

MANUAL UNDER RIGHT TO
INFORMATION ACT, 2005

**TAMILNADU TRANSPORT DEVELOPMENT FINANCE
CORPORATION LIMITED, CHENNAI - 600 002**

Introduction

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Tamilnadu Transport Development Finance Corporation Limited has brought out this manual for information and guidance of the Corporation and the general public.
- 1.2 The purpose of this manual is to inform the Depositors and general public about Tamilnadu Transport Development Finance Corporation Limited, organizational set-up, functions and duties of its officers and employees, records and documents available with the Corporation.
- 1.3 This manual is aimed at the Depositors and the public in general and provides information about the Deposit schemes and financial assistance extended to State Transport Undertakings by the Tamilnadu Transport Development Finance Corporation Ltd.
- 1.4 The name and address of the Public Information Officer (PIO) for furnishing information concerning the Corporation as per the Right to Information Act is given below:-

Thiru S.Kannan,
Deposit Manager
Tamilnadu Transport Development Finance
Corporation Ltd.
No.2, Wallajah Road,
Chennai - 600 002.
Telephone No. 25392936
E-Mail: tdfc@giasmd01.vsnl.net.in
- 1.5 A person requiring any information under the Act may contact Tamilnadu Transport Development Finance Corporation Ltd., No.2, Wallajah Road, Chennai-600 002.

- 1.6 The procedure and fee structure for getting information are as under:
- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.50/- by demand draft or banker's cheque for which official receipt will be given.
 - (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 A-4 or A-3 size paper) created or copied;
 - (ii) actual charge or cost price of a copy in larger size paper; and
 - (iii) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.
 - (c) For providing the information under sub-section (5) of section 7 of the RTI 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 diskette or floppy, @ Rs.50/-(fifty) per diskette or floppy; and
 - (ii) for information provided in printed form, at the price fixed for such publication.
- 1.7 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the 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.
- 1.8 The application will not be treated as complete unless it contains
- (i) Complete address of the applicant
 - (ii) Correct details / information sought for
 - (iii) Prescribed application fee in the form DD / Bankers cheque
- 1.9 The name and Address of the Appellate Authority under section 19(1) of the RIT Act. is given below:-
- Thiru D.Rajkumar Immanuel
Joint Managing Director,
Tamilnadu Transport Development Finance
Corporation Ltd.
No.2, Wallajah Road,
Chennai - 600 002.
Telephone No. 25392934
E-Mail: tdfc@giasmd01.vsnl.net.in

**Particulars of organisation, functions and duties under section 4(1)(b) of
Right to Information Act, 2005**

2.1 Objective/purpose for which the Corporation was formed

Transport Development Finance Corporation (TDFC) was formed on 25.03.1975 as a Non-Banking Finance Company with the objective of mobilizing funds from the General Public to meet the capital and working capital requirements of the State Transport Undertakings without depending upon the budgetary support of the Government.

2.2 Registration as Non Banking Finance Company with RBI

Transport Development Finance Corporation has obtained fresh Certificate of Registration from Reserve Bank of India as required under section 45 (IA) of the Reserve Bank of India Act to carry on business as a Non-Banking Hire Purchase Finance Company.

2.3. Exemption given by RBI from Norms & Rules

With effect from 13.1.2000, Govt. companies are exempted from the provisions of prudential norms and acceptance of deposits rules.

2.4 Board of Directors

The Board of Directors consists of experienced administrators and professionals.

The Secretary to Government, Transport Department is the ex-officio Chairman and Managing Director of the Corporation. The Joint Managing Director is the Chief Executive Officer of the Corporation. The Board consists of the following Directors.

- 1) Chairman and Managing Director (Secretary to Government, Transport Department is ex-officio CMD)

- 2) Chairman and Managing Director, Tamilnadu Power Finance and Infrastructure Development Corporation Ltd.
- 3) Joint Secretary to Government, Finance Department
- 4) Director, Institute of Road Transport
- 5) Managing Director, State Transport Corporation (Villupurm) Ltd.
- 6) Managing Director, State Express Transport Corporation (Tamilnadu) Ltd.
- 7) Managing Director, Metropolitan Transport Corporation (Chennai) Ltd.
- 8) Joint Managing Director, TDFC Ltd.

2.5 Audit Committee

An Audit Committee of the Board constituted u/s 292 A of the Companies Act, 1956 consists of three Directors viz. (1) Managing Director, Metropolitan Transport Corporation (Chennai) Ltd. as Chairman of the Committee, and (2) Director, Institute of Road Transport and (3) Joint Managing Director, TDFC Ltd. are other two members. This committee reviews the financial accounts, periodical performance reports of the Company, Budget estimates and Internal Audit Reports at periodical intervals, which will not be more than a quarter.

2.6. Management

The day to day management is looked after by the Joint Managing Director who is supported by the following officers.

- a) Deposit Manager
- b) Manager (Accounts)

2.7 Corporate Office:

The mailing address of the Corporate office is:-

Tamilnadu Transport Development Finance
Corporation Ltd.

No.2, Wallajah Road,
Chennai - 600 002.

Telephone No. 25392930, 25392931, 25392932

E-Mail: tdfc@giasmd01.vsnl.net.in

2.8 Branches:-

With a view to cater to the needs of the depositors located at various districts we have three branches located at Coimbatore, Madurai and Trichy. Each Branch is manned by Branch Inchargers.

Coimbatore : SETC Bus Stand, Gandhipuram, Phone:2527102 (STD 0422)

Madurai : Rani Mangammal Chatram(Opp.Madurai Railway Station)
Phone:2341686(STD0452)

Trichy : TNSTC (Kumbakonam) Ltd., Trichy Region
Regional Office : Periamilaguparai, Trichy
Phone : 2464188 (STD 0431)

2.9 Staff:-

The overall staff strength is 31.

3. Deposit Schemes of TDFC

3.1 Schemes of deposits.

Scheme (i) Periodic Interest Payment Scheme (PIPS); and

Scheme (ii) Money Multiplier Scheme (MMS)

Under PIPS, Interest is paid either (a) monthly or (b) quarterly or (c) annually. Under MMS, the interest is compounded monthly at the appropriate rate of interest and paid on maturity together with the principal. Under both the schemes the minimum amount of deposit is Rs.10000/- Deposits are accepted for a minimum period of 1 year and maximum period of 5 years. There is no maximum deposit limit.

3.2 Terms and conditions covering acceptance of deposits and renewals

3.2.1 REMITTANCE

a) Under both the schemes the minimum deposit amount is Rs.10000/-

b) Under Scheme II the deposit amount along with interest accruing periodically will be paid at the end of the deposit period.

- c) Application for fixed deposit shall be made in the prescribed form available at the Registered Office of the Company / Deposit Mobilisation Centres.
- d) Application form only with crossed local Cheque / Demand Draft drawn on Chennai shall be forwarded to the Registered Office of the Company / Deposit Mobilisation Centres.
- e) All cheques / Drafts must be crossed 'A/c Payee' drawn in favour of Tamilnadu Transport Development Finance Corporation Ltd. Name and address of the depositor should be written on the back side of the cheque / draft. Draft charges will be borne by the Corporation. Alternatively DD favouring the Company may be taken after deducting DD charges payable at Chennai.
- f) Application bearing the thumb impression of the depositor will be entertained only if the same is attested by TDFC Manager or Gazetted Officer and also annexed with a passport size photo.
- g) Post dated cheques will not be accepted.
- h) Senior citizens have to produce age proof for individual deposits

3.2.2 IDENTIFICATION OF DEPOSITORS:-

To comply with "Know your Customer" Guidelines for NBFCs Prescribed by the Reserve Bank of India, depositor should provide a copy of any one of the following documents, (which contains the photograph of the concerned first depositor) for identification and proof of residential address.

Passport / PAN Card with Address Proof / Voters Identity Card / Driving License/Ration Card.

In case the address mentioned in the above documents differs from the present address a copy of anyone of the following documents should be furnished for proof of residential address.

Telephone Bill / Bank Account Statement / Letter from any recognized public authority / Electricity Card / Letter from Employer. In the absence of the above documents, the Company will not be able to process the application for deposit / renewal.

3.3.3 DEPOSIT RECEIPT

- a) Fixed Deposit Receipt duly signed will be issued on receipt of cheque / DD whether tendered in person or by post on the date of its receipt at the Head Office. The deposit receipt duly stamped shall be sent to the depositor by Registered Post / Courier to the address as given in the application.
- b) In the case of deposits received at Deposit Mobilisation Centres, Acknowledgement duly signed by the Business Manager will be issued immediately. The Fixed Deposit Receipt for the amount will be issued by the Head Office and sent to the party by Registered Post / Courier to the address as given in the application.
- c) Fixed Deposit Receipts / Deposit Certificates are not transferable.

- d) Joint depositors
- i) Joint depositors may not exceeding two persons
 - ii) In the case of deposit in joint names, all correspondence will be addressed to the person whose name appears first in the application form. All warrants for payment of interest and cheque for repayment of deposit will be drawn in favour of the first named depositor only. Deposits in joint names shall be under “Either or Survivor (E or S) or Former or Survivor in order” (F or S in O).
 - iii) Amount payable on maturity shall be paid to the person first in the order of survivor.
 - iv) In the case of deposits with single joint holder, in the event of death of primary depositor, on production of death certificate, the survivor will be recognized as the sole depositor for all purposes and all future correspondence, payment of interest and repayment of deposit will be made to him / her.
 - v) In the case of deposits having more than one Joint depositor, in the event of death of primary depositor, First named joint depositor will become primary depositor on production of death certificate.
 - vi) Any addition of the joint depositor during the tenure of deposit will not be entertained.
- e) Deposits from non-residents will be accepted on non-repatriation basis.
- f) Deposit from Minors: Deposits from minor(s) will be accepted through legal / natural guardian. The guardian must sign in the application on behalf of the minor and open a bank account in the name of minor.
- g) In the event of loss of Deposit Receipts / Refund Cheque / DDs / Interest Warrants, the depositor shall indemnify the Company against any future claim. All expenses in this connection shall be borne by the depositor.

3.2.4 INTEREST

- a) Interest Rates prevailing on the date of remittance or on the date of maturity of old deposit in case of renewal will be applicable.
- b) Interest on deposits on Scheme I will be paid on 1st of every month in the case of monthly interest payment scheme and on 1st of January, April, July and October in the case of Quarterly Interest Payment Scheme and on 1st of April in the case of Annual Interest Payment Scheme, through interest warrants drawn at par. However, collection charges payable to bankers for collection through their service centers shall be borne by the depositors. In respect of deposits received upto 15th of the month, interest for the first broken period will be sent on the first day of the next month. For deposits received after 15th, interest will be included in the interest for first full month / quarter.
- c) Interest will be paid by Electronic Clearing System of RBI for CHENNAI, TRICHY, MADURAI, COIMBATORE, SALEM, ERODE, MUMBAI, BANGALORE, HYDERABAD AND PUDUCHERY DEPOSITORS. The depositors shall furnish complete details of account number and bank in the application form. In the case of joint deposit, all cheques, interest warrants for payment of interest will be drawn in favour of

the first named depositor and any discharge given by the said person for payment of interest shall be binding on all joint depositors.

- d) If the deceased depositor is a senior citizen and the Joint depositor / Nominee is not a senior citizen, interest will be paid at the normal rate from the date of demise of the primary depositor.
- e) Post dated interest warrants upto Rs.10,000/- per interest warrant will be issued for outstation depositors for each financial year. When availing loan or pre-closure of deposit, these have to be surrendered.
- f) Interest earned by Charitable Trust on the deposits is exempted from Income-tax vide Section 11(5)(VII) of the Income-tax Act, 1961.
- g) Service charge of Rs.10/- per warrant will be collected for issue of fresh interest warrants in lieu of stale warrants.

3.2.5 TDS / INCOME TAX

- a. Income Tax, in terms of provision of Income Tax Act, 1961, as amended from time to time will be deducted from the interest payable / credited
- b. As per Statutory provisions if the aggregate amount of interest payable to a depositor in any of the financial year under the schemes were exceeded Rs.5000/-, Income Tax at the appropriate rate as prescribed in the Income Tax Act / Finance Act as amended from time to time will be deducted.
- c. For non-deduction of tax at source, non-assessee / individuals are requested, if necessary, to furnish the prescribed Form 15G / 15H and, Certificate from Income Tax Authorities for Trusts is necessary for each financial year as per Income Tax Act in force from time to time. In respect of HUF Form 15G only will be accepted.
Under the provision of this section quoting of Permanent Account Number (PAN) in the declaration Form 15G / H in Clause No.5 is mandatory for non-deduction of Tax at Source. If PAN is not quoted in the declaration Form, it would be invalid and the Tax will be deducted at applicable rate as prescribed by Income Tax Department.
- d. In case of MMS, interest will be credited on 31st March or on maturity date whichever is earlier and tax as applicable will be deducted. The maturity value will vary where tax is deducted at source. Interest will be compounded after deducting tax amount, as applicable.

3.2.6 REFUND / RENEWAL OF DEPOSITS

- a) Deposits can be renewed subject to the Company's terms and conditions for acceptance of deposits and the Directions of the Reserve Bank of India in force from time to time.
- b) In the case of refund of deposit, the depositor shall communicate to the Company atleast one week before the date of maturity along with Fixed Deposit Receipt / Certificate duly discharged for making payment.

- c) Any application for change in primary / joint depositor will be entertained at the time of renewal with the consent of the depositors in the original deposit certificate.
- d) For renewal / repayment of deposits on maturity the Deposit Certificate has to be surrendered duly discharged by the depositor, on one rupee revenue stamp. In the case of joint deposit with E or S / F or S in O condition, any of the depositors can give discharge. However, the payment will be made only to the Primary Depositor.
- e) If the existing deposit is renewed on maturity by adding further amount by way of cheque / demand draft, Deposit Certificate for the consolidated amount will be issued only from the date of receipt of cheque / demand draft or the date of maturity of the existing deposit whichever is later and interest will accrue from such date only.
- f) In the renewal application all the depositors whose names appear in the application form should sign.
- g) Repayment of deposits will be through local cheque / bank drafts.
- h) In the case of refund of deposits to the outstation depositors, refund will be made by way of demand draft crossed 'Account Payee' at Company's cost drawn on Indian Bank or At Par cheques drawn on HDFC Bank / Indian Bank. If no branch is available at the place of the depositor, the DD will be issued payable in the branch located at the nearest place of depositor.
- i) Interest will cease on the date of maturity, if the deposit is withdrawn after the date of maturity.
- j) TDFC is not responsible for postal delays / lost in transit.

3.2.7. BELATED RENEWALS

- i) Belated renewal with full benefit is applicable only if renewal request is received within 6 months of maturity.
- ii) For belated renewal after six months of maturity but before one year.
 - a) Interest @ 4% per annum from the date of maturity to the date of renewal application on the amount renewed.
 - b) Renewal from the date of receipt of application at the rate of interest as applicable on that day.
- iii) If renewal request is received after one year from the date of maturity, renewal will be done from the date of receipt of application at the rate of interest as applicable on that day.

3.2.8 PREMATURE WITHDRAWAL

- a) As per the Directions of the Reserve Bank of India currently in force, no withdrawal is permissible till the close of 3 months from the date of deposit. For premature withdrawals beyond this period, interest will be paid as follows.
 - i) After 3 months but before
the expiry of 6 months : No interest

- | | |
|---|---|
| ii) After 6 months but before the expiry of 12 months : | Interest @ 3% p.a. less from the rate applicable for 12 months deposit. |
| iii) After 12 months but before the date of maturity : | Interest will be paid @ 2% less than the rate which the Company would have ordinarily paid, had the deposit been accepted for the periods for which such deposit had run. |
- b) In the event of death of a depositor, the deposit will be repaid prematurely to the surviving depositor(s) in the case of joint holding with Survivor clause, or to the nominee or the legal heir/s with interest at the rate which the company would have ordinarily paid, had such deposit been accepted for the period for which such deposit had run, upto the date of repayment.
- c) When the deposit held on joint names is sought to be closed prematurely, discharge should be made by all the joint holders on the deposit certificate.
- d) A minimum of one month prior notice shall be given by the depositors, if the deposit amount is exceeding Rs.1.00 crore , and if the deposit amount is less than Rs.1.00 crore 15 days of notice is enough for premature withdrawal.

3.2.9 LOAN ON DEPOSITS:

Loan on deposits upto 75% of the deposit amount will be permitted once during the tenure of the deposit after a period of 3 months from the date of deposit as per rules in force. Separate loan application form can be had from the Registered Office / Deposit Mobilisation Centres of the Company. Interest will be charged at the rate of 2% above the rate of interest given on the deposits. Interest on loan will be adjusted out of the interest payable on PIPS deposits and compounded basis on MMS deposit and recovered at the time of repayment of loan or on maturity of the said deposit. If the deposit is not claimed for refund / renewal, the loan, if any, on deposits with interest will be adjusted against the deposit on the date of maturity.

3.3.1 OTHERS

- a) The financial position of the Company as disclosed and the statements made in the application form are true and correct. The Company and its Board of Directors are responsible for the correctness and veracity thereof.
- b) In case of non-repayment of the deposit or part thereof as per the terms and conditions of such deposit, the depositor may approach the Southern Region Bench of Company Law Board, Shastri Bhavan, "A" Wing, V Floor, Block B, No.26, Haddows Road, Chennai-600 006.
- c) The financial activities of the Company are regulated by the Reserve Bank of India. It must however, be distinctly understood that Reserve Bank of India does not undertake any responsibility for the financial soundness of the Company or for the correctness of any of the statements or the representations made or opinions expressed by the Company and for repayment of deposit / discharge of liabilities by the Company.

- d) In case of deficiency of the Company in servicing its depositors, the depositor may approach the District Level Consumers Disputes Redressal Forum, the State Level Consumers Disputes Redressal Forum or the National Consumers Disputes Redressal forum for relief.
- e) Deposits accepted are subject to the directions issued by the Reserve Bank of India under Non-Banking Financial Companies Acceptance of Public Deposit (Reserve Bank) Directions, 1998 as amended from time to time.
- f) The Company has obtained Registration Certificate from RBI vide No.07.00403 dt.15.12.98 under Section 45 IA of the Reserve Bank of India Act, 1934. However, the Reserve Bank of India does not accept any responsibility or guarantee about the present position as to the financial soundness of the Company or for the correctness of any of the statements or representations made or opinions expressed by the Company and for repayment of deposits / discharge of liabilities by the Company.
- g) The acceptance of deposits will be subject to the terms and conditions indicated in the statement accompanying the application form and can be had at the Registered Office and at Deposit Mobilisation Centres
- h) The Company will not recognize any lien on deposits.
- i) Deposit solicited by the Company are Not Insured.
- j) In the event of demise of first named depositor, all payments will be made.
 - (i) to the person first in order of the survivor(s) and for all purposes he/she will be considered as the first named depositor on surrender of original deposit receipt and on production of death certificate duly attested.
 - (ii) in the absence of Joint depositor(s) or nominee, the deposit amount along with interest, if any, will be paid to the legal heir of the depositor on production of death certificate, legal heir certificate, consent letter to pay the amount to one of the legal heirs and indemnity duly executed and notarized.
 - (iii) HUF Accounts: Death of a Karta
 Upon the death of the Karta of an HUF,
 1. A certified true copy of Death Certificate of the Karta (with the TDFC having seen the original of the Death Certificate and returning the same to the Claimants), and
 2. A Declaration cum Indemnity from all the members of the HUF of the age of majority confirming whether the HUF continues to survive after the death of the Karta.
 Where the HUF continues,
 - a) Letter of authority from all members of the age of majority (including as guardian for minors) of the HUF authorizing the new karta and / or any other member of the HUF to operate the account of the HUF
 - b) Identity proof / signature proof of the new Karta/signatory(s).
- k) In the event of dispute over the claims of deposits the company reserves its right to withhold payment till the dispute is finally settled to the satisfaction of the company after giving due information to the claimants thereof. If the deposits are not renewed on date of maturity due to the dispute the Corporation is not liable to pay interest on deposit for the period under dispute.

- l) Where any payments falls due on any day on which the office remains closed, the payment will be made on the next working day.
- m) All payments will be made by means of cheques (crossed “Account Payee” only) or by means of bank drafts at Company’s cost.
- n) The Company reserves the right to reject any application for deposit without assigning any reason therefore.
- o) The Company reserves the right to alter, amend/modify all or any of the conditions stipulated above without prior notice.
- p) All disputes arising out of this scheme shall be subject to jurisdiction of courts in CHENNAI only.
- q) Change of address instruction regarding interest remittance etc. will be given effect only after 15 days, from the date of receipt of such instructions.
- r) Deposits unclaimed for more than 7 years from the date of maturity will be transferred to Investor Education and Protection Fund pursuant to Section 205C of the Companies Act, 1956.

3.3.2 IN ADDITION TO THE ABOVE THE FOLLOWING RULES ARE SPECIFICALLY APPLICABLE TO NRI DEPOSITS.

- a) Deposits from NRI’s will be accepted subject to the condition that the depositor shall furnish a declaration as follows.
“The amounts deposited with TDFC represents amounts transferred from NRO account. Further this amount does not represent inward remittance from overseas to NRO account or transfer of funds from NRE / ECNR(B) accounts to NRO account.
- b) In case the Non-Resident Depositors are Companies, firms, societies or Trusts or other Corporate bodies they shall furnish a certificate in duplicate (to be furnished every financial year before April) in the prescribed form duly signed by an Overseas Auditor / Chartered Accountant / Certified public accountant showing that the overseas body is owned either directly or indirectly by non-resident individual of Indian origin / nationality to the Extent of at least 60% of total equity. The ownership upto 60% should continue till the maturity of the deposit.
- c) NRI Depositors should furnish an undertaking in the prescribed form to the effect that the maturity value of the deposit and the interest thereon will not be repatriated.
- d) The Company has received general permission from Reserve Bank for accepting deposits from Non-Resident Indians. Income-tax will be deducted from interest as applicable to non-resident Indians from time to time under Income Tax Act.

3.3.3 Nomination facilities are available subject to the provisions of the RBI (Amendment) Act 1997. Further a nomination can be made only in respect of a deposit account which is held in the individual capacity of the depositor, and not in any representative capacity such as the holder of an office like Director of a Company, Secretary of an Association, partner of a firm, or Karta of an HUF.

3.3.4 For any additional information the DEPOSIT MANAGER may be contacted.

Information about deposits of individual / institution specific will not be shared with anyone except with the Depositors and statutory authorities who have a right for such information.

4. Girl Child Protection Scheme (GCPS) of Social Welfare Department:-

1. This scheme was framed by Government of Tamilnadu in 1997 in order to protect the Girl Children.
2. Rs.3000/- will be deposited by Government under this scheme in a family with one Girl Child and Rs.1500/- each will be deposited for two Girl children in a family. Hence, Deposit under Girl Children Protection Scheme is restricted upto two children in a family.
3. Under this Scheme, deposits are made by the Social Welfare Department of Tamilnadu Government along with the list of girl children, consolidated from the various District Social Welfare Department of Tamilnadu.
4. On receipt of the Deposit amount along with the list of beneficiaries (i.e. girl children), Fixed Deposit Receipts are issued in the name of girl children and all such FDRs will be sent to the Social Welfare Department Chennai which in turn will dispatch the same to the concerned District Social Welfare Offices. The District Social Welfare Department will despatch the original FDRs to the concerned beneficiaries.
5. No refund is permissible until the beneficiary (girl child) attains the age of 18 years as per murhiz (epiy) vz;.61 r_f eyk; kw;Wk; rj;Jzt[j; jpl;l (re.5)j; Jiw ehs; 05.07.2013 .
6. Since the maturity proceeds on the above deposits are repayable after the Girl Child attains the age of 20, the above deposits will be renewed once in 5 years (along with the interest accrued) as the maximum period for the acceptance of Deposits by TDFC is 5 years.
7. As explained above all the correspondence in connection with the receipt and renewal of the Deposit will be made with the Social Welfare Department of Tamilnadu Government.
8. As on 1.5.2006 we received Rs.27.67 crores under Girl Child Protection Scheme from the Social Welfare Department, Government of Tamilnadu covering 182487 beneficiaries .

5. Lending to STUs

The money mobilized is exclusively lent to the State Transport Undertakings to meet their capital expenditure and working capital requirements. Different types of loans are being issued to the State Transport Undertakings.

1. **Hire Purchase Loans** - for the purchase of chassis and bus body constructions
2. **Short Term loans**
 - i) Motor Vehicle Tax - To meet the half yearly motor vehicle tax commitments of the STUs, which is around Rs.103 crores for every half - year
 - ii) Bonus Loans - To meet the yearly bonus commitments of the needy STUs
 - iii) Working Capital Requirements
3. **Long Term Loans** - To meet capital expenditure programmes other than purchase of chassis and bus body constructions, like construction of a depots, etc.
4. **Lending rate of interest and repayment period**

Group	STU	HP Loan		Term Loan		Salary Loan
		Rate of Interest	Period in months	Rate of Interest	Period in months	
1	Kumbakonam Villupuram MTC Ltd.	10.75%	80	12.25%	60	12.50%
II	Coimbatore Salem	10.75%	100	12.25%	60	12.50%
III	Madurai Tirunelveli SETC Ltd.	10.75%	100	12.25%	60	12.50%

6. Working Hours of the Corporation:

The Corporation follows five days week and the working hours are as follows:
09.45 A.M to 05.45 P.M.

However skeleton staff are available on Saturdays to attend to the depositors queries.

8. Name and Phone Numbers of the Officers

Designation	Name	STD Code	Office Direct	Office Ext	Residence
Chairman and Managing Director	Braj Kishore Prasad, I.A.S.	044	25392933	33	-
Joint Managing Director	D.Rajkumar Immanuel	044	25392934	34	26531011 Mobile 9381033667
Deposit Manager	S.Kannan	044	25392936	29	Mobile 7373689715
Manager (Accounts)	R.Balasundaram	044	25392935	35	22584246 Mobile 9500065350
Business Manager (Trichy)	A.Mohan	0431	2464188		
Business Manager (Coimbatore)	S.Natarajan	0422	2527102		
Business Manager (Madurai)		0452	2341686		

INDEX

Sl. No.	Details of Information	Page Numbers
1.	Introduction	2
2.	Particulars of organization and duties u/s 4(1) (b) of RTI Act, 2005	4
3	Deposit Schemes of TDFC	6
4.	Girl Child Protection Scheme	15
5.	Lending Activities	16
6.	Working hours of the Corporation	17
7.	Name and Phone Numbers of the Officers.	18

Lr.No.101/DM/TDFC/RT ACT/2013

Date: 03.09.2013

To
The Principal System Analyst
National Informatics Centre,
Namakkal Kavignar Maaligai
Fort St. George
Chennai – 600 009

Sir,

Sub: TDFC Ltd. – Revised / Updated Manual Under Right to
Information Act 2005 – Replace the existing one – requested –
Reg.

We are sending the Revised / Updated Manual under the Right to Information Act, 2005 of Tamilnadu Transport Development Finance Corporation Ltd. for replacing the existing one.

Hence, we request you to replace the Manual under the Right to Information Act 2005 of TDFC Ltd. in the Tamilnadu Government website.

Thanking you,

Yours faithfully,
For TDFC Ltd.

Joint Managing Director.

