

**THE TAMILNADU INDUSTRIAL INVESTMENT CORPORATION
LIMITED**

(Government of Tamilnadu Undertaking)

692, Anna Salai, Nandanam, Chennai - 600 035

PHONE	2430 6100/2433 1203
FAX	2434 7150/2434 7209
E-MAIL	ho@tiic.org pio@tiic.org bcl@tiic.org
WEB	www.tiic.org
CIN No	U93090TN1949SGC001458
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ABBREVIATIONS

AGM	Assistant General Manager
AG	Accountant General of India
AMC	Annual Maintenance Contract
BB	Backward Blocks
BM	Branch Manager
BSC	Branch Sanction Committee / Branch Settlement Committee
CGM	Chief General Manager
CLCS	Credit Linked Capital Subsidy Scheme
CMD	Chairman & Managing Director
DER	Debt Equity Ratio
DGM	Deputy General Manager
EC	Executive Committee
ED	Executive Director
EM	Entrepreneurs Memorandum
ETP	Effluent Treatment Plant
FD	Fixed Deposit
F & R	Funds & Resources Department
GM	General Manager
HRD	Human Resource Department
HRM	Human Resource Management
HoDs	Head of Departments
IE	Industrial Estate
ISO	International Organisation for Standardisation
KYC	Know Your Customer
LAA	Loan Administrative Assistant
LAO	Loan Administrative Officer
MD	Managing Director
MIS	Management Information System
Mi/Sm/Md.	Micro/Small/Medium
MoU	Memorandum of Understanding
NAMT	New Anna Marumalarchi Thittam
ND & ND	Non Discretionary and Non Discriminatory
NEF	National Equity Fund
NPA	Non Performing Assets
NSIC	National Small Industries Corporation Ltd.,
NOC	No Objection Certificate
OD	Overdues
OTL	Open Term Loan
OTS	One Time Settlement
PEO	Project Evaluation Officer
P & M	Plant & Machinery
PL	Privilege Leave
PSC	Preliminary Screening Committee
PSU	Public Sector Undertakings
PIR	Project Information Report
QMS	Quality Management System
R & D	Research & Development
RM	Regional Manager
SEZ	Special Export Zone
SIDCO	Small Industries Development Corporation of Tamilnadu Ltd.,
SIDBI	Small Industries Development Bank of India
SIPCOT	State Industries Promotion Corporation of Tamilnadu Ltd.,
SRM	Senior Regional Manager
SMERA	Small and Medium Enterprises Rating Agency
SME	Small and Medium Enterprises
TANSTIA	Tamilnadu Small and Tiny Industries Association
TL	Term Loan
TIIC	Tamilnadu Industrial Investment Corporation Ltd.,

BACKGROUND

The parliament has enacted the Right to Information Act 2005 to set out the practical regime of right to information for the citizens of India, to secure the access to the information available under the control of the Public Authorities, to promote transparency and accountability on the working of every public authority. Section 3 of the Act provides that all citizens shall have the right to information subject to the provisions of the Act and "Information" means any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data, material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

The Tamilnadu Industrial Investment Corporation Limited (TIIC) is a government company incorporated under the Companies Act, 1913 and continues to be a government company and it is a public authority under Section 2 (h) of the Right to Information Act. In view of the mandatory requirement, it is necessary for the TIIC to publish this hand book containing information under the Right to Information Act.

Objective of the Handbook

The primary objective of this handbook is to provide the necessary information to the person interested in knowing the information of TIIC.

Every endeavor is made in providing all information, duties and responsibilities of the officers in TIIC in discharging their functions in achieving the avowed objects of the organization. This handbook contain all necessary information in detail, procedure followed in decision making, records maintained and used by the employees, directory of officers and employees, details of Assistant Public Information Officers, Public Information Officer and the Appellate Authority of TIIC.

ORGANISATION

1. The particulars of Organisation:

1.1 Organisation:

The Tamilnadu Industrial Investment Corporation Limited (TIIC), a government company incorporated under the Companies Act 1913 and continues to be a government company under the Companies Act, 1956 and 1913. The authorised share capital of the company is Rs.425 Crores and the paid up capital of the company is Rs.321 Crores.

1.2 Board of Directors :

TIIC is governed by Board of Directors. The Government of Tamilnadu nominates the Chairman, Managing Director, and three more directors representing MSME, Industries, and Finance from Government of Tamilnadu. SIDBI nominates one director as its representative in the Board. Government of Tamilnadu also nominates one more Director as recommended by SIDBI in the Board in the non ex-officio category and such Director to retire by rotation. All the other four independent directors are appointed by Board with the approval of the shareholders at the Annual General Meeting.

For the details of Directors, please click here.
<http://www.tiic.in/directors.asp>

1.3.The various departments in the organization, specific duties and powers vested to the Officers concerned are as detailed below:

Projects, Subsidy (Including Claims)	General Manager
Funds & Resources, & Systems	Deputy General Manager
Loans Monitoring / Recovery & Rehabilitation, Public Grievances/GES/EDS	Deputy General Manager
Management Information System	Deputy General Manager
Human Resource Management Division, Estate Division, Expenditure Division & Legal	Deputy General Manager
Internal Audit and ISO	Deputy General Manager

Policy Planning, Development & Marketing	Assistant General Manager
Board & Secretarial Department	Company Secretary

TIIC has 6 Regional Offices, 25 regular Branch Offices and 6 Field Offices spread all over Tamilnadu. For details please click here : <http://www.tiic.in/branch.asp>

Each Regional Office is headed by a Regional Manager and the Branch Office is headed by the Branch Manager designated from time to time. The Field Office is managed by an Officer designated.

FUNCTIONS OF THE ORGANISATION

2. Functions of the organization & Types of Assistance :

TIIC as a State Level Financial Institution, offers financial assistance to various manufacturing industries such as large, medium, small and micro industries including service sector under various schemes :

- Term Loans
- Working Capital Term Loans.
- Discounting of Bills for TNEB, TWAD, TNPL and RPLMSC.

2.1.Schemes Operated :

a) SCHEME FOR ECONOMICALLY BACKWARD ENTREPRENEURS :

Entrepreneurs Development Scheme (EDS) – New scheme for the economically weaker section entrepreneurs.

b) New Entrepreneur cum Enterprise Development Scheme (NEEDS):

Financial assistance under New Entrepreneur cum Enterprise Development Scheme (NEEDS) for Micro & Small Enterprises (MSEs) has been introduced by the State Government to enable educated youth to become first generation entrepreneurs. Financial assistance is provided through Banks / TIIC for eligible candidates under this scheme. Entrepreneurs are eligible for 25% capital subsidy and 3% interest subvention under the NEEDS.

c) SCHEMES FOR MANUFACTURING ENTERPRISES

- General Scheme for New and Expansion Project
- Micro/Small Enterprises Funding Scheme (MSEF)
- Single Window Scheme (SWS)
- Equipment Finance Scheme (EFS)
- Revised and Restructured Technology Upgradation Fund Scheme (RRTUF) for Textile Industry
- Working Capital Term Loan (WCTL) for Manufacturing/Processing Industries and Job Order Industries
- Scheme for take over of high cost borrowers/Switchover Loan Scheme/ Funding of second hand machinery (Imported and Indigenous)
- "TIIC's Liquidity Stimulus Package" for easing difficulties of Micro, Small and Medium Sector Enterprises
- Solar Power Projects Scheme
- Corporate Loan Scheme

d) SCHEMES FOR SERVICE ENTERPRISES

- Information Technology Scheme
- Hotels Scheme
- Hospital Scheme
- Commercial Complex / Convention Centres/Community and Marriage Halls
- Warehousing / Cold Storage
- Corporate Loan Scheme

e) SCHEMES FOR POWER GENERATION

- Wind Power Project (new & used)
- Generator Loan

f) Short Term assistance by way of Bill Finance Scheme to

- TANGEDCO suppliers
- TANTRANSCO contractors
- TWAD Contractors
- TNPL vendors

g) Funding of Working Capital needs of Contractors of State Govt./State Govt. Agencies:

- Contractors Credit Scheme

h) SCHEMES FOR QUALIFIED PROFESSIONALS

- My Doctor Scheme
- Doctor Plus Scheme

i) TRANSPORT OPERATOR SCHEME

- Auto Rickshaw Loan
- Tourist Cabs
- Heavy Public Carriers (Lorries)
- Omni Bus

For further details of the schemes, please click here :

<http://www.tiic.in/schemes.html>

2.2 Eligible activities:

The assistance of the TIIC is available to the concern engaged in or proposing to be engaged in:-

- Manufacturing, processing or preservation of goods
- Service sector
- Generation of electricity or any form of power including wind mills
- Setting up of nursing homes and purchase of electro medical equipments
- Hotels and Restaurants
- Purchase of public carrier vehicles for material / goods transportation and for transport of passengers.
- Facilities for preservation of marine products and food item including cold storage
- Commercial complex / Warehouse, cold storage / marriage hall / community hall
- Computer Training Institutions / I.T projects including I.T Parks

2.3. Quantum of Loan Assistance:

TIIC provides Term Loan assistance normally upto a maximum of Rs.1500 lakhs to Proprietary and Partnership concern. In respect of Limited Companies normally a maximum term loan assistance of Rs.3000 lakhs can be considered. However higher loan assistance may also be considered for bigger projects on a case to case basis.

The Board of TIIC has delegated appropriate powers for sanction of loans to the Branch Manager, Branch Sanction Committee and Regional Loan Sanction Committee, Executive Committee and the Board. Details of sanction power are at **Annexure VII**.

2.4. How to apply:

For getting financial assistance from TIIC, one has to apply in the prescribed application and the applications are available in all the TIIC Offices. There are separate applications for certain schemes. Application for financial assistance to industrial units can also be downloaded from TIIC's website http://www.tiic.org/appln_download.html and application is issued free of cost.

2.5. Appraisal of Project by TIIC:

TIIC appraises the project for its management capacity, technical feasibility, financial and economic viability while sanctioning loan. The applicant should satisfy TIIC regarding the scope for marketing and furnish the details of the cost

of production, cash flow etc., to assess the pay back period and for assessing the various financial ratios / norms.

2.6. Rate of Interest :

For the interest rate structure for various loans, please click here :

http://www.tiic.in/int_rate.html

2.7. Financial Norms:

Following financial ratios are considered as favorable in appraisal of a project :

i) Debt Equity Ratio:

The maximum debt equity ratio (DER) for both small and medium enterprises shall be 2:1.

ii) Promoter's Contribution:

Promoter's contribution varies from 15% to 40% depending upon the scheme of assistance. It also depends on complying the DE ratio. A higher promoter's contribution will be fixed, if the risk perception of the proposal is high.

iii) Collateral Security:

In addition to primary security of assets, collateral security is also stipulated based on the risk perception of the proposal.

iv) Repayment period:

Loan repayment is generally spread over a period of 3 & ½ years to 9 years with a moratorium ranging from 3 months to 2 years depending on the project and the cash flow projections.

2.8 Subsidies from Government :

TIIC is the implementing agency for various capital subsidies of State Government in respect of its assisted units. TIIC is also the nodal agency for select Central Government Subsidies like Credit Linked Capital Subsidy, Revised and Restructured Technology Upgradation Fund (RRTUF), etc. in respect of its assisted units. TIIC gives subsidy bridge loans against eligible subsidies to the eligible units assisted by it, helping them to implement their projects on schedule. For details, please click here. <http://www.tiic.in/incentives.html>

**The Norms Set By The Corporation For Discharge of
Functions**

2.9. The norms set by the Corporation for discharge of functions :

Quality Policy :

The Corporation has obtained an ISO 9001:2008 Certification under "Quality Management Systems" (QMS) for sanction of loans. The Corporation is discharging its functions under the norms prescribed in ISO 9001:2008 Certification and the Lead Time fixed for sanction of loans.

"TIIC is committed to achieve excellence in formulation and implementation of various schemes for the accelerated industrial development in the State of Tamilnadu by providing timely financial services to the satisfaction of its customers. It is also committed to lay down measurable standards for customer service and constantly improve its Quality Management System by the full involvement of the personnel at all levels".

Quality Objective Lead Time for sanction of loans :

Sl. No.	Authority	No. of Working Days	
		Loans	Bill Finance Limits
I	By Board	35	35
II	By Executive Committee	25	-
III	By Regional Loan Sanction Committee	25	14
IV	By Branch Sanction Committee	18	7
V	By Branch Manager	7	-

The certifying authority (BIS) has accorded ISO 9001-2008 license for the Quality Management Systems for sanction and disbursement for Head Office and Chennai Branch, TIIC Ltd.,

2.9.1. Norms set up in TIIC for sanctioning loans :

- Immediate issue of loan application to the applicant who requires in person and within 3 days by post.
- Immediate issue of acknowledgement for receipt of loan application form.
- Status of information about loan application within 5 days, if all the required particulars have been furnished with the application.
- Loan sanction within 18 working days by Branch Sanction Committee for loans upto Rs.100.00 lakhs
- Loan sanction within 25 working days for loans above Rs.100.00 lakhs and upto Rs.4.00 crores by RLSC and upto Rs.6.00 crores by Executive Committee.
- Loan sanction within 35 working days for loans of above Rs.6.00 crores by Board.
- Simultaneous scrutiny of legal documents within 15 working days, if, within office and 4 weeks if external legal advise is needed.

2.9.2. Requests for Loan:

Time limit for compliance of request for inspection of assets:

- 10 working days for requests not involving valuation of assets
- 15 working days for requests involving valuation of assets

Time Limit for compliance of requests for loan disbursal:

- 10 working days for inspection of site, machinery and building by TIIC officials
- 15 working days for inspection of site, machinery and building by external agencies

2.9.3. Time Limit for compliance of other requests:

- 45 working days from the date of receipt of full particulars for consideration of change in management in fit cases
- 30 working days from the date of receipt of particulars for request for time for payment of dues.

2.9.4. Complaints:

- E-mail facility to receive complaints/suggestions
- Immediate acknowledgment for all complaints received
- Reply to complaints normally within 30 working days.

2.9.5. Guidance and help:

- All 6 Regional Offices, 25 Branch Offices and 6 Field Offices in the State will guide and help the customers.
- Separate Entrepreneurs' Guidance Cell and Grievance Cell functioning at the Head Office, Chennai, guide citizens and redress their grievances in all matters.
- Separate Business Development Officers at Head Office and Branch Offices to guide entrepreneurs.
- Records maintained for receipt and disposal of complaints at Head Office, Branch Offices and Regional Offices.
- For the enquiry from entrepreneurs, immediate reply on their request along with our other schemes is being sent from our Entrepreneurs Guidance Cell at Head Office and respective Branch Offices are also advised to follow it up.

**POWERS & DUTIES OF
OFFICERS AND EMPLOYEES**

3) Powers and duties of Officers and Employees:

TIIC is governed by a Board of Directors consisting of Chairman, Managing Director, senior level Govt. Officers nominated as Directors, nominees of SIDBI and a retired senior Bank official as independent Directors. The day to day functions are administered by CMD / MD who is appointed by Govt. of Tamilnadu in consultation with SIDBI. The CMD / MD is assisted by officials at various levels to discharge the functions.

The Board delegates suitable powers to the Managing Director and the other officials of the Corporation for the smooth, effective and efficient functioning of the Corporation.

3.1 Head Office:

At the Head Office, the Chairman and Managing Director are assisted by General Manager / Deputy General Managers and other Senior Officers.

3.1.1. General Manager (Projects) :

The following departments are functioning under the control of the General Manager (Projects) and he is assisted by Assistant General Manager, Senior Manager and Deputy Manager of the respective Departments :

- Project *
- Subsidy (including claims)
- Disbursement Monitoring

* including Disbursement relaxation notes.

3.1.2. Deputy General Manager (F&R/Systems) :

The following departments are functioning under the control of the Deputy General Manager (F&R, Risk Management & Systems) and he is assisted by Senior Manager and Manager of the respective Departments :

- Funds & Resources Department
- Systems

3.1.3 Deputy General Manager (LM&R/Recovery) :

The following departments are functioning under the control of the Deputy General Manager (LM&R/Recovery) with the following work portfolio and he is assisted by the Manager

- Loans Monitoring & Rehabilitation
- Recovery
- Entrepreneur Development Scheme
- Public Grievances
- Mega subsidy
- To introduce loan review mechanism, standard asset monitoring and identification of special mention accounts.
- To protect the slippage of standard accounts and also to upgrade the level of substandard accounts / NPA accounts.
- Recovery Department monitors the achievement of principal and interest targets of the Corporation.
- It focuses on major NPA accounts by reviewing the cases and taking suitable action either through OTS or reschedulement.
- Emphasize is placed on Compromise / Negotiated Settlement Schemes for loans above Rs.10.00 lakhs and on various modified OTS schemes in vogue for loans upto Rs.10.00 lakhs.
- Proposals received from Branch Offices seeking permission to proceed.
- Nodal Agency function for the petitions / grievances of customers addressed to CM's Special Cell / Department of Industries / Principal Secretary / Managing Director.

3.1.4. Deputy General Manager (MIS) :

- Management Information System

3.1.5. Deputy General Manager (Human Resource Management & Legal) :

The following departments are functioning under the control of the Deputy General Manager (HRM and Legal) and he is assisted by Assistant General Manager and Senior Managers :

- Human Resource Management Division/ Estate / Expenditure
- Training & Library
- Legal

3.1.6. Deputy General Manager (Internal Audit & ISO) :

- Systematic inspection and Internal Audit System in the organisation.
- He has to deal with vigilance matters.
- Anti-money Laundering.
- Responsible and follow-up of the ISO standards already introduced in the Corporation and expanding the scope of the ISO standards to various Branches in all the activities of the organisation.
- AG's Audit
- SIDBI's Inspection

3.1.7. Assistant General Manager (Policy Planning/Business Development & Marketing) :

- Preparation of corporate plans and policy document on loan policy.
- Fixing up targets for the branches and signing of MoU with Branches and Follow-up.
- Responsible for loan enquiries and handling of the clarifications sought for by the Branches. Also responsible for development of new products and marketing of various products of the Corporation at the corporate and field level.
- Responsible for conducting marketing and other development seminars /Special Business Campaign at various centers.
- Also meet the customers directly to explain the various schemes of the Corporation.
- Responsible for evolving various schemes in tune with the market situations / requirements.

3.1.8. Senior Manager (F & R) :

- Overall co-ordination and supervision of all accounting functions.
- Liaison with Statutory Auditors, Income Tax Authorities, etc.
- Co-ordination with the accounts departments of the branches.

- Responsible for preparation of accounts and Balance Sheet of the Corporation.
- Responsible for management of all liabilities of the Corporation.
- Fixing up of interest rates, raising of loans / OD's from Banks and other PSUs and follow-up of all investments.
- Assessment of market risk, credit risk and operational risk.

3.1.9. Assistant General Manager (HRM&Estate) :

- He will look after all staff related matters including placement/ transfers/ promotions.
- All assets of the Corporation other than loan assets and investments, maintenance, additions, disposals and periodical expenditure.

3.1.10. Senior Managers (Law) :

- Responsible for giving advice/guidance on legal matters to Manager Gr.III/Deputy Manager/Senior Officer at Regional Offices and designated Legal Assistants at Branch Offices for completion of legal documentation.
- Responsible for monitoring the entire process of completion of legal documentation within the Lead Time stipulated under QMS.
- Also responsible for monitoring and following the court cases with panel advocates.

3.1.12. Company Secretary:

- The Company Secretary is responsible for convening of General Meetings, Board, Executive Committee, Default Review Committee & Audit Committee meetings and other committees constituted by the Board represented by Directors of the Corporation and recording the Minutes of these Meetings and all other secretarial practices to ensure compliance under the Companies Act 2013.
- Responsible for the Goods and Service Tax matters of the Corporation.
- Designated as Public Information Officer under the Right to Information Act, 2005.
- To look after the Disciplinary Division of the Corporation.

- Appointed as Principal Officer under IRDAI regulation 2015 for the Corporate Insurance Agency with New India Assurance Company Ltd.
- Compliance officer under the SEBI regulations

3.1.13. Senior Manager (Subsidy) :

- Co-ordinating with Government / Nodal Agency for claiming Subsidies.
- Monitoring subsidy sanctions at Head Office / Branch Offices

3.1.14. Senior Managers / Managers / Deputy Managers / Assistant Managers :

There are also senior officials in the cadre of Senior Managers / Managers functioning in the Head Office, who are allotted to various Departments to oversee the smooth functioning of the Head Office. These officials are reporting to the concerned HoDs / GM / DGM directly or through AGM, as the case may be.

3.1.15. Senior Officers, Officers, Junior Officers & Assistants :

There are also Senior Officers, Officers, Junior Officers, and Assistants in the Head Office, who perform the assigned tasks in a section such as Project, Policy and Planning/Development and Marketing Dept, Loans monitoring and Rehabilitation & Recovery, Legal, Human Resource Management, Funds & Resources, Systems, MIS, Board and Secretarial, Internal Audit & ISO. They also maintain the files. They are the grass root level ministerial officials. They report to respective section heads.

3.1.16. Record Clerks / Drivers /Office Assistants :

They are the basic level officials of the Corporation and are working in Head Office, Regional Offices and Branch Offices. They carry out identical function irrespective of their place of working.

3.2 REGIONAL OFFICE:

3.2.1.Regional Manager:

RMs are responsible for the performance of the branches under their control. RMs are the Chairman of the BSC meetings for sanction of loans / for settlement of loans, as per the delegation of powers prescribed by the Board

of the Corporation. Shall review all LAOs / LAAs every month at Branches. Responsible for forwarding of the PIR with his recommendations to Head Office. Responsible for relaxation of the Terms & Conditions, changes in the scheme within the delegated powers. Also a member of the Regional Loan Sanction Committee.

3.2.2 Officials of Regional Audit Team :

Officials of Regional Audit Team shall ensure that :

- All sanctions and disbursement accounts of the Branch are in order.
- All the assisted units in the Regions are visited by them atleast once in a year.
- Officers in the auditing team shall ascertain the assets inventory of the assisted units.

3.3. BRANCH OFFICE:

3.3.1.Branch Manager:

- BMs are responsible for overall performance of the branch.
- Responsible for sanction & disbursement of loans and recovery, as per the delegation of powers prescribed by the Corporation.
- Responsible for the routine administrative functions, canvassing of new business, supervision and support to the LAOs / LAAs.

3.4. FIELD OFFICE :

3.4.1.Field Officer :

- Field Officer is responsible for overall performance of the Field Office.
- Responsible for canvassing loan and recovery, as per the delegation of powers prescribed by the Corporation.
- Responsible for administrative functions of the Field Office and supervision and support to the LAOs/ LAAs.

3.4.2. LAOs/ LAAs:

The field level Officers / Assistants are re-designated as Loan Administrative Officers (LAOs) and Loan Administrative Assistants (LAAs). The LAOs and LAAs

are responsible for disbursement of loans including inspections, recovery and follow-up including Court cases assigned to them individually.

3.5. Project Officer (PEO):

- The Project Officer in the Branch is responsible for appraisal of all Branch cases assigned to him. Responsible for preparation of preliminary appraisal notes in respect of cases to be sanctioned by RLSC / EC / Board, through the Branch Manager.
- Responsible for preparation of the appraisal notes to be placed before the Branch Sanction Committee / PSC, within the stipulated time as per QMS.

3.5.1. Senior Managers / Managers (Law) :

- Senior Managers/Managers at Regional Office will be responsible for scrutiny of title deeds and approval of all security documents and documentation & custody of documents. Shall provide the guidance to entrepreneurs.
- Shall provide the general legal counsel and guidance in all other matters to the Branch.

**Procedure followed in
decision making process,
including channels of supervision
and accountability**

DELEGATION OF POWERS

Delegation of powers in respect of HRM/HRD/Estate/Expenditure Division

Sl. No.	Nature of powers	Delegation	Authority
1	Sanction of engagement of employees on casual basis on daily wages.	At Head Office At Regl.Office & Br. Office:	Managing Director The temporary appointments on casual basis on daily wages can be made only on specific orders of the Managing Director. Employees on daily wages so appointed should not be engaged for more than 90 days.
2	Confirmation of satisfactory completion of probation, Sanction of advance increment and fixation of pay.	For the officials in the cadre of General Manager For the officials below the cadre of General Manager	Managing Director CGM/GM/DGM/DGM i/c
3	Extension of period of probation and confirmation.	From the cadre of Asst-cum-Typist and above Below the cadre of Asst-cum-typist	Managing Director CGM/GM/DGM/DGM i/c

4	Sanction periodical Increments	of	At Head Office: For General Managers Below the cadre of General Managers At Regional Office: Upto Officers Above Officers At Branch Office: Upto Officers Above Officers	Managing Director CGM/GM/DGM/DGM i/c SRM / RMs CGM/GM/DGM/DGM i/c Branch Manager CGM/GM/DGM/DGM i/c
5	Transfers & Postings		For all cadres Deployment of staff below the cadre of Officer for important work within the Region (Temporary arrangement)	Managing Director RM Head Office shall be kept informed of the changes
6	Deputation of employees of the Corporation		For all cadres	Managing Director
7.	Deputation Special Dy.Tahsildar/ Tahsildars recovery	of for		Regional Manager as per sanction / approval of posts by Managing Director.
8.	Retirement routine	by	For all cadres	Managing Director
9.	Acceptance Resignation	of	For all cadres	Managing Director The Board will be kept informed in respect of cadres of Asst. General Manager and above.
10.	Approval for Terminal benefits to the employees		For all cadres	Managing Director

11.	PL Encashment Approval for payment	<p>At Head Office:</p> <p>General Managers</p> <p>For the cadre of AGM/DGM</p> <p>All staff at Head Office upto Manager and for the cadre of Asst. Manager, Manager in Regional / Branch Offices.</p> <p>At Regional Office:</p> <p>All staff in Regional Office except Managers / Asst. Managers.</p> <p>At Branch Office:</p> <p>All staff except Managers / Asst. Managers</p>	<p>Managing Director</p> <p>GM</p> <p>DGM(HRM)</p> <p>SRM / RMs</p> <p>Branch Managers</p>
12	Issue of Administrative Orders / Circulars on approval by competent authority	<p>For HRM / HRD Divisions</p> <p>For Estate / Expenditure Division</p>	<p>DGM (HRM) / Manager (HRM)</p> <p>AGM (ED)/ Manager (ED)</p>
13	Additional Charge Arrangements	<p>AGMs and above at Head Office, the Regional Managers & Branch Managers</p> <p>For the Officials below the cadre of AGM at Head Office</p> <p>At Regional / Branch Office:</p> <p>All the staff in the Region except Branch Managers</p>	<p>Managing Director</p> <p>CGM/GM/DGM/DGM i/c</p> <p>SRM / RMs</p>

14	Issue of NOC for obtaining Passport	For General Managers For DGMs Upto AGMs	Government of Tamilnadu CGM/GM CGM/GM/DGM/DGM i/c
15	Declaration of Public Holidays / Local holidays	For all offices	Managing Director
16	Sanction of House Building Advance and Vehicle Advance	Sanction / Approval: As per policies approved by Managing Director / Board	CGM/GM/DGM/DGM i/c
	Sanction of other Advances like Festival Advance, Marriage, Co-optex, Khadi and Handloom etc.	As per policies approved by Managing Director / Board	DGM(HRM)
		Payments for all loans and advances:	
		At Head Office	AGM(ED)/Manager(ED)
		At Regional Office	SRM/RMs
		At Branch Office	Branch Managers

17	Staff Training Programmes	<p>SANCTION:</p> <p>Sanction and approval for Annual Training Plan for all categories with budget and nominating staff for various Training Programme.</p> <p><u>Payment:</u></p> <p>Payment for staff training expenses for the employees at Head Office as per approval.</p> <p>Upto Rs.10,000/-</p> <p>Above Rs.10,000/- and upto Rs.50,000/-</p> <p>Payment for staff training expenses for the employees at Regional / Branch Office as per approval.</p>	<p>Managing Director</p> <p>AGM(HRM)/ MGR(ED) CGM/GM/DGM/ DGM i/c</p> <p>SRM/RMs</p>
18	Issue of certificate to staff for obtaining loans from Banks and other Financial Institutions etc	<p>At Head Office: For loans upto Rs.50,000/-</p> <p>Above Rs.50,000/-</p> <p>At Regional/ Branch Offices:</p>	<p>DGM(HRM)</p> <p>Managing Director</p> <p>Regional / Branch Manager concerned after obtaining approval from DGM (HRM) / General Manager / Managing Director as the case may be.</p>

19	Leave salary and pension contribution for those on deputation in the Corporation	For all employees	DGM(HRM)
20	Sanction of maternity leave/ unearned leave with half pay/ special casual leave	For all employees	Managing Director
21	Newspapers, Books, Periodicals to officials, Library and Departments	At Head Office At Regional Office At Branch Office	AGM(ED)/ Manager (ED) SRM/RMs BMs

22	Approval of tour Programme	<p>At Head Office: For Chief General Manager & General Manager</p> <p>For DGMs & AGMs</p> <p>For Managers & below: Within the State</p> <p>For Managers & below: Outside the State</p> <p>At Regional / Branch Office: For SRM/RMs within the State (outside the Region)</p> <p>For SRM/RMs outside the State</p> <p>For BMs outside the Branch jurisdiction within the State</p> <p>For BMs outside the State</p> <p>Staff of Regional / Branch Office</p> <p>Outside the jurisdiction: Branch staff / Managers of Hosur, Dharmapuri, Cuddalore and Nagercoil can undertake Tours to Karnataka, Pondicherry and Kerala respectively for their regular Recovery for Branch work</p> <p>Condonation of delay in submission of TA bills</p>	<p>Managing Director</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Head of Department concerned</p> <p>Managing Director</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Managing Director</p> <p>SRM/RMs</p> <p>Managing Director</p> <p>SRM/RMs/BMs concerned</p> <p>Respective Tour programme approving authority</p>
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23	Settlement of T.A. Bills	<p>For MD/Chairman/CMD</p> <p>At Head Office:</p> <p>Upto the cadre of General Manager (as per approved programme within the norms / guidelines)</p> <p>At Regional / Branch Office:</p> <p>For SRM/RMs</p> <p>For Branch Managers and staff of Regional Office</p> <p>For staff of Branch Office</p> <p>Any deviation from norms</p>	<p>CGM/GM/DGM/DGM i/c</p> <p>AGM (ED)/Manager (ED)</p> <p>AGM (ED)/Manager (ED)</p> <p>SRM/RMs</p> <p>Branch Managers</p> <p>Managing Director</p>
24	Sanction of conveyance allowance	<p>At Head Office:</p> <p>For all the cadres at Head Office and SRMs / RMs</p> <p>At Regional Office:</p> <p>Employees working in Regional Offices and Branch Managers under the jurisdiction of Regional Office</p> <p>At Branch Office:</p> <p>Employees working in the Branch Offices</p>	<p>CGM/GM/DGM/DGM i/c</p> <p>SRM/RMs</p> <p>BMs</p>
25	Sanction of Medical Reimbursement	<p>For all cadres:</p> <p>As per norms / guidelines</p> <p>Any deviation from norms / guidelines</p>	<p>AGM(ED)/Manager(ED)</p> <p>Managing Director</p>

26	Sanction of Leave Travel Concession	For General Managers For all AGMs & DGMs For all staff upto Managers	Managing Director CGM/GM/DGM/ DGM i/c AGM(ED)
27	Approval for payment / settlement of LTC	For all cadres	AGM(ED)/ Manager(ED)
28	Periodical service charges for typewriters, telephones, calculators, duplicators, fans, furniture etc.	At Head Office: Upto Rs.10,000/- Above Rs.10,000/- At Regional / Branch Office: Upto Rs.5,000/- Upto Rs.10,000/-	AGM(ED)/Manager (ED) CGM/GM/DGM/ DGM i/c Branch Manager SRM/RMs
29	Entertainment expenses / expenditure incurred to persons attending Board / Committee Meetings and others	At Head Office: (i) Above Rs.10.00 lakhs on each occasion (ii) Above Rs.50,000/- and upto Rs.10.00 lakhs on each occasion (iii) Above Rs.10,000/- and upto Rs.50,000/- on each occasion (iv) Upto Rs.10,000/- on each occasion At Regional / Branch Office: Upto Rs.5,000/- Upto Rs.10,000/-	Board Managing Director CGM/GM/DGM/ DGM i/c AGM(ED)/ Manager(ED) Branch Manager SRM/RMs

30	Postage/Telegram/ Fax Speed Post/ courier expenses	At Head Office: Upto Rs.10,000/- Above Rs.10,000/- At Regional / Branch Office:	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c SRM/RMs/ Branch Managers concerned
31	Printing and purchase of stationery per occasion within budget provision	At Head Office: Upto Rs.10,000/- Above Rs.10,000/- and upto Rs.50,000/- Above Rs.50,000/- and upto Rs.10.00 lakhs Above Rs.10.00 lakhs At Regional / Branch Office: Upto Rs.5,000/- Above Rs.5,000/- and upto Rs.10,000/- Any deviation from Budget	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director Board Branch Manager SRM/RMs Managing Director
32	Approval of payment to printers and stationers	At Head Office: (as per approval): Upto Rs.50,000/- Above Rs.50,000/- and upto Rs.1 lakh Above Rs.1.00 lakh	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director
		At Regional / Branch Office: Upto Rs.5,000/- Above Rs.5,000/- and upto Rs.10,000/- Any deviation from Budget	Branch Manager SRM/RMs Managing Director

33	Passing of Sundry bills	<p>At Head Office: Upto Rs.10,000/-</p> <p>Above Rs.10,000/-</p> <p>At Regional / Branch Office: Upto Rs.5,000/-</p> <p>Above Rs.5,000/- and upto Rs.10,000/-</p>	<p>AGM(ED)/ Manager(ED)</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Branch Managers</p> <p>SRM/RMs</p>
34	Sanction of Telephones to both Office and Residence for all eligible Officers	Allotment for sanction of Telephones as per guidelines / approval	GM
35	Payment of telephone bills	<p>At Head Office: As per ceiling / norms</p> <p>At Regional Office / Branch Office: As per norms</p> <p>Any deviation from norms</p> <p><u>At Head Office</u> Upto Rs.10,000/- per contract</p> <p>Above Rs.10,000/- & upto Rs.50,000/- per contract</p> <p>Value above Rs.50,000/- and upto Rs.10.00 lakhs per contract</p> <p>Value above Rs.10.00 lakhs per contract</p>	<p>AGM(ED)/ Manager(ED)</p> <p>SRM/RMs/Branch Managers concerned Managing Director</p> <p>AGM(ED)/ Manager(ED)</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Managing Director</p> <p>Board</p>
36.	Approval for Annual Maintenance Contract for office equipment, furniture, lifts, DG sets, Air-conditioners, computers etc.	<p><u>At Head Office</u> Upto Rs.10,000/- per contract</p> <p>Above Rs.10,000/- & upto Rs.50,000/- per contract</p> <p>Value above Rs.50,000/- and upto Rs.10.00 lakhs per contract</p> <p>Value above Rs.10.00 lakhs per contract</p>	<p>AGM(ED)/ Manager(ED)</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Managing Director</p> <p>Board</p>

		<u>At Regional/Branch Office:</u> Upto Rs.5,000/- per contract Upto Rs.10,000/- per contract	Branch Manager SRM/RMs
37	Approval for payment of AMC	At Head Office At Regional /Branch Office	AGM (ED)/ Manager (ED) SRM/RMs/BMs concerned
38	Uniform / chappal to Sub-staff & Drivers	At Head Office: At Regional / Branch Office: Periodical revision of rates	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned Managing Director
39 (a)	Sanction of Food allowance	At Head Office: At Regional / Branch Office: Review of Food allowances and revision	Approval by the respective Head of Department SRM/RMs/Branch Managers concerned Managing Director
39 (b)	Payment of Food allowance	At Head Office: At Regional / Branch Office:	AGM(ED)/ Manager (ED) SRM/RMs/Branch Managers concerned
40	Provision of coffee / tea to the staff and payments	At Head Office: At Regional / Branch Office: Periodical revision of rates	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned Managing Director

41	Fuel expenditure for office vehicles	At Head Office: At Regional / Branch Office: Any deviation from budget	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned Managing Director
42	Sitting fee to Directors	As per norms	CGM/GM
43	Other expenditure to Directors, if any	As per norms Any deviation from norms	CGM/GM Managing Director
44	Hiring of Private Cars for Office use within budget	At Head Office: At Regional / Branch Office: Over and above budget provision	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned GM
45 (a)	Sanction / approval of local conveyance	At Head Office: At Regional / Branch Office:	Head of Department SRM/RMs/Branch Managers concerned
45 (b)	Approval for payment of local conveyance	At Head Office: At Regional / Branch Office:	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned
46	Payment of donation, fee etc., to other organisations/agencies and sponsorship of seminars per occasion	Upto Rs.10.00 lakh Above Rs.10.00 lakh	Managing Director Board

47	Expenditure in connection with the meetings of Board or any other specific occasion/ official meeting like entrepreneurs meetings including lunch/dinner	<p>At Head Office:</p> <p>Sanction and financial approval upto Rs.10,000/-</p> <p>Sanction and financial approval above Rs.10,000/- and upto Rs.50,000/-</p> <p>Sanction and financial approval above Rs.50,000/- and upto Rs.10,00,000/-</p> <p>Sanction and financial approval above Rs.10.00 lakhs</p> <p>Payment as per approval:</p> <p>Upto Rs.50,000/-</p> <p>Above Rs.50,000/-</p>	<p>AGM(ED)/ Manager(ED)</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Managing Director</p> <p>Board</p> <p>AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c</p>
		<p>At Regional / Branch Office:</p> <p>Sanction and financial approval upto Rs.5,000/- and payment thereof</p> <p>Sanction and financial approval upto Rs.10,000/- and payment thereof</p>	<p>Branch Managers</p> <p>SRM/RMs</p>

48.	Payment of fees to Lawyers for their opinion etc.,	<u>At Head Office</u> Upto Rs.10,000/- Above Rs.10,000/- and upto Rs.50,000/- Above Rs.50,000/- <u>At Regional / Br.Office:</u> Sr.Regl.Manager/ Regl.Manager Sr.Br.Manager/ Br.Manager [as per norms/ guidelines issued by Legal Department at Head Office from time to time].	AGM(HRM)/ Manager(ED) CGM/GM/DGM/ DGM i/c MD
49	Release of advertisements for business promotion etc. per occasion	Upto Rs.10.00 lakhs Above Rs.10.00 lakhs	Managing Director Board
50	Sharing of expenses with other Institutions/ Agencies as per the instructions of Government of Tamil Nadu	Upto Rs.10.00 lakhs Above Rs.10.00 lakhs	Managing Director Board

51	Fixing of rent	<p>For Regional / Branch Office Premises / Godowns</p> <p>Rent upto Rs.25,000 per month</p> <p>Beyond Rs.25,000/- per month</p> <p>Renewal of lease as per agreement wherever escalation clause is not existing</p> <p>Where there is an escalation Rent upto Rs.25,000/- per month Beyond Rs.25,000/- per month</p>	<p>CGM/GM/DGM/ DGM i/c</p> <p>MD</p> <p>AGM (ED)</p> <p>CGM/GM/DGM/ DGM i/c MD</p>
52	Payment of rent for Office premises	For Regional / Branch Office:	SRM/RMs/Branch Managers concerned
53	Purchase of office equipments such as furniture, fittings, calculators, weighing scales, water coolers and capital goods / assets (movable & immovable) Computers	<p>At Head Office:</p> <p>Upto Rs.10,000/-</p> <p>Above Rs.10,000/- and upto Rs.1 lakh</p> <p>Above Rs.1,00,000/- and upto Rs.10.00 lakhs</p> <p>Above Rs.10.00 lakhs</p> <p>At Regional / Branch Office:</p> <p>Upto Rs.5,000/-</p> <p>Upto Rs.10,000/-</p>	<p>AGM(ED)/ Manager(ED)</p> <p>CGM/GM/DGM/ DGM i/c</p> <p>Managing Director</p> <p>Board</p> <p>Branch Managers</p> <p>SRM/RMs</p>

54	Approval of expenditure for maintenance and repairs to office equipment, furniture/building and office vehicles per occasion and payments.	<u>At Head Office :</u> Upto Rs.25,000/- Above Rs.25,000 and upto Rs.1.00 lakh Above Rs.1.00 lakh and upto Rs.10.00 lakhs Above Rs.10.00 lakhs <u>At Regional / Branch Office:</u> Upto Rs.10,000/- Upto Rs.25,000/-	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director Board Branch Managers SRM/RMs
55 (a)	Sanction / approval for contracts for house keeping, securities, etc.	For value upto Rs.1 lakh For value above Rs.1 lakh and upto Rs.10.00 lakhs For value above Rs.10.00 lakhs	CGM/GM/DGM/ DGM i/c Managing Director Board
55 (b)	Payments for the above	All payments as per approval Upto Rs.50,000/- Above Rs.50,000/- and upto Rs.1.00 lakh Above Rs.1.00 lakh	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director

56.	Approval and payments for expenses towards welfare of employees, viz. water for drinking and other purposes etc., (Annual contract should be taken for the welfare items, viz. water, coffee/ tea etc.,)	<u>Sanction at Head Office :</u> <u>Approval :</u> Upto Rs.25,000/- Above Rs.25,000/- and upto Rs.50,000/- Upto Rs.10.00 lakhs Above Rs.10.00 lakhs <u>Payment after approval :</u> Upto Rs.50,000/- Above Rs.50,000/-	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director Board AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c
		<u>At Regional/ Br.Office :</u> Upto Rs.5,000/- per month Upto Rs.10,000/- per month	Branch Manager SRM/RMs
57	Payment of property Tax for office properties	At Head Office: At Regional / Branch Office: Any appeal on tax approval	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned Managing Director
58	Payment of electricity charges, water & sewerage tax and consumption charges for office premises [MD will review the consumption pattern and the expenses]	At Head Office: At Regional / Branch Office: Any appeal	AGM(ED)/ Manager(ED) SRM/RMs/Branch Managers concerned Managing Director MD will review the consumption profile

59	(1) Major Civil Works of capital nature (a) Construction of new building for the Corporation (b) Minor civil works	Sanction and approval of civil works below Rs.10.00 lakhs per work Sanction and financial approval of civil works above Rs.10.00 lakhs of capital nature Approval for payment	Managing Director Board Managing Director
60.	Payment of insurance premium for fixed assets (movable and immovable)	Premium above Rs.2.00 lakhs Premium above Rs.2.00 lakhs	CGM/GM/DGM/ DGM i/c MD
61	Any other expenses which are not covered in the proposed Delegation of powers relating to HRM/HRD/Estate/Expenditure division(per occasion)	At Head Office: Upto Rs.10,000/- Above Rs.10,000/- and upto Rs.50,000/- Above Rs.50,000/- and upto Rs.10.00 lakhs Above Rs.10.00 lakhs	AGM(ED)/ Manager(ED) CGM/GM/DGM/ DGM i/c Managing Director Board

NOTE: For any relaxation on the above and also subjects not specifically indicated in the revised delegation, Managing Director's approval should be obtained.

Consolidated delegation of powers in respect of
Sanction and Disbursement

Sl. No	Nature of Functions	Revised delegation	Authority
1.0	Temporary closure of loan application due to non-submission of particulars, clearance of overdues etc.	i) In respect of loans sanction by Branch Sanction Committee (BSC). ii) In respect of loans sanction by Regional Loan Sanction Committee (RLSC). iii) In respect of loans sanction by Executive Committee/Board.	<u>BM / SBM</u> SRM / RM DGM (Projects)
1.01	Sanction under incentive scheme	i) All H.O. Sanction cases. ii) All Regional Loan Sanction Committee cases. iii) All Branch Sanction Committee cases. iv) Own fund subsidy for all cases (including HO sanction cases) v) Non-assisted units in medium / large scale sector and NAMT subsidy.	<u>EC/Board</u> RLSC BSC BSC CMD/MD
1.02	Condonation of delay for subsidy beyond the outer limit of one year based on merits (for submitting subsidy application)	For all loan sanctions.	CMD/MD

2.0 Revalidation of loan sanction			
2.01	Upto 12 months	For all loan sanctions	BM
2.02	Over 12 months and upto 15 months with collection of fresh investigation fee.	For all loan sanctions * * Revalidation should not be done in a routine manner. The financials of the project shall be examined in detail and it shall be ensured that there are no changes in the project cost, quantum of term loan etc.	SRM / RM
2.03	Beyond 15 months	Reappraisal shall be done for fresh sanction.	Respective sanctioning authority
3.0 Change of location			
3.01	Within the Branch jurisdiction.	For all loans	BM
3.02	Within the Region, but outside Branch jurisdiction	For all loans	SRM / RM
3.03	Outside Region	For all loans	RLSC
3.04	Subsidy area to non-subsidy area	For all loan sanctions where enhancement of term loan is made	Respective sanctioning authority
3.05	Non-Subsidy area to subsidy area	For all loans	Respective sanctioning authority
4.00 Change in Constitution			
4.01	Change in constitution and management	For all loans	Respective sanctioning authority

5.00 Changes in the Means of Finance / Cost of Project			
5.01	Without any dilution in original financial norms and without any increase in loan	For BSC cases For RLSC cases For EC / Board cases	SRM / RM CGM / GM CMD / MD
5.02	With increase in loan	For all loans	Respective sanctioning authority
6.00 Issue of 'NOC' / Ceding paripassu / Second charge			
6.01	To issue 'No Objection Letter' for raising financial assistance and also, 'No Lien letter' in favour of other institutions for exclusive charge.	i)In respect of loans sanctioned by Branch Sanction Committee (BSC) - Standard category. ii)In respect of loans sanctioned by Regional Loan Sanction Committee (RLSC) - Standard category. iii)For default cases.	BM SRM / RM CMD/MD
6.02	Issue of NOC for ceding Paripassu charge in favour of Banks /Institutions.	i)For all loans without erosion in security margin ii)For all loans with erosion in security margin - Upto 5% -Beyond 5%	BSC CMD/MD EC
6.03	Ceding second charge on primary and collateral for working capital loan from Banks	For all loans Standard category cases Default cases	BM SRM / RM

7.00	Relaxation of Building Plan		
7.01	<p>I. For Govt. Developed Industrial Estate like SIPCOT, SIDCO, etc.</p> <p>a. Last 10% be released on obtaining building plan approval from concerned local body/ Government authority.</p> <p>II. For other cases, no relaxation is permitted</p>	<p style="text-align: center;">For all loan sanctions</p> <p style="text-align: center;">Approved building plan from local authority is MUST.</p>	BM
8.00			
8.01	Pollution Control Board clearance (disbt. condition relaxation)	<p>i) For all loan sanctions – Red category.</p> <p>ii) For all loans sanctions – Orange category.</p>	<p style="text-align: center;">CMD /MD</p> <p style="text-align: center;">SRM / RM</p>

9.00	Relaxation of capital upfront clause subject to compliance of DER – for all loan sanctions (except transport loans)	<p>i) For all loans – Approval for capital upfront of minimum of 75% for initial disbursement</p> <p>ii) In respect of loan sanction by Branch Sanction Committee cases (BSC).</p> <p>Approval for capital upfront from 50% to 75% of stipulated contribution for initial disbursement.</p> <p>iii) In respect of loan sanction by Regional Loan Sanction Committee cases.</p> <p>Approval for capital upfront from 50% to 75% of stipulated contribution for initial disbursement.</p> <p>iv) For sanctions done by EC & Board</p> <p>a. Approval upto minimum of 50% of stipulated contribution.</p> <p>b. Request on pro-rata basis or less than 50%.</p>	<p>BM</p> <p>RM</p> <p>GM</p> <p>GM</p> <p>Respective sanctioning authority (EC/Board)</p>
Prorata basis disbursement for BSC/RLSC sanction cases should not be entertained.			

10.00	Relaxation of originally sanctioned financial norms like DER, security margin, promoter's contribution (within mandatory norms / Guidelines stipulated by HO Board)	For all Loans	Respective Sanctioning Authority
11.00	Relaxation of general and additional conditions stipulated in the appraisal memorandum (except collateral security) (other than the conditions stipulated by the sanctioning authority)	i.For sanctions done by BSC ii.For sanctions done by RLSC ii.For sanctions done by EC / Board	RM GM CMD/MD
12.00	Relaxation of special conditions stipulated by the sanctioning authority while sanctioning the loans.	For all loans	Respective Sanctioning Authority
13.00	Payments to Machinery supplier by the concerns directly		
13.01	Condonation of cash payments for all loans.	All cash payments upto Rs.20,000/- per supplier and per transaction.	BM
14.00	Change of Supplier		
14.01	Standard to standard and Standard to reputed and vice versa.	For all loan sanctions	BM
14.02	From Standard/ Reputed to Approved suppliers	For all loan sanctions	BM

14.03	For suppliers including foreign suppliers and unapproved suppliers, change of authorized/accredited dealer, change of specification of machinery.	i) <u>For BSC sanctioned cases :</u> a) Individual original cost of machinery less than Rs.20.00 lakhs b) Individual original cost of machinery exceeds Rs.20.00 lakhs ii) <u>For RLSC sanctioned cases :</u> a) Individual original cost of machinery less than Rs.20.00 lakhs b) Individual original cost of machinery exceeds Rs.20.00 lakhs iii) <u>EC / Board sanction cases :</u> a) Individual original cost of machinery less than Rs.20.00 lakhs b) Individual original cost of machinery exceeds Rs.20.00 lakhs	RM BSC RM GM GM CMD/MD
15	Utilisation of savings in the Scheme towards erection of additional fixed assets viz., construction of additional building, purchase of additional machinery etc.		
15.01	Savings out of reduction in cost and un-utilised contingencies.	For all loans	BM
15.02	Savings due to deletion of items (fixed assets) from the Scheme without compromising the viability of the project.	i) Loan sanction by Branch Sanction Committee. ii) Loan sanction by Regional Loan Sanction Committee. iii) Loan sanction by EC / Board.	RM GM/DGM GM
15.03	Utilisation of contingency provision and savings in machinery cost to meet any overrun in building due to increased area and increase in cost of machinery, electrical etc.	i) Loan sanctioned by Branch Sanction Committee. ii) Loan sanction by Regional Loan Sanction Committee. iii) Loan sanction by EC / Board.	BM BM RM

16.0	Relaxation of conditions for sanction of power and working capital		
16.01	Disbursement of loan upto 90% pending sanction of power and working capital and balance 10% loan based on merit of individual case on steps taken by loanee.	For all loan sanction	BM
16.02	Lapsing the undrawn balance	For all loans	BM
16.03	Refund of Investigation fee (as per guidelines).	i)Loan sanction by BSC. ii)Loan sanction by RLSC. iii)Loan by EC / Board.	BM SRM / RM RM
16.04	Fixing repayment schedule for the actual amount drawn after disbursement of loan and lapsing the undrawn amount (within the original terminal date)	For all cases	BM
17.00	Relaxation of Collateral Security		
17.01	Collateral Security relaxation	1)Existing prompt clients for more than 5 years and good working results. a)For Branch Sanction Committee / Regional Loan Sanction Committee cases. b)For EC/Board Sanction cases	CMD/MD Respective Sanctioning Authority

18.01	Before documentation & disbursement		
18.02	Substitution with equal or more value	<p>For loan sanction in respect of BSC/RLSC cases.</p> <p>For loan sanction in respect of EC/Board.</p> <p>a) If collateral guideline norms are complied</p> <p>b)Where collateral norms are not complied</p>	<p>Respective Sanctioning Authority</p> <p>CMD/MD</p> <p>EC/Board</p>
18.03	Substitution with lesser value	<p>i)For loans sanctioned irrespective of BSC/RLSC/EC cases</p> <p>ii)For Board Cases</p>	<p>EC</p> <p>Board</p>
19.00	Alteration in the Memorandum of Association and Articles of Association of the loanee companies.	For all loans	BM

Note:

For any relaxation for subjects not specifically indicated in the revised delegation, MD's approval should be obtained.

DELEGATION OF POWERS
Follow-up and Recovery

S.No.	Nature of function	Delegation	Authority
1.0.	Reschedulement of loans	<p>i. <u>Reschedulement without Reduction of interest rate Funding / freezing of interest within or beyond terminal date</u></p> <p>a) In respect of loans sanctioned by Branch Manager (BM) / Branch Sanction Committee (BSC)</p> <p>b) In respect of loans sanctioned by Regional Loan Sanction Committee (RLSC)</p> <p>c) In respect of loans sanctioned by Executive Committee (EC)/ Board</p>	<p>RM</p> <p>BSC</p> <p>RSC</p>
		<p>ii. <u>Reschedulement with reduction of interest rate/ funding/freezing Interest within or beyond Terminal date</u></p> <p>a) In respect of loans sanctioned by BM/BSC</p> <p>b) In respect of loans sanctioned by RLSC / EC/ Board.</p>	<p>MD / CMD</p> <p>DRC</p>

2.0.	Foreclosure & allied consequential functions including proceeding under Sec.29 of SFCs Act, SARFAESI Act, keeping foreclosure in abeyance, giving time to clear the dues etc.	<p>i. Foreclosure /withdrawal of foreclosure / keeping in abeyance of foreclosure for defunct units</p> <p>a)In respect of loans Sanctioned by BM / BSC</p> <p>b)In respect of loans Sanctioned by RLSC / EC / Board</p> <p>c) Joint Finance Cases</p> <p>ii. Foreclosure /withdrawal of foreclosure / keeping foreclosure in abeyance for running units - For all loans</p> <p>iii. Taking Possession</p> <p>a)All Transport cases</p> <p>b)Physical possession of Primary/collateral security – For all Indl. loans.</p> <p>c)Constructive possession of Primary/collateral security – For all loans</p> <p>iv. Taking action under SARFAESI Act</p> <p>a)To initiate action under SARFAESI Act.</p> <p>b)Keeping further action in abeyance under SARFAESI Act.</p>	<p>BM</p> <p>RM</p> <p>DGM (i/c)/ DGM/ GM/CGM</p> <p>RM</p> <p>BM</p> <p>DGM (i/c)/ DGM/ GM/CGM</p> <p>RM</p> <p>RM with the approval of H.O.</p> <p>DGM (i/c)/ DGM/ GM/CGM</p>
3.0. Release of Possession			
3.1	Transport vehicles	<p>i)On payment of 30% of overdues</p> <p>ii)Any relaxation upto 20% of overdues</p> <p>iii)Any further relaxation</p>	<p>BM</p> <p>RM</p> <p>DGM</p>

3.2	Industrial units	<p>i) On payment of 20% of overdues</p> <p>ii) Any relaxation upto 10% of overdues</p> <p>iii) Any further relaxation</p>	<p>BM</p> <p>RM</p> <p>DGM</p>
3.3		<p>i. Withholding / cancellation of auction sale on receipt of the stipulated overdues in para 3.1. & 3.2.</p> <p>ii. On Settlement of the account</p>	<p>Respective Delegated authority BM/RM/ DGM</p> <p>BM</p>
4.0	Suit/SFC petition	<p>i) a) Suit or other Proceedings filed against the Corporation District Level</p> <p>b) Suit or other Proceedings filed against the Corporation at High Court</p> <p>ii) a) Filing of SFC petition</p> <p>b) Filing of any other proceedings or suit.</p>	<p>BM</p> <p>Head of Legal Division</p> <p>BM</p> <p>BM with the permission of Head of Legal division</p>
5.0	Criminal Complaint		
5.1	Decision to lodge	<p>i) In respect of loans sanctioned by BM/BSC</p> <p>ii) In respect of loan sanctioned by RLSC / EC</p> <p>iii) In respect of loans sanctioned by Board.</p>	<p>BM</p> <p>RM</p> <p>DGM</p>
5.2	To lodge / file	For all loans	BM/ABM/ LAO
5.3		Decision to withdraw criminal complaint	Delegated authority mentioned in Para 5-1.

6.0	Condonation of Delay		
6.1	Settlement under OTS	i) If the entire settlement amount as per norms is paid within 6 months from the date of communication with/without delay in initial payment ii) If the entire settlement amount is paid as per norms within 12 months from the date of communication provided 20% of the amount is paid within 3 months from the date of communication iii) Delay between 12 months and upto 24 months	BM RM MD
6.2	Auction Sale/ Execution of Sale Deed	Extension of time beyond 30 days on collection of penalty of 1% on the bid amount	MD
7.0	Request to relieve from the guarantee obligations / Substitution of guarantee	For all loans	MD
8.0	Permission for disposal of assets	i. Where the sale value is more or equal to assessed value. a) In respect of loans sanctioned by BM/BSC b) In respect of loans sanctioned by RLSC/EC/Board ii. Where the sale value is less than the assessed value - For all loans	RM DGM MD

9.0	To permit the loanee concern to lease any part of the fixed assets of the unit on suitable terms of lease/rent	<p>i. In respect of loans sanctioned by BM / BSC</p> <p>ii. In respect of loans sanctioned by RLSC</p> <p>iii. In respect of loans sanctioned by EC / Board</p>	<p>RM</p> <p>DGM</p> <p>DGM (i/c)/ DGM/ GM/CGM</p>
10.0	Appointment/ withdrawal of nominee directors	All Cases	MD
11.0	Signing of claim receipts/Vouchers in respect of insurance	All cases	BM
12.0	Refund / Adjustment of amount received under insurance claim	<p>i) Adjustment – All cases</p> <p>ii) Refund – All cases</p>	<p>BM</p> <p>RM</p>
13.0	Declaration of dividend (for exceeding the permitted rate of 12%)	<p>i) Assisted units with term loan only</p> <p>a. All loans – prompt units</p> <p>b. All loans – defaulting units</p> <p>ii) All cases with loan and investments only</p>	<p>RM</p> <p>DGM</p> <p>MD</p>
14.0	Permission to raise unsecured deposits and payment of interest thereon including interest payable on advance by the proprietor partners/directors of the concern from the normal rate prevailing to an appropriate rate	<p>i) In respect of loans sanctioned by BM / BSC.</p> <p>ii) In respect of loans sanctioned by RLSC / EC / Board</p>	<p>BM</p> <p>RM</p>
15.0	Appointment / Re-appointment of Directors and their remuneration	<p>i. In respect of loans sanctioned by BM/BSC.</p> <p>ii. In respect of loans sanctioned by RLSC / EC / Board.</p>	<p>RM</p> <p>BSC</p>

16.0	Substitution of collateral	<p>i. In respect of prompt cases:</p> <p>a. In respect of loans sanctioned by BM / BSC / RLSC / EC with coverage* of minimum 100% of the outstanding or the stipulated percentage of collateral whichever is higher.</p> <p>b. In respect of loans sanctioned by Board with coverage* of minimum 50% of the outstanding or the stipulated percentage of collateral whichever is higher.</p> <p>c. Cases not fit into above categories.</p> <p>ii. All Default Units</p>	<p>RM</p> <p>DGM (i/c)/ DGM/ GM/CGM</p> <p>EC</p> <p>DRC</p>
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* If FD is offered as collateral, then the FD along with the interest to be accrued till the terminal date of the loan should be equal to the value of the property to be substituted and vice versa.

S.No.	Nature of function	Delegation	Authority
17.0	Release of collateral security	<p>Prompt units with promptness continuously for the last 2 years with loans repaid upto 50% of the principal disbursed</p> <p>a. In respect of loan sanctioned by BM/BSC with coverage of minimum 100% of the outstanding or the percentage of the collateral stipulated at the time of sanction of loan whichever is lower.</p> <p>b. In respect of loans sanctioned by RLSC/EC/Board with coverage of minimum 100% of the outstanding or the percentage of the collateral stipulated at the time of sanction of loan whichever is lower.</p> <p>c. Cases not satisfying the above norms.</p> <p>ii. All Default Units</p>	<p>BSC</p> <p>DGM (i/c)/ DGM/ GM/CGM</p> <p>EC</p> <p>DRC</p>
18.0	Release of advertisement for auction sale	For all loans	RM
19.0	Confirmation of auction sale	For all loans – above upset price	BSC
20.0	Rejection of auction sale	Above upset price – all loans	MD
21.0	Down Payment for OTS	<p>a) Relaxation of down payment of OTS upto 75% of stipulated amount</p> <p>b) Any further relaxation</p>	<p>DGM</p> <p>MD</p>

22.0	General	i) Managing Director shall exercise powers in all other matters for which delegation is not indicated above	MD
		ii) Issue of clarification/ interpretation of the above for smooth operation of the powers delegated	MD
23.0	Adjustment of fixed deposit	i) Primary Security sold / disposed	
		a) If FD has matured *	BM
		b) If FD has not matured **	BM
		ii) To settle the account ***	BM

Note:

* No consent from FD holder is necessary. However, a notice is to be sent to the FD holder duly informing him.

** A notice will have to be issued to the FD holder about default in the account, sale of primary assets and the balance dues payable and also about intention of the corporation to pre-close the FD with details of the consequences thereof viz. reduction of interest on FD etc and calling for objection, if any within a stipulated time. After examining the objection received and replying to the same or in case no objection is received, the FD with eligible interest can be adjusted in the loan account after expiry of the stipulated period.

*** Consent from the FD holders and request from the loanees shall be obtained.

S.No.	Nature of function	Delegation	Authority
24.	Release of charge on fixed deposit	<p>i) Release of charge on fixed deposit for prompt units with promptness continuously for the last 2 years with loan repaid upto 50% of the principal disbursed</p> <p>a. In respect of loans sanctioned by BM/ BSC with coverage of minimum 100% of the outstanding or the percentage of the collateral stipulated at the time of sanction of loan whichever is lower.</p> <p>b. In respect of loan sanctioned by RLSC / EC / Board with coverage of minimum 100% of the outstanding or the percentage of the collateral stipulated at the time of sanction of loan whichever is lower.</p> <p>ii. Cases not fit into above categories</p>	<p>BSC</p> <p>DGM (i/c)/ DGM/ GM/CGM</p> <p>MD</p>

Procedures to be adopted:

The owners of collateral security may make a request to the Corporation for release of their fixed deposit.

The remaining collateral shall be valued and its lowest value shall satisfy the condition regarding stipulation of collateral at the time of sanction. The other collateral owners shall agree in writing for the corporation releasing the fixed deposit. All other procedures for release of collateral security shall be followed.

S.No.	Nature of function	Delegation	Authority
25.	Adjustment of Fixed Deposit:	<p>(i) Before disposal / sale of primary in respect of Defunct / Non-running / Non-starter units / not traceable vehicle / Unsaleable assets in auction *</p> <p>(ii) In cases where the FD has matured and in the opinion of the Branch Manager the realisable value of the primary security is less than the principal outstanding. **</p>	<p>RM</p> <p>BSC</p>

* Notice for foreclosure of loan shall be issued and another suitable notice to FD holders/loanees.

** After giving sufficient notice to the party.

4) The procedure followed in decision making process, including channels of supervision and accountability:

The Heads of Departments supervise the respective departments and are accountable for the performance of the departments under their control.

In case of Regional / Branch Offices, the concerned Regional Manager / Branch Manager is accountable for the performance of the Branches under their control. The functions and operating powers of each level in the Corporation, besides, the reporting relationship and delegation in operating powers pertaining to the organisation, is detailed in Organisation Structure at **Annexure-I**.

**The Rules, Regulations, Instructions, Manuals and Records,
under the control of TIIC and used by its employees
for discharging its functions**

5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- Companies Act, 1956 and 1913 and its amendments
- SFCs' Act, 1951 and its amendments
- SARFAESI Act and its amendments
- Right to Information Act, 2005
- Instructions of the State Government
- Policies / Rules / Guidelines framed by the Board
- GST Act
- Administrative Orders of the Principal Secretary / Managing Director
- ISO operations manual and other Departmental manuals
- Circulars of RBI / SIDBI / IDBI / State / Central Government / Government Orders / Notifications.
- Office Orders / Circulars issued by the Corporate Office
- Various Registers
- Reports / Statements / Files.
- Follow up manual used by the Recovery Dept.
- Legal manual used by the Legal Dept.
- Service Rules governing the employees.

**The Categories of Documents
held by TIIC and under its control**

6) A Statement of the categories of documents that are held by it or under its control:

The documents held by the TIIC are :

The various correspondence between the Corporation with the Government, loanees, general public, other Government and non Governmental organisations.

- Documents of title deeds of the mortgaged properties
- Loan ledgers
- Books of accounts
- Bank statements
- Loan files and correspondences
- ISO documents
- Returns
- Minutes
- Service Registers, data relating to the officers and employees
- Operational manuals, circulars, office orders
- Library books etc.

These documents are kept at the Corporation's Head Office / Regional Offices / Branch Offices, as the case may be.

**The arrangement for consultation with, or representation by
the member of the public in relation to the formulation of its
policy and implementation there of**

7) The particulars of any arrangement for consultation with, or representation by the member of the public in relation to the formulation of its policy or implementation thereof:

Project Department at Head Office and Branches are handling the customer representation, any representation whether written or oral that indicates a deficiency in the prescribed quality of service provided by the corporation, will be deemed as a customer representation and handled as per the procedure laid down by the Corporation as follows:

- Concerned officer shall analyze and investigate the problem, represented by the customer.
- After a detailed analysis / investigation, remedial measures shall be decided.
- Remedial measures decided shall be implemented by the Officer identified for the purpose.

**Details of the Board, Councils,
Committees and other bodies**

8) Details of Board / Committee :

8.1. Board of Directors:

The Board of Directors is the highest controlling authority, comprising of Directors appointed by the Government from time to time and headed by the Chairman / CMD / MD, which deliberates and decide on policies / directions for the Corporation and supervises the functioning of the Corporation. There are various Sub-committees of the Board, such as Executive Committee, Default Review Committee, Audit Committee, CSR committee, Staff Committee I & II, Nomination & Remuneration Committee, and Stakeholder Relationship Committee and neither the meetings nor the Minutes are open or accessible to the Public.

As on 01.10.2017, TIIC's Board comprises of eight Directors. The particulars of Directors are in **Annexure II**.

The Board considers all policy matters and proposals for sanction of loans. Powers of sanction of the Board is at **Annexure-VII**.

8.2 Executive Committee:

The Executive Committee (EC) of the Corporation consists of four Directors of the Board as members. The Executive Committee considers proposals for sanction of loans. Powers of sanction of EC is at **Annexure-VII**. The members of the E.C as on 31.10.2017 are as follows:

- Chairman
- Managing Director
- Nominee of SIDBI
- An independent director

8.3 Default Review Committee (DRC):

Default Review Committee (DRC) is a sub-committee of the Board with TIIC's Chairman / Managing Director as Chairman of the committee. It reviews the default cases periodically and also considers granting of relief and concessions to settlement cases, apart from reviewing the affairs of sick units under rehabilitation. All the four Directors at the Executive Committee are the members of this committee also.

8.4 Audit Committee:

The Audit Committee is reconstituted in accordance with the Sec.177 of the Companies Act, 2013. The Committee comprises of the following Directors as its members:

- 1) An independent director as chairman of the committee
- 2) Director representing SIDBI
- 3) Two more independent directors

The Audit Committee shall act in accordance with the terms and reference specified in writing by the Board as per the Companies Act 2013, besides its routine function.

8.5 CSR Committee :

The CSR committee is constituted as per the provisions of Companies Act 2013 and its rules there under. TIIC constituted the CSR Committee with the following as its directors :

- 1) Chairman
- 2) Managing Director
- 3) Director representing MSME Department
- 4) Independent Director

The committee recommends proposals for approval based on the CSR policies of the corporation.

8.6 Nomination & Remuneration Committee (NRC) :

The Nomination and Remuneration Committee (NRC) identifies persons who are qualified to become directors and recommend to Board, for their appointment in the Board as independent directors, and remuneration etc. The NRC was constituted with the following as its directors.

- 1) Chairman
- 2) Director representing Industries Department and
- 3) Independent Director

8.7 Stakeholders Relationship Committee (SRC) :

The Stakeholders Relationship Committee (SRC) is constituted to resolve the grievances of security holders of the corporation. The SRC consists of :

- 1) Director representing Industries Department and
- 2) Two Independent Directors

8.8 Staff Committee- I :

The Staff Committee – I is being constituted based on the GO issued by the Government of Tamilnadu to consider recruitment, promotion of Assistant General Manager and above. The members of the Staff Committee-I are as below:

- 1) Chairman
- 2) Managing Director, TIIC
- 3) Director representing Finance Department

8.9 Staff Committee – II:

The Staff Committee – II is being constituted based on the GO issued by the Government of Tamilnadu to consider recruitment, promotion of Senior Manager and below. The members of the Staff Committee-II are as below:

- 1) Managing Director, TIIC
- 2) Director representing Finance Department
- 3) Director representing Industries Department

8.10. Tender Committee

The Tender Committee is being constituted to scrutinize the tender documents, supervise opening of tenders, to carry out the preliminary examination and detailed evaluation of the tenders received and to prepare an evaluation report for the consideration of the Tender Accepting Authority. The members of the Tender Security Committee are as below:

- 1) Managing Director
- 2) Director/member representing Finance Department.

8.11 Review Committee

The Review Committee is being constituted to review the cases confirms with the decisions of Identification Committee which constitutes for classifying the

borrowers/guarantors as willful defaulters. The members of the Review Committee are as follows:

- 1) Managing Director (Chairman of the Committee)
- 2) Two Independent Directors

Other Committees of Directors/Employees of the Corporation :

8.12. Regional Loan Sanction Committee (RLSC) :

The Regional Loan Sanction Committee is headed by the **Managing** Director along with GM (Project)/AGM (Project), DGM of LM&R/Recovery and the concerned Regional Manager. The Committee sanctions loans. Powers of sanction of RLSC are at **Annexure-VII**.

In respect of Bill finance proposals for amount upto Rs.3000 lakhs, RLSC will be the delegated authority to sanction.

8.13 Branch Sanction Committee (BSC):

The Branch Sanction Committee comprises of Regional Manager, the Branch Manager concerned and one more Branch Manager of that region. The Committee considers proposal for sanction of loan. Powers of sanction of BSC is at **Annexure-VII**.

8.14 Regional Settlement Committee (RSC):

The Regional Settlement Committee consists of General Manager (Projects), Deputy General Manager (F&R/Systems), Deputy General Manager (Recovery & LM&R) and Deputy General Manager (HRM, Estate & Expenditure Divisions/Legal) at Head Office and the concerned Regional Manager. The committee considers the One Time Settlement proposals which are related to the offices situated within the specified region in respect of loan sanction above Rs.25 lakhs under One Time Settlement (OTS) scheme.

8.15 Branch Settlement Committee (BSC):

The Branch Settlement Committee is constituted for each Branch Office with the Regional Manager, Branch Manager concerned and Manager of another

Branch within the same Region. The committee considers the OTS / auction sale proposals in respect of loan sanction upto Rs.25 lakhs under OTS scheme.

8.16 Wilful Defaulter Identification Committee:

The Committee is constituted for classifying the borrowers/guarantors as willful defaulters. The members of the Committee are as follows:

- 1) Dy.General Manager (F&R/Systems) (Chairman of the Committee)
- 2) Dy.General Manager (HRM/LEGAL)
- 3) Dy.General Manager (LM&R & Recovery) (Convener)

A directory of its Officers and Employees
The monthly remuneration received by Officers and Employees

9) A directory of its officers and Employees:

The Name, Designation and working Region/Branch/Head Office of all the officials / employees are detailed in the **Annexure IV**.

10) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in the regulations:

The Corporation adopts the pay scales and other allowances for all its officials, as stipulated by the State Government from time to time (**Annexure V**).

The details of monthly remuneration received by each cadre of officers and employees are given in **Annexure VI**.

The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes

11) The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes:

TIIC is the implementing agency for various capital subsidies of State Government in respect of its assisted units. TIIC is also the nodal agency for the select Central Government Subsidies viz., Food Processing Subsidy in respect of its assisted units. TIIC gives subsidy bridge loans against eligible subsidies to the eligible units assisted by it, helping them to implement their projects on schedule.

11.1. State Government Subsidies/Incentives :

a) Subsidy/Incentives for Micro, Small and Medium Enterprises (as per the policy announcement made in 2008).

- Capital subsidy @ 25% on eligible plant and machinery value subject to a maximum of Rs.30 lakhs for all new micro manufacturing enterprises set up anywhere in the State.
- Small and Medium Enterprises establishing units in 251 blocks notified as backward and Industrial Estates promoted by SIPCOT / SIDCO (excluding Industrial Estates located within the radius of 50 km from Chennai city centre) will be eligible for capital subsidy @ 25% on plant and machinery value subject to a maximum of Rs.30 lakhs.
- Employment incentive subsidy at a rate of 5% subject to a maximum of Rs.5 lakhs will be granted, if atleast 25 workers have been employed for a minimum period of 3 years within the first five years from the date of commencement of commercial production for units set up in backward areas / agro based enterprises.
- Additional capital subsidy of 5% subject to a maximum of Rs.2 lakhs will be given to enterprises set up by women, SC/ST, physically disabled and transgender entrepreneurs located in backward areas / agro based industries.
- An additional subsidy of 25% on the value of eligible plant and machinery / equipment (for items not covered for Capital Subsidy) installed to promote cleaner and environment friendly technologies subject to a maximum of Rs.3 lakhs.
- Subsidy for agro-based industries in all 385 blocks.

- Special capital subsidy @ 25% on machinery subject to a maximum of Rs.30 lakhs for following thrust sector enterprises.

a)Electrical and Electronic Industry, b)Leather and Leather Goods, c)Auto parts and components, d)Drugs and Pharmaceuticals, e)Solar Energy equipments, f)Gold & Diamond jewellery for exports, g)Pollution control equipments, h)Sports goods and accessories, i)Cost effective building materials, j)Readymade garments, k)Any other industry to be notified by the Government in this regard from time to time, l)Food Processing [Amended as per G.O. Ms.No.1 dated 7.1.11], m)Plastic [Amended as per G.O. Ms.No.1 dated 7.1.11], n) Rubber [Amended as per G.O. Ms.No.1 dated 7.1.11].

b) Government of Tamilnadu has formulated a Special Scheme for New Entrepreneur cum Enterprise Development Scheme (NEEDS) in order to assist the educated youth to become first generation entrepreneurs. Educated youth with any Degree, Diploma, ITI/Vocational Training from the recognized institution and in the age group of 21-35 years under General Category and 21 to 45 years under Special Category aspiring to become entrepreneurs would be eligible for assistance under this scheme. The project cost shall not exceed Rs.1.00 crore. Capital subsidy of 25% of the project cost upto a maximum of Rs.25.00 lakhs will be provided by the State Government. Besides, a 3% interest subvention will also be extended by the State Government. For further details, refer G.O.(Ms).49, MSME (D2) Department, dated 29.10.2012.

c) 3% Interest Subvention Scheme – All term loans sanctioned with effect from 03.09.2012 by Tamilnadu Industrial Investment Corporation Limited for Micro, Small and Medium Enterprises both manufacturing and service sectors, under various types of schemes like General Term Loan, Term Loan for Wind mill, Working Capital Term Loan, Open Term Loan, etc., are eligible for the 3% interest subvention. Individual beneficiary can avail maximum interest subvention of Rs.30.00 lakhs irrespective of the number of loans. For further details, refer to G.O.Ms.No.156 Industries (MIF-2) Department, dated 03.09.2012 & G.O(Ms) No.173, Industries (MIF-2) Department, dated 04.10.2012.

d) 3% Back Ended Interest Subsidy to a maximum of Rs.10.00 lakhs over a period of five years on loans upto Rs.100.00 lakhs for Micro/Small/Medium Enterprises under specific schemes like MSEF Scheme, CLCS eligible technology.

e) Generator subsidy : 25% of the cost of generator set upto the capacity of 320 KVA purchased on or after 11.11.2008 subject to a maximum subsidy limit of Rs.5.00 lakhs is available for all micro, small and medium manufacturing enterprises (MSME) in the state for the purchase of generator set for their captive use. This subsidy will also be eligible to enterprises taking up substantial, expansion / diversification of their existing activities on the incremental assets created towards expansion / diversification.

f) Incentives to Medium/Mega/Large Scale Industries :

The Govt of Tamilnadu has announced various incentives/subsidies to the industrial units under New Industrial Policy 2007.

TIIC has been nominated as the Nodal Agency for sanction and disbursement of incentives/subsidies for Medium/Mega/Large Scale Industries in Tamilnadu whose investments is upto Rs.300 crores.

11.2 Central Government Subsidies/Incentives :

i) Credit Linked Capital Subsidy (CLCSS) :

15% subsidy on plant and machinery for Technology Upgradation by Micro and Small Enterprises in select sectors subject to maximum of Rs.15.00 lakhs per unit.

ii) Amended Technology Upgradation Fund Scheme (ATUFS) for granting One Time Capital Investment Subsidy (CIS) for the period from 13.01.2016 to 31.03.2022:

Interest Capital Subsidy :

S No		Rate of capital Investment Subsidy (CIS)	CIS per Individual certify.
1	Garmenting, Technical Textiles	15% on eligible machines	Rs.30 Crore
2	Weaving for brand new shuttle-less looms (including weaving preparatory and knitting), processing, jute, silk and handloom	10% on eligible machines	Rs.20 Crore
3a	Composite unit/multiple garments - if the eligible capital investment in respect of garmenting - Technical textiles category is more than 50% of the eligible project cost	15% on eligible machines	Rs.30 Crore
3b	Composite unit/multiple garments - if the eligible capital investment in respect of garmenting - Technical textiles category is less than 50% then the subsidy cap will be Rs.20 cr.	10% on eligible machines	Rs.20 Crore

The maximum subsidy for overall investment by an Individual entity under ATUFS will be restricted to Rs.30.00 crores.

For details about Subsidy and Incentives kindly click <http://www.tiic.in/incenties.html>

Particulars of recipients of Concession

12)Particulars of recipients of concession**12.1 CONCESSIONS:**

The one time settlement schemes earlier operated by TIIC were found to be useful in enabling sick units to settle their accounts and ensuring speedy recovery of the dues of the Corporation, particularly from the chronic defaulting units and units under the categories of defunct, under possession, loss assets, written-off and suit filed, where the normal recovery measures initiated by the Corporation did not yield desired results. The modified OTS scheme operated by TIIC at present is given in **Annexure III**.

13) Details in respect of the information available to or held by it reduced in an electronic form:

For details, please click here.<http://www.tiic.in/>

Public Information Officer,
Assistant Public Information Officers
and
Appellate Authority

14) Name, Designation and other particulars of the Public Information Officer and Assistant Public Information Officers :
Public Information Officer :

**" Thiru D. Durairaj,
Assistant General Manager/
Company Secretary,
TIIC Limited,
692, Anna Salai, Nandanam,
CHENNAI - 600 035
Ph.No.044 - 2432 2524 "**

Assistant Public Information Officers :

**" Tmt.R.Chitra Shenbagavalli
Manager-Grade III
Project Department
TIIC Limited,
692, Anna Salai, Nandanam,
CHENNAI - 600 035
Ph.No. 044 - 2433 1203 / 2430 6256 "**

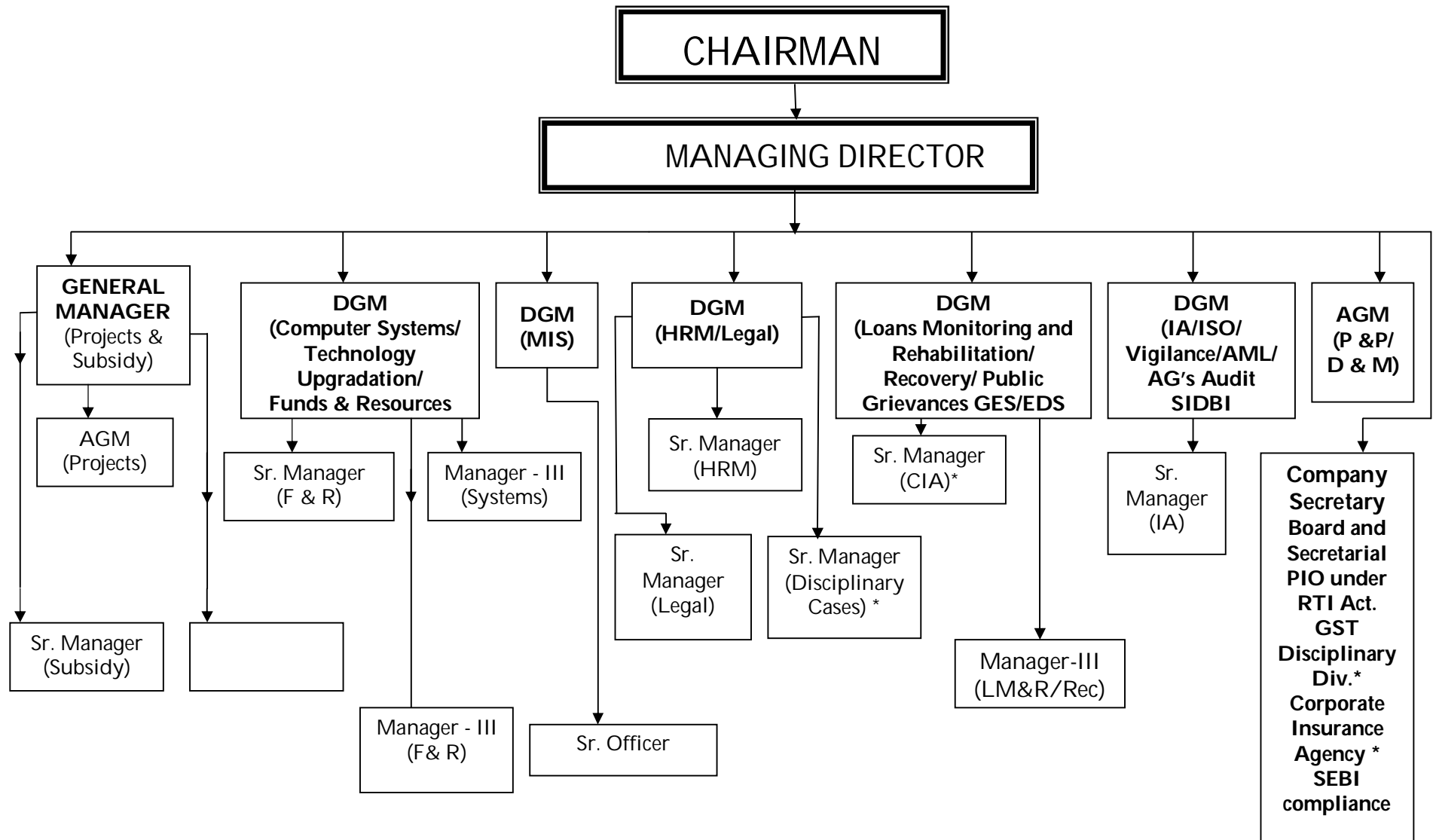
Thiru R.Palanivel	Branch Manager, TIIC, Chennai Branch
Thiru K.Elanchezhian	Branch Manager, TIIC, Tambaram Branch
Thiru S. Arunasalarajan	Branch Manager, TIIC, Tiruvallur Branch
Thiru K. Janardhanan	Branch Manager, TIIC, Cuddalore Branch
Tmt.N.Kirupa	Branch Manager, TIIC, Vellore Branch
Thiru S.Jesuraj Selwyn	Officer-in-charge, TIIC, Tiruvannamalai Field Office
Thiru A.R.Sundaresan	Branch Manager, TIIC, Coimbatore Branch
Thiru V.A.Rajendran	Branch Manager, TIIC, Tirupur Branch
Tmt.S.Kathambari	Branch Manager, TIIC, Erode Branch
Thiru S. Rajendran	Branch Manager, TIIC, Kurichi Branch
Thiru V.D.Anandan	Branch Manager, TIIC, Madurai Branch
Tmt.K.Bhuvaneswari	Branch Manager, TIIC, Dindigul Branch
Thiru V. Kumar	Branch Manager, TIIC, Karaikudi Branch
Thiru R.Parthasarathy	Officer-in-charge, TIIC, Theni Field Office
Thiru K. Kannan	Officer-in-charge, TIIC, Ramnad Field Office

Thiru C.Subramanian	Branch Manager, TIIC, Tirunelveli Branch
Thiru S. Murugan	Branch Manager, TIIC, Thoothukudi Branch
Thiru K.Susilkumar	Branch Manager, TIIC, Nagercoil Branch
Thiru K.Murugesan	Branch Manager, TIIC, Sivakasi Branch
Thiru J.K. Varadharaj	Officer-in-charge, TIIC, Virudhunagar Field Office
Thiru S.Ravindran	Branch Manager, TIIC, Trichy Branch
Thiru K.Sathyanarayanan	Branch Manager, TIIC, Thanjavur Branch
Thiru V.Gopakumar	Branch Manager, TIIC, Pudukkottai Branch
Thiru R.Govindaraj	Branch Manager, TIIC, Karur Branch
Thiru B.H.S.Milton	Officer-in-charge, TIIC, Perambalur Field Office.
Thiru R.Baskaran	Officer-in-charge, TIIC, Nagapattinam Field Office.
Thiru B.Veerabadran	Branch Manager, TIIC, Villupuram Branch
Tmt.S.Baby	Branch Manager, TIIC, Salem Branch
Thiru G.Sahadevan	Branch Manager, TIIC, Dharmapuri Branch
Thiru T. Mohan	Branch Manager, TIIC, Hosur Branch
Thiru R.Baskaran	Branch Manager, TIIC, Namakkal Branch

Appellate Authority :

**General Manager (Project/Legal)
The Tamilnadu Industrial Investment Corporation Limited,
692 Anna Salai, Nandanam,
Chennai 600 035.
Ph : 044 - 2433 1203 / 2434 4990**

**ORGANISATION CHART AT HEAD OFFICE
(POSITION AS ON 07.03.2018)**



(*) Disciplinary cases & CIA cases are looked after by the Company Secretary in the cadre of Senior Manager

Annexure II

Sl.No.	Name and Address of the Board of Directors	
1	Thiru K. Gnanadesikan, IAS Addl. Chief Secretary to Government / Chairman, TIIC Ltd.	Executive Director
2	DR. (Tmt.) M. Aarthi, IAS Managing Director, TIIC Ltd, 692 Anna Salai, Nandanam, Chennai 600 035.	Executive Director
3	Thiru Dharmendra Pratap Yadav, IAS., Secretary to Government, Micro, Small & Medium Enterprises Department, Govt of Tamilnadu, Secretariat, Chennai 600 009.	Non Executive Director
4	Dr. R. Anandakumar, IAS Addl. Secretary to Government Finance Department Government of Tamilnadu Secretariat, Chennai 600 009.	Non Executive Director
5	Thiru K. Balasubramaniam, IAS., Deputy Secretary to Government, Industries Department Government of Tamilnadu Fort St. George, Chennai 600 009.	Non Executive Director
6	Thiru V. Sridhar, General Manager Small Industries Development Bank of India (SIDBI) 'Overseas Towers', 756 L, Anna Salai, Opp. to TVS Chennai 600 002.	Non Executive Director
7	Tmt. Chitra Alai, General Manager Small Industries Development Bank of India (SIDBI) SME Development Centre, Plot No.C-11, "G" Block, Bandra Kurla Complex, Bandra East, Mumbai 400 051.	Non Executive Director
8	Thiru S. Gunasegaran, Retired Bank Executive, House No.4/281 (Old No.3/422), II Street, Rangarajapuram, Santhoshapuram, Chennai 600 073.	Independent Director

9	Thiru N. Xavier Thomas, Retired Bank Executive, T-2, Eden Dale, 63 First Main Road., Indira Nagar, Adyar, Chennai 600 020	Independent Director
10	Thiru C. Babu M/s Sai Baba Engineering Works TS-135 T V K Industrial Estate Ekkattuthangal, Chennai – 600 032.	Independent Director

Annexure III

THE TAMILNADU INDUSTRIAL INVESTMENT CORPORATION LIMITED,
692, ANNA SALAI, NANDANAM, CHENNAI 600 035

TIIC/HO/REC/5(b)/2014-15

28.11.2014

CIRCULAR No.4

The Regional Managers / Branch Managers / Field Officers,
 The TIIC Limited.

Sir,

Sub: TIIC – Recovery – Modifications in the One Time Settlement schemes operated by the corporation – Condonation of delay in settlement of accounts in OTS approved cases - Proposal approved by the Board – Communication sent.

Ref: TIIC B.No.86/2014-15 Memorandum dated 24.09.2014 and TIIC B.No.86/2014-15 Addendum dated 12.11.2014 placed before the Board at its meeting held on 14.11.2014.

The Board of TIIC at its meeting held on 14.11.2014 has approved certain modifications in the existing One Time Settlement (OTS) schemes being operated by the Corporation and also laid down procedure for Condonation of delay in settlement of accounts in OTS approved cases.

l) The details of existing OTS schemes and modifications approved by the Board are given in the form of **Annexure** enclosed. The modifications approved by the Board are given below:

- 1) Shifting the cut-off date to 31.03.2014 from 31.03.2013 to consider OTS proposals in respect of Doubtful Assets and below.
- 2) In respect of loans disbursed above Rs.5.00 lakhs and upto Rs.10.00 lakhs with primary/collateral security available in the form of land/ building/ machinery and all loans disbursed above Rs.10.00 lakhs distinction may be made between cases sanctioned prior to and after 1.4.2004, and this will be in place of the existing distinction made prior to and after 1.4.2000.
- 3) In respect of units, where the Realizable Value is a parameter for considering OTS the same may be arrived at, as described in the **Annexure** in line with

the guidelines issued by the Corporation for fixing upset price for auction sale of assets.

II. The extension of validity of OTS approval beyond one year, will henceforth be made applicable, not only for prospective cases but also for cases wherein OTS was approved earlier but not yet settled as on date.

The condonation of delay in settlement of accounts under already approved and future OTS cases may be considered on merits with applicable interest as detailed below by the

- a. Regional Manager if the settlement is within 1 year, as per existing delegation.
- b. Managing Director if the settlement is beyond 1 year and up to 2 (two) years.

While settling the account under already approved OTS, the settlement of account vis-à-vis charging of interest, till date of settlement will be as under:

- (i) Up to one year period, from the date of communication till the date of settlement, Simple Interest at 15.00% p.a. or at the interest rate applicable for OTS cases at the time of settlement of loan, whichever is higher, will be charged.
- (ii) Beyond one year, if the concern is coming forward for settlement, then for the first year, Simple Interest at 15.00% p.a. or at the interest rate applicable for OTS cases at the time of settlement of loan, whichever is higher, will be charged, and then for the period from second year onwards compound interest at 15.00% p.a. or the interest rate applicable for OTS cases at the time of settlement of loan, will be reckoned for compounding the interest at quarterly rests, till the date of settlement.

III. Some of the assisted units, where there are heavy statutory dues with Commercial tax, Excise, PF, ESI, TANGEDCO, etc., and who have come forward to settle the account under OTS, are requesting the Corporation to extend the validity of the OTS approval beyond validity period towards condonation of delay in settlement.

The condonation of delay of more than two years in settlement of account under OTS, for such of these units with heavy statutory dues, for already approved and future OTS cases, will be considered by the Board with applicable interest as detailed above, on a case to case basis depending on the merits.

The contents of the circular may be brought to the notice of all the officials concerned working under your control, in order to process OTS proposals/ settlement of approved OTS cases accordingly.

Receipt of the circular may be acknowledged.

Deputy General Manager (Recovery)

Encl: as above

Copy to :

PA to Chairman
PA to PS/MD
PAs to GMs /DGMs,

All Heads of Departments,
The TIIC Limited,
Chennai - 35

Internal Audit Team at Regional Offices

One Time Settlement (OTS) Schemes

1. Loans under Loss and Written off categories without any asset back up :

EXISTING				PROPOSED			
Sl. No.	Category of Loan	Settlement Amount	Delegated Authority	Category of Loan	Settlement Amount	Delegated Authority	Remarks
1.	All loans under Loss and Written off categories without any asset back up as on 31.3.2013	10% of principal outstanding or 5% of principal disbursed whichever is higher plus 10% of other dues	Branch Settlement Committee (BSC)	All loans under Loss and Written off categories without any asset back up as on 31.3.2014	No change (10% of principal outstanding or 5% of principal disbursed whichever is higher plus 10% of other dues)	No change (BSC)	Cut off date moved to latest Balance Sheet date i.e. 31.3.2014

2. Loans disbursed up to Rs.10.00 lakhs:

EXISTING				PROPOSED			
Sl. No.	Category of Loan	Settlement Amount	Delegated Authority	Category of Loan	Settlement Amount	Delegated Authority	Remarks
2.	All loans disbursed up to Rs.1.00 lakh with asset back up (with primary / collateral security available in the form of land / building / machinery) and in the categories of Doubtful and below as on 31.3.2013 including written off	1.10 times the principal disbursed reduced by remittances or 5% of the principal disbursed whichever is higher plus 25% of other dues	BSC	All loans disbursed up to Rs.1.00 lakh with asset back up (with primary / collateral security available in the form of land / building / machinery) and in the categories of Doubtful and below as on 31.3.2014 including written off	No change (1.10 times the principal disbursed reduced by remittances or 5% of the principal disbursed whichever is higher plus 25% of other dues)	No change (BSC)	Cut off date moved to latest Balance Sheet date i.e. 31.3.2014

EXISTING				PROPOSED			
Sl. No.	Category of Loan	Settlement Amount	Delegated Authority	Category of Loan	Settlement Amount	Delegated Authority	Remarks
3.	All loans disbursed above Rs.1.00 lakh and up to Rs.5.00 lakhs with asset back up (with primary / collateral security available in the form of land / building / machinery) including all transport loans under TAHDCO Scheme and semi automatic looms in the categories of Doubtful and below as on 31.3.2013 including written off	1.10 times the principal disbursed reduced by remittances made so far or 10% of the principal disbursed whichever is higher plus 25% of other dues	BSC	All loans disbursed above Rs.1.00 lakh and up to Rs.5.00 lakhs with asset back up (with primary / collateral security available in the form of land / building / machinery) including all transport loans under TAHDCO Scheme and semi automatic looms in the categories of Doubtful and below as on 31.3.2014 including written off	No change (1.10 times the principal disbursed reduced by remittances made so far or 10% of the principal disbursed whichever is higher plus 25% of other dues)	No change (BSC)	Cut off date moved to latest Balance Sheet date i.e. 31.3.2014

4.	Loans disbursed above Rs.5.00 lakhs and up to Rs.10.00 lakhs with asset back up and security in the form of machinery / vehicle only (without any security available in the form of land / building) and in the category of Doubtful asset and below as on 31.3.2013 including written off.	1.10 times the principal disbursed reduced by remittances made so far or 10% of the principal disbursed whichever is higher plus 25% of other dues	BSC	Loans disbursed above Rs.5.00 lakhs and up to Rs.10.00 lakhs with asset back up and security in the form of machinery / vehicle only (without any security available in the form of land / building) and in the category of Doubtful asset and below as on 31.3.2014 including written off.	No change (1.10 times the principal disbursed reduced by remittances made so far or 10% of the principal disbursed whichever is higher plus 25% of other dues)	No change (BSC)	Cut off date moved to latest Balance Sheet date i.e. 31.3.2014
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EXISTING				PROPOSED			
Sl. No.	Category of Loan	Settlement Amount	Delegated Authority	Category of Loan	Settlement Amount	Delegated Authority	Remarks
5	<p>Loans disbursed above Rs.5.00 lakh and up to Rs.10.00 lakhs with asset back up (with primary / collateral security available in the form of land / building / machinery) including all transport loans under TAHDCO Scheme and semi automatic looms</p> <p>a) Loans sanctioned prior to 1.4.2000</p>	<p>1.25 times the principal disbursed reduced by remittances made so far or 25% of the principal disbursed whichever is higher plus 25% of other dues</p>	BSC	<p>Loans disbursed above Rs.5.00 lakh and up to Rs.10.00 lakhs with asset back up (with primary / collateral security available in the form of land / building / machinery) including all transport loans under TAHDCO Scheme and semi automatic looms and in the category of Doubtful asset and below as on 31.03.2014 including written off.</p> <p>a) Loans sanctioned prior to 1.4.2004</p>	<p>No change</p> <p>(1.25 times the principal disbursed reduced by remittances made so far or 25% of the principal disbursed whichever is higher plus 25% of other dues)</p>	No change (BSC)	<p>Cut off date is fixed as 31/03/2014</p> <p>Distinction made between sanctions prior to 1.4.2004 and after instead of 1.4.2000</p>

EXISTING				PROPOSED			
Sl. No.	Category of Loan	Settlement Amount	Delegated Authority	Category of Loan	Settlement Amount	Delegated Authority	Remarks
	b) Loans sanctioned after 1.4.2000 and in the categories of Doubtful and below as on 31.3.2013 including written off	Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) realizable value whichever is lower	RSC	b) Loans sanctioned after 1.4.2004 and in the categories of Doubtful and below as on 31.3.2014 including written off	Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) Realizable Value* whichever is lower	No change (RSC)	Cut off date moved to latest Balance Sheet date i.e. 31.3.2014. Distinction made between sanctions prior to 1.4.2004 and after instead of 1.4.2000. RV is arrived based on the number of times an asset is brought for auction

* **Realizable Value (RV)**

For assets not brought for auction sale by the Corporation

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 2 times

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 3 times

- 90% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 4 times & above

- 75% of present RV falling under the purview of valuation within ONE year

3. Loans disbursed above Rs.10.00 lakhs:

Sl. No.	EXISTING			PROPOSED			
	<u>Category of Loan</u>	Settlement Amount	Competent Authority for Approval	<u>Category of Loan</u>	Settlement Amount	Competent Authority for Approval	Remarks
6.	<p>a) All units including Short Term Loans sanctioned prior to 1.4.2000</p> <p>b) All units including Short Term Loans sanctioned after to 1.4.2000</p>	<p>Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) realizable value whichever is lower</p> <p>Waiver of penal interest (or) OTS amount to cover an IRR of 15% (or) realizable value whichever is lower</p>	DRC	<p>a) All units including Short Term Loans sanctioned prior to 1.4.2004 and in the category of Doubtful asset and below as on 31.03.2014 including written off.</p> <p>b) All units including Short Term Loans sanctioned after 1.4.2004 and in the category of Doubtful asset and below as on 31.03.2014 including written off.</p>	<p>Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) Realizable Value* whichever is lower</p> <p>Waiver of penal interest (or) OTS amount to cover an IRR of 15% (or) Realizable Value* whichever is lower</p>	<p>No change (DRC)</p> <p>No change (DRC)</p>	<p>Cut off date is fixed as 31/03/2014</p> <p>Distinction made between sanctions prior to 1.4.2004 and after instead of 1.4.2000.</p> <p>RV is arrived based on the number of times an asset is brought for auction</p>

* **Realizable Value (RV)**

For assets not brought for auction sale by the Corporation

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 2 times

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 3 times

- 90% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 4 times & above

- 75% of present RV falling under the purview of valuation within ONE year

4. One Time Settlement Scheme for Hire Purchase:

Sl. No.	EXISTING			PROPOSED			
	Category of the Unit	Settlement Amount	Competent Authority for Approval	Category of the Unit	Settlement Amount	Competent Authority for Approval	Remarks
7.	All Units	Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) realizable value whichever is lower	DRC	All units in the category of Doubtful asset and below as on 31.03.2014 including written off.	(Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) Realizable Value* whichever is lower)	No change (DRC)	Cut off date is fixed as 31/03/2014 RV is arrived based on the number of times an asset is brought for auction

*** Realizable Value (RV)**

For assets not brought for auction sale by the Corporation

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 2 times

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 3 times

- 90% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 4 times & above

- 75% of present RV falling under the purview of valuation within ONE year

5. One Time Settlement Scheme for Lease Finance:

EXISTING				PROPOSED			
Sl. No.	Category of the Unit	Settlement Amount	Competent Authority for Approval	Category of the Unit	Settlement Amount	Competent Authority for Approval	Remarks
8.	All units	Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) realizable value whichever is lower	DRC	All units in the category of Doubtful asset and below as on 31.03.2014 including written off.	Waiver of penal & compound interest (or) OTS amount to cover an IRR of 12% (or) Realizable Value* whichever is lower	No change (DRC)	Cut off date is fixed as 31/03/2014 RV is arrived based on the number of times an asset is brought for auction

*** Realizable Value (RV)**

For assets not brought for auction sale by the Corporation

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 2 times

- 100% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 3 times

- 90% of present RV falling under the purview of valuation within ONE year

For assets auctioned up to 4 times & above

- 75% of present RV falling under the purview of valuation within ONE year

06. for Soft Loan / Seed Capital:

Sl. No.	EXISTING		PROPOSED		
	Seed Capital / Soft Loan	Settlement Amount	Seed Capital / Soft Loan	Settlement Amount	Remarks
9.	For all seed capital / soft loan cases	Settlement amount will be arrived both for term loan and soft loan together based on the realizable value of securities, IRR, Etc.	For all seed capital / soft loan cases and in the category of Doubtful asset and below as on 31.03.2014 including written off.	Settlement amount will be arrived both for term loan and soft loan together based on the Realizable Value* of securities, IRR, Etc.	Cut off date is fixed as 31/03/2014 RV is arrived based on the number of times an asset is brought for auction

*** Realizable Value (RV)**

For assets not brought for auction sale by the Corporation	-	100% of present RV falling under the purview of valuation within ONE year
For assets auctioned up to 2 times	-	100% of present RV falling under the purview of valuation within ONE year
For assets auctioned up to 3 times	-	90% of present RV falling under the purview of valuation within ONE year
For assets auctioned up to 4 times & above	-	75% of present RV falling under the purview of valuation within ONE year

Note:

- 1) In respect of loans sanctioned above Rs.10 lakhs and sanctioned after 1.4.2002
 - a) There shall not be reversal of interest earned / credited to the loan account.
 - b) Waiver shall not exceed the interest outstanding and shall result in collection of the entire principal disbursed and simple interest together with other dues except the cases where the realizable value is very low.
- 2) In respect of cases which are classified as wilful defaulters as per RBI guidelines the competent authority for approval will be as under:
 - a) Loans upto Rs.5.00 lakhs - RSC
 - b) Loans above Rs.5.00 lakhs and upto Rs.10.00 lakhs - DRC
 - c) Loans above Rs.10.00 lakhs - Board
- 3) In respect of GES cases covered by Credit Guarantee, where claim has been settled by CGTMSE, OTS settlements will be informed and remitted to CGTMSE
- 4) The above settlement schemes do not apply to sanctions under BFS
- 5) The modified OTS scheme indicated above will not be applicable to those borrowers where an OTS has already been granted earlier unless the approval has since been withdrawn / legal action initiated.
- 6) The decision of TIIC regarding eligibility, interpretation of the OTS policy and offering OTS to individual units shall be final and binding upon the borrower and without prejudice to the rights and remedies available to TIIC relating to recovery, which shall be invariably mentioned in all communications related to OTS settlements.
- 7) As per circulars TIIC/HO/REC/(5b)/2013-14, dt.10/01/2014 and TIIC/HO/REC/AG/2013-14, dt.14.3.2014, the appropriate authority shall fix the OTS amount taking into account the OTS offers received earlier, etc.,
- 8) Even though OTS approval is valid only for one year, condonation of delay in settlement can be considered as indicated in circular.

ANNEXURE IV

**Name and Designation of all the employees working in Regional /
Branch / Head Office of the Corporation (as on date)**

[Click here for the details](#)

ANNEXURE V

CADRE-WISE DETAILS OF LEVELS OF PAY OF OFFICIALS/STAFF OF TIIC

Sl. No.	Post	Revised Levels of pay (Notionally w.e.f. 01.01.2016 and with monetary benefit from 01.10.2017)		
		Level	Minimum Rs.	Maximum Rs.
	GROUP "A"			
1	General Manager	29	123400	216300
2	Deputy General Manager	28	123100	215900
3	Asst. General Manager	26	61900	196700
4	Senior Manager	25	59300	187700
	GROUP "B"			
5	Manager-Grade III	23	56900	180500
6	Manager-Grade II	25	59300	187700
7	Manager-Grade I	26	61900	196700
8	Senior Officer	22	56100	177500
9	Assistant Manager	23	56900	180500
10	Deputy Manager	25	59300	187700
11	Officer-Grade III	19	37200	117600
12	Officer-Grade II	22	56100	177500
13	Officer-Grade I	23	56900	180500
14	Junior Officer-Grade III	18	36900	116600
15	Junior Officer-Grade II	19	37200	117600
16	Junior Officer-Grade I	22	56100	177500
	GROUP "C"			
17	Assistant/Steno-Grade III	10	20600	65500
18	Assistant/Steno-Grade II	11	35400	112400
19	Assistant/Steno-Grade I	18	36900	116600
20	Driver-Grade III	8	19500	62000
21	Driver-Grade II	11	35400	112400
22	Driver-Grade I	13	35900	113500
23	Record Clerk-Grade III	3	16600	52400
24	Record Clerk-Grade II	5	18200	57900
25	Record Clerk-Grade I	6	18500	58600
	GROUP "D"			
26	Office Assistant-Grade III	1	15700	50000
27	Office Assistant-Grade II	3	16600	52400
28	Office Assistant-Grade I	4	18000	56900

ANNEXURE VI

**Details of monthly remuneration received by each official of the
Corporation (as on date)**

[Click here for the details](#)

ANNEXURE**DELEGATION OF POWERS – SANCTION****(Rs. in Lakhs)**

Sl. No.	Type of Loan	By Branch Manager	By Branch Sanction Committee (BSC) Chaired by RM	By Regional Loan Sanction Committee (RLSC) Chaired by MD	By Executive Committee
I.	Transport Loan	10	50	200	Above 200
II.	NBFC/Joint Finance/ Consortium Finance/ High Cost borrowings/ MFIs/ FINTECH/ Medium and Large Industries	-	-	1500	Above 1500
III.	Open Term Loan#	75	200	-	-
IV.	Bill Finance (TNEB & TWAD) and all others #	-	1500	Above 1500	-
V.	PCS#	-	100	-	-
VI.	EFS Fast Track#	-	200	-	-
VIII.	Medical Practitioner Scheme#	-	-	200	-
IX.	Corporate Loan Scheme	-	-	500	Above 500
X.	Flexi WCTL Scheme	-	100	Above 100	-
XI.	Take over of loans	-	-	500	Above 500
XII.	Term Loans for new clients/ new units under all other Schemes	-	300 *	1500	Above 1500
XIII.	Term Loans for existing clients under all other Schemes	-	500 *	1500	Above 1500
XIV.	Group exposure for new/ existing clients	-	500	1500	Above 1500

* The cases beyond BSC limits shall be under the powers of RLSC till Rs.15 crores beyond which the cases will be under the purview of EC.

#The competent sanctioning authority (Overall exposure/Quantum of loan per group not exceeding Rs.700 lakhs) shall be BSC. Beyond the above exposure limit RLSC.

EC may refer the cases to Board, as it feels appropriate. MD also has the power to bring critical proposals to the Board directly.

For reckoning sanctioning powers, existing clients are the clients whose networth is positive, who are in standard assets category and earned cash profit continuously for the last three completed years.

* * * *