

**GOVRTNMENT OF TAMIL NADU**

**Manual on  
The Right to Information Act, 2005**

**SMALL INDUSTRIES DEPARTMENT  
SECRETARIAT  
CHENNAI - 600 009.**

**2007**

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# SMALL INDUSTRIES DEPARTMENT

## 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, the Small Industries Department, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about Small Industries department’s organizational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This manual aims at the public in general and users of the services, and provides information about the schemes, projects and programmes being implemented by the Department of Small Industries and the organizations under its administrative control.
- 1.4 The Department of Small Industries has designated Deputy Secretary to Government (Establishment) as its **Public Information Officer** (PIO) for all matters concerning the Department.
- 1.5 The Department of Small Industries has designated the 3 Under Secretaries to Government, as Assistant Public Information Officers.
- 1.6 A person requiring any information under the Act may contact the Deputy Secretary to Government (Small Industries) or (Establishment) Small Industries Department, Secretariat, Chennai-9. The Office telephones Nos. are 25671813 and 26768106 respectively.

1.7 The procedure and fee structure for getting information is 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 cash or by demand draft or banker's cheque. The Public Information Officer shall credit the amount to the following head of account: -

“0075.00 Miscellaneous General Services – 800.Other receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules 2005” (DPC 0075 00 800 BK 0006)

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made and the fee as below should be paid as per the mode indicated in para 1.7 (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;
- 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 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 and the fee as below should be paid as per the mode indicated in para 1.7 (a) above.

- v) For information provided in diskette or floppy, @ Rs.50/- (fifty) per diskette or floppy; and

vi) For information provided in printed form, at the price fixed for such publication.

1.8 Persons Below Poverty Line are exempted 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 Grama 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.

1.9 The Department has designated Thiru P. ILANGO, I.A.S., Joint Secretary to Government, as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below: -

The Joint Secretary to Government,  
Small Industries Department,  
Secretariat, Chennai-9.  
Telephone No: 25671520

1.10 The Deputy Secretary (Establishment) has been appointed as Public Information Officer. The Contact address of the Public Information Officer is given below:

The Deputy Secretary to Government, (Establishment)  
Small Industries Department  
Secretariat,  
Chennai-9.  
Telephone No: 2567 8106

1.11 The three Under Secretaries to Government have been appointed as Assistant Information Officer to assist the Public Information Officer.

i. Tmt. S.Santhi,	ii) Thiru B.Gunaseelan	iii) Thiru K.C.Rabindar,
Under Secretary to Government, (OP)	Under Secretary to Government (S.I),	Under Secretary to Government (Budget),
Small Industries Department,	Small Industries Department,	Small Industries Department,
Secretariat	Secretariat,	Secretariat,
Chennai- 600 009.	Chennai - 600 009.	Chennai- 600 009.
Telephone No	Telephone No	Telephone No.
2566 5346	2566 5527	2566 5139

1.12. Working hours of the Department:

The Department follows five-day week and the working hours are as follows: -

10.00 A.M. to 5.45 P.M.

(Lunch Break 1.30 P.M. to 2.00 P.M.)

Saturdays and Sundays are Holidays.

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

### **2.1 Objective/purpose of the Department**

This Department supports the strengthening of the Micro, Small and Medium Enterprises Sector all over the State by making every enterprise, efficient, competitive and employment oriented and thereby to bring about Socio - economic up-liftment of the people of Tamil Nadu.

## **2.2. Brief History:**

The Department of Small Industries was formed in 1993, after bifurcation from the Industries Department of Secretariat. According to the allocation of subjects as per the Business Rules, this Department has been allocated with the following items of work.

### **A. State Subjects :-**

Industries Commissioner and Director of Industries and Commerce

District Industries Centres

Electrical and Electronic Wing under the control of Industries Commissioner and Director of Industries and Commerce.

Electro Medical Equipment Centres.

Chemical Wing of Industries Commissioner and Director of Industries and Commerce.

Tamil Nadu Small Industries Development Corporation Limited (SIDCO)

Tamil Nadu Leather Corporation Limited (TALCO)

Tamil Nadu Small Industries Corporation Limited (TANSI)

Industrial Co-operative Schemes for specific Small Scale Industries under the control of Industries Commissioner and Director of Industries and Commerce .

Tamil Nadu Industrial Co-operative Bank (TAICO Bank)

Cottage Industries under the control of Director of Industries and Commerce.

Incorporation, regulation and winding up of Corporations other than those specified under "Union Subjects" Unincorporated trading, literacy, Scientific, religious and other societies and Associations in respect of Small Scale Industries.

Manufacture of Television Sets and Review of the progress of the Electronic Industry in Small Scale Sector.

Public Services - Statutory Rules of the Services with which the Department concerned - Revision of and amendments to those rules.

Purchase of materials, stores, machinery or their goods mentioned in Appendix 5 to the Tamil Nadu Financial code, volume II required for the State matters of policy relating to Small Industries.

State works and Buildings under the administrative control of Industries and Commerce department.

Trade and Commerce other than Economy trading relating to Small Industries.

**B. CONCURRENT SUBJECTS:-**

-NIL-

**C. UNION SUBJECTS:-**

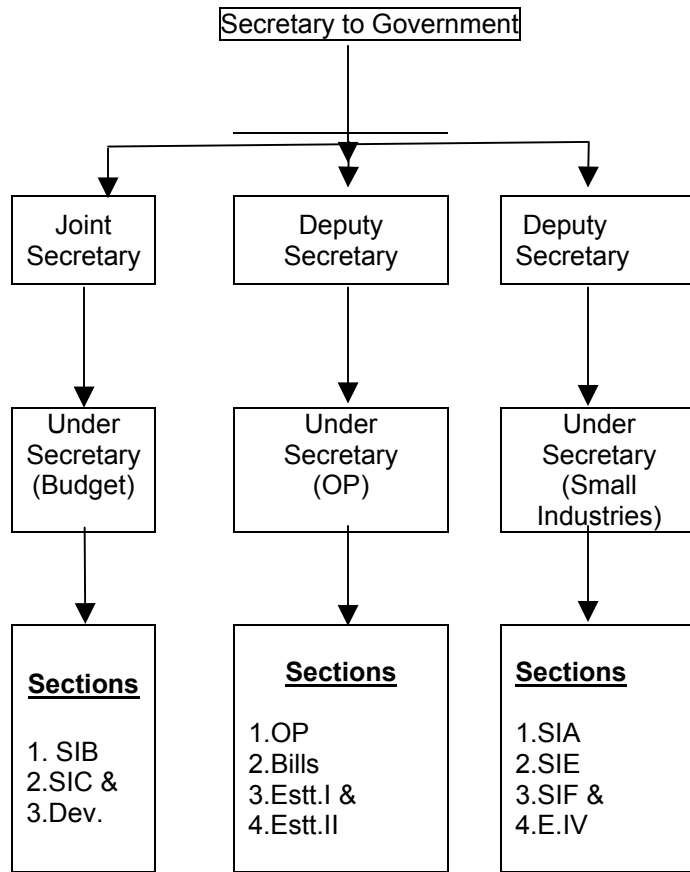
- i) Capital issues and import trade relating to Small Industries.
- ii) Control orders relating to Coal and Coke, Iron and Steel relating to Small Industries.
- iii) Customs duties including export duties relating to Small Industries  
Development of Industries where development under Union control is declared by Union Law to be expedient in the Public interest with reference to Small Industries.
- iv) Import and Export across customs frontier relating to Small industries.
- v) Incorporation, regulation and winding up of trading Corporations including Banking, Insurance and Financial corporation but not including Co-operative Societies relating to Small Industries.
- vi) Indian Companies Act relating to Small Industries.
- vii) Inventions, designs, trademark and merchandise marks relating to Small Industries. Rural Industries Project.
- viii) Tariffs relating to Small Industries.
- ix) Taxes on the capital of individuals or of companies relating to Small Scale Sector.

**Note:** - For the words "Small Scale Industries ", the term "Micro, Small and Medium Enterprises" are used after the enactment of Micro, Small and Medium Enterprises Development Act 2006, which came into force with effect from 2.10.2006.

**2.3. Organization Chart:**

The organization chart of Small Industries Department is given below:-

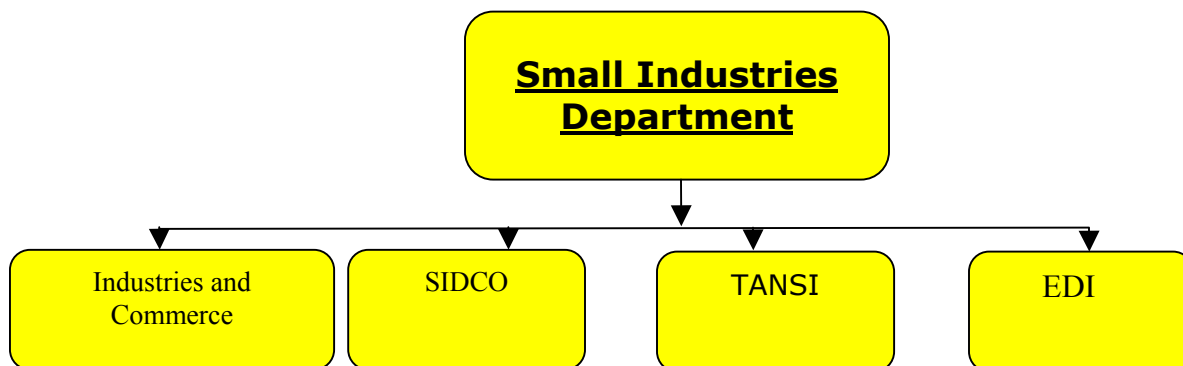




The details of sections and the subjects dealt with by them are given at pages 14-17 of this manual.

## **2.4 Administrative Units:**

A chart depicting the administrative units under the Department is given below:-



The functions of the administrative units in brief are given below:-

### **2.4.1 Directorate of Industries and Commerce**

The Directorate of Industries and Commerce is headed by a senior I.A.S officer assisted by an Additional Commissioner of Industries and Commerce (drawn from Indian Administrative Service) and a Joint Director (costing)(drawn from Indian Economic Service). Besides, two Technically qualified Additional Directors, Technical and Non-Technical Joint Directors, a Chief Accounts Officer, a Superintending Engineer (Construction) also support the Director of Industries and Commerce. All the supporting Officers work on functional basis and have Statewide jurisdiction.

ii. The Directorate of Industries and Commerce headed by the Director of Industries and Commerce is the nodal agency for development of Industries in general and small scale industries in particular in the State of Tamil Nadu. The role of this Directorate is to plan and implement various schemes for the promotion of Industries in the State.

iii. The Department implements a variety of programmes with due emphasis on the development and modernization of industries, upgradation of technology and quality control by way of providing financial assistance, technical support and guidance service to the existing as well as new industries. The

package of services offered is multi-dimensional and need-based towards special focus on revitalization of the rural economy.

iv. Functions of the Directorate of Industries and Commerce:

1. (a) Registration and promotion of Small Scale and Tiny Industries and industrial cooperative societies.  
(b) On -Line registration and issue of provisional SSI registration certificate to the entrepreneurs through approved browsing centres.
2. Sanction and disbursement of subsidies viz, State Capital Subsidy, Additional Capital Subsidy, Generator Subsidy, Power Tariff Subsidy etc., and other incentives.
3. Provision of testing facilities for chemicals, metals, metallurgical, electrical and electronic gadgets and appliances.
4. Implementation of centrally sponsored schemes like Self Employment programs for Educated Unemployed youth under Prime Minister's R0zgar Yojana.
5. Conducting Entrepreneurship Development Programmes and Women Entrepreneurship Development Programmes.
6. Creating awareness on the policies and programmes of the State / Central Government, through seminars and dissemination meets.
7. Providing Escort Services to Entrepreneurs viz., (i.e) identification of Industry and preparation of project profile, financial assistance from financial institutions / banks, selection and purchase of machinery etc. and to get Industrial Entrepreneur Memorandum (IEM) for the SSIs who are in the process of becoming medium and Large Scale Industries.
8. Maintenance of Special purpose Industrial Estates for electrical and Electronics industries.
9. Providing entrepreneurial guidance through Data Banks, Information Centres and technical information sections attached to the District Industries Centres.
10. Identification of new areas of growth potential and provision of familiarization and incubator facilities to promising entrepreneurs.
11. Conducting Techno-economic surveys.

12. Conducting sample surveys.
13. Development and promotion of cottage and handicrafts industries.
14. Training facilities in the fields of light engineering, tool and die designing.
15. Identification and Declaration of sick units and extension of assistance.
16. Implementation of Quality Control order on Electrical household appliances, etc.
17. Export Promotion by way of distribution of awards to 100% Export Oriented Units (EOUs) and assistance in registration of 100% EOUs.
18. Supervision of implementation of Special assistance schemes announced by State / Central Government for small and tiny sector units.
19. Promotion of Agro based / Food Processing industries in all the 385 Blocks of the State under New Anna Marumalarchi Pudhiya Thittam.
20. Export Guidance / promotion Cells in the District.
21. Creation of Common infrastructure facilities / service in Industrial Clusters under Public Private Partnership concept.

v. Besides the above, the Director of Industries and Commerce acts as the Functional Registrar for Industrial Cooperative Societies.

vi. This Directorate also acts as the Budgeting and drawing authority for Government undertakings viz., Tamil Nadu Small Industries Corporation Ltd (TANSI), Tamil Nadu Small Industries Development Corporation Ltd (SIDCO), State Industries Promotion Corporation of Tamil Nadu Ltd (SIPCOT), Tamil Nadu Industrial Investment Corporation Ltd (TIIC), Tamil Nadu Industrial Development Corporation Ltd (TIDCO), Entrepreneurship Development Institute (EDI) etc., which implement the schemes sanctioned by the Government .

vii. For the convenience of the entrepreneurs, the details of the various schemes and activities of this Department have been made available at the following address:

**[www.tamilnaduindcom.org](http://www.tamilnaduindcom.org)**

Name of the Commissioner and  
Director of Industries and Commerce  
Office Address:

Thiru M.Raman I.A.S.,

Industries Commissioner and Director of  
Industries and Commerce, Chepauk,  
Chennai-600 005.

Telephone No.

Office: 2854 8173

### **2.4.2 Tamil Nadu Small Industries Development Corporation Ltd (SIDCO)**

Tamil Nadu Small Industries Development Corporation Limited (TANSIDCO) a Government of Tamil Nadu undertaking was established in 1970 with the specific objective of developing the small industries sector in Tamil Nadu. SIDCO has been implementing over the years schemes for the promotion of Small Scale Industries. SIDCO undertakes the promotional activities such as Establishment of industrial estates, Distribution of raw materials and Marketing assistance scheme

ii. The detailed information about the schemes of SIDCO, the vacancy position of work sheds and plots in industrial estates and the availability of various raw materials in the Raw Material Depots of SIDCO are available in the following website.

**[www.sidco.tn.gov.in](http://www.sidco.tn.gov.in)**  
**[www.sidcoexports.com](http://www.sidcoexports.com)**

Name of the Chairman	Thiru T.R.Srinivasan,I.A.S.,
Name of the Managing Director	Tmt Shanthini Kapoor, I.A.S.,
Office Address:	Thiru.Vi.Ka.Industrial Estate, Guindy, Chennai-600 032.
Telephone Nos.	Office: 2250 1461, 2250 1422, 2250 1210, 2250 0073
Web Site:	<a href="http://www.sidco.tn.gov.in">www.sidco.tn.gov.in</a> .
E-mail address	<a href="mailto:sidco@vsnl.com">sidco@vsnl.com</a>

### **2.4.3 Tamil Nadu Small Industries Corporation Ltd (TANSI)**

The Tamil Nadu Small Industries Corporation Limited (TANSI) was formed in the year 1965 as a conglomerate of 64 Industrial Units started by the Director of Industries and Commerce during early Plan periods when Industrial activities was nascent. TANSI has under its fold different kinds of Industrial products like die castings, machine tools, forgings, enameled wires, foundries,

tanneries and leather goods, electrical goods, machine shops and tool rooms, heavy structural, galvanizing, light engineering, steel and wooden furniture etc. Private initiative in most of these areas started later.

ii. The detailed information about the various activities of TANSI is available in the following address.

Name of the Chairman and Managing Director	Thiru K.S.Sripathi, I.A.S.,
Office Address:	Thiru.Vi.Ka.Industrial Estate, Guindy, Chennai-600 032.
Telephone Nos.	Office: 2232 2632
E-mail address	mdtansi@yahoo.co.in

#### **2.4.4 Entrepreneurship Development Institute (EDI)**

The State Government is implementing entrepreneurship development through the Entrepreneurship Development Institute (EDI). EDI imparts training to the PMRY beneficiaries and beneficiaries under various Government sponsored programmes. EDI is also conducting a three day entrepreneurship awareness camps in various colleges.

(ii) For the convenience of the entrepreneurs, the details of the various schemes and activities of EDI may be obtained in the following address:

Name of the Special Officer	Thiru K.Sriram I.A.S.,
Office Address:	Special Officer, EDI, Kuralagam (3rd Floor), Chennai-600 108.
Telephone Nos.	2534 1435 2534 1436

**3. Powers and duties of officers and employees  
under Section 4(1)(b)(ii) of Right to Information Act, 2005**

This Department is headed by the Secretary to the Government of Tamil Nadu, who is a senior IAS officer. The Secretary is the administrative head of the Department and principal adviser to the Minister incharge of Rural Industries on all matters of policy and administration relating to this Department. He is assisted by three Joint / Deputy Secretaries and three Under Secretaries. The Officers and Employees of this Department exercise the administrative and financial powers as laid down in the Secretariat Office Manual and Tamil Nadu Financial code. This Department is responsible for formulation of policies of the Government for development of the Small Tiny Industries population in Tamil Nadu and also for the execution and review of these policies. The powers and duties of the officers in the department of Secretariat are indicated below: -

**A. Secretary to Government**

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Joint Secretary, Deputy Secretaries and Under Secretaries and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

**B. Joint Secretary / Deputy Secretary**

The Joint Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Joint Secretary / Deputy Secretary also exercises control over the sections placed in her/his charge both in regard to dispatch of business and in regard to discipline.

### C. Under Secretary

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

3.2 This Department consists of 11 sections and the functioning of these sections is tabulated below:-

<b>S1. No.</b>	<b>Sections</b>	<b>Details of subjects dealt with</b>
1	OP. 1	1. All Establishment matters of the staff like appointment, promotion and pay fixation. 2. Retirement and Pension cases. 3. Maintenance of Service Records. 4. Loans and Advances to the staff members. 5. Medical Reimbursement. 6. LTC.
2.	Bills	1. All payments due to the staff members. 2. Maintenance of Service Register of the staff.
3.	E I	1. All Service matters relating to Gazetted Officers of Directorate of Industries Commissioner and Director of Industries and Commerce including District Industries Centres (All Wings) Framing of Rules - Amendments to Rules - Deputation, Preparation of panels and all allied subjects. 2. Imparting Training including computer training to the Gazetted officer of Industries Commissioner and Director of Industries and Commerce. 3. Continuance of staff of all temporary posts of Industries Commissioner and Director of Industries and Commerce. This subject includes redeployment of surplus staff, permanent retention of temporary posts and pay authorization. 4. All Service matters relating to Non-Gazetted Staff of Industries Commissioner and Director of Industries and Commerce (except Ministerial staff) including District Industries Centres (All Wings) - Framing of Rules - Amendments to Rules - Deputation and all allied subjects. 5. Review of long pending cases with Industries Commissioner and Director of Industries and Commerce. 6. Imparting Training including computer Training in respect of Non-Gazetted staff (excluding the Ministerial Staff)



		7.All matters relating to Chemical wing, Chemical Testing Laboratory, Guindy and Regional Testing Laboratories.
4.	E II	<p>1.All disciplinary matters and Appeals/ Review thereon relating to Gazetted Officer and Non-Gazetted Staff of Industries Commissioner and Director of Industries and Commerce including District Industries Centres (All Wings).</p> <p>2. All Vigilance cases and petitions against Gazetted Officers and Non-Gazetted Staff of Industries Commissioner and Director of Industries and Commerce (All Wings).</p> <p>3. Matters relating to Review Meetings conducted by Vigilance Commissioner on Vigilance cases relating to this Department including Industries Commissioner and Director of Industries and Commerce and Corporations.</p> <p>4. All allegations against the Government servants under the control of Industries Commissioner and Director of Industries and Commerce</p> <p>5. All Service matters relating to Non-Gazetted Staff (Tamil Nadu Ministerial Service only) of Directorate of Industries and Commerce including District Industries Centres.</p> <p>6. Framing Rules-Amendments to Rules – Deputation and all allied subjects relating to Tamil Nadu Ministerial Service.</p> <p>7.Subject matters relating to Tamil Nadu Basic Service under the control of Director of Industries and Commerce.</p> <p>8.Bringing of contingent Establishment of Directorate of Industries and Commerce into regular Establishment.</p> <p>9.Retirement proposals relating to officers in Directorate of Industries and Commerce who retire on superannuation and the case of officers against whom disciplinary cases are pending</p> <p>10.Review under 56(2) for compulsory retirement of all officers in Directorate of Industries and Commerce</p>

		11. Service matters relating to Tamil Nadu General Subordinate Service of Industries and Commerce Department.
5.	EIV	<ol style="list-style-type: none"> <li>1. Visits, this includes visits of Dignitaries from within and outside the State.</li> <li>2. Matters relating to Electrical and Electronics Wing of Directorate of Industries and Commerce.</li> <li>3. Miscellaneous /General matters of common interest concerning all the sections of this department.</li> <li>4. Miscellaneous matters / General matters which have not been specifically allotted to any of the sections of this department.</li> <li>5. Exhibitions and Fairs.</li> </ol>
6.	SIA	<ol style="list-style-type: none"> <li>1. All matters relating to Industrial Cooperatives including Matches, Polysacs, Coir, Tea, Sago, SAGOSERVE, INCOSERVE, GEMSERVE, TEASERVE.</li> <li>2. TAICO BANK</li> <li>3. Technology Mission</li> <li>4. CAD - CAM Centre</li> </ol>
7	SIB	<ol style="list-style-type: none"> <li>1. Subjects relating to Budget in respect of Rural Industries.</li> <li>2. Consolidation of PAC/PUC/Legislative Assembly Question/Estimates Committee / Assurance and such other matters arising from the LA Secretariat and also maintenance of relevant Registers for watching in the progress.</li> <li>3. Consolidation of Centrally Sponsored Schemes / Schemes Shared between State and Central Government</li> <li>4. Micro Small Industries Policy</li> <li>5. SSI Board Matters</li> </ol>
2.	SIC	<ol style="list-style-type: none"> <li>1. All matters relating to Small Industries Development Corporation Ltd., (SIDCO)</li> <li>2. All matters relating to TALCO.</li> <li>3. Industrial Infrastructure Development Scheme (IID)</li> </ol>
9.	Dev.	<ol style="list-style-type: none"> <li>1. Entrepreneurship Development Schemes.</li> <li>2. Awards to SSI.</li> <li>3. All matters relating to setting up of Micro Small and Medium Enterprises including Legislative Assembly Questions raised for the setting up of new Industries</li> </ol>

		<p>4.Consolidation of Chief Minister's special cell petition and maintenance of relevant periodical / Register on this subject, sending periodical reports on the action taken on Chief Minister's cell petitions to Chief Minister's Special cell.</p> <p>5. PMRY</p> <p>6. Entrepreneur memoranda for Micro, Small and Medium Enterprises. Single Window concept for Small Scale Industries.</p> <p>7. All matters relating to Subsidy. Deferral of Sales Tax / Margin Money Assistance to Small Scale Industries.</p> <p>8.Externally aided projects of Industries Commissioner and Director of Industries and Commerce.</p> <p>9. IIUS and Industrial Clusters under SICDP.</p> <p>10.Rehabilitation of sick units</p> <p>11.Matters relating to SLBC, SLMC, SLIIC meeting.</p>
10	SIE	<p>1. All matters relating to Tamil Nadu Small Industries Corporation Ltd (TANSI).</p> <p>2. All matters relating to SESCOT.</p> <p>3. All matters relating to Tamil Nadu Paints and Allied Products Ltd.</p> <p>4. All matters relating to TACEL</p>
11	SIF	<p>1. All Defunct units of Industries and Commerce Department.</p> <p>2. All matters relating to District Industries Centres, including sanction of stationery and printing materials and other office equipments like, Computers, Xerox machine etc., to Directorate of Industries and Commerce and District Industries Centres.</p> <p>3.Consolidation in matters of common interest relating to the Corporations / Undertakings coming under the control of Small Industries Department.</p> <p>4.Procurement Purchase Preference.</p> <p>5.Micro Small and Medium Enterprises Development Act, 2006.</p> <p>6.Tamil Nadu Transparency in Tenders Act and Rules.</p> <p>7.Works relating to SISI, Chennai.</p>

**4. Procedure followed in decision making process  
under Section 4(1)(b)(iii) of Right to Information Act, 2005**

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules, the Tamil Nadu Government Servants' Conduct Rules, 1973 the Fundamental Rules, Tamil Nadu Civil Services (Discipline and Appeal) Rules, Tamil Nadu Pension Rules, Tamil Nadu Cooperative Societies Act and Rules, Micro small and Medium Enterprises Development Act, Tamil Nadu Transparency in Tenders Act and Rules, Tamil Nadu Legislative Assembly Rules are also followed wherever applicable.

4.2 The representations received from Public, the proposals received from Industries and Commerce Department and Public Sector undertakings such as TANSI and SIDCO are examined and orders thereon are passed in this Department. The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passed through the Section Officers, Under Secretaries and Deputy Secretary/Joint Secretary to the Secretary. Wherever necessary other Secretariat Departments including Advisory Departments such as Personnel and Administrative Reforms, Law Departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Ministers or Chief Minister or Governor, orders are obtained in circulation.

4.3. If a reply is required to be given on any representations, the decisions are communicated to the petitioner.

**5.Norms set for the discharge of functions**  
**under Section 4(1)(b)(iv) of Right to Information Act, 2005**

For the discharge of functions allocated to the Small Industries Department, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

- i) Secretariat Office Manual.
- ii) The Tamil Nadu Government Business Rules and Secretariat Instructions.
- iii) Tamil Nadu Budget Manual.
- iv) Tamil Nadu Legislative Assembly Rules.
- v) Fundamental Rules
- vi) Tamil Nadu Pension Rules.
- vii) Tamil Nadu Civil Services (Discipline and Appeal) Rules.
- viii) Tamil Nadu Pay and Allowance Rules.
- ix) The Tamil Nadu Government Servants' Conduct Rules.
- x) Tamil Nadu State and Subordinate Service Rules.
- xi) Special Rules and Adhoc Rules for the specific posts relating to Industries and Commerce Department.
- xii) Tamil Nadu Co-operative Societies Act and Rules.
- xiii) Tamil Nadu Transparency in Tenders Act and Rules.
- xiv) The Micro, Small and Medium Enterprises Development Act 2006 and Rules.
- xv) Tamil Nadu Financial Code.
- xvi) Tamil Nadu Accounts Code.
- xvii) Tamil Nadu Treasury Code.

**6. Rules, Regulations, Instructions, Manuals and records for discharging functions under section 4(1)(b) (v) of Right to Information Act, 2005**

The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

- i) Tamil Nadu Government Business Rules and Secretariat Instructions.
- ii) The Tamil Nadu Secretariat Office Manual.
- iii) Tamil Nadu Budget Manual
- iv) Tamil Nadu State and Subordinate Service Rules
- v) Tamil Nadu Civil Services (Discipline and Appeal) Rules
- vi) Tamil Nadu Government Servants Conduct Rules, 1973
- vii) Tamil Nadu Pension Rules
- viii) Fundamental Rules.
- ix) Tamil Nadu Financial Code
- x) Tamil Nadu Accounts Code
- xi) Tamil Nadu Treasury Code etc.

6.2. The details of the above listed Rules, Manuals and Acts are furnished below:-

1.	Name of the Rules:	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document:	The rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual:	The Tamil Nadu Secretariat Office Manual.
	Type of the document:	The manual describes the system and procedures to be followed in conducting the office work in the departments of Secretariat.
3.	Name of the Manual:	The Tamil Nadu Budget Manual
	Type of the document:	This manual contains the rules framed by the Finance Department for the guidance of estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.
4.	Name of the document:	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.

5.	Name of the document:	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of civil service of the State.
6.	Name of the document:	Tamil Nadu Government Servants Conduct Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the State in the performance of the duty with integrity and devotion to duty.
7.	Name of the document:	Tamil Nadu Pension Rules.
	Type of the Rules:	The rules are made in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document:	Fundamental Rules.
	Type of the Rules:	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc. of the members of civil service of the State.
9.	Name of the document:	Tamil Nadu Financial Code.
	Type of the Code:	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
10.	Name of the document:	Tamil Nadu Accounts Code.
	Type of the Code:	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
11.	Name of the document:	Tamil Nadu Treasury Code.
	Type of the Code:	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

6.3 The documents mentioned above are available with the Director of Stationery and Printing to sale to the public on payment of cost.

**7. A statement of categories of documents that are held by the Department for its control under section 4(1)(b)(vi) of Right to Information Act, 2005**

Sl. 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.	Policy Note	Contains the Policy pronouncements of the Department for the concerned year.	Application to PIO or by access to the Government Website at <a href="http://www.tn.gov.in">www.tn.gov.in</a> .	Small Industries Department
2.	Important G.Os.	Issued by the Small Industries Department from time to time	Application to PIO or by access to the Government Website at <a href="http://www.tn.gov.in">www.tn.gov.in</a> .	Small Industries Department

**8.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 under section 4(1)(b)(vii) of Right to Information Act,2005.**

At present there is no formal mechanism to seek consultation participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public / non-Governmental Organizations are given due weightage by this department, in formulation policies and programmes. The recommendations / observations made by the Public Accounts Committee / Public Undertakings Committee / Assurance Committee / Petitions Committee etc. of the Legislative Assembly are also acted upon by this Department.



**9. A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public under section 4(1)(b)(viii) of Right to information Act,2005.**

-Nil-

**10. Directory of Officers Employees under section 4(1)(b)(ix) of Right to Information Act, 2005**

S. No	Name and Designation of the Officer	Telephone		Email	Fax
		Office	Residence		
1	Thiru Arun Ramanathan IAS., Secretary to Government, Small Industries Department, Chennai – 600 009.	2567 1476 2566 5970	2622 3570	- - -	2566 5453
2	Thiru P. Ilango IAS., Joint Secretary to Government, Small Industries Department, Chennai – 600 009.	2567 1520 2566 5843	2446 4117	JS_smallin d@tngov.in	
3	Thiru C.V.Raghunath, Deputy Secretary to Government, (Small Inds.) Small Industries Department, Chennai – 600 009.	25671818	2265 1981		
4	Thiru P.Rajagopal, Deputy Secretary to Government, (Establishment) Small Industries Department, Chennai – 600 009.	2567 8106	22470088		

5	Tmt. S.Sanathi, Under Secretary to Government (OP) Small Industries Department, Chennai – 600 009.	2566 5346	2474 6870		
6	Thiru K.C.Rabindar, Under Secretary to Government, (Budget) Small Industries Department, Chennai – 600 009.	2566 5139	2814 2015		
7.	Thiru B.Gunaseelan, Under Secretary to Government, (Small Industries) Small Industries Department, Chennai – 600 009.	2566 5567	2432 6512		

**11. Monthly remuneration received by each of the officers and employees including the system of compensation provided in the regulation under section 4(1)(b)(ix) of Right to Information Act, 2005**

<b>Sl. No</b>	<b>Name of the post</b>	<b>Scale of pay</b>	<b>No. of posts</b>
1.	Secretary to Government	Rs.18000-500-22400 + Allowances	1
2.	Joint Secretary to Government (IAS Cadre)	Rs.15000-400-18600 + Allowances	1
3.	Deputy Secretaries to Government	Rs.12000-375-16500 + Allowances	2
4	Under Secretaries to Government	Rs.10000-325-15200 + Allowances	3
5.	Section Officers	Rs.6500-200-11000 + Allowances	11
6.	Private Secretary	Rs.6500-200-11000 + Allowances	2
7.	Assistant Section Officer	Rs.5500-175-9000 + Allowances	6
8	Personal Assistant	Rs.5500-175-9000 + Allowances	2

<b>Sl. No</b>	<b>Name of the post</b>	<b>Scale of pay</b>	<b>No. of Posts</b>
9.	Senior Typist	Rs.6500-200-11000 + Allowances	1
10	Typist	Rs.3200-85-4900 + Allowances	2
11.	Driver	Rs.3200-85-4900 + Allowances	1
12.	Record clerk	Rs.2610-60-3150-65-3540	2
13.	Office Assistant / Duffedar	Rs.2550-55-1660-60-3200	6
14.	Temporary Assistant (On Contract basis)	Rs.4000/- (Consolidated)	5

**12. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes under section 4(2)(b) (xii) of Right to Information Act, 2005**

- i) 15% capital subsidy on investment in plant Machinery limited to Rs.15 lakhs.
- ii) Additional Capital Subsidy at 5% to the units for employing more than 50% of women in work force.
- iii) Generator subsidy at 15% with a ceiling of Rs.5 lakhs.
- iv) Low Tension Power Tariff Subsidy at 30%, 20% and 10% for first, second and third year respectively.

A revised package of incentives is under consideration.

### 13. Budget Allocation for 2007-2008

(Rs.in Thousands)

<b>Head of Account</b>	<b>RE 2006-07</b>	<b>BE 2007-08</b>
3451-00 SECRETARIAT ECONOMIC SERVICES 090 Secretariat I. Non-plan AN Small Industries Department		
01 Salaries	<b>84,35</b>	<b>1,11,18</b>
01 Pay	<b>65,96</b>	<b>92,79</b>
02 MA	<b>3</b>	<b>3</b>
03 MC	<b>1,64</b>	<b>1,64</b>
04 Other allowances	<b>1,12</b>	<b>1,12</b>
06 HRA13,00	<b>13,00</b>	<b>13,00</b>
07 I.C.	<b>60</b>	<b>60</b>
08 CCA	<b>2,00</b>	<b>2,00</b>
02 Wages	<b>1</b>	<b>1</b>
03 DA	<b>60,65</b>	<b>96,51</b>
01 DA	<b>27,70</b>	<b>50,11</b>
03.D.P	<b>32,95</b>	<b>46,40</b>
04. travel expenses	<b>77</b>	<b>77</b>
01. TTA	<b>70</b>	<b>70</b>
02. Transfer TA	<b>7</b>	<b>7</b>
06.Office Expenses	<b>2.84</b>	<b>2.84</b>
01. Telephone Charges	<b>1.05</b>	<b>1.05</b>
02.Other contingencies	<b>1.79</b>	<b>1.79</b>
21.Motor Vehicles	<b>3</b>	<b>3</b>
02.Maintenance of functional vehicles	<b>3</b>	<b>3</b>
33.Payment for proessional and Special Services	<b>2.60</b>	<b>2.60</b>
01. Pleaders fees	<b>20</b>	<b>20</b>
02.Contract payment	<b>2.40</b>	<b>2.40</b>
45 P.O.& L	<b>75</b>	<b>80</b>
49 F.A.	-	-
01 FA Debit	<b>55</b>	<b>55</b>
02 FA-Credit	<b>- 55</b>	<b>- 55</b>
59 Prizes and Awards	<b>1</b>	<b>1</b>
72 Training	<b>5</b>	<b>5</b>
76 Computer and Accessories	-	-
01. Purchase	-	-
<b>TOTAL</b>	<b>1,52,21</b>	<b>2,14,80</b>

**14. Particulars of recipients of concessions, permits or Authorizations granted by it under section 4(i)(b)(xiii) of Right to Information Act, 2005**

1. a) Registration and promotion of Micro, Small and Medium Enterprises and Industrial Co-operative Societies.  
b) Allotment of Entrepreneurs Memorandum numbers for the Memoranda submitted by Micro Small and Medium Enterprises.
2. Sanction and disbursement of subsidies. State Capital Subsidy, Additional Capital Subsidy, Generator Subsidy, Low Tension Power Tariff Subsidy etc. and other incentives.
3. Provision of testing facilities for chemicals, Metals, metallurgical, electrical and electronic gadgets and appliances.
4. Providing entrepreneurial guidance through Data Banks, Information Centers and technical sections attached to the District Industries Centers.
5. Training facilities in the fields of light engineering, tool and die designing.
6. Identification and declaration of sick units and extension of rehabilitation assistance.
7. Implementation of Quality Control order on Electrical household appliances, etc.
8. Export Promotion by way of distribution of awards to 100% Export Oriented Units (EOUs) and assistance in registration of 100% EOUs.

**15. Details in respect of the information available to or held by the Department reduced in an electronic form under section 4(1)(b)(xiv) of Right to Information Act, 2005**

The Public can obtain information about the functioning of the Departments in the following web sites, and E-mail Addresses.

<b>S.No.</b>	<b>Organisation</b>	<b>E-Mail Address</b>
1	Small Industries Department	sindsec@tn.gov.in
2	Directorate of Industries and Commerce	www.tamilnaduindcom.

3	SIDCO	sidco@vsnl.com
4	TANSI	mdtansi@yahoo.co.in
5	INDCOSERVE	Ootytea@sify.com
6	SAGOSERVE	slm_mdsago@sancharnet.in slm_mdsago@yahoo.co.in
7	Tea serve	teaserve@sify.com
8	TAICO Bank	taico@dataone.in taico@vsnl.net
<b>District Industries Centers</b>		
9	Chennai	rjdchennai@vsnl.net
10	Coimbatore	www.coimbatore.tn.nic.in
11	Cuddalore	www.cuddalore.tn.nic.in
12	Dharmapuri	www.dharmapuri.in.nic.in
13	Dindigul	www.dindigul.tn.nic.in
14	Erode	www.erode.tn.nic.in
15	Kanchipuram	www.kanchi.tn.nic.in
16	Kanyakumari	www.kanyakumari.tn.nic.in
17	Krishnagiri	www.krishnagiri.tn.nic.in
18	Madurai	www.madurai.tn.nic.in
19	Nagapattinam	www.nagapattinam.tn.nic.in
20	Karur	www.karur.tn.nic.in
21	Namakkal	www.namakkal.tn.nic.in
22	Nilgiris	www.nilgiris.tn.nic.in
23	Perambalur	www.perambalur.tn.nic.in
24	Pudukottai	www.pudukkottai.tn.nic.in
25	Ramanathapuram	www.ramanathapuram.tn.nic.in
26	Salem	www.salem.tn.nic.in
27	Sivagangai	www.sivaganga.tn.nic.in
28	Thanjavur	www.thanjavur.tn.
29	Theni	www.theni.in.nic.in
30	Thiruvallur	www.tiruvallur.tn.nic.in

31	Thiruvannamalai	www.tiruvannamalai.tn.nic.in
32	Thiruvarur	www.tiruvarur.tn.nic.in
33	Thoothukudi	www.thoothukudi.tn.nic.in
34	Thiruchirapalli	www.trichy.tn.nic.in
35	Thirunelveli	www.nellai.tn.nic.in
36	Vellore	www.vellore.tn.nic.in
37	Villupuram	www.villupuram.tn.nic.in
38	Virdhunagar	www.virdhunagar.tn.nic.in

**16. Particulars of facilities available to citizens for obtaining information under section 4(i) (b) (xv) of Right to Information Act,2005**

The Information for public is posted in the Notice Board, Newspapers, Website, Exhibitions and other means of advertisements.

**17. Name and Designation and other particulars of Public Information Officers under section 4(1)(b)(xvi) of Right to Information Act,2005**

**Public Information Officer:**

Name	Designation	STD Code	Phone No.	Fax	E-mail	Address
<b>Thiru P.Rajagopal M.A.,</b>	Deputy Secretary to Government (Estt)	044	Office: 25678106 Res: 22470088	-	pio_smallind@tn.gov.in	Deputy Secretary to Government (Estt), Small Industries Department, Secretariat, Chennai-9.

**Department Appellate Authority:**

Name	Designation	STD Code	Phone No.	Fax	E-mail	Address
<b>Thiru P.ILANGO, I.A.S.,</b>	Joint Secretary to Government	044	Office: 25671520 Res; 2246 4117	-	appeal_smallind@tn.gov.in	Joint secretary to Government, Small Industries, Department, Chennai-9.