 (1) 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 litres) 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 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 Building ...

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 workshed 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 instalment(s) of the maintenance charges etc., in respect of the workshed / developed plot to be allotted to me/us under any scheme.
3. That I/We am/are quite regular in payment of instalment(s) of the dues to the Tamil Nadu 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

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### 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 :



17) Details of products exported for the past 2 years :

- a. Name of the product exported :
- b. Value (Rs. in lakhs) :
- c. Name of the country to which exported :

18) Whether enrolled under

- a) ISI Mark / ISO 9000 etc. :
- b) State or Central Govt. Testing Scheme :
- c) DGS & D Registration :
- d) NSIC Regn. :
- e) Export Promotion Councils :

(if so, details of such registration along with xerox copies of registration certificates to be furnished) :

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