HRD

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HRD

Amendment to Service Rules / Reorganisation / Work Allocation / Special Cell

CIRCULARS

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Amendment to Service Rules / Reorganisation / Work Allocation / Special Cell

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

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

Circular No.12/2021 Date :5.2.2021

Sub: SIPCOT – Allocation of works to the Assistant General Managers (Projects) – Reg.

Ref: Connected records

Consequent on the appointment of two Assistant General Managers (Projects), (expected to join SIPCOT on 8.2.2021), the works relating to the following Special Schemes / Projects / Complexes are allocated to them as given below:

THIRU A.BALU, ASSISTANT GENERAL MANAGER (PROJECTS – I)

I. SPECIAL SCHEMES:

Sl. No.	Special Schemes
1	Desalination Plants
2	TTRO / TTUF Plants
3	Working Women / Men Hostels
4	Textile Park
5	GIS
6	Projects under TIES
7	SIIC
8	Joint Venture Parks
9	Food Courts
10	Mega Leather Footwear Scheme
11	Regular Plug & Play at Industrial Parks

II. PROJECTS:

Sl. No	Existing Indl. Parks	New Indl. Parks
1	VALLAM VADAGAL	MANAPPARAI
2	THERVOYKANDIGAI	DINDIGUL
3	ORAGADAM(incl. Vaipur Mathur)	THENI
4	PILLAIPAKKAM	VIRUDHUNAGAR
5	PERUNDURAI	PANAPAKKAM
6	BARGUR	NAGAPATTINAM
7	THOOTHUKUDI	MADURAMANGALAM
8	CHEYYAR	TINDIVANAM
9	PUDUKKOTTAI	VAIPPAR
10	RANIPET	ALLIKULAM
11	CUDDALORE	VELAYUTHAPURAM
		SILANATHAM
		TATHANUR
		THIRUMUDIVAKKAM

III. G.O / MoU CASES: Companies with alphabets starts from "A to L"

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THIRU K.ARUN KUMAR, ASSISTANT GENERAL MANAGER (PROJECTS-II)

I. SPECIAL SCHEMES:

Sl. No.	Special Schemes
1	Food Parks
2	RFP for Master Planning in Industrial Parks
3	Industrial Housing / Dormitories
4	Bulk Drug Park
5	Industries 4.0
6	Plastic Park
7	Eco Industrial Park
8	Electronic Manufacturing Cluster
9	Projects under ASIDE
10	Furniture Hub
11	Exclusive Plug & Play Park (Nemili / Mambakkam etc.,)

II. PROJECTS

Sl. No.	Existing Indl Complexes	New Indl Complexes
1	SRIPERUMBUDUR (incl. Mambakkam)	MANALLUR
2	GUMMIDIPOONDI	SENGATHAKULAM
3	IRUNGATTUKKOTTAI	KARADIPUTHUR
4	SIRUSERI	MANALI
5	HOSUR	KURUBARAPALLI (NEW)
6	NILAKKOTTAI	SANTHAVELLORE
7	GANGAIKONDAN	HOSUR (PHASE III)
8	MANAMADURAI	SIVAGANGAI
9	MAPPEDU	GANGAIKONDAN (EXP)
10	KURUBARAPALLI	MANAKUDI
		SAKKARAKOTTAI
		VARAIPATTI
		DHARMAPURI

III. G.O / MoU CASES: Companies with alphabets starts from "M to Z"

PMU shall report to the AGM (Projects) in respect of the Special Schemes assigned to them. AGM (Projects) shall report to Consultant (Operations) in respect of Special Schemes thro the concerned GM (Projects)i/c.

AGM (Projects-I & II) shall route their files through AGM (Incentives) in respect of the G.O / MOU cases to whom the Companies with alphabets starts from "A to L" & "M to Z" are assigned.

Sd/--
MANAGING DIRECTOR

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To

1. Thiru A.Balu, AGM (Projects- I)
2. Thiru K.Arun Kumar, AGM (Projects-II)

Copy to:

All GMs
DRO-I
DRO-II
All HoDs : To circulate all the staff working under their control
PS to MD
PA to ED

/Forwarded by order/

Deputy Manager (HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

Ref. Circular No. 15/2021 **Date:15.2.2021**

Sub: SIPCOT – Re-organisation of the Corporation - Allocation of Officers & Staff to the Departments in Head Office– Reg.

Ref: 1. Circular No.16/2020 dt.17.3.2020
2. Circular No.17/2020 dt.19.3.2020
3. Circular No.55/2020 dt.13.8.2020
4. Circular No.71/2020 dt.14.9.2020
5. Circular No.12/2021 dt.5.2.2021

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In supersession of the Circulars cited, it has been decided to consolidate the works in the Departments viz. (i) Projects-I, (ii) Projects-II, (iii) Projects-III, iv. Incentives and v. Special Schemes and to form 3 new Departments viz. (i) Projects-IV, (ii) Projects-V and (iii) Projects-VI.

The scope of work of Projects –I to Projects –VI are as under:

Project Departments (I to VI) will henceforth look after the allotment, monitoring of regular / G.O / MoU units, Special Schemes and Incentives.

Consequent to the above, the revised organization structure / reporting pattern, allocation of Complexes / Special Schemes / Incentives (Sanction and Disbursement of Subsidies for the companies with Alphabet starts as noted against each officer) is ordered as follows:

PROJECTS-I DEPARTMENT

HoD - Tmt. G. SHEILA, GM (PROJECTS-I)i/c			
A -I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	IRUNGATTUKOTTAI	1	SENGATHAKULAM
2	BARGUR	2	MADURAMANGALAM
3	CHEYYAR	3	KARADIPUTHUR
4	PERUNDURAI	4	SANTHAVELLORE
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES -"A to C"**
1	Desalination Plants		
2	TTRO / TTUF Plants		
3	Projects under ASIDE		

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PROJECTS-II DEPARTMENT

HoD - Tmt.H.PRABHAVATHY, GM(PROJECTS-II)i/c			
A-I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	GUMMIDIPOONDI	1	TATHANUR
2	VALLAM VADAGAL	2	VARAIPATTI
3	NILAKOTTAI	3	THENI
4	NEMILI	4	DINDIGUL
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES - "D to F"**
1	Industrial Housing / Dormitories		
2	Working Women / Men Hostels		
3	GIS		

PROJECTS-III DEPARTMENT

HoD - Thiru A.R.CHANDRAMOHAN GM(PROJECTS -III)i/c			
A-I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	SRIPERUMBUDUR (Incl.Mambakkam)	1	MANALLUR
2	HOSUR	2	THIRUMUDIVAKKAM
3	MAPPEDU	3	MANALI
4	TINDIVANAM	4	NAGAPATTINAM
		5	HOSUR (PHASE III)
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES - "G to K"**
1	Bulk Drug Park		
2	Joint Venture Parks		
3	Exclusive Plug & Play Park (Nemili/ Mambakkam etc.,)		
4	Food Parks		

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PROJECTS-IV DEPARTMENT

HoD - Tmt.K.SELVARANI, AGM(PROJECTS-IV)			
A-I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	ORAGADAM (Incl. Vaipur Mathur)	1	SIVAGANGAI
2	PILLAIPAKKAM	2	MANAKUDI
3	RANIPET	3	SAKKARAKOTTAI
4	MANAPPARAI	4	PANAPAKKAM
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES - "L TO R"**
1	SIIC / Industries 4.0		
2	RFP for Master Planning in Industrial Parks		
3	Projects under TIES		
4	Food Courts at Industrial Complexes (Allotment - Auction Basis)		

PROJECTS-V DEPARTMENT

HoD - Thiru A.BALU, AGM(PROJECTS-V)			
A-I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	THERVOYKANDIGAI	1	DHARMAPURI
2	CUDDALORE	2	GANGAIKONDAN (EXP)
3	GANGAIKONDAN	3	VELAYUTHAPURAM
4	PUDUKOTTAI		
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES - "S"**
1	Mega Leather Footwear Scheme		
2	Eco Industrial Park / TIXI		
3	Regular Plug & Play at Industrial Parks (Allotment -Auction basis)		
4	Electronic Manufacturing Cluster		

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PROJECTS-VI DEPARTMENT

	HoD - Thiru K.ARUN KUMAR, AGM (PROJECTS-VI)		
A-I	**EXISTING INDL. COMPLEXES**	**II**	**NEW INDL. COMPLEXES**
1	SIRUSERI	1	VIRUDHUNAGAR
2	KURUBARAPALLI	2	SILANATHAM
3	MANAMADURAI	3	ALLIKULAM
4	THOOTHUKUDI	4	KURUBARAPALLI (NEW)
B	**SPECIAL SCHEMES**	**C**	**INCENTIVES - " T to Z"**
1	Plastic Park		
2	Textile Park		
3	Medical Devices Park		
4	Furniture Hub		

HoDs of Project Departments will report directly to Managing Director. In respect of Special Schemes, HoDs of Project Departments will report to the Managing Director through Consultant (Operations). PMU Cell shall report to HoDs of Project Departments and Consultant (Operations). Allotment Cell, Environmental Cell and Planning Cell will report to General Manager (P-III)I/c.

Consequent to the above, the officers / staff deployment is annexed herewith and this order comes into effect from 15.2.2021.

Sd/--
MANAGING DIRECTOR

Encl: Annexure.

To

The General Managers,
All HoDs. : To circulate all the officers and staff working under their control

DRO-I
DRO-II

Copy to

PS to MD
PA to ED

/Forwarded by Order/

Deputy Manager(HRD)
15/2/2021

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Annexure

	SIPCOT Head Office Employees as on 15.02.2021		
			Name of the Associate Staff / Designation
	MD		1.V.Rajeswari, PS to MD 2.R.Vanisree, PA to MD
	ED		V.Swathi, PA to ED
	R.Rajakirubakaran, DRO-I		B.Sathish, PA to DRO-I
	A. Rajasekaran, DRO-II		G.Thiraviam Mary Rabacca, PA to DRO-II
	SP.Meyyappan, Consultant (Operations)		S. Sasi Rekha, PA to C(O)
Sl. No	**Name of the Department/ Name of the HOD / Designation**	**Name of the Officer / Designation**	
1	**FINANCE**		
	D.GANESAN, GM(F)		M.Mary Sangeetha, PA to GM(F)
		D. Ramalingam, AM	G.R.Elakkiaselvamathi, EA
		G. Jayachandran, AM	M.Nandagopal, EA
		V.S.Latha, AM	K.Bhagyalakshmi, EA
		S. Perianayaga Mary, AO	A.Kavitha, EA
		P.Pramila, AO	A.B. Kanmani Seetha, EA
		Consultant (F)	A. Vani Christina, EA
		C.V.Saravanan, Jr. Const.(F)	D.Bennison Joel, EA
		R. Kulasekaran, Consultant	
		L.Usha, Consultant	1.K.Eswari, EA 2.D.Theresgiftadhas, EA
2	**PROJECTS-I**		
	G.SHEILA, GM(P-I)i/c		T.Sarasam, Assistant / PA to GM(P-I) i/c
		L.Vimala, DM	J.Sumathi, EA
		S.Thamarai Selvi, AM	V.Divya, EA
		R.Anitha, A.O	R.Lakshmipriya, EA
3	**PROJECTS-II**		
	H.PRABHAVATHY, GM(P-II)i/c		R.Padmini, Typist / PA to GM(P- II) i/c
		S.Ganesh Boopathy, AM	S.Dhanalakshmi, EA
		D.Saravanan, AM	N.Viji, EA
		R.Saraswathi, A.O	V. Aswini, EA
4	**PROJECTS-III**		
	A.R.CHANDRAMOHAN, GM(P-III)i/c		V.Mythili, PA to GM(P-III) i/c
		G.Ramesh, DM	S.Mahendiran, EA
		K.Gnanambiga, AM	A.Priyanka, EA
		N.Sasikala, AM	N.G.Dineshkumar, EA
	ALLOTMENT CELL	A.Chandrika, Consultant	1. J.Rincy, EA 2. D. Pavithra, EA

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	Environmental Cell		
	M.A.K. Rabbani	Consultant	E.Dhananjeyan, EA
	A.K.Hari	Consultant	
	Planning Cell		
	M.Sathishkumar	Consultant	Karthik Damodharan, EA
5	**PROJECTS-IV**		
	K.SELVARANI, AGM(P-IV)		S.Haritha, PA to AGM(P-IV)
		C.Thangavel, Consultant	P.Narmadha, EA
		A.Rajalakshmi, DM	N.Santhipriya, EA
		D.Ambika, AM	B.Latha, EA
		P.Vijayalakshmi, AM	S.Janani, EA
6	**PROJECTS-V**		
	A. BALU, AGM(P-V)		A. Saranya, PA to AGM(P-V)
		K.Dineshkumar, AM	P. Sivakumar, EA
		G. Vimala Rohini, AM	P.Nithya, EA
		G.Ahila, AM	A.Abdul Rizwan, EA
7	**PROJECTS-VI**		
	K.ARUN KUMAR,AGM(P-VI)		S. Pavithra, PA to AGM(P-VI)
		C.Prakasam, AM	S.Jeyakodi, EA
		D.Malarkodi, AM	A.Anandakumar, EA
		A.Marydomnic, AO	N. Samundeeswari, EA
8	**LEGAL**		
	M.CHELLADURAI, DGM (L)		1. S.Sarumathi, PA to DGM(L) 2. A.Jeya, EA
	M.S. HEEROON RASHEED, AGM(L)		V.B.Laavanyaa, EA
		R.Rajasundarraman, C(L)	B.Kumaran, EA
		Maharani, Consultant(L)	A. Narmadha Devi, EA
		Sundar Singh, Consultant(L)	R.Dhivakar, EA
		R.Chitra, DM	R.Prabhu Prithiviraj, EA
		G.Karthikeyan, AM	V.Karthika, EA
		A.Leelavathy, AO	M. Nirmalkumar, EA
9	**LAND ACQUISITION**		
	A.PARIMALADEVI, SDC		M.Durgadevi, EA
		V.Pandian, C(LA)	B.Manjupriya, Typist
		Thiru S.Vittal, C (LA)	V.Devi, Typist
		R.Lakshmi, DM	1. K.Kavitha, EA 2. K.Gokul
		K.Santhi, AM	R.Bakyalakshmi, EA
		S.Thulasingam, AM	1. D.Sandhiya, EA 2.M.Leelavathi, EA
		N.Arul, ST	
		A.Nirmala, AM	1.G.Manju, EA 2. R.Karthick, EA
		E.Devasana, AO	1.D.Kabalishwaran, EA 2.A.Vidhuthalaikathir, EA

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10	**PRESS RELATIONS**		
	S.SELVARAJ,JD/MGR		E.Thiyagarajan, EA
		S. Rajagopalan, Translator	S.Saravanan, Typist
11	**INTERNAL AUDIT**		
	P.RAVISHANKAR, MGR		1. V. Sivakumar, Jr. Asst. 2. T.Selvi, EA
		V.Viswanathan, AM	G.Geetha, EA
		N.Srikanth, AO	B.Nagarajan, EA
12	**MSS**		
	M.S.THULASI, D.M		J.Prasanth, EA
		R.Yuvaraj, AM	1.J.Jayalakshmi, EA 2.K.Selvam, EA
		K.Aruna, AO	1.D.Sarubabel Prabakaran, Jr. Asst. (RTI) 2. M.Yasodha, EA 3.S.Subanandhan, EA
		A.Manikandan C(IT)	1.S.Gunaseelan Peter, EA 2.S.Rajasekar, EA
13	**HUMAN RESOURCES**		
	A.JAYANTHY, DM		M. Bhuvaneshwari, EA
		K.Geetha, AM	1.J.Bhuvaneswari, EA 2.K.S.Petchiamma, EA
		P.Malavathi, AM	1.M.Bhuvaneswari, EA 2.B. Monisha Devi, EA
		J.Joselin, AM	1.M.Jamuna Rani, EA 2.M.Mary Sowmiya, EA (Tapal)
14	**SECRETARIAL**		
	M.G.SHANTHI,CS		1.R.Preethi, EA 2. M.Sruthi, EA
		V.Suchithra, AO	V.Krithika,EA
		R. Raj Prasanna, Asst. to CS	
		C. Sivasankari, Asst. to. CS	
15	**CIVIL**		
	S.DEVAIRAKKAM, S.E		S.Pachaivannan, EA
		N.Arulselvi, EE	1.S.Aruna, TA 2.S.Mani, TA
		S.Malarvizhi, EE	1.V. Manoj Kumar, TA 2.Md.Ikramudin, TA
		K.Gnanavadivu, EE	1.P.Janardhanan, TA 2.J.Meginth Joslan, TA
		S.Latha, EE	1.G.Yuvaraj, TA 2.D.Kokilarani, EA
		T.J.Pramiladevi, AEE	1.A.Balakumar, TA 2.S.Arunkumar, TA
		R.Ganesan, AM	L.Mythili, EA
		S.Yogeswari, AO	E.Angel, EA

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16	**INDUSTRIAL WATER**		
	A. ABDUL RASHEED, Consultant (Tech.-I)		G.Palanivel , EA
		N. Ganesan, SE(Retd.)	
		P. Ravi Chandran, SE(Retd.)	
		R. Thangaraju, EE(Retd.)	
		EE (Retd.)	
		L.Sudhakar, AEE (Retd.)	
		S.Ramadoss, Const. (GIS)	
17	**GREENERY**		
	A. ABDUL RASHEED, Consultant (Tech.-I)		R.Kavitha, EA
		E.Dhayarathan, AEE	N.Manikandan, EA
18	**INFRASTRUCTURE**		
	M.KUMAR, Consultant-II(T/S)		V.Vijayakumar, EA
		EE (Retd.)	
		EE (Retd.)	
		V.T. Thanga Arasu, AEE(Retd.)	
		A.Kanagaraj, AEE (Retd.)	
		K.P.V. Prabakaran, SDO(Retd.)	
19	**PMU CELL**		
	Edwin James		E.Rishika, EA
	Shiva Prasad Narala		
	Naveen CG		
	Sai Megahasyam		
	Udhay Shankar		
	Dizon Genuine John		

Sd/--

MANAGING DIRECTOR

/Forwarded by order/

Deputy Manager (HRD)

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

Cir.No.17 /2021 Dated 22.02.2021

CIRCULAR

Sub: HRD – Thiru Raja Gopal Sunkara, IAS., Deputy Secretary to Government, Industries Department - Incharge of the post of Executive Director, SIPCOT – Reg.

Ref : 1. This office Circular No.72/2020 dt.14.09.2020
2. G.O. Rt.No.280, Public (Special A) Department, dt.25.01.2021
3. G.O.(Rt) No.40, Industries (MIG.1) Department, dt.19.02.2021

****

Further to the reference 1st cited and as per the orders issued in the G.O. 3rd cited, Thiru Raja Gopal Sunkara, IAS., Deputy Secretary to Government, Industries Department has assumed incharge of the post of Executive Director, SIPCOT on the afternoon of 22.02.2021

MANAGING DIRECTOR

To

All GMs
DRO-I
DRO-II
All HoDs
All POs
PS to MD
PA to ED

22/2/2021
AM

Mgr. (HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI - 600 008.

Circular No. 28/2021 **Date :17.3.2021**

CIRCULAR

Sub : SIPCOT - HRD - Formation of Special Cell at MD's Office - Reg.

In order to effectively resolve the issues posted by the allottees in the Reach MD of SIPCOT Website and also to have a proper record / follow up of the instructions issued by the Managing Director in various Whatsapp Groups such as SIPCOT Board, SIPCOT Special Projects, SIPCOT Family and SIPCOT Legal, it has been decided to form a Special Cell at MD's Office.

Thiru Sai Meghasyam (PMU) and P.Sivakumar, Executive Assistant shall be part of the Special Cell.

The Special Cell shall keep track of the issues raised by the allottees and the instructions of the Managing Director as stated above and follow up with the concerned Departments till the issues are resolved / instructions complied with.

The Special Schemes looked after by Thiru Sai Meghasyam (PMU) are hereby allocated to the other Officers of PMU Cell as detailed below:

Sl. No.	Name of the Scheme	Allocated to
1	Furniture Hub at Thoothukudi	Edwin James
2	Solid Waste Management Tender Co ordination	Edwin James
3	Smart Water Meter Tender Co ordination	Edwin James
4	SIPCOT Industrial Innovation Centre	Naveen CG
5	Food Courts at SIPCOT Industrial Parks	Naveen CG
6	Plug and Play on PPP Mode at Nemili, Mambakkam and Thirumudivakkam	Shiva Prasad Narala
7	Medical Devices Park	Shiva Prasad Narala
8	JV Parks	Dizon John
9	Skill Development Centres at SIPCOT Industrial Parks	Dizon John

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Thiru Sai Meghasyam is directed to hand over the files along with the Status Report and pending works on each Special Scheme to the other Officers of PMU Cell as indicated above on or before 19.03.2021 and report to MD's Office.

This order comes into force with effect from 17.3.2021.

Sd/--
MANAGING DIRECTOR.

To

PMU Cell

Copy to

All HoDs
DRO-I
DRO-II
All POs
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
17/3/2021.

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STATE INDUSTRIES PROMTION CORPORATION OF TAMINADU LTD.,
19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

Circular No.31/2021 **Date:22.3.2021**

CIRCULAR

Sub: SIPCOT – HRD - Formation of Special Cell at MD's Office – Reg.
Ref: Circular No. 28/2021 dt.17.03.2021

A special Cell has been formed at MD's Office vide circular cited under reference.

The Special Cell will be headed by Thiru SP.Meyyappan, Consultant (Operations) and henceforth he will look after the functions of Special Cell only.

The Special Cell shall carry out the following functions:

1.Maintain a proper record of the instructions issued by the Managing Director in various Groups such as SIPCOT Board, SIPCOT Special Projects, SIPCOT Family, SIPCOT Legal and various inter departmental meetings and ensure whether the same has been complied with as per the time line instructed.

2. Keep track of the issues posted by the allottees in the Reach MD of SIPCOT Website and ensure whether the same has been resolved as per the time line specified.

3. Undertake a study on the core activities of the Corporation as a Focus Area.

4. Shall submit a Weekly Report in respect of Sl. No 1 & 2 and Monthly Report in respect of Sl. No.3 to the Managing Director.

5. Follow up with the concerned Departments for the Board Notes and preparation of Board Minutes.

6. Guide the Finance Dept for preparing the Accounting Manual, Audit Manual, Accounting Policies etc.,

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HoDs of Project Departments are fully in charge of the Special Schemes allocated to them and they shall handle the same with the assistance of PMU. The files relating to Special Schemes shall be routed through Executive Director to Managing Director.

This order comes into force with immediate effect.

Sd/--
MANAGING DIRECTOR

To

1. Thiru SP.Meyyappan,
   Consultant (Operations)

2. PMU Cell

Copy to :

All HoDs
DRO-I
DRO-II
All POs
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
22/3/2004.

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

Circular No.44/2021 **Date:23.06.2021**

CIRCULAR

Sub : HRD – Thiru T. Anand, IAS, - Assumed charge of the post of Managing Director, SIPCOT – Reg.

Ref : G.O. Rt. No.2378 Public (Special-A) Dept., dt.13.06.2021

***

As per the orders issued in the G.O. cited, Thiru T. Anand, IAS, Joint Chief Electoral Officer & Joint Secretary to Government, Public (Elections) Department has assumed charge of the post of Managing Director, SIPCOT on the forenoon of 21.06.2021.

His residential address and the telephone numbers are given below:

Residential Address	Telephone No.
Thiru T. Anand, IAS, ND.C-4/03, TAISHA Housing Complex, Natesan Nagar, Virugambakkam, Chennai – 600 092.	Office : 044-45261770 044-45261771 Residence: 044-29580048

MANAGING DIRECTOR

To
The Chief Secretary to Government, Chennai-9
The Secretary to Government, Public (Special-A) Dept., Chennai-9
The Principal Secretary to Government, Industries Dept., Chennai-9
The Chief Electoral Officer / Principal Secretary to Government,
Public (Elections) Department, Chennai-600 009
The Accountant General office, Chennai-9
The Pay and Accounts Officer, Chennai-9
The Accountant General (A&E), Tamil Nadu, Teynampet, Chennai-18
All GMs, SIPCOT
All HoDs, SIPCOT,
All POs
PA to MD
PA to ED

AM Mgr.(HRD) GM(HRD)

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

Cir.No.70/2021 Dated:19.07.2021

CIRCULAR

Sub: HRD – Thiru R. Bhoovaraghan, District Revenue Officer / Joint Commissioner, Land Administration Department, Chennai - Assumed charge as District Revenue Officer-II in SIPCOT - Reg.

Ref : 1. G.O. Rt.No.2857 Public (Special A) Department dt. 10.7.2021.

2. This office Proceedings No.E1/D/194/2020 dt.13.07.2021
3. Joining report of Thiru R.Bhoovaraghan, District Revenue Officer-II dt.16.07.2021

****

In the reference 1st cited, Thiru R. Bhoovaraghan, District Revenue Officer / Joint Commissioner, Land Administration Department has been transferred and posted as District Revenue Officer / General Manager, SIPCOT, Chennai on deputation on foreign service terms and conditions in the place of Thiru A. Rajasekaran, District Revenue Officer-II.

In the reference 2nd cited, Thiru A. Rajasekaran, District Revenue Officer-II was relieved from the services of SIPCOT on the forenoon of 14.07.2021

In the reference 3rd cited, Thiru R. Bhoovaraghan, District Revenue Officer/Joint Commissioner, Land Administration Department has assumed charge as District Revenue Officer-II in SIPCOT Head Office on the afternoon of 16.07.2021.

MANAGING DIRECTOR

To
GMs
DRO-I
DRO-II
All HoDs
All POs
PA to MD

AM Mgr.(HRD) GM(HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

Ref. Circular No.71/2021 **Date:26.7.2021**

Sub: SIPCOT–Re-organisation of the Departments–Allocation of Officers & Staff to the Departments in Head Office-Reg.

Ref: 1. Circular No.15/2021, dt.15.2.2021
2. Office Order No.34/2021, dt.7.4.2021
3. Office Order No.41/2021, dt.16.4.2021
4. Circular No.58/2021, dt.17.5.2021

****

In supersession of the references cited, it is proposed to re-organise the departments of the Corporation, considering the present scenario on the business activities and for smooth functioning of the Corporation as under:

PROJECTS-I:

Projects-I Department will handle all allotments including SEZ & G.O / MoU and in Special Projects till execution of Lease Deed. Also monitor and follow up the allottees (excluding SEZ & G.O / MoU and in Special Projects) in the existing Industrial Parks and new Industrial Parks in 'A' & 'B' Districts (16 Districts) viz. Irungattukottai, Sriperumbudur, Orgadam, Pillaipakkam, Vallam-Vadagal, Siruseri, Gummidipoondi, Thervoykandigai, Mappedu, Ranipet, Hosur, Bargur, Perundurai, Manaparai, etc. Projects-I Department is also responsible for all compliance requirements for the above parks under 'A' & 'B' Districts including Environmental Clearance, CTE / CTO, DTCP layout approval, land transfer, alienation, etc and all issues in respect of the above Parks.

PROJECTS-II:

Projects-II Department will handle all allotments including SEZ & G.O / MoU and in Special Projects till execution of Lease Deed. Also monitor and follow up the allottees (excluding SEZ & G.O / MoU and in Special Projects) in the existing Industrial Parks and new Industrial Parks in 'C' Districts (22 Districts) viz. Cheyyar, Cuddalore, Tindivanam, Thoothukudi, Pudukottai, Manamadurai, Nilakottai, Gangaikondan, etc. Projects-II Department is also responsible for all compliance requirements for the above parks under 'C' Districts including Environmental Clearance, CTE / CTO, DTCP layout approval, land transfer, alienation, etc and all issues in respect of the above Parks.

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SIPCOT

PROJECTS-III:

Projects-III Department will monitor and follow-up all G.O / MoU and SEZ allottees besides Special Project allottees. Also look after sanction, disbursement and follow up of all Incentive files.

PROJECTS IV:

Projects IV Department will look after the Special Projects / Schemes viz. Desalination Plants, TTRO / TTUF Plants, Industrial Housing / Dormitories / Hostels, GIS, Bulk Drug Park, Joint Venture Parks, Plug & Play facility, Food Parks, SIIC / Industries 4.0, Master Planning in Industrial Parks, Projects under TIES / ASIDE, Food Courts, Leather Footwear Parks, ECO Industrial Park / TIXI, Electronic Manufacturing Cluster, Polymer Park, Textile Park, Medical Devices Park & Furniture Hub etc and also the new / upcoming Special Projects / Schemes.

LAND ACQUISITION:

Land Acquisition (LA) Department is bifurcated into two as LA-I Department and LA- II Department. LA-I Department will look after the Land Acquisition Schemes in 'A' & 'B' Districts and LA-II Department will look after the Land Acquisition Schemes in 'C' Districts.

The details of the Departments as per re-organisation are as given below:

Sl. No.	Department / Cell
1.	Finance
2.	Projects-I / Allotment Cell & Policy Cell
3.	Projects-II / Environmental Cell & Planning Cell
4.	Projects-III / Incentives
5.	Projects-IV / PMU Cell
6.	Land Acquisition-I
7.	Land Acquisition-II
8.	Civil
9.	Human Resources Development (HRD)
10.	Internal Audit
11.	Information Technology
12.	Management Support Services (MSS)
13.	Legal
14.	Press Relations
15.	Secretarial

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Finance & MSS Department will function under the control of Thiru D.Ganesan, General Manager (Finance).

Projects-I & Human Resources Development Department will function under the control of Thiru A.R. Chandramohan, General Manager (Projects-I).

Projects-II & Internal Audit Department will function under the control of Tmt. G.Shella, General Manager (Projects -II).

Projects-III & Information Technology Department will function under the control of Tmt. H.Prabhavathy, General Manager (Projects -III).

Projects-IV Department will function under the control of Tmt.K.Selvarani, Deputy General Manager (Projects-IV).

Land Acquisition-I & Legal Department will function under the control of Thiru R.Rajakirubakaran, District Revenue Officer - I.

Land Acquisition-II & Press Relations Department will function under the control of Thiru R.Boovaraghan, District Revenue Officer-II.

The HoDs of Civil and Secretarial Department will report directly to MD.

Consequent to the above re-organisation of departments, the officers / staff deployment is annexed herewith and this order comes into effect from 26.7.2021.

Sd/--
MANAGING DIRECTOR

Encl: Annexure.

To
General Managers
DROs
All HoDs. : To circulate all the officers and staff working under their control

Copy to:
PS to MD

/Forwarded by order/

Manager (HRD)
26/7/2021.

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.

Annexure to Circular No.71/2021, dt.26.7.2021		
		Name of the Associate Staff / Designation
MD		1.V.Rajeswari, PS to MD 2.R.Vanisree, PA to MD
ED		A. Rajalakshmi, PA to ED
MD SPECIAL CELL		
SP.Meyyappan, Consultant (Operations)	B.Vijay Kannan, Jr. Consultant	S. Sasi Rekha, PA to C(O)
Name of the Department/ Name of the HOD / Designation	**Name of the Officer / Designation**	
FINANCE & MSS		
D.GANESAN, GM(F/MSS)		M.Mary Sangeetha, PA to GM(F)
N.JAIGANESH, AGM(F / MSS)/HoD		M.Ramya, PA to AGM(F)
FINANCE	G. Jayachandran, AM	M.Nandagopal, EA
	V.S.Latha, AM	K.Bhagyalakshmi, EA
	S. Perianayaga Mary, AO	A.Kavitha, EA
	P.Pramila, AO	A.B. Kanmani Seetha, EA
	Leo Joseph, C(F)	G.R.Elakkiaselvamathi, EA
	V.V. Sudha, C(F)	A.Vani Christina, EA
	C.V.Saravanan, Jr. Const.(F)	D.Bennison Joel, EA
	R. Kulasekaran, C(F)	J.Mini, EA
	R.Sivakumar, C(F)	K.Mohanambal, EA
	L.Usha, Consultant	1.K.Eswari, EA 2.D.Theresolftadhas, EA
MANAGEMENT SUPPORT SERVICES (MSS)	R.Yuvaraj, AM	1.J.Jayalakshmi, EA 2.J.Prasanth, EA 3. K.Selvam, EA
		G.Tamil Ilakkiya, Receptionist
PROJECTS-I / HRD		
A.R.CHANDRAMOHAN, GM(P-I / HRD)		E.Rishika, PA to GM(P-I)
A.BALU, AGM (P-I)/HoD		A.Saranya, PA to AGM(P-I)
	D. Ramalingam, DM	1.S.Mahendiran, EA 2.B. Monisha Devi, EA
	D.Ambika, DM	1.S.Jeyakodi, EA 2.R.Prabhu Prithiviraj, EA
	C.Prakasam, AM	1. S.Yuvaraj, EA 2. S.Jayamary, EA
	N.Sasikala, AM	1. A.Priyanka, EA 2. M.Yasodha, EA
	G.Ahila, AM	1. A.Abdul Rizwan, EA 2. R.Jeya Sudhaa, EA
Allotment Cell /Policy Cell	G.Ramesh, DM	M.Roopa, EA
	A.Chandrika, Consultant	J.Rincy, EA
	Sai Megahasyam, Consultant, Policy Cell	

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HUMAN RESOURCES DEVELOPMENT		
A.JAYANTHY, Mgr(HRD)/ HoD		M. Bhuvaneshwari, EA
	K.Geetha, AM	1.J.Bhuvaneswari, EA 2.K.S.Petchiamma, EA
	P.Malavathi, AM	1.M.Bhuvaneswari, EA 2.M.Mary Sowmiya, EA (Tapal)
	J.Joselin, AM	M.Jamuna Rani, EA
	V.Parimala, Con(OP)	
PROJECTS-II/ IA		
G.SHEILA, GM(P-II / IA)		1. T.Sarasam, Asst./ PA to GM(P-II) 2.R.Murugan, EA / TNSIWC
L.VIMALA, Mgr.(P-II)/HoD		J.Sumathi, EA
	V.Viswanathan, DM	1. P.Nithya, EA 2. J. Franklin, EA
	D.Malarkodi, AM	1.A.Anandakumar, EA 2.K.Duraisubburayan, EA
	S.Thamaral Selvi, AM	1.V.Divya, EA 2.B.Vasantha Kumar, EA
	R.Anitha, AO	R.Lakshmipriya, EA
Environmental Cell		Karthik Damodaran, EA
M.A.K. Rabbani	Consultant	
A.K.Hari	Consultant	
E.Dhananjeyan	Jr. Consultant	
Planning Cell		
M.Sathishkumar	Consultant	
INTERNAL AUDIT		
P.RAVISHANKAR, Mgr (IA)/ HoD		1. V. Sivakumar, Jr. Asst. 2. T.Selvi, EA
	G.J.Vimala Rohini, AM	G.Geetha, EA
	N.Srikanth, AO	B.Nagarajan, EA
PROJECTS-III / IT		
H.PRABHAVATHY, GM-(P-III / IT)		R.Padmini, Typist / PA to GM(P-III)
K.ARUN KUMAR, AGM(P-III / IT)/HoD		S. Pavithra, PA to AGM
	K.Dineshkumar, DM	1.J.Gayathri, EA 2. Akash Gunaseelan, EA
	S.Ganesh Boopathy, DM	1. S.Dhanalakshmi, EA 2. M.Vimala, EA
	D.Saravanan, AM	1. N.Viji, EA 2. S.Jayashree, EA
	A.Marydominic, AO	J. Mahalakshmi, EA
	R.Saraswathi, AO	V. Aswini, EA
	C.Thangavel, C(I)	
INFORMATION TECHNOLOGY	K.Aruna, AO	1.S.Subanandhan, EA 2.S.Gunaseelan Peter, EA
	A.Manikandan C(IT)	S.Rajasekar, EA (VC)

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PROJECTS-IV		
K.SELVARANI, DGM(P-IV)		S.Haritha, PA to DGM(P-IV)
M.S.THULASI, Mgr(P-IV)/HoD		K.Suresh, EA
	A.Rajalakshmi, DM	1. N.Santhipriya, EA 2. S.Giridharan, EA
	P.Vijayalakshmi, AM	1. S.Janani, EA 2. V.Pradeep, EA
	A.Leelavathy, AO	S.Madhura, EA
PMU Cell		
Edwin James		P.Karthiga, EA
Shiva Prasad Narala		
Naveen CG		
Vinothen Mohan		
Dizon Genuine John		
LAND ACQUISITION -I / LEGAL		
R.RAJAKIRUBAKARAN, DRO-I		B.Sathish, PA to DRO-I
A.PARIMALADEVI, SDC/Mgr(LA-I)/HoD		M.Durgadevi, EA
	R.Chitra, DM	1.S.Geetha, EA 2.J.Sathish Kumar, EA
	K.Santhi, DM	1.R.Bakyalakshmi, EA 2.B.Latha, EA
	S.Thulasingam, AM	1.D.Sandhiya, EA 2.M.Leelavathi, EA
	F.Devasana, AO	D.Kabelishwaran, EA
	V.Pandian, C(LA)	B.Manjupriya, EA
M.S. HEEROON RASHEED, AGM(L)/HoD		S.Sarumathi, PA to AGM(L)
	G.Karthikeyan, DM	V.Karthika, EA
	G.Krishnamurthi, C (Legal / Projects)	A. Narmadhadevi, EA
	R.Rajasundarraman, C(L)	A.Jeya, EA
	Sundar Singh, C(L)	R.Dhivakar, EA
	S.Paramaguru, C(L)	B.Kumaran, EA
	S.Shahul Hameed, C(L)	V.B.Laavanyaa, EA
		D.Sarubabel Prabakaran, Jr. Asst. (RTI) N. Samundeeswari, EA
LAND ACQUISITION -II / PRESS RELATIONS		
R.BOOVARAGAN, DRO-II		G.Thiraviam Mary Rabacca, PA to DRO-II
S.M.SENTHIL NATHAN, SDC/Mgr(LA-II)/HoD		V.Mythili, EA
	R.Lakshmi, DM	1. J.Kavitha, EA 2. K.Gokul, EA
	K.Gnanambiga, AM	1.N.G.Dineshkumar, EA 2.M. Lakshmipriya, EA
	A.Nirmala, AM	1.G.Manju, EA 2. R.Karthick, EA

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	Vasanthi, ST	M. Nirmal Kumar, EA
	S.Vittal, C (LA)	V.Devi, Typist
	V.S.Selvaraj, Con. (Temple Lands)	
PRESS RELATIONS		
K.SHANMUGA SUNDARAM, Addl.Director/Mgr (PR)/HoD		E.Thiyagarajan, EA
	S. Rajagopalan, Translator	S.Saravanan, Typist
SECRETARIAL		
M.G.SHANTHI, CS/Mgr/HoD		1.R.Preethi, EA 2.M.Sruthi, EA
	V.Suchithra, AO	V.Krithika,EA
	R. Raj Prasanna, Asst. to CS	
	C. Sivasankari, Asst. to CS	
CIVIL /INDUSTRIAL WATER/ INFRASTRUCTURE / GREENERY		
S.DEVAIRAKKAM, S.E/HoD		S.Pachaivannan, EA
	C.Subramanian, EE	V.Divya, TA
	N.Arulselvi, EE	S.Aruna, TA
	S.Malarvizhi, EE	S.Mani, TA
		S.Arunkumar, TA Md.Ikramudin, TA
	A.S.Varadharajan, EE	V. Manoj Kumar, TA
	K.Gnanavadivu, EE	P.Janardhanan, TA
	S.Latha, EE	G.Yuvaraj, TA
	T.J.Pramiladevi, AEE	A.Balakumar, TA
		J.Meginth Joslan, TA D.Kokilarani, TA
	R.Ganesan, AM	L.Mythili, EA
	S.Yogeswari, AO	E.Angel, EA
INDUSTRIAL WATER	A. Abdul Rasheed, Consultant (Tech.-I)	G.Palanivel , EA
	N. Ganesan, SE(Retd.)	
	P. Ravi Chandran,SE(Retd.)	
	R. Thangaraju, EE(Retd.)	
	L.Sudhakar, AEE (Retd.)	
	S.Ramadoss, Const. (GIS)	
INFRASTRUCTURE	M.Kumar, Consultant (Tech-II)	V.Vijayakumar, TA
	V.T. Thanga Arasu, AEE(Retd.)	
	A.Kanagaraj, AEE (Retd.)	
	K.P.V. Prabakaran, SDO(Retd.)	
GREENERY	R.Thangaprakasam, Consultant (Tech-III)	R.Kavithaa, EA
	E.Dhayarathan, AEE	N.Manikandan, EA

Sd/—
MANAGING DIRECTOR

/Forwarded by order/

Manager (HRD)
26/3/09.

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SIPCOT

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

Ref. Circular No.76/2021 **Date:6.8.2021**

Sub: SIPCOT – Re-organisation of the Departments – Allocation of Officers & Staff to the Departments in Head Office– Reg.

Ref: Circular No.71/2021, dt.26.7.2021

****

In partial modification of the Circular in the reference cited, it is proposed to re-organise the Projects Department into Projects-I, II & III Departments

Project Departments will look after the allotment, monitoring of regular / G.O / MoU units and Special Schemes in the existing Industrial Parks and new / upcoming Industrial Parks. Also responsible for all compliance requirements for the above parks including Environmental Clearance, CTE / CTO, DTCP layout approval, land transfer, alienation, etc and all issues in respect of the concerned Parks.

Consequent to the above, allocation of Industrial Parks & Special Projects / Schemes is ordered as follows:

PROJECTS-I DEPARTMENT

A. EXISTING INDUSTRIAL PARKS			
1	IRUNGATTUKOTTAI	2	SRIPERUMBUDUR
3	ORGADAM	4	PILLAIPAKKAM
5	SIRUSERI	6	HOSUR
7	MANAPPARAI		
B. NEW / UPCOMING INDUSTRIAL PARKS IN THE DISTRICTS OF CHENGALPATTU, CHENNAI, KANCHEEPURAM & KRISHNAGIRI			
C.SPECIAL PROJECTS /SCHEMES			
1	20 MLD TTRO Plant at Hosur	2	ECO Industrial Parks/ TIXI
3	SIIC's at Sriperumbudur & Hosur	4	SPV-NFPL
5	Medical Devices Park at Oragadam Phase-II	6	Polymer Park
7	O&M Hostels – Irungattukottai and Sriperumbudur		

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State Industries Promotion Corporation of Tamil Nadu Limited
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CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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PROJECTS-II DEPARTMENT

A.EXISTING INDUSTRIAL PARKS			
1	GUMMIDIPOONDI	2	THERVOYKANDIGAI
3	VALLAM-VADAGAL	4	MAPPEDU
5	RANIPET	6	KURUBARAPALLI
7	BARGUR	8	PERUNDURAI
B.NEW/UPCOMING INDUSTRIAL PARKS IN THE DISTRICTS OF COIMBATORE, ERODE, KARUR, NAMAKKAL, THE NILGRIS, RANIPET, SALEM, THIRUCHIRAPALLI, TIRUPATTUR, TIRUPUR, VELLORE AND THIRUVALLUR			
C.SPECIAL PROJECTS /SCHEMES			
1	GIS Mapping	2	Foxconn Housing at Vallam Vadagal
3	Industrial Housing at Vallam Vadagal	4	Mega Leather Footwear Scheme-(MLFC)-Panapakkam
5	Mega Textile Park - Dharmapuri	6	Bulk Drug Pharma Park, Manallur
7	CIWUCL		

PROJECTS-III DEPARTMENT

A.EXISTING INDUSTRIAL PARKS			
1	CHEYYAR	2	CUDDALORE
3	TINDIVANAM	4	THOOTHUKUDI
5	PUDUKOTTAI	6	MANAMADURAI,
7	NILAKOTTAI	8	GANGAIKONDAN
B. NEW / UPCOMING INDUSTRIAL PARKS IN 'C' DISTRICTS AS PER TAMIL NADU INDUSTRIAL POLICY 2021			
C.SPECIAL PROJECTS /SCHEMES			
1	Desalination Plant at Thoothukudi & Cuddalore	2	Furniture Hub at Thoothukudi Ph-II
3	10 MLD Desalination Plant at Manakudi	4	TANSWICO

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Special Projects viz., Master Plan & DPR for Industrial / Food Parks, Plug & Play facilities, Working Women's Hostel, Skill Development Centres, Setting up of Food Courts, Joint Venture Industrial Parks, Water Security Plan, Electronic Manufacturing Cluster, Projects under TIES will be handled by the concerned Projects Departments pertaining to the Industrial Parks allocated to the Departments .

Water Security Plan Projects, Smart Water Metering, Solid Waste Management and Greenery will be handled by Water Cell / Greenery Cell under Civil Department and the files routed through the concerned Projects Department.

CSR Activities shall be looked after by Secretarial Department and the files routed through General Manager (Finance).

The details of the Departments as per re-organisation are as given below:

Sl. No.	Department / Cell
1.	Finance
2.	Projects-I (including Allotment Cell & Policy Cell)
3.	Projects-II (including Environmental Cell & Planning Cell)
4.	Projects-III
5.	Land Acquisition-I
6.	Land Acquisition-II
7.	Civil
8.	Incentives
9.	Information Technology
10.	Management Support Services (MSS)
11.	Internal Audit
12.	Human Resources Development (HRD)
13.	Legal
14.	Press Relations
15.	Secretarial

Finance and Incentives Department will function under the control of Thiru D.Ganesan, General Manager (Finance).

Projects-I will function under the control of Thiru A.R. Chandramohan, General Manager (Projects-I).

Projects-II, Information Technology and MSS Department will function under the control of Tmt. H.Prabhavathy, General Manager (Projects -II).

Projects-III, Internal Audit and Human Resources Development Department will function under the control of Tmt. G.Sheila, General Manager (Projects -III).

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Land Acquisition-I and Legal Department will function under the control of Thiru R.Rajakirubakaran, District Revenue Officer - I.

Land Acquisition-II and Press Relations will function under the control of Thiru R.Bhoovaraghan, District Revenue Officer – II.

The HoDs of Civil and Secretarial Department will report directly to MD.

Consequent to the above re-organisation of departments, the officers / staff deployment is annexed herewith and this order comes into effect from 6.8.2021.

Sd/--
MANAGING DIRECTOR

Encl: Annexure.

To
General Managers
DROs
All HoDs. : To circulate all the officers and staff working under their control

Copy to:
PS to MD

/Forwarded by order/

Manager(HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
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Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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Annexure to Circular No.76/2021, dt.6.8.2021		
		Name of the Associate Staff / Designation
MD		1.V.Rajeswari, PS 2.R.Vanisree, PA
ED		
MD SPECIAL CELL		
SP.Meyyappan, Consultant (Operations)	B.Vijay Kannan, Jr. Consultant	S. Sasi Rekha, PA
Name of the Department/ Name of the HOD / Designation	**Name of the Officer / Designation**	
FINANCE		
D.GANESAN, GM(F)		M.Mary Sangeetha,PA
N.JAIGANESH, AGM(F / Incentives)/HoD		M.Ramya, PA
	G. Jayachandran, AM	M.Nandagopal, EA
	V.S.Latha, AM	K.Bhagyalakshmi, EA
	S. Periyanayaga Mary, AO	A.Kavitha, EA
	P.Pramila, AO	A.B. Kanmani Seetha, EA
	Leo Joseph, C(F)	G.R.Elakkiaselvamathi, EA
	V.V. Sudha, C(F)	A.Veni Christina, EA
	C.V.Saravanan, Jr. Const.(F)	D.Bennison Joel, EA
	R. Kulasekaran, C(F)	J.Mini, EA
	R.Sivakumar, C(F)	
	L.Usha, Consultant	1.K.Eswari, EA 2.P.Theresalftadhas, EA
INCENTIVES		
	A.Rajalakshmi, DM	1. N.Santhipriya, EA 2. S.Giridharan, EA
	D. Ramalingam, DM	1. M.Roopa, EA 2.K.Mohanambal, EA
	P.Vijayalakshmi, AM	1. S.Janani, EA 2. V.Pradeep, EA
	A.Leelavathy, AO	S.Madhura, EA
	C.Thangavel, C(I)	R.Prabhu Prithiviraj, EA
PROJECTS-I		
A.R.CHANDRAMOHAN, GM(P-I)		V.Mythili, PA
K.SELVARANI, DGM(P-I)/HoD		S.Haritha, PA
	K.Dineshkumar, DM	1. A.Priyanka, EA 2. S.Mahendiran, EA
	D.Ambika, DM	1.S.Jeyakodi, EA 2.K.Suresh, EA
	C.Prakasam, AM	1. S.Yuvaraj, EA 2.P.Karthiga, EA
	G.Ahila, AM	1. A.Abdul Rizwan, EA 2. R.Jeya Sudhaa, EA
Allotment Cell	G.Ramesh, DM	A.Anandakumar, EA
	A.Chandrika, Consultant	J.Rincy, EA
Policy Cell / Spl. Projects	Sai Megahasyam, Consultant	

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PROJECTS-II		
H.PRABHAVATHY, GM-(P-II)		R.Padmini,PA
K.ARUN KUMAR, AGM(P-II / IT)/HoD		S. Pavithra, PA
	S.Ganesh Boopathy, DM	1. S.Dhanalakshmi, EA 2. M.Vimala, EA
	D.Saravanan, AM	1. N.Viji, EA 2. S.Jayashree, EA
	N.Sasikala, AM	1. E.Rishika, EA 2.J.Gayathri, EA
	A.Marydominic, AO	J. Mahalakshmi, EA
	R.Saraswathi, AO	V. Aswini, EA
Spl. Projects	1.Dizon Genuine John, Consultant 2.Shiva Prasad Narala, Consultant	
	S.Ramadoss, Consultant (GIS)	
Environmental Cell		Karthik Damodaran, EA
M.A.K. Rabbani	Consultant	
A.K.Hari	Consultant	
E.Dhananjeyan	Jr. Consultant	
Planning Cell		
M.Sathishkumar	Consultant	
INFORMATION TECHNOLOGY	K.Aruna, AO	1.S.Subanandhan, EA 2.S.Gunaseelan Peter, EA
	A.Manikandan C(IT)	S.Rajasekar, EA (VC)
MSS		
A.Jayanthy, Mgr(MSS) /HoD		M. Bhuvaneshwari, EA
	R.Yuvaraj, AM	1.J.Jayalakshmi, EA 2.J.Prasanth, EA 3. K.Selvam, EA
		G.Tamil Ilakkiya, Receptionist
PROJECTS-III		
G.SHEILA, GM(P-III)		1. T.Sarasam, PA 2.R.Murugan, EA / TNSIWC
A.BALU, AGM (P-III)/HoD		A.Saranya, PA
	L.Vimala, Mgr.	1. J.Sumathi, EA 2. S.Geetha, EA
	V.Viswanathan, DM	1. P.Nithya, EA 2. K.Duraisubburayan, EA
	G.J.Vimala Rohini, AM	1.Akash Gunaseelan, EA 2.B. Monisha Devi, EA
	S.Thamarai Selvi, AM	1.V.Divya, EA 2.B.Vasanthe Kumar, EA
	R.Anitha, AO	R.Lakshmipriya, EA
Spl.Projects	Edwin James, Consultant	
	Naveen CG, Consultant	
INTERNAL AUDIT		
P.RAVISHANKAR, Mgr (IA)/ HoD		1. V. Sivakumar, Jr. Asst. 2. T.Selvi, EA
	D.Malarkodi, AM	G.Geetha, EA
	N.Srikanth, AO	B.Nagarajan, EA

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HUMAN RESOURCES DEVELOPMENT		
M.S.THULASI, Mgr(HRD)/HoD		A. Rajalakshmi, EA
	K.Geetha, AM	1.J.Bhuvaneswari, EA 2.K.S.Petchiamma, EA
	P.Malavathi, AM	1.M.Bhuvaneswari, EA 2.M.Mary Sowmiya, EA (Tapal)
	J.Joselin, AM	M.Jamuna Rani, EA
	V.Parimala, Con(OP)	
LAND ACQUISITION -I		
R.RAJAKIRUBAKARAN, DRO-I		B.Sathish, PA
A.PARIMALADEVI, SDC/Mgr(LA-I)/HoD		M.Durgadevi, EA
	R.Chitra, DM	1.J.Sathish Kumar, EA 2.S.Jayamary, EA
	K.Santhi, DM	1.R.Bakyalakshmi, EA 2.B.Latha, EA
	S.Thulasingam, AM	1.D.Sandhiya, EA 2.M.Leelavathi, EA
	E.Devasana, AO	D.Kabalishwaran, EA
	V.Pandian, C(LA)	B.Manjupriya, EA
M.S. HEEROON RASHEED, AGM(L)/HoD		S.Sarumathi, PA
	G.Karthikeyan, DM	V.Karthika, EA
	G.Krishnamurthi, C (Legal / Projects)	A. Narmadhadevi, EA
	R.Rajasundarraman, C(L)	A.Jeya, EA
	Sundar Singh, C(L)	R.Dhivakar, EA
	S.Paramaguru, C(L)	B.Kumaran, EA
	S.Shahul Hameed, C(L)	V.B.Lagvanyaa, EA
		D.Sarubabel Prabakaran, Jr. Asst. (RTI) N. Samundeeswari, EA
LAND ACQUISITION -II		
R.BHOOVARAGHAN, DRO-II		G.Thiraviam Mary Rabacca, PA
S.M.SENTHILNATHAN, SDC/Mgr(LA-II)/HoD		K.Vignesh, EA
	R.Lakshmi, DM	1. J.Kavitha, EA 2. K.Gokul, EA
	K.Gnanambiga, AM	1.N.G.Dineshkumar, EA 2.M. Lakshmipriya, EA
	A.Nirmala, AM	1.G.Manju, EA 2. R.Karthick, EA
	Vasanthi, ST	M. Nirmal Kumar, EA
	S.Vittal, C (LA)	V.Devi, Typist
	V.S.Selvaraj, Con. (Temple Lands)	
PRESS RELATIONS		
K.SHANMUGA SUNDARAM, Addl.Director/Mgr (PR)/HoD		E.Thiyagarajan, EA
	S. Rajagopalan, Translator	S.Saravanan, Typist

Verified Record Note™

SECRETARIAL		
M.G.SHANTHI, CS/Mgr/HoD		1.R.Preethi, EA 2.M.Sruthi, EA
	V.Suchithra, AO	V.Krithika,EA
	R. Raj Prasanna, Asst. to CS	
	C. Sivasankari, Asst. to CS	
CIVIL /INDUSTRIAL WATER/ INFRASTRUCTURE / GREENERY		
S.DEVAIRAKKAM, S.E/HoD		S.Pachaivannan, EA
	C.Subramanian, EE	V.Divya, TA
	N.Arulselvi, EE	S.Aruna, TA
	S.Malarvizhi, EE	S.Mani, TA
		S.Arunkumar, TA Md.Ikramudin, TA
	A.S.Varadharajan, EE	V. Manoj Kumar, TA
	K.Gnanavadivu, EE	P.Janardhanan, TA
	S.Latha, EE	G.Yuvaraj, TA
	T.J.Pramiladevi, AEE	A.Balakumar, TA
		J.Meganth Joslan, TA D.Kokilarani, TA
	R.Ganesan, AM	L.Mythili, EA
	S.Yogeswari, AO	E.Angel, EA
INDUSTRIAL WATER	A. Abdul Rasheed, Consultant (Tech.-I)	G.Palanivel , EA
	N. Ganesan, SE(Retd.)	
	P. Ravi Chandran,SE(Retd.)	
	R. Thangaraju, EE(Retd.)	
	L.Sudhakar, AEE (Retd.)	
INFRASTRUCTURE	M.Kumar, Consultant (Tech-II)	V.Vijayakumar, TA
	V.T. Thanga Arasu, AEE(Retd.)	
	A.Kanagaraj, AEE (Retd.)	
	K.P.V. Prabakaran, SDO(Retd.)	
GREENERY	R.Thangaprakasam, Consultant (Tech-III)	R.Kavithaa, EA
	E.Dhayarathan, AEE	N.Manikandan, EA

Sd/--
MANAGING DIRECTOR

/Forwarded by order/

Manager(HRD) 6/8/19

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

Cir. No. 83 /2021 Dt.: 31.08.2021

CIRCULAR

Sub : SIPCOT - HRD – Special Projects/Schemes - Allocated to Consultant (Operations) – Reg.

Ref : 1) Circular No.31/2021 dt.22.3.2021
2) Circular No.76/2021 dt.6.8.2021

-x-x-x-x-x-

In pursuance to the reference 1st cited, the following Special Projects/Schemes files are routed through Thiru SP.Meyyappan, Consultant (Operations) prior to MD in addition to his regular assignments in Special Cell :-

1) Desalination Plant Projects and connected SPV – TANSIWCO
2) Housing Projects and connected SPV

This order comes into force with immediate effect.

MANAGING DIRECTOR

To

Thiru SP.Meyyappan,
Consultant (Operations)

Copy to

All GMs
DRO-II
All HoDs
All Pos
PS to MD

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

Cir. No. 85 /2021 Dt. : 15 .09.2021

CIRCULAR

Sub : SIPCOT - HRD – Bifurcation of Special Projects/Schemes - Assignment to Consultant (Operations) and Consultant (Project Management) – Reg.

Ref : 1) Circular No.31/2021 dt.22.3.2021

2) Circular No.76/2021 dt.6.08.2021

3) Circular No.83/2021 dt.31.8.2021

4) Proceedings No.E3/Misc./35/2021 dt. 31.08.2021

-x-x-x-x-x-

In order to monitor the Special Projects/Schemes closely and handhold the projects for early implementation, the same has been bifurcated as **Special Projects-I** and **Special Projects-II**.

Consequent to the above, the Special Projects/Schemes files are assigned as follows:-

Special Projects – I	Special Projects – II
Desalination Plants /TTRO Plants	Sector Specific Parks viz. (i) Medical Devices Park, (ii) Leather Footwear Park, (iii) Apparel Park, (iv) Textile Park, (v) Food Parks, (vi) Furniture Park, (vii)Bulk Drug Park etc.
SIIC/SDC	Electronic Manufacturing Cluster (EMC)
Industrial Housing /Hostel Projects	Plug & Play facilities
ECO Industrial Park (TIXI)	GIS Mapping
Joint Venture Parks	Master Plan & DPR for Industrial Parks.
SPVs of SIPCOT	-
Special Cell	-

Any other works assigned by MD from time to time.

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The deployment of Officers/Staff is as follows:-

(I) Special Projects – I - Thiru SP.Meyyappan, Consultant (Operations)

Tmt.S.Sasi Rekha, PA to Consultant

S.No.	Name & Designation of the Officer	Name of the Associate Staff
1	Tmt.L.Vimala, Manager **(HoD)**	Tmt.J.Sumathi, Executive Asst.
2	Thiru Edwin James, Consultant (PMU)	Thiru R.Murugan, Executive Asst.
3	Thiru A. Robert Christofer, Consultant (PMU)	
4	Thiru B.Vijay Kannan, Jr.Consultant Special Cell	--

(II)Special Projects – II - Thiru S.Ravindra, Consultant (Project Management)

Tmt.S.Geetha, PA to Consultant

S.No.	Name & Designation of the Officer	Name of the Associate Staff
1	Tmt.A.Jayanthi, Manager **(HoD)**	M.Bhuvaneswari, Executive Asst.
2	Thiru Sai Megahasyam, Consultant (PMU)	Thiru J.Sathish Kumar, Executive Asst.
3	Thiru Dizon Genuine John, Consultant (PMU)	

All the Special Projects/Schemes files shall be routed through the respective General Managers of Projects Department as per the Circular 2nd cited.

This orders comes into force with immediate effect.

MANAGING DIRECTOR

To

Thiru SP.Meyyappan,
Consultant (Operations)

Thiru S.Ravindra,
Consultant (Project Management)

The Officers concerned

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Copy to

All GMs
All HoDs
DRO- I & II
All POs
PS to MD

15/9/24
Mgr (HRD)

15/9/24
GM (HRD)

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State Industries Promotion Corporation of Tamil Nadu Limited

(A Government of Tamil Nadu Undertaking)

CIN : U74999TN1971SGC005967

Cir.No.90 /2021 Dated:08.10.2021

CIRCULAR

Sub: HRD – Thiru P. Rathinasamy, Special District Revenue Officer (LA-NH), Salem (&) Dharmapuri District @ Krishnagiri- Assumed charge as District Revenue Officer-I in SIPCOT - Reg.

Ref : 1. G.O. Rt.No.3720, Public (Special A) Department , dt.21.9.2021.
2. Joining report of Thiru P. Rathinasamy, District Revenue Officer-I dt.04.10.2021

****

In the reference 1st cited, Thiru P. Rathinasamy, District Revenue Officer (LA – NH), Salem (&) Dharmapuri District @ Krishnagiri has been transferred and posted as District Revenue Officer / General Manager (A&LA), SIPCOT, Chennai on deputation on foreign service terms and conditions in the vacant place.

In the reference 2nd cited, Thiru P. Rathinasamy, Special District Revenue Officer (LA-NH), Salem (&) Dharmapuri District @ Krishnagiri has assumed charge as District Revenue Officer-I in SIPCOT Head Office on the forenoon of 04.10.2021 and Thiru R. Bhoovaraghan, District Revenue Officer-II who was placed full additional charge of the post of DRO-I is hereby relieved on the forenoon of 04.10.2021.

Sd/-
MANAGING DIRECTOR

To

GMs
DROs
All HoDs
All POs
PA to MD

/Forwarded by Order /

MANAGER (HRD)

Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No. 7223, Egmore, Chennai - 600 008.
Phone : 45261777, **Fax** : 45261796, **Website** : www.sipcot.tn.gov.in

State Industries Promotion Corporation of Tamil Nadu Limited

(A Government of Tamil Nadu Undertaking)

CIN : U74999TN1971SGC005967

Circular No. 93/2021 Dt. : 13.10.2021

CIRCULAR

Sub : SIPCOT - HRD - Bifurcation of Special Projects/Schemes - Assignment of GIS Mapping - Reg.

Ref : 1) Circular No.85/2021 dt.15.9.2021

2) Special Projects-II Dept. Note dt.30.9.2021

-x-x-x-x-x-

In supersession of the circular 1st cited, the files relating to GIS Mapping shall henceforth be routed through the Consultant (GIS), HoD of Special Projects-II Department, respective General Manager and report to MD.

This order is come into force with immediate effect.

(Sd/xxx)
MANAGING DIRECTOR

To

The Officers concerned

Copy to :

All GMs
Consultant (Operations)
Consultant (Project Management)
PS to MD

/FORWARDED BY ORDER/

MANAGER (HRD)

Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No. 7223, Egmore, Chennai - 600 008.
Phone : 45261777, **Fax** : 45261796, **Website** : www.sipcot.tn.gov.in

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SIPCOT

Cir.No. 97/2021 Dated:15.11.2021

CIRCULAR

Sub : HRD – Thiru Nishant Krishna, IAS., Sub Collector, Hosur, Assumed charge as Executive Director, SIPCOT - Reg.

Ref : G.O. Rt.No.4261 Public (Special A) Department dt.30.10.2021

****

As per the orders issued in the G.O. cited, Thiru Nishant Krishna, IAS, Sub Collector, Hosur has assumed charge of the post of Executive Director, SIPCOT on the forenoon of 15.11.2021 vice Dr. S. Aneesh Sekhar, I.A.S., already transferred.

He shall look after the overall function of the Corporation and the functions of the following departments / schemes in particular.

1. Land Acquisition I & II
2. Civil
3. Special Projects I & II
4. Incentives
5. Legal

Sd/-
MANAGING DIRECTOR

To

All GMs
All DROs
All HoDs
All POs
PS to MD
PA to ED

/ Forwarded by Order /

G. Shenoy
GENERAL MANAGER (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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SIPCOT

Cir.No.101/2021 Dated: 30 .11.2021

CIRCULAR

Sub: HRD – Tmt. S. Revathy, Additional Director of Treasuries and Accounts –Transferred and posted as General Manager (Finance), SIPCOT - Assumed charge as General Manager (Finance)- Reg.

Ref : G.O.(Rt).No.761, Finance (Treasuries and Accounts-I) Department dt.24.11.2021.

****

As per the orders issued in the G.O. cited, Tmt. S. Revathy, Additional Director of Treasuries and Accounts, on return from leave is posted as General Manager (Finance), SIPCOT, Chennai, under Foreign Service terms and conditions in the place of Thiru. D. Ganesan, initially for a period of one year and extendable upto three years.

She has assumed charge as General Manager (Finance) in the afternoon of 29.11.2021.

Sd/-
MANAGING DIRECTOR

To

All GMs
DROs
All HoDs
All POs
PS to MD
PA to ED

/Forwarded By Order/

G. Shan
General Manager (HRD)

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SIPCOT

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

Circular No. 27/2022 **Date** : 27.4.2022

Sub : SIPCOT – Re-organisation of the Department - Orders - Issued - Reg.

Ref : Circular No.76/2021 dt.6.8.2021

-x-x-x-x-x-

In partial modification of the Circular cited, it is informed that the HoD of the Internal Audit Department will henceforth report directly to Managing Director.

All other salient features in the reference cited are remain unchanged.

This order comes into force with immediate effect.

(Sd/-xxx)
MANAGING DIRECTOR

To

All GMs
DRO-I & II
SE
All HoDs : To circulate all the Officers and Staff working under their control.
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN19715GC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261706 Website : www.sipcot.tn.gov.in

SIPCOT

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
No.19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI-8

Cir.No.28/2022

Date:29.04.2022

CIRCULAR

Sub: SIPCOT – HRD – Routing of Projects and Finance Departments files through Executive Director – Reg.
Ref: Circular.No.97/2021, dt.15.11.2021

Further to the reference cited, the files relating to Projects-I,II&III and Finance Departments shall henceforth be routed through the Executive Director of SIPCOT.

This order comes into force with immediate effect.

Sd/---
MANAGING DIRECTOR

To:
All GMs
DRO-I
DRO-II
All HoDs
All POs
PS to MD
PA to ED

/Forwarded By Order/

Manager(HRD)

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State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005957
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261799 Website : www.sipcot.tn.gov.in

SIPCOT

Circular No.36/2022 **Date:17.06.2022**

CIRCULAR

Sub : HRD – Tmt. E. Sundaravalli, IAS, - Assumed charge of the post of Managing Director, SIPCOT – Reg.

Ref : G.O. Rt. No.2301 Public (Special-A) Dept., dt.12.06.2022

***

As per the orders issued in the G.O. cited, Tmt. E. Sundaravalli, IAS, Secretary, Tamil Nadu State Election Commission has assumed charge of the post of Managing Director, SIPCOT on the forenoon of 17.06.2022.

The residential address and the telephone numbers of MD are given below:

Residential Address	Telephone No.
Tmt. E. Sundaravalli, IAS., D-04-03, AIS Housing Complex, (TAISHA) Nerkundram, Virugambakkam, Chennai – 600 092.	Office : 044-45261770 Residence: 044-29585186

Sd/-
MANAGING DIRECTOR

To
The Chief Secretary to Government, Chennai-9
The Secretary to Government, Public (Special-A) Dept., Chennai-9
The Additional Secretary to Government, Industries Investment Promotion & Commerce Dept., Chennai-9
The Secretary, Tamil Nadu State Election Commission, 208/2, Jawaharlal Nehru Salai, Opp. CMBT, Arumbakkam, Chennai-600 106
The Pay and Accounts Officer, Chennai-9
The Resident Audit Officer, Chennai-9
The Accountant General (A&E), Tamil Nadu, Teynampet, Chennai-18
All GMs, SIPCOT,
All DROs, SIPCOT,
All HoDs, SIPCOT :- requested to circulate among the employees working under their control
All POs
PS to MD
PA to ED

/ Forwarded by Order /

G. Shein
General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.

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SIPCOT

தமிழ்நாடு தொழில் முன்னேற்ற நிறுவனம்
19-ஏ, ருக்மணி இலட் அமிபதி சாலை, எழும்பூர், சென்னை – 600 008.

சுற்றறிக்கை எண்: 38/2022 நாள் : 24.06.2022

சுற்றறிக்கை

பொருள் : சிப்காட் – ம.வ.மே.து – தொழில் துறை என்ற பெயரினை தொழில், முதலீட்டு ஊக்குவிப்பு மற்றும் வர்த்தகத் துறை எனப் பெயர் மாற்றம் செய்தல் – குறித்து

பார்வை : அரசாணை (நிலை) எண் : 113 நாள் 02.06.2022.

பார்வையில் காணும் அரசாணையின்படி "பாரம்பரிய துறைகள், உற்பத்தித் துறை வளர்ந்து வரும் துறைகள் மற்றும் சேவைத் துறைகளில் முதலீட்டை ஊக்குவிப்பதன் மூலம், மாநிலத்தின் தொழில் வளர்ச்சியினை நோக்கில் துறை உறுதி செய்கிறது. ஏற்றுமதி மற்றும் இறக்குமதி மின் வணிகம் (e-commerce) உள்ளிட்ட உள்நாட்டு வர்த்தகத்திற்கும் தொழில் துறை துணை புரிகின்றது. இதன் காரணமாக தொழில் துறை "தொழில் முதலீட்டு ஊக்குவிப்பு மற்றும் வர்த்தகத் துறை (Industries, Investment Promotion & Commerce Department)" என பெயர் மாற்றம் செய்யப்பட்டுள்ளதாக தெரிவிக்கப்படுகிறது.

ஒப்/--
மேலாண்மை இயக்குநர்

பெறுநர்.
அனைத்து மொது மேலாளர்கள்,
மாவட்ட வருவாய் அலுவலர்கள்
அனைத்து துறைத் தலைவர்கள்
அனைத்து திட்ட அலுவலர்கள்
மேலாண்மை இயக்குநரின் தனிச் செயலர்
நிர்வாக இயக்குநரின் தனி உதவியாளர்

மேலாளர்(ம.வ.மே.து)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

(19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008)

Circular No. 54 /2022 **Date: 30 .8.2022**

CIRCULAR

Sub : SIPCOT – Re-organisation of the Project Departments - Allocation of Departments to Officers in Head Office – Reg.

Ref : 1) Circular No.76/2021 dt.6.08.2021.
2) Circular No.85/2021 dt.15.9.2021.
3) Proceedings No. E3/Misc/6/2019 dated 15.6.2022

-x-x-x-x-x-

Considering the present scenario of the business activities and in order to speed up the monitoring activities, it has been decided to bifurcate each project Department into two sections as follows:-

1) Projects – I Department
   i) 'A' Section
   ii) 'B' Section

2) Projects- II Department
   i) 'A' Section
   ii) 'B' Section

3) Projects – III Department
   i) 'A' Section
   ii) 'B' Section

Accordingly, the scope of works for Projects-I (A) & (B) Sections, Projects-II (A) & (B) Sections and Projects- III (A) & (B) sections are assigned as follows:-

. . .2. .

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(I) Projects-I Department

'A' Section :- Thiru A.R.Chandramohan, General Manager will look after the following schemes / subjects.

Description	Name of the Park/District
Existing Industrial parks	1) Irungattukottai 2) Pillaipakkam 3) Thirumudivakkam 4) Manaparai 5) Hosur
New/Upcoming Industrial Parks	1) Chennai District 2) Tiruchirapalli District 3) Krishnagiri District
Allotment Cell	With the co-ordination of DGM (P-I)
Policy Cell	With the co-ordination of DGM (P-I)
Government Correspondences / meetings etc.	With the co-ordination of DGM (P-I)

'B' Section :- Tmt.K.Selvarani, Dy. General Manager will look after the following schemes/subjects

Description	Name of the Park/District
Existing Industrial parks	1) Oragadam 2) Siruseri 3) Sriperumbudur 4) Nemili
New/Upcoming Industrial Parks	1) Kancheepuram District 2) Chengalpattu District
Allotment Cell / Policy Cell	In co-ordination with GM (P-I)
Government Correspondences / meetings etc.	In co-ordination with GM (P-I)

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The Officers and Staff allocated to **Projects-I** Department are as follows:-

Name of the Officer & Designation Tvl.	**Name of the Associate Staff & Designation Tvl.**
K.Dineshkumar, Dy.Manager D.Ambika, Dy.Manager, C.Prakasam, Asst. Manager, G.Ahila, Asst. Manager, A.Chandrika, Consultant	S.Mahendran, Executive Asst., S.Jeyakodi, Executive Asst., S.Yuvaraj, Executive Asst., A.Abdul Rizwan, Executive Asst., P.Karthiga, Executive Asst. J.Rincy, Executive Asst.

(II) Projects – II Department

'A' Section :- Tmt.H.Prabhavathy, General Manager will look after the following schemes/subjects.

Description	**Name of the Park/District**
Existing Industrial parks	1) Thervoykandigai 2) Vallam-Vadagal 3) Perundurai 4) Ranipet
New/Upcoming Industrial Parks	1) Salem District 2) Erode District 3) Tiruppur District 4) Coimbatore District 5) The Nilgiris District 6) Vellore District 7) Ranipet District
PITADA	In co-ordination with GM(P-III)
Government Announcement/ Assurance/Policy Note/LAQs related subjects etc.	-
MSS Department will function under the control of GM(P-II)	

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'B' Section :- Thiru K.Arunkumar, Asst. General Manager will look after the following schemes/subjects

Description	Name of the Park/District
Existing Industrial parks	1) Bargur 2) Gummidipoondi 3) Mappedu 4) Kurubarapalli
New/Upcoming Industrial Parks	1) Tirupattur District 2) Thiruvallur District 3) Karur District 4) Namakkal District

Thiru K.Arunkumar, Asst. General Manager will also look after the Information Technology Department.

Description	Name of the Subjects
Information Technology Department (IT)	IT, GIS, ERP, Social Media, Digitisation of records, e.Office, Website Monitoring, CCMS, BIZBUDDY

The Officers and Staff allocated to **Projects-II** Department are as follows:-

Name of the Officer & Designation Tvl.	Name of the Associate Staff & Designation Tvl.
D.Ramalingam, Dy.Manager, S.Ganesh Boopathy, Dy.Manager, N.Sasikala, Asst. Manager, R.Saraswathi, Asst. Officer, K.Aruna, Asst. Officer (for Govt. related subjects in Projects-I & Projects-II Depts.)	S.Dhanalakshmi, Executive Asst. S.Jayashree, Executive Asst. J.Mahalakshmi, Executive Asst. V.Ashwini, Executive Asst.

The Officers and Staff allocated to Information Technology Dept. are as follows:-

Name of the Officer & Designation Tvl.	Name of the Associate Staff & Designation Tvl.
Vinothkumar, Consultant,	S.Subanandhan, Executive Asst. S.Gunaseelan Peter, Executive Asst.

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(III) Projects- III Department

'A' Section :- Tmt.G.Shella, General Manager will look after the following schemes/subjects

Description	Name of the Park/District
Existing Industrial parks	1) Thoothukudi 2) Gangaikondan 3) Nilakkottai 4) Cuddalore
New/Upcoming Industrial Parks	1) Thoothukudi District 2) Tirunelveli District 3) Dindigul District 4) Cuddalore District 5) Ariyalur District 6) Thiruvarur District 7) Mayiladuthurai District 8) Madurai District 9) Theni District 10) Virudhunagar District 11) Tenkasi District 12) Ramanathapuram District 13) Kanniyakumari District
NITADA	-
PITADA	With the co-ordination of GM(P-II)
HRD Department will function under the control of GM(Projects-III).	

'B' Section :- Thiru A.Balu, Asst. General Manager will look after the following Schemes/subjects

Description	Name of the Park/District
Existing Industrial parks	1) Cheyyar 2) Tindivanam 3) Pudukkottai 4) Manamadurai
New/Upcoming Industrial Parks	1)Tiruvannamalai District 2)Villupuram District 3)Pudukkottai District 4)Sivagangai District 5)Kallakurichi District

Verified RoleEstate™

	6)Perambalur District 7)Nagapattinam District 8)Thanjavur District 9)Dharmapuri District
Environment Cell	-
Planning Cell	-

The Officers and Staff allocated to **Projects-III** Department are as follows:-

Name of the Officer & Designation Tvl.	**Name of the Associate Staff & Designation Tvl.**
V.Viswanathan, Dy. Manager, D.Saravanan, Asst. Manager, S.Thamaraiselvi, Asst.Manager, R.Anitha, Asst.Officer	J.Gayathri, Executive Asst. S.Giridharan, Executive Asst. V.Divya, Executive Asst. J.Sumathi, Executive Asst.

The Officers and Staff allocated to **Environment and Planning Cells** are as follows:-

Name of the Officer & Designation Tvl.	**Name of the Associate Staff & Designation Tvl.**
M.A.K.Rabbani, Consultant, A.K.Hari, Consultant, E.Dhananjeyan, Jr. Consultant & M.Sathishkumar, Consultant (Planning)	Karthik Damodaran, Executive Asst.

All the above Officers viz., GMs / DGM / AGMs shall report directly to the Executive Director and Managing Director in respect of their schemes/subjects.

The Officers and Staff allocated earlier in Projects-I, II & III Departments are remain unchanged and they are directed to look after the schemes/files hitherto allotted to them and report to the respective HoD who dealt with the Scheme/Subject.

Apart from the above, the other sallent features stated in the references cited are remain unchanged.

This order will come into force from 1.9.2022.

MANAGING DIRECTOR

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

(19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008)

Circular No.56/2022 **Date : 7.9.2022**

CIRCULAR

Sub : SIPCOT – Re-organisation of the Project Departments - Allocation of Department/Industrial Park to Officer in Head Office – Reg.

Ref : Circular No.54/2022 dated 30.08.2022.

-x-x-x-x-x-

In pursuance to the reference cited, the Manallur SIPCOT Industrial Park in Thiruvallur District is allocated to Thiru K.Arunkumar, Asst. General Manager, Projects-II (B) in addition to his existing/upcoming Industrial Parks.

This order comes into force with immediate effect.

(Sd/-xxx)
MANAGING DIRECTOR

To

The Asst. General Manager {(P-II (B)}

Copy to :

All GMs
DRO-I and DRO-II
SE
All HoDs
All POs
PS to Chairman
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

Verified RedEstate™

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

Cir. No. 64/2022 **Dt. : 31 .10.2022**

CIRCULAR

Sub : HRD – Re-organisation of the Legal Department – Instructions – Issued – Reg.

Ref : 1) Circular No.76/2021 dt.6.8.2021
2) Proceedings No.E3/Misc/6/2019 dt.4.3.2022
3) Proceedings No.E1/D/210/2022 dt.21.10.2022
4) Proceedings No.E1/D/210/2022 dt.21.10.2022

-x-x-x-x-x-

In pursuance to the references cited, Legal Department will function under the control of Thiru M.S.Ramesh, Deputy General Manager (Legal) and all the legal cases of SIPCOT shall henceforth be monitored by him.

Thiru M.S.Heeroon Rasheed, Assistant General Manager (Legal) will dealt with all departments files except Land Acquisition including LAOP cases and routed through the Deputy General Manager (Legal) and submit to Executive Director and Managing Director.

In respect of the files relating to land acquisition cases including LAOP, henceforth be routed through the HoD of LA Departments, Deputy General Manager (Legal), respective DROs, and put forward to Executive Director and Managing Director.

Thiru M.S.Ramesh, Deputy General Manager (legal) will sign Vakalats, Plaints, Withheld Statement, Affidavit, Counter Affidavit, other Security Documents etc. on behalf of SIPCOT and also execution of all Legal Documents/ Agreements including SPA Scheme, RFP etc.

The Officers/Consultants/staff posted in the respective Departments are remain unchanged.

This order comes into force with immediate effect.

(Sd/-xxx)
MANAGING DIRECTOR

. . .2. .

Verified RealEstate ™

To

All GMs

DROs

SE

DGMs

All HoDs : To circulate among the Officers working under their control

All POs

PA to MD

PA to ED

/FORWARDED BY ORDER/

G. Sheir

GENERAL MANAGER (HRD)

Verified RealEstate™

SIP-HO/166/2023-AM2

Circular No.07/2023 **Date:08.02.2023**

CIRCULAR

Sub : HRD – Tmt. Jayashree Muralidharan, IAS, Managing Director, TIDCO Ltd. - Assumed full additional charge of the post of Managing Director, SIPCOT – Reg.

Ref : G.O. Rt. No.15, Industries, Investment Promotion & Commerce(MIG.I) Department dt.31.01.2023

***

As per the orders issued in the G.O. cited, Tmt. Jayashree Muralidharan, IAS, Managing Director, TIDCO has assumed full additional charge of the post of Managing Director, SIPCOT on the forenoon of 03.02.2023.

The residential address and the telephone numbers of MD are given below:

Residential Address	Telephone No.
Tmt. Jayashree Muralidharan, IAS.,	Office : 044-4526 1770
No.7 Desika Road,	
Mylapore, Chennai – 600 004.	Residence: 044-2499 6007

Approved
JAYASHREE MURALIDHARAN
MANAGING DIRECTOR.

To
The Chief Secretary to Government, Chennai-9
The Additional Chief Secretary to Government, Industries InvestmentPromotion & Commerce, Dept., Chennai-9
The Secretary to Government, Public (Special-A) Dept., Chennai-9
The Pay and Accounts Officer, Chennai-9
The Resident Audit Officer, Chennai-9
The Accountant General (A&E), Tamil Nadu, Teynampet, Chennai-18
All GMs, SIPCOT,
DRO
SE
All HoDs, SIPCOT :- requested to circulate among the employees workingunder their control
All POs
PA to MD
PA to ED

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SIPCOT

CIRCULAR

Cir.No. 12/2023 **Dated: 29.03.2023**

Sub: HRD – Thiru K. Karthikeyan, District Revenue Officer / General Manager (Retail Vending), Tamil Nadu State Marketing Corporation, Chennai - Assumed charge as District Revenue Officer in SIPCOT in the vacant place - Reg.

Ref : 1. G.O. Rt.No.1167, Public (Special A) Department , dt.08.03.2023.

2. Joining report of Thiru K. Karthikeyan, District Revenue Officer/General Manager dated 21.03.2023

****

In the reference 1st cited, Thiru K. Karthikeyan, District Revenue Officer / General Manager (Retail Vending), Tamil Nadu State Marketing Corporation, Chennai has been transferred and posted as District Revenue Officer / General Manager in SIPCOT, Chennai on deputation on foreign service terms and conditions in the vacant place.

In the reference 2nd cited, Thiru K. Karthikeyan, District Revenue Officer / General Manager (Retail Vending), Tamil Nadu State Marketing Corporation, Chennai has assumed charge as District Revenue Officer in SIPCOT Head Office on the forenoon of 21.03.2023.

Sd/-
MANAGING DIRECTOR

To

All GMs
DRO
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by order /

G. Shiva
General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261786 Website : www.sipcot.tn.gov.in

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SIPCOT

CIRCULAR

Cir.No.16/2023 **Dated:14.04.2023**

Sub: HRD – Tmt M. Kasi Chelvi, Additional Personal Assistant to the District Collector (Land), Dindigual - Assumed charge as District Revenue Officer in SIPCOT - Reg.

Ref : 1. Minutes of the Board Meeting held on 12.08.2020 (G.O. (D) No. 29, Industries (MIG.1) Department dated 24.02.2020)

2. Office Order No.38/2020 dated 10.09.2020

3. Circular No.12/2023 dated 29.03.2023

4. G.O. (கஅ) No.1574, Public (Special A) Department, dt.29.03.2023

5. Joining report dt.31.03.2023 of Tmt. M. Kasi Chelvi, Additional Personal Assistant to the District Collector (Land), Dindigul

****

As per the G.O. in the reference 4th cited, Tmt. M. Kasi Chelvi, Additional Personal Assistant to the District Collector (Land), Dindigul has been transferred and posted as General Manager (A&LA) in SIPCOT, Chennai on deputation on foreign service terms and conditions in the place of Thiru P. Rathinasamy, I.A.S., and joined duty in SIPCOT on the forenoon of 31.03.2023, vide reference 5th cited.

In the reference 1st cited, the Board of SIPCOT has re-designated the existing post of General Manager (A & LA) in SIPCOT as General Manager / District Revenue Officer.

In the reference 2nd cited, the re-designated post of General Manager / District Revenue Officer and the newly created post of District Revenue Officer, both the posts have been re-designated as District Revenue Officer-I and District Revenue Officer-II respectively.

...2.

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45281777, Fax : 45281796 Website : www.sipcot.tn.gov.in

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SIPCOT

/ 2 /

Accordingly, Tmt. M. Kasi Chelvi, Additional Personal Assistant to the District Collector (Land), Dindigul has been posted as District Revenue Officer-I and Thiru K. Karthikeyan, District Revenue Officer / General Manager (Retail Vending), Tamil Nadu State Marketing Corporation, who has joined in SIPCOT vide reference 3rd cited has been posted as District Revenue Officer-II.

During the period of her deputation in SIPCOT, she will be paid the pay and allowances as admissible in her Parent Department from time to time.

Approved by
(E. SUNDARAVALLI)
MANAGING DIRECTOR

To

All GMs
DROS
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by order /

Consultant (Personnel)

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SIPCOT

File No.SIP-HO/3084/2023
1/10014/2023

Circular No.26/2023

Date :11.07.2023

CIRCULAR

Sub: SIPCOT – HRD – Extension of Infrastructure Cell formed for implementing various Special Projects Schemes for a period of three years from 29.5.2023 – Board's approval – communicated – Reg.

Ref: Minutes of the 514th Board meeting dtd.28.6.2023.

.....

The Board of SIPCOT at its meeting held on 28.6.2023 accorded approval to extend the period for continuation of Infrastructure Cell for three more years from 29.5.2023 for the implementation of the Special Project Schemes in SIPCOT.

Approved By
(E. SUNDARAVALLI)
MANAGING DIRECTOR.

To

All GMs
DRO – I & II
SE
All HODs
All POs
PA to MD
PA to ED

/ Forwarded By Order /

Consultant (Personnel).

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State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

SIPCOT

File No.SIP-HO/3084/2023

Circular No.27/2023

Date :11.07.2023

CIRCULAR

Sub: SIPCOT – HRD – Extension of Industrial Water Cell formed for implementing water supply works and special schemes for all the existing and proposed SIPCOT Industrial Parks - Board's approval – communicated – Reg.

Ref: Minutes of the 514th Board meeting dtd.28.6.2023.

.....

The Board of SIPCOT at its meeting held on 28.6.2023 accorded approval to extend the period for continuation of Industrial Water Cell for three more years from 29.5.2023 for the implementation of the water supply related works and Special Project Schemes in SIPCOT.

Approved By
(E. SUNDARAVALLI)
MANAGING DIRECTOR.

To

All GMs
DRO – I & II
SE
All HODs
All POs
PA to MD
PA to ED

/ Forwarded By Order /

Consultant (Personnel).

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
(19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008)

Circular No. 43/2023 **Date : 6.10.2023**

CIRCULAR

Sub : SIPCOT – Allocation of Industrial Parks to PMU Consultants in Head Office – Reg.

-x-x-x-x-x-

It has been decided to allocate the following Special Projects Works to the PMU Consultants in SIPCOT Head Office :-

Sl. No.	Name of the Consultant Tvl.	Name of the Park / District	Reporting Officer
1)	G.Chidambaram	1)PM MITRA Park, Virudhunagar, 2)Mega Leather Park, Panapakkam 3)Future Mobility Park, Shoolagiri 4)Iconic Projects (Co-ordiantion for PPT) 5)ADB Projects 6)Conceptual Master Plan for Indl.Park at Shoolagiri 7)TNIPP	HoD of Special Projects-II
2)	S.Ganesh	1)Industrial Housing (a)Integrated Dormitory Facility at Vallam Vadagal (b)Working Women Hostel at Perundurai and Thoothukudi (c)Working Women Hostel at Shoolagiri (d)Industrial Housing at Irungattukottai and Cheyyar (e) Industrial Housing at Siruseri and Gangaikondan	Hod of Special Projects-I (Consultant(Operations)
		2) Medical Devices Parks	HoD of Special Projects-II
		3) Preparation of DPR for Food court at Sriperumbudur	
		4)TNIHPL related works	GM (-II "A")

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3)	Apuroop Goudu	1)International Furniture Park 2) Food Park, Manaparai 3)Food Park, Theni 4)Food Park, Tindivanam 5)e.Vehicle Park, Manallur	HoD of Special Projects-II
		6)Reach MD 7)Weekly NoC Reports.	Hod of Special Projects-I (Consultant - Operations)
4)	A.Sravankumar	1) CM Dashboard	HoD of Information Technology
		2)TIES Projects (a)Plug & Play facilities at Oragadam (b)Plug &)Play facilitites at Perundural (c)Plug & Play facilities at Vallam Vadagal (d)Export Trade Facilitation Centre at Siruseri (e) 3 MLD water supply at Cuddalore. 3)Sivagangai, Sakkarakottai & Manakudi Parks 4) PM Gati Shakthi	HoD of Special Projects-II
		5)SIIC at Sriperumbudur and Hosur 6)Skill Development Centre at Shoolagiri	Hod of Special Projects-I (Consultant -Operations)
5)	Mohamathu Sirajudeen	1)60 MLD Desalination Plant at Thoothukudi 2)20 MLD Desalination Plant at Cuddalore 3)TTRO Projects (9 SIPCOT Indl. Parks) and 3 MLD TTRO Plant at Hosur. 4)Major Infrastructure Portal	Hod of Special Projects-I (Consultant -Operations)
		5)EMC Manallur 6)EMC Pillaipakkam	HoD of Special Projects-II

The above order comes into force with immediate effect.

(Sd/-xxx)
MANAGING DIRECTOR

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To

Thiru G.Chidambaram, Consultant, PMU

Thiru Md.Sirajudeen, Consultant, PMU

Thiru S.Ganesh, Consultant, PMU

Thiru Apuroop Goudu, Consultant, PMU

Thiru A.Sravankumar, Consultant PMU

Copy to :

All GMs

All DROs

SE

DGMs

All HoDs : To circulate among the Officers and Staff

All POs

PA to MD

PA to ED

/FORWARDED BY ORDER/

CONSULTANT (PERSONNEL)

Verified RealEstate™

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
No.19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI-08.

Circular No. 46/2023 **Date: 20.10.2023**

CIRCULAR

Sub : HRD – Dr. K. Senthil Raj, IAS., - Assumed charge of the post of Managing Director, SIPCOT – Reg.

Ref : G.O. (Rt.) No.4212 Public (Special-A) Department dated 11.10.2023.

****

As per the orders issued in the G.O. cited, Dr. K. Senthil Raj, IAS., Collector, Thoothukudi District has assumed charge of the post of Managing Director, SIPCOT on the forenoon of 20.10.2023.

The residential address and the telephone numbers of MD are given below:

Residential Address	**Telephone No.**
Dr. K. Senthil Raj, IAS., F-17-03, AIS Housing Complex, (TAISHA) Nerkundram, Virugambakkam, Chennai - 600 092.	Office : 044-45261770 Phone No : +91 9750178128

Sd/-
MANAGING DIRECTOR

To:

1. The Chief Secretary to Government, Chennai-9
2. The Chief Secretary to Government, Public (Special A) Department, Chennai-9
3. The Secretary to Government, Industries, Investment Promotion & Commerce Department, Chennai-9.
4. The Collector, Thoothukudi District, Thoothukudi.
5. The Pay and Accounts Officer, Chennai-9
6. The Resident Audit Officer, Chennai-9
7. The Accountant General (A&E), Tamil Nadu, Teynampet, Chennai-18.

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Copy to:

1. All General Managers
2. DROs
3. SE
4. All HoDs, SIPCOT – requested to circulate among the employees working their Control
5. All POs
6. PA to MD
7. PA to ED

/ Forwarded by order /

G. Shein
General Manager (HRD) 1/2

Madam.
FC Copy Compared.
20/10/23

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File No.SIP-HO/223/2024
I/71722/2024

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
(19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008)

Circular No. 03/2024 **Date :01-02-2024**

CIRCULAR

Sub : SIPCOT – Re-organisation of the Civil Department - Formation of three regions – Reg.

-x-x-x-x-x-

Considering the present scenario on the development of Industrial Parks of SIPCOT and the Special Projects being implemented, it is proposed to re-organise the Civil Department by forming Three (3) Regions viz. (1) Chennai Region, (2) Coimbatore Region and (3) Madurai Region to monitor the Civil works closely and handhold the projects for early completion.

Consequent to the above, the revised allocation of parks as region wise is detailed below:-

Sl. No	Name of the Region	Name of the District	Name of the Industrial Parks
1.	**CHENNAI**		
A.	**Executive Engineer:** Thiru C. Subramanian	1.Chennai	-
		2. Kancheepuram	Irungattukottai
			Sriperumbudur
			Oragadam
			Pillaipakkam
			Vallam Vadagai
			Nemili
			Thirumudivakkam
			Mambakkam
		3. Chengalpattu	Siruseri
B.	**Executive Engineer:**	4. Tiruvallur	Gummidipoondi
	Tmt.K. Gnanavadivu		Thervoykandigai
			Mappedu
			Manallur
		5. Villupuram	Tindivanam
		6. Thiruvannamalai	Cheyyar
		7. Tirupattur	
		8. Kallakurichi	A Sathanur
		9. Cuddalore	Cuddalore
		10. Ranipet	Ranipet
			Panapakkam
		11. Vellore	Katpadi

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2.	**COIMBATORE**		
	Executive Engineer: Thiru V. Venkatachalam	12. Krishnagiri	Hosur
			Bargur
			Kurubarapalli
			Shoolagiri
		13. Salem	Textile Park
		14. Dharmapuri	Dharmapuri
		15. Namakkal	
		16. Erode	Perundurai
		17. Nilgiris	
		18. Coimbatore	Varapatti
			Pollachi
		19. Tiruppur	
		20. Karur	
3.	**MADURAI**		
	Executive Engineer: Thiru V. Thambiran Thozhan	21.Perambalur	Eraiyur
			Padalur
		22.Ariyalur	
		23. Thiruchirapalli	Manaparai
		24. Mayiladuthurai	
		25. Thanjavur	
		26. Nagapattinam	
		27. Thiruvarur	
		28. Pudukkottai	Pudukkottai
		29. Madurai	
		30. Dindigul	Nilakkottai
		31. Theni	Theni
		32. Sivagangai	Manamadurai
			Ilupakudi
		33. Virudhunagar	Virudhunagar
		34. Ramanathapuram	Manakudi
			Sakkarakottai
		35. Tenkasi	
		36. Thoothukudi	Thoothukudi
			Thoothukudi Furniture Park
			Vaippar
			Velayathupuram
			Sillanatham
			Allikulam
		37. Tirunelveli	Gangaikondan
			Gangaikondan Expn.
		38. Kanniyakumari	

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The location of the above region wise offices are as follows:

1. Chennai Region - SIPCOT Head Office
2. Coimbatore Region - Project Office, Hosur
3. Madurai Region - Will be informed in due course.

Tmt. S. Latha, Executive Engineer in Head Office shall coordinate with the above Officers and report to SE.

All Heads of the Regions shall report to SE and SE will report to MD through ED.

The Civil Department including Industrial Water Cell, Infrastructure Cell and Greenery Cell will be headed by the Superintending Engineer.

The Officers and Staff allocated earlier in Civil Department / Project Offices are remain unchanged and they are directed to look after the schemes / files hitherto allocated to them and report to the respective head of region who dealt with the Scheme / Subject.

The roles and responsibilities of the above officers (EEs) will be as per SIPCOT Office Orders issued from time to time.

This order will come into force with immediate effect.

Approved By
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To:

The Superintending Engineer

The Consultant (Technical – I)
The Consultant (Technical – II)
The Consultant (Technical – III)

Executive Engineers
Chennai Region

Executive Engineer
Coimbatore Region

Executive Engineer
Madurai Region

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Copy to:

All GMs
DROs
DGMs
All HoDs : To Circulate among the Officers and Staff
All POs
PS to Chairman
PA to MD
PA to ED

/ Forwarded By Order /

G. Sher
General Manager (HRD)

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SIPCOT

SIP-HO/2716/2023
I/94528/2024

Cir. No. 12/2024 **Date: 20-03-2024**

CIRCULAR

Sub: SIPCOT – HRD – Land Acquisition – Re-allocation of subjects among DROs - Circular issued - Reg.

Ref: Proceeding of MD SIPCOT in LA/Work Allocation/4510/2020 dt.04.08.2021.

*****

Due to administrative reasons, the following land acquisition schemes covered in Kancheepuram District dealt by District Revenue Officer-I is hereby allocated to District Revenue Officer -II in addition to the schemes already dealt by him.

District	Schemes
Kancheepuram	Irungattukottai
	Sriperumbudur
	Oragadam
	Pillaipakkam
	VallamVadagal
	VaipurMathur
	Tirumudivakkam
	Nemili
	Vallapakkam

This order comes into force with immediate effect.

Approved by
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To:
DRO-I
DRO-II
The Special DRO (LA)
Sriperumpudur

Copy to:
All GMs
SE
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45201777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
NO.19A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI – 8.

CIRCULAR

Cir.No.21/2023 -24 **Dt.:12.05.2024**

Sub: Establishment of Vigil Mechanism pursuant to Section 177(9) & (10) of Companies Act, 2013.

*****

It is hereby informed that SIPCOT has established a Vigil Mechanism Policy which is disclosed in SIPCOT's website.

All Employees and Directors in the employment of SIPCOT are eligible to make Protected Disclosures under the Policy.

Sd/-
K.SENTHIL RAJ
MANAGING DIREGTOR

//Forwarded by Order//

COMPANY SECRETARY

To
All GMs/DRO-I/DRO-II/All HODs
Copy to:
PA to MD & ED

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SIPCOT

Cir.No. 27/2024 **Date: 30.07.2024**

CIRCULAR

Sub: HRD – Tmt. D. Sneha, IAS., Commissioner, Corporation of Hosur – Assumed charge as Executive Director, SIPCOT – Reg.

Ref: G.O. Rt. No.3539, Public (Special-A) Department, dt.23.07.2024.

*****

As per the orders issued in the G.O. cited, Tmt. D. Sneha, IAS., Commissioner, Corporation of Housr has assumed charge of the post of the Executive Director, SIPCOT on the forenoon of 29.07.2024 vice Thiru P. Akash, IAS.

Sd/-
MANAGING DIRECTOR

To:-

All GMs
All DROs
SE
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

30.07.2024

General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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SIPCOT

Circular No. 34/2024 **Date : 10-08-2024**

CIRCULAR

Sub: SIPCOT- Re-organisation of the Project Departments - Reg.

Ref: Connected Records.

*****

Considering the present scenario of the business activities and in order to streamline the monitoring activities, the following arrangements are hereby made in the Projects Department.

(1) Project-I Department

'A' Section: Thiru A.R. Chandramohan, General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Gummidpoondi, Manallur, Puduvoyal-Gummidipoondi, Sriperumbudur, Mambakkam & Perundural.
New / Upcoming Industrial Parks	ORR, Vallapakkam, Maduramangalam, Echur, Salem
Allotment Cell	With the co-ordination of DGM(P-I)
Policy Cell	
Government Correspondences/ meetings etc.	
PITADA	

'B' Section: Tmt. K. Selvarani, Deputy General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Pillaipakkam, Thirumudivakkam, Tindivanam, Hosur Phase I & II & Manapparai
New / Upcoming Industrial Parks	Namakkal, Karur, Trichy Hapland, Allikulam, Vembar, Additional land in Thoothukudi
Internal Audit Department	
Allotment Cell / Policy Cell / Government Correspondences /meetings etc.	In co-ordination with GM (P-I)

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(A Government of Tamil Nadu Undertaking)
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(2) Project - II Department

'A' Section: Tmt. H. Prabhavathy, General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Oragadam, Cuddalore, Bargur, Kurubarapalli
New / Upcoming Industrial Parks	Dharmapuri
Government Announcement / Assurance / Policy Note / LAQs related subjects etc.	

'B' Section: Thiru K. Arun Kumar, Assistant General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Vallam Vadagal, Ranipet, Cheyyar, A. Sathanur, Eraiyur, Theni & Thoothukudi
New / Upcoming Industrial Parks	Mappedu, Panapakkam, Mahimandalam, Dharapadavedu, Melma, Padalur, Kunnam, Jayamkondan, Sengipatti, Nagapattinam
RTI Department	

(3) Project – III Department

'A' Section: Dr. V.R. Veerabathiran, General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Pudukkottai, Nilakottai, Manamadurai, Siruseri
New / Upcoming Industrial Parks	Kodur, Iluppaikudi, Ramanad, Melur, E.Kumaralingapuram
NITADA	
Special Projects-II Department	
Legal Department	
Management Support Services Department	

SIPCOT

'B' Section: Thiru A. Balu, Assistant General Manager

Description	Name of the Park / Districts
Existing Industrial Parks	Irungattukottai, ThervoyKandigai, Shoolagiri I, Koolanaickenpatti, Varapatti, Gangaikondan
New/ Upcoming Industrial Parks	Thalaivasal, Shoolagiri Phase II, Nagamangalam, Gangaikondan Phase II, Thervoy Kandigai Phase II, Tiruvarur.
Information Technology Department	
Environment Cell / Planning Cell	

Due to superannuation of Tmt. G. Sheila, General Manager, Dr. V.R. Veerabathiran, General Manager is included as member of the allotment committee.

All the above GMs / DGM / AGMs shall report directly to the Executive Director and Managing Director in respect of their schemes / subjects.

This order will come into force from immediate effect.

Approved by
(K.SENTHIL RAJ)
MANAGING DIRECTOR

To:-

The General Managers,
The Deputy General Manager
The Assistant General Managers

Copy to:

GM (Finance)
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
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Cir.No.36/2024 **Date: 05.09.2024**

CIRCULAR

Sub: SIPCOT – Re-organisation of Projects Departments – Nemili – Industrial Park – Allocation - Reg.

Ref : Circular No.34/2024, dt.10.08.2024.

*****

In continuation to the above, Nemili-Industrial Park is allotted to Projects – III "B" Section.

Approved by
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To:

All GMs
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

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SIPCOT

Cir. No.39/2024 **Date :18-09-2024**

CIRCULAR

Sub: SIPCOT- Re-organisation of the Project Departments - Reg.

Ref: Circular No.34/2024, dt.10.08.2024.

*****

Further to the reference cited, the Projects Department is hereafter renamed as follows:-

EXISTING PROJECTS DEPARTMENT	RENAMED AS
Projects – I "A" Section	Project – I Department
Projects – I "B" Section	Project – II Department
Projects – II "A" Section	Project – III Department
Projects – II "B" Section	Project – IV Department
Projects – III "A" Section	Project – V Department
Projects – III "B" Section	Project – VI Department

Further, Special Projects – II Department is directed to process and submit the files to the Executive Director / Managing Director through the concerned HoDs of the Project Departments. Hence, Dr. V.R. Veerabathiran, General Manager is relieved from the Special Projects – II Department.

Tvl. L. Sudhakar, AEE (Retd.), Consultant Industrial Water Cell and A. Kanagaraj, AEE (Retd.), Consultant Infrastructure are transferred and posted to Internal Audit Department to look after the bills relating to Civil Department.

This order will come into force from immediate effect.

Sd/-
MANAGING DIRECTOR

To:-

The General Managers,
The Deputy General Manager
The Assistant General Managers

...2.

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SIPCOT

Copy to:

GM (Finance)
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

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Manager (HRD)

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SIPCOT

Cir.No.40/2024 **Date:18.09.2024**

CIRCULAR

Sub: SIPCOT –Allocation of Industrial Parks / Schemes to the Project Officers – Reg.

Ref : 1. Circular No.34/2024, dt.10.08.2024.
2. Circular No.36/2024, dt.05.09.2024.

*****

In continuation to the above, the following New / Upcoming Industrial Parks are allotted to the Project Officers noted against them in addition to their existing assignments:-

Sl. No.	New / upcoming Industrial Parks	Name of the Districts	Name of the Project Officer
1.	Agathakulam Minnaranjanpatti	Virudhunagar	Thiru S. Nasir Ahmeed, Project Officer, SIPCOT Industrial Park, Virudhunagar
2.	Maduramangalam	Kanchipuram	Thiru K. Dinesh Kumar, Project Officer, SIPCOT Industrial Park, Sriperumbudur
3.	Thallakulam	Madurai	Thiru A. Sureej Babu, Project Officer, SIPCOT Industrial Park, Pudukkottai
4.	Melma	Tiruvannamalai	Tmt. G. Kalai Selvi, Project Officer, SIPCOT Industrial Park, Cheyyar
5.	Dharapadavedu Magimandalam	Vellore	Tmt. P. Maheshwari, Project Officer, SIPCOT Industrial Park, Ranipet
6.	Echur	Kanchipuram	Tmt. K. Gandhimathi, Project Officer, SIPCOT Industrial Park, Vallam Vadagal
7.	Vanduvencherry	Nagapattinam	Tmt. R. Thamizhselvi, Project Officer, SIPCOT Industrial Park, Tindivanam
	Villupuram Co-Operative Spinning Mill	Villupuram	

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Sl. No.	New / upcoming Industrial Parks	Name of the Districts	Name of the Project Officer
8.	Silanatham	Thoothukudi	Tmt. A. Joan Mary Selvarani, Project Officer, SIPCOT Industrial Park, Thoothukudi
	Valppar		
	Allikulam		
	E. Velayathapuram		
	60. MLD Desalination Plant		
	Industrial Poromboke Land		
	Vembur		
	Therkuveerapandiyapuram		
	Vadakku Silukanpatti		
	Meelavittan		
9.	Puduvoyal	Tiruvallur	Tmt. P. Kavitha, Project Officer, SIPCOT Industrial Park, Gummidipoondi
	Kattupalli		
	Manallur Phase - III		
	AROCHEM & SPIC (Thiruvottriyur & Madhavaram)		
10.	Kodur	Chengalpattu	Thiru B. Mohammed Nijamudeen, Project Officer, SIPCOT Industrial Park, Siruseri
11.	Karadiputhur	Tiruvallur	Thiru D. Manivannan, Project Officer, SIPCOT Industrial Park, Thervoy Kandigai
	Vellanur (Outer Ring Road)		
12.	Ilupakudi	Sivagangai	Thiru G.P. Sankar, Project Officer, SIPCOT Industrial Park, Sivagangai
	Kazhanivasal		
	Manakudi	Ramanathapuram	
	Sakkarakottai		
13.	Vanjinagaram Meseror Liquidated Co-Operative Spinning Mills	Madurai	Thiru R. Shanmugasundaram, Project Officer, SIPCOT Industrial Park, Manamadurai
14.	Adhagapadi Phase - I	Dharmapuri	Thiru R. Rajkumar, Project Officer, SIPCOT Industrial Park, Dharmapuri
	Adhagapadi Phase - II		
15.	Koolanaickenpatti	Coimbatore	Tmt. J. Thilivia Angeline, Project Officer, SIPCOT Industrial Park, Perundurai
	Salem Textile Park	Salem	
	Namakkal	Namakkal	
	Erode Co-Operative Spinning Mills(Dharapuram)	Tiruppur	
16.	Vallapakkam Thirupullivanam	Kanchipuram	Thiru N. Anand Gopalan, Project Officer, SIPCOT Industrial Park, Oragadam

State Industries Promotion Corporation of Tamil Nadu Limited

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Sl. No.	New / upcoming Industrial Parks	Name of the Districts	Name of the Project Officer
17.	Padalur Sirumathur	Perambalur	Thiru G. Balamurali, Project Officer, SIPCOT Industrial Park, Perambalur
	Ariyalur Jayamkondachozhapuram	Ariyalur	
	Elandhaipatti	Tiruchirappalli	
	Thalaivasal	Kallakurichi	
18.	Shoolagiri Phase - II	Krishnagiri	Tmt. S. Umasankari, Project Officer, SIPCOT Industrial Park, Shoolagiri
	Shoolagiri Phase - III		
	Nagamangalam		
19.	Karur Co-operative Spinning Mills	Karur	Thiru J. Pradeep, Project Officer, SIPCOT Industrial Park, Manapparai
	Karur Textile Park		
	Sengipatti	Thanjavur	
	Tiruvarur	Tiruvarur	

The concerned Project Officers are directed to follow-up land acquisition / land alienation proposals at District level and to render necessary assistance.

Sd/-
MANAGING DIRECTOR

To:

All GMs
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)

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SIPCOT

Cir.No. 42/2024 **Date:19.09.2024**

CIRCULAR

Sub: SIPCOT – Re-organisation of Projects Departments – Nagamangalam – Allocation - Reg.

Ref : 1. Circular No.34/2024, dt.10.08.2024.
2. Circular No.36/2024, dt.05.09.2024.

*****

In continuation to the above, the administrative works related to approach road to TATA Electronics Limited, Nagamangalam is allotted to Thiru A. Balu, Assistant General Manager, Projects - VI Department in addition to his existing assignments.

Sd/--
MANAGING DIRECTOR

To:
All GMs
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

//Forwarded by Order//

Manager(HRD)

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SIPCOT

Cir. No. 48/2024 **Date: 30.10.2024**

CIRCULAR

Sub : SIPCOT - HRD - Special DROs and Special Deputy Collectors in SIPCOT Schemes - Nominated as Nodal Officers to the Industrial Parks - Reg.

Ref : Circular No.44/2024 dated 07.10.2024.

******

Further to the reference cited, the following Special District Revenue Officers working in SIPCOT Schemes are nominated as Nodal Officers to the Industrial Parks allocated to look after the affairs of the Parks.

S. No.	Name of the Officers	Allocated Industrial Parks
1.	Tmt. R. Revathy, Spl. DRO (LA)	Thoothukudi
2.	Thiru. C. Vijay Babu, Spl. DRO (LA)	Cheyyar
3.	Dr. T. Sengottaiyan, Spl. DRO (LA)	Gangaikondan
4.	Thiru. Manuelraj, Spl. DRO (LA)	Gummidipoondi
5.	Tmt. N. Palani Devi, Spl. DRO (LA)	Hosur
6.	Thiru. M.G. Saravanan, Spl. DRO (LA)	Perundurai
7.	Tmt. Poongothai, Spl. DRO (LA)	Bargur

The Officers are requested to furnish their reports to the Managing Director, SIPCOT along with specific remarks.

Sd/--
MANAGING DIRECTOR

To:
The Concerned Officers.

Copy to:
All GMs
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

//Forwarded by Order//

Manager(HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
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SIPCOT

Circular No. 62/2024 **Date: 13.12.2024**

CIRCULAR

Sub: SIPCOT – HRD – Re-Organisation of Special Projects – II & Planning Departments - Allocation of Works to Consultants – Reg.

Ref: 1. Circular No.24/2023, dt.24.06.2023.
2. Circular No.43/2023, dt.06.10.2023.

*****

In order to monitor the existing Projects closely and early implementation of ongoing Projects, a separate Project Planning Department is hereby formed.

The Project Planning Department will develop a target plan for New Industrial Parks to track progress from the announcement stage, covering aspects such as administrative sanctions, land acquisition, preparatory studies, statutory approvals, and overall implementation status.

Hereafter, the Planning Cell, Environmental Cell and Special Project - II Department will function under Project Planning Department.

Thiru R. Thangeprakasam, Consultant (Greenery) is designated as Consultant (Project Management) and serve, as the Head of the Project Planning Department in addition to the works of Greenery Cell.

The Project Planning Department is directed to process and submit the files to the Executive Director / Managing Director through the concerned HoDs of the project department.

This Order will come into force from immediate effect.

Sd/-
MANAGING DIRECTOR

To:-
The Concerned Officers.

Copy to:-
All GMs
DRO I & II
SE
All HoDs
All Project Officers
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

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O.O.No.04/2021 Date :3.2.2021

OFFICE ORDER

Sub: HRD – SIPCOT Industrial Complexes/ Parks / Growth Centres – Head of the Project Office designated as Project Officer – Reg.
Ref: Connected Records

It is hereby ordered that the officers in the following cadres viz. Manager, Deputy Manager, Assistant Manager, Executive Engineer, Assistant Executive Engineer, Assistant Engineer & Junior Engineer can be posted as Head of the SIPCOT Industrial Complex / Park / Growth Centre and irrespective of their cadre, the Head of the Complex / Park / Growth Centre is hereby designated as Project Officer.

Sd/--
MANAGING DIRECTOR

To
All Project Officers

Copy to:
All GMs
DRO-I
DRO-II
All HoDs
PS to MD
PA to ED

: To circulate all the staff working under their control

/Forwarded by order/

Deputy Manager (HRD)
3/2/2021

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O.O.No. 07/2021 Date :10.2.2021

OFFICE ORDER

Sub: HRD – Allocation of works to General Managers (Projects)i/c – Reg.

Ref: Connected Records

Consequent on the appointment of two Assistant General Managers (Projects), General Managers (Projects)i/c shall henceforth look after the Land Acquisition also, in addition to their existing assignment.

Sd/--
MANAGING DIRECTOR

To

The General Managers (Projects)i/c

Copy to:

GM(F)
DRO-I
DRO-II
All HoDs
AGM-(P-I)
AGM-(P-II)
All Project Officers
PS to MD
PA to ED

/Forwarded by order/

Deputy Manager (HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
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O.ONo. 10/2021 **Date:22.2.2021**

OFFICE ORDER

Sub: HRD –Bifurcation of Legal Department and allocation of Officers & Associate Staff – Reg.
Ref: Connected records

Consequent on the appointment of Thiru M.S.Heeroon Rasheed, AGM(L), it has been decided to bifurcate Legal Department in two as Legal Department-I and Legal Department –II.

Legal Department-I will be headed by Thiru M.Chelladurai, DGM(L) and Legal Department –II will be headed by Thiru M.S.Heeroon Rasheed, AGM(L). HoDs of Legal Department-I & II shall report to the Managing Director directly.

The allocation of Officers & Associate Staff is as given below:

Legal Department-I

Name of the Officer	Name of the Associate Staff
M.CHELLADURAI, DGM (L) HoD	1.S.Sarumathi, PA to DGM(L) 2.A.Jeya, EA
G.Karthikeyan, DM	V.Karthika, EA
S.Maharani, C (L)	A. Narmadha Devi, EA
R.Sundar Singh, C(L)	R.Dhivakar, EA

Legal Department-II

Name of the Officer	Name of the Associate Staff
M.S. HEEROON RASHEED, AGM(L), HoD	V.B.Laavanyaa, PA to AGM(L)
R.Chitra, DM	R.Prabhu Prithiviraj, EA
A.Leelavathy, AO	M. Nirmalkumar, EA
R.Rajasundarraman, C(L)	B.Kumaran, EA

The work allocation will be issued separately.

This order comes into effect from 22.2.2021.

Sd/--
MANAGING DIRECTOR

To 22/2/21
1. Thiru M.Chelladurai, DGM(L)
2. Thiru M.S.Heeroon Rasheed, AGM(L)

23/2/21

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Copy to:

The General Managers
All HoDs
DRO-I
DRO-II
AGM(P-V)
AGM(P-VI)
AGM(F)
PS to MD
PA to ED

/Forwarded by order/

Manager (HRD)
22/2/2019

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O.O.No. 11/2021 **Date:22.2.2021**

OFFICE ORDER

Sub: SIPCOT – Allocation of works to the Deputy General Manager (L) & Assistant General Manager (L) – Reg.

Ref: 1.This office Circular No.15/2021, dt.15.2.2021
2.Office Order No.10/2021, dt.22.2.2021

Further to the references cited, the Department wise Legal cases / files are allocated to the Deputy General Manager (L) and Assistant General Manager (L) as given below:

Thiru M.Chelladurai, DGM(L), Legal Department –I

Department	No. of cases (approx.)
HRD	4
Civil	7
LA-I to IV	339
LAOP cases –Iru., SPR & Cud.	1589
Total	1939

Thiru M.S.Heeroon Rasheed, AGM(L), Legal Department –II

Department	No. of cases (approx.)
Projects- I to VI	97
Finance (F&R)	86
LA-V to VIII	118
LAOP cases-Siru., Org., GPD, RPT, NLK & Hosur	1355
Total	1656

Thiru G.Krishnamurthi, Consultant (Projects-Legal) shall henceforth look after Project–I to VI Departments' legal cases / files and report to Assistant General Manager(Legal).

This order comes into effect from 22.2.2021.

Sd/--
MANAGING DIRECTOR

To

1. Thiru M.Chelladurai, DGM(L)
2. Thiru M.S.Heeroon Rasheed, AGM(L)
3. Thiru G.Krishnamurthi, Consultant (Projects-Legal)

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Copy to:

The General Managers
All HoDs
DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
22/2/2024

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
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O.O.No. 14/2021 **Date: 2.3.2021**

OFFICE ORDER

Sub: HRD –De-merger of IT Department from MSS Department – Reg.
Ref: 1.Circular No.16/2020 dt.17.3.2020
2.Circular No.71/2020 dt.14.9.2020
3.Proceedings No.E3/Misc.6/2019 dt.9.12.2020
4.Office Order 9/2021 dt.12.2.2021

In the reference 3rd cited, it has been ordered that in respect of files relating to Preparation of Policy Note, Announcement updation, etc., shall be routed through General Manager(P-II).

Further, in supersession of the Circulars vide reference 1st & 2nd cited/ Office Order vide reference 4th cited with regard to IT Department / ERP System, it is now decided to de-merge IT Department from MSS Department for smooth functioning. IT Department will be headed by Thiru A. Balu, AGM(P-V).

The allocation of Officers & Associate Staff is as given below:

Information Technology (IT) Department

Name of the Officer	Name of the Associate Staff
A.BALU, AGM(P-V) HoD	
K.Aruna, Assistant Officer	S.Subanandhan, EA
A.Manikandan, Consultant(IT)	i. S. Gunaseelan Peter, EA ii.S. Rajasekar, EA(VC)

This order comes into effect from 2.3.2021.

Sd/-
MANAGING DIRECTOR

To
The Concerned officers.

Copy to:
The General Managers
All HoDs
DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
2/3/2021.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILANADU LIMITED
19-A, Rukumani lakshmipathy Road, Egmore , Chennai -600 008.

O.O. No.27/2021 Date :29.03.2021

OFFICE ORDER

Sub: SIPCOT – HRD – SIPCOT Industrial Complexes /Parks / Growth Centres - Allocation of works to Assistant Security Officers – Reg.

Ref: Connected Records.

ORDER:

It is hereby ordered that the Assistant Security Officer (**ASO**) is notified as the Security Officer of the Industrial Park. The security guards including the security guards to be appointed / appointed for manning the exit / entry and drivers shall report to him administratively. ASOs along with his team shall report to the Project Officer (**PO**) who is the administrative head of the Industrial Park. ASOs shall train the guards and drivers so that they are fully equipped to handle any situations.

The following tasks shall be undertaken by the ASO in all the Industrial Parks:

A. Asset Protection and Personnel Protection is the first and foremost task for the ASOs. Assets to be prevented from damages and thefts. Similarly, the Personnel to be protected from any untoward or unwarranted incidents caused by the trespassers or encroachers. Protection shall be given 24 X 7. Access Control is the next important task. Only the authorized persons shall enter the Park at any case. Careful monitoring of Visitors is a must including ancillary staff, trade people and people who may cause security concerns.

B. No vehicle shall be allowed to be parked on the road / roadside berms, open spaces etc. The vehicles shall be parked in the assigned/notified truck parking area alone or alternatively the vehicles shall be parked inside the company premises for whom the vehicles are being operated. In no case the vehicles shall be allowed to be parked on the common areas of SIPCOT. The Project Officers were authorized to levy fine in

respect of unauthorized parking. ASOs shall take photos of the vehicle that has been parked unauthorizedly (the vehicle number must be clearly visible) and ascertain from the documents available with the driver / cleaner regarding whom the vehicle has been operated and then hand over the report to the Project Officer for levying the fine through online. Based on the report submitted by the ASO the PO will initiate further action. The report submitted by the ASO shall be placed in the file by the PO.

C. No dumping of Garbage is permitted in the common areas of SIPCOT. If the ASO notices any unauthorized dumping of garbage, then he must ascertain the allottee whom shall be made responsible for that illegal action. ASO shall submit a written report to the PO and based on that report PO will initiate further action to levy the fine online. Dumping yards are being established in all Industrial Parks by SIPCOT.

D. ASO shall keep the layout copy of the Park with him always. He shall know the entry / exit of the park thoroughly and have a constant vigil that no illegal / unauthorized activities are taking place in the park. All the exit / entry points must be provided with either a) Liftable Barricade with Security Guards where the movement of commercial vehicles are possible or b) Non-liftable Barricade where the movement of commercial vehicles are not there but the movement of passenger vehicles are there. POs are responsible for providing the barricades and the barricades to be maintained / monitored by the ASOs.

E. ASOs shall ensure that the vehicles of non-allottees shall not ply on the roads of SIPCOT without the prior permission of Head Office (HO). If any such movement is noticed, then the ASO shall stop such movement and inform the PO in writing. PO shall send necessary proposal to HO for according permission if it is a fit and genuine case. Proposal shall not be

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sent in a routine manner. An office order has been issued already permitting the non-allottees to use our roads/plots. POs to refer that office order while sending proposal to HO.

F. ASOs shall verify whether the streetlights are illuminated 100%. If not, they must submit a written report to the PO who shall in turn take necessary corrective action. At any situation, all streetlights must be in a working condition. ASO and PO are jointly responsible for this.

G. CCTV cameras were already installed in few industrial parks and data entry operators were appointed to monitor the visuals remotely. Those operators shall also report to ASO administratively. There shall be a perfect coordination between the camera operators and security patrolling vehicle. ASOs to ensure that all CCTV cameras are in functional status at any point of time. CCTV cameras are being installed in other parks now.

H. ASOs to maintain a register which shall be kept in the vehicle so that the guards and drivers can sign when they report for duty and leave from the duty. ASOs are responsible for the conduct and behavior of the guards and drivers. If any guard or driver is not up to the mark, then the ASO shall refer the matter to the PO for further action. POs to send report to HO accordingly for necessary action at our end. From 1.4.2021 onwards, the Guards and Drivers will be appointed by TEXCO.

I. ASOs shall ensure that no illegal sand mining is happening inside the park (common areas or plots allotted but no activity is there or plots yet to be allotted). If any such activity is found, then the vehicle must be impounded by the ASO and report shall be submitted to the PO. PO shall in turn hand over the vehicle to Revenue/Geology and Mining authorities for further action as per rules in force.

J. ASOs shall ensure that no letting of effluent/sewage is happening inside the park (common areas or plots allotted but no activity is there or plots yet to be allotted). If any such activity is found, then the vehicle must be

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impounded by the ASO and report shall be submitted to the PO. PO shall in turn hand over the vehicle to TNPCB / Local Bodies authorities for further action as per rules in force.

K. ASOs shall ensure that no trees are being cut inside the park (common areas or plots allotted but no activity is there or plots yet to be allotted). If any such activity is found, then the vehicle must be impounded by the ASO and report shall be submitted to the PO. PO shall in turn hand over the vehicle to Police / Forest Department authorities for further action as per rules in force.

L. ASOs shall ensure that the patrolling vehicle is maintained and kept in a good (running) condition always. Pos shall send the vehicle for necessary maintenance in time and ensure that the damages or repairs are attended in time.

M. ASOs shall ensure that no illegal activity is taking place in the industrial park. If any such activity is noted, then necessary legal action must be initiated by the ASO and PO jointly. Mobile phone snatches, chain snatches and pickpocketing etc. to be curtailed completely. The offenders must be secured and handed over to police department for further action. POs shall have a closer coordination with Police department.

N. ASOs to make more frequent visits to the companies where a greater number of women employees are working. Women employees shall be given a confidence and protection to work in nightshifts without any fear.

O. Plots that are kept idle can quickly fall into a state of dis-repair or suffer attacks from vandals. Those plots to be inspected periodically and ground conditions to be monitored closely.

P. ASOs to report to Fire services department if any fire activity or accident is noticed. Fire activities shall be prevented effectively.

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Q. A mobile phone with CUG number has been given to all parks. ASOs to ensure that the mobile phone is kept in a working condition 24 x 7 so that **panic calls** can be attended immediately and effectively.

Sd/-
MANAGING DIRECTOR

To

All Project Officers - To circulate all the Assistant Security Officers working under their control.

Copy to

GMs
DRO –I
DRO – II
All HoDs
PS to MD
PA to ED

//Forwarded by Order//

Manager(HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O.O No.34/2021 **Date:7.4.2021**

Sub: SIPCOT – HRD – Re-allocation of Departments-Orders issued-Reg.

Ref: Connected records

It is hereby ordered that Head of Department henceforth will be in the rank of Assistant General Manager and above / Time scale employees and hence the re-allocation of departments are as given below:

Sl. No.	Head of the Departments	Departments
1.	Thiru D.Ganesan, GM(F)	Finance & Press Relations
2.	Tmt.G.Sheila, GM (P-I)	Projects-I & Internal Audit
3.	Tmt.H.Prabhavathy, GM(P-II)	Projects-II & Secretarial
4.	Thiru A.R.Chandramohan GM(P-III)	Projects-III & Land Acquisition
5.	Thiru A.Devairakkam, SE	Civil , IWC & Infra Cell
6.	Tmt.K. Selvarani, DGM (P-IV)	Projects-IV & Human Resources Development
7.	Thiru.A.Balu, AGM (P-V)	Projects-V & Information Technology
8	Thiru K.Arunkumar, AGM (P-VI)	Projects-VI & Management Support Services
9.	Thiru M.S.Heeroon Rasheed, AGM(L)	Legal

Consequent to the above, the officers / staff deployment is annexed herewith and this order comes into effect from 7.4.2021.

Sd/--
MANAGING DIRECTOR

Encl: Annexure.

To

The GMs / SE / DGM / AGMs

Copy to:

All Departments : To circulate all the officers and staff working under their control

PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
7/4/2021.

Annexure

	SIPCOT Head Office Employees as on 7.4.2021		
			Name of the Associate Staff / Designation
	MD		1.V.Rajeswari, PS to MD 2.R.Vanisree, PA to MD
	ED		V.Swathi, PA to ED
	MD SPECIAL CELL		
	SP.Meyyappan, Consultant (Operations)		S. Sasi Rekha, PA to C(O)
	Sai Megahasyam	PMU Consultant	P.Sivakumar, EA
Sl. No	Name of the Department/ Name of the HOD / Designation	Name of the Officer / Designation	
1& 2	FINANCE / PRESS RELATIONS		
	D.GANESAN, GM(F)		M.Mary Sangeetha, PA to GM(F)
	N.JAIGANESH, AGM(F)		N.Ramya, PA to AGM(F)
		D. Ramalingam, DM	G.R.Elakkiaselvamathi, EA
		G. Jayachandran, AM	M.Nandagopal, EA
		V.S.Latha, AM	K.Bhagyalakshmi, EA
		S. Perianayaga Mary, AO	A.Kavitha, EA
		P.Pramila, AO	A.B. Kanmani Seetha, EA
		V.V. Sudha, Consultant(F)	A.Vani Christina, EA
		C.V.Saravanan, Jr. Const.(F)	D.Bennison Joel, EA
		R. Kulasekaran, Consultant	
		R.Sivekumar, Consultant	
		C.Thangavel, Consultant	P.Narmadha, EA
		L.Usha, Consultant	1.K.Eswari, EA 2.D.Theresgiftadhas, EA
		S.Selvaraj, JD/Mgr.	E.Thiyagarajan, EA
		S. Rajagopalan, Translator	S.Saravanan, Typist
3 & 4	PROJECTS-I / INTERNAL AUDIT		
	G.SHEILA, GM(P-I)		T.Sarasam, Assistant / PA to GM(P-I)
		L.Vimala, Mgr.	1.J.Sumathi, EA 2.M.Roopa, EA
		S.Thamarai Selvi, AM	1.V.Divya, EA 2.B.Vasantha Kumar, EA
		R.Anitha, A.O	1.R.Lakshmipriya, EA 2.E.D.Nivedhitha, EA
		P.Ravishankar, Mgr	1. V. Sivakumar, Jr. Asst. 2. T.Selvi, EA
		G.J.Vimala Rohini, AM	G.Geetha, EA
		N.Srikanth, AO	B.Nagarajan, EA

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5 & 6	**PROJECTS-II / SECRETARIAL**		
	H.PRABHAVATHY, GM(P-II)		R.Padmini, Typist / PA to GM(P- II)
		S.Ganesh Boopathy, DM	1. S.Dhanalakshmi, EA 2. M.Vimala, EA
		D.Saravanan, AM	1. N.Viji, EA 2. S.Jayashree, EA
		R.Saraswathi, A.O	1. V. Aswini, EA 2. K.Duraisubburayan, EA
		M.G.Shanthi, Mgr/ CS	1.R.Preethi, EA 2.M.Sruthi, EA
		V.Suchithra, AO	V.Krithika,EA
		R. Raj Prasanna, Asst. to CS	
		C. Sivasankari, Asst. to, CS	
7 & 8	**PROJECTS-III / LAND ACQUISITION**		
	A.R.CHANDRAMOHAN, GM(P-III)		V.Mythili, PA to GM(P-III)
		G.Ramesh, DM	1. S.Mahendiran, EA 2. S.Javamary, EA
		K.Gnanambiga, AM	1. A.Priyanka, EA 2. S.Yuvaraj, EA
		N.Sasikala, AM	1. N.G.Dineshkumar, EA 2. T.R.Monisha, EA
	ALLOTMENT CELL	A.Chandrika, Consultant	1. J.Rincy, EA 2. D. Pavithra, EA
	Environmental Cell		
	M.A.K. Rabbani	Consultant	E.Dhananjeyan, EA
	A.K.Hari	Consultant	
	Planning Cell		
	M.Sathishkumar	Consultant	Karthik Damodharan, EA
	R.Rajakirubakaran, DRO-I		B.Sathish, PA to DRO-I
	A.Rajasekaran, DRO-II		G.Thiravlam Mary Rabacca, PA to DRO-II
		A.Parimaladevi, Mgr/ SDC	M.Durgadevi, EA
		V.Pandian, C(LA)	B.Manjupriya, EA
		S.Vittal, C (LA)	V.Devi, Typist
		R.Lakshmi, DM	1. K.Kavitha, EA 2. K.Gokul, EA
		K.Santhi, DM	R.Bakyalakshmi, EA
		S.Thulasingam, AM	1. D.Sandhiya, EA 2.M.Leelavathi, EA
		N.Arul, ST	
		A.Nirmala, AM	1.G.Manju, EA 2. R.Karthick, EA
		E.Devasena, AO	1.D.Kabalishwaran, EA 2.A.Vidhuthalaikathir, EA

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9 & 10	**PROJECTS-IV / HUMAN RESOURCES DEVELOPMENT**		
	K.SELVARANI, DGM(P-IV)		S.Haritha, PA to DGM(P-IV)
		A.Rajalakshmi, DM	1. N.Santhipriya, EA 2. V.Pradeep, EA
		D.Ambika, DM	1. B.Latha, EA 2. B.Vijay Kannan, EA
		P.Vijayalakshmi, AM	1. S.Janani, EA 2. S.Giridharan, EA
		A.Jayanthy, Mgr	M. Bhuvaneshwari, EA
		K.Geetha, AM	1.J.Bhuvaneswari, EA 2.K.S.Petchiamma, EA
		P.Malavathi, AM	1.M.Bhuvaneswari, EA 2.M.Mary Sowmiya, EA (Tapal)
		J.Joselin, AM	M.Jamuna Rani, EA
		V.Parimala, Con(OP)	
11& 12	**PROJECTS-V / INFORMATION TECHNOLOGY**		
	A. BALU, AGM(P-V)		A. Saranya, PA to AGM (P-V)
		K.Dineshkumar, DM	1. B. Monisha Devi, EA 2. K.Vignesh, EA
		V.Viswanathan, DM	1. P.Nithya, EA 2. J. Franklin, EA
		G.Ahila, AM	1. A.Abdul Rizwan, EA 2. R.Jeya Sudhaa, EA
		A.Leelavathy, AO	1.S.Madhura, EA 2. Akash Gunaseelan, EA
		K.Aruna, AO	1.S.Subanandhan, EA 2.J.Gayathri, EA
		A.Manikandan C(IT)	1.S.Gunaseelan Peter, EA 2.S.Rajasekar, EA (VC)
13&14	**PROJECTS-VI / MSS / RTI**		
	K.ARUN KUMAR,AGM(P-VI)		S. Pavithra, PA to AGM (P-VI)
		R.Chitra, DM	1. R.Prabhu Prithiviraj, EA 2. M. Lakshmipriya, EA
		C.Prakasam, AM	1. S.Jeyakodi, EA 2. J. Mahalakshmi, EA
		D.Malarkodi, AM	1.A.Anandakumar, EA 2.P.Karthiga, EA
		A.Marydomnic, AO	1.N. Samundeeswari, EA 2.S.Geetha, EA
		M.S.Thulasi, Mgr	J.Prasanth, EA
		R.Yuvaraj, AM	1.J.Jayalakshmi, EA 2.K.Selvam, EA
			1.D.Sarubabel Prabakaran, Jr. Asst. (RTI) 2. M.Yasodha, EA

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15	**LEGAL**		
	M.S. HEEROON RASHEED, AGM(L)		1.S.Sarumathi, PA to AGM(L) 2.A. Nirmal Kumar, EA
		G.Karthikeyan, DM	V.Karthika, EA
		G.Krishnamurthi, C (Pro. Legal)	A. Narmadhadevi, EA
		R.Rajasundarraman, C(L)	A.Jeya, EA
		Sundar Singh, Consultant(L)	R.Dhivakar, EA
		S.Paramaguru, C(L)	B.Kumaran, EA
		S.Shahul Hameed, C(L)	V.B.Laavanyaa, EA
16,17, 18&19	**CIVIL /INDUSTRIAL WATER/ INFRASTRUCTURE**		
	S.DEVAIRAKKAM, S.E		1.S.Pachaivannan, EA 2.V.Divya, TA
		N.Arulselvi, EE	1.S.Aruna, TA 2.S.Mani, TA
		K.Gnanavadivu, EE	1.P.Janardhanan, TA 2.J.Meginth Joslan, TA
		S.Latha, EE	1.G.Yuvaraj, TA 2.D.Kokilarani, TA 3.Md.Ikramudin, TA
		T.J.Pramiladevi, AEE	1.A.Balakumar, TA 2.S.Arunkumar, TA
		R.Ganesan, AM	L.Mythili, EA
		S.Yogeswari, AO	1.E.Angel, EA 2.V. Manoj Kumar, TA
		A. Abdul Rasheed, Consultant (Tech.-I)	1.G.Palanivel , EA 2.R.Kavitha, EA
		N. Ganesan, SE(Retd.)	
		P. Ravi Chandran, SE(Retd.)	
		R. Thangaraju, EE(Retd.)	
		EE (Retd.)	
		L.Sudhakar, AEE (Retd.)	
		S.Ramadoss, Const. (GIS)	
		E.Dhayarathan, AEE	N.Manikandan, EA
		M.P. Sundara Raju	Consultant(Greenery)
		M.Kumar, Consultant-II(T/S)	V.Vijayakumar, TA
		EE (Retd.)	
		EE (Retd.)	
		V.T. Thanga Arasu, AEE(Retd.)	
		A.Kanagaraj, AEE (Retd.)	
		K.P.V. Prabakaran, SDO(Retd.)	

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20	**PMU CELL**		
	Edwin James		E.Rishika, EA
	Shiva Prasad Narala		
	Naveen CG		
	Vinothen Mohan		
	Dizon Genuine John		

Sd/--
MANAGING DIRECTOR

/Forwarded by order/

Manager(HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O.O No.41/2021 **Date:16.4.2021**

Sub: SIPCOT – HRD – Re-allocation of Departments-Orders issued-Reg.

Ref: Office Order No.34/2021, dt.7.4.2021

In partial modifications of the orders cited, it is hereby ordered that th re-allocation of departments are as given below:

Sl. No.	Name of the Officer	Departments
1.	Thiru A.R.Chandramohan GM(P-III)	Projects-III & Human Resources Development
2.	Tmt.K. Selvarani, DGM (P-IV)	Projects-IV & Management Support Services
3.	Thiru.A.Balu, AGM (P-V)	Projects-V & Land Acquisition
4.	Thiru K.Arunkumar, AGM (P-VI)	Projects-VI & Information Technology

With regard to Land Acquisition Department, AGM (P-V) shall report to Managing Director through DRO- I & DRO-II respectively.

This order comes into effect from 16.4.2021.

Sd/--
MANAGING DIRECTOR

To

The concerned officers

Copy to:

The General Managers
All HoDs. : To circulate all the officers and staff working under their control

DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

K. Selvarani 16/04/2021

Deputy General Manager(HRD)

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A, RUKUMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI - 600 008.

O.O. NO 63 /2024 **Date: 10.02.2024**

OFFICE ORDER

Sub: Thiru. K. Karthikeyan, District Revenue officer- II - Assumed full Charge of the HRD and MSS - Reg

---

It is hereby ordered that Thiru. K.Karthikeyan DRO-II will hold additional charge as GM (HRD and MSS). The files from GM (HRD and MSS) will report directly to Managing Director.

This order comes into force with immediate effect.

10/2/24

MANAGING DIRECTOR

To
The General Manager (HRD)
The General Manager (MSS)

Copy to
All HoD's
PA to ED

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BIZ BUDDY MEET

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SIPCOT

Cir. No.07/2024 **Date: 01.03.2024**

CIRCULAR

Sub: SIPCOT – HRD – Industrial Parks: Solving issues of Industrial Investors in SIPCOT Industrial Parks – Introduction of SIPCOT BIZ Buddy Meet Scheme – Monitoring Officers – Circular - Instructions – Issued.

Ref: Connected Records

******

The Honourable Minister for Industries, Investment Promotion & Commerce Department has conducted a SIPCOT BIZ Buddy Meeting ("சிப்காட் தொழில் முன்னேற்ற சந்திப்பு" திட்டம்) on 24.2.2024 at SIPCOT Gangaikondan Industrial Park, to review the progress made in the works related to Infrastructure Development and other issues/ grievance of Entrepreneurs, Allottees and Investors in the SIPCOT Industrial Parks. In continuance of this, it has been decided to extend the SIPCOT BIZ Buddy Meeting in all the SIPCOT Industrial Parks in the State.

In pursuant to the above decision, all the Project Officers are directed to conduct a BIZ Buddy Meeting in their Industrial Parks regularly on first Monday of every month without fail, to ascertain the pending issues/ grievances to be sorted out by SIPCOT or the assistance of SIPCOT is required to arrive at conclusion.

In this connection, prior intimation should be given to the Companies/ Institution/Organization/ Allottees and Contractors etc, to bring the pending issues/ grievances to the notice of SIPCOT and to take a decision to settle it down then and there. In the said meeting, the important issues including Transport facilities, Establishment of Bank, ATM Centre, Fire and Rescue Services, EB Sub-Station, Water Facilities , Road Access Facilities and other Industrial related issues to be taken up for taking a decision. In addition to this, special attention should also be given to Land related issues like Land Acquisition/ Encroachments etc.

In order to conduct the SIPCOT BIZ Buddy meeting successfully, the monitoring officers will be deputed from the SIPCOT Head quarters to attend the meeting and to render assistance to sort out the issues expeditiously.

2

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74899TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

SIPCOT

All the Project Officers are directed to forward the representation / request received from the allottees to the respective authorities within 14 days for taking appropriate action to redress the grievance. Further, the Project Officers shall look into the issue personally and follow up with authorities / or render assistance / support to sort out the issues and action taken report to be sent to Head Office within 30 days without fail.

INSTRUCTIONS TO CONDUCT BIZ BUDDY MONTHLY GRIEVANCES REDRESSAL DAY:

- This will be conducted every month, first week Monday
- Monitoring officer from SIPCOT Chennai headquarter will be deputed to all SIPCOT Industrial Parks.
- Monitoring officer along with Project Officer of the respective SIPCOT will conduct the BIZ Buddy - Monthly Grievance Redressal day at the Project Office office between 10 AM to 1 PM
- During this time period, monitoring officer will be seated at the PO office and receive any type of grievances from the allottees or public.
- Grievances related to SIPCOT, other Government or Non Governmental agencies and any other general issues will be received.
- All petitions/grievances received will be the redressed within 14 days.
- Every month, the progress of grievance redressal will be reviewed by the Managing Director and report will be submitted to the Secretary, Industries Department.
- On the Grievance Redressal day, monitoring officer will also conduct inspection from 2-5 pm at SIPCOT campus, and review the status of water supply, road, cleanliness, Solid Waste Management, functional status of allottees, civil works etc.
- Conduct of BIZ Buddy monthly grievance Redressal day should be widely circulated to all industrial units, allottees and other stakeholders.

...3.

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74899TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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- Place and time where the Monitoring officer will be seated for BIZ Buddy - Monthly Grievance Redressal day should be clearly indicated and pasted in the PO office. This shall also be given as a press release through district PRO.

The list of monitoring Officers deputed for the meeting is annexed below for reference.

Sd/-
MANAGING DIRECTOR

Encl.: As above.

To:

The Concerned Officers.

Copy to:

All GMs
DRO-I
DRO-II
SE
DGM / AGMs
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

01.03.2024
General Manager (HRD)

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ANNEXURE

BIZ BUDDY MEET SCHEME

MONITORING OFFICERS OF SIPCOT INDUSTRIAL PARKS

Sl. No	Name Tvl.	Designation	Industrial Parks
1	K. Senthil Raj, I.A.S	Managing Director	Irungattukottai
2	P. Akash, I.A.S.	Executive Director	Hosur, Kurubarapalli, Shoolagiri
3	G. Sheila	General Manager (P-III)	Thoothukudi
4	H. Prabhavathy	General Manager (P-II)	Perundurai, Pollachi
5	A.R. Chandramohan	General Manager (P-I)	Pillaipakkam
6	S. Devairakkam	Superintending Engineer	Oragadam, Thirumudivakkam
	M. Kasi Chelvi	District Revenue Officer - I	Gummidipoondi, Manallur
8	K. Selvarani	Deputy General Manager (P-I)	Siruseri
9	M.S. Heeroon Rasheed	Assistant General Manager (Legal)	Cheyyar
10	A. Balu	Assistant General Manager (P-III)	Pudukottai, Manamadurai
11	K. Arun Kumar	Assistant General Manager (P-II)	Bargur, Dharmapuri
12	C. Subramanian	Executive Engineer	Cuddalore
13	K. Gnanavadivu	Executive Engineer	Nilakottai
14	A. Jayanthy	Manager (SP-II)	Ranipet, Panapakkam
	V. Thambiran Thozhan	Executive Engineer	Tindivanam
Consultants			
16	SP. Meyyappan	Consultant (Operations)	Thervoykandigai, Mappedu
17	A. Abdul Rasheed	Consultant (Tech -I), Industrial Water Cell	Vallam Vadagal
18	R. Thangaprakasam	Consultant (Tech -III) Greenery Cell)	Sriperumbudur, Nemili
19	P. Ravi Chandran	Consultant(Water Cell)	Manapparai, Eraiyur
20	N. Ganesan	Consultant(Water Cell)	Theni
21	M.A. Subramani	DRO(Retd.)	Gangaikondan

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DELEGATION OF POWERS

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

O.O. No. 33/2021 Date: 31.03.2021

OFFICE ORDER

SUB	**DELEGATION OF POWERS** – Revised delegation of powers to the HoDs and Project Officers – Orders issued.
REF	1.Office Order No.18/2018 dt.31.12.2018 2.Office Order No.38/2020 dt.10.9.2020

ORDER

In the reference 1st cited, the level of delegation of powers were ordered to the then General Manager(A&LA) / GM-I, General Manager(P&D) and DGM(F). Consequent on the re-designation of the existing post of General Manager(A&LA) as District Revenue Officer vide ref. 2nd cited, the following delegation of powers are ordered to the HoDs and Project Officers concerned as noted below by superseding the office order vide ref. 1st cited.:

1. HUMAN RESOURCE DEVELOPMENT DEPARTMENT		
Sl.No.	**NATURE OF POWERS**	**LEVEL OF DELEGATION**
(1)	(2)	(3)
APPOINTMENT RELATED:		
1.1	Appointment of personnel	MD*
1.2	Appointment of personnel on compassionate ground	MD
1.3	Fixation of pay	MD
1.4	Certification of satisfactory completion of probation and / or extension of probation period	MD
1.5	Grant of periodical increments	MD
1.6	Promotion to the employees after Board's approval	MD
1.7	Movement to selection Grade / Special Grade to the employees	MD
1.8	Acceptance of resignation	MD
1.9	Acceptance of Voluntary Retirement	MD
1.10	Retirement of employees / settlement of terminal benefits to the retiring / retired employees	MD

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LEAVE RELATED:

Sl.No.	NATURE OF POWERS	LEVEL OF DELEGATION
(1)	(2)	(3)
1.11	Grant of Casual Leave, Compensatory Holiday and Restricted Holiday	HoDs
1.12	Sanction of E.L./M.L./U.E.L. on P.A., Maternity leave, Leave on Loss of Pay and surrender of Earned Leave to the employees.	upto DM level/ HOD, HRD
1.13	Sanction of LTC to employees	MD
1.14	Sanction of leave to the employees while on tour	MD

ADVANCES RELATED

1.15	Sanction of Tour & Advance for tour	MD
1.16	To countersign tour / transfer TA claims	GM(F)/CFO
1.17	Sanction of advance for purchase of conveyance other than motor car	GM(F)/CFO
1.18	Sanction of (i) Marriage Advance, (ii) Education Advance (iii) Festival Advance, Advance for Purchase of (i) warm clothing (ii) khadi or handloom clothes (iii) TANSI Articles on credit basis	GM(F)/CFO
1.19	Sanction of House Building Advance	MD
1.20	Disbursement of HBA instalments	GM(F)/CFO
1.21	Permission to avail HBA / Conveyance advance / Education Advance etc. from the Banks / Financial Institutions etc.	MD
1.22	Advance for meeting the immediate requirement of the family of the employees who dies while in service	GM(F)/CFO
1.23	Sanction of advance for meeting the initial expenditure on the purchase of hearing aids	GM(F)/CFO
1.24	Sanction of Motor Car Advance	MD

OTHERS:

1.25	Sanction of Medical reimbursement claims in accordance with the rules	GM(F)/CFO
1.26	Transfer and posting of employees	MD
1.27	Disciplinary proceedings relating to the employees	MD*
1.28	NOC to the employees to visit abroad / obtain passport	MD

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Sl.No.	NATURE OF POWERS	LEVEL OF DELEGATION
(1)	(2)	(3)
1.29	Declaration of local / public holidays for Head Office and Project Offices pursuant to the G.O. / Orders of the District Collectors.	MD
1.30	Payment of bills relating to the personnel engaged in Head Office and Project Offices on outsourcing basis for which approval has been accorded by the MD	GM(F)/CFO
1.31	Granting Permission to the employees for higher studies	MD
1.32	Forwarding of applications from employees for outside appointments	MD
1.33	Fixing instalments for recovery of over payments of pay and allowances or other dues	MD
1.34	Granting permission to the employees to purchase / disposal of movable / immovable properties	MD
1.35	Granting permission to withdraw EPF part final and 90% advance before one year of retirement	MD
1.36	Approval of Affidavit / Counter Affidavit etc. in respect of service matters relating to the employees before the Courts	MD
1.37	Granting additional charge allowance	MD
1.38	Granting permission to impart institutional training to the employees / college students	MD
1.39	Deputation of personnel from / to other Departments / Corporations	MD
1.40	Sanction of SPF Management Contribution in respect of the retiring employees	MD
1.41	Payment of premium in respect of Group Insurance Scheme to LIC and its recoveries from the employees	GM(F)/CFO

* In SIPCOT service rules, as per Clause 3.3 and 6.16, the authorities competent to make appointments / promotions and empowered to impose any of the specified penalties on the employees under Categories 3 & 4 is **General Manager(Admn.)** (Category 3-Assistant Officer, Personal Assistant, Asst.-cum-Steno Typist Gr. II, Junior Engineer, Draughting Officer and Technical Assistant and Category 4- Employees below Assistant-cum-Steno Typist Gr. II level).

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Further, the Board of SIPCOT at its Meeting held on **18.07.2015**, "Resolved that the existing and future vacancies in the cadre of Personal Secretary, Personal Assistant, Assistant-cum-Steno Typist Gr.II to be downgraded to the cadre of Assistant-cum-Steno Typist Gr.III and filled up by way of outsourcing including the existing vacancies in the cadre of Assistant-cum-Steno Typist Gr.III". Based on the Board resolution, the vacant posts of Assistant Officers are to be downgraded as Executive Assistant. Hence the above powers are henceforth reinstated to the Managing Director. Amendment to the Service Rules will be placed before the Board of SIPCOT for its approval.

2. LEGAL DEPARTMENT		
Sl.No.	**NATURE OF POWERS**	**LEVEL OF DELEGATION**
(1)	(2)	(3)
2.1	Entrustment of cases to Advocates	AGM(L)
2.2	Approval of draft SFCOP petition	GM(F) / CFO
2.3	Authorisation letter to adduce evidence in the Court cases	MD
2.4	To sign Vakalats, Plaints, Withheld Statement, Affidavit, Counter Affidavit and other Security documents. Execution of all Legal Documents / Agreements including SPA Scheme, RFP, etc.,	AGM(L)
	TERM LOAN ASSISTANCES	
2.5	Filing of Form-66 with Official Liquidation, release of charges created with ROC Form CHG-4 etc.	GM(F) / CFO
	TITLE DEEDS / SECURITY DOCUMENTS	GM(F) / CFO
2.6	Release of documents viz. Title Deeds, Release of Term Loan Title Deeds for settled cases, release of HBA documents	GM(F) / CFO
2.7	Payment of fees to Advocates, Advocate General, Additional Advocate General for contesting cases	GM(F) / CFO (Upto Rs.1,00,000/-)
2.8	Payment of fees to Advocates, Advocate General, Additional Advocate General for offering opinions.	GM(F) / CFO
2.9	Payment of Legal Charges and other expenses to the Advocates	GM(F) / CFO

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3. LAND ACQUISITION DEPARTMENT		
Sl.No.	**NATURE OF POWERS**	**LEVEL OF DELEGATION**
(1)	(2)	(3)
3.1	Sending of Land Plan Schedule (LPS) / Form of requisition to the District Collector after issue of administrative sanction G.O.	MD
3.2	Engagement of personnel on contract basis within the sanctioned strength and payment of remuneration (retired and outsourced personnel) based on the respective District Collector's approved rates	MD
3.3	Sanction of contingent advance and reimbursement of contingent expenditure for DRO (LA), SDC(LA) and Special Tahsildars (LA) in Head Office and Unit Office.	GM(F) / CFO (Upto Rs.1,00,000/-)
	4. MANAGEMENT SUPPORT SERVICE	**GM(F) / CFO**
4.1	Sanction of capital expenditure of all kinds	Upto Rs.1,00,000/-
4.2	Servicing and repairs of office equipment and furniture	Upto Rs.1,00,000/-
4.3	Purchase of Technical books, Journals, periodicals etc.	Upto Rs.1,00,000/-
4.4	Statutory payments viz. Insurance, property taxes etc.	Full powers
4.5	Expenditure towards stamping franking machine in dispatch Dept.	Full powers
4.6	Sanction of expenditure towards supply of coffee/tea to the officers & staff in Head Office at the approved rate	Full powers
4.7	To incur expenditure towards supply of snacks to the officers & staff in Head office	Full powers
4.8	Passing of bills pertaining to the cellular phones provided to the officials concerned	Full powers
4.9	Purchase of stationery items, printing forms, registers, etc. and payment of rent for office premises	Full powers
4.10	Payment of Annual Maintenance Contract charges for office equipment such as Xerox Machine, Air Conditioners, EPABX Board, Computers, etc., as approved by MD	Full powers

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4.11	Sanction of refreshment for Board / Committee Meetings and expenditure on ceremonial occasions.	Full powers
4.12	Sanction of administrative / contingent expenditure not specifically mentioned	upto Rs.50,000/-
4.13	Sanction of local conveyance expenses to the eligible officers and staff of Head Office	HoDs (upto Rs.1,000/-)
4.14	Purchase of umbrella, torch light with cells and plastic buckets for the use by the drivers of the staff car in Head Office and Project Office	Full powers
4.15	Sanction of expenditure on entertainment of visitors to the Corporation	Full powers
4.16	Sanction and approval of imprest amount incurred relating to contingencies and urgent unforeseen expenses	upto Rs.50,000/-
4.17	Passing of all taxi bills for the use of the officers / guests	Full powers
4.18	Passing of bills relating to refreshments, lunch etc. provided to VIP, Officers, Guests, Committees etc.	Full powers
4.19	Car maintenance charges including petrol charges	Full powers
	5. PRESS RELATIONS	
5	Release of advertisement for recruitment of personnel and tender notices	GM(F) / CFO
	6. PROJECTS	
6.1	a. Refund of EMD / initial deposit. b. Rejection or closure of application for allotment of land. c. Approval for extension of time for execution of lease deed / Modified Lease Deed / Rectification Deed etc. d. Refund of eligible plot deposit / plot cost in the event of surrender of plot either voluntarily or due to Cancellation.	HoDs MD
6.2	To execute and register all documents in respect of lease deed / modified lease deed / Rectification deed, sale deed etc.	Project Officers

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6.3	a. Approval for change of name of the company / directors / shareholders resulting no change in management. b. Approval for revision in the committed quantity of water c. Re-connection of water supply in case of non-payment of water / maintenance charges cases only d. Approval for change in the project / product / line of activity e. Approval for sub-leasing of the built up area f. Approval for extension of time for implementation of the project in the allotted plot as per the prevailing policy	MD
6.4	Issue of NOC to Bank /Financial Institutions to enable them to mortgage the leasehold rights. If, application for issue of NOC is pending for more than one month, it will be approved by MD.	- HoDs - MD
6.5	To issue show-cause notice to defaulting units due to violation of terms and conditions of lease deed such as non-commencement of construction/ implementation of the project within the stipulated period etc. Including 90 days' notice to rectify the defaults in the prescribed format.	MD
	GENERAL	
6.6	Payment of the normal centage charges to the Directorate of Town & Country Planning for getting the approval of layout of SIPCOT Industrial Complexes & Industrial Plots.	MD
6.7	Sanction of imprest amount to each Project Officers towards promotional expenses	MD
6.8	To sanction for the expenditure incurred by the Project Officers for engaging private taxi for the inspection of officers from Central office and for the visit of VIP's to the Industrial Complex / Park.	Project Officer
6.9	To sanction for the expenditure incurred by the Project Officers towards providing refreshments like snacks, tea/coffee and lunch in connection with the inspection of officers from Central Office and visit of VIP's to the Industrial Complex / Park to the extent of Rs.2000/- at a time.	Project Officer

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6.10	Fixation of maintenance charges and water charges	MD
7. INFORMATION TECHNOLOGY DEPARTMENT		
7.1	Purchase of computer stationery items, floppies and other consumables.	GM(F)/CFO (Not exceeding Rs.1.00 lakh at a time)
7.2	Refilling of computer & other toners etc.	GM(F)/CFO
7.3	Insurance to computers & other peripherals	GM(F)/CFO
8.FINANCE DEPARTMENT		
8.1	To make statutory payments such as Income Tax/ Sales Tax etc. Collected / deducted from employees, contractors etc. and Service Tax collected from allottees / tenants etc.	GM(F)/CFO
8.2	Service tax payable by the Corporation under Reverse charge Mechanism	GM(F)/CFO
8.3	To make payment of filing fees of IT returns / Service Tax Returns	GM(F)/CFO
8.4	To make payment of fees to Statutory authorities and to incur expenditure towards statutory obligations.	Full powers

MANAGING DIRECTOR

To

General Managers
DRO-I
DRO-II
All HODs
All Project Officers

Copy to,

PS to MD
PA to ED

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O. O. No.33/2021 **Date:1.4.2021**

33A/2021

Sub: SIPCOT – HRD – Allocation of subject to the GM / DGM of Projects Department – Reg.

Ref: Circular No.15/2021, dt.15.2.2021

In furtherance to the Circular cited under reference and consequent to the Administrative Sanction approved by the Government for New Industrial Parks viz. SIPCOT Industrial Park, Hosur Phase-IV (including additional lands) and SIPCOT Industrial Park, Vallappakkam, Kancheepuram District, the same has been allocated to the Projects Departments as under:

Projects-III Department

Thiru A.R.Chandramohan, GM(P-III)

SIPCOT Industrial Park, Hosur Phase-IV (including additional lands)

Projects-IV Department

Tmt. K.Selvarani, DGM(P-IV)

SIPCOT Industrial Park, Vallappakkam, Kancheepuram District

This order comes into immediate effect.

Sd/--
MANAGING DIRECTOR

To

1. Thiru A.R.Chandramohan, GM(P-III)
2. Tmt. K.Selvarani, DGM(P-IV)

Copy to:

The General Managers
All HoDs
DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
1/4/2021.

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

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

O.O. No. 53 /2021 Date: 30.4.2021

OFFICE ORDER

Sub: Disbursement / Payment files – Orders issued.
Ref: 1.Office Order No.58/2020, dt.30.12.2020
2.Office Order No.33/2021, dt.31.3.2021

ORDER

In the reference 2nd cited, the powers in Sl.No.3.1 & 3.2 are reinstated to the Managing Director and Sl.No.3.3 is delegated to General Manager (Finance) by superseding the Office Order in the ref. 1st cited.

Further, with regard to disbursement / payment files, wherever prior approval obtained / sanctioned by the Managing Director, it is hereby ordered that the disbursement / payment files shall be directly sent to Finance Department for making the payment by General Manager (Finance) irrespective of the quantum of payment.

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

To

General Managers
DRO-I
DRO-II
All HODs
All Project Officers

Copy to,

PS to MD
PA to ED

/ Forwarded by order /

Manager (HRD) 30/4/2021.

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SIPCOT

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

19-A, Rukmani Lakshmipathy Road, Egmore, Chzennai – 600 008

OFFICE ORDER

O.O. No. 56/2021 **Dated:06.05.2021**

Sub : Delegation of powers towards statutory compliance in Secretarial Department – Orders issued.

Ref : O.O. No. 04/2019, dtd.15.02.2019

In partial modification of the Office Order cited, Company Secretary is delegated with powers to incur expenditure upto Rs.50,000/- for (i) Digital Signature procurement and (ii) filing of document towards statutory compliance. Beyond this limit, General Manager (P-II) is delegated to incur the expenditure towards statutory compliance.

Sd/-
(J. KUMARAGURUBARAN)
MANAGING DIRECTOR

To

All General Managers
All HoDs
All Pos

Copy to :

P.S. to M.D.
P.S. to E.D.

//Forwarded by Order//

H. Prabhavathy
General Manager (P-II)

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SIPCOT

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

O.O.No. 59 /2021 Date :13.8.2021

Sub: Replacement of Outsourcing Employees engaged - Delegation of Powers to General Manager(HRD) –Orders issued .

ORDER:

The powers hitherto exercised by the Managing Director for replacement of all outsourcing employees engaged within the sanctioned strength in Head Office and all Project Offices through the approved Manpower Agency is delegated to the General Manager(HRD).

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

To

General Managers
DRO-I
DRO-II
All HoDs
All Project Officers

Copy to :

PS to MD

/ Forwarded by Order /

Manager(HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005867
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777 Fax : 45261790 Website : www.sipcot.tn.gov.in

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SIPCOT

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

OFFICE ORDER

O.O.No.60 /2021 Date :27.9.2021

Sub: Replacement and Engagement of Outsourcing Employees engaged - Delegation of Powers to General Manager(HRD) – Orders issued .

Ref: O.O.No.59/2021 dt.13.8.2021

ORDER:

In partial modification of the orders issued in the reference cited, the powers hitherto exercised by the Managing Director for replacement and engagement of all outsourcing employees engaged within the sanctioned strength in Head Office and all Project Offices through the approved Manpower Agency is delegated to the General Manager(HRD).

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

To

General Managers
DRO-I & II
All HoDs
All Project Officers

Copy to :

PS to MD

/ Forwarded by order /

27/9/21
MANAGER(HRD)

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SIPCOT

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
NO.19A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI – 8.

OFFICE ORDER

O.O.No. 68/2021 **Dated: 21.12.2021**

Sub: Delegation of Powers to Company Secretary – Reg.

Ref : O.O No.56/2021 dated 06.05.2021.

****

In partial modification to the earlier office order cited, Company Secretary is delegated with powers to:

1. Incur expenditure upto Rs.50000/- for i) DSC procurement ii) Filing of documents towards statutory compliance (iii) Professional services rendered on works related to Secretarial Department.

2. Sitting fee to Independent Directors for attending the Board and other Committee Meetings as per Government norms.

Sd/-
MANAGING DIRECTOR

To:

All General Managers
All HODs
All Pos

Copy to:
P.S. to M.D
P.S. to E.D

/Forwarded by order/

COMPANY SECRETARY

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
NO.19A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI – 8.

OFFICE ORDER

O.O.No.23/2022 **Dated:20.07.2022**

Sub: Delegation of Powers to Company Secretary – Reg.

Ref : O.O No.68/2021 dated 21.12.2021.

****

In partial modification to the earlier office order cited, Company Secretary is delegated with powers to:

1. incur expenditure upto Rs.50000/- for i) DSC procurement; ii) Filing of documents towards statutory compliance; (iii) availing of Professional services from Secretarial Auditor related to SIPCOT & its SPV Companies

2. pay Sitting fees to Independent Directors for attending the Board and other Committee Meetings as per Government norms.

Sd/-
MANAGING DIRECTOR

To:

All General Managers
All HODs
All POs

Copy to:
P.S. to M.D
P.S. to E.D

//FORWARDED BY ORDER//

COMPANY SECRETARY

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SIPCOT

O.O. No.26 /2024 **Date:20.11.2024**

OFFICE ORDER

Sub: Delegation of powers – Enhancement of Imprest Advance - Orders issued.

Ref: Office Order No. 33/2021 dt. 31.03.2021.

*****

ORDER

Further to the reference cited, the delegation of powers in respect of Management Support Service in Sl. No. 4 section 4.16 towards sanction of Imprest amount to General Manager (Finance) is enhanced from Rs.50,000/- to Rs. 1,00,000/-.

This order comes into force with immediate effect.

Approved by
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To:-

All GMs
DRO I & II
SE
All HoDs
All Project Officers
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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GENERAL

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI – 600 008.

Circular No. 37/2021 Dt :08.04.2021

CIRCULAR

Sub : SIPCOT Housing Colonies – Allotment of Housing Plots to the employees of SIPCOT – Reg.

Ref : Minutes of the 498th Board Meeting of SIPCOT held on 16.03.2021.

The Board of SIPCOT at its meeting held on 16.03.2021 considered the note on allotment of housing plots to the employees of SIPCOT and directed the following :-

i) Out of the available Industrial housing area 50% may be utilized for staff of SIPCOT.

ii) SIPCOT may construct flats at Hosur and Gummidipoondi after obtaining consent from its employees and allot the same to them so that the number of beneficiaries will be more, as the land available is limited.

iii) SIPCOT may allot plots to is employees at Ranipet, Pudukottai & Manamadurai.

iv) The registration of sale deed may be considered after the expiry of 10 years on par with Tamil Nadu Housing Board.

Hence, all the employees of SIPCOT are hereby requested to give their consent in the format annexed whether they are willing to purchase a) flats at Hosur or Gummidipoondi **(or)** b) plots at Ranipet, Pudukottai and Manamadurai as per the terms and conditions of SIPCOT within 7 days from the date of this circular to resubmit the proposal to the Board of SIPCOT.

Sd/-

MANAGING DIRECTOR.

Encl : Consent Format.

To
All the employees of SIPCOT
at Head Office / Project Offices.
Copy to :

PS to M.D.

PA to E.D.

HRD

//Forwarded By Order//

GENERAL MANAGER (P-III)

P.T.O....

Verified by PeopleStrong™

Name :

Designation :

Head Office / Project Office :

Date of Joining :

Date of Superannuation :

Consent for Housing Flat / Plot

a) **Flat**

(I) Flat at Hosur

(ii) Flat at Gummidipoondi

b) Plot

(I) Plot at Ranipet

(ii) Plot at Pudukottai

(iii) Plot at Manamadurai

I hereby give my consent to purchase Flat at ---------- / Plot at ---------- (Fill up whichever is required).

Signature of the employee

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

19A, RUKMANI LAKSHMIPATHI SALAI, EGMORE, CHENNAI 600 008.

CIRCULAR NO. 111/2021 **DATED 23.12.2021**

Sub : Mobilisation of Small savings scheme offered by Department of Posts, Govt. of India.

Ref : Sr. Supdt.of Post Offices Lr.No.SB/Ach.of Tgt/21-22/dlgs

.....

In order to inculcate the sense of savings among employees, the Senior Superintendent of Post Offices, Chennai - 8 will organise Postal Savings Scheme on 5.1.2022 & 6.1.2022 at our Office premises for mobilisation of savings.

As requested, permission is also accorded to conduct Aadhaar camp on the same day i.e. on 5.1.2022 & 6.1.2022 at our Office premises for corrections / updations in Aadhaar for the ease of our working staff.

Please note that the Postal Savings scheme shall be operated by the employees in their own individual capacity and no deductions from the salary with a view to operate the Postal Savings scheme shall be permitted in this regard. SIPCOT will not be held responsible for discontinuing any of the savings schemes / services offered by Postal Department, by the employees of SIPCOT.

All the employees are requested to utilize this opportunity for savings and in making updations in Aadhaar card.

Sd/-
(T.ANAND)
MANAGING DIRECTOR
SIPCOT.

TO
All GMs/DGM
DROs
SE
All HoDs - For circulation among the staff under their control.

Copy to
1. PS to MD
2. PS to ED

//Forwarded By Order//

GENERAL MANAGER (MSS)

Verified © PSEstate ™

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai- 600 008.

No. 06/2022 Date:18.02.2022

CIRCULAR

Sub: HRD - Creation of Separate E-mail id for making complaints for the Sexual Harassment of women at Workplace – Reg.

Ref: Minutes of the Internal Complaints Committee Meeting of SIPCOT held on 20.01.2022.

As decided by the Internal Complaints Committee, a separate E-mail id viz., icc@sipcot.in is created for the purpose of making complaints for the Sexual Harassment at Workplace for all the women employees of SIPCOT .

Sd/-
MANAGING DIRECTOR

To
All Women Employees

Copy to:

All GMs
DRO - I
DRO - II
All HoDs
POs
PA to MD
PA to ED

/Forwarded By Order/

Manager (HRD)

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SIPCOT

Clr.No.18/2022 Dated:06.04.2022

CIRCULAR

Sub : HRD – Submission of Property Statement by the Employees of SIPCOT for the year ending 31.03.2022 – Reg.

****

As per Rules 6.12 (3) of the Service Rules of SIPCOT, the employees are requested to submit a return of their assets and liabilities in the prescribed forms (I to V) enclosed for the period ending 31.03.2022 on or before 30.04.2022.

The employees who joined the service on or after 01.04.2017 are requested to submit this in two set of forms one showing their assets and liabilities existed on the date of their first appointment and another for the period ending 31.03.2022.

Sd/-
GENERAL MANAGER (HRD)

Encl : as above

To
All Employees
All Project Officers : to circulate to the Officers / Staff.

/ Forwarded by Order /

MANAGER (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005867
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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NAME :
DESIGNATION :

FORM NO. I

STATEMENT OF IMMOVABLE PROPERTY HELD BY SIPCOT EMPLOYEES
(e.g. Lands, House, Shops, Other Buildings etc.)

1. Serial Number :
2. Description of property :
3. Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number etc. :
4. Area of land (in case of land and buildings) :
5. Nature of land (in case of landed property) :
6. Extent of interest :
7. If not in own name, state in whose name held and his/her relationship, if any, to the employee :
8. Date of acquisition :
9. How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (Address and connection of the employee, if any, with the person/persons concerned). (Please see note 1 below) :
10. Value of property (see Note 2 below) :
11. Particulars of sanction of prescribed authority, if, any :
12. Total annual income from the property :
13. Remarks :

DATE : SIGNATURE

NOTE: 1. For purpose of column 9, the term "Lease" would mean a lease of immovable property from year to year or for any term exceeding one year of reserving a yearly rent. Where, however, the lease of immovable property is obtained from the person having official dealings with the employee, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

2. In column 10 should be shown,
   a) Whether the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition.
   b) Whether it has been acquired by lease, the total annual rent thereof also; and
   c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.

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NAME :
DESIGNATION :

FORM NO. II

STATEMENT OF LIQUID ASSETS HELD BY SIPCOT EMPLOYEES

1. Cash and Bank balances exceeding three months, emoluments

2. Deposits, loans advanced and investments
(such as shares, securities, debentures, etc.)

• • •

1. Serial Number

2. Description

3. Name and address of company, bank etc.

4. Amount

5. If not, in own name, name and address of person in whose name held and his/her relationship with the employee

6. Annual income derived

7. Remarks

DATE :

SIGNATURE

NOTE: 1. In column (7), particulars regarding sanction obtained or report made in respect of the various transactions may be given.

2. The term "emoluments" means the pay and allowances received by the employee.

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#3

NAME :
DESIGNATION :

FORM NO. III

STATEMENT OF MOVABLE PROPERTY HELD BY SIPCOT EMPLOYEES

1. Serial Number :

2. Description of items :

3. Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be, in case of articles purchased on hire-purchase or instalment basis :

4. If not, in own name, name and address of the person in whose name and his / her relationship with the employee :

5. How acquired with approximate date of acquisition :

6. Remarks :

DATE :

SIGNATURE

NOTE: 1. In this form information may be given regarding items like
(a) jewellery owned by him (total value);
(b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value);
(c) (i) Motor cars, (ii) Scooters / Motor Cycles, (iii) Refrigerators / Air Conditioners, (iv) Radios / DVDs / Cameras / Television sets and any other articles, the value of which individually exceeds Rs.1000/-
(d) value of items of movable property individually worth less than Rs.1000/- other than articles of daily use such as clothes, utensils, books, crockery, etc., added together as lump sum.

NOTE: 2. In column (5), may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

NOTE: 3. In column (6), particulars regarding sanction obtained or report made in respect of various transactions may be given.

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NAME :
DESIGNATION :

FORM NO. IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY HELD BY SIPCOT EMPLOYEES

1. Serial Number :

2. Policy Number and date of policy :

3. Name of Insurance Company :

4. Sum insured / date of maturity :

5. Amount of annual premium :

6. Type of Provident Funds/G.P.F/C.P.F. Account Number :

7. Closing balance as last reported by the Audit / Accounts Officer along with date of such balance :

8. Contributions made subsequently :

9. Total :

10. Remarks (if there is dispute regarding closing balance the figures according to the Employee should also be mentioned in the Column) :

DATE :

SIGNATURE

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NAME :
DESIGNATION :

FORM NO. V

STATEMENT OF DEBTS AND OTHER LIABILITIES OF THE SIPCOT EMPLOYEES

1. Serial Number :

2. Amount :

3. Name and address of creditor :

4. Date of incurring liability :

5. Details of transaction :

6. Remarks :

DATE :

SIGNATURE

NOTE: 1. Individual items of loans not exceeding three months emoluments or Rs.1000 whichever is less, need not be included.

NOTE: 2. In column (6), information regarding permission, if any, obtained from or report made to the competent authority may also be given.

NOTE: 3. The term "emoluments" means pay and allowances received by the employee.

NOTE: 4. The statement should also include various loans and advances available to employees like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advances from the General Provident Fund and loans on Life Insurance Policies and fixed deposits.

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

Cir. No.41/2022 **Dt. : 12.7.2022**

CIRCULAR

Sub : SIPCOT - HRD – Filing of Counter Affidavits - Adequate time – Instructions - Issued – Reg.

-x-x-x-x-x-

It has been brought to the notice that number of files in connection with the filing of Counter Affidavits in the Courts are placed before the MD/SIPCOT for signature without given ample time to read the affidavits.

Hence, all the Officers/HoDs are instructed to bestow their personal attention to put up the files to the HoDs/MD of SIPCOT with regard to filing of Counter Affidavits etc., well in advance, in case to case basis and in case of any emergency, this shall be brought to the notice of MD/SIPCOT immediately.

Legal Department/Project Departments shall take necessary action with the co-ordination of respective departments to place the files relating to Counter Affidavits etc., to MD/ SIPCOT in time.

The above instructions should be strictly adhered to and any deviation in this regard will be viewed severely.

(Sd/-xxx)
MANAGING DIRECTOR

To

All GMs
DRO-I & II
SE
All HoDs
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

Verified PedEstate™

SIPCOT

Cir.No.33/2023 Date:26.08.2023

CIRCULAR

Sub: Awarding of Cash Incentives to the wards of SIPCOT employees in X and XII Std. Board Examination - Reg.

Ref: 1. Circular No.16/2008 dtd.08.04.2008.
2. Circular No. E3/Misc./13/2008 dtd.21.7.2009.

******

It has been decided to award cash incentives to the wards of SIPCOT employees who secured first five positions in X and XII Board Examinations for the academic year 2022-2023, as detailed below:

I Position	-	Rs.10,000/-
II Position	-	Rs. 8,000/-
III Position	-	Rs. 7,000/-
IV & V Position (Consolation prizes)	-	Rs. 5,000/- each

In addition to the above first five rank holders, cash incentives of Rs.3,000/- each will be awarded to the wards of SIPCOT employees (other than the first five rank holders) who have secured 500 and above marks in XII and 400 and above marks in X Board Examination for the academic year 2022 - 2023.

Hence, all the regular employees both in Head Office and Project Offices are instructed to forward the mark sheets issued by the institution of their wards who have secured 400 and above marks in X and 500 and above marks in XII Board Examination during the academic year 2022 - 2023, duly attested by Gazetted Officer to HRD Department, Head Office on or before **11.09.2023**. The marks sheet received after the due date will not be entertained.

Approved By
(E. SUNDARAVALLI)
MANAGING DIRECTOR.

To
All the Employees of H.O. - By circulation through HoDs

Copy to:All POs. - Instructed to obtain and forward the statement of marks from the wards of employees as stated above in X and XII Board Examination during the academic year 2022 - 2023

/ Forwarded By Order /

Consultant (Personnel).

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45281777, Fax : 45281796 Website : www.sipcot.tn.gov.in

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SIPCOT

CIRCULAR

Cir. No.31/2024 Date :07-08-2024

Sub: Awarding of Cash Incentives to the Children of SIPCOT employees in X and XII Std. Board Examinations - Reg.

Ref : 1. Circular No.16/2008 dated 08.04.2008.
2. Circular No.E3/Misc./13/2008 dated 21.07.2009.
3. Circular No.33/2023 dated 26.08.2023.

******

It has been decided to award cash incentives to the Children of SIPCOT employees who secured first five positions in X and XII Board Examinations for the academic year 2023-2024, as detailed below:

I Position	-	Rs.10,000/-
II Position	-	Rs. 8,000/-
III Position	-	Rs. 7,000/-
IV & V Position	-	Rs. 5,000/- each (Consolation prizes)

In addition to the above first five rank holders, cash incentives of Rs.3,000/- each will be awarded to the Children of SIPCOT employees (other than the first five rank holders) who have secured 500 and above marks in XII and 400 and above marks in X Board Examination for the academic year 2023 - 2024.

Hence, all the regular employees both in Head Office and Project Offices are instructed to forward the mark sheets issued by the institution of their Children who have secured 400 and above marks in X and 500 and above marks in XII Board Examination during the academic year 2023 - 2024, duly attested by Gazetted Officer to HRD Department, Head Office on or before 30.08.2024. The marks sheet received after the due date will not be entertained.

Approved By
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To
All the Employees of H.O - By circulation through HoDs.

Copy to:
All POs. - instructed to obtain and forward the marks sheet from the children of SIPCOT employees as stated above in X and XII Board Examination during the academic year 2023-2024.

/ Forwarded By Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI – 600 008.

O.O. No. 24/2021 **Date : 18.3.2021**

OFFICE ORDER

Sub: SIPCOT - Roof Top Canteen in the Terrace (4th Floor) – Allocation of Timings to take Coffee / Tea / Lunch / Snacks by the employees including outsourcing staff – Reg.

Ref: Circular No.2/2021, dt.6.1.2021

Further to the reference cited, it is hereby ordered to adopt the following timings for taking Coffee / Tea / Lunch / Snacks provided by SIPCOT at Roof Top Canteen:

Coffee / Tea	:	11.00 a.m. to 11.30 a.m.
Lunch	:	Between 1.00 p.m. and 2.00 p.m. (half an hour for each employee)
Snacks / Coffee / Tea	:	5.30 p.m. to 6.00 p.m.

Apart from the above timings, canteen is kept closed.

All the employees including outsourcing staff are hereby instructed to adopt the above timings without fail.

This order comes into force with immediate effect.

Sd./
MANAGING DIRECTOR.

To

All the employees in Head Office.

Copy to

GMs
All HoDs : To circulate all the officers and staff working under their control

DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
18/3/2021.

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LEAVE ATTENDANCE
- Instructions

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

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

Circular No. 05 /2021 Date: 13.1.2021

Sub: SIPCOT – HRD- Use of single mode of attendance by all employees in Head Office – Instructions issued – Reg.

Ref: MSS Department Note dt.12.1.2021

In order to regularize the Face Recognition Biometric attendance system in Head Office, all employees are hereby instructed to use the Face Recognition Biometric attendance system compulsorily during **both in and out**. All the employees are also hereby instructed to record their attendance compulsorily at the time of **going out after office hours**, so as to enable HRD Department to make attendance of every employee properly.

It is also informed that the employees are instructed to attend the office on the working days as already informed vide Circular Ref No.E3/Misc/07/2018 dt.31.12.2019, as detailed below:

Officers / Staff Consultants Executive Assistants / Technical Assistants		10.00 am
Office Assistants	:	9.30 am
Sweepers (Regular)	:	7.30 am

This order comes into force w.e.f 18.1.2021.

Sd/--
MANAGING DIRECTOR

Copy to:

All GMs
DRO-I
DRO-II
All HoDs : To circulate all the staff working under their control
PS to MD
PA to ED

/Forwarded by Order/

Deputy Manager(HRD)
13/1/2021

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILANADU LIMITED
19-A, Rukumani lakshmipathy Road, Egmore , Chennai -600 008.

Circular No. 14/2021 Date : 12.02.2021

CIRCULAR

Sub: HRD – Attendance - Head Office – Instructions issued – Reg.
Ref: Circular No. 05/2020 dt.13.1.2021.

******

In the reference cited, all the Officers, Staff, Executive Assistants and Technical Assistants were strictly instructed to attend the office on all working days as detailed below:

Officers / Staff Consultants Executive Assistant/ Technical Assistant	10.00 am

But, it has come to the notice that such practice is not strictly followed by the Officers, Staff, Executive Assistants, Technical Assistants, etc.

Hence, it is hereby once again strictly instructed that all the employees should adhere the office timings as prescribed above.

As discipline starts with punctuality, the late coming and excuses will not be tolerated under any circumstances.

The HoDs concerned are advised to monitor the above in respect of the Officers / staff working under their control.

This order comes into force immediate effect.

Sd/-
MANAGING DIRECTOR

To

All the employees concerned.

Verified by RealEstate ™

Copy to

All GMs
DRO -I
DRO - II
All HoDs
AGM(P-I)
AGM(P-II)
PS to MD
PA to ED

//Forwarded by order//

DEPUTY MANAGER(HRD)
12/2/2014

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
19-A, Rukumani lakshmipathy Road, Egmore , Chennai -600 008.

Circular No.09/2022 Date : 25.02.2022

CIRCULAR

Sub: HRD – Attendance - Head Office – Instructions issued – Reg.

Ref: 1. Circular No. 05/2020 dt.13.1.2021.
2. Circular No. 14/2021 dt.12.2.2021.

******

It has been noticed that the instructions issued in the Circulars cited were not strictly adhered to by all the Officers /Staff. Hence, all the Officers, Staff, Executive Assistants, Technical Assistants, Drivers, Office Assistants, etc., are strictly instructed to attend the office on all working days as detailed below:

Officers / Staff Consultants Executive Assistant/ Technical Assistant	10.00 am
Drivers / Office Assistants Plumber/ Electrician	9.30 am
Sweepers (Regular)	7.30 am

Drivers who are attending office prior to 9.30 am to pick up the MD, ED, GMs and HoDs from their residence should also record their attendance in the Face Recognition Biometric before taking the vehicles from Central Office.

A grace time of 10 minutes will be allowed to the employees irrespective of the category in unavoidable circumstances. This grace time should not be availed as a matter of routine and those who are availing the grace time regularly will be dealt with separately.

The HoDs concerned are advised to monitor the above in respect of the Officers / staff working under their control.

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

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To

All the employees concerned.

Copy to :

All GMs
DRO -I
DRO - II
All HoDs
PS to MD
PA to ED

/ Forwarded by Order /

Manager(HRD)

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SIPCOT

Cir.No. 1/2024 Date: 18.01.2024

CIRCULAR

Sub : HRD – Attending Office in time –Avoidance of availing grace time regularly - Instructions – Issued – Reg.

-x-x-x-x-x-

Instructions were already issued to all the employees and HoDs to attend Office in time (i.e.) by 10.00 a.m. on all working days with a grace time of 10 minutes. However, it is noticed that a number of Officers and Staff including the HoDs are attending office belatedly than the prescribed time.

It is, therefore, instructed that all the employees including outsourcing staff and HoDs should be present in office at 10.00 a.m. promptly without availing grace time of 10 minutes. The grace time of 10 minutes should not be availed as a matter of routine and the same may be availed only in unavoidable circumstances.

All the Officers and staff including outsourcing staff should strictly adhere to the office timings as prescribed for each category and the late coming and excuses will not be acceptable under any circumstances.

The HoDs on their part, shall instruct/ensure the officers/staff under their control to attend the office on time.

The above instructions shall be followed scrupulously and any deviation in this regard will be viewed seriously.

Sd/--
MANAGING DIRECTOR

To
All Employees : By circulation through the respective HoDs

...2

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No. 7223, Egmore, Chennai - 600 008.
Phone : 4526 1777, Fax : 4526 1796 Website : www.sipcot.tn.gov.in

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SIPCOT

Copy to

All GMs
DROs
SE
DGMs
All HoDs
All POs
PA to MD
PA to ED

//Forwarded by Order//

Consultant(Personnel)

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

O.O. No. 67 /2021 Date:13.12.2021

OFFICE ORDER

Sub: SIPCOT - HRD – Enhancement of maternity leave from 9 months to 12 months extended to the married women employees of SIPCOT with less than two surviving children - Reg.

Ref: 1. G.O. (Ms.) No.84, Human Resources Management (FR-III) Department, dt.23.08.2021.
2. Govt. letter No.36379/Finance (BPE)/2021, dated 03.09.2021, Finance (BPE) Dept., Secretariat, Chennai – 9.
3. Minutes of SIPCOT's 501st Board Meeting dated 08.11.2021 (Item No.9)

As per Clause 4.7(i) under chapter-IV – Leave Rules forming part of Service Rules of SIPCOT "Maternity leave to married women employees may be granted for a period of 270 days which may spread over from the "pre-confinement" rest to Post confinement recuperation at the option of the employee".

Pursuant to the Govt. Orders, Govt. letter and SIPCOT Board's resolution cited, the Maternity Leave admissible to married women employees of SIPCOT, which is 9 months at present, is enhanced to 12 months which may be spread over from the pre-confinement rest to post-confinement recuperation at the option of the women employees with less than two surviving children".

Sd/-
(T. ANAND)
MANAGING DIRECTOR

To
All Employees {} By circulation through HoDs
Copy to:
All GMs
DRO-I
DRO-II
All HoDs {} They are requested to circulate this all employees working under their control
POs/POi/cs
PA to MD
PA to ED

/Forwarded By Order/

Manager (HRD)

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SIPCOT

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

O.O. No.22/2022 **Dt. : 12.7.2022**

OFFICE ORDER

Sub : SIPCOT - HRD – Applying Leave – Prior Permission - to be obtained – Instructions - Issued - Reg.

Ref : Office Order No.06/2017 dt.12.10.2017.

-x-x-x-x-x-

Pursuant to the Office Order cited, all the Officers in the rank of Manager/Executive Engineer and above at Head Office and Project Officers in SIPCOT Industrial Parks shall henceforth get prior approval from the Managing Director, SIPCOT for availing leave.

This order shall be followed scrupulously and any violation will be viewed seriously.

(Sd/-xxx)
MANAGING DIRECTOR

To :
All GMs
DRO-I & II
SE
All HoDs
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
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SIPCOT

O.O. No.15/2024 **Date: 29.08.2024**

OFFICE ORDER

Sub: SIPCOT – HRD - Applying Leave – Prior Permission to be obtained – Instructions – Issued – Reg.
Ref: O.O.No. 22/2022, dated 12.07.2022.

******

Pursuant to the Office Order cited, it is noticed that the Head of Departments, Zonal Executive Engineers and Project Officers in SIPCOT Industrial Parks are proceeding on leave without intimation to the Head Office, which affect the administration and smooth functioning of the Office.

Hence, it is hereby directed that all the Zonal Executive Engineers and Project Officers shall not avail any kind of leave including Casual Leave without prior approval from the DRO/GM(HRD), SIPCOT and all the HoDs of Head Office should get prior approval from the Managing Director.

This order shall be followed scrupulously and any violation will be viewed seriously.

Sd/--
MANAGING DIRECTOR

To:

All GMs
DROs
SE
All HoDs
All POs

Copy to:
PA to MD
PA to ED

//Forwarded by Order//

General Manager(HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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Loans / Advances to Staff / Pay and Allowances / Medical Reimbursement / LTC / NHIS

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.,
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

Circular No.34/2021 Date :30.03.2021

CIRCULAR

Sub : HRD – New Health Insurance Scheme for employees inclusion of treatment of Critical and Non critical care for COVID 19 positive cases under NHIS – Medical Reimbursement – Intimation - Reg.

Ref : 1. GO Ms. No.280 Finance (Salaries) Dept. dt.24.6.2020.
2.The Joint Director (NHIS), O/o. Commissioner of Treasuries and Accounts, Anna Salai, Chennai – 35 Lr. No.Rc. No.15357/NHIS-2/2020 dt.7.7.2020

.....

In the reference letter 2nd cited, the Joint Director (NHIS), O/o. the Commissioner of Treasuries and Accounts has forwarded the copy of GO Ms. No.280 Finance (Salaries) Dept. dt.24.6.2020, wherein issued orders to include the treatment of Critical and Non-Critical care for COVID 19 positive cases under New Health Insurance Scheme for Government Employees and directed to submit the claim for reimbursements for the treatment taken with effect from 1.3.2020 by appealing to the Commissioner of Treasuries and Accounts, Chennai.

Hence, the employees of SIPCOT, who are seeking reimbursement in respect of Non – Critical care for COVID 19 positive cases are hereby requested to send their representation in the prescribed format to HRD Department for further necessary action.

Sd/---
MANAGING DIRECTOR.

Encl.: As above.

To
All GMs
All HODs () to circulate all the Officers and staff working under their
All Project Offices () control.
PA to E.D.
PA to M.D.

/ Forwarded By Order /

MANAGER (HRD).
30/3/2021.

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REIMBURESMENT OF NON CRITICAL COVID19 CLAIMS (Treatment Period from 01.03.2020 to 30.06.2020 for the Empanelled Hospital only as per G.O 280, Finance (Salaries Department, dated:24.06.2020)

Request Letter addressed to:

The Commissioner of Treasuries
& Accounts , Integrated Office
Building for the Finance Department,
Amma Complex,
No.571 Anna Salai, Nandanam,
Chennai -600 035

DETAILS TO BE PROVIDED

Name of the Employee	
Patient Name	
TNNHIS ID Card No	
Relationship to the Employee	
Hospital Name & District	
Date of Admission	
Date of Discharge	
Total Claimed Amount	

DOCUMENTS TO BE ATTACHED

Contact Number

S NO	Documents Required	Yes /No	Remarks
1	A copy of TNNHIS ID Card/ Annexure from		
2	Discharge summary in Original		
3	Hospital final bill in Original		
4	Break up of hospital Final bill in Original		
5	Pharmacy bills in Original		
6	All Cash receipts for the payments made to the hospital I Original		
7	Covid19 Positive report in Original		
8	CT Scan report &films in Original (If any)		
9	All Blood investigation reports in Original		
10	ECS Details – Copy of cancelled Cheque / photocopy of front page of bank pass book with IFSC code		

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State Industries Promotion Corporation of Tamil Nadu Limited

(A Government of Tamil Nadu Undertaking)

CIN : U74999TN1971SGC005967

Circular No.07/2022 Dated18.02.2022

CIRCULAR

Sub: HRD – New Health Insurance Scheme, 2021 - Provision of Health Care Assistance to the Employees of Govt. Depts., and their eligible family members thro" United India Insurance Company Limited – Issuance of Identity Card - Reg.

Ref: 1. G.O. Ms. No.160 Finance (Salaries) Dept. dated 29.06.2021.
2. G.O. (Ms). No.293 Finance (Health Insurance-1) Dept., dtd.30.12.2021.
3. This office Circular No.31/2020 dtd.12.08.2021.

.....

As per the Government Order 1st cited, the following family members of the employee shall be covered under the New Health Insurance Scheme, 2021.

I.

1. Legal Spouse of the Employee;
2. Parents of the Employee, in the case of unmarried employee until the Employee get married, in case of a divorced employee not having children, until such employee gets re-married.
3. Physically Challenged and Intellectually Disabled Children of the employee without any age restriction, subject to the minimum of the handicap to the extent of 40% as certified by the District Disability Welfare / Rehabilitation Officer and wholly dependent on the employee.

Based on the announcement made by the Hon'ble Chief Minister on the floor of the Legislative Assembly, under Rule 110 of LAS Rules on 07.09.2021, to extend medical assistance to the dependent children of Government employees without any age restrictions, the United India Insurance Company Limited, informed that the definition of dependent children would include the following, in addition to GO Ms. No.160 Finance (Salaries) Dept., dtd.29.6.2021.

II.

1. Unemployed children.
2. Children pursuing higher studies.
3. Unmarried / legally divorced daughters who are dependent on the employee.
4. Mentally handicapped children.
5. Declaration on the dependancy of the child would be furnished by the concerned employee at the time of treatment / claim.

..2..

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Now, as advised by the Treasuries and Accounts Department, all the employees are directed to furnish their data's in the Annexure – VI along with photos, as per the eligibility of the scheme "I" & "II" mentioned above, **on or before 28.02.2022,** so as to submit the same to the Treasuries and Accounts Department for issue of Identity Cards for availing medical assistance under NHIS 2021.

Further, the details regarding list of approved Hospitals under New Health Insurance Scheme, 2021, you are requested to view the Website (https://www.annauniv.edu/pdf/G.O%20160.pdf) for availing medical assistance.

Sd/--
Managing Director.

To
All Employees
All Project Offices .. to circulate to the Officers / staff.

Encl.: Annexure – VI

/ Forwarded By Order /

Manager (HRD).

Verified RedEstate™

SIPCOT

File No.SIP-HO/3579/2023
I/34585/2023

Circular No.47/2023

Date :21-10-2023

CIRCULAR

Sub : HRD – New Health Insurance Scheme for employees - Acceptance of reimbursement claim documents under NHIS, 2021 – Reg.

Ref : The Commissioner of Treasuries and Accounts Rc. No.22840/NHIS-2/2022 dtd.5.10.2023.

.....

In the reference cited, the Commissioner of Treasuries and Accounts informed that M/s. United India Insurance Company (UIIC) has extended the time limit for the submission of reimbursement claims pertaining to the treatment taken from 01.07.2021 to 30.6.2023 for employees under NHIS, 2021, before 10.11.2023.

Hence, the employees of SIPCOT are requested to furnish claims if any, pertaining to the treatment taken from 1.7.2021 to 30.6.2023 for reimbursement under NHIS, 2021 to HRD Department before 31.10.2023, so as to forward the same to United India Insurance Company Ltd. The employees should submit their claims with covering letter along with copy of discharge summary, hospital final bill, complete breakup details of the hospital bill, bank pass book first page, NHIS ID card copy to HRD Department.

Approved By
(K. SENTHIL RAJ IAS)
MANAGING DIRECTOR

To
All employees
All POs - to circulate to the Officers / Staff.

/ Forwarded By Order /

Consultant (Personnel).

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

Verified by PeerEstate ™

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

Circular No. 55 /2024 Date: 20-11-2024

CIRCULAR

Sub: SIPCOT – HRD – New Health Insurance Scheme 2021 – Implementation of announcement made by the Hon'ble CM in the floor of Legislative Assembly - To include the dependent parents of the Government employees under NHIS –willingness called for – Reg.

Ref: Lr. Rc. No. 695193 / NHIS -2 / 2024 Dt. 04.10.2024 from the Joint Director (NHIS), Commissioner of Treasuries and Accounts, Chennai – 35.

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In the reference cited, the Commissionerate of Treasuries and Accounts has informed that the Hon'ble Chief Minister has made an announcement in the Legislative Assembly, to include the dependent parents of the Government employees under NHIS, 2021. Accordingly, the existing New Health Insurance Scheme will be restructured on getting consent of the Government Employees.

Hence, the employees of SIPCOT (Married) are directed to offer their willingness to include their dependent parents under New Health Insurance Scheme 2021, to enable us to send a consolidated report to Treasuries and Accounts.

K. SENTHIL RAJ
MANAGING DIRECTOR

Encl.: List of employees (Married)

To
All employees
All POs – to circulate to the Officers / Staff.

AM M (HRD) GM (HRD) MD

Verified Real Estate ™

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

O.O.No.3 /2021 Dt 7.1.2021

OFFICE ORDER

Sub: HRD – SIPCOT – Reimbursement of Cell phone charges – - Revised – Reg.

Ref: Board Minutes dated. 27.2.2004

* * *

Further to the reference cited, it is hereby ordered that the facility of reimbursement of Cell phone charges incurred by the officers for official purpose has also been extended to the Managers/ Executive Engineers, Deputy Managers, Assistant Managers/Asst. Executive Engineers, Assistant Officers & Assistant Engineers /Junior Engineer and Drivers besides Drivers, Plumber and Electrician engaged on outsourcing as detailed below:

Sl.No.	Designation	Existing (Rs.)	Increased to (Rs.)
1.	General Manager	1,000.00	-
2.	Deputy General Manager / Superintending Engineer Assistant General Manager/ District Revenue Officer	500.00	600.00
3.	Company Secretary	500.00	-
4.	Consultant (O)	1,000.00	-
5.	Consultant (Technical)	600.00	-
6.	Permanent Drivers	200.00	250.00
7.	Outsourcing Drivers / Plumber/Electrician	200.00	-

Facility of reimbursement of Cell phone charges extended to :

Sl.No.	Designation	Amount (Rs.)
1.	Manager/Deputy Manager/Executive Engineer	500.00
2.	Assistant Manager /Asst. Executive Engineer/Assistant Officer/Assistant Engineer /Junior Engineer	300.00

The above order comes into effect from 1.1.2021.

Sd/-
MANAGING DIRECTOR

To

All Officers / Staff concerned.

Verified RealEstate™

Copy to :

All GMs
DRO-I
DRO-II
All HoDs
All Project Officers

MSS Department - You are instructed to pay the arrears to the eligible employees from March 2020 to December 2020 and the reimbursement facility of Rs.200/- p.m. shall also be extended to Office Assistants of the Managing Director and Executive Director.

Finance Department - for necessary action.

PS to MD
PA to ED

/FORWARDED BY ORDER/

DEPUTY MANAGER(HRD)
7/1/2021

Verified RealEstate™

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

O.O. No. 13 /2021 Date :25 /02/2021

OFFICE ORDER

Sub: SIPCOT – HRD - Sanction of Local Travelling Expenses to Officers / Staff – Orders Issued - Reg.

Ref: Connected Records.

ORDER:

It is hereby ordered that the sanction of Local Travelling Expenses to the Officers / Staff in Head Office, subject to the following conditions as given below :-

i) The Officers / staff to travel by Auto /Car to perform official duty, only after ensuring from MSS/PR Dept. that office vehicle is not available and only as a last resort.

ii) Sanction of LTE to officers / staff for returning to their residence from Office, as a matter of routine, should be strictly avoided by HoDs unless the situation so warrants. Moreover, Auto fare should be sanctioned to Officers and Staff only if they leave office after 8.00 p.m., after completing any urgent office work, which will be verified by outward Attendance entry marked while leaving office.

iii) Drivers, who are availing out of pocket expenses, should not make any claim for LTE for leaving office late in the night.

iv) Debit slips for LTE should be signed by the Officer/Staff who initiates it, to be recommended by the respective reporting officer and sanctioned by the HoD.

v) Debit slips should contain the relevant details such as i) places to where the officer/staff travelled ii) purpose of visit iii)mode of transport iv) time and v) vehicle number etc.

vi) As sufficient number of cars are available in the office, sanction of LTE for official purposes during office hours is not permitted to ensure optimum utilization of office vehicles and to avoid unnecessary expenditure.

This order comes into force w.e.f. 1.3.2021.

Sd/-
MANAGING DIRECTOR

Verified PeoEstate ™

To
All the Officers /Staff.

Copy to

All GMs
DRO –I
DRO – II
All HoDs
PS to MD
PA to ED

// Forwarded by Order //

Manager HRD
25/2/04

Verified RealEstate™

Maintenance of Files, Registers, Tapals, Office Procedure - Instructions

Verified RealEstate™

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

CIRCULAR

Circular No. 04/2021 Date: 8.1.2021

Sub: SIPCOT – HRD – Executive Assistants / Technical Assistants - Certain Instructions issued - Reg.

Ref: This office Circular No.80/2020, dt.6.10.2020

Further to the reference cited, Tmt.V.Parimala, Section Officer (Retd) / Consultant (Office Procedure), after review of Personal Registers / File Movement Registers maintained by all Executive Assistants / Technical Assistants in Head Office and consequent discussions with all HoDs, it is proposed to close the files, for which no further action is required, after getting necessary orders from the Managing Director.

Now, it has been decided to review the Registers / Status of closure of files and performance of Executive Assistants / Technical Assistants of all Departments in Head Office and the date of review by our Managing Director are as detailed below:

S. No.	Name of the Department	Date
1.	Finance	21.1.2021
2.	Projects – I, II & III	22.1.2021
3.	Incentives, Press Relations & MSS	25.1.2021
4.	Land Acquisition	27.1.2021
5.	Internal Audit, HRD & Secretarial	28.1.2021
6.	Civil, Industrial Water & Greenery	29.1.2021

All the Executive Assistants / Technical Assistants are hereby instructed to take note of the above and complete the task (closure of files) within the time stipulated above without fail.

8/1/2021.

MANAGING DIRECTOR

To
All Executive Assistants /
Technical Assistants

Copy to

The General Managers
The HoDs - To circulate all the Executive Assistants / Technical Assistants working under their control

PA to MD
PA to ED

8/1/2021
DM (HRD)

Verified RealEstate ™

தமிழ்நாடு தொழில் முன்னேற்ற நிறுவனம்
19–ஏ, ருக்மணி லட்சுமிபதி சாலை, எழும்பூர், சென்னை–600 008

சுற்றறிக்கை எண். 29/2021 நாள் : 19.03.2021

சுற்றறிக்கை

பொருள் : மனுக்கள் – அரசு அலுவலகங்களுக்கு அனுப்பப்படும் குறைகளைவு மனுக்கள் மீது நடவடிக்கை எடுப்பதற்கான நடைமுறைகள் – தொடர்பாக.

பார்வை : 1. அரசாணை நிலை எண் 99, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்(ஏ) துறை, நாள் 21.09.2015.
2. பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத்(ஏ) துறை, தலைமைச் செயலகம், கடிதம் எண் 2342/ஏ2/2021–1, நாள் 03.02.2021.
3. தொழில் (எம்.ஐ.ஏ.2) துறை, தலைமைச் செயலகம் கடிதம் எண் 1181/எம்.ஐ.ஏ.2/2021–1, நாள் 27.02.2021.

பார்வை 1–3ல் காணும் அரசாணை மற்றும் கடிதங்களின்படி, சிப்காட் அலுவலகத்தில் நேரடியாக மற்றும் இணையதளம் வாயிலாக பெறப்படும் குறைகளைவு மனுக்கள் மீது தீர்வு காண உரிய நடவடிக்கை தவறாமல் எடுப்பதற்காக சிப்காட் அலுவலர்கள் பின்பற்ற வேண்டிய நடைமுறைகள் கீழ் வருமாறு :

1. குறைகளைவு மனுவை பெற்றுக் கொண்டதற்கான ஒப்புகையை உடனடியாகவோ, அதிகபட்சமாக மூன்று நாட்களுக்குள் மனுதாருக்கு வழங்கிட வேண்டும்.
2. பெறப்பட்ட குறைகளைவு மனுக்களின் மீதான நிவாரணமோ அல்லது நிராகரித்தலோ ஏற்படின், அதிகபட்சமாக ஒரு மாதத்திற்குள் கண்டிப்பாக மனுதாருக்கு அது குறித்து தெரிவிக்க வேண்டும்.
3. மனுதாரர் அரசுத் துறையை அணுகினால் அவர்களுடைய குறைகளைவு மனுக்களின் மீது நடவடிக்கை முன்னேற்றம் / குறைகள் குறித்து மனுதாருக்கு கண்டிப்பாக தெரிவிக்க வேண்டும்.
4. ஒரு வேளை சில காரணங்களால் குறைகளைவு மனுக்கள் மீது இறுதி முடிவு எடுக்க கூடுதல் நேரம் தேவைப்படும் பட்சத்தில் நீட்டிக்கப்பட்ட காலம் குறித்து எழுத்து மூலமாக மனுதாருக்கு தெரிவிக்க வேண்டும்.
5. ஒரு வேளை மனுதாரரின் வேண்டுகோள் ஒப்புக்கொள்ள சாத்தியமானதாக இல்லை என்றால் அதற்கான காரணத்தை நிர்ணயிக்கப்பட்ட கால எல்லையான ஒரு மாதத்திற்குள் மனுதாருக்கு தெரிவிக்க வேண்டும்.

சிப்காட் அலுவலர்கள் மேற்கூறிய நடவடிக்கைகள் அனைத்தையும் தவறாமல் பின்பற்றுமாறு அறிவுறுத்தப்படுகிறார்கள்.

ஒப்/–
நிர்வாக இயக்குநர்

பெறுநர்:
அனைத்து அலுவலர்கள்
தலைமை அலுவலகம் மற்றும் திட்ட அலுவலகம்.

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நகல்

அனைத்து பொது மேலாளர்கள்
அனைத்து துறை தலைவர்கள்
அனைத்து தீட்ட அலுவலர்கள்
மேலாண்மை இயக்குநரின் நேர்முக உதவியாளர்
செயல் இயக்குநரின் நேர்முக உதவியாளர்

/ஆணைப்படி அனுப்பப்படுகிறது/

அ. நெயத்தி
மேலாளர் (மவமேது)
19/3/2014.

Verified RealEstate™

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

CIRCULAR

Circular No. 74 /2021 **Date: 4.8.2021**

Sub: SIPCOT – HRD – Executive Assistants / Technical Assistants – Certain Instructions issued - Reg.

Ref: 1. This office Circular No.80/2020, dt.6.10.2020
2. This office Circular No.4/2021, dt.8.1.2021

During the preliminary meeting held on 20.7.2021 by Human Resources Management (Inspection-III) Department on rectification report, it has been orally informed that the final inspection on the report will be conducted during September 2021.

Hence, in order to complete the Personal Register & Arrear Personal Register maintained by Executive Assistants / Technical Assistants of all Departments in Head Office, it has been decided to review the Registers by Consultant (Office Procedure). The date of review of the Registers are as detailed below:

S. No.	Name of the Department	Date
1.	Finance	5.8.2021
2.	Projects – I	6.8.2021
3.	Projects – II	9.8.2021
4.	Projects – III	10.8.2021
5.	Projects – IV	11.8.2021
6.	Land Acquisition-I & II	12.8.2021
7.	Legal, Press Relations, IT & MSS	13.8.2021
8.	HRD, Internal Audit & Secretarial	16.8.2021
9.	Civil, Industrial Water, Greenery & Infrastructure	17.8.2021

All the Executive Assistants / Technical Assistants are hereby instructed to take note of the above and to complete the Registers maintained by them without fail.

MANAGING DIRECTOR

To
All Executive Assistants /
Technical Assistants

Copy to

General Managers
DROs
All HoDs - To circulate all the Executive Assistants / Technical Assistants working under their control

PS to MD

M(HRD) GM(HRD)

Verified PeoPLEdge ™

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

Cir.No.95/2021 Dated:10/11/2021

CIRCULAR

Sub: SIPCOT – Reply to the email received in their respective Department's mail-id– Reg.

All the Reporting Officers in SIPCOT Head Office are instructed to reply immediately on priority basis to all the e-mails received in their respective Department's mail id.

This instruction should be followed scrupulously, any deficiencies will be viewed seriously.

Sd/--
MANAGING DIRECTOR

To:

All Reporting Officers

Copy to:

All General Managers
All HoDs
DRO-I
DRO-II
PA to MD

/Forwarded By Order/

Manager(HRD)

Verified RedEstate™

SIPCOT

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

Cir. No. 42/2022 **Dt. : 14.7.2022**

CIRCULAR

Sub : SIPCOT - HRD – Dealing with other Agencies/Departments including Government Departments by Project Officers – Instructions - Issued – Reg.

-x-x-x-x-x-

It has been brought to the notice that some of the Project Officers in SIPCOT Industrial Parks are dealing with the other Agencies/Departments including Government departments in a nonchalant manner without taking prior instructions/orders from the competent authority in Head Office.

Therefore, it is instructed that all the Project Officers in SIPCOT Industrial Parks shall obtain prior instructions/orders from the competent authority in Head Office while contacting/approaching other Agencies/Departments including Government Departments for any important/significant official work. Routine works need not be required to send to Head Office. The HoDs in Head Office are instructed to attend the request received from the Project Officers immediately on need basis.

The instructions issued above should be strictly and meticulously adhered to by all the Project Officers, failing which, disciplinary action will be initiated.

(Sd/-xxx)
MANAGING DIRECTOR

To

All GMs
DRO-I & II
SE
All HoDs
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER(HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

Verified by RealState

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

Cir. No.61/2022 **Dt. : 10.10.2022**

CIRCULAR

Sub : SIPCOT – HRD – Letters received from Government - Reply to be furnished - Instructions - Issued – Reg.

-x-x-x-x-x-

It has been brought to the notice that the reply for a letter received from the Government has been sent belatedly by one of the department which puts SIPCOT in an unease situation.

In order to circumvent such inordinate delay, it is instructed that any letters received from Government, necessary action shall be taken instantly to furnish reply to them.

The above instruction should be strictly followed by all the HoDs.

(Sd/-xxx)
MANAGING DIRECTOR

To
All GMs
DRO-I & II
SE
All HoDs : To circulate among the Officers working under their control
All POs
PA to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

Verified RealEstate

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

Cir. No. 69 /2022 **Dt. : 25.11.2022**

CIRCULAR

Sub : HRD – Non submission of inward letters (tapals) received from companies to MD – Instructions – Issued – Reg.

Ref : Circular No.61/2022 dt.10.10.2022.

-x-x-x-x-x-

It is noted that some of the Departments are not submitting the inward letters (Tapals) to MD, which were mentioned/addressed in the name of MD/SIPCOT.

Hence, it is hereby ordered that hereafter all the inward letters (tapals) addressed to MD/SIPCOT shall make known to MD before initiating necessary action. Further, all inward letters (tapals) shall be received by the departments in SIPCOT through HRD only which is addressed to MD/SIPCOT.

(Sd/-xxx)
MANAGING DIRECTOR

To

All GMs
DRO
SE
DGMs
All HoDs
PA to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

Verified RedEstate™

SIPCOT

SIP-HO/4455/2023
I/32583/2023

Cir. No.45/2023 **Dt.:16-10-2023**

CIRCULAR

Sub: SIPCOT - Furnishing Particulars to Government Departments - Orders Issued – Reg.

-x-x-x-x-x-

It is hereby informed that all the General Managers / Superintending Engineer / District Revenue Officers / Deputy General Managers and Heads of Departments shall obtain prior instructions / orders from Managing Director before furnishing any particulars/data to the Government Departments.

The instruction issued above should be strictly adhered.

Approved by
(E. SUNDARAVALLI)
MANAGING DIRECTOR

To:
All GMs
SE
DROs
DGMs
All HoDs
PA to MD
PA to ED

/ Forwarded by order /

Consultant (Personnel)

Verified RediBook™

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI - 8.

Cir. No. 6/2024 **26-02-2024**

CIRCULAR

Sub: SIPCOT – HRD – Attending Official Meetings at outside – Instructions -Issued – Reg.

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As part of ongoing efforts to streamline the operations and ensure compliance with organizational setup, everyone should stick to the importance of maintaining movement registers.

In order to maintain the smooth functioning of administration, all the Officers are hereby instructed to diligently record their movements in the movement register upon leaving the premises during the working day.

Maintaining accurate movement register not only facilitates smooth co-ordination, but also it enables us to account for individuals in case of emergencies and keeps in monitoring attendance for operational purposes. A separate movement register should be maintained by each department.

The above instruction should be strictly adhered.

MANAGING DIRECTOR

To

All GMs

DROs

SE

DGMs

All HoDs

PA to MD

PA to ED

Verified RealEstate™

SIPCOT

Cir. No. 32/2024 **Date: 08-08-2024**

CIRCULAR

Sub: SIPCOT - Furnishing Particulars / Reply to Government Departments - Orders Issued – Reg.

-x-x-x-x-x-

It is hereby instructed that all the communications to Government Departments in Secretariat / other Government Departments / Commissionerate / Directorate / Public Sector Undertakings and Allotment Orders shall be sent from MD Email (md@sipcot.in) only.

The instruction issued above should be strictly adhered.

Sd/-
MANAGING DIRECTOR

To:

All GMs
DRO I & II
SE
DGM
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45281777, Fax : 45281786 Website : www.sipcot.tn.gov.in

Verified RealEstate™

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED

Regd. Office : 19-A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008

O.O.No. 20/2021 **Date:12.03.2021**

OFFICE ORDER

Sub : Accountability of Office Files / Documents – Handing Over / Taking over charge of Files / Documents – Orders – Issued- Reg.

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In order to ensure the accountability of the files dealt by the officers, it is hereby ordered that whenever the employee is transferred from one Department to another Department / SIPCOT Project Office, the concerned officers should properly hand over all the files / documents maintained by them to their successor physically by obtaining acknowledgement. The original acknowledgement will be retained by the transferor, the duplicate will be given to the successor, the triplicate by the HoD and the quadruplicate to the HRD Department.

The Head of Departments shall be held responsible for the proper handing over and taking over of files / documents maintained by the officers under their control.

Sd/--
MANAGING DIRECTOR

To

All the Officers.

Copy to:

All GMs
DRO-I
DRO-II
All HoDs
All POs
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)

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SIPCOT

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

O.O. No. 25/2022 **Dt. :10.8.2022.**

OFFICE ORDER

Sub : SIPCOT - HRD – Recording of Minutes of the Meeting – Certain Instructions - Issued – Reg.

-x-x-x-x-x-

It is hereby ordered that whenever MD convenes a meeting in SIPCOT (other than Board Meeting), the respective Department HoD shall make necessary arrangements for taking minutes of the meeting by engaging an officer / staff and the same shall be placed before MD for signature on the day itself or next day morning.

This procedure shall be followed with immediate effect.

(Sd/-xxx)
MANAGING DIRECTOR

To
All GMs
DRO-I & II
SE
All HoDs
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261756 Website : www.sipcot.tn.gov.in

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RECRUITMENT

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தமிழ்நாடு தொழில் முன்னேற்ற நிறுவனம்
நே.மு. சுங்கனி இலட்சுமிபதி சாலை, எழும்பூர், சென்னை – 600 008.

கற்றறிக்கை எண். 110/2021 நாள்.23.12.2021

கற்றறிக்கை

பொருள்: அரசின் ஆணைகள் மற்றும் கூடுதல் சீப்காட் குழுமத்தால் பதிவு செய்யப்பட்டது – பணிவிதிகளில் உரிய திருத்தங்களை மேற்கொள்ளுதல் மற்றும் நடைமுறைப்படுத்துதல் – தொடர்பாக.

பார்வை: 1. அரசின் கூடுதல் தலைமைச்செயலாளர், நிதி (பொ.நி.ப.) துறையின் கடித எண் 39657/நிதி(பொ.நி) /2021, நாள் 27.09.2021.
2. அரசாணை (நிலை) எண் 82 மனிதவள மேலாண்மை (எஸ்) துறை, நாள் 16.08.2021.
3. அரசாணை (நிலை) எண் 91 மனிதவள மேலாண்மை (எஸ்) துறை, நாள் 13.09.2021.
4. 06.11.2021 அன்று நடை பெற்ற சீப்காட் இயக்குநர்கள் குழுமக் கூட்டத்தில் இனம் எண்.10–ன் எடுக்கப்பட்ட தீர்மானம்.

பார்வை 4–ல் காணும் தீர்மானத்தின்படி (i) தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்வது தொடர்பாக வழிகாட்டு நெறிமுறைகள் மற்றும் (ii) அரசுப் பணிகளில் நேரடி நியமனம் மூலம் பணி நியமனம் செய்யப்படுவதற்கான வயது உச்ச வரம்பினை இரண்டு ஆண்டுகள் உயர்த்துதல் தொடர்பான அரசாணைகள் இச்சுற்றறிக்கையுடன் தகவலுக்காக இணைத்து வைக்கப்படுகிறது.

மேலும், சீப்காட் பணிவிதிகள் ஆட்சேர்ப்பு / பணிவகைத்தல் அத்தியாயத்தில், மேற்கண்ட அரசாணைகளால் கீழ்க்கண்ட திருத்தங்கள் பணிவிதிகளில் மேற்கொள்ளப்படுகிறது.

1.	**அரசாணை (நிலை) எண் 82 மனிதவள மேலாண்மை (எஸ்) துறை, நாள் 16.08.2021** தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்வது தொடர்பாகவும், மேலும் மேற்படி சட்டத்தில் வழிவகை செய்யப்பட்டுள்ள 20 விழுக்காடு முன்னுரிமை ஒதுக்கீடானது, நேரடி பணிநியமனத்திற்கான ஒவ்வொரு தெரிவு நிலையிலும் (முதல் நிலைத் தேர்வு, முதன்மைத் தேர்வு, நேர்முகத் தேர்வு மற்றும் இதர நிலைகள்) பதவி வாரியாக பின்பற்றப்பட வேண்டும். இதன் வழிகாட்டு நெறிமுறைகள் அரசாணையில் விவரமாக தெரிவிக்கப்பட்டுள்ளது.
2.	**அரசாணை (நிலை) எண் 91 மனிதவள மேலாண்மை (எஸ்) துறை, நாள் 13.09.2021.** அரசுப் பணிகளில் நேரடி நியமனம் மூலம் பணி நியமனம் செய்யப்படுவதற்கான வயது உச்ச வரம்பு இரண்டு ஆண்டுகள் உயர்த்தப்பட்டுள்ளது. இதன் தொடர்பான வழிகாட்டு நெறிமுறைகள் அரசாணையில் விவரமாக தெரிவிக்கப்பட்டுள்ளது.

ஒப்/–
மேலாண்மை இயக்குநர்.

இணைப்பு : இரண்டு அரசாணைகள்.

பெறுநர்,
அனைத்து பொது மேலாளர்கள் 0
மாவட்ட வருவாய் அலுவலர்கள் 0
அனைத்து துறைத் தலைவர்கள் 0
அனைத்து திட்ட அலுவலர்கள் 0
மேலாண்மை இயக்குநரின் தனிச் செயலர்.
நிர்வாக இயக்குநரின் தனி உதவியாளர்.

அனைத்து பணியாளர்களுக்கும் சுற்றுக்கு அனுப்பவும்.

பணிவிதிகள் / ஆணைப்படி அனுப்பப்படுகிறது /

மேலாளர் (மனிதவளம்)

16 SEP

சுருக்கம்

பொதுப் பணிகள் – 2010-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம் - மாண்பமை சென்னை உயர்நீதிமன்ற மதுரை கிளையின் தீர்ப்பினை செயல்படுத்துதல் – வழிகாட்டு நெறிமுறைகள் - ஆணைகள் - வெளியிடப்படுகின்றன.

மனிதவள மேலாண்மை (எஸ்) துறை

அரசாணை (நிலை) எண். 82 நாள்: 16.09.2021
விலவ, ஆடி - 31,
திருவள்ளுவர் ஆண்டு, 2052

படிக்க :

1. 2010-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம்.
2. அரசாணை (நிலை) எண்.145, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (எஸ்) துறை, நாள் 30.09.2010.
3. அரசாணை (நிலை) எண்.40, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (எஸ்) துறை, நாள் 30.04.2014.
4. 2020 ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் திருத்தச் சட்டம்.

.....

ஆணை:

தமிழ்நாடு அரசுப் பணி நியமனங்களில், தமிழ் வழியில் கல்வி பயின்றவர்களுக்கு முன்னுரிமை அளிக்கும் வகையில், 2010-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம் இயற்றப்பட்டது. நேரடி நியமனத்திற்கான காலிப் பணியிடங்களில், நூற்றுக்கு இருபது விழுக்காடு பணியிடங்களை தமிழ் வழியில் கல்வி

(தபிபா)

பயின்றவர்களுக்கு முன்னுரிமை அடிப்படையில் ஒதுக்கீடு செய்வதற்கு அச்சட்டத்தில் வழிவகை செய்யப்பட்டது.

2. அதன் பின்னர், குறிப்பிட்ட பதவிக்கென ஏற்படுத்தப்பட்டுள்ள பணி விதிகளில், நேரடி நியமன முறைக்காக வரையறுக்கப்பட்ட கல்வித் தகுதி வரை தமிழ் வழியில் பயின்றவர்கள் மட்டுமே மேற்குறிப்பிட்ட 20 விழுக்காடு முன்னுரிமை ஒதுக்கீட்டிற்கு தகுதியுடையவர்கள் என்ற வகையில், பார்வை நான்கில் காணும் திருத்தச் சட்டத்தின் மூலமாக உரிய திருத்தங்கள் மேற்கொள்ளப்பட்டன. அச்சட்டத்திருத்தத்தில் பின்வருமாறு வரையறுக்கப்பட்டுள்ளது :-

(i) வரையறுக்கப்பட்ட கல்வித்தகுதியானது 10-ஆம் வகுப்பாக இருப்பின், 10-ஆம் வகுப்பு வரை தமிழ் வழிக் கல்வியில் பயின்றிருக்க வேண்டும்;

(ii) வரையறுக்கப்பட்ட கல்வித் தகுதியானது மேல்நிலை வகுப்பாக (12-ஆம் வகுப்பு) இருப்பின், 10-ஆம் வகுப்பு மற்றும் மேல்நிலை வகுப்பினை தமிழ் வழிக் கல்வியில் பயின்றிருக்க வேண்டும்;

(iii) வரையறுக்கப்பட்ட கல்வித் தகுதியானது பட்டயப் படிப்பாக (Diploma) இருப்பின், 10-ஆம் வகுப்பு மற்றும் பட்டயப் படிப்பினை தமிழ் வழி கல்வியில் பயின்றிருக்க வேண்டும்; அல்லது,
மேல்நிலை வகுப்பிற்குப் பின் பட்டயப் படிப்பினை முடித்திருந்தால், 10-ஆம் வகுப்பு, மேல்நிலை வகுப்பு மற்றும் பட்டயப் படிப்பினை தமிழ் வழி கல்வியில் பயின்றிருக்க வேண்டும்;

(iv) வரையறுக்கப்பட்ட கல்வித் தகுதியானது பட்டப் படிப்பாக இருப்பின், 10-ஆம் வகுப்பு, மேல்நிலை வகுப்பு மற்றும் பட்டப் படிப்பினை தமிழ் வழி கல்வியில் பயின்றிருக்க வேண்டும்.

(v) வரையறுக்கப்பட்ட கல்வித் தகுதியானது முதுகலைப் பட்டப் படிப்பாக இருப்பின், 10-ஆம் வகுப்பு, மேல்நிலை வகுப்பு, பட்டப் படிப்பு மற்றும் முதுகலைப் பட்டப் படிப்பினை தமிழ் வழி கல்வியில் பயின்றிருக்க வேண்டும்.

3. இந்நிலையில், மேற்படி சட்டங்களை செயல்படுத்துவதில் பின்பற்றப்படும் நடைமுறைகள் தொடர்பாக சென்னை உயர்நீதிமன்ற மதுரை கிளையில் தொடரப்பட்ட வழக்கில் (W.P.(MD).No.8025 / 2020 22.03.2021 அன்று வழங்கப்பட்ட தீர்ப்பில், 2010-ஆம் ஆண்டு தமிழ்நா(

தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம் மற்றும் அச்சட்டத்திற்கான 2020-ஆம் ஆண்டு திருத்தச் சட்டம் ஆகியவை சட்டப்படி செல்லத்தக்கவை என மாண்பமை நீதிமன்றம் தீர்ப்பளித்துள்ளதுடன், அச்சட்டங்களை நடைமுறைப்படுத்துவது தொடர்பான ஆணைகளையும் பிறப்பித்துள்ளது.

4. மாண்பமை சென்னை உயர்நீதிமன்ற மதுரை கிளை வழங்கிய மேற்படி தீர்ப்பினை செயல்படுத்துவது குறித்து தமிழ்நாடு அரசுப் பணியாளர் தேர்வாணையத்தின் கருத்தினை பெற்று அரசு விரிவாக ஆய்வு செய்து, அதன்படி, 2010-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம் மற்றும் அச்சட்டத்திற்கான 2020-ஆம் ஆண்டு திருத்தச் சட்டம் ஆகியவற்றை நடைமுறைப்படுத்துவது தொடர்பாக, பின்வரும் வழிகாட்டு நெறிமுறைகளை வெளியிட முடிவு மேற்கொண்டு அவ்வாறே ஆணையிடுகிறது:-

(i) ஒன்றாம் வகுப்பு முதல், தொடர்புடைய பணி விதிகளில் நேரடி நியமன முறைக்கென வரையறுக்கப்பட்ட கல்வித் தகுதி வரையில் (10 / 12-ஆம் வகுப்புகள், பட்டயம், இளங்கலை / முதுகலைப் பட்டங்கள்) முழுவதுமாக தமிழ்வழியில் கல்வி பயின்றவர்கள் மட்டுமே, 2010-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் சட்டம் மற்றும் அச்சட்டத்திற்கான 2020-ஆம் ஆண்டு திருத்தச் சட்டத்தின் கீழ் முன்னுரிமை வழங்கப்பட தகுதியுடையவர்கள் ஆவர்;

(ii) இதர மொழிகளை பயிற்று மொழியாக (Medium of Instruction) கொண்டு பயின்று, தேர்வுகளை மட்டும் தமிழில் எழுதியவர்கள், இம்முன்னுரிமை ஒதுக்கீட்டிற்கு தகுதியுடையவர்கள் அல்லர்;

(iii) 1 முதல் 9-ஆம் வகுப்பு வரை பள்ளிக்கு செல்லாமல் நேரடியாக 10-ஆம் வகுப்பு தேர்வினை எழுதி தேர்ச்சி பெற்ற தனித் தேர்வர்கள் மற்றும் பிற மாநிலங்களில், தமிழ் அல்லாமல் இதர மொழியினை பயிற்று மொழியாக கொண்டு பயின்று, பின்பு இம்மாநிலத்தில் நேரடியாகச் சேரும் வகுப்பிலிருந்து பள்ளி இறுதி வகுப்புகள் வரை தமிழ் வழியில் பயின்றவர்கள் இம்முன்னுரிமைக்கு தகுதியுடையவர்கள் அல்லர்;

(தபோ)

(iv) கல்வித் தகுதி சான்றிதழ், மாற்றுச் சான்றிதழ் (Transfer Certificate) மற்றும் மதிப்பெண் பட்டியல் ஆகியவற்றின் மூலம் தமிழ் வழியில் கல்வி பயின்றவர்கள் என்பதை சம்பந்தப்பட்ட தெரிவு முகமைகள் / நியமன அலுவலர்கள் (Recruiting Agencies / Appointing Authorities) உறுதி செய்து கொள்ள வேண்டும்;

(v) விண்ணப்பதாரர்களால் சமர்ப்பிக்கப்படும், தமிழ் வழியில் கல்வி பயின்றதற்கான சான்றிதழ்களின் உண்மைத் தன்மையினை சம்பந்தப்பட்ட பள்ளி மற்றும் கல்லூரிகள் மூலம் பணியாளர் தெரிவு முகமைகள்/நியமன அலுவலர்கள் (Recruiting Agencies / Appointing Authorities) உறுதி செய்து கொள்ள வேண்டும்;

(vi) தேர்வர்கள் மேற்குறிப்பிட்ட வழிமுறைகளின் மூலம் தமிழ் வழியில் கல்வி பயின்றவர்கள் என்பதை உறுதி செய்ய இயலாத நிலையில், தமிழ் வழியில் கல்வி பயின்றதற்கான சான்றிதழ்களை, இணைப்புகள் I மற்றும் II-ல் உள்ள படிவங்களில் சம்பந்தப்பட்ட கல்வி நிறுவனங்களிடமிருந்து பெற்று விண்ணப்பிக்க வேண்டும்;

(vii) பள்ளிகள் மூடப்பட்ட நிகழ்வுகளில், சம்பந்தப்பட்ட மாவட்ட கல்வி அலுவலர் / முதன்மைக் கல்வி அலுவலர் / உரிய அலுவலரிடமிருந்து தமிழ் வழியில் கல்வி பயின்றதற்கான சான்றிதழ்களை தேர்வர்கள் பெற்று சமர்ப்பிக்க வேண்டும்;

(viii) தொடக்க நிலை (5-ஆம் வகுப்பு), உயர்நிலை (10-ஆம் வகுப்பு), மேல்நிலை வகுப்பு (12-ஆம் வகுப்பு), பட்டயம் (Diploma), இளங்கலை பட்டம் மற்றும் முதுகலை பட்டம் ஆகிய கல்வித் தகுதி சான்றிதழ்கள் மற்றும் மாற்றுச் சான்றிதழ்களில் (Transfer Certificate) மாணவர்களின் பயிற்று மொழி (தமிழ் / ஆங்கிலம் / இதர மொழிகள்) கட்டாயம் குறிப்பிடப்படும். தேவையான வழிகாட்டு நெறிமுறைகள் பள்ளிக் கல்வி மற்றும் உயர் கல்வித் துறைகளால் வெளியிடப்படும்;

(ix) தமிழ் வழியில் கல்வி பயின்றதற்கான சான்றிதழ்களில், மாணவர்களின் பெயர், பயின்ற பள்ளி / கல்லூரி / கல்வி நிறுவனங்களின் பெயர், முகவரி, வகுப்புகள், சான்றிதழ் வழங்கிய அதிகாரி ஆகிய விவரங்கள் அடங்கிய விவரம்

தகவல் குறியீட்டினை (QR code) இடம்பெறச் செய்வதுடன், அச்சான்றிதழை இசேவை மையங்கள் மூலம் வழங்குவதற்கு பள்ளிக் கல்வி மற்றும் உயர் கல்வித் துறைகள் உரிய ஆணைகளை வெளியிடும்:

(x) தமிழ் இலக்கியத்தில் கல்வித் தகுதி பெற்றவர்களை மட்டுமே பள்ளி மற்றும் கல்லூரிகளில் தமிழ் பாடத்திற்கான ஆசிரியர்களாக நியமிக்க வேண்டும் மற்றும் தமிழ் பாடத்திலும் மாறுபட்ட வேறு ஒரு பாடத்திலும் (Cross Major Subject Degrees in Tamil) பட்டம் பெற்றவர்களை தமிழ் ஆசிரியர்களாக நியமனம் செய்யக் கூடாது என்பதற்கான திருத்தங்களை மேற்கொள்வது தொடர்பாக பள்ளிக் கல்வி மற்றும் உயர் கல்வித் துறைகள் நடவடிக்கை மேற்கொள்ளும்.

(xi) மேற்படி சட்டத்தில் வழிவகை செய்யப்பட்டுள்ள 20 விழுக்காடு முன்னுரிமை ஒதுக்கீடானது, நேரடி பணி நியமனத்திற்கான ஒவ்வொரு தெரிவு நிலையிலும் (முதல்நிலைத் தேர்வு, முதன்மைத் தேர்வு, நேர்முகத் தேர்வு மற்றும் இதர நிலைகள்) பதவி வாரியாக பின்பற்றப்பட வேண்டும்.

(ஆளுநரின் ஆணைப்படி)

வெ.இறையன்பு,
தலைமைச் செயலாளர்.

பெறுநர்

அனைத்து அரசு கூடுதல் தலைமைச் செயலாளர்கள் / அரசு முதன்மைச் செயலாளர்கள் / அரசு செயலாளர்கள், தலைமைச் செயலகம், சென்னை - 600 009.

முதன்மைச் செயலாளர், பள்ளிக் கல்வித் துறை, சென்னை - 600 009.
(பத்தி 4 (viii), (ix) மற்றும் (x) தொடர்பாக உரிய நடவடிக்கைக்காக)

முதன்மைச் செயலாளர், உயர் கல்வித் துறை, சென்னை - 600 009.
(பத்தி 4 (viii), (ix) மற்றும் (x) தொடர்பாக உரிய நடவடிக்கைக்காக)

அனைத்து தலைமைச் செயலகத் துறைகள், சென்னை - 600 009.

செயலாளர், சட்டமன்றப் பேரவைச் செயலகம், சென்னை - 600 009.

அனைத்து துறைத்தலைவர்கள், (தலைமைச் செயலக துறை வழியாக)

அனைத்து மாவட்ட ஆட்சித் தலைவர்கள்.

பதிவாளர், சென்னை உயர்நீதிமன்றம், சென்னை / மதுரை கிளை.

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செயலாளர், தமிழ்நாடு அரசுப்பணியாளர் தேர்வாணையம்,
சென்னை - 600 003.
தலைவர், ஆசிரியர் தேர்வு வாரியம், கல்லூரி சாலை, சென்னை - 600 006.
தலைவர், மருத்துவப் பணியாளர் தேர்வு வாரியம், சென்னை - 600 018.
தலைவர், தமிழ்நாடு சீருடைப் பணியாளர் தேர்வு வாரியம்,
சென்னை - 600 002.
இயக்குநர், வேலை வாய்ப்பு மற்றும் பயிற்சி, சென்னை - 600 032.
உறுப்பினர் செயலர், தமிழ்நாடு வன சீருடைப் பணியாளர்கள் தேர்வு
குழுமம், சென்னை - 600 015.
நிதி (பொ.நி.மா.கு) துறை, சென்னை - 600 009.
தேசிய தகவல் மையம், சென்னை - 600 009 (மேற்படி அரசாணையை தமிழக அரசு வலைத்தளம் http://www.tn.gov.in வெளியிட கேட்டுக் கொள்ளப்படுகிறது.)

நகல்

முதலமைச்சரின் செயலாளர்-III, முதலமைச்சர் அலுவலகம்,
சென்னை - 600 009.
நிதி மற்றும் மனிதவள மேலாண்மைத் துறை அமைச்சரின் நேர்முக
உதவியாளர், சென்னை - 600 009.
தலைமைச் செயலாளரின் முதன்மை தனிச்செயலர், சென்னை - 600 009.
மனிதவள மேலாண்மைத் துறை செயலாளரின் முதன்மை தனிச்செயலர்,
சென்னை - 600 009.
மனிதவள மேலாண்மைத் (நி.சீ.2) துறை, சென்னை - 600 009.
இருப்புக் கோப்பு / உதிரி நகல்.

// ஆணைப்படி அனுப்பப்படுகிறது //

பிரிவு அலுவலர்

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இணைப்பு : I

(அரசாணை (டி) எண்.83, மனிதவள மேலாண்மை (எஸ்) துறை, நாள் 16.08.2021)

தமிழ் வழியில் பயின்றதற்கான சான்றிதழ்

திரு / திருமதி / செல்வி _____ (பெயர்) _____ வகுப்பு முதல் _____ வகுப்பு வரை தமிழைப் பயிற்று மொழியாகக் கொண்டு _____ ஆண்டு முதல் _____ ஆண்டு வரை, இப்பள்ளியில் படித்தார் எனவும், மேற்குறிப்பிட்ட வகுப்புகளுக்கான படிப்பினை திருப்திகரமாக நிறைவு செய்தார் எனவும் சான்றளிக்கப்படுகிறது.

திரு / திருமதி / செல்வி _____ (பெயர்) அவர்களுக்கு தமிழ் வழியில் கல்வி பயிலும் மாணவர்களுக்காக வழங்கப்படும் கல்வி உதவித் தொகை வழங்கப்பட்டது / வழங்கப்படவில்லை.

2020-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் திருத்தச் சட்டம், பிரிவு 2(d)-ன் கீழ், ஆதார ஆவணங்களான சரிபார்த்ததன் அடிப்படையில் இச்சான்றிதழ் வழங்கப்படுகிறது. இவ்வுள்ளடக்கங்களின் உண்மைத் தன்மைக்கு இச்சான்றிதழில் கையொப்பமிட்டுள்ளவர் முழுப்பொறுப்புடையவர் ஆவார்.

கையொப்பம்
முதல்வர் / தலைமை ஆசிரியர் / மாவட்டக் கல்வி அலுவலர் / முதன்மைக் கல்வி அலுவலர் / மாவட்ட ஆதி திராவிடர் நல அலுவலர் / தகுதி வாய்ந்த அலுவலர்
(அலைபேசி எண் _____)

இடம் :
நாள் :

கல்வி நிறுவனத்தின் அலுவலக முத்திரை

* தேர்வர் ஒன்று முதல் பத்தாம் வகுப்பு வரை / பதினொன்றாம் வகுப்பு வரை வெவ்வேறு பள்ளிகளில் பயின்றுள்ளார் எனில், தான் பயின்ற ஒவ்வொரு பள்ளியிலும் தனித்தனியாக சான்றிதழ் பெற வேண்டும்.

Certificate for having studied in Tamil Medium*

This is to certify that Thiru / Tmt / Selvi ..... (Name) had studied Classes ..... to ..... with **Tamil as the medium of instruction,** during the year ..... to ..... and had satisfactorily completed the course of studies prescribed for Classes ..... to .....

Thiru / Tmt / Selvi ..... (Name) was / was not awarded **scholarship meant for students studying in the Tamil medium.**

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on the verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

Signature of Principal /
Head Master / District Educational Officer /
Chief Educational Officer /
District Adi Dravidar Welfare Officer /
Competent Authority
(Mobile No _____)

Place :
Date :

Seal of the Institution

* If the candidate has studied in different schools from 1st std. upto 10th std. / 12th std., then the above certificates shall be obtained from each of the schools the candidates has studied in.

// உண்மை நகல் //

பிரிவு அலுவலர்

Verified by Real Estate

இணைப்பு - II

(அரசாணை நிலை) எண்.42, மனிதவள மேலாண்மைத் (எஸ்) துறை, நாள் 16.04.2021)

தமிழ் வழியில் பயின்றதற்கான சான்றிதழ்

திரு / திருமதி / செல்வி _____ (பெயர்) _____ படிப்பினை (பட்டயம் / பட்டம் / முதுநிலை பட்டம் போன்றவை) **தமிழைப் பயிற்று மொழியாகக் கொண்டு** _____ **ஆண்டு முதல்** _____ ... ஆண்டு வரை, நிறுவனத்தில் படித்தார் எனவும் அப்படிப்பினை _____ (பட்டயம் / பட்டம் / முதுநிலை பட்டம் போன்றவை) திருப்திகரமாக நிறைவு செய்தார் எனவும் சான்றளிக்கப்படுகிறது.

திரு / திருமதி / செல்வி _____ (பெயர்) அவர்களுக்கு **தமிழ் வழியில் கல்வி பயிலும் மாணவர்களுக்காக வழங்கப்படும் கல்வி உதவித் தொகை** வழங்கப்பட்டது/வழங்கப்படவில்லை.

2020-ஆம் ஆண்டு தமிழ்நாடு தமிழ் வழியில் கல்வி பயின்றவர்களை அரசின் கீழ்வரும் பணிகளில் முன்னுரிமையின் அடிப்படையில் பணி நியமனம் செய்தல் திருத்தச் சட்டம், பிரிவு 2(d)-ன் கீழ், ஆதார ஆவணங்களை சரிபார்த்ததன் அடிப்படையில் இச்சான்றிதழ் வழங்கப்படுகிறது. இவ்வுள்ளடக்கங்களின் உண்மைத் தன்மைக்கு இச்சான்றிதழில் கையொப்பமிட்டுள்ளவர் முழுப்பொறுப்படையவர் ஆவார்.

கையொப்பம் பதிவாளர் / முதல்வர் /
தேர்வுக் கட்டுப்பாட்டு அலுவலர் / கல்வி நிறுவனத் தலைவர் / இயக்குநர் / தொழில்நுட்பக் கல்வி இயக்குநர் / இணை இயக்குநர் / பல்கலைக்கழகங்களின் பதிவாளர் தரநிலையற்ற அலுவலர்.
(அலைபேசி எண் _____)

இடம் :
நாள் :

கல்வி நிறுவனத்தின் அலுவலக முத்திரை

* தேர்வர் வெவ்வேறான படிப்புகளை வெவ்வேறு நிறுவனங்களில் நிறைவு செய்துள்ளார் எனில், தான் படிப்பினை நிறைவு செய்த ஒவ்வொரு நிறுவனத்திலும் தனித்தனியாக இச்சான்றிதழைப் பெற வேண்டும்.

Certificate for having studied in Tamil Medium*

This is to certify that Thiru / Tmt / Selvi ..... (Name) had studied ..... (Diploma / Degree / PG Degree, etc.) during the year ..... to ..... with **Tamil as the medium of instruction** and had satisfactorily completed the course of studies prescribed for ..... (Diploma / Degree / PG Degree, etc.)

Thiru / Tmt / Selvi ..... (Name) was / was not awarded **scholarship meant for students studying in the Tamil medium.**

This certificate is issued with reference to Section 2(d) of the PSTM (Amendment) Act, 2020, based on the verifiable documentary evidence. The undersigned assumes full responsibility for the veracity of the contents herein.

Signature of Registrar / Principal / Controller of Examinations / Head / Director of Educational institution / Director / Joint Director of Technical Education / Registrar of Universities / Competent Authority
(Mobile No _____)

Place :
Date :

Seal of the Institution

* If the candidate has completed different courses in different institutions, such a certificate shall be obtained from each of these institutions for the courses completed therein.

//உண்மை நகல்//

பிரிவு அலுவலர்

Verified by Registrar

99999
17 SEP 2021
Finance Department

சுருக்கம்

பொதுப் பணிகள் - 2021-2022-ஆம் ஆண்டிற்கான மனிதவள மேலாண்மைத் துறையின் மானியக் கோரிக்கையின் போது மாண்புமிகு அமைச்சர், நிதி மற்றும் மனிதவள மேலாண்மை அவர்களால் சட்டமன்ற பேரவையில் வெளியிடப்பட்ட அறிவிப்பு - அரசுப் பணிகளில் நேரடி நியமனம் மூலம் பணி நியமனம் செய்யப்படுவதற்கான வயது உச்ச வரம்பினை இரண்டு ஆண்டுகள் உயர்த்துதல் - ஆணைகள் - வெளியிடப்படுகின்றன.

மனிதவள மேலாண்மைத் (எஸ்) துறை

அரசாணை (நிலை) எண். 91

நாள்: 13.09.2021
நிலவ, ஆவணி - 28,
திருவள்ளுவர் ஆண்டு, 2052.

படிக்க:

1. அரசாணை (நிலை) எண்.112, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் (பணி எஸ்) துறை, நாள் 27.02.1989.
2. அரசாணை (நிலை) எண்.98, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் துறை, நாள் 17.07.2006.
3. அரசாணை (நிலை) எண்.93, பணியாளர் மற்றும் நிருவாகச் சீர்திருத்தத் துறை, நாள் 17.07.2018.

.....

ஆணை:

தமிழ்நாடு சட்டமன்ற பேரவையில், 13.09.2021 அன்று நடைபெற்ற 2021-2022-ஆம் ஆண்டிற்கான மனிதவள மேலாண்மைத் துறையின் மானியக் கோரிக்கையின் போது, கொரோனா பெருந்தொற்று காரணமாக, பணியாளர் தெரிவு முகமைகளால் நடத்தப்படும் அரசுப் பணிகளுக்கான போட்டித் தேர்வுகள் தாமதமானதால், நேரடி நியமன வயது உச்ச வரம்பு இரண்டு ஆண்டுகள் உயர்த்தப்படும் என மாண்புமிகு அமைச்சர், நிதி மற்றும் மனிதவள மேலாண்மை அவர்களால் அறிவிப்பு வெளியிடப்பட்டது.

2. மாண்புமிகு அமைச்சர், நிதி மற்றும் மனிதவள மேலாண்மை அவர்களின் மேற்குறிப்பிட்ட அறிவிப்பிற்கிணங்க, பின்வருமாறு ஆணைகள் வெளியிடப்படுகின்றன :-

i) அரசுப் பணிகளில் நேரடி நியமனம் மூலம் பணி நியமனம் செய்யப்படுவதற்கான வயது உச்ச வரம்பு, தற்போதுள்ள 30 ஆண்டுகளிலிருந்து 32 ஆண்டுகளாக உயர்த்தப்படுகிறது.

(தொடர்க)

ii) தொடர்புடைய பணி விதிகளில், மேற்குறிப்பிட்ட அனைத்திற்கும் குறைவான வயது உச்ச வரம்பு நிர்ணயிக்கப்பட்டுள்ள பதவிகளுக்கும், தற்போது உயர்த்தப்பட்டுள்ள வயது உச்ச வரம்பு அளவு பொருந்தும்.

iii) மேற்குறிப்பிட்ட அனைவிற்கும் அதிகமாக வயது உச்ச வரம்பினைக் கொண்டுள்ள பதவிகளைப் பொறுத்த வரையில், தொடர்புடைய பணி விதிகளில் நிர்ணயிக்கப்பட்டுள்ள வயது உச்ச வரம்பு மேலும் இரண்டு ஆண்டுகள் உயர்த்தப்படுகிறது.

iv) பட்டியலினத்தவர், பட்டியலின அருந்ததியர், பழங்குடியினர், பிற்படுத்தப்பட்ட வகுப்பினர் (முஸ்லிம்), பிற்படுத்தப்பட்ட வகுப்பினர், மிகவும் பிற்படுத்தப்பட்ட வகுப்பினர் (வ), மிகவும் பிற்படுத்தப்பட்ட வகுப்பினர் மற்றும் சீர்மரபினர், மிகவும் பிற்படுத்தப்பட்ட வகுப்பினர், அனைத்து வகுப்பினர்களிலும் (All Castes) உள்ள ஆதரவற்ற விதவைகள் மற்றும் மாற்றுத் திறனாளிகள் ஆகியோருக்கு, 2016-ஆம் ஆண்டு தமிழ்நாடு அரசுப் பணியாளர் (பணி நிபந்தனைகள்) சட்டத்தில் அனுமதிக்கப்பட்டுள்ள வயது உச்ச வரம்பு நீட்டிப்பு அல்லது தளர்வுகள் தொடரும்.

v) கருணை அடிப்படையிலான நியமனங்களை பொறுத்த வரையில், தற்போது நடைமுறையில் உள்ள வயது உச்ச வரம்பானது மாற்றம் ஏதுமின்றி தொடரும்.

vi) தற்போது உயர்த்தப்படும் வயது உச்ச வரம்பானது, தமிழ்நாட்டில் உள்ள அனைத்து தெரிவு முகமைகள் (Recruiting Agencies) மற்றும் நியமன அலுவலர்களால் (Appointing Authorities), இவ்வரசாணை வெளியிடப்படும் நாள் முதலாக அறிவிக்கை (Notification) செய்யப்படும் பணியாளர் தெரிவுகள் அனைத்திற்கும் (Recruitment) பொருந்தும்.

vii) இவ்வாணைகளின் அடிப்படையில், தொடர்புடைய பணி விதிகளில் (Special / Adhoc Rules) உரிய திருத்தங்களை

உடனடியாக மேற்கொள்ளுமாறு தலைமைச் செயலக அனைத்து துறைகளுக்கும் கேட்டுக்கொள்ளப்படுகின்றன.

(ஆளுநரின் ஆணைப்படி)

வெ. இறையன்பு,
தலைமைச் செயலாளர்.

பெறுநர்
அனைத்து அரசு கூடுதல் தலைமைச் செயலாளர்கள் / அரசு முதன்மைச் செயலாளர்கள் / அரசு செயலாளர்கள், தலைமைச் செயலகம், சென்னை - 600 009.
அனைத்து தலைமைச் செயலகத் துறைகள், சென்னை - 600 009.
செயலாளர், சட்டமன்றப் பேரவைச் செயலகம், சென்னை - 600 009.
அனைத்து துறைத் தலைவர்கள், (தலைமைச் செயலகத் துறை வழியாக)
அனைத்து மாவட்ட ஆட்சித் தலைவர்கள்.
பதிவாளர், சென்னை உயர்நீதிமன்றம், சென்னை / மதுரை கிளை.
செயலாளர், தமிழ்நாடு அரசுப்பணியாளர் தேர்வாணையம், சென்னை - 600 003.
தலைவர், ஆசிரியர் தேர்வு வாரியம், கல்லூரி சாலை, சென்னை - 600 006.
தலைவர், மருத்துவப் பணியாளர் தேர்வு வாரியம், சென்னை - 600 018.
தலைவர், தமிழ்நாடு சீருடைப் பணியாளர் தேர்வு வாரியம், சென்னை - 600 002.
இயக்குநர், வேலை வாய்ப்பு மற்றும் பயிற்சி, சென்னை - 600 032.
உறுப்பினர் செயலர், தமிழ்நாடு வன சீருடைப் பணியாளர்கள் தேர்வு குழுமம், சென்னை - 600 015.
நிதித் (பொது) துறை, சென்னை - 600 009.

நகல்
முதலமைச்சரின் செயலாளர் III, முதலமைச்சர் அலுவலகம், சென்னை - 600 009.
நிதி மற்றும் மனிதவள மேலாண்மைத் துறை அமைச்சரின் நேர்முக உதவியாளர், சென்னை - 600 009.
தலைமைச் செயலாளரின் முதன்மை தனிச் செயலர், சென்னை - 600 009.
மனிதவள மேலாண்மைத் துறை செயலாளரின் முதன்மை தனிச் செயலர், சென்னை - 600 009.
மனிதவள மேலாண்மைத் (நி.சீ.2) துறை, சென்னை - 600 009. (தமிழ்நாடு அரசு இணையதளத்தில் வெளியிடுதல் குறித்து)
இருப்புக் கோப்பு / உதிரி நகல்.

// ஆணைப்படி அனுப்பப்படுகிறது //

நிர்வு அலுவலர்.

SIPCOT

SIP-HO/2354/2023-AM3
1/4058/2023

Cir. No.18/2023

Date:23.05.2023

CIRCULAR

Sub : State Public Sector Undertakings / Statutory Boards - Labour Welfare and Skill Development Department - Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023- Reg.

Ref : Government Letter No.10110/Finance(BPE)/2023, Finance (BPE) Department dated 01.04.2023.

******

The Secretary to Government (Expenditure) in his letter No.10110/ Finance (BPE)/2023 dated 01.04.2023 enclosed copy of Government order GO (Ms.) No.33, Labour Welfare and Skill Development (Q1) Department dated 08.03.2023 in which Tamil Nadu Civil Service (Appointment on Compassionate Grounds) Rules, 2023 have been issued for appointment on compassionate grounds for applicability to the employees of State Public Sector Undertakings wherever their Service Rules provide for appointment of similar nature to that of Government employees and requested to place the matter before the Board of Directors for adoption in SIPCOT.

The Board of SIPCOT at its meeting held on 10.05.2023 resolved to adopt the Tamil Nadu Civil Service (Appointment on Compassionate Grounds) Rules, 2023 published in GO Ms. No.33, Labour Welfare and Skill Development Department dated 8.3.2023 to the employees of SIPCOT, a copy of which is enclosed for information.

Approved By
(E. SUNDARAVALLI)
MANAGING DIRECTOR.

Encl.: Copy of Government order along with appendix.

To

All GMs
DRO I & II
All HoDs
All POs
PA to MD
PA to ED

() To circulate all Officers / Staff working under their control.

/ Forwarded By Order /

23/5/23

Consultant (Personnel).

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261795 Website : www.sipcot.tn.gov.in

Verified by TN Estate

Finance (BPE) Department,
Fort St. George, Secretariat,
Chennai – 600 009.

Letter No.10110/Finance (BPE)/2023, dated 01.04.2023

From
Thiru V. Arun Roy, I.A.S.,
Secretary to Government (Expenditure)

To
The Chief Executive Officers of all State Public Sector Undertakings/
Statutory Boards. [w.e]

Sir/Madam,

Sub: State Public Sector Undertakings / Statutory Boards – Labour Welfare and Skill Development Department – Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023 – Notified.

Ref: 1) Government Letter No.6298/ Finance (BPE)/2020, dated 14.02.2020.
2) G.O.Ms.No.33, Labour Welfare and Skill Development Department, dated 08.03.2023

*****

In continuation of the Government Letter 1st cited, I enclose a copy of Government order in the reference 2nd cited in which Tamil Nadu Civil services (Appointment on Compassionate Grounds) Rules, 2023 have been issued for appointment on Compassionate grounds for applicability to the employees of State Public Sector Undertakings/ Statutory Boards wherever their Service Rules provide for appointment of similar nature to that of Government employees.

2) I request you to place this letter before the Board of Directors for adoption in the next meeting.

Yours faithfully,

for Secretary to Government(Expenditure)

Verified by RealState™

ABSTRACT

Rules – Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023 – Notified.

LABOUR WELFARE AND SKILL DEVELOPMENT (Q1) DEPARTMENT

G.O.(Ms.) No.33

Dated: 08.03.2023
சுபகிருது வருடம், மாசி 24
திருவள்ளுவர் ஆண்டு-2054

Read:

G.O. (Ms) No.18. Labour and Employment Department, dated 23.01.2020.

ORDER:

In the Government Order read above, the Government have examined the whole issue of compassionate ground appointment in detail and issued comprehensive guidelines.

2. Based on the 110 Announcement of Hon'ble Chief Minister of Tamil Nadu on the floor of the Tamil Nadu Legislative Assembly on 07.09.2021, the Government after careful examination, decided to issue the rules viz., Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023, to provide compassionate ground appointment to the legal heirs of the deceased / medically invalidated Government servants.

3. Accordingly, the appended notification will be published in the Tamil Nadu Government Gazette Extraordinary.

4. The Director, Tamil Development and Information (Translation) Department, Secretariat, Chennai–600 009 is requested to send the Tamil translation of the Notification to the Works Manager, Government Central Press, Chennai–600 079 for publication in the Tamil Nadu Government Gazette.

5. The Works Manager, Government Central Press, Chennai–600 079 is requested to send 1,000 copies of the Notification to the Labour Welfare and Skill Development Department, Secretariat, Chennai–600 009.

(BY ORDER OF THE GOVERNOR)

Md. NASIMUDDIN,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

To
The Works Manager, Government Central Press, Chennai–600 079. (2 copies)
(for publication of the notification in the Tamil Nadu Government Gazette Extraordinary)

[P.T.O.]

Versus RealEstate™

The Secretary to Government, Tamil Development and Information (Translation) Department, Chennai–600 009 (2 copies).
The Law Department, Chennai-600 009.
All Secretaries to Government, Secretariat, Chennai–600 009.
The Secretary to Government, Revenue and Disaster Management Department, Secretariat, Chennai–600 009. (for issue of necessary instruction with reference to ceiling of annual income for determining indigent circumstances).
All Departments of Secretariat, Chennai–600 009.
The Secretary, Tamil Nadu Legislative Assembly Secretariat, Chennai–600 009.
All Heads of Department.
All Collectors / District Judges / District Magistrates (Judicial)
The Registrar, High Court, Chennai–600 104.
The Accountant General, Chennai–600 018.
The Commissioner of Treasuries and Accounts, Chennai–600 035.
The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003.
The Pay & Accounts Officer (North), Chennai–600 079.
The Pay & Accounts Officer (South), Chennai–600 035.
The Pay & Accounts Officer (East,) Chennai–600 005.
The Pay & Accounts Officer, Secretariat, Chennai–600 009.
All Treasury Officers.
The Human Resources Management (G) Department, Chennai–600 009.

Copy to:
The Chief Minister's Office, Chennai–600 009.
The Special Personal Assistant to Hon'ble Minister for Labour Welfare and Skill Development Department, Chennai–600 009.
The Senior Personal Assistants to All Ministers, Secretariat, Chennai–600 009.
The Principal Private Secretary to Chief Secretary to Government, Chennai–600 009.
The Senior Private Secretary to Secretary to Government, Labour Welfare and Skill Development Department, Chennai–600 009.
The Law (LW&SD-Sty.) Department, Chennai–600 009.
All Officers / All Sections in Labour Welfare and Skill Development Department, Chennai–600 009.
Stock File/Spare Copy/Clean Copy to file.

//FORWARDED BY ORDER//

8/3/23
SECTION OFFICER

8.3.2023

Verified by LeadEstate™

APPENDIX.

NOTIFICATION.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules, namely:-

1. **Short title.**— These rules may be called the Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023.

2. **Definitions.**— (1) In these rules, unless the context otherwise requires,—

(a) **"district"** means a Revenue district;

(b) **"Form"** means a Form appended to these rules;

(c) **"Government"** means the State Government;

(d) **"Government servant"** means a person who has been appointed to any service or post in connection with the affairs of the State and includes a probationer, an approved probationer and a full member of a service:

Provided that the following persons shall not be considered as a Government servant for the purpose of these rules, namely:-

(i) a person who is retained in service under clause (c) of sub-rule (1) of rule 56 of the Fundamental Rules;

(ii) a person who is on extension of service or re-employment;

(iii) a person who is appointed on casual, ad-hoc or contract basis on consolidated pay or daily wages;

(iv) a person who is not placed under regular time scale of pay; and

(v) a person who is appointed to any post on special time scale of pay.

Explanation.— A Government servant whose services are placed at the disposal of a company, corporation, organization, local authority, another State Government or the Union Government shall, for the purpose of these rules, be deemed to be a Government servant, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of the State;

(e) **"Head of the Department"** means the principal officer of the department who is directly subordinate to the Government, whether or not he has been declared to be the head of the department for the purpose of these rules;

(f) **"family"** means, —

(i) in the case of a deceased or medically invalidated married Government servant, his legally wedded spouse, son, daughter including adopted son or daughter, who were dependant on the Government servant at the time of his death or medical invalidation;

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APPENDIX.

NOTIFICATION.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules, namely:-

1. **Short title.**— These rules may be called the Tamil Nadu Civil Services (Appointment on Compassionate Grounds) Rules, 2023.

2. **Definitions.**— (1) In these rules, unless the context otherwise requires, —

   (a) **"district"** means a Revenue district;

   (b) **"Form"** means a Form appended to these rules;

   (c) **"Government"** means the State Government;

   (d) **"Government servant"** means a person who has been appointed to any service or post in connection with the affairs of the State and includes a probationer, an approved probationer and a full member of a service:

Provided that the following persons shall not be considered as a Government servant for the purpose of these rules, namely:-

(i) a person who is retained in service under clause (c) of sub-rule (1) of rule 56 of the Fundamental Rules;

(ii) a person who is on extension of service or re-employment;

(iii) a person who is appointed on casual, ad-hoc or contract basis on consolidated pay or daily wages;

(iv) a person who is not placed under regular time scale of pay; and

(v) a person who is appointed to any post on special time scale of pay.

Explanation.— A Government servant whose services are placed at the disposal of a company, corporation, organization, local authority, another State Government or the Union Government shall, for the purpose of these rules, be deemed to be a Government servant, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of the State;

(e) **"Head of the Department"** means the principal officer of the department who is directly subordinate to the Government, whether or not he has been declared to be the head of the department for the purpose of these rules;

(f) **"family"** means, —

   (i) in the case of a deceased or medically invalidated married Government servant, his legally wedded spouse, son, daughter including adopted son or daughter, who were dependant on the Government servant at the time of his death or medical invalidation;

(2) The following members of the family of a deceased or medically invalidated Government servant, in the order of priority given hereunder, are eligible for appointment on compassionate grounds, namely: —

(a) Legally wedded spouse:

Provided that where there are more than one legally wedded spouse as permitted by the personal law, one among them, based on the No Objection Certificate given by the other spouses;

(b) Son or daughter of the deceased or medically invalidated Government servant, including adopted son or daughter;

(c) Parents of the deceased or unmarried Government servant or divorced or widowed Government servant, whose children could not be provided appointment due to health condition or having no children or having minor children;

(d) Brother or sister of the deceased or medically invalidated unmarried Government servant or divorced or widowed Government servant, whose children could not be provided appointment due to health condition or having no children or minor children.

(3) The eligibility of the family of a deceased or medically invalidated Government servant, for appointment on compassionate grounds, are subject to the following conditions, namely:-

(a) The family must be in indigent circumstance.

(b) No member of the family shall be in regular employment in Government or any private enterprise:

Provided that where a member of the family is in regular employment and is living separately without providing any monetary assistance to the family before the death or retirement on medical invalidation of the Government servant, shall not make the family ineligible:

Provided further that employment of a member of the family in military service shall not make the family ineligible.

(c) For the purpose of clauses (a) and (b), and Integrated Certificate in Form-II shall be obtained from the Tahsildar, where the Government servant lastly resided or resides, as the case may be:

Provided that in the case of a Government servant, who was or is a native of other State, the certificate shall also be obtained from the Revenue Divisional Officer or the Deputy Collector concerned of his native State.

Explanation.— For the purpose of this rule, "a family is in indigent circumstance" means, a family having an income of not more than rupees three lakh per annum from all sources:

Provided that the family pension of the deceased Government servant or the pension of the medically invalidated Government servant, as the case may be, shall be excluded.

(4) For removal of doubts, it is hereby clarified that, —

(a) employment on casual, adhoc or contracts basis, on daily wages or consolidated pay, of any member of the family of a deceased or medically invalidated Government servant, is not a bar for the family to apply for appointment under these rules;

(b) remarriage of the spouse of the deceased Government servant, who had applied for appointment under these rules, before being provided with an appointment, shall not make the spouse ineligible for the appointment.

4. Nomination.— (1) In case, the spouse of a deceased or medically invalidated Government servant could not apply for appointment, due to health condition, appointment may be provided to a son or daughter, as may be nominated by the spouse, subject to eligibility under rule 3.

(2) Where a parent of a deceased unmarried Government servant could not apply for appointment due to health condition, appointment may be provided to a brother or sister of the deceased Government servant as may be nominated by the parent, subject to eligibility under rule 3.

(3) Where a deceased, divorced or widowed Government servant, has no children or minor children or such deceased Government servant's child could not be provided appointment due to health condition and the parents of the deceased Government servant also could not apply for appointment due to health condition, appointment may be provided to a brother or sister of the deceased Government servant, as may be nominated by the parent, subject to eligibility under rule 3.

5. Time limit to make application.— Every application for appointment under these rules shall be made within a period of three years from the date of death of the Government servant or from the date of retirement on medical invalidation or from the date of receipt of court order declaring the missing Government servant as dead, under sections 107 or 108 of the Indian Evidence Act, 1872 (Central Act I of 1872).

6. Age limit.— (1) Notwithstanding anything contained in these rules governing the post for which appointment on compassionate grounds is to be made, on the date of application for appointment,-

(a) the spouse of the deceased or medically invalidated Government servant or the parent of the deceased Government servant, must not have completed fifty years of age; and

(b) the son, daughter, brother or sister of the deceased or medically invalidated Government servant must not have completed forty years of age.

(2) Notwithstanding anything contained in these rules governing the post for which appointment on compassionate grounds is to be made, there shall be no minimum age limit for the applicant on the date of application for appointment:

Provided that appointment shall not be provided unless the applicant completes eighteen years of age.

7. Educational qualification.— An applicant for appointment under these rules, must possess the educational qualification prescribed for the post applied for, including adequate knowledge in Tamil, on the date of application.

8. Application for appointment.— (1) The eligible member of the family of the deceased or medically invalidated Government servant may make an application for appointment under these rules in Form-I through online in the designated web portal or website of the department or in writing addressed to the Head of office in which the Government servant, was working at the time of his death or retired on medical invalidation, as the case may be.

(2) The following certificates shall be enclosed along with the application, namely:-

(a) Death Certificate of the Government servant or order of retirement on medical invalidation, as the case may be.

(b) Legal heirship certificate in the case of a deceased Government servant.

(c) Integrated Certificate in Form-II.

(d) Certificate of the birth of the applicant.

(e) Certificates of educational qualification of the applicant.

(f) Registered deed of adoption in the case of an adopted son or daughter.

(g) Certificate of undertaking,-

(i) in the case of a son or daughter of the deceased or medically invalidated Government servant, that he shall, on appointment, maintain his siblings and his parents;

(ii) in the case of a brother or sister of the deceased or medically invalidated Government servant, that he shall, on appointment, maintain his parents and the children of the deceased or medically invalidated Government servant, as the case may be.

(3) The post applied for, as mentioned in Form-I, shall not be permitted to be altered subsequently, for any reason whatsoever.

9. Alternative application.— An applicant, within a period of one year from the date of making the application for appointment under these rules, on the ground of his ill health or for any other reason, on his request in writing, may be permitted by the appointing authority to nominate any other member of the family to make an alternative application, subject to eligibility in the order of priority specified in sub-rule (2) of rule 3:

Provided that, no such alternative application shall be permitted to be made more than once:

Provided further that, no such application shall be permitted to be made after the appointment of the original applicant.

(2) In the case of death of an applicant before being provided with an appointment under these rules, the other eligible member of the family, as per the order of priority specified in sub-rule (2) of rule 3, may make an alternative application for the appointment.

10. Posts filled up under appointment.—Appointment shall be confined to posts in Group "C" or Group "D" depending upon the educational qualification of the applicant on the date of application.

Explanation.— For the purpose of these rules, Group "C" or Group "D" posts would mean the posts which are classified as such in Schedule-XIII to the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016).

11. Rule of reservation.— The rule of reservation provided in section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) shall not apply to appointments made under these rules.

12. Ceiling on appointment.— (1) The total number of persons appointed on compassionate grounds in a Department, at any point of time, shall not exceed five percent of the total sanctioned strength, whether permanent or temporary, of all the categories of posts included in Group 'C' in that Department.

(2) There shall be no such ceiling in respect of Group "D" posts.

13. Order of priority in appointment.—

Appointment on compassionate grounds shall be made from among the eligible applicants, in the order of the date of death of the Government servant or the date of death as declared by the Court under sections 107 or 108 of the Indian Evidence Act, 1872 (Central Act I of 1872) or the date of retirement on medical invalidation, as the case may be.

14. Procedure for processing of applications.— (1) The head of the office where the deceased Government servant was working at the time of his death shall immediately report the death of a Government servant to the Head of the Department and shall furnish the required particulars to the Head of the Department within one month.

(2) As soon as may be, but in any case not later than thirty days from the date of death of the Government servant, the head of office shall inform the provision of the scheme for appointment on compassionate grounds to the family of the deceased Government servant in writing under proper acknowledgment.

(3) On receipt of application for appointment, if any, from any member of the family of the deceased or medically invalidated Government servant under sub-rule (1) of rule 8, the Head of Office shall examine as to whether the applicant

fulfills all the requirements for appointment under these rules, and if so, forward the same to the Head of the Department along with his report, also indicating the vacancy position for such appointment within a period of one month from the date of receipt of the application.

(4) In case the applicant does not fulfil the requirements for appointment under these rules, the Head of Office shall pass an order of rejection within a period of one month from the date of receipt of the application and communicate the same to the applicant.

(5) The applicant, if aggrieved by the order of rejection under sub-rule (4), may prefer an appeal to the Head of the Department within a period of two months from the date of receipt of the order:

Provided that in respect of an order of rejection passed by the Head of the Department, an appeal shall lie to the Secretary to Government of the Department concerned of the Secretariat.

(6) On receipt of the application from the Head of office under sub-rule (3), the Head of the Department shall ensure that the applicant fulfills all the requirements for appointment under these rules and issue an order of appointment, appointing him in any of the vacancy in the office in which the deceased or medically invalidated Government servant was working at the time of his death or in any other office under his administrative control, within fifteen days from the date of receipt of the report from the Head of Office:

Provided that, if no vacancy is available or vacancy is not likely to occur within a period of three months, the Head of Department shall forward the application along with the report of the Head of Office to the Collector of the district in which the deceased or medically invalidated Government servant last worked.

(7) In case the spouse of the deceased Government servant, who had applied for appointment under these rules, gets remarried, the appointing authority shall issue an order of appointment only after obtaining an undertaking from the spouse that he shall maintain the children and the parents of the deceased.

(8) The Collector of each district shall maintain a Register indicating the number of applications received and are pending under these rules in the order of seniority. The Collector shall send a Quarterly report in this regard to the Government in Labour Welfare and Skill Development Department before the 15th of the month following the end of the quarter.

(9) Only after obtaining a Certificate of non-availability of candidate in the Register maintained by the District Collector concerned, the Head of Department shall provide vacancies in Group "C" or Group "D" posts, to be filled up by the Tamil Nadu Public Service Commission or the Directorate of Employment and Training.

(10) The Departments of Government in the Secretariat, the Heads of the Departments and the District Collectors shall maintain a separate online web page in their respective website, showing the details of the applications, separately for appointment to Group "C" and Group "D" posts, received under these rules, in the format prescribed in Form-III. The pendency details shall be updated on the first day of every month.

(11) Appointment under these rules shall not be granted to more than one member of the family.

(12) Appointment under these rules shall be made only against the actual vacancies and no supernumerary posts shall be created therefor.

15. Special provisions for Secretariat departments.— (1) In the departments of Secretariat, when an applicant is qualified for appointment to any of the posts in Group 'C' and there is no vacancy in such posts, —

(a) he may be appointed to a lower post in Group "D" in the Tamil Nadu Secretariat, subject to his willingness and on giving an undertaking that he shall not make a claim for appointment to a Group 'C' post, later on; or

(b) the application may be forwarded to the Collector of Chennai district, for appointment to a suitable post in Group 'C' available in other departments.

(2) In the departments of Secretariat, appointment under these rules,-

(a) to the posts of Assistant, Typist and Personal Clerk, shall be made by the Human Resources Management Department. The department concerned shall process the application in accordance with these rules and remit the case to the Human Resources Management Department along with its recommendation for issue of appointment order; and

(b) to the posts of Office Assistant and Record Clerk shall be made by the department concerned.

16. Regularization of appointments.— Each appointing authority shall regularize the services of the person appointed under these rules within a period of one year from the date of his joining service, subject to eligibility.

17. Power to relax.— Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reason to be recorded in writing, relax any of the provisions of these rules with respect to any person where the operation of these rules causes any hardship:

Provided that educational qualification prescribed for appointment to any post shall not be relaxed.

18. Interpretation.— If any question arises as to the interpretation of these rules, it shall be referred to the Government and the decision of the Government thereon shall be final.

19. Saving.— Nothing contained in these rules shall adversely affect any person, who has made an application for appointment on compassionate grounds or who has been appointed to any post on compassionate grounds, on the date of coming into force of these rules.

FORM–I.
(see rule 8(1))

Application Form for appointment on compassionate grounds.

1.	Name of the applicant.	
2.	Date of birth. (Birth certificate to be attached).	
3.	Age (as on the date of application).	
4.	Date of application.	
5.	Educational qualification (as on the date of application) (Certificates to be attached).	
6.	Whether the applicant possess adequate knowledge in Tamil?	
7.	Residential address.	
8.	Relationship to the deceased / medically invalidated Government servant. (If adopted, adoption certificate to be attached).	
9.	Marital status.	
10.	Name of the post applied for (Group C or Group D to be mentioned).	
11.	Name of the deceased / medically invalidated Government servant.	
12.	Date of death / medical invalidation / Date of death declared by the competent Court order.	
13.	Designation, place and the office at which the deceased or medically invalidated Government servant was working at the time of death or medically invalidated.	
14.	Date of retirement (Had he continued in service but for his death).	
15.	Age at the time of death of the deceased Government servant.	
16.	Length of service as on the date of death or medically invalidated Government servant.	

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17.	Age at the time of retirement (in the case of medical invalidation).	
18.	Whether any charge is pending against the deceased/medically invalidated Government servant.	
19.	Details of family members. (name, age, relationship, marital status, occupation to be mentioned).	
20.	Details of income from all sources of the family (including income from pension received by the other dependents, movable / immovable property) (Certificate from the authority concerned to be attached).	
21.	Whether any other dependant member of the deceased / medically invalidated Government servant is in regular employment in Government / Private enterprise.	
22.	Whether No Objection Certificate obtained from other dependants (if, applicable).	
23.	Any other information which the applicant desires to give.	

Declaration

I.....do hereby declare that the particulars given above are true to the best of my knowledge and belief. I also agree to the appointment secured by me on compassionate grounds under these rules being terminated without notice and assigning any reason therefor in the event of finding any misrepresentation or suppression of material fact on my part.

Place: Signature of the Applicant.

Date: Counter Signed,

Head of Office.

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FORM – II
[see rule 8(2)(c)]

Integrated Certificate for Compassionate Ground Appointment

1. Thiru/Tmt/Selvi..... who was working as ..... in the office of the ..... died on ..... while in service.

2. His/Her permanent residential address is ..... He/She last resided at.....

3. The details of the legal heirs of the deceased Government servant are as follows:-

Sl. No.	Name.	Age.	Relationship.	Marital status.	Educational qualification.	Employment details (State Govt./PSU/Central Govt./Private etc.)	Employer details.	Monthly salary. (Rs.)	Annual income. (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(i) The deceased Government Servant has no other husband/wife.

(ii) Legal heir/legal heirs of the deceased Government servant was employed even before the date of death of the Government servant and is/are living separately supporting/not supporting the family.

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4. The details of Immovable properties possessed by the deceased Government servant..... and his/her legal heirs are as follows:-

Sl. No.	Name.	Age.	Aadhaar Number	Immovable Properties, Land and Buildings including Residential Houses (Description in respect of each property has to be given separately).					Annual Income derived including Rental income. (Rs.)
(1)	(2)	(3)	(4)	(5)					(6)
				District.	Revenue village.	Survey number.	Extent.	(In case of Land) Total Guideline value (Rs.) (In case of Building including residential house its present value) (Rs.)	
1.	Name of the deceased Government Servant								
2.	Legal heir – 1								
3.	Legal heir – 2 etc.								

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5. The details of movable properties held in the name of the deceased Government servant and his/her legal heirs are as follows:-

Sl. No.	Name	Property Details	Present Value (Rs.)	Annual Income derived from such property (Rs.)
(1)	(2)	(3)	(4)	(5)
1.	Name of the deceased Government servant			
2.	Legal heir – 1			
3.	Legal heir – 2 etc.			

6. The family of the deceased Government servant is receiving a family pension of Rs..... per mensum. The annual value of the family pension is Rs..... The annual Income of all the legal heirs of the deceased Government servant from all the sources is Rs..... (excluding Family Pension)

7. After the death of the Government servant, the family of the deceased Government servant is in / not in indigent situation.

8. I ..... Tahsildar ..... Taluk ..... District has verified all the documents produced before me and that after a detailed enquiry, issued this Integrated Certificate to Thiru/Tmt/Selvi.....(Name of the applicant who is seeking appointment under compassionate grounds).

This Certificate is issued to the Individual, for the purpose of seeking appointment on compassionate grounds.

Tahsildar

201

Verified & Read Date

FORM - III
(See sub-rule (10) of rule 14)

PART-A

List of applications for appointment on compassionate grounds to Group-C Posts.

Position as on the 1st day of.....

Serial No.	Name of the deceased / medically invalidated Government servant.	Date of death / medical invalidation / declaration of death by the Court.	Name of the applicant and relationship, seeking appointment.	Date of application and age.	Present stage.
(1)	(2)	(3)	(4)	(5)	(6)

PART-B

List of applications for appointment on compassionate grounds to Group-D Posts.

Position as on the 1st day of.....

Serial No.	Name of the deceased/ medically invalidated Government servant.	Date of death / medical invalidation / declaration of death by the Court.	Name of the applicant and relationship, seeking appointment.	Date of application and age.	Present stage.
(1)	(2)	(3)	(4)	(5)	(6)

Md. NASIMUDDIN,
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

//True copy//

Section Officer.

8/3/2023

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
19-A, RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI - 8.

Clr. No. 35 /2024 Date: 26-08-2024

CIRCULAR

Sub: SIPCOT – HRD – Review of performance – Executive Engineers and Project Officers – Submission of Monthly Diary – Instructions issued – Reg.

Ref: Connected Records

.....

All the Executive Engineers and Project Officers are directed to furnish the monthly diary to their HoDs with a copy marked to head office , on or before 5th of every succeeding month, in order to monitor/review their performance.

Further, You are also directed to submit your tentative monthly tour programme on 29th of every month without fail.

The respective HoDs are directed to review the diary and also monitor the tour programme of the Officers periodically.

This order comes into force with immediate effect.

K. SENTHIL RAJ
MANAGING DIRECTOR

To

Executive Engineer/Project Officers

Copy to:

ALL GMs
DROs
SE
All HoDs
All POs
PA to MD
PA to ED

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SIPCOT

SIP-HO/164/2023
I/184204/2024

Cir.No. 45/2024

Date: 21-10-2024

CIRCULAR

Sub: SIPCOT - HRD - Review of performance - Executive Engineers and Project Officers - Submission of Monthly Diary - Reg.

Ref: Circular No.35/2024, dt.26.08.2024.

******

Further to the reference cited, the respective General Managers, Deputy General Manager and Assistant General Managers are directed to review the performance with reference to monthly diary submitted by the Project Officers and put up the manual file to the Managing Director for appraisal.

Similarly, the Superintending Engineer is hereby directed to review the performance of Zonal Executive Engineers with respect to monthly diary and put up manual file to the Managing Director for appraisal.

This order comes into force with immediate effect.

Approved by
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To:-
General Managers
Superintending Engineer
Deputy General Manager
Assistant General Managers
Executive Engineers / Project Officers

Copy to:-

DROs
All HoDs
All POs
PA to MD
PA to ED

/ Forwarded by Order /

Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008.
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Egmore, Chennai - 600 008

No.05 /2021 Date:03.02.2021

OFFICE ORDER

Sub : Confidential Reports on the employees- Reg.

Ref : 1. Office Order No.94/91 dt.4.12.1991
2.Office Order No.7/96 dt.19.03.1996
3.Office Order No.6/2003 dt.5.6.2003 (Copy enclosed)
4. G.O. Ms.No.121, Personnel and Administrative Reforms (S) Department dt.29.09.2011 (Copy enclosed)

***

In continuation of the Office Order under reference 3rd cited, the revised Confidential Report format as per the reference 4th cited is hereby adopted for the employees of SIPCOT from 01.02.2021.

Sd/-
MANAGING DIRECTOR

Encl : As above

To

The Reporting Officer /
Countersigning Officer concerned

Copy to

All HoDs
PS to MD
PA to ED

/ Forwarded by Order /

DEPUTY MANAGER (HRD)

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

No. 6 /2003 Dt. 5.06.2003

OFFICE ORDER

Sub: Confidential Reports on employees – Reg.

Ref: 1) O.O. No.94 / 91, dt.4.12.91
2) O.O. No.7 / 96, dt.19.3.96

*****

In partial modification of the orders issued in the Office Orders cited, the reporting and the countersigning officers shall be as follows for the reports to be written up for the period from 2002 - 2003:

HEAD OFFICE

	Reporting Officer	Countersigning Officer
GMs and the AGMs / DGMs / Officers in-charge of the Dept., who are directly reporting to CMD and the Personal Secretaries attached to CMD.	CMD	–
AGMs / DGMs reporting to CMD through GMs and the personal staff attached to GMs.	Concerned GM	CMD
Employees working in the depts. headed by AGMs / DGMs	Concerned AGM / DGM	Concerned GM
Employees below the AM level working in the depts. headed by GMs.	Concerned Manager / Deputy Manager in the dept.	Concerned GM
Employees in the level of AM and above working in the depts. headed by GMs.	Concerned GM	CMD
Employees working in the depts. headed by AGMs / DGMs / Officers in-charge of the dept., who are directly reporting to CMD	Concerned AGM / DGM / Officer in-charge of the dept.	GM in-charge of the Admn. dept.

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C2
13

BRANCH OFFICES

Employees working under the control of Project Officers / Project Officers i/c./ Project Managers	Concerned Project Officer / Project Officer i/c./ Project Manager	Concerned HOD, Devt / Project Dept. in HO.
Employees working under the control of Sr. Project Manager	Sr. Project Manager	Concerned GM
Project Officers / Project Officers i/c. / Project Managers	Concerned HOD, Devt / Project dept. in HO *	Concerned GM
Sr. Project Manager	Concerned GM	CMD

* Regarding the performance of the Project Officers / Project Officers i/c. / Project Managers in respect of the civil works carried out in their Complexes, the HODs, Devt. / Project Dept. in HO shall obtain necessary feedback from the AGM (Civil) before writing the report.

CHAIRMAN & MANAGING DIRECTOR

To

All Officers concerned

Copy to:

PS to CMD

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ABSTRACT

Public Services - Writing of Confidential Reports on officers - Format for writing Confidential Report - Revised orders and format and further guidelines - Issued.

Personnel and Administrative Reforms (S) Department

G.O.Ms.No.121 Dated 29.9.2011

புரட்டாசி 13,
திருவள்ளுவர் ஆண்டு 2042

Read:

1. G.O.Ms.No.11, Personnel and Administrative Reforms (Per.R) Department, dated 5.1.1984.

2. G.O.Ms.No.193, Personnel and Administrative Reforms (Per.R) Department, dated 18.7.1994.

3. G.O.Ms.No.189, Personnel and Administrative Reforms (R) Department, dated 29.7.1998.

ORDER:

The Supreme Court in its order dt.12.5.2008 in Dev Dutt Vs Union of India and others (C.A.No.7631 of 2002) has held that fairness and transparency in public administration requires that all entries (whether poor, fair, average, good or very good) in the annual confidential report of the public servant must be communicated to him within a reasonable period so that he can make a representation for its upgradation.

2. Taking into account the above judgment and the pattern being followed by Government of India in this regard, the Government have decided to revise the existing proforma for writing the Confidential Reports on officers under this State.

3. Accordingly, in partial modification of the orders read above, the system of writing Confidential Reports in different formats for the Professionals / Generalists in different professions prescribed in the Government Orders second and third read above shall be dispensed with and the revised single format as in the Annexure I to this order be adopted henceforth for all Group 'A & B' officers. The further guidelines to be followed in this regard are given in the Annexure II to this order.

4. The Government also direct that if the officer on whom the Confidential Report is written is not satisfied with the grading awarded to him or for any adverse remarks made against him by the reporting officer, may within a period of three months represent to the appropriate authority against the grading awarded / adverse remarks made and the decision taken thereon shall be communicated to the officer on whom it was written.

5. All the Secretaries to Government, Head of Departments and other sub-ordinate officers are requested to ensure that Confidential Reports for all Group 'A' & 'B' officers under their administrative control are written promptly as per the instructions

....2....

issued above and in accordance with the other instructions issued in Government Order first read above. The maintenance of the upto date personal files are also to be ensured promptly by them.

(BY ORDER OF THE GOVERNOR)

M. KUTRALINGAM,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
All Secretaries to Government, Chennai 9.
All Department of Secretariat, Chennai 9.
All Head of Departments/District Collectors/District Judges
The Secretary, Tamil Nadu Public Service Commission, Chennai 6.(10 copies)
The Registrar, High Court, Chennai 102.

Copy to
All Officers / Sections in Personnel and Administrative Reforms Department, Chennai 9.
Stock File/Spare Copy

//Forwarded by order//

SECTION OFFICER.

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ANNEXURE I

C5

(FORMAT OF ANNUAL CONFIDENTIAL REPORT ON

GROUP A & B OFFICERS FOR THE PERIOD FROM.....TO.....

1. a) Name of the officer reported upon :

   b) Designation :

2. Date of appointment to the present post :

3. Length of service under the reporting officer (from .....to.....) :

4. Details of leave, trainings attended during the period under report. (i) Leave:-

   (ii) Training:-

5.a) Whether the above officer filed the property return as per Tamil Nadu Government Servants' Conduct Rules, 1973. :

   b) Whether self assessment report furnished by the officer :

6. Physical capacity :

7.

Assessment of "Work Output": (weightage to this section would be 40%)	:	Reporting Officer (Refer guidelines 4.1 to 4.11 in Annexure II)	Reviewing Officer (Refer guidelines 5.1 & 5.2)	Initial of reviewing authority
(i) Accomplishment of planned work /subjects allotted.	:			
(ii) Quality of output	:			
(iii) Analytical ability	:			
(iv) Accomplishment of exceptional work / unforeseen tasks performed	:			
Overall Grading on "Work Output" (Average value of (i) to (iv))	:			

8.

Assessment of "Personal Attributes": (weightage to this section would be 30%)	:	Reporting Officer (Refer guidelines 4.1 to 4.11)	Reviewing Officer (Refer guidelines 5.1 & 5.2)	Initial of reviewing authority
(i) Attitude to work	:			
(ii) Sense of responsibility	:			
(iii) Maintenance of Discipline	:			
(iv) Communication skills	:			
(v) Leadership qualities	:			
(vi) Capacity to work in team spirit	:			

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	(vii) Capacity to work in time limit	:			
	(viii) Inter-personal relations	:			
	Overall grading on "Personal Attribute" (Average value of (i) to (viii))	:			
9.	**Assessment of "Functional Competency":** (weightage to this section would be 30%)	:	Reporting Officer (Refer guidelines 4.1 to 4.11)	Reviewing Officer (Refer guidelines 5.1 & 5.2)	Initial of reviewing authority
	(i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.	:			
	(ii) Strategic planning ability	:			
	(iii) Decision making ability	:			
	(iv) Coordination ability	:			
	(v) Ability to motivate and develop subordinates	:			
	Overall grading on "Functional Competency" (Average value of (i) to (v))	:			

10. Integrity :

(Please comment on the integrity of the officer)

11. Pen picture by reporting Authority :

(Please comment on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections)

12 Overall grading :
(Average value of Columns 7,8 & 9)

Signature of the Reporting Authority :

Name in Block Letters :

Designation :

Date :

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REMARKS OF REVIEWING AUTHROITY

1. Length of service under the Reviewing Authority :

2. State clearly whether the Reviewing Authority fully agrees with the remarks of the Reporting Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated. :

3. Comments if any, on the pen picture written by the Reporting Authority. :

Signature of the Reviewing Authority

Name in Block Letters :

Designation :

Date :

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REMARKS OF ACCEPTING AUTHROITY

1. Length of service under the Accepting Authority :

2. State clearly whether the Accepting Authority fully agrees with the remarks of the Reporting /Reviewing Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated. :

Signature of the Accepting Authority :

Name in Block Letters :

Designation :

Date :

Acknowledgement by the officer concerned for having seen the report for the period from.....to.....

I have perused the report in full. I am satisfied with the report / propose to make representation against the grading awarded/adverse remarks. (strike off the sentence which is not relevant)

Signature:

Name in Block Letters :

Designation :

Date :

//TRUE COPY//

SECTION OFFICER

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Annexure II

Guidelines for filling up the format of Annual Confidential Reports:-

1. **General Introduction:**

1.1 The Annual Confidential Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 This report should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. **Points to be noted by the establishment section:**

2.1 The administrative / establishment section of the department concerned should initiate the process of writing Annual Confidential Reports and fill up the columns 1 of 5(a) of the Annual Confidential Reports including the period of the Report to be written.

3. **Points to be noted by the officer reported upon:**

3.1 The officer reported upon is required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words and a self assessment report to the Reporting Authorities within a period of 30 days after completion of the reporting period and based on the self assessment report, the reporting officer, shall write his report within a period of next 30 days and submit it to the Reviewing Authority. In any case, the reporting authority should not wait for self assessment report from the officer concerned beyond 30 days. Ideally, this should be in bullet form.

3.2 The Self Assessment Report should reflect his/her performance during the years and indicate one or more item which he/she thought was a significant contributions made by him/her during the year. The submission of property return also certified in the Self Assessment Report.

4. **Points to be noted by Reporting Authority:**

4.1. The Reporting Authority, on receipt of the format duly filled in upto Col.5(a) of the Annual Confidential Report, has to record his comments from col.5(b) to 12 of the ACR and to affix his signature thereunder.

4.2. Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% for assessment of personal attributes and 30% for functional competency. The overall grading will be based on addition of the average value of each group of indicators in proportion to weightage assigned.

4.3. It is expected that any grading of 1 or 2 (against work output or attributes or competency of overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

4.4. Annual Confidential Reports graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

4.5. Annual Confidential Reports graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.

4.6. Annual Confidential Reports graded between 4 and short of 6 will be rated as 'good' and given a score of 5.

4.7. Annual Confidential Reports graded below 4 will be given a score of zero.

4.8. While doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious) the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.9. The reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon.

4.10. The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100

words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made in earlier part of this section.

4.11. Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, based on the average value of overall gradings on work output, personal attribute and functional competence with 1 referring to the lowest grade and 10 to the highest.

5. **Points to be noted by Reviewing Authority:**

5.1 The reviewing authority is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections. Finally, he/she 10 required to record on overall grading in the seal of 1-10, if he differs from the grading of reporting authority by making a circle on the overall grading of the reporting authority and affix his signature therefore.

6. **Points to be noted by accepting authority:**

6.1.The accepting authority is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the format.

7. There should be more openness in the system of appraisal. The Annual Confidential Reports, including the overall grade and integrity, should be communicated to the officer reported upon immediately after it has been finalized by the accepting authority.

//TRUE COPY//

SECTION OFFICER

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILANADU LIMITED
19-A, Rukumani lakshmipathy Road, Egmore , Chennai -600 008.

O.O. No.08/2021 Date :12. 02.2021

OFFICE ORDER

Sub: SIPCOT – HRD - Sanction of annual increment to all outsourcing employees engaged in Head Office – Orders Issued - Reg.

Ref: Connected Records.

ORDER:

It is hereby ordered that the annual increment i.e. 5% on Gross Pay is sanctioned to all **outsourcing employees** viz. Executive Assistant / Technical Assistant / Receptionist / Typist / Driver / Office Assistant / Plumber / Electrician / Telephone Operator / Data Entry Operator / Security Guard / Scavenger / Sweeper engaged in Head Office. The eligibility criteria for the sanction of annual increment to all outsourcing employees shall be based on their Performance Report and the format to be filled by the Officers is enclosed herewith. Details of Reporting, Reviewing and Accepting authorities are as follows:-

Sl.No.	Designation	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Executive Assistant / Technical Assistant / Typist	To whom they have been attached	HoD	MD
2.	Office Assistant / Data Entry Operator	Concerned Dept. Junior most Officer	-	HoD
3.	Receptionist Driver / Plumber / Electrician/ Telephone Operator / Security Guard/ Scavenger / Sweeper	Officer(MSS)	-	HoD(MSS)

The first annual increment shall be sanctioned in the month in which the individual completes twelve months from the date of joining / from the date of fixation of the present salary. The subsequent annual increment shall be made on yearly basis from the date of sanction of first / subsequent annual increment.

This order comes into force w.e.f. 1.2.2021.

Sd/--
MANAGING DIRECTOR

Encl: As above

1

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To

All outsourcing employees concerned.

Copy to

All GMs
DRO –I
DRO – II
All HoDs
AGM(P-I)
AGM(P-II)
PS to MD
PA to ED

/Forwarded by order/

Deputy Manager(HRD)
12/2/2014.

Verified RealEstate™

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O.O.No. 15/2021 **Date: 2.3.2021**

OFFICE ORDER

Sub: HRD – Fixing of Eligibility Criteria for Promotion to the next higher cadre – Reg.
Ref: Connected Records.

In order to increase the momentum and results, it is hereby decided to fix the following eligibility criteria for promotion to the next higher cadre for those employees, who initiate files:

i. Should meet the minimum qualifying years of service.

ii. Should initiate the files and the same should reach the next level officer within 5 days. The employee, who completes 75% of the above task satisfactorily, shall be considered for promotion to the next higher cadre.

This order comes into effect from 2.3.2021.

Sd/-
MANAGING DIRECTOR

To

The Employees concerned

Copy to:

The General Managers
All HoDs - To circulate all the officers working under their control.
DRO-I
DRO-II
PS to MD
PA to ED

/Forwarded by order/

Manager(HRD)
2/3/2021

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STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600008

O.O.No. 17/2021 **Date: 8.3.2021**

OFFICE ORDER

Sub: HRD – Fixing of Eligibility Criteria for Promotion to the next higher cadre – Detailed guidelines – Issued - Reg.

Ref: Office Order No.15/2021 dt.2.3.2021

In continuation to the reference cited, it is hereby ordered to constitute a Committee with the following Officers namely, **the incumbent GMs, DGMs, AGMs and SE** to analyse the Assessment Report (Format enclosed) of each officer, who is being considered for the promotion to the next higher cadre and the committee shall submit its recommendations to the Managing Director within 15 days, from the date of Assessment Report Format issued to them.

The draft Assessment Report of the Officers concerned will be communicated to the respective officers, so as to enable them to give representation, if any. Thereafter, the HR Department will incorporate the necessary changes in the Assessment Report with the concurrence of the Managing Director and the same will be submitted to the Committee for its evaluation and submission of its recommendations. Recommendations of the Committee will be examined, approved by the Managing Director and then the same will be placed before the Nomination & Remuneration Committee of SIPCOT / Board of SIPCOT for approval.

MANAGING DIRECTOR

2/3

Encl: As above.

To - Committee Members.

Copy to:

The General Managers
All HoDs - To circulate all the officers working under their control.
DRO-I
DRO-II
PS to MD
PA to ED

Verified by PeoplEstate™

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILANADU LIMITED
19-A, Rukumani lakshmipathy Road, Egmore , Chennai -600 008.

O.O. No.40/2021 Date : 09.04.2021

OFFICE ORDER

Sub: SIPCOT – HRD - Sanction of annual increment to outsourcing employees (Administrative Office) engaged in Project Offices – Orders Issued - Reg.

Ref: Connected Records.

ORDER:

It is hereby ordered that the annual increment i.e. 5% on Gross Pay is sanctioned to all **outsourcing employees** viz. Executive Assistant (A/c.) / Executive Assistant /Technical Assistant / Driver / Office Assistant engaged in all Project Offices (A.O.Block). The sanction of annual increment for all outsourcing employees shall be based on their Performance Report and the format to be filled by the Officers is enclosed herewith. Details of Reporting and Accepting authorities are as follows:-

Sl.No.	Designation	Reporting Officer	Accepting Officer
1.	Executive Assistant (A/c.)	Project Officer	GM(F)
2.	Executive Assistant	Project Officer	HoD/ Projects
3.	Technical Assistant	Project Officer	SE
4.	Driver / Office Assistant	Project Officer	HoD/MSS

The first annual increment shall be sanctioned in the month in which the individual completes twelve months from the date of joining / from the date of fixation of the present salary. The first annual increment to Executive Assistants (A/c.) / Executive Assistants / Technical Assistants shall be sanctioned, provided the individual has also cleared **English Typewriting Lower.** Otherwise the sanction will be accorded in the month he / she has cleared the **English Typewriting Lower.** The subsequent annual increment shall be given on yearly basis from the date of sanction of first / subsequent annual increment.

This order comes into force w.e.f. 1.5.2021.

Sd/-
MANAGING DIRECTOR

Encl: Annexure (I & II)

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To

All outsourcing employees concerned
at Project Offices (A.O.Block)

Copy to

All Project Offices
GMs
DRO -I
DRO – II
All HoDs
AGM(P-I)
AGM(P-II)
PS to MD
PA to ED

/ Forwarded by Order /

Manager(HRD)
9/9/09

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ANNEXURE -I

PERFORMANCE REPORTING FORMAT(PRF)

FOR THE MONTH OF : _____

1	a. Name of the Associate Staff	:		
	b. Designation (Executive Assistant / Executive Assistant (A/c.) / Technical Assistant)	:		
2	Date of appointment	:		
3	Period of service under the reporting officer (from ..... to .....)	:		
4	Physical capacity	:		
5	Assessment of "Work Output"		Reporting Officer	Reviewing Officer / HOD
	(i) Accomplishment of works allocated			
	(ii) Quality of output			
	(iii) Analytical ability			
	(iv) Performance of Overall Grading on "Work Output" [Average value of (i) to (iii)]			

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6	Assessment of " Personal Attributes".	:	Reporting Officer	Reviewing Officer / HOD
	(i) Attitude of Work	:		
	(ii) Sense of responsibility	:		
	(iii) Maintenance of Discipline	:		
	(iv) Communication skills	:		
	(v) Capacity to work in	:		
	(vi) Capacity to work in time limit	:		
	Overall grading on "Personal Attributes" [Average value of (i) to (vi)]	:		

[For item No.5 and 6, scale of score to be adopted is from '0' to '10']

Signature of the Project Officer:
Name in Block Letters:
Designation:
Date:

Signature of the Projects HoD :
Name in Block Letters:
Designation:
Date:

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ANNEXURE -II

PERFORMANCE REPORTING FORMAT

(Driver / Office Assistant)

For the Period: (from.....to.....)

1.	a. Name of the Staff	:	
	b. Designation (Driver / Office Assistant)	:	
2	Date of Appointment	:	
3.	Period of Service (from.....to.....)	:	
4.	Physical Capacity	:	
5.	Assessment of Work Output	:	Project Officer
	(i)Accomplishment of Works allocated	:	
	(ii)Quality of Output	:	
	(iii)Attitude to work	:	
	(iv)Maintenance of Discipline (Regularity in wearing Uniform / Shoes, Attendance, Punctuality and neatness)	:	
	Performance of Overall grading on "Work Output" (Average value of (i) to (iv)	:	

[For item No.5, scale of score to be adopted is from '0' to '10']

Signature of Accepting Officer:
Name in Block Letters:
Designation:
Date :

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

O.O.No. 11/2023 **Dt. : 3.7.2023**

OFFICE ORDER

Sub : HRD – Fixing of Eligibility Criteria for Promotion to the next higher cadre – Detailed Guidelines – Issued – Constitution of a Committee to analyse the Assessment Report – Reg.

Ref : 1) O.O.No.15/2021 dt.2.3.2021

2) O.O.No.17/2021 dt.8.3.2021

-x-x-x-x-x-

Pursuant to the Office Order 2nd cited, it is hereby ordered to constitute a Committee with the following Officers viz. the incumbent General Managers, District Revenue Officer and Superintending Engineer to analyse the Assessment Report, as per the format furnished, of each officer, who is being considered for the promotion to the next higher cadre and the committee shall submit its recommendations to the Managing Director within fifteen (15) days from the date of Assessment Report Format issued to them.

1) Tmt. G.Sheila,GM (P-III "A" Section)
2) Tmt.H. Prabhavathy, GM (P-II "A" Section)
3) Thiru A.R.Chandramohan, GM (P-I "A" Section)
4) Thiru K.Karthikeyan, DRO-II
5) Thiru S.Devairakkam, SE

(Sd/-xxx)
MANAGING DIRECTOR

To
The Committee Members

Copy to :
PA to MD
PA to ED

/FORWARDED BY ORDER/

G.Shei
GENERAL MANAGER (HRD)

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Review Meeting / CM Cell Petition / RTI - Instructions

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

Circular No. 52 /2022 **Date** : 16 .8.2022

CIRCULAR

Sub : SIPCOT – Meeting Particulars – Certain Instructions - Issued - Reg.

-x-x-x-x-x-

It is hereby ordered that if any meeting is held at the Secretariat / Oth Government Agencies / Undertakings/SIPCOT etc., the requisite particulars shall submitted to MD well in advance (i.e.) one day before the meeting, along with t respective files.

The above instruction should be strictly adhered.

(Sd/-xxx)
MANAGING DIRECTOR

To

All GMs
DRO-I & II
SE
All HoDs : To circulate among the Officers working under their control.
All POs
PS to MD
PA to ED

/FORWARDED BY ORDER/

MANAGER (HRD)

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SIPCOT

Cir.No.15/2024 **Date : 02-04-2024**

CIRCULAR

Sub: SIPCOT - HRD - Inspection of the Departments by HRM - Final Inspection - Reg.

Ref : 1. G.O.(2D) No.5, Human Resources Management (Inspection-I) Department dt.16.03.2024.
2. Letter No.1869/Inspection-I/2024-1, dated.25.03.2024 from Human Resources Management (Inspection -I) Department.

******

The Government in Human Resource Management (Inspection - I) Department, Secretariat have nominated Thiru Dheeraj Kumar, IAS, Addl. Chief Secretary to Government, Information Technology and Digital Service Department as Final Inspecting Officer and requested to keep all relevant records, files and registers ready for perusal of the final inspecting Officer.

In addition, the power point presentation on HRM such as Mudalvarin Mugavari Petitions, RTI Petitions, Legislative Assembly Questions, Legislative Assembly Assurances, Status of Announcements, Disciplinary cases under Rules 17 (a), (b), Suspension cases, Disciplinary Appeal cases, Vigilance cases, Court cases, Long Pending files, Compassionate ground, staff vacancy, Details of panels, Regularisation, Probation etc. are to be presented to the inspection team. The preliminary arrangements for the final inspection will be made by the Section Officer and ASO of Human Resources Management (Inspection Department) from 04.04.2024 to 16.04.2024. The final inspection will be made on 16.04.2024 by the additional Chief Secretary to Government, Information Technology and Digital Services Department.

The registers to be inspected in each Department are as follows:

Sl. No	Departments	Registers
	HRD	CM Cell, Compassionate Grounds, Roster, Probation, Increment, Maintenance of Service Register, Surrender of EL, Pay fixation, Conveyance Advance, HBA, Disciplinary Proceedings, Temporary suspension, Terminal Benefits, Transfer of Personnel, Distribution Register, Special Register (Important Tapals), Attendance Register, Sorting of Tapals, Despatch Register, Accounting Register of postage of stamp, Office Order Register, Movement of SR Register, Deputation Register

SIPCOT

2	All Departments	Court case register
		Stock file
3	LA -I & II	Periodical Report / Consolidated Periodical
	Projects - I, II & III	Report Register
4	Legal / RTI	RTI Register
		Appeal Cases Register
5		Loan and Advances Register
		Cheque Maintenance Register
	Finance	Audit Objection Register
6		Stationery Register
		Bureau / Cupboard Register
	MSS	Motor Vehicle Register
		Telephone Charges
7	IT	Xerox Machine Maintenance Register
8	MIS	Legislative Assembly Questions, Legislative Assembly Assurance

Hence, all the Departments are requested to keep ready with the updated records and registers as stated above with duly signed by the Reporting Officer, to enable us to take up final inspection by the inspection team. Further, as required, concerned Departments are requested to fill up the details in the format enclosed.

This may be treated as most URGENT.

Approved By
(K. SENTHIL RAJ)
MANAGING DIRECTOR

To
All GMs
DRO I & II
SE
All HoDs
All the Departments
PA to MD
PA to ED

Encl.: as above.

/ Forwarded By Order /

04.04.2024

General Manager (HRD)

State Industries Promotion Corporation of Tamil Nadu Limited
(A Government of Tamil Nadu Undertaking)
CIN : U74999TN1971SGC005967
Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No.7223, Egmore, Chennai - 600 008
Phone : 45261777, Fax : 45261796 Website : www.sipcot.tn.gov.in

2

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

CIRCULAR

Circular No. 03 /2021 Date:7.1.2021

Sub: "GIS Mapping and Geo Database for all existing SIPCOT Industrial Complexes / Parks in Tamilnadu" in SIPCOT GIS Portal – Imparting GIS training to the Officers & Staff of Head Office in Projects, Incentives, Allotment Cell and IT Department – Reg.

Ref: Projects –II Department note dt.7.1.2021

It is hereby informed that our Hon'ble Chief Minister has launched SIPCOT GIS Portal on 14.12.2020. The portal will facilitate investors from anywhere across the globe to quickly access the Geographical location of lands in SIPCOT Industrial Parks including Plot No, length, breadth, area of the plot, connectivity etc., and also select & apply for their desired plot from their door steps through online. The portal will also facilitate our Officers & Staff to view the status of the plot viz., utilized and unutilized extent, built up area etc., through GIS Map.

In order to make use of the facility available in the SIPCOT GIS Portal, the agency has proposed to impart training to the Officers & Staff at Head Office on 9.1.2021 from 10.00 am to 5.00 pm. Hence, it is hereby ordered that all the Officers and Executive Assistants in Projects-I, II & III, Incentives, Allotment Cell and IT Department shall attend the above training without fail and violation of this order will be viewed seriously.

Sd/-
MANAGING DIRECTOR

To

All the Officers and Executive Assistants,
Projects-I, II & III, Incentives, Allotment Cell and IT Department

Copy to:

MSS Department: to make arrangements to provide coffee / tea, snacks and lunch to the above Officers and Executive Assistants.

1

All GMs
DRO-I
DRO-II
All HoDs
All Project Officers
PA to MD
PA to ED

// Forwarded by Order //

Deputy Manager(HRD)
21.1.2014

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

Cir. No. 88/2021 Dt.: 24 .9.2021

CIRCULAR

Sub : HRD – SIPCOT – "GIS Mapping and Geo Database for all existing SIPCOT Industrial Complexes/Parks in Tamil Nadu" in SIPCOT GIS Portal – Imparting GIS training to the Officers & Staff of Head Office in Projects Department – Reg.

Ref : 1) Circular No.3/2021 dt.7.1.2021

2) Special Project-II Department Note dt.23.9.2021

-x-x-x-x-x-

Pursuant to the references cited, it is hereby informed that the GIS Portal Agency is proposed to impart training to the Officers & Executive Assistants in Projects – I, II, III, Incentives, IT Departments and Allotment Cell at Head Office on 25.9.2021 (Saturday) from 10.30 a.m. to 5.00 p.m. in connection with the GIS post implementation work like upgradation of datas etc. in SIPCOT GIS Portal.

Hence, it is hereby ordered that all the Officers and Executive Assistants in Projects-I, II, III, Incentives, IT Departments and Allotment Cell shall attend the above training without fail and infringement of this order will be viewed seriously.

(Sd/xxx)
MANAGING DIRECTOR

To

All the Officers and Executive Assistants in
Projects-I, II, III, Incentives, IT Depts. and Allotment Cell

. . .2. .

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