

TAMILNADU EX-SERVICEMEN's CORPORATION LTD
(Corrected up to 07/12/2007)
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Tamil Nadu Ex-Servicemen's Corporation Ltd

INFORMATION HANDBOOK

CHAPTER-1

Para No. 1.1.	Please throw light on the background of this hand-book (Right to Information Act-2005)	This handbook has been brought out as per the provisions of right to Information Act 2005 for proactive disclosure.
Para No. 1.2.	Objective / purpose of this hand-book	To share information on services rendered by TEXCO to Ex-Servicemen.
Page No. 1.3.	Who are the intended users of this hand-book ?	Public especially Ex-Servicemen of Tamil Nadu.
Page No. 1.4.	Organisation of the information in this hand-book.	Chapter wise index.
Page No. 1.5.	Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.	GM TEXCO.
Page No. 1.6.	Procedure and fee structure for getting information not available in the hand-book.	Formal written request with the fees as mentioned in the rules.

CHAPTER-2

OBJECTIVES OF PUBLIC AUTHORITY (TEXCO)

1. To provide necessary assistance to the Ex-Servicemen belonging to Tamil Nadu (hereinafter referred to as the Ex-Servicemen / and their dependants) in planning, formulating, securing of financial assistance / commencement and conduct of various business enterprises, and in establishing them for the resettlement / rehabilitation of Ex-Servicemen.
2. To formulate and execute various schemes for the welfare and economic uplift of the Ex-Servicemen and their dependants.
3. To promote entrepreneurship among Ex-Servicemen and their dependants.
4. To carry on the business of civil engineers, mechanical engineers, electrical engineers, aeronautical engineers, naval engineers, sanitary and water engineers, refrigeration and air-conditioning engineers, plumbers, brass founders, metal workers, mason, mechanists, smiths and tool makers and to manufacture, buy, sell, exchange, install work, alter, improve, manipulate, otherwise deal, prepare for market let on hire, all kinds of plants and machines, rolling stock, apparatus, tools, materials and things necessary or convenient for carrying on any of the business which the Company is authorized to carry on;

MISSION / VISION.

This Corporation has been established for the purpose of upliftment / welfare Ex-Servicemen in their civil life by providing employment opportunities.

ABOUT US.

A committee under the Chairmanship of then Deputy Minister for Defence, Thiru.K.P.Singh Deo, had been formed for creation of State Ex-Servicemen's Corporation like TEXCO, in the interest of Ex-Servicemen. Based on the recommendations of the Committee, Tamil Nadu Ex-Servicemen's Corporation Limited was formed on 28.01.1986 as approved by Government of Tamil Nadu vide G.O.Ms.No. 889 dt 07.05.1985 of Public (Ex-Servicemen) Department. Accordingly, this Corporation was registered under the Companies Act 1956 vide registration number 12609 / 1986. The date of incorporation of business was 12.02.1986.

DUTIES OF TEXCO.

Providing Industrial Security and other allied services based on the needs of Government Institutions / Departments / PSUs and Societies.

MAIN ACTIVITIES OF TEXCO.

- *Providing Security arrangements and other man power like, Accountant, Computer Literate, Warden, Nursing Assistant, Clerks, Typist, Telecommunication Operators, Pharmacist, Auto mobile Mechanics, Drivers, Fire Fighting Crew, Gun man, etc.,*
- * *Managing Paid Parking System.*
- * *Maintenance and management of BELL 412 HELICOPTER AND CESSNA Air Craft of Government of Tamil Nadu.*

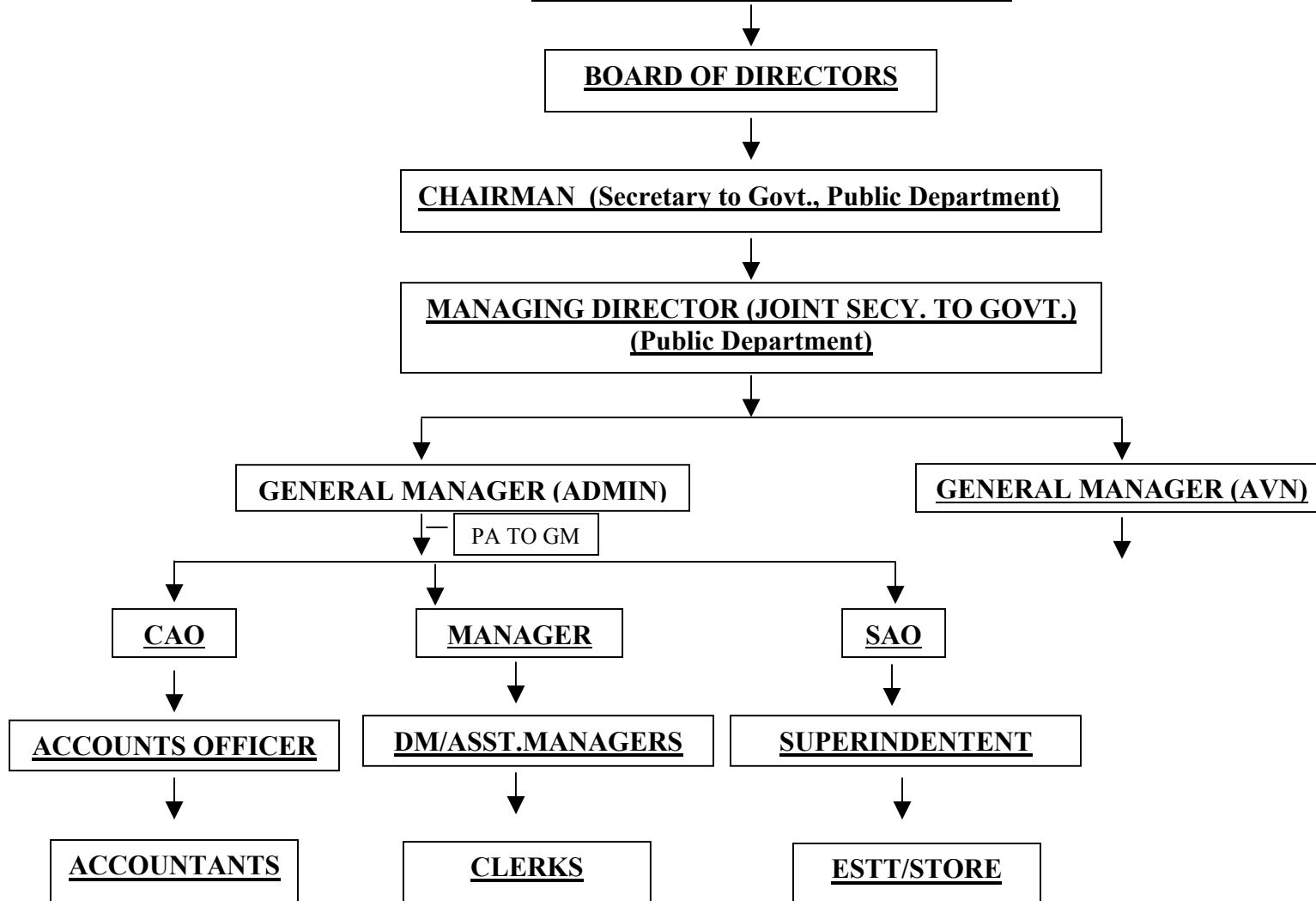
1. Security services.

The Corporation operates 1875 units for providing security services on contract and 9638 Ex-Servicemen are employed in this scheme (as on 30.11.2007). The major clients are BSNL, TNEB, CPCL, IOC, BPCL, TNCSC, TNMSC, Corporation of Chennai, Corporation of Madurai, Tamil Nadu Text Book Society, TNPCB, etc.,

2. Paid Parking System.

The Corporation of Chennai has entrusted the task of collecting parking fee for the four wheelers in the notified areas of Corporation of Chennai since 1987. As per the present system, a contract was entered between TEXCO and Corporation of Chennai with the conditions that the net profit, fetched out of this project will be shared in the ratio of 30 : 70 after meeting all the direct and indirect expenses. The present contract has been entered on 02.06.2007 for an another two years. 199 Ex-Servicemen and their Dependants are employed in this activity.

ORGANISATION CHART OF TEXCO.



EXPECTATION OF THE TEXCO FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY.

- To Cooperate with Ex-Servicemen and give suggestions in rendering quality and disciplined service.
- Suggestion from the Public for the improvement of system on Paid Parking.
- Social auditing of Paid Parking System to ensure proper collection and improve the revenue.

ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION / CONTRIBUTION.

- Annual General Body Meetings.
- Personal meetings with institutions.
- Positive criticism from Press.

MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION.

- Feedback through Assistant Managers in the Districts
- Surprise check / visit to the projects by the officials of TEXCO at all levels.
- Feed back (by complaints / appreciations) from our clients.
- Continuous monitoring by GM/MD

ADDRESS OF THE MAIN OFFICE OF TEXCO AND OTHER OFFICES AT DIFFERENT LEVELS.

HEAD OFFICE

Major Parameswaran Memorial Building
No.2, West Mada Street,
Sri Nagar Colony,
Saidapet,
Chennai – 600 015.

BRANCH OFFICES

Districts	Level	Address
VILLUPURAM	Assistant Manager (on contract)	No. 12, K.R.R.Illam Ramachandra Layout,Poonthottam, Villupuram – 605 301
TRICHY	Assistant Manager (on contract)	C/o. Ex-Servicemen’s Welfare, 19-A, Warners Road, Trichy – 620 001
SALEM	Assistant Manager (on contract)	C/o. Baby Tailor No.1/82.C, Athigari Patty (Vill), Udayapatty, Salem – 636 140.
TIRUNELVELI	Assistant Manager (on contract)	No.B, 183, First Floor, NGO ‘B’ Colony, (Near New Bus Stand), Thirunelveli – 627 007.
MADURAI	Assistant Manager (on contract)	Room No.6, Jawan Bhavan, No.32, West Veli Street, Near Railway Station, Madurai – 625 001.
COIMBATORE	Assistant Manager (on contract)	C/o. Ex-Servicemen Welfare No. 27, T.B.Road, Jawan Bhavan, Coimbatore – 641018.
THANJAVUR	Assistant Manager	C/o. Ex-Servicemen Welfare M.K.Moopanar Road Opposite to Head P.O., Thanjavur – 613 001

AT HEAD OFFICE

MORNING HOURS OF THE OFFICE (TEXCO)

(MONDAY TO FRIDAY) - 10.00 a.m.

CLOSING HOURS OF THE OFFICE (TEXCO) 05.45 p.m.

CHAPTER-3

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THE ORGANISATION.

DESIGNATION		MANAGING DIRECTOR (EX-OFFICIO)
Powers	Administrative	<p>1. To look after the day-to-day management of the various functions of the company including administration, accounts and finance, audit, marketing, purchase, etc.,</p> <p>2. To appoint all categories of personnel required for operating various scheme such as, Paid Parking System', Telecommunication ONGC', etc., after they have been selected by a committee to be duly appointed by the Board of Directors, short term appointment not exceeding 60 days for smooth functioning of an on-going scheme may be undertaken and reported to the Chairman.</p>
	Financial	<p>Revenue expenditure. = 5 lakhs (at any one time)</p> <p>Capital expenditure = 50,000/- (at any one time)</p>
	Other	<p>1. Delegated by the Board of Directors of TEXCO from time to time as per the provisions in the Memorandum and Articles of Associations.</p>

DESIGNATION		GENERAL MANAGER
Powers	Administrative	<ol style="list-style-type: none"> 1. In-charge of implementation of various activities of TEXCO. 2. General administration, establishment, supervision, surprise checks, enquiry, etc., 3. Survey and finalization of agreements, execution of agreements and followup action as per the direction of MD / Board of Directors. 4. Legal matters, including the agreements, projects theft, fire, accident, etc., 5. Sanctioning of leave of staff and their allowances etc as per the guidelines of MD / Board. 6. To appoint all categories of personnel required for operating various schemes with the approval of MD. 7. With the approval of MD, responsible for appointment of staff and inter-transfer of staff and officers at corporate office, or any other branch that may be opened. 8. To accept, sanction, endorse any contracts by and on behalf of the corporation with the prior written approval of MD / Board of Directors as the case may be. 9. To approve, prepare, draw, float, accept, amend, modify, cancel, revise any tenders as per the guidelines of Tender Committee, by and on behalf of the corporation with the approval of MD. 10. To undertake tours and incur expenditure for the development of projects as per direction of MD / Board of directors. 11. To approve the tour programs (within the state) of officers and staff of the Corporation in the operational wing. 12. To accord sanction and approval for the private use of vehicles for the officers of the corporation depending upon the merits of the cases at the approved government rates. 13. Responsible for canvassing new projects and for liaisoning with the clients. 14. Exercise sanctioning powers as delegated by the Board of Directors

		from time to time. 15. Responsible for administration, maintenance of discipline. 16. Any other duties that may be assigned by the Managing Director from time to time.
	Financial	Revenue expenditure = Rs. 2.5 lakhs (at any one time) Capital expenditure = Rs. 10,000/- (any one time) As far as revenue expenditure is concerned, other than salary and wages for all other revenue expenditure exceeding Rs. 1,00,000.- prior approval of MD is to be obtained. As far as capital expenditure is concerned, prior approval of MD is to be obtained.
	Other	Delegated by the MD / Board of Directors of TEXCO from time to time.

CHAPTER-4

LIST OF RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS HELD BY TEXCO.

- Name / title of the document : Service records of TEXCO
- Type of the document : Service Rules, Memorandum & Articles of Association.
- Brief write-up on the document : These rules shall be called “SERVICE RULES OF THE TAMIL NADU EX-SERVICEMEN’S CORPORATION LIMITED” (TEXCO) and shall be deemed to have come into force on and with effect from 26th January 1986. This is meant for all the whole time salaried staff and officers employed at the Registered Office of this Corporation, regarding recruitment, selection, scale of pay for the post, eligibility, general service conditions for the promotion, deputation, and transfer, etc.,

From where one can get a copy of rules, regulations : TEXCO Ltd., Saidapet, Chennai – 600 015.
 Instructions, manual and records. Telephone Number - 22352947 FAX - 22301791
 Email – texco@dataone.in others – Nil.

Fee charged by the department for a copy of rules, : As per rules.
 regulations, instructions, manual and records(if any)

CHAPTER-5

Formulation of Policy : The Board of Directors can change the policy issues in consultation with Ex-Servicemen. Very recently, training of Ex-Servicemen has been taken up for creating additional opportunities for self-employment.

CHAPTER-6

OFFICIAL DOCUMENTS

S.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Service Rules	This rule applicable to the whole time employees in respect of selection, recruitment and eligibility for the each post as per the Government norms in force.	Formal written request with the fee as mentioned in the Act.	Secretary-cum-Administrative Officer, TEXCO.
2.	Memorandum & Articles of Associations	This is framed as per the provisions of the Companies Act, 1956.	Formal written request with the fee as mentioned in the Act.	Secretary-cum-Administrative Officer, TEXCO.

CHAPTER-7

INFORMATION ON BOARDS, COUNCILS, COMMITTEES.

Name and address of the Affiliated body	Board of Directors of TEXCO.
Type of affiliated body	Board of TEXCO.
Brief introduction of the affiliated body	Established during the year 1985.
Role of the affiliated body – To take policy decisions	Policy decision making authority
Structure and member composition	Eight, nominated by the Government.
Head of the Body	Chairman (Secretary to Government, Public Department).
Address of main office and its branches	As mentioned in page.7
Frequency of meetings	Once in quarter as per the provisions of the Companies Act, 1956.
Can public participate in the meetings ?	Not at all.
Are minutes of the meetings prepared ?	Yes.
Are minutes of the meeting available to the public ? If yes, please provide information about the procedure to obtain them.	Yes, on formal written request.

CHAPTER-8

NAME OF THE PUBLIC AUTHORITY

Department Appellate Authority.

S.No.	Name	Designation	Phone No. (office) / Residence	FAX	E.mail	Address
1.	Tmt. Jayashree Muralidharan	General Manager	22352838	22301791	gmtexco @ dataone.in	TEXCO Ltd., Saidapet, Chennai- 600 015.

Public Information Officer.

S.No.	Name	Designation	Phone No. (office) / Residence	FAX	E.mail	Address
1.	Thiru K.Basker	Secretary-cum- Administrative Officer	22352947	22301791	texco @ dataone.in	TEXCO Ltd., Saidapet, Chennai- 15

Assistant Public Information Officer

S.No.	Name	Designation	Phone No. (office) / Residence	FAX	E.mail	Address
1.	Thiru L.Selvadurai	Accountant	22301792	22301791	texco @ dataone.in	TEXCO Ltd., Saidapet, Chennai- 15

CHAPTER-9

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

What is the procedure followed to take a decision for various matters ?
(A reference to Secretarial Manual and Rule of Business Manual and other rules/
regulations etc can be made).

: Process of entry into contract

1. Demand from client.
2. Conducting security survey to determine the actual requirement of personnel and financial commitment.
3. Based on the acceptance of the security survey report contract agreement will be executed.
4. From TEXCO side, General Manager is the competent authority to execute the contract agreement.
5. From client side the officer authorized by the client office
6. Usually the period of contract is minimum one year.

Procedure for employment

1. Collecting the data of Ex-Servicemen from the respective District AD/DD's of DEW.
2. Maintaining the list as per their registration seniority.
3. As and when the demand is received from the clients, the Ex-Servicemen will be sponsored by TEXCO on contract basis.
4. Usually the period of contract is one year.

What are the documented procedures / laid down procedures / defined criteria / rules : Contract basis.
to arrive at a particular decision for important matters ? What are different levels through

Which a decision process moves ?
What are the arrangements to communicate the decision to the public ? : Through press releases and by post.

Who are the officers at various levels whose opinions are sought for the Process of decision making ? : Board of Directors & Administrative Dept. (Public).

Who is the final authority that vets the decision ? : The Board of Directors.

Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.

Subject on which the decision is to be taken	Authority
(i) Recruitment	Committee/MD
(ii) Contracts	GM

Guideline / Direction, if any

Designation of the officers involved in decision making	: SAO, AO, CAO, GM & MD.(executive decision), Board of Directors (for Board level decision).
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Contact information of above mentioned officers	: As mentioned in page No. 22. (Para No. 10.1)
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If not satisfied by the decision, where and how to appeal	: To Govt. of Tamil Nadu.
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CHAPTER-10

INFORMATION ABOUT THE OFFICERS / EMPLOYEES (DISTRICT WISE)

S.No.	Name / Tvl. / Tmt.	Designation	Phone No. Office / Residence	FAX	E-mail	Address
1.	Jayashree Muralidharan	General Manager	22352838	22301791	gmtexco @ dataone.in	TEXCO, Saidapet, Chennai – 15
2.	J. Hariharan	Chief Accounts Officer	22301792 / 22476554	-do-	texco @ dataone.in	-do-
3.	S.Basker	Secretary – cum- Admin. Officer	22352947 / 22335644	-do-	texco @ dataone.in	-do-
4.	S.Murale	Accounts Officer	22301792 / 22235065	-do-	texco @ dataone.in	-do-
5.	P.Jayaseelan	Deputy Manager	22301792 24722999	-	-	-do-
6.	T.Narayanan	Assistant Manager	95452/2308 323	-	-	Room.No.06, Jawan Bhavan, No.32, West Veli Street, Near Railway Station, Madurai – 625 001
7.	F.Mark	Assistant Manager	04416 – 221387	-	-	No.12, KRR Illam, Ramachandra Layout, Poonthottam, Villupuam – 605 301

8.	A.Ganesan (Incharge)	- do-	95431 – 2414440	-	-	C/o. Ex-Servicemen Welfare, 19/A, Warness Road, Trichy – 620001
9.	A.Francis	-do-	95427 – 2241717	-	-	C/o.Baby Tailor, No.1/82. C, Athigaripatty (Vill), Udayapatty (P.O), Salem – 636140
10.	P.Abdul Khader	-do-	95462- 2554491	-	-	No.B/183, First Floor, NGO “B” Colony, (Near New Bus Stand), Thirunelveli, Pin – 627 007
11.	A.Francis (Incharge)	-do-	95422 – 2211888	-	-	C/o. Ex-Servicemen Welfare, No.27, T.B. Road, Jawan Bhavan, Coimbatore – 641 018
12.	R.S.Kesavan	-do-	22423340 / 22301793	22301791	texco @ dataone.in	TEXCO Ltd, Saidapet, Chennai – 15
13.	T.Mannu	-do-	22301793	-do-	texco @ dataone.in	-do-
14.	R.Mohandass	-do-	22301793 / 64505227	-do-	texco @ dataone.in	-do-
15.	A.Mathialagan	-do-	2230 1793	-do-	texco @ dataone.in	-do-

CHAPTER-11

SALARY & ALLOWANCES

S.No.	Name Tvl/Tmt	Designation	Monthly remuneration (Rs.)	Compensation / Compensatory allowance
1.	Jayashree Muralidharan	General Manager	30,306/-	
2.	J. Hariharan	Chief Accounts Officer	20,621/-	
3.	K.Basker	Secretary-cum-Administrative Officer	18,805/-	
4.	S.Murale	Accounts Officer	9819/-	
5.	P.Jayaseelan	Deputy Manager	14,328/-	
6.	N.Senthil Subramanian	Accountant	11,812/-	
7.	L.Selvadurai	Accountant	11,812/-	
8.	T.Duraian	Accountant	8,897/-	
9.	T.Narayanan*	Assistant Manager, Madurai	8415	
10.	R.S.Kesavan *	Assistant Manager, Agreement	8415/-	
11.	A.Mathialagan *	Assistant Manager, Chennai Central	8415/-	
12.	R.Mohandhas *	Assistant Manager, Recruitment	8415/-	

13.	F.Mark *	Assistant Manager, Chennai North	8415/-	
14.	P.Abdul Khadar *	Assistant Manager, Tuticorin	8415/-	
15.	A.Ganesan *	Assistant Manager, Trichy	8415/-	
16.	T.Mannu*	Assistant Manager, Chennai South	8415/-	
17.	A.Francis*	Assistant Manager, Salem	8415/-	

* Contract salary.

CHAPTER-12

PUBLIC AUTHORITIES, RESPONSIBLE FOR DEVELOPMENTAL, CONSTRUCTION, TECHNICAL WORKS.

- NOT APPLICABLE.

(FOR OTHER PUBLIC AUTHORITIES).

NO BUDGETORY SUPPORT FROM GOVERNMENT (SELF SUSTAINED)

However, Budget estimate 2005-06 (Balance sheet and profit and loss accounts) as approved by Board of Directors is reproduced below :-

PROJECTED BALANCE SHEET AS ON 31.03.2008

(Rs. in lakhs)		(Rs. in lakhs)	
Liabilities	Budget Estimate 2007-08	Assets	Budget Estimate 2007-08
1. Paid up share capital		1. Fixed Assets	
(a) State Govt.	17.91	(a) Gross Fixed Assets	69.25
(b) TNEPB Fund	5.00	(b) Less Depreciation	49.96
2. Reserves and Surplus		Net fixed Assets	19.29
(a) Surplus transferred from profit & loss a/c.	2863.24	2. Capital work in progress	
3. Borrowings	-	3. Investments	
4. Creditors – TNEPB loans & others	-	4. Current Assets and loans and advances	
5. Current liabilities and provisions		(a) Inventories	0.25
(a) Sy. Cr.	272.12	(b) Sy.Deb.	1826.70
(b) Tax provision	-	© Cash and Bank balance	1435.75
6. Provision for expenses	585.25	(d) Prepaid expenses	1.00
		(e) Loans & advances	416.53
		(f) Deposits	44.00
TOTAL	3743.52	TOTAL	3743.52

PROFIT & LOSS ACCOUNT

STATEMENT - II

Particulars	Budget Estimate 2007-08
1. <u>Income</u>	
(a) Project Income	5559.11
(b) Other Income	<u>18.00</u>
Total	<u>5577.11</u>
2. <u>Expenditure</u>	
(a) Project cost	4927.28
(b) Admin expenses	95.00
(c) Finance expenses	6.00
(d) Provision for bad debts/written off	25.00
(e) Others	<u>-</u>
TOTAL	<u>5053.28</u>
3. Profit before depreciation	523.83
4. Depreciation	4.00
5. Operating profit before Tax	519.83
6. Provision for taxation	1.00
7. Profit after tax	518.83
8. Prior period income / expenses	-
Net profit / loss	518.83

CHAPTER-13

INFORMATION AS PER THE FOLLOWING FORMAT :

Eligibility of Beneficiary	Ex-Servicemen
Pre-requisites for the benefit	Ex-Servicemen up to the age of 58.
Procedure to avail the benefits of the programme	An application in prescribed format can be given in any TEXCO office.
Criteria for deciding eligibility	First come first serve.
Where to apply or whom to contact in the office for applying	AM (Recruitment) in Head Office and AMs in outstations
Application fee (where applicable)	Nil
Other fees (where applicable)	Nil
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	Format attached
List of attachments (certificates / documents)	Ex-Servicemen Discharge Book and Identity Card issued by respective AD/DD Ex-Servicemen Welfare.
Format of attachments	-do-

* Where to contact in case of process related complaints. - GM/MD TEXCO.

No.2, West Mada Street,
Sri Nagar Colony,
Saidapet,
Chennai – 600 015.

CHAPTER-14

LIST OF BENEFICIARIES IN THE FORMAT. : NOT APPLICABLE.

S.No.	Beneficiary Name	Validity period	Parent / Guardians	Address
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CHAPTER-15

DETAILS OF NORMS / STANDARDS SET BY THE DEPARTMENT.

The norms followed by TEXCO for the contract personnel deployed in various projects with different organizations are as under :-

a) **SECURITY SERVICES.**

Security Guard – From Sepoy to Havildhar in Army and equivalent rank in IAF and Navy.

Head Security Guard - Naib Subedar to Hony Captain in Army and equivalent rank in IAF and Navy.

Assistant Security Officer - -do-

Security Officer - -do-

b) **FOR TECHNICAL.** Based on the proficiency certificate or trade held by the Ex-Servicemen with the above rank will be provided to meet the requirement of clients.

c) **QUALITY STANDARDS ON SECURITY.** Discipline, Alertness, Punctuality, Proper Turnouts, Dedication, Sincerity, Determination and Brave.

d) **EMPLOYMENT OPPORTUNITIES.**

Chennai and Suburban Areas : At the time of registration itself.

Other Districts : Availability of vacancies in the project. The employment opportunities are based on First come first serve basis.

CHAPTER-16

Information available in an electronic form.

It is under process.

CHAPTER-17

DETAILS OF THE INFORMATION RELATED TO THE VARIOUS SCHEMES.

MEANS, METHODS OF FACILITATION AVAILABLE TO THE PUBLIC.

Through news paper		}	Not applicable
Notice board			
Inspection of Records in the office			
System of issuing of copies of documents			
Website of the Public authority : (under process)			
Other means of advertising			

CHAPTER-18

FREQUENTLY ASKED QUESTIONS AND THEIR ANSWERS BY PUBLIC

1. What is the tariff rate per hour for parking the vehicle particularly cars ?

Ans : Rs. 5/- (upto six hours)

2. Whether the pass is valid for parking the vehicle any where in the city within the six hours ?

Ans : Yes.

3. Whether TEXCO can provide security arrangement for temporary period of a week / two weeks or so to the Public ?

Ans : TEXCO is providing security arrangements mainly to the Govt. Institution. However, if a written request is received from the reputed private firm, the request may be considered.

RELATED TO SEEKING INFORMATION

APPLICATION FORM (DRAFT)

From	To The Public Information Officer TEXCO Ltd., Saidapet, Chennai – 15
------	---

Lr.No. -----

dt -----

Sir,

Sub : TEXCO – Right to information Act 2005 – Details on ----- - requested – reg.

I would like to have the following information from your office along with the documents if any :-

- 1.
- 2.
- 3.

I have enclosed the receipt of prescribed fees for your perusal.

Please acknowledge.

Yours faithfully

(Signature of the applicant)

Application form (a copy of filled application form for reference)	As above.
Fee	As per Tamil Nadu Right to Information (Fees) Rules 2005
How to write a precise information request – Few tips	As above.
Right of the citizen in case of denial of information and procedure to appeal.	1 st appeal within 30 days - APPELLATE AUTHORITY. 2 nd appeal within 90 days - State Information Commission.

WITH RELATION TO TRAINING IMPARTED TO PUBLIC BY PUBLIC AUTHORITY :

Name of training programs with brief description	<u>Computer</u>	<u>Driver</u>
Time period for training programme / scheme	2 Months	1 Month
Objective of training	To upgrade the skill of Ex-Servicemen and to increase the scope of employment opportunities and earnings	To upgrade the skill of Ex-Servicemen and to increase the scope of employment opportunities and earnings
Physical and financial targets (Last year)	Nil	Nil
Eligibility for training	S.S.L.C pass	Ex-Servicemen
Pre-requisite for training (if any)	Working in the projects of TEXCO	Working in the projects of TEXCO
Financial and other form of help (if any)	Nil	Nil
Description of help (Mention the amount of financial help, if any)	Rs.2000/- each	Rs.1800/- each (App.)
Procedure of giving help	Application to AM (TEXCO)	Application to AM (TEXCO)
Contact information for applying	SAO in H.O and District in AM concerned	SAO in H.O and District in AM concerned
Application fee (wherever applicable)	Nil	Nil
Other fees (wherever applicable)	Nil	Nil
Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)	Nil	Nil

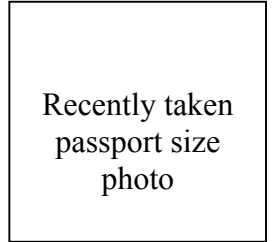
List of enclosures / documents	Copy of Discharge Book and Identity Card issued by AD/DD Ex-Servicemen Welfare offices	Copy of Discharge Book and Identity Card issued by AD/DD Ex-Servicemen Welfare offices
Format of enclosures / documents	Nil	Nil
Procedure of application	Nil	Nil
Selection procedure	All willing and eligible Ex-Servicemen	All willing and eligible Ex-Servicemen
Time table of training programme (in case available)	Not available	Not available
Process to inform the trainee about the training schedule	Through AM concerned	Through AM concerned
Arrangement made by the Public Authority for creating public awareness about the training programmes.	Circulars and personal advise	Circulars and personal advise
List of beneficiary of the training programme at various levels like district level, block level etc.,	Ex-Servicemen of Tamil Nadu	Ex-Servicemen of Tamil Nadu

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APPLICATION FORMAT FOR REGISTRATION

BIO-DATA OF Ex-SERVICEMEN

1. Date of Registration :
2. TEXCO Number :
3. Service Number :
4. Rank :
5. Name :
6. Trade & Corps }
Army/Navy/IAF }
7. Father's Name :
8. Character & Medical Category :
9. Date of Birth/Age :
10. Date of Enrollment :
11. Date of Discharge :
12. Total No of years of service in services :
13. PPO No & Date :
14. Ex-Servicemen Identity Card :
15. Discharge Book No :
16. Identification Marks (a) :
(b) :
17. Reason for Discharge :
18. Amount of Pension & Bank/Treasury
with place & Account No :
19. Address given in the Discharge Book :
20. Next of kin with full address :
21. Permanent Address with Pin Code & Phone
Number :
22. Temporary Address with Pin Code & Phone
Number :
23. Education qualifications
(a) Civil :
(b) Service :
(c) Special qualification :
(d) Additional profession, if any :
:
24. Religion :
25. Caste :
26. Proficiency in Tamil with std of Exam passed :
27. Date of joining in TEXCO :
28. Previous Project of TEXCO :
29. Now posted to :



Left hand thump impression

Signature

Station :

Countersigned

Date :

ARMY

**COMBINED CERTIFICATE OF DISCHARGE AND RECOMMENDATION FOR
CIVIL EMPLOYMENT**

COMBATANTS

PART-I

CONDITIONS FOR ISSUE OF DUPLICATE DISCHARGE BOOK

1. This discharge book must be preserved carefully. If this is lost, A DUPLICATE COPY WILL NOT BE ISSUED. Only exceptional circumstances and at the discretion of Officer i/c Records a duplicate certificate can be issued. Officer i/c Records must be informed of the cause of loss immediately on occurrence, through the Secretary Zila Sainik Board.
2. Loss of this certificate is to be reported to the nearest Police Station and a copy of FIR obtained.
3. A finder of this certificate has no right to retain it. He should either deposit it to the nearest Police Station or post to Officer-in/Charge Records.
4. This Discharge Book is not transferable. Amendments, alterations, erasures of entries or any attempt at tampering constitutes a grave offence and will render the persons concerned liable to prosecution. Amendments if necessary to be effected only under the seal of Officer i/c Records.

PART-II

GENERAL INSTRUCTIONS

1. The Service and Discharge Certificate will be issued only on release from the Army.
2. Any query, request or complaint against Govt. authority is to be made to Officer-in-Charge Records concerned.
3. Soldier is to Report to the nearest RSB/ZSB for assistance in finding employment and is to get his name registered, with them.

PART-III

PERSONAL PARTICULARS

1. Name in Full (Block Capitals)
2. Father's Name in full
3. Religion
4. Whether Scheduled Cast/Scheduled Tribe
5. Case (if any)
6. Date of Birth
7. Colour of Eyes
8. Height

9. Identification Marks
10. Marital Status
11. Full name of wife or next of Kin
12. Permanent Home Address
 House No, Name of Street/Road/Mohalla
 Village/Town
 Post Officer
 Telegraph Office
 Tehsil
 Nearest Railway Station
 District
 State
 RSB and ZSB serving the area
 Pin Code

PART-IV

SERVICE PARTICULARS

1. Enrolled in Indian Army/Navy/Airforce as _____ on _____.
2. Date of Attestation
(Date of oath of Allegiance taken)
3. Total Service _____ years _____ Months _____ days.
4. Released/Retired/Discharged/Dismissed from service on _____ by the order of _____
5. Status of individual as 'Ex-Servicemen' as per current definition _____
6. Reasons for Release/Discharge/Dismissal _____
7. Terms of engagement _____
8. Trade in which served _____
9. Details of Sea/Air Service _____ Years _____ Months _____ Days.
10. War Service showing Theatre of Operation.
11. Service Abroad
 Country
 Appointment
 From _____ To _____
12. Monthly rate of pay and allowances.

13. Medal/Decorations/Commendations/Mention-in-Despatches.
14. Character assessed at the time of retirement.

PART-V

QUALIFICATIONS & COURSES

1. Civil Educational Qualification :-
At the time of joining Service
Acquired while in service
2. Service Test & Examination
3. Specialist/Service Courses
4. Foreign Language courses passed
5. Proficiency in professional trade
6. Resettlement/Vocational Courses undergone

PART-VI

MEDICAL RECORD

1. Details of battle wound, disability with percentage.

PART-VII

FAMILY PARTICULARS

DETAILS OF FAMILY MEMBERS

Sl.No.	Name	Age	Relationship

PART-VIII

SPORTS AND EXTRA CURRICULAR ACTIVITIES

1. Inter Services, National and International level.
2. Extra Curricular Activities
(In case this information is available)

PART-IX

MISCELLANEOUS

1. Occupational Record prior to joining service.

2. Details of TA Service

Date of embodiment _____

Date of dis-embodiment _____

3. Priority for re-employment as per Govt. of India Letter No _____

4. Equation of Service educational qualification with civil educational qualifications with authority of Govt. of India letter No _____

Army Education Certificate Civil Equivalent

Army Special Matric

IA I VIII

IA II VI

IA III IV

(For State Govt., equivalents please refer to State Govt. orders)

5. Equation of Army trades with that of civil trades quoting authority of Govt. of India letter. Details to be included are code No. Army Trade, NCO code No, Civil trade and authority.

6. Vocation/Trade/Business for which considered fit.

7. Proficiency in MT driving. Whether civil driving licence or bade held. Also which type of civil vehicle has been driven :-

Heavy Vehicle

Light Vehicle

Motorcycle

FINANCIAL ASSISTANCE

8. Details of Financial Assistance Provided.

Sl.No.	Date of payment	Nature of Assistance	From	Amount Rs. p.	Signature of the Paying Officer
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9. REGISTRATION FOR RE-EMPLOYMENT :

RSB/ZSB Registration

Registration Number

Date

RSB/ZSB (mention place)

Civil Employment Exchange Registration

Registration Number

Date

Place

10. Emoluments Last drawn

(Does not include free ration, accommodation, clothing, L.T.C, medical facilities).

11. Pension Entitlement.

Amount of pension Sanctioned :

Nature of pension and Period of grant :
Amount of Retirement Gratuity :

Capitalised value of commuted pension :

Enhanced/Normal rate of Family Pension :
admissible to spouse of the soldier

PART-X

CERTIFICATE

1. Identity certificate for the families of Service pensioner, it should include the following :

Joint photograph of pensioner and wife.

No. Rank and Name

Unit/establishment in which last served.

Net qualifying service for pensionary awards as assessed by PSAS/PAO (OR).

Pay scale of rank and group held.

Rank and group held at the time of discharge and in which pensioned.

Pay and allowances last drawn.

2. Details of the dependents at the time of leaving service who are entitled to receive medical/dental treatment admissible under the existing rules of the service.

Sl.No	Name	Age	Relationship
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Note :

1. The term family will include wife/husband, mother, father, un-married children including step/adopted children upto 18 years of age who are dependent on the pensioner.

2. Non-pensioner are not entitled to medical attendance/treatment from service sources.

NOTE

Any person finding this Discharge Certificate is requested to deposit it with the nearest Police Station or forward the same to the Officer-in-Charge Records _____.

EX-SERVICEMEN IDENTITY CARD

I.CARD No. _____

No. _____

Rank _____

Name _____

Regiment/Corps _____ Date of birth _____

Father's Name _____

Address _____

_____ Tehsil/P.S _____

Date of discharge _____ Pension Rs. _____

Passport
size photo

Identification Mark _____

Left Thumb Impression _____

Signature of Holder _____

(Stamp and Signature of Issuing Officer)

NOTE

1. Report loss to your Zila Sainik Board Immediately.
2. Finder to return this card to the Directorate General Resettlement, West Block IV, R.K.Puram, New Delhi-110066

LIST OF BOARD OF DIRECTORS

1. Thiru.D.Jothi Jagarajan, IAS.,
Secretary to Government.,
Public Department,
Ex-Officio Chairman, TEXCO,
Secretariat, Chennai – 600 009
2. Dr. A.Chittaranjan Mohandoss, I.A.S.,
Joint Secretary to Government,
Public Department,
Ex-Officio Managing Director, TEXCO,
Secretariat, Chennai – 600 009.
3. Thiru C.R.Balaji, MCA., MBA., ICWA(Inter),
Cost Analyst, Finance (BPE) Dept.,
Ex-Officio Director, TEXCO,
Secretariat, Chennai – 600 009.
4. Thiru R.Rajendran, M.A.,
Joint Director (Coir & Industrial Co-Operative),
Industries & Commerce, & Ex-Officio Director, TEXCO,
Chepauk, Chennai – 600 009.
5. Colonel N.M.Shankar, VSM.,
Col. Administration (D&V),
HQ ATNK & K Area,
& Ex-Officio Director, TEXCO,
Island Ground, Chennai – 600 009.
6. Cdr. C.M.Nathan,
Motor Transport Officer,
INS Adyar, Naval office,
Ex-Officio Director, TEXCO, Chennai – 600 009.
7. Cmde. R.Seshadri Vasam (Retd.)
Director (TEXCO)
New No.1, Old No. E 47/4,
20th Cross, Besant Nagar,
Chennai – 600 090
8. Gp. Capt. G.S.Nanda,
Senior Medical Officer,
Air Force Station,
Tambaram, Chennai - 45