INTERNAL AUDIT

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.,

19-A, RUKMANI LAKSHMIPATHY ROAD, MADRAS-8.

.....

CIRCULAR

NO. 19/92 DATED : 24.3.1992

Sub : Production of files to Internal Audit Department.

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It is brought to notice that whenever files are requisitioned by the Internal Audit Department, they are not produced in time. The following instructions are therefore issued for strict adherence in future.

1. On receipt of requisition from Internal Audit Department, the concerned Department should produce the file to Audit Department on the same day. If it is not possible, a reply should be sent to the Internal Audit Department on the same day giving the reasons for the non-availability of the file. When the file becomes available subsequently, it should be immediately sent to the Internal Audit Department without waiting for another requisition from them.

CHAIRMAN & MANAGING DIRECTOR.

To
All General Managers.
Copy to : All Heads of Departments.
: C.M.'s Flat.
: P.S. to CMD.

DGM(A&L) 23/3 AGM(I.A) 23/3/92

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, MADRAS - 600 008.

Cir. No. 20 /94 Dated : 11.04.1994

CIRCULAR

Sub : Regulation for furnishing of reply to Internal Audit Report and dropping of audit paras.

x-x-x-x-x-x

The following procedure shall be followed in future in taking action on audit paras and furnishing replies to the Internal Audit Department :

1. The Internal Audit Department will communicate its report to the concerned department through the General Manager. In respect of Project Offices/Regional Offices, the report shall be communicated to the General Manager(PF&D) with a copy to the Project Officer/Regional Manager.
2. The departments of Central Office shall submit their replies to audit paras routed through the concerned General Managers. The Project Officer/Regional Manager shall furnish the reply to the G.M.(PF&D) with a copy marked to Internal Audit Department.
3. Each Department/Project Officer/Regional Office shall maintain a register in the prescribed proforma given in the annexure to watch the replies to audit paras.
4. The replies to audit report should be furnished within 15 days from the date of receipt of the report. If any interim reply is furnished stating that action is being taken/ information are called for/written for ratification to M.D. etc., the next reply should be a final reply after complying with audit points. The audit para will not be dropped based on the interim reply. The concerned Heads of the Departments/Project Offices/Regional Offices will be personally responsible for furnishing the final reply to audit.
5. The reply to audit para should not be based on presumption and implied interpretations of rules and regulations, Office Orders, Circulars, and delegation of powers. In order to avoid this, if any clarification is required on a particular order issued from the Central Office, the Project Officer/ Regional Manager should address the Central Office before acting on the orders.

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6. Whenever, any proposal is received from P.O./R.M. seeking ratification, for irregularities/violations pointed out by Internal Audit, the proposal shall be disposed of on merits by concerned Departments in H.O. within a month.

7. The department to whom the audit report has been issued shall not put up note directly to M.D. to drop the audit para. The Department shall forward reply through concerned General Manager to Internal Audit, who would forward the same to M.D. alongwith their comments for dropping or retaining the audit paras.

8. Whenever any rules, regulations, codes, circulars, Office Orders and delegation of powers are violated requiring action or regularisation, the matter shall be placed before M.D. The R.Ms/G.Ms do not have powers to ratify any action of irregularity/violation.

9. Whenever a note is put up to M.D. for regularisation of any irregularity/violation, full facts relating to the events, entire comments of Internal Audit, the recommended action to be taken for irregularity/violation and justification for regularisation shall be ~~put up to M.D.~~ indicated.

11/4/94

MANAGING DIRECTOR.

5/4/94 Dm(IA) 5.4.94 ACm(IA) GM(PF&D)

To

All GMs.
All HODs.
All RMs.
All POs.

Copy to : 11.4.94

P.S. to M.D.
M.D.'s Table

Compared
T. Subramaniam
13.4.94

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, MADRAS - 600 008.

CIRCULAR NO. 41/94 Dt. 29.06.1994

CIRCULAR

Sub : Review - Monthly Review Meeting - Review of Pending Internal Audit Reports/Paragraphs by the M.D. - Guidelines Issued.

Ref : Circular No.20/94, dt. 11.04.1994

x-x-x-x-x

In the Circular cited, certain guidelines have been issued regarding the mode of furnishing reply to Internal Audit Reports and the settlement of pending audit paragraphs promptly by the Administrative Department/P.O./R.M. concerned.

While reviewing the pending audit reports/paragraphs, it has been brought to notice that the internal audit reports are not replied promptly and settled ~~the pending audit paragraphs~~, resulting in accumulation of audit reports alarmingly.

In order to arrest this trend and create awareness among the Officers ~~to scale down to~~ ~~tendency of~~ violating Office Orders, Circulars, Codes, Rules, Acts, etc. in force, it has been decided to review the pending audit reports/paragraphs in the monthly review meeting along with the Departmental Heads/ P.Os/RMs concerned and Manager(Internal Audit).

The Head of Departments concerned while attending the review meeting should bring, ~~along with his subject~~, final repliesto all pending audit reports/paragraphs without fail. The GM(PF&D) will consolidate all the pending audit reports in respect of RMs/POs including Area Development Department and bring replies for settlement.

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The RMs and POs will be called for in a phased manner to review the pending audit reports. As such, the Officer concerned should come prepared in this regard along with the register prescribed.

The above procedures come into force with immediate effect.

The receipt of this Circular should be acknowledged by return of post by the RMs and P.Os.

29/6/94
MANAGING DIRECTOR

29/6/94
MCIA

To

All GMs

All HODs

All RMs

All POs

Copy to :

P.S. to M.D.

M.D!s Table

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DRAFT FOR APPROVAL

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A RUKMANI LAKSHMIPATHY ROAD, EGMORE, MADRAS 600 008.

Circular No. 44194 Dt. 08/07/1994

CIRCULAR

Sub: Regulation for furnishing of reply to Internal Audit Report and dropping of audit paragraphs - Amendment - issued.

Ref: Circular No.20/94 dt.11.04.1994

In partial modification of the Circular cited, guideline No.1 need to be amended and read as under;-

"1. The Internal Audit Department will communicate its report to the concerned department through the General Managers. In respect of Project Offices/Regional Offices, the report shall be communicated to the G.M. (PF&D), marking a copy to the Project Officer/Regional Manager concerned"

5/7/94
Manager (IA)

8/7
M.D.

To

All G.M.s
All HODs
All RMs
All POs

Copy to

P.S. to M.D.
M.D.'s Table.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

19-A, Rukmani Lakshmipathy Road, Egmore, Madras - 8

Cir. No.67/96 Dated : 16.10.1996

CIRCULAR

Sub : Estt.- Certain discrepancies detected during Audit - Procedures and instructions issued.

Ref : 1. Circular No. 69/91 dt. 20.12.1991.
2. Circular No. 26/93 dt. 19.7.1993
3. Circular No. 4/94 dt. 5.1.1994.

Instances have come to the notice that the Project Officers, Assistant Engineers/Junior Engineers and Assistant Officers are violating the orders issued in the cirulcars cited and the following discrepancies were found during the Audit conducted in the month of January 1994:

1. The stock book of stores are being attested by the Project Officers without physical verification.
2. The entries with regard to purchase of materials are not entered in the Stock Book Register and the bills are passed before stock entry.
3. The bills and statements submitted by Junior Engineers for recoupment are not properly scrutinised by the Project Officer and Project Officers are not exercising proper control over the expenses incurred by A.Es/J.Es.
4. It is noticed in some cases that the excess payment made to the employees were not recovered from them but a suspense account has been opened and the amount debited to that account. This is highly irregular.
5. Some of the transactions passed by the Project Officers are in excess of the bill claimed by the employee and some are in short of the original bill. The Project Officers without verifying the bills/ statements are passing the claims.
6. The A.E.s/J.Es are not maintaining proper accounts for the imprest amount drawn and the accounts for

the imprest amount drawn are not attested every month by the Regional Manager through the Project Officer.

7. The Junior Engineers are passing the bills beyond the limit of Rs.150/-. This is incorrect. The voucher without verifying the Assistant Officers are admitted the Project Officer.

The Regional Managers/Project Officers, Assistant Offic Assistant Engineers/Junior Engineers are instructed to avoid su lapses in future and the instructions issued in the circular ci should be followed scrupulously. Any violation of the above instructions/procedures will be viewed seriously.

QUDSIA GANDHI
MANAGING DIRECTOR.

To
All Regional Managers/
AllProject Officers

Copy to :

CGM
GMs.
S.E.

// FORWARDED BY ORDER//

MANAGER (PERSONNEL)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED.
19-A RUKMANI LAKSHMIPATHY ROAD EGMORE MADRAS: 8

No.69/91 Dated: 20.12.1991

C I R C U L A R

Sub: SIPCOT- delegation of powers to Assistant Engineer/Junior Engineer.

Ref: Circular No.E3/Misc/81/91 dtd 3.9.91.

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Under the delegation of powers ordered in the Circular cited, under item V the Assistant Engineer/Junior Engineer has been vested with powers for purchase from firms direct and pass such bills to the tune of Rs.150/-

For this purpose the Assistant Engineer/Junior Engineer in the Project Offices shall now be allowed to have permanent Imprest amount to a maximum of Rs.500/- at a time and recoup it as and when it gets reduced.

The Executive Engineer of the respective Divisional Offices will have the powers for sanction of advance towards imprest amount to the Assistant Engineer/Junior Engineer.

The Assistant Engineer/Junior Engineer should maintain proper accounts for the imprest amount drawn and adjusted and the same should be got attested every month by the Executive Engineer through the Project Officer concerned.

B. VIJAYARAGHAVAN
CHAIRMAN & MANAGING DIRECTOR.

To

All concerned.

Copy to:

All General Managers.
Superintending Engineer.
All Executive Engineers
All Project Officers
Accounts
Internal Audit Department.

/ FORWARDED BY ORDER/

DEPUTY MANAGER (PERSONNEL)

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TATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED.
9-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, MADRAS - 600 008.

Cir. No.26/93 Dated : 19.7.1993

CIRCULAR

Sub : Stores - Maintenance of stores - Irregularities noticed - Procedures & instructions - Issued.

Maintenance of Stocks.

During the finalisation of accounts and audit on the accounts of Project/Regional Offices, it is observed that stock book of stores is not being maintained properly and stock of stores/ materials is not handled and accounted for in accordance with the rules. For example, more than one stock book is being maintained by number of Officials for a short period and more than one U.S.R. book is being used at a time.

In order to ensure better control over maintenance of stock book of stores and stock of materials, the following procedures/instructions are issued :

1) The stock book of stores should be maintained by the accounts-in-charge of Project Office. Before M Book entries are recorded by the store-keeper (JE/AE), all the purchase of stores should be entered in this book without any omission and a certificate should be recorded by the A.O./A.M. in the invoices/ bills to this effect before making payment by cash or cheque. All the entries in this book should be got attested by the Project Officer. The Store-keeper (JE/AE) may maintain his own stock book at the site office and make entries thereon for receipts with reference to invoices/bills and issues with reference to USRs/intent slips; but the closing balance according to his book(s) should agree with the book balance maintained by the A.O./A.M. at any point of time. Whenever there is a change in the position of store-keeper, the present incumbent should make his stock book upto date, arrive at closing stock for each material, prepare a list of stores on stock in triplicate, handover the materials physically to his successor alongwith his stock book, obtain his (successor) signature with date and handover the inventory list, original to Project Officer, duplicate to the predecessor and triplicate to the successor. He should account for/make good for any shortage/loss before he gets relieved from the post. If the post of store-keeper is

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vacant, the successor should make inventory in the stores, list out all the materials physically available indicating the quantity in duplicate within seven days from his date of joining and handover the charge list (original) to the Project Officer, failing which he will be personally held responsible for the stock of stores as per book balance maintained by the A.O./A.M.

2)The required materials should be issued by the store-keeper (AE/JE) from stores only after receipt of the proper requisition from the contractors through the Project Officer for supply of materials. At that time, the USR in triplicate should be prepared by the Store-Keeper and authenticated by the Project Officer and the same should be got signed by the Contractor or his authorised agent having power of attorney. Two copies of the USR should be sent to Accounts Section of the respective POs on the same day of issue of materials which should be got acknowledged from the person in-charge of accounts for making necessary entries in the stock ledger for stores. One copy will be retained as the counter foil in the USR book itself which will be kept under the custody of the in-charge of stores (viz., AE/JE). This is essential for stores accounting and ascertaining the stock and value of stores materials on any particular date.

3) All the payments to Contractors (L.S.Bills/Advance payments) should be made only after proper scrutiny and verification by the Accounts Section of the Project Offices. All other payments should be made only after verification of its correctness by the Accounts Section.

4) All advance payments to Suppliers should be reviewed quarterly and a statement should be sent to Head Office stating the reasons for non-settlement/adjustment of the same.

5) The cheque books of the Project Office and Regional Office should be kept under the safe custody of the respective Project Officer/Regional Manager. They should not be moved out of the Project Office/Regional Office for any reason, to any place under any circumstances. No cheque should be issued/payment made on holiday(s). It will be the responsibility of the Project Officer or Regional Manager to ensure the safe custody of the cheque books within their Officers and it should be made available for verification at any point of time.

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6) Whenever any of the records (including M Books, Contractors' Bills, agreement etc.) are required to be moved out of the Project Office/Regional Office for spefific purposes, the same should be done after making an authenticated entry in a separate register to be maintained for this purpose (format at Annexure).

Any violation of the above instructions/procedures will be viewed seriously.

S. PARTHASARATHY
CHAIRMAN & MANAGING DIRECTOR.

To

All RMs.

All POs.

S.E.

Copy to :

All GMs.
DGM(Accounts).
AGM(IA).
Civil Wing
P.S. to CMD
CMD's Table

//FORWARDED BY ORDER//

MANAGER (PERSONNEL).

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TATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A, Rukmani Lakshmipathy Road, Egmore, Madras - 8

ircular No.4 /94 Dated: 5.1.1994

7/1/94

CIRCULAR

Sub: Stock Verification of stores and other assets - Instructions issued.

Stock verification

7/1/94

7/1/94.

10/1/94

11/1/94

* * *

Inventory which is a current asset in a company has be properly accounted for and maintained. This involves ystematic procedures for accountability and rules and egulations for their usages. The verification of stocks at y point of time or at the end of every accounting year is most important function in an organisation. In SIPCOT, the ores comprise of consumables, equipments, furniture, xures and construction materials such as cement, steel, tumen, pipes and fittings, pumpsets, motors, spares, tools d plants etc. The rules and regulations prescribed below ould be strictly followed by all the offices of SIPCOT with gard to the verification of stores and other assets:-

1. The 100% stock verification work should be taken up during the first/second week of March every year and completed before the end of that financial year.

2. The Regional Manager of one region will verify the stocks in the Project Offices/Regional Offices of the other region and vice versa. The stores of Head Office will be verified by the Internal Audit Department.

3. The stock verification Officer should physically verify the stock by actual account/weighment and record the same in both words and figures duly indicating the condition of the items.

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4. The stock statement thus prepared should be compared with the quantity of stocks recorded in the stock register.

5. Discrepancies i.e. excess/shortages/unauthorised stores should be recorded and the stock statement as on 31st March prepared in quadruplicate by the SVO in the prescribed form enclosed and sent to the Head Office by the Regional Managers on or before 15th April. The Internal Audit Department will take up random verification of stores and take suitable action wherever necessary.

This circular will come effect from the financial year 1993-94.

(SHEELA BALAKRISHNAN)
MANAGING DIRECTOR

To

All GMs.
SE
HODs

AGM(IA)

All RMs
All POs

DM(A)

P.S. to M.D.
MD's table.

/Forwarded By Order/

MANAGER(PERSONNEL)

ksp/ds

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STOCK STATEMENT

ANNEXURE to the Circular No.4/94 dt.5.1.'94

Sl. No.	Stock Book page	Description of articles	Closing stock as per stock book Quantity/Value	Stock as per physical certification Quantity/Value	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Certificate:

Certified that stock of stores have been physically verified and found correct.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED.

O.O.No.43/91 Dated: 29-8-1991

OFFICE ORDER

Work relating to Accounts, Corporate Finance and Internal Audit ~~Departments~~ will be reorganised as follows:

(i) The Corporate Finance Department now under the control of Deputy General Manager & Company Secretary along with the functions relating to Dis-investment of Securities, is transferred to Chief Officer (Accounts).

Thiru S.M. Kamaraju, Chief Officer (Accounts) will hereafter ~~look after~~ be in charge of the following functions in addition to Accounts already attended to by him:

- Corporate Resource Planning
- Budgeting
- Corporate Tax
- Mobilisation of Funds including Bonds and
- Dis-investment of Securities.

The two Assistant Managers Tvl. K. Gunalan and S. Narayanaswamy and Tmt. L. Usha, Junior Assistant-cum-Steno-Typist attached to the Corporate Finance Department are transferred to Accounts Department.

(ii) Matters relating to the Nominee Directors now looked after by Deputy General Manager & Company Secretary will be looked after by General Manager (Follow-up & Recovery) i/c.

(iii) The Deputy General Manager & Company Secretary will also be responsible for Internal Audit and the Deputy Manager (Internal Audit) will work under him. Under the revised set up, the Deputy General Manager & Company Secretary will report direct to Chairman & Managing Director in all matters.

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2. After a detailed assessment of the workload, in due the requirement of additional staff for Internal Audit will be decided.

3. This order will come into force with effect from 2-9-1991.

29/8/91

(B. VIJAYARAGHAVAN)
CHAIRMAN & MANAGING DIRECTOR.

To:
Individuals concerned.

Copy to: All General Managers.
Chief Engineer.
All Heads of Departments.
All Project Officers.
CMD's table.
PS to CMD.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A Rukmani Lakshmipathy Road, Egmore, Madras: 8

O.O. No.70/91 Dated: 27.9.1991

OFFICE ORDER

Sub: Audit objection - rectification of procedures and practices

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Audit reports of the Accountant General, Statutory auditors and the internal parties sometimes bring to light certain defects in procedures and practices which have given scope to a particular irregularity. When such objections are, on examination, found to be valid it is not sufficient to merely take action to rectify the particular case reported. It is also necessary to issue general instructions to all concerned setting right the defect in the procedure or practice so that such irregularities do not recur.

DGM (IA) & C.S. should ensure that this is invariably done by the Departments concerned in all cases of audit whether internal, or statutory or Accountant General's.

B. VIJAYARAGHAVAN
CHAIRMAN & MANAGING DIRECTOR.

To

All Officers in the Head Office.

Copy to: CMD's Table.
" P.S. to CMD

/ FORWARDED BY ORDER/

ASSISTANT MANAGER(PERSONNEL)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED.

19-A, Rukmani Lakshmipathy Road, Egmore, Madras:600008

O.O.No.5/92 Dated: 14.1.1992

OFFICE ORDER

The Internal Audit Department has been entrusted with the work relating to all the activities of SIPCOT and they are required to scrutinise all the records from the propriety angle also. All the Heads of Departments/Executive Engineer of the respective Divisional Offices/Project Officers are directed to ensure that all relevant files, books of accounts and other records are furnished to the Internal Audit Department as and when required by them without insisting on information or the purpose.

The reply to audit slips/reports should be furnished within ten days positively. Also it should be ensured that the audit remarks are settled quickly by complying with the requirements and compliance report furnished to audit within the stipulated time.

B. VIJAYARAGHAVAN
CHAIRMAN & MANAGING DIRECTOR

To
General Managers
All Head of Departments;
Superintending Engineer
All Executive Engineers
All Project Officers.

Copy to:
P.S. to CMD
All D's Table.

/ FORWARDED BY ORDER/

DEPUTY MANAGER(PERSONNEL)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED.

19-A RUKMANI LAKSHMIPATHY ROAD EGMORE MADRAS: 8.

O.O.No.15/92 Dated: 11.3.199

OFFICE ORDER

Sub: Internal Audit

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Requisitions from Internal Audit to Departments for files and other records should be issued over the signature of an officer not lower in rank than AGM (Internal Audit)

B. VIJAYARAGHAVAN
CHAIRMAN & MANAGING DIRECTC

To

All Departments in the Head Office

Copy to: CMD's Table
P.S. to CMD

/ FORWARDED BY ORDER/

DEPUTY MANAGER (PERSONNEL)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A, Rukmani Lakshmipathy Road, Egmore, Madras - 8.

O.O.No.22/96 Date:13.9.1996

OFFICE ORDER

Sub: Introduction of Concurrent Audit for Operation Departments - reg.

- - - - - -

Presently the Internal Audit Department undertakes System Audit and gets the disbursement files audited periodically either after full disbursement is made or a part disbursement is made by the concerned departments.

Now, it has been proposed to introduce Concurrent Audit for Projects. To start with Operations Departments would be subjected to Concurrent Audit.

The Operations Departments are advised to take note of the following points for enabling their disbursement files to be audited concurrently.

a) The units will be taken up for Concurrent Audit only on first-cum-first served basis in the Internal Audit Department.

b) The Concurrent Auditor has to be given sufficient time to check whether the disbursements are in order.

c) The Internal Audit Department should not be pressurised for urgent clearances.

d) The files should be sent to Concurrent Audit only after the disbursement note is approved by the concerned authority and only the procedural aspects of disbursement will be verified by the Concurrent Auditor.

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e) If there is any need for modifications/corrections in the disbursement note, the matter will be put upto M.D for taking a final decision.

f) The Accounts Department should ensure the clearance obtained from Concurrent Audit before releasing disbursement cheques.

This Order comes into effect from the date of its issue.

QUDSIA GANDHI
MANAGING DIRECTOR.

To

Chief General Manager
All General Managers
All HODs
All Officers of Operation Departments.

Copy to:

P.S to Chairman
P.S to M.D

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ASSISTANT GENERAL MANAGER (IA)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI-600 008.

O.O.No. 10 / 2009. **DATED: 02.06.2009**

OFFICE ORDER

SUB : Posting of Officer to Internal Audit Department for Fixation of plot cost / maintenance charges,etc. – reg.

<><><>

Tmt.G. Sheila, Deputy Manager, now working in Finance Department is advised to look after the fixation of plot cost / maintenance charges / water charges, etc. in addition to her present assignment and to report to Manager (IA) in respect of fixation of plot cost / maintenance charges / water charges, etc., until further orders.

This order will take immediate effect.

Dr. N. GOVINDAN
PRINCIPAL SECRETARY /
CHAIRMAN & MANAGING DIRECTOR.

To

Tmt. G. Sheila,
Deputy Manager.

Copy to:
Executive Director,
General Manager (F & I),
Manager (IA)
All HoDs.
All SPM / PM /POs.,
PS to CMD.

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ASSISTANT GENERAL MANAGER (HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
No.19-A, RUKMANI LAKSHMIPATHY SALAI, EGMORE, CHENNAI - 600 008

O.O.No.....05...../2012 Dated : 22.06.2012

OFFICE ORDER

Sub : SIPCOT - Formation of Divisions in Civil Dept. at Head Office and Special Internal Audit Team - Reg.

- - - -

SIPCOT has so far developed 19 Industrial Complexes / Parks / Growth Centers across the State. The lands acquired for SIPCOT for development of Industrial Complexes are allotted to the needy companies duly providing basic infrastructure facilities such as roads, street lights, under ground sewerage, water supply besides amenity buildings. A number of civil works i.e. formation of roads, providing street lights, under ground sewerage system, water supply system including construction of ELSR / OHT and construction of amenity buildings are under progress / to be taken up, with huge outlay, in various complexes / Parks / Growth Centers developed by SIPCOT.

The civil works being carried out in various Industrial Complexes / Parks / Growth Centers are to be completed within the time frame to enable the entrepreneurs to commence their construction and production activities. In order to formulate and speedy execution of works, it has been decided to form three Divisions in the civil wing of Head Office comprising a team of Officers and Staff noted against each of the Division.

Sl. No.	Division No.	Name & designation of the Officers / Staff Tvl.	Complexes / Parks / Growth Centers attached
1.	Division I	C. Subramanian, SGAEE K.Gnanavadivu, AE New D.O. / S.D.O.	Siruseri Thervoy Kandigai Gummidipoondi/EPIP Hosur Bargur Nilakottai
2.	Division II	K.I. Shanthini, AEE New Asst. Engineer N. Kumar, SG DO	Sriperumbudur Pillaipakkam Oragadam Cheyyar Cuddalore Manamadurai
3.	Division III	K. Selvarani, DM S. Latha, Spl.Gr.JE K.P.V. Prabakaran, SDO	Irungattukkottai Ranipet Perundurai Pudukkottai Tuticorin Gangaikondan Mappedu

The team of Officers and Staff posted for each Division are fully responsible for execution of civil works pertaining to the Complexes / Parks / Growth Centers attached to their respective Division right from the formulation

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of works, preparation of estimates, obtaining administrative / technical sanction, calling of tenders duly following the procedures laid down, awarding of contract, execution of agreement with the contractor, supervision of works during execution to ensure the quality of work as per agreement specifications and settlement of bills to the contractor(s) within the time frame noted in the respective agreements. The team of Officers and Staff posted for each Division shall also physically inspect the site based on the estimates submitted by the respective SPM / PM / PO and they should ensure the necessity of the works for which the estimates are submitted by the Project Offices, before obtaining administrative sanction.

2) Further, in order to ensure the proper maintenance of accounting records, subsidiary registers, post allotment fulfillments by the allottees and verification of payments made by the Project Offices including pay and allowances, statutory payments, etc., besides verification of sanction of increments, leave etc., a special internal audit committee headed by Tmt. G. Sheila, Deputy Manager with the following Officers and Staff is formed.

Tvl.

1. G. Sheila, Deputy Manager
2. N.S. Shankar, Assistant Manager
3. N. Hemalatha, Assistant Officer

The above committee shall inspect the Project Offices and verify the accounts of the Project Offices, besides their existing assignments at Head Office, as directed by P.S. / CMD from time to time.

This order will come into force with immediate effect.

22/6/12

(SWARAN SINGH)
PRINCIPAL SECRETARY /
CHAIRMAN & MANAGING DIRECTOR

2/2

To

The Officers & Staff concerned

Copy to :

Executive Director i/c
All HoDs
All SPMs / PMs / POs
P.S. to P.S / CMD

22/6/12 AM

22/6/12 AGM (P&SP/HRD)i/c 2/2

GM(A&LA)/E.D.i/c 2/2

Dealt in E3/Misc/03/2012

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19- A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

O.O. No.06/2018 Dated: .07.2018

OFFICE ORDER

Sub : Pre- Audit of files by Internal Audit Department – Certain Instructions – Orders issued

Ref : Office Order No. 31/2001, dtd. 16.07.2001

Furtherance to the review of functions of the Internal Audit Department, the Managing Director ordered the following with reference to pre-audit of the transactions at Head Office :

(i) all the files relating to payments, tenders etc. excluding establishment and administrative expenses and receipts exceeding the monetary value of Rs.10.00 lakhs would be pre-audited by AGM (IA).

(ii) All receipts and payments excluding the items as enclosed in the annexure less than Rs.10.00 lakhs would be dealt by Deputy Manager (Internal Audit). In this regard, the Deputy Manager (Internal Audit) shall report through the concerned General Managers/CFO/Superintending Engineer for the respective files.

(iii) The AGM (IA) shall report to General Manager (P&D) with respect of Costing Department.

This order will come into force with immediate effect.

MANAGING DIRECTOR

Encl :

Expenditure excluded for pre-audit.

To

The Officers concerned.

Copy to :

All General Managers
All HoDs
All PM/POs
P.S. to M.D.

A.M.

AGM (HRD)

G.M. (A&LA)

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ANNEXURE

EXPENDITURE EXCLUDED FOR PRE-AUDIT

ESTABLISHMENT & ADMINISTRATIVE EXPENSES

1. Salaries & Wages including Bonus & Ex-Gratia
2. Travelling Expenses including LTE & LTC
3. Staff Welfare and Medical Expenses
4. Company's contribution to EPF
5. GGLA
6. SPF Company contribution
7. Vehicle Maintenance
8. Rent, Rates & Taxes
9. Electricity charges
10. Postage & Telephones
11. Books & Periodicals
12. Office contingencies.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19 – A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

O.O. No. 13/2018 Dated: 14.11.2018

OFFICE ORDER

Sub : Pre-Audit of files by Internal Audit Department – Certain instructions – Orders issued.

Ref : 1. Office Order No. 31/2001, dtd. 16.07.2001.
2. Office Order No. 06/2018, dtd. 24.07.2018.

In partial modification of the orders issued in the O.O. 2nd cited, all the contractor bills for civil works upto 65% of the value of work shall be verified and payment released by Chief Engineer/Superintending Engineer level and more than 65% of the value of civil work bills shall be pre-audited by Internal Audit Department.

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

To

The Officers concerned.

Copy to :

All General Managers
All HoDs
All PM/POs
P.S. to M.D.

// Forwarded by Order //

14/11/2018

GENERAL MANAGER (A & LA)

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INCENTIVES

CIRCULARS & OFFICE ORDERS

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1. Drawal of Funds From Govt. And Disbursement

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED,
MADRAS - 600 008.

O.O.No. 75 /91 Dated: 9-10-1991

OFFICE ORDER

Sub: Subsidy Schemes - Drawal of funds from Govt. and Disbursement.

Proposals for sanction of subsidies under all heads should be submitted to Government in the first week of the quarter concerned on the basis of the estimated requirements in the quarter.

2. Subsidies due to the entrepreneurs should be disbursed only on receipt of funds from Government. The funds of SIPCOT should not be diverted for this purpose in anticipation of receipt of funds from Government.

9.10.91

(B. VIJAYARAGHAVAN)
CHAIRMAN & MANAGING DIRECTOR.

To:

All Officers concerned.

Copy to:

CMD's Table.
PS to CMD.

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2. Reconstitution of Committee For Inspection of Beneficiary Units

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STATE INDUSTRIES PEOMOTION CORPORATION OF TAMIL NADU
19-A, RUKMANILAKSHMIPATHY ROAD, EGMORE, CHENNAI – 8.

OFFICE ORDER

O/O.No.2 / 2006 Dt.9-5-2006

Sub: New Industrial Policy, 2003 – Sanction of structured Assistance Package to Single Investment exceeding Rs.300.00 crores - Committee constituted for administering the package – Reg.

Ref: G.O.(Ms).No.91, Inds. (MIF.I) Dept. dt.18.7.2005

State Government have evolved a policy on incentives in the New Industrial Policy, 2003. According to this policy, Govt., at their discretion will offer specific package to single investment exceeding Rs.300.00 crores in eligible fixed assets made within 3 years from the date of project approval. Subsequently, in the G.O. cited, SIPCOT has been appointed as implementing and monitoring agency for structured assistance under New Industrial Policy, 2003.

The salient features of the New Industrial Policy are listed below:

1. The Group Investment made by the same group for their individual units exceeding Rs.300.00 crores will be eligible for sanction of structured assistance provided all the units are launched simultaneously.
2. The period of 3 years is allowed for making investment of Rs.300.00 crores in eligible fixed assets. However, in deserving cases, the period of 3 years will be extended upto 5 years.
3. The units which are investing more than Rs.300.00 crores are eligible for a soft loan, which may start with 100% initially on the total TNGST / CST paid by the company after commencement of commercial production and thereafter progressively reduced. The soft loan will be charged at a nominal interest of 0.1% per year and overall cap on the loan will be 100% of the investment made in the eligible fixed assets within the prescribed time limit. Higher weightage will be given to units set up in Industrially Backward and Most backward areas.
4. Assignment of land will be made usually on cost basis. However, in deserving cases concession will be considered on a case to case basis.

..... 2

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5. Investment made in second hand machinery installed in new or expansion projects will be considered for the purpose of incentives on a case to case basis.

On the basis of New Industrial Policy, 2003 Govt. have issued many structured assistance packages to large scale industries. In each structured assistance package, there is some minor variation depending upon the nature of industry, investment limit etc. Since Govt. have nominated SIPCOT as implementing and monitoring agency, the format for claiming the soft loan, the details to be furnished, budgetary allocations from Govt., etc. are to be worked out. A Special Committee to design the format, evolve the modus operandi to administer the structured assistance package and obtain budgetary allocation etc., is constituted with the following members:

1. The Director, Industrial Guidance Bureau and Director, SIPCOT
2. Assistance General Manager (Finance), SIPCOT
3. Deputy Manager (Incentives), SIPCOT

The Committee will recommend the details of administering the structured assistance package and place the matter before the Board of SIPCOT to make the scheme operational.

N.SUNDARADEVAN
CHAIRMAN AND MANAGING DIRECTOR.

To
All HODs
All Project Officers / Project Managers / Sr. Project Managers
P.S. to C.M.D
The Director, Industrial Guidance Bureau

// FORWARDED BY ORDER //

DEPUTY MANAGER (ID)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI-600 008

No.: 10 / 2013. DATED: 03.10.2013

OFFICE ORDER

SUB : STRUCTURED PACKAGE OF ASSISTANCE – Inspection of Units - Reconstitution of Committee for inspection of Units – Orders Issued.

REF : 1. G.O.Ms.No.5, Industries (MIF.1) Department, dt.12.01.2009.
2. Connected records.

<><><>

SIPCOT is the implementing and monitoring Agency for the *"Structured Package of Assistance"* being extended for establishing new manufacturing facilities and expansion projects with large investments in our State.

In the G.O. first cited, Government have issued guidelines for implementation of *"Structured Package of Assistance"*, wherein, among others, it has been ordered that (i) SIPCOT will verify original Project documentation on creation of assets by the beneficiary company to whom *"Structured Package of Assistance" was sanctioned by the Government* and confirm creation of fixed assets by way of physical verification before issue of Eligibility Certificate; (ii) SIPCOT will carry a mandatory inspection of the beneficiary company within one month of completion of the Investment period to verify whether the company has fulfilled all Investor Obligations under the Package, etc.

In order to carry out the physical inspection / mandatory inspection of beneficiary companies to assess the investment made by them in the fixed assets and to find out the fulfilment of all Investor Obligations under the Package, a Committee of Officers comprising (i) General Manager (A&LA); (ii) Deputy General Manager (P&SP); and Deputy General Manager (Finance & Incentives) was earlier constituted during May 2011 and on retirement of Deputy General Manager (Finance & Incentives), during May 2012, the Committee was re-constituted, comprising (i) General Manager (A&LA); (ii) Deputy General Manager (P&SP); and (iii) Manager (Finance) and the same is still in force.

[P.T.O].

Consequent on promotion, re-designation and transfer of Officers, the above Committee is re-constituted with the following Officers:

(i) Tmt. Mathumathi Kumar, General Manager –II;

(ii) Thiru SP. Meyyappan, Assistant General Manager (Finance); and

(iii) Thiru E. Bathiah, Manager (Follow-up & Recovery).

The above Committee shall carry out the physical inspection / mandatory inspection of beneficiary companies to assess the investment made by them in the fixed assets and to find out the fulfilment of all Investor Obligations under the Package as per the guidelines issued in the G.O. first cited and also in the Government Orders sanctioning "*Structured Package of Assistance*" to the respective beneficiary companies and submit their inspection reports.

This order will come into force with immediate effect.

Sd/-.....
(N.S. PALANIAPPAN)
PRINCIPAL SECRETARY /
CHAIRMAN & MANAGING DIRECTOR

To

Tmt. Mathumathi Kumar, G.M.-II
Thiru SP. Meyyappan, AGM (F)
Thiru E. Bathiah, Manager (F & R)

Copy to:
Incentives Dept.
Finance Dept.
Internal Audit Dept.
All HoDs
PS to Prl.Secy/CMD.

// FORWARDED BY ORDER //

ASSISTANT GENERAL MANAGER (P&SP/HRD)

3/10/13

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

19A, RUKMANI LAKSHMIPATHI ROAD, EGMORE, CHENNAI – 600 008.

O.O.No.: 2 / 2016 DATED: 25.07.2016

OFFICE ORDER

SUB: Structured Package of Assistance – Reconstitution of Committee for inspection of the beneficiary units – reg.

REF: 01. GO Ms. No. 5 Inds (MIF.1) Dept. Dt.12.01.2009
02. Office Order no. 10 / 2013 Dt. 03.10.2013.

***

In the above office order, the Committee for inspection of beneficiary units for extending incentives under Structured Package of Assistance were reconstituted with the members of 1. General Manager –II, 2. Assistant General Manager (F) and 3. Manager (F&R) and the same is still in force.

Consequent on the promotion of Assistant General Manager (F) as Deputy General Manager (F) and on retirement of Manager (F&R) on promotion as Assistant General Manager (F&R), the Committee for inspection of units is reconstituted with the following officers.

1. Tmt. Madhumathikumar, General Manager II,
2. Thiru SP. Meyyappan, Deputy General Manager (F) and
3. Thiru A. R. Chandramohan, Assistant General Manager (DII)

The above Committee shall carry out physical inspection / mandatory inspection of beneficiary units to assess the investment made by them in Eligible Fixed Assets and to find out fulfillment of all investor obligations under Structured Package of Assistance as ordered by Govt., guidelines issued by Govt. in the GO first cited and submit their inspection reports.

This order will come into force with immediate effect.

Sd/-.....
(C.V.SANKAR)
ADDITIONAL CHIEF SECRETARY TO GOVT. /
CHAIRMAN AND MANAGING DIRECTOR

..2

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To
Tmt. Madhumathikumar, General Manager II,
Thiru SP. Meyyappan, Deputy General Manager (F) and
Thiru A. R. Chandramohan, Assistant General Manager (DII)

Copy to
Incentive Dept.,
Finance Dept.
Internal Audit Dept.,
All HoDs
PS to ACS/CMD

//FORWARDED BY ORDER //

GENERAL MANAGER (II)

madam
F/c
compared.
26.7.16

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3. Online Payment To Beneficiaries Under SPA

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STATE INDUSTRIES PROMTION CORPORATION OF TAMINADU LIMITED

19A,Rukmani Lakshmipathy Road, Egmore, Chennai - 600 008.

Cir.No.50/2020 Date : 24 / 07/2020

CIRCULAR

Sub : SIPCOT – On line payment to beneficiaries under Structured Package of Assistance - Reg.

The Government issues G.O for sanction and release of funds under Structured Package of Assistance, based on which the Pay and Accounts Office (East) issues the Cheque in favour of the PD account of SIPCOT through Industries Commissioner and Director of Industries & Commerce.

SIPCOT submits a proposal to Finance (Ways and Means) Dept., for drawl of necessary funds from the PD account of SIPCOT, based on the Eligibility Certificate issued by SIPCOT and Tax Paid Certificates received from Commercial Tax Dept.

The cheque drawn from the PD account of SIPCOT shall be deposited in an earmarked account of SIPCOT.

The eligible amount shall be disbursed through online to the beneficiary units from the earmarked account of SIPCOT.

This Order comes into force with effect from 24/07/2020.

MANAGING DIRECTOR.

3/3

To

All HODs

Copy to :

All Departments
PS to MD
PS to ED

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