

THE TAMIL NADU INDUSTRIAL INVESTMENT CORPORATION LIMITED**(A Government of Tamil Nadu Undertaking)****No.692, Anna Salai, Nandanam, Chennai - 600 035**

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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
GM	General Manager
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 Limited
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
SBM	Senior Branch Manager
SEZ	Special Export Zone
SIDCO	Small Industries Development Corporation of Tamil Nadu Limited
SIDBI	Small Industries Development Bank of India
SIPCOT	State Industries Promotion Corporation of Tamil Nadu Limited
SMERA	Small and Medium Enterprises Rating Agency
SME	Small and Medium Enterprises
SRM	Senior Regional Manager
TANSTIA	Tamil Nadu Small and Tiny Industries Association
TL	Term Loan
TIIC	The Tamil Nadu Industrial Investment Corporation Limited

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 Tamil Nadu 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 handbook containing information under the Right to Information Act, 2005.

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 contains 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 under Right to Information Act, 2005.

ORGANISATION

1. Particulars of the Organisation:

1.1 Organisation:

The Tamil Nadu Industrial Investment Corporation Limited (TIIC) is a Government Company incorporated under the Companies Act 1913 and continues to be a Government Company under the Companies Act, 2013. The authorised share capital of the Company is Rs.425.00 Crores and the paid up capital of the Company is Rs.421.00 Crores.

1.2 Board of Directors :

TIIC is governed by Board of Directors. The Government of Tamil Nadu nominates the Chairman, Managing Director, and three more directors representing Micro, Small and Medium Enterprises (MSME), Industries and Finance Departments from the Government of Tamil Nadu. SIDBI nominates one Director as its representative on the Board. The Government of Tamil Nadu also nominates one more Director as recommended by SIDBI on the Board in the non-ex officio category and such Director will retire by rotation. All the other four independent directors are appointed by the Board with the approval of the shareholders at the Annual General Meeting.

For the details of Board of Directors, please click here <https://www.tiic.org/about-us>

1.3.The various Departments in the organization, specific duties and powers vested with the Officers concerned are given below:

Human Resource Management/ Board & Secretarial / Corporate Insurance/ Goods & Services Tax/ Corporate Social Responsibility/ Training	General Manager i/c/ Company Secretary/ Appellate Authority under Right to Information Act, 2005
Policy Planning & Subsidy/Systems / Management Information System/ E-Office	Deputy General Manager
Loans Monitoring & Rehabilitation/ Recovery/Public Grievances/GES/EDS	Assistant General Manager
Project	Assistant General Manager
Funds & Resources	Assistant General Manager
Legal	Manager-Grade III
Internal Audit/ISO	Senior Officer
Estate Division /Expenditure Division	Senior Officer

TIIC has 6 Regional Offices and 25 Branch Offices spread all over Tamil Nadu. **For details please click here: <https://www.tiic.org/location>**

Each Regional Office is headed by a Regional Manager and the Branch Office is headed by a Branch Manager.

FUNCTIONS OF THE ORGANISATION

2. Functions of the organization and 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 of TNEB, TWAD and TNPL

2.1.Schemes Operated :

a) SCHEME FOR ECONOMICALLY BACKWARD ENTREPRENEURS :

Entrepreneurs Development Scheme (EDS) – 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 6% interest subvention for micro and small enterprises 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)
- Equipment Finance Scheme – Fast Track (EFS-FT)
- Open Term Loan (OTL)

- Flexi Working Capital Term Loan (WCTL) for all types of Manufacturing and Processing Industries and Job Order Industries
- Working Capital Term Loan (WCTL) for Job Order Industries
- Scheme for take over of high cost borrowings and Switch over Loan Scheme
- Funding of second hand machinery (Imported and Indigenous)
- Corporate Loan Scheme
- Privileged Customer Scheme

d) SCHEMES FOR SERVICE ENTERPRISES

- Hotel Scheme
- Hospital Scheme
- Commercial Complex / Convention Centres / Community and Marriage Halls
- Warehouse / Cold Storage

e) SCHEMES FOR POWER GENERATION

- Wind Power Project (new & used)
- Generator Loan
- Solar Power Projects Scheme

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

- TNEB suppliers / contractors
- TWAD Contractors
- TNPL vendors and service providers
- Greater Chennai Corporation Suppliers/ Contractors

g) SCHEMES FOR QUALIFIED PROFESSIONALS

- My Doctor Scheme
- Doctor Plus Scheme
- Medical Practitioners Scheme
- Thulir Scheme

h) TRANSPORT OPERATOR SCHEME

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

i) Funding of Working Capital needs of Contractors of State Government/ State Government Agencies:
Contractors Credit Scheme

j) Industrial Infrastructure Initiative Scheme for purchase of SIDCO/SIPCOT Plots

Interim loan is considered for purchase of SIDCO/SIPCOT Plots/ Sheds initially. This particular Scheme operates only up to the stage of providing fund by TIIC for payment of plot cost to SIDCO/SIPCOT and further follow up for implementation of the Project will be done under General Scheme by TIIC.

For further details of the schemes, please click here:

<https://www.tiic.org/tiic-scheme>

2.2 Eligible activities:

The assistance of the TIIC is available to the concern engaged in or the concern proposes to engage in the following activities:

- 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 equipment
- 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 items 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 up to a maximum of Rs.2700 lakhs to Proprietary and Partnership concerns. In respect of Limited Companies, normally a maximum term loan assistance of Rs.4100 lakhs can be considered. However, higher loan assistance may also be considered for bigger projects on a case to case basis.

The Board of Directors of TIIC has delegated appropriate powers for sanction of loans to the Branch Manager, Branch Sanction Committee, Regional Loan Sanction Committee and the Executive Committee. The details of sanction powers are given in **Annexure-III**.

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 Offices of TIIC. There are separate applications for certain schemes. Application for financial assistance to industrial units can also be downloaded from TIIC's website <https://www.tiic.org/application-forms-download> and the 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 :

https://www.tiic.org/wp-content/uploads/2019/08/interest_rate.pdf

2.7 Financial Norms :

At the time of appraisal of a project, the following financial ratios are considered as favourable:

i) Debt Equity Ratio:

The maximum Debt Equity Ratio (DER) for both Small and Medium Enterprises shall be 2:1. For loans up to Rs.10.00 lakhs, DER is 3:1.

ii) Promoter's Contribution :

Promoter's contribution varies from 5% to 40% depending upon the scheme of assistance. It also depends on complying with the Debt Equity 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 and nodal 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 and operating agent for Revised and Restructured Technology Upgradation Fund (RRTUF) etc., in respect of its assisted units. For details, please click here

<https://www.tiic.org/state-government-subsidies-incentives/>

i) State Government Subsidy:

The following Incentives and Concessions are provided by the Government of Tamil Nadu :

- Capital Subsidy
- Special Capital Subsidy to Thrust Sector Enterprises

- Subsidy for Agro based Enterprises
- Additional Capital Subsidy to select category of entrepreneurs, viz., Women/SC/ ST/ differently abled/ Transgender Entrepreneurs
- Subsidy for promotion of cleaner and environment friendly technologies
- Employment Intensive Subsidy
- Capital Subsidy under New Entrepreneur-cum-Enterprise Development Scheme (NEEDS)
- 3% / 6% Interest Subvention Scheme
- Subsidy for Large/ Mega industries

ii) Central Government Subsidy:

- Revised and Restructured Technology Upgradation Fund Scheme (RRTUFS) for Textile units & Jute Industries provided by Ministry of Textiles, New Delhi.
- Food processing Subsidy given by the Ministry of Food Processing Industries, New Delhi.

For further details, please click here <https://www.tiic.org/central-subsidy/>

Norms set by the Corporation for discharge of functions

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

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 Tamil Nadu 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 Licence for the Quality Management Systems for sanction and disbursement for Head Office and Chennai Branch Office of the Corporation.

2.9.1. LEAD TIME set out in TIIC for sanctioning loans :

- Lead time in working days for written enquiries and handling loan enquiries is 3 days in case of approval by the Branch Manager/ Regional Manager, 15 days for MD's approval and 35 days for HSC/Board's approval.
- Time gap prescribed between registration of Application and inwarding (with investigation fees) should not exceed 15 days.
- Loan sanction within 18 working days and for BFS cases, 7 working days by Branch Sanction Committee.
- Loan sanction within 25 working days by Executive Committee and RLSC and for BFS cases, it is 14 working days by RLSC.
- Loan sanction including BFS cases within 35 working days by Board.
- Loan sanction within 7 working days by Branch Manager
- Process for completion of Legal Documentation for cases involving only hypothecation/ with or without Fixed Deposits and for Bill financing cases is 2 days and 10 days for all other cases including subsidy, modification deeds etc.,
- Lead time for disbursement for cases involving no relaxation is 3 days for first disbursement and 2 days for subsequent disbursement.
- For cases involving valuation of assets/relaxation from competent authority viz., (i).By Branch Manager, it is 8 days for first disbursement and 7 days for subsequent disbursement, (ii).By Manager/Senior Manager-Project Department, it is 8 days for first disbursement and 7 days for subsequent disbursement, (iii). By BSC and RLSC, it is 14 days for first disbursement and 10 days for subsequent disbursement and (iv).By EC/Board, it is 30 days for first disbursement and 25 days for subsequent disbursement.
- Lead time for utilization of services of Panel valuers and Technical experts is 14 days.

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 disbursement of loan:
 - 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 and 25 Branch Offices in the State will guide and help the customers
- For address and phone numbers of the above offices, please click here <https://www.tiic.org/location>
- Entrepreneurs Guidance Cell and the Grievance Cell which are functioning at the Head Office, Chennai, guide citizens and redress their grievances in all matters.

- Business Development Officers at Head Office and Branch Offices are working to guide entrepreneurs.
- Customers Grievance Redressal Meetings are conducted in the Branch Offices every month for redressing the grievance of the customers.
- Records are maintained for receipt and disposal of complaints at Head Office, Regional Offices, Branch Offices and the Satellite Offices
- For the enquiry from entrepreneurs, immediate reply to their requests along with details of the 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 the Board of Directors consisting of Chairman, Managing Director, senior level Government Officers nominated as Directors, nominees of SIDBI and retired senior Bank official as independent Directors.

The Government of Tamil Nadu nominates the Chairman, Managing Director, and three more directors representing Micro, Small and Medium Enterprises (MSME), Industries and Finance Departments from the Government of Tamil Nadu. SIDBI nominates one Director as its representative on the Board. All the other three independent directors are appointed by the Board with the approval of the shareholders at the Annual General Meeting. The day-to-day functions are administered by CMD / MD who is appointed by the Government of Tamil Nadu in consultation with SIDBI. The CMD / MD is assisted by the officials at various levels to discharge the functions.

The Board delegates suitable powers to the Managing Director and 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/ Managing Director is assisted by the General Manager i/c, Deputy General Managers and other senior officials.

3.1.3. General Manager i/c (HRM)/ Company Secretary/ Appellate Authority under Right to Information Act, 2005 (AA)

He is the Head of HRM Department, Board and Secretarial Department, besides discharging his duties as Company Secretary of the Corporation. He is also designated as Appellate Authority of the Corporation under Right to Information Act, 2005. He is looking after the following subjects and is assisted by the Senior Officers:

- All staff related matters including appointment, transfer, posting and promotions.
- The Company Secretary is responsible for convening of General Meetings, meetings of Board of Directors, Executive Committee, Default Review Committee and Audit Committee and also other

Committees constituted by the Board of Directors represented by the 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 Services Tax matters of the Corporation.
- Looking 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
- Looking after the subject of Corporate Social Responsibility.

3.1.1. Deputy General Manager (Policy Planning & Subsidy/ Systems)

He is the Head of Policy Planning & Subsidy Department and Systems Department at Head Office and in charge of the implementation of the task of E-office in the Corporation.

- Responsible for evolving various schemes in tune with the market situations / requirements
- He is in charge of implementation of the task of E-Office in the Corporation.
- Co-ordinating with Government / Nodal Agency for claiming Subsidies.
- Monitoring subsidy sanctions at Head Office / Branch Offices
- Preparation of corporate plans and policy document on loan policy.
- Fixing up targets for the Branch Offices and signing of MoU with Branches and Follow-up.
- In charge of Systems Department
- In charge of Management Information System

3.1.2 Assistant General Manager (Loans Monitoring & Rehabilitation/ Recovery):

He is the Head of Loans Monitoring & Rehabilitation/ Recovery Departments at Head Office. He is looking after the following subjects and he is assisted by the Manager/Managers-Grade III/ Senior Officers:

- Public Grievances
- To introduce loan review mechanism, standard asset monitoring and identification of Special Mention Accounts (SMA).
- 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 up to 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.
- Entrepreneurs Development Scheme

3.1.3. Assistant General Manager (Project)

She is the Head of Project Department. She is assisted by the Manager-Grade III and the Senior Officers. She is looking after the following subjects:

- Responsible for loan enquiries and handling of the clarifications sought for by the Branch Offices. 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 various Schemes of the Corporation.
- Disbursement Relaxation Notes and Disbursement Monitoring.

3.1.4. Assistant General Manager (Funds & Resources)

He is the Head of Funds & Resources Department. He is assisted by the Manager-Grade III and Senior Officers. He is looking after the following subjects:

- 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 Branch Offices
- Responsible for the 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.

3.1.5 Manager-Grade III (Legal) :

He is the Head of Legal Department at Head Office. He is assisted by the Senior Officers. He is looking after the following subjects:

- Legal Follow up / Recovery matters which includes Court cases, Legal Audit, Review of Legal suits filed by and against the Corporation etc., Overseeing the entire legal follow up work of the Corporation.
- Legal Documentation which includes relaxation relating to documentation and review of pending documentation cases to sort out legal issues, if any. Overseeing the entire legal documentation work of the Corporation.
- Also responsible for monitoring and follow up of the court cases with panel advocates.

3.1.6. Senior Officer (Internal Audit/ISO) :

He is the Head of Internal Audit and ISO Departments at Head Office and he is assisted by the Senior Officers in the said Departments:

- 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 Branch Offices in all the activities of the organisation.
- AG's Audit
- SIDBI's Inspection

3.1.7. Senior Officer (Estate/Expenditure)

He is the Head of Estate & Expenditure Division at Head Office. He is looking after all assets of the Corporation other than loan assets and investments, maintenance, additions, disposals and periodical expenditure.

3.1.8. Managers-Grade III:

There are also senior officials in the post of Manager-Grade III working at Head Office who are allotted to various Departments to oversee the smooth functioning of the Head Office. These officials are reporting to the Heads of Departments.

3.1.9. Senior Officers/ Officers-Grade III/ Junior Officer-Grade II/I/ Assistants-Grade III :

There are also Senior Officers, Officers-Grade III, Junior Officers-Grade II/I and Assistants-Grade III at Head Office who perform the assigned tasks in a Department/ Division to which they are posted. They also maintain the files. They are the grass root level ministerial officials. They report to the respective Heads of Departments/ Divisions.

3.1.10. Record Clerks-Gr.III/ Drivers-Grade III/I / Office Assistants-Grade I :

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

3.2. REGIONAL OFFICES:

Regional Offices are functioning in 6 Regions of the Corporation, viz. Chennai, Salem, Trichy, Coimbatore, Madurai and Tirunelveli. The functions of Regional Office are marketing of products, monitoring of business/ portfolio, logistic support/ other matters and mentoring Branch Offices.

3.2.1. Regional Manager

The Regional Office is headed by an official who is the senior most official in that Region. The duties and responsibilities of the Regional Manager are overseeing business performance of all Branch Offices in his jurisdiction, co-ordinating with Head Office and Branch Managers for quick disposal of proposals/ references received, extending help in marketing and also in dealing with difficult proposals/ reports etc.

3.2.2. Legal Documentation Work in Regional Office:

- An official in the Regional Office will look after legal documentation work. He will be responsible for scrutiny of title deeds and approval of all security documents and documentation and custody of documents. He shall provide necessary guidance to entrepreneurs
- He shall provide general legal advice and guidance in all other matters to the Branch Offices.

3.2.3. 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 at least once in a year.
- Officials in the Audit Team shall ascertain the assets inventory of the assisted units.

3.3. BRANCH OFFICE:

All the Branch Offices shall process the loans at the Branch level and place the same before the respective Sanctioning Committee/ Authority for considering sanction.

3.3.1.Branch Manager:

- The Branch Manager shall be the Head of Branch Office.
- He is responsible for overall performance of the branch.
- He is responsible for sanction & disbursement of loans and recovery, as per the delegation of powers prescribed by the Corporation.
- He is also responsible for the routine administrative functions, canvassing of new business, supervision and support to the LAOs / LAAs.

3.3.2. LAOs/ LAAs:

The field level Officers / Assistants are re-designated as Loan Administrative Officers (LAOs) and the Loan Administrative Assistants (LAAs). The LAOs and the LAAs are responsible for disbursement of loans including inspections, recovery and follow-up, including Court cases assigned to them individually.

3.3.3.Project Evaluation Officer (PEO):

- The Project Evaluation Officer in the Branch Office is responsible for appraisal of all Branch cases assigned to him. He is 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.

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

DELEGATION OF POWERS

Delegation of powers in respect of HRM, Estate and Expenditure Divisions

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 GM/DGM

Sl. No.	Nature of powers	Delegation	Authority
3.	Extension of period of probation and confirmation.	From the cadre of Assistant-cum-typist and above Below the cadre of Assistant-cum-typist	Managing Director GM/DGM
4.	Sanction of periodical Increments	At Head Office: For General Managers Below the cadre of General Manager At Regional Office: Up to Officers Above Officers At Branch Office: Up to Officers Above Officers	Managing Director GM/DGM SRM / RMs GM/DGM Branch Manager GM/DGM
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 of Special Dy.Tahsildar/ Tahsildars for recovery	-	Regional Manager as per sanction / approval of posts by Managing Director.

Sl. No.	Nature of powers	Delegation	Authority
8.	Retirement by routine	For all cadres	Managing Director
9.	Acceptance of Resignation	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 up to Manager and for the cadre of Asst. Manager, Manager in Regional / Br. 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</p> <p>SRM / RMs</p> <p>Branch Managers</p>

Sl. No.	Nature of powers	Delegation	Authority
12.	Issue of Administrative Orders / Circulars on approval by competent authority	For HRM / HRD Divisions For Estate / Expenditure Division	DGM / Manager (HRM) AGM (ED)/ Manager (ED)/ Asst.Manager(ED)
13.	Additional Charge Arrangements	AGMs and above at Head Office, the Regional Managers & Branch Managers For the Officials below the cadre of AGM at Head Office At Regional / Branch Office: All the staff in the Region except Branch Managers	Managing Director GM/ DGM SRM / RMs
14.	Issue of NOC for obtaining Passport	For General Managers For DGMs Up to AGMs	Government of Tamil Nadu Head of HRM Dept., HO GM/DGM
15.	Declaration of Public Holidays / Local holidays	For all offices	Managing Director
16.	Sanction of House Building Advance and Vehicle Advance Sanction of other Advances like Festival Advance, Marriage, Co-optex, Khadi and Handloom etc.	Sanction / Approval: As per policies approved by Managing Director / Board As per policies approved by Managing Director / Board Payments for all loans and advances: At Head Office At Regional Office At Branch Office	GM/DGM DGM AGM(ED)/Manager(ED)/ Asst.Manager(ED) SRM/RMs Branch Managers

Sl. No.	Nature of powers	Delegation	Authority
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>Up to Rs.10,000/-</p> <p>Above Rs.10,000/- and up to 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(ED)/ MGR(ED)/ Asst.Manager(ED)</p> <p>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:</p> <p>For loans up to Rs.50,000/-</p> <p>Above Rs.50,000/-</p> <p>At Regional/ Branch Offices:</p>	<p>DGM</p> <p>Managing Director</p> <p>Regional / Branch Manager concerned after obtaining approval from DGM / General Manager / Managing Director, as the case may be.</p>

Sl. No.	Nature of powers	Delegation	Authority
19.	Leave salary and pension contribution for those on deputation in the Corporation	For all employees	DGM
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)/ Asst.Manager(ED) SRM/RMs BMs

Sl. No.	Nature of powers	Delegation	Authority
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(Outside the Region)</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>Head of HRM Dept., Head Office</p> <p>Head of Department concerned</p> <p>Managing Director</p> <p>Head of HRM Dept., Head Office</p> <p>Managing Director</p> <p>SRM/RMs</p> <p>Managing Director</p> <p>SRM/RMs/BMs concerned</p> <p>SRM/RMs/BMs concerned</p> <p>For valid reasons - Respective Tour programme approving authority</p>

Sl. No.	Nature of powers	Delegation	Authority
23.	Settlement of T.A. Bills	<p>For MD/Chairman/CMD</p> <p>At Head Office:</p> <p>Up to 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>Head of HRM Dept., Head Office</p> <p>AGM (ED)/ Manager (ED)/ Asst.Manager (ED)</p> <p>AGM (ED)/ Manager (ED)/ Asst.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>Head of HRM Dept., Head Office</p> <p>SRM/RMs</p> <p>BMs</p>

Sl. No.	Nature of powers	Delegation	Authority
25.	Sanction of Medical Reimbursement	For all cadres: As per norms / guidelines Any deviation from norms / guidelines	AGM(ED)/ Manager(ED) Asst.Manager(ED) Managing Director
26.	Sanction of Leave Travel Concession	For General Managers For all AGMs & DGMs For all staff up to Managers	Managing Director Head of HRM Dept., Head Office AGM(ED)
27.	Approval for payment / settlement of LTC	For all cadres	AGM(ED)/ Manager(ED)/ Asst.Manager(ED)
28.	Periodical service charges for typewriters, telephones, calculators, duplicators, fans, furniture etc.	At Head Office: Up to Rs.10,000/- Above Rs.10,000/- At Regional / Branch Office: Up to Rs.5,000/- Up to Rs.10,000/-	AGM(ED)/ Manager (ED)/ Asst.Manager(ED) Head of HRM Dept., Head Office 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 up to Rs.10.00 lakhs on each occasion (iii) Above Rs.10,000/- and up to Rs.50,000/- on each occasion (iv) Up to Rs.10,000/- on each occasion At Regional / Branch Office: Up to Rs.5,000/- Up to Rs.10,000/-	Board Managing Director Head of HRM Dept., Head Office AGM(ED)/ Manager(ED) Branch Manager SRM/RMs

Sl. No.	Nature of powers	Delegation	Authority
30.	Postage/Telegram/ Fax / Speed Post/ courier expenses	At Head Office: Up to Rs.10,000/- Above Rs.10,000/- At Regional / Branch Office:	AGM(ED)/ Manager(ED)/ Asst.Manager(ED) General Manager SRM/RMs/ BMs concerned
31.	Printing and purchase of stationery per occasion within budget provision	At Head Office: Up to Rs.10,000/- Above Rs.10,000/- and up to Rs.50,000/- Above Rs.50,000/- and up to Rs.10.00 lakhs Above Rs.10.00 lakhs At Regional / Branch Office: Up to Rs.5,000/- Above Rs.5,000/- and up to Rs.10,000/- Any deviation from Budget	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director Board Branch Manager SRM/RMs Managing Director
32.	Approval of payment to printers and stationers	At Head Office: (as per approval): Up to Rs.50,000/- Above Rs.50,000/- and up to Rs.1.00 lakh Above Rs.1.00 lakh At Regional / Branch Office: Up to Rs.5,000/- Above Rs.5,000/- and up to Rs.10,000/- Any deviation from Budget	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director Branch Manager SRM/RMs Managing Director

Sl. No.	Nature of powers	Delegation	Authority
33.	Passing of Sundry bills	<p>At Head Office: Up to Rs.10,000/-</p> <p>Above Rs.10,000/-</p> <p>At Regional / Branch Office: Up to Rs.5,000/- Up to Rs.10,000/-</p>	<p>AGM(ED)/ Manager(ED)/ Asst.Manager(ED)</p> <p>General Manager</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	Head of HRM Dept.,Head Office
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>AGM(ED)/ Manager(ED)/ Asst.Manager(ED)</p> <p>SRM/RMs/ Branch Managers concerned</p> <p>Managing Director</p>

Sl. No.	Nature of powers	Delegation	Authority
36.	Approval for Annual Maintenance Contract for office equipment, furniture, lifts, DG sets, Air-conditioners, computers etc.	<p>At Head Office</p> <p>Up to Rs.10,000/- per contract</p> <p>Above Rs.10,000/- & up to Rs.50,000/- per contract</p> <p>Value above Rs.50,000/- and up to Rs.10.00 lakhs per contract</p> <p>Value above Rs.10.00 lakhs per contract</p> <p>At Regional/Branch Office:</p> <p>Up to Rs.5,000/- per contract</p> <p>Up to Rs.10,000/- per contract</p>	<p>AGM(ED)/ Manager(ED)</p> <p>Head of HRM Dept., Head Office</p> <p>Managing Director</p> <p>Board</p> <p>Branch Manager</p> <p>SRM/RMs</p>
37.	Approval for payment of AMC	<p>At Head Office</p> <p>At Regional / Branch Office</p>	<p>AGM (ED)/ Manager (ED)/ Asst.Manager(ED)</p> <p>SRM/RMs/BMs concerned</p>
38.	Uniform / chappal to Sub-staff & Drivers	<p>At Head Office:</p> <p>At Regional / Branch Office:</p> <p>Periodical revision of rates</p>	<p>AGM(ED)/ Manager(ED)/ Asst.Manager(ED)</p> <p>SRM/RMs/ Branch Managers concerned</p> <p>Managing Director</p>
39. (a).	Sanction of Food allowance	<p>At Head Office:</p> <p>At Regional / Branch Office:</p> <p>Review of Food allowances and revision</p>	<p>Approval by the respective Head of Department</p> <p>SRM/RMs/ Branch Managers concerned</p> <p>Managing Director</p>

Sl. No.	Nature of powers	Delegation	Authority
39. (b).	Payment of Food allowance	At Head Office: At Regional / Branch Office	AGM(ED)/ Manager (ED)/ Asst.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)/ Asst.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	Head of HRM Dept.,Head Office
43.	Other expenditure to Directors, if any	As per norms Any deviation from norms	Head of HRM Dept.,Head Office 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)/ Asst.Manager(ED) SRM/RMs/ BMs concerned Genegal Manager

Sl. No.	Nature of powers	Delegation	Authority
45. (a).	Sanction / approval of local conveyance	At Head Office	Head of Department
45. (b).	Approval for payment of local conveyance	At Regional / Branch Office: At Head Office: At Regional / Branch Office	SRM/RMs/ Branch Managers concerned AGM(ED)/ Manager(ED)/ Asst.Manager(ED) SRM/RMs/ Branch Managers concerned
46.	Payment of donation, fee etc., to other organisations/ agencies and sponsorship of seminars per occasion	Up to Rs.10.00 lakhs Above Rs.10.00 lakhs	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	At Head Office: Sanction and financial approval up to Rs.10,000/- Sanction and financial approval above Rs.10,000/- and up to Rs.50,000/- Sanction and financial approval above Rs.50,000/- and up to Rs.10,00,000/- Sanction and financial approval above Rs.10.00 lakhs Payment as per approval: Up to Rs.50,000/- Above Rs.50,000/- (cont.....)	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director Board AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office (cont.....)

Sl. No.	Nature of powers	Delegation	Authority
47. Cont.		<p style="text-align: right;">(cont...)</p> <p>At Regional / Branch Office: Sanction and financial approval up to Rs.10,000/- and payment thereof</p> <p>Sanction and financial approval up to Rs.25,000/- and payment thereof</p>	<p style="text-align: right;">(cont...)</p> <p>Branch Managers</p> <p>SRM/RMs</p>
48.	Payment of fees to Lawyers for their opinion etc.,	<p><u>At Head Office</u> Up to Rs.10,000/-</p> <p>Above Rs.10,000/- and up to Rs.50,000/-</p> <p>Above Rs.50,000/-</p> <p><u>At Regional / Br.Office:</u></p>	<p>AGM(ED)/ Manager(ED)</p> <p>Head of HRM Dept.,Head Office</p> <p>Managing Director</p> <p>Sr.Regl.Manager/ Regional Manager/ Sr.Br.Manager/ Branch Manager [as per norms/ guidelines issued by Legal Department at Head Office from time to time].</p>
49.	Release of advertisements for business promotion etc. per occasion	<p>Up to Rs.10.00 lakhs</p> <p>Above Rs.10.00 lakhs</p>	<p>Managing Director</p> <p>Board</p>

Sl. No.	Nature of powers	Delegation	Authority
50.	Sharing of expenses with other Institutions/ Agencies as per the instructions of Government of Tamil Nadu	Up to 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 up to 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</p> <p>Rent up to Rs.25,000/- per month</p> <p>Beyond Rs.25,000/- per month</p>	<p>General Manager</p> <p>Managing Director</p> <p>AGM (ED)</p> <p>General Manager</p> <p>Managing Director</p>
52.	Payment of rent for Office premises	For Regional / Branch Office:	SRM/RMs/ Branch Managers concerned

Sl. No.	Nature of powers	Delegation	Authority
53.	Purchase of office equipment such as furniture, fittings, calculators, weighing scales, water coolers and capital goods / assets (movable & immovable) Computers	<p>At Head Office:</p> <p>Up to Rs.10,000/-</p> <p>Above Rs.10,000/- and up to Rs.1.00 lakh</p> <p>Above Rs.1,00,000/- and up to Rs.10.00 lakhs</p> <p>Above Rs.10.00 lakhs</p> <p>At Regional / Branch Office:</p> <p>Up to Rs.5,000/-</p> <p>Up to Rs.10,000/-</p>	<p>AGM(ED)/ Manager(ED)</p> <p>Head of HRM Dept.,Head Office</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.	<p>At Head Office :</p> <p>Up to Rs.25,000/-</p> <p>Above Rs.25,000 and up to Rs.1.00 lakh</p> <p>Above Rs.1.00 lakh and up to Rs.10.00 lakhs</p> <p>Above Rs.10.00 lakhs</p> <p>At Regional / Branch Office:</p> <p>Up to Rs.10,000/-</p> <p>Up to Rs.25,000/-</p>	<p>AGM(ED)/ Manager(ED)</p> <p>Head of HRM Dept.,Head Office</p> <p>Managing Director</p> <p>Board</p> <p>Branch Managers</p> <p>SRM/RMs</p>
55. (a).	Sanction / approval for contracts for house keeping, securities, etc.	<p>For value up to Rs.1.00 lakh</p> <p>For value above Rs.1.00 lakh and up to Rs.10.00 lakhs</p> <p>For value above Rs.10.00 lakhs</p>	<p>Head of HRM Dept.,Head Office</p> <p>Managing Director</p> <p>Board</p>

Sl. No.	Nature of powers	Delegation	Authority
55. (b).	Payments for the above	All payments as per approval Up to Rs.50,000/- Above Rs.50,000/- and up to Rs.1.00 lakh Above Rs.1.00 lakh	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director
56.	Approval and payments for expenses towards welfare of employees, viz. water for drinking and other purposes etc., per occasion (Annual contract should be taken for the welfare items, namely water, coffee/tea etc.,)	<u>Sanction at Head Office:</u> <u>Approval :</u> Up to Rs.25,000/- Above Rs.25,000/- and up to Rs.50,000/- Up to Rs.10.00 lakhs Above Rs.10.00 lakhs <u>Payment after approval :</u> Up to Rs.50,000/- Above Rs.50,000/- <u>At Regional/ Br.Office:</u> Up to Rs.5,000/- per month Up to Rs.10,000/- per month	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director Board AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office 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)/ Asst.Manager(ED) SRM/RMs/ Branch Managers concerned Managing Director

Sl. No.	Nature of powers	Delegation	Authority
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)/ Asst.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.	Approval and payment of insurance premium for assets (movable and immovable)	At Head Office: Premium up to Rs.5,000/- Premium above Rs.5,000/- and up to Rs.10,000/- Premium above Rs.10,000/- and up to Rs.2.00 lakhs Premium above Rs.2.00 lakhs At Regl./Br.Office:	Manager(ED)/ Asst.Manager(ED) AGM(HRM) Head of HRM Dept.,Head Office Managing Director Sr.RM/RM/Sr.BM/ BM (as per norms/ guidelines issued by the Corporation from time to time)

Sl. No.	Nature of powers	Delegation	Authority
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: Up to Rs.10,000/- Above Rs.10,000/- and up to Rs.50,000/- Above Rs.50,000/- and up to Rs.10.00 lakhs Above Rs.10.00 lakhs	AGM(ED)/ Manager(ED) Head of HRM Dept.,Head Office Managing Director Board

NOTE:

- Wherever the words “Manager(ED)” occur, the same may be read as Senior Manager(ED) in view of redesignation
- For any relaxation on the above and also subjects not specifically indicated in the revised delegation, Managing Director's approval should be obtained.

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**Consolidated delegation of powers in respect of
Sanction and Disbursement**

Please click here

https://www.tiic.org/wp-content/uploads/RTI_Dele_Powers_Sanc_Disbt.pdf

**DELEGATION OF POWERS
Follow-up and Recovery**

Please click here

https://www.tiic.org/wp-content/uploads/RTI_Dele_Powers_FU_Rec.pdf

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

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

In respect of Regional Offices/ Branch Offices, the Regional Manager/ Branch Manager concerned is accountable for the performance of the respective Regional Offices/Branch Offices under their control.

The functions and the operating powers of each level in the Corporation, besides the reporting relationship and delegation in operating powers pertaining to the organisation are given in Organisation Structure at **Annexure-I**.

**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, 2002, and its amendments
- Right to Information Act, 2005
- Instructions of the State Government
- Policies / Rules / Guidelines framed by the Board of Directors
- GST Act
- Administrative Orders of the 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 Department
- Legal manual used by the Legal Department
- Service Rules governing the employees

**Statement of 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 :

- Various correspondence between the Corporation and 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 correspondence
- ISO documents
- Returns
- Minutes
- Service Registers, data relating to the officers and employees
- Operational Manuals, Circulars and Office Orders
- Library books etc.

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

Particulars of any arrangements for consultation with or representation by the member of the public in relation to the formulation of its policy and implementation thereof

7) Particulars of any arrangements 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 the Branch Offices 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:

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

**Details of Board of Directors,
Committees and other bodies**

8) Details of Board of Directors/ Committees of Directors :

8.1.Board of Directors:

The Board of Directors is the highest controlling authority comprising Directors appointed by the Government from time to time and headed by the Chairman / CMD / MD which deliberates and decides 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, Corporate Social Responsibility Committee, Staff Committees 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 01.10.2022, TIIC's Board comprises 9 Directors. The particulars of Board of Directors are given in **Annexure II**.

The Board considers all policy matters and proposals for sanction of loans. Powers of sanction of the Board are given in **Annexure-III**.

8.2 Executive Committee (EC):

The Executive Committee (EC) of the Corporation consists of five Directors of the Board as members. The Executive Committee considers proposals for sanction of loans. Powers of sanction of EC are given in **Annexure-III**. The members of the E.C as on 01.10.2022 are as follows:

- Chairman & Managing Director, TIIC
- Nominee of SIDBI
- Two independent Directors

8.3 Default Review Committee (DRC):

Default Review Committee (DRC) is a Sub-Committee of the Board of Directors with TIIC's Chairman / Managing Director as Chairman of the Committee. It reviews the default cases periodically and also considers granting of reliefs and concessions to settlement cases, apart from reviewing the affairs of sick units under rehabilitation. All the four Directors of 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 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 of Directors as per the Companies Act 2013, besides its routine function.

8.5 Corporate Social Responsibility (CSR) Committee :

The Corporate Social Responsibility(CSR) Committee is constituted as per the provisions of Companies Act, 2013, and its rules thereunder. TIIC has constituted the CSR Committee with the following Directors as its members :

- 1) Chairman and Managing Director
- 2) Director representing Industries, Investment Promotion & Commerce Department
- 3) Two Independent Directors

The Committee recommends proposals for approval based on the CSR Policy of the Corporation.

8.6 Nomination & Remuneration Committee (NRC) :

The Nomination and Remuneration Committee (NRC) identifies persons who are qualified to become Directors and recommends to the Board of Directors for their appointment on the Board as independent Directors, fixing of remuneration etc. The NRC was constituted with the following Directors as its members :

- 1) Chairman & Managing Director
- 2) Director representing Industries, Investment Promotion & Commerce Department and
- 3) Two Independent Directors

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 the following Directors on the Board:

- 1) Director representing Industries, Investment Promotion & Commerce Department and
- 2) Three Independent Directors

8.8 Staff Committee- I :

The Staff Committee – I is constituted based on the instructions issued by the Government of Tamil Nadu to consider recruitment and 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 constituted based on the instructions issued by the Government of Tamil Nadu to consider recruitment and 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, Investment Promotion & Commerce Department

8.10. Tender Committee:

The Tender Committee is constituted to scrutinize the tender documents, to supervise opening of tenders, to carry out the preliminary examination, 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 given below:

- 1) Managing Director
- 2) Director/member representing Finance Department
- 3) Two Independent Directors

8.11 Review Committee for Wilful Defaulter

The Review Committee is constituted to review the cases which conform with the decisions of Identification Committee which is constituted for classifying the borrowers/guarantors as wilful defaulters. The members of the Review Committee are as follows:

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

Other Committees of Employees of the Corporation :

8.12. Regional Loan Sanction Committee (RLSC) :

The Regional Loan Sanction Committee is headed by the Chairman & Managing Director with Head of Project Department, Chief Risk Officer of the Corporation and the Regional Manager concerned as its members. The Committee sanctions loans. The powers of sanction of RLSC are given in **Annexure-III**.

In respect of proposals under Bill Finance Scheme for amount above Rs.1500.00 lakhs, RLSC will be the delegated authority to sanction.

8.13 Branch Sanction Committee (BSC):

The Branch Sanction Committee consists of the following members:

1. Regional Manager concerned
2. Branch Manager concerned
3. Another Branch Manager within the same Region

The Committee considers proposal for sanction of loan. The powers of sanction of BSC are given in **Annexure-III**.

8.14 Regional Settlement Committee (RSC):

The Regional Settlement Committee consists of the following members:

1. Chairman & Managing Director
2. General Manager i/c (HRM)/ Company Secretary
3. Head of the Department, LM&R/Recovery
4. Head of the Department, F&R Department
5. Head of the Department, Legal Department
6. Regional Manager concerned

The Committee considers One Time Settlement proposals which are related to the offices situated within the specified region in respect of loan sanction above Rs.25.00 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 following members:

1. Regional Manager concerned
2. Branch Manager concerned
3. Another Branch Manager within the same Region

The Committee considers the OTS / auction sale proposals in respect of loan sanction up to Rs.25.00 lakhs under OTS scheme.

**Directory of its Officers and Employees and
Monthly remuneration received by Officers and Employees**

9). Directory of its officers and Employees:

For the details of names of all the officers / employees with designation and the office in which they are working,

please click here : <https://www.tiic.org/directory-of-employees>

10). Levels of pay adopted by the Corporation and 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 levels of pay and other allowances for all its officials, as stipulated by the Government of Tamil Nadu from time to time. For the present levels of pay adopted by the Corporation for various posts, please click here <https://www.tiic.org/pay-structure-of-the-employees/>

For the details of monthly remuneration received by each cadre of officers and employees, please click here <https://www.tiic.org/directory-of-employees>

**Manner of execution of subsidy programmes
including the amounts allocated and the
details of beneficiaries of such programmes**

11) The manner of execution of subsidy programmes, including the amounts allocated and the 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 in respect of its assisted units as and when announced by the Central Government.

11.1. State Government Subsidies/Incentives :

a) Subsidy/Incentives for Micro, Small and Medium Enterprises (as per the policy announcement made in 2021, followed by Govt Orders).

- Capital subsidy @ 25% on eligible plant and machinery value subject to a maximum of Rs.25.00 lakhs for all new micro manufacturing enterprises set up anywhere in the State.
- Additional capital subsidy will be given to micro manufacturing enterprises at the rate of 10% on investment made in the plant and machinery, subject to a maximum of Rs.5.00 lakhs, over a period of 5 years.
- Small and Medium Enterprises establishing units in 254 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 the value of plant and machinery subject to a maximum of Rs.15.00 lakhs.
- Additional capital subsidy of 5% subject to a maximum of Rs.5.00 lakhs will be given to enterprises set up by women, SCs/STs, differently abled 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.10.00 lakhs.
- Subsidy for agro-based industries in all 388 blocks.
- Special capital subsidy @ 25% on machinery subject to a maximum of Rs.150.00 lakhs for the following thrust sector enterprises:

- i). Electrical and Electronic Industry
- ii). Leather and Leather Goods
- iii). Auto parts and components
- iv). Drugs, Pharmaceuticals and Nutraceuticals
- v). Solar Energy equipments
- vi). Gold & Diamond jewellery for exports
- vii). Pollution control equipments
- viii). Sports goods and accessories
- ix). Cost effective building materials
- x). Readymade garments
- xi). Food Processing
- xii). Plastic (except “one time use and throw away plastics”).
- xiii). Rubber
- xiv). Alternate products to “one time use and throw away plastics”
- xv). Electric vehicle components, charging infrastructure and components.
- xvi). Medical devices, equipment and components
- xvii). Technical Textiles and Medical Textiles
- xviii). Aerospace and Defence applications and components
- xix). Electronic System Design and Manufacturing
- xx). Bio-Technology
- xxi). Petrochemicals and Speciality Chemicals
- xxii). Industry 4.0
- xxiii). Electronic water processing
- xxiv). Any other industry to be notified by the Government in this regard from time to time.
- xxv). Any other industry to be notified by the Government in this regard from time to time

b). The Government of Tamil Nadu have 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 pass in Higher Secondary, 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.5.00 crores. Capital subsidy of 25% of the project cost up to a maximum of Rs.75.00 lakhs will be provided by the State Government.

c) 3% Interest Subvention Scheme – All term loans sanctioned with effect from 03.09.2012 by Tamil Nadu 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.50.00 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). 6% Interest Subvention Scheme for Financial Assistance sanctioned to Micro and Small Enterprises (MSEs) w.e.f. 01.4.2019

The Government of Tamil Nadu, in their Order (Ms) No.177, Industries (MIF.2) Department, dated 09.10.2019, have accorded approval to enhance the interest subvention from 3% to 6% for the loans availed by Micro and Small Enterprises (MSEs) from the Corporation with effect from 01.4.2019.

For the loans sanctioned prior to 31.3.2019, the existing 3% interest subvention will be applicable to Micro, Small and Medium Enterprises (MSMEs).

In respect of loans sanctioned by the Corporation on or after 01.4.2019, the then existing 3% Interest Subvention Scheme will continue to Medium Enterprises

e) Generator subsidy : 25% of the cost of generator set up to 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.

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 Corporation has been adopting modified OTS Policy as per Circular dated 24.02.2021, followed by further modifications issued in Circular dated 28.9.2021. For details, please click here:

https://www.tiic.org/wp-content/uploads/RTI_Manual_OTS_policy.pdf

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

For details, please click here: <https://www.tiic.org>

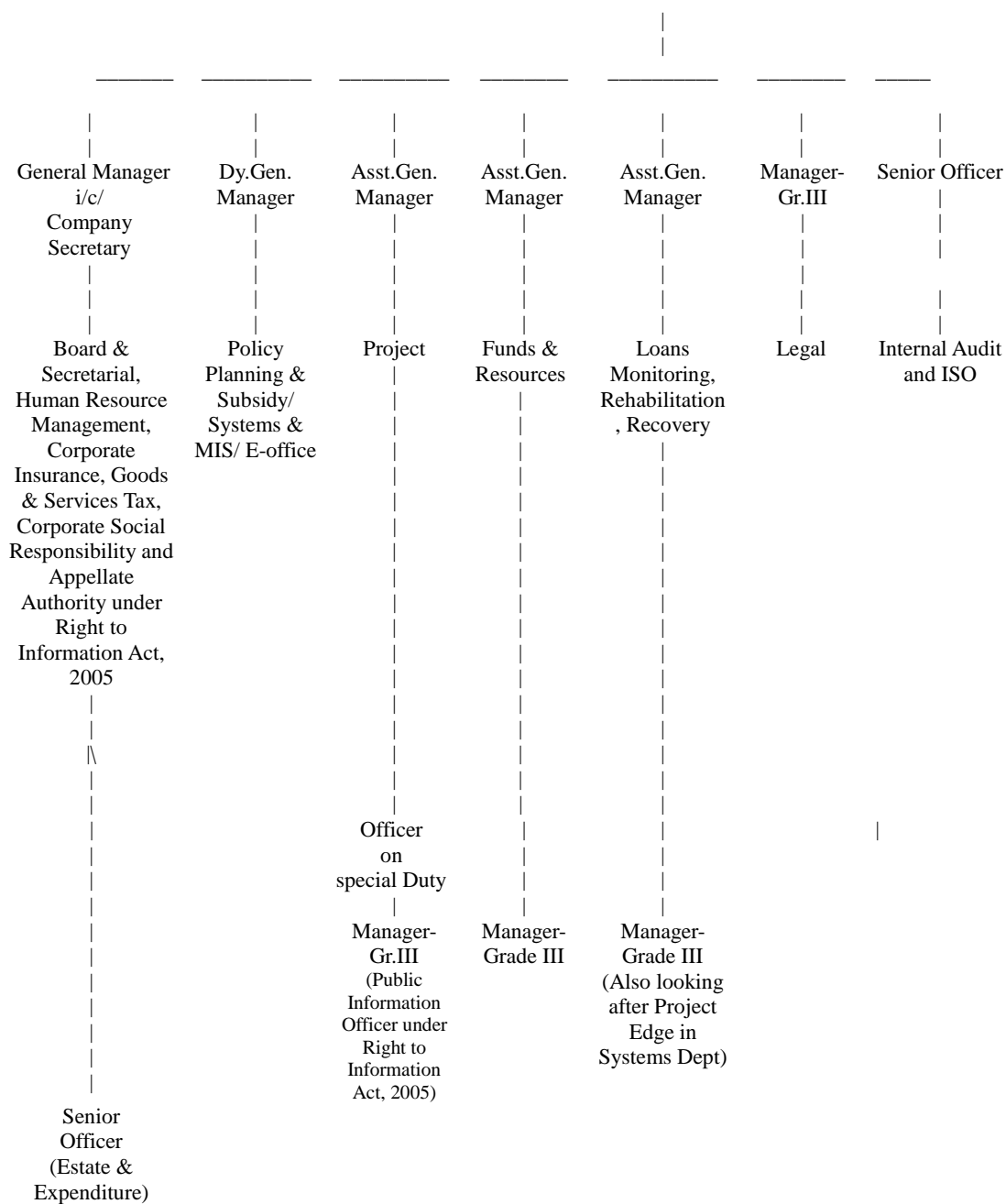
Public Information Officer (PIO),
Assistant Public Information Officers(APIO)
and
Appellate Authority (AA)
under Right to Information Act, 2005

14) Name, Designation and other particulars of the Public Information Officer, Assistant Public Information Officers and the Appellate Authority under Right to Information Act, 2005:

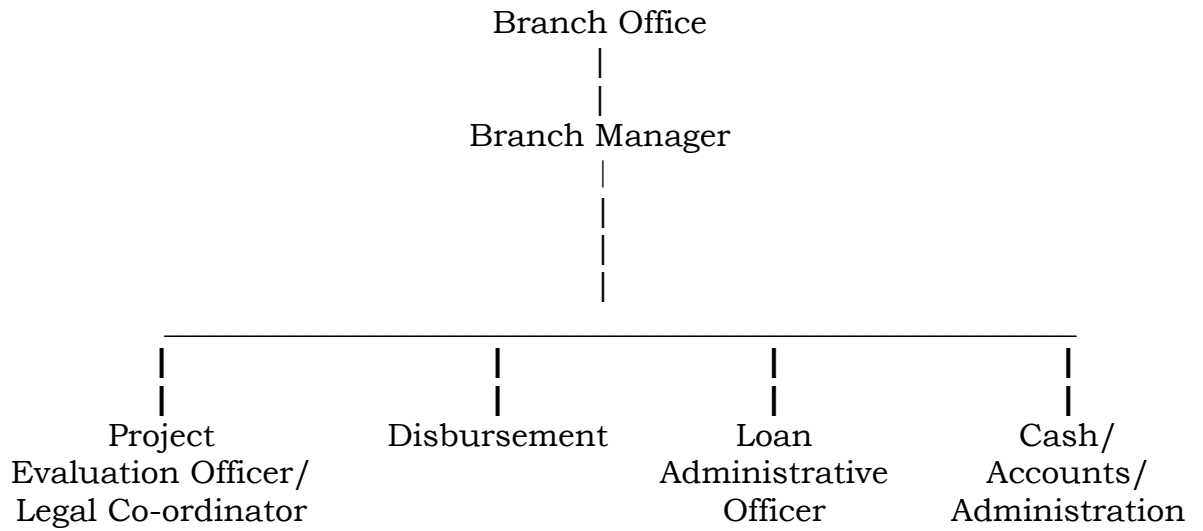
Click here: <https://www.tiic.org/authority-and-appellate-authority/>

Annexure - I

ORGANISATION STRUCTURE - HEAD OFFICE
AS ON 01.10.2022



The structure of the Branch Offices is given below :



The Branch Offices are functioning under the control of respective Regional Offices which are headed by the Regional Managers who are the senior most officials in the respective Regions. The Regional Managers will, inter alia, oversee the business performance of all the Branch Offices under their jurisdiction.

Annexure II**BOARD OF DIRECTORS OF THE CORPORATION (As on 01.10.2022)**

Sl.No.	Name and address of the Board of Directors Thiru/Tmt.	
1.	Hans Raj Verma, IAS., Chairman & Managing Director, The T.I.I.C. Ltd., 692, Anna Salai, Nandanam, Chennai -600 035	Executive Director
2.	S.Krishnan, IAS, Addl. Chief Secretary to Govt., Industries, Investment Promotion and Commerce Department, Secretariat Chennai 600 009.	Non-Executive Director
3.	V.Arun Roy, IAS., Secretary to Government, MSME Department, Secretariat Chennai 600 009	Non-Executive Director
4.	Reeta Harish Thakkar, IAS., Spl. Secretary to Govt., Finance Department, Fort St. George, Chennai 600 009	Non-Executive Director
5.	Mariam Pallavi Baldev, IAS., Addl. Secretary to Govt., Industries, IP & C Dept., Fort St. George, Chennai 600 009.	Non-Executive Director
6.	Ravindran A. Lakshmanan General Manager, SIDBI, "Overseas Towers", 756L, Anna Salai, Chennai 600 002.	Non-Executive Director
7.	D.Srinivasan No.32-A, Sree Annapoorna Farms Vedapatti Coimbatore 641 007.	Independent Director
8.	G.Santhanam, IAS (Retd) No.9, 8 th East Street, Kamaraj Nagar, Thiruvanmiyur Chennai 600 041.	Independent Director
9.	S.Rajendiran No.193-C/22, ASIAD Colony, Thirumangalam Chennai 600 101.	Independent Director

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.