

**Department of Industries and Commerce**  
**RIGHT TO INFORMATION ACT MANUAL HAND BOOK**

**CHAPTER - 1**

**INTRODUCTION**

**1.1. Background and purpose of this Hand Book**

The Right to Information Act 2005 provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Under Section 4 of the Right to Information Act 2005 every Public Authority is required to disclose information voluntarily to facilitate easy availability of information to the public.

**1.2. Objective of this book**

The objectives of this hand book is to enlighten the Micro, Small and Medium Enterprises and general public with information about various schemes implemented by Department of Industries and Commerce of Tamil Nadu, which is a “Public Authority” within the purview of Right to Information Act.

**1.3. Intended users of this book**

This handbook will be useful to the Micro, Small and Medium Enterprises, institution, officials, public authorities, Non-Governmental Organizations Industrial Association and citizens of the State in general. All information's relating to schemes under implementation, organizational setup, levels of authority, their responsibilities and duties and all other relevant matters related thereto, which a common citizen, entrepreneur may be interested in, have been incorporated in this hand book.

#### 1.4. Contact persons

The Department of Industries and Commerce has designated five Public Information Officers and one appellate Authority for the commissionerate has detailed below:

Sl. No	Subject	Public Information Officer	Appellate Authority
1.	Matters related to MSMEs and subsidy	Deputy Director (LC), Central Office, Chennai-32	Additional Director (R.P)
2.	Matters related to Establishment and Accounts	Personal Assistant (General), Central Office, Chennai-32	
3.	Matters related to Electrical and Electronics Wing	Assistant Director (Electrical and Electronics), Central Office, Chennai-32	
4.	Matters related to Chemical wing and Virudhachalam Ceramic Wing	Deputy Director (Chemical), Guindy, Chennai-32	
5.	Matters related to Industrial Co-operatives and Coir)	Deputy Director (G) Central Office, Chennai-32	

Any person, who desires to get more information on topics covered in this handbook as well as other information also, may contact them at the Commissionerate, Chennai. The Public information Officers for the District/Unit Offices are furnished separately at Chapter – 8.

#### 1.5.Procedure and Fee Structure for getting information:

(a) A person who desires to obtain any information under sub-section 1 of section 6 of the Right to Information Act 2005 shall make a request in writing or through electronic means in English or Tamil either in person or by post to the Public Information Officer specifying the particulars of the information sought for by him or her. Such application must be accompanied by an application fee of Rs.10/- (Rupees Ten only) by cash or by Demand Draft or Banker's Cheque drawn in favour of Public Information Officer, Department of Industries and Commerce or affix a court fee stamp.

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

- (i) Rupees two for each page (in A4 or A3 size paper) created or copied:
- (ii) Actual charge or cost price of a copy in larger size paper.
- (iii) Actual cost or price for samples or models; and
- (iv) For inspection of records, no fee for the first hour, and a fee of Rs.5/- for every one hour (or fraction thereof) thereafter.

(c) For providing information under sub-section (5) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below Should be paid as per the mode at (a) above.

- (i) For information provided in Disc or Floppy, at Rs.50/- (Rupees fifty only) per Disc or Floppy and
- (ii) For information provided in printed form, at the price fixed for such publication or Rupees Two per page of photocopy for extracts from the publication.

### **1.6 Persons exempted from the payment of fee**

Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.5 above for seeking information under Right to Information Act 2005 List of persons below poverty line approved by the Gram Panchayat and Local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

## CHAPTER - 2

### PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

#### 2.1 Mandate

The Department of Industries and Commerce is responsible for planning and implementing the programmes for the promotion of commerce and industries with special emphasis to Micro, Small and Medium enterprises in the state.

#### 2.2 Role

The Directorate has promotional as well as minor regulatory role. As a promotional body, the Directorate provides various services through District Industries Centres such as formation of Industrial Cooperative Societies, providing escort services, training in entrepreneurship development, acknowledgement of Udyog Aadhaar Memorandum filed by Micro, Small and Medium enterprises etc., Further, the Directorate has administrative control over one Electrical Testing Laboratory, Five Chemical Testing Laboratories, Institute of Ceramic Technology, Viruthachalam, Government Scientific Glass Training Centre, Coimbatore, Government Production Centre for Scientific Glass Apparatus, Coimbatore.

#### 2.3 Brief Activities

The following important activities are being carried out by this Department for the development of Micro, Small and Medium Enterprises.

- ❖ Udyam registration certificate for Micro, Small and Medium Enterprises
- ❖ Industrial Co-operative Societies Labour Contract Service Society / Co-operative Industrial Estate (Indcoserve, Teaserve, Sagoserve)
- ❖ Providing Incentives and subsidies to MSMEs
- ❖ Export Promotion through District Export Promotion Hubs
- ❖ Providing Entrepreneurship Development Training / Technical Training
- ❖ Testing laboratories for Quality Assurance, implementation of quality control under, Training entrepreneurs on testing procedures for electrical appliances and wiring accessories.
- ❖ Awareness creation through Seminars / Dissemination Meets
- ❖ Monitoring the schemes implemented at District Industries Centres

- ❖ Cluster Development through MSE-CDP scheme.
- ❖ Providing employment generation through NEEDS/ UYEGP/ PMEGP scheme

## **2.4 Major Activities**

### **(A) Regulatory Activities**

1. Functional registrar for all the Industrial Cooperatives in the State. As on date, 300 Industrial Cooperative Societies are registered with the Department.
2. Relief towards Interest on delayed payments under Micro, Small and Medium Enterprises Development Act 2006.
3. Allotment of Scarce raw material
  - 3.1 Inspection for denatured spirit (DL-2) Licence
4. Implementation of Quality Control Order under BIS Act (15 Electrical Items including House hold appliances)

### **(B) Promotional Activities**

1. Providing Escort Services
  - 1.1 Promotion of Micro Small and Medium Enterprises and Industrial Cooperative Societies.
  - 1.2 Registration of udyam filed by the entrepreneurs.
  - 1.3 Identification of industry and preparation of project profile, financial assistance through financial Institutions / Banks, selection and purchase of machinery etc.
  - 1.4 Single Window Clearance
  - 1.5 Providing entrepreneurial guidance through the District Industries Centres.
  - 1.6 To provide assistance for registration of Industrial Entrepreneur Memorandum (IEM) to the enterprises, which are in the process of becoming Medium and Large Scale Industries
  - 1.7 Creating awareness on the policies and programmes on industrial development of the State / Central Governments, through seminars and dissemination meets.

1.8 Conducting All India Census on MSMEs under guidance of Development Commissioner, MSME, New Delhi and Deputy Director (Statistics and Data Bank Division), New Delhi.

1.9 Conducting State census / Sample Survey on MSMEs for its contribution to GSDP State's Department of Economics and statistics, Chennai – 6 as and when necessitates.

**(C) Financial Assistance to promote Micro, Small and Medium Enterprises:-**

Sanction and disbursement of subsidies viz, State Capital Subsidy, Generator subsidy, Power Tariff Subsidy etc., and other incentives. Implementation of Back ended Interest Subsidy for Technology Upgradation / Modernisation / CGTMSE/ ISO certification / Registration of patent / Intellectual Property rights as per MSME Policy 2008..

**(D) Testing Facilities**

Provision of testing facilities for chemicals, metals, metallurgical, electrical.

**(E) Centrally Sponsored Schemes**

- a. Implementation of Centrally Sponsored Schemes like Prime Minister's Employment Generation Programme.
- b. Market Development Assistance to Coir Industrial Cooperative Societies.
- c. Development of Micro and Small Enterprise Clusters under MSE-CDP scheme.
- d. Scheme of Fund for Re-generation of Traditional Industries (SFURTI).
- e. Schemes related to Coir Board and Tea Board.
- f. Conducting of sample survey,

**(F) State Schemes**

- a. Promotion of Micro, Small and Medium Enterprises all over the State.
- b. Development and promotion of cottage and handicrafts industries.

**(G) Infrastructure Development**

- a. Creation of Common Infrastructure Facilities / services in Industrial Clusters under Industrial Infrastructure Up gradation Scheme (IIUS).
- b. Creation of Common Infrastructure Facilities / Services in Industrial Estate under Micro & Small Enterprises – Cluster Development Scheme. (MSE-CDP).

**(H) Export Promotion**

Export Promotion through District Export Promotion Hubs in the District Industries Centre.

**(I) Capacity Building**

Assisting for Conducting Entrepreneurship Development Programmes

**(J) Office Hours**

Fore Noon 10.00 AM – 1.30 PM

After Noon 02.00 PM – 5.45 PM

Saturdays and Sundays – Holidays.

### CHAPTER - 3 FUNCTIONS POWERS AND DUTIES OF OFFICERS AND EMPLOYEES IN COMMISSIONERATE.

#### 3.1. DUTIES OF OFFICERS AND EMPLOYEES IN COMMISSIONERATE

##### 1. ADDITIONAL COMMISSIONER OF INDUSTRIES AND COMMERCE

Subject allocated	Second line Officers attached	Sections attached
<p>All matters relating to:-</p> <ol style="list-style-type: none"> <li>1. Second Level Officer to Industries Commissioner &amp; Director of Industries &amp; Commerce.</li> <li>2. Industrial Co-operatives / Functional Registrar for all Industrial Co-operatives in the State as per the powers delegated under the Tamil Nadu Industrial Co-operative Societies' Act 1983 and Tamil Nadu Industrial Co-operative Societies' Rule 1988. Establishment matters of IC wing.</li> <li>3. Vigilance Officer of the Department.</li> <li>4. Policy Planning, Credit and Co-ordination.</li> <li>5. Costing Cell and IT Initiatives and Training.</li> <li>6. Nodal Officer of the Department for Public Grievances.</li> <li>7. Public Relations and Exhibition/Seminars etc.</li> <li>8. Centrally Sponsored Schemes (for Co-operative Sector), Part II Schemes, Planning Commission, Pending Audit Para's and Court Cases pertaining to IC wing.</li> <li>9. Parliamentary/Assembly Questions, Cut Motions and other Related Matters.</li> <li>10. Petitions submitted to Hon'ble Chief Minister and Hon'ble Minister.</li> <li>11. Representations received from Industries Associations Chamber of Commerce etc.</li> <li>12. Industries Escort Service for Large and Medium Industries.</li> <li>13. Member of Coir Board, Cochin on behalf of Government of Tamil Nadu.</li> <li>14. Subject related to vehicles except establishment.</li> <li>15. Any other subject given by Industries Commissioner and Director of Industries &amp; Commerce.</li> </ol>	<ol style="list-style-type: none"> <li>1. All Officers in Industrial Co-operative Wing.</li> <li>2. J.D.(Costing)</li> <li>3. J.D.(Tea)</li> <li>4. J.D(Estt.)</li> <li>5. D.D.(Comm.)</li> <li>6. D.D(IC)</li> <li>7. C.A.O</li> <li>8. D.D.(Tech.)</li> <li>9. P.R.O</li> <li>10. A.O.(Budget)</li> <li>11. A.D (IES)</li> <li>12. P.A. (G)</li> <li>13. P.A (CI)</li> </ol>	<p>ICS, ICN, ICM, ICF, ICA, ICC, ICH, ICE, SIX, Exhibition PD, PDB, C.Cell, IES,</p>



**2. ADDITIONAL DIRECTOR OF INDUSTRIES AND COMMERCE ( DIC )**

Subject allocated	Second line Officers attached	Sections attached
<p>All matters relating to:-</p> <ol style="list-style-type: none"> <li>1. Second Level Officer to Industries Commissioner &amp; Director of Industries &amp; Commerce.</li> <li>2. Entrepreneurs Memoranda UAM under MSMED Act 2006.</li> <li>3. All Incentive schemes announced in the MSMI Policy 2008</li> <li>4. a. NEEDS b. Cluster Development Scheme</li> <li>5. All administrative matters relating to programmes of District Industries Centres</li> <li>6. All matters related to WTO</li> <li>7. Export Oriented Units</li> <li>8. Import, Export Duties</li> <li>9. Trade Agreements</li> <li>10. Export Policy</li> <li>11. Export Processing Zones / Special Economic Zones</li> <li>12. IES – Registration and Monitoring of IEM. Recommendation of the Industrial License Applications to Govt. of India.</li> <li>13. MSE-Facilitation Councils under MSMED Act 2006.</li> <li>14. Rehabilitation of Sick Units – SLIIC and SLIIC Sub Committee Meetings.</li> <li>15. a. Prime Minister's Employment Generated Programme Scheme (implementation and monitoring), including State Level Bankers Committee Meeting b. Single Window Clearance.</li> <li>16. Review of performance of District Industries Centres</li> <li>17. Programme Committee Meeting and State Level Single Window Committee Meeting</li> <li>18. Single Law for Small Scale Industries / Small and Medium Enterprises Policy</li> <li>19. Review Progress of Plan Schemes.</li> <li>20. Global Investor Meet 2015 and</li> <li>21. Flood relief and other relief measures</li> <li>22. Assembly questions, Parliament questions, Assembly committee visits</li> <li>23. I.T. Park, Industrial Licenses.</li> <li>24. Department Land related issues and any other subject(s) assigned by IC&amp;DIC</li> </ol>	<p>J.D. (Engg.) D.D. (N.C) D.D. (S&amp;S) D.D.(Tech) D.D. (L.C.) A.D. (I.A.) A.D. (I.E.S.) A.D.(S&amp;S) A.D. (N.C.) System Analyst</p>	<p>IES, LC, CDC, DIC PDK, PDSN and NEEDS</p>

**3. ADDITIONAL DIRECTOR OF INDUSTRIES AND COMMERCE (Rural Projects)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Second Level Officer to Industries Commissioner &amp; Director of Industries &amp; Commerce.</li> <li>2. Administrative control of Technical Information Centres/Government Technical Training Centre, Guindy and Institute of Tool Engineering, Dindigul.</li> <li>3. General Manager's Conference/Review Meeting.</li> <li>4. Committee and Meeting / Advisory Board etc.,</li> <li>5. Seminars / Meetings including Dissemination Meet.</li> <li>6. Entrepreneur Development Programme and Entrepreneur Development and Innovation Institute.</li> <li>7. Chief Minister's Special Cell Petitions</li> <li>8. AMMA Skill Development Program</li> <li>9. All Matters relating to Chemical Wing</li> <li>10. All Matters relating to Electrical and Electronics Wing</li> <li>11. Right to Information Act/Applet Authority to the Commissionerate.</li> <li>12. Meeting in Boards, Committees in which Industries Commissioner &amp; Director of Industries &amp; Commerce is a Member/Director/Convener</li> <li>13. MSME Board Meetings</li> <li>14. All Awards including CM's Banks Awards</li> <li>15. Court Cases / and any other subject(s) assigned by IC&amp;DIC</li> </ol>	<p>J.D. (Engg) (E&amp;E) J.D.(Engg) (Chem) D.D. (Comm) D.D. (EDP) A.D. (E&amp;E)</p>	<p>EL PD EDP L</p>

**4. JOINT DIRECTOR OF INDUSTRIES AND COMMERCE**  
**(INDUSTRIAL COOPERATIVES) COIR**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Nodal Officer for all Industrial Cooperatives.</li> <li>2. Quarterly review of Industrial Cooperatives.</li> <li>3. All Schemes related to Industrial Cooperative &amp; SFURTI Scheme.</li> <li>4. Right to information Act related to IC Wing.</li> <li>5. Coordination with Director of Cooperative Audit for speedy completion of audit in Industrial Cooperatives.</li> <li>6. All IC matters related to Ex-servicemen Welfare Board</li> <li>7. All IC matters related to TABCEDCO &amp; TAMCO Schemes</li> <li>8. Inspection and Liquidation of Industrial Cooperatives.</li> <li>9. Review of Industrial Cooperatives.</li> <li>10. Matters related to HRD with regard to Industrial Cooperative Wing.</li> <li>11. Registration and administration of Industrial Cooperative Societies in the state.</li> <li>12. Implementation of the Schemes such as Marketing Development Assistance (MDA), SFURTI and REMOT applicable for Coir Industrial Cooperative Societies.</li> <li>13. Conducting Cooperative election in all Industrial Cooperative Societies to which the Industries Commissioner and Director of Industries and Commerce is the State Election Officer. The Joint Director (Tea), General Managers and Deputy Director (Industrial Cooperatives), Chennai are the District Election Officers below whom several Electoral Officers and Election Officers coordinate in the conduct of election process.</li> </ol>	<p>D.D (G),  D.D (Marketing),  A.D(Marketing)  AD (Coir),  AD(Marketing)  DD(Costing),</p>	<p>ICA,  ICB,  ICC,  ICD,  ICF,  ICH,  ICN,  ICM,  ICS,  ICS(A)</p>

**5. JOINT DIRECTOR (ENGINEERING)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Entrepreneurship Memoranda UAM relating to Micro, Small and Medium Enterprises.</li> <li>2. Parliament and Assembly Questions.</li> <li>3. Export Promotion Cell.</li> <li>4. Declaration of Backward and Most backward Areas.</li> <li>5. Handicrafts and cottage Industries Registration.</li> <li>6. Sponsoring and Issue of Entitlement for raw materials / Coal / coke / Iron and Steel Materials.</li> <li>7. Right to Information Act. 2005– Relating to Engineering Wing.</li> <li>8. Centrally sponsored scheme under Nucleus Cell conducting All India Census collection and compile of IIP Data and frame list on MSME.</li> <li>9. MSE Facilitation Council.</li> <li>10. Industries Entrepreneur Memorandum.</li> <li>11. Industrial Escort Service.</li> <li>12. Industrial License.</li> <li>13. Industrial Park.</li> <li>14. Census.</li> </ol>	<p>A.D. (Modernisation), D.D. (NC) D.D (S&amp;S) A.D(S&amp;S) A.D (NC) A.,D(IES)</p>	<p>KA, PDSN, PDK, IES, NEEDS, CDC</p>

**6. JOINT DIRECTOR (ENGINEERING)****(Electrical & Electronics)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Nodal Officer for Electronic and Electrical Industry in the States .</li> <li>2. All Electronic Industrial Estates.</li> <li>3. Quality Testing Lab and other set ups of the Department.</li> <li>4. Liaison with IT Ministries/Department of the State and Government of India.</li> <li>5. Electronic Estate.</li> <li>6. Liasoning with ELCOT, NIC, NASSCOM and similar bodies.</li> <li>7. Right to Information Act 2005 - Related to Electrical and Electronic subject.</li> </ol>	A.D.(Electrical & electronics)	EL

**7. JOINT DIRECTOR (ENGINEERING)****(CHEMICALS)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Nodal Officer for Chemical and Pharmaceutical Industries in Tamil Nadu</li> <li>2. Regional Testing Laboratory, Coimbatore, Madurai &amp; Tuticorin.</li> <li>3. Institute of Ceramic Technology.</li> <li>4. Ceramic Industrial Estate.</li> <li>5. Service Centre for Ceramic and all other Ceramic Units.</li> <li>6. Glass Production Training Centre, Coimbatore.</li> <li>7. Right to Information Act 2005 - Related to Chemical Wing.</li> </ol>	D.D (MCL) DD(Chemicals), AD (MCL), AD(Salt), Senior Chemist	QW1, QW2, QW4, W5, W6, QW6, QW7, BC 1, BC2, BC3

**8. JOINT DIRECTOR (COSTING)**

Subjects allocated	Second level Officers attached	Sections attached
All matters relating to : 1. Credit. 2. Fixation of targets for Industrial Cooperatives 3. Rehabilitation of Sick Units. 4. Data Base Development. 5. Trend Analysis. 6. Forecasting. 7. Scenario Planning. 8. Costing Input to Industrial Cooperatives. 9. Preparation of approach papers and status reports. 10. External Aided Project	D.D.(Costing) A.D.(Costing)	C.Cell TALCO

**9. JOINT DIRECTOR (ESTABLISHMENT)**

Subjects allocated	Second level Officers attached	Sections attached
All matters relating to : 1. All matters related to establishment (i) Promotions (ii) Transfer and postings (iii) Recruitment (iv) Withdrawal of GPF (v) Leave sanction and surrender sanction (vi) Pension (vii) Deputation (viii) Training (ix) Office Manual. 2. General Administration and Contingency 3. Disciplinary cases 4. Court cases related to Establishment. 5. Office Inspection 6. Chief Minister's Cell Petitions 7. All Loans – RIP/SAI/Margin Money Scheme/IFST Loan Recovery and any other subject(s) assigned by ACS/IC&DIC	D.D.(General), P.A.(G), P.A.(CI), Public Relations Officer CAO AO(CASH) AO(AUDIT)	ICE, EA,EB, EC,EG, EDS EE, FC, G, SIX,L, ADA

**10. DEPUTY DIRECTOR (LIAISON CELL)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Clarification and appeals related to Capital, Generator, Low Tension Power Tariff (LTPT) subsidies and Interest Free Sales Tax (IFST).</li> <li>2. Implementation of various Back ended Interest Subsidies.</li> <li>3. Court Cases relating to subsidies and IFST scheme.</li> <li>4. Clarification Committee Meeting (Technical)</li> </ol>		LC,KC

**11. DEPUTY DIRECTOR (EDP)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Entrepreneurs Development Programme Schemes.</li> <li>2. Amma Skill Development Development</li> <li>3. Subjects pertaining to Technical Institutions. <ol style="list-style-type: none"> <li>a. Government Technical Training Centre, Guindy.</li> <li>b. Institute of Tool Engineering, Dindigul.</li> </ol> </li> <li>4. Inspection and reporting to Government of India for medium and large scale industries.</li> </ol>		EDP

**12. DEPUTY DIRECTOR (COMMERCE)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Grievances received from MSME Association and redressal.</li> <li>2. Compiling the grievances and placing before the MSME Board for redressal.</li> <li>3. Follow up action of the MSME Board meeting.</li> <li>4. General Managers Conference.</li> <li>5. Follow up action on the Chief Minister's Cell petitions.</li> <li>6. Subject related to meetings, in which Industries Commissioner and Director of Industries and Commerce is a member other than State owned Corporations.</li> <li>7. Capacity Building of Technical Officers and announcement.</li> </ol>		PD

**13. DEPUTY DIRECTOR (TECHNICAL)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Providing technical opinion on the Industrial Co-operative Societies, at the time of formation, expansion, Diversification etc, wherever required.</li> <li>2. Nodal Officer for IT initiatives in the Department. Procurement and maintenance of computers and related software and hardware items. Liaising with NIC.</li> <li>3. Subject related to PMEGP Scheme, Single Window Clearance Scheme, District, Industries Centre administration including budget allocation.</li> <li>4. Preparation of details in respect of all schemes implemented in the District Industries Centres.</li> </ol>	<p>Syatem Analysis &amp;</p> <p>Assistant Programmer</p>	<p>Computer Section, DIC.</p>

**14. DEPUTY DIRECTOR (NUCLEUS CELL)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. Related centrally sponsored schemes like survey, Data collection.</li> <li>2. Preparation of Frame list of MSME, conducting of sample surveys and census MSMEs as required by DC(MSME), New Delhi.</li> <li>3. Collection of data on Index of Industrial Production.</li> <li>4. Staff expenditure, allocation of funds to the District Industries Centres and carrying out instructions of the office of the Development Commissioner (MSME).</li> </ol>	<p>AD(NC)</p>	<p>PDSN, CDC</p>



**15. DEPUTY DIRECTOR (IC) (GENERAL)**

Subjects allocated	Second level Officers attached	Sections attached
<p>All matters relating to :</p> <ol style="list-style-type: none"> <li>1. To examine and route through all files of IC Wing staff in respect of Establishment matters like transfer, postings and deputations etc.,</li> <li>2. To prepare Confidential Reports for Assistant Directors and Record sheets for Industrial Co-operative Officers, Supervisor of Industrial Co-operatives, and Assistant Supervisor of Industrial Co-operative Industrial Co-operative wing who are working in Central Office.</li> <li>3. Attending meetings in different institutions related to Industrial Co-operatives such as TNPSC and TAICO Banks.</li> <li>4. Matter related Staff continuance Proposals Printing Societies, Tea Factories, TAICO Bank and Sagoserve.</li> <li>5. To conduct inspection and domestic enquiry as and when required.</li> <li>6. Capacity Building of Industrial Co-operative Officers.(Training / Seminars / Workshops etc.,) (Reporting to Addl. Commissioner, Joint Director (Coir) and Joint Director (Estt.)</li> </ol>	<p>AD (Coir) AD (Tea) AD (Matches)</p>	<p>ICE, ICA, ICC, ICD, ICF, ICM, I ICN, ICS, ICH, ICS(A) C.Cell</p>


**16. DEPUTY DIRECTOR (IC) (MARKETING)**

Subject allocation	Second line officers attached	Sections attached
<ol style="list-style-type: none"> <li>1. To examine and put up statutory matters of Industrial Cooperative Societies to Joint Director (IC).</li> <li>2. Matter related Staff continuance Proposals of Labour Contracts Societies, Engineering and Metal Societies Brick Societies, Auto Societies and Industrial Co-operative Estates.</li> <li>3. Attending meetings in different institutions related to Industrial Cooperatives such as Tamil Nadu Co-operative union NICM (Chennai) and TNSCSEC, Chennai.</li> </ol>	<p>AD(Marketing) AD(Coир)</p>	<p>ICA, ICD, ICF, ICN, ICS</p>

**18. CHIEF ACCOUNTS OFFICER.**


Subjects allocated	Second level Officers attached	Sections attached
All establishment matters relating to – 1. Accounts. 2. Internal Audit. 3. Accountant General's Audit. 4. Budget. 5. Control of Expenditure. 6. Advance to Government Servants. 7. Pension, DCRG etc. (Files to J.D.(Estt.). 8. Bills related to Pay, T.A., Contingency etc., 9. Public Accounts Committee Meeting. 10. Medical Reimbursement Bill. 11. GPF Files to J.D. (Estt.). 12. All defunct units. 13. Subjects relates to Accounts Section under. 14. . RTI Act .	A.O(Budget) A.O(Audit) A.O(Cash)	AA,AB, ABA, ACA, ACB, ADA, ADB, SAP,PDB

### 3.2 (i) POWERS DELEGATION TO ADDITIONAL COMMISSIONER OF INDUSTRIES AND COMMERCE

SL.NO	SUBJECT	G.O
1.	Government order of the powers delegation to the Additional Commissioner	

### POWERS OF THE GENERAL MANAGER, DISTRICT INDUSTRIES CENTRES, JOINT DIRECTOR (TEA), COONOR AND DEPUTY DIRECTOR (INDUSTRIAL CO-OPERATIVES), CHENNAI.

#### 3.2. (ii) POWERS OF THE GENERAL MANAGER, DISTRICT INDUSTRIES CENTRES.

SL.NO	SUBJECT	G.O
1.	Government order of the powers dedicated to the General Manager's	

#### 3..2.(iii) Powers and Duties of the Industrial Cooperative Officer /Supervisor of Industrial Cooperatives Assistant Supervisor of Industrial Cooperatives

<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Industrial Cooperatives Officer / Supervisor of Industrial Cooperatives attends to all the files pertaining to Organization, Administration, Supervision, Inspection, Arbitration, Enquiry reports and Other files pertaining to statutory matters.</li> <li>2. Supervisor of Industrial Cooperatives/ Assistant Supervisor of Industrial Cooperatives attend the following items <ol style="list-style-type: none"> <li>a) Registration of Tapals, Maintenance of Personal Register and Establishment matters</li> <li>b) Preparation of Pay Bills, T.A. Bills, Miscellaneous Bills of Staff of Industrial Cooperative Wing</li> <li>c) Preparation of expenditure statement</li> <li>d) Treasury work, encashment of bills</li> <li>e) Maintenance of Cash Book, UDP Register, P.A. Register and Other registers</li> <li>f) Maintenance of periodicals and Liquidation Tapals.</li> <li>g) Preparation of Schemes</li> <li>h) Preparation of Target fixation</li> <li>i) Watching performance reports</li> <li>j) Maintaining Periodicals.</li> </ol> </li> </ol>
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**CHAPTER - 4****IV. RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS**

The Department of Industries and Commerce is working as per the rules and regulations prescribed by the Government of Tamil Nadu like Tamil Nadu Service Rules for various Services, the Fundamental Rules and the Office is functioning as per rules laid down in the Departmental Manual of the Directorate of Industries and Commerce.

<b>Name of the Document</b>	<b>Type of Document</b>
1. The Department of Industries and Commerce rule regulations prescribed by the Government of Tamilnadu like Tamil Nadu Service Rules various Services the Fundamental Rules and the Tamil Nadu Government Offices Manual (DOM)	Act
Tamil Nadu Cooperative Societies Act 30 of 1983 Tamil Nadu Co-operative Societies Rule 1988(Rules and Regulations with reference to the Tamil Nadu Cooperative Societies Act30 of 1983 are reiterated under this Rules)	
<b>Industrial Cooperative Wing</b>	
Tamil Nadu Cooperative Societies Act 30 of 1983	Act
Tamil Nadu Cooperative Societies Rules 1988	Rules
<u>Brief write-up on the Document:</u> Tamil Nadu Cooperative Societies Act 30 of 1983 (Statutory provisions of the Act are reiterated in this Act which are followed by all the Functional Registers)	
2.Tamil Nadu Cooperative Societies Rules 1988. (Rules and Regulations with reference to the Tamil Nadu Cooperative Societies Act 30 of 1983 are reiterated under this Rules)	Rules
From where one can get a copy of Rules, regulations, instructions, manual and records	1.Government Press, Anna Salai, Chennai 2.Tamil Nadu Cooperative Union, 170 E.V.R.Periyar High Road, Kilpauk, Chennai
Fee charged by the Department for a copy of rules, regulations instructions, manual and records (if any)	Rates as fixed by the Government Press from time to time.

**Rules and Regulations related to the Department is available in the following website:-**

<b>SL.NO</b>	<b>SUBJECT</b>	<b>WEBSITE</b>
1.	Service Rules.dics	<a href="http://www.cms.tn.gov.in/sites/default/files/rules/service_rules_dic.pdf">www.cms.tn.gov.in/sites/default/files/rules/service_rules_dic.pdf</a>
2.	Service Rules.Inds.service	<a href="http://www.cms.tn.gov.in/sites/default/files/rules/service_rules_industries_service.pdf">www.cms.tn.gov.in/sites/default/files/rules/service_rules_industries_service.pdf</a>

## CHAPTER – 5

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of this policy or implementation thereof**

### Formation of Policy

The TANSTIA (Tamil Nadu Small and Tiny Industries Association) and some of the District Level Organizations indicated below are consulted to prepare MSME and related Policies.

1.	The Industrial and Financial Reconstruction Association for Small and Tiny Enterprises "Paramount Gardens", 11, Arunachalam Road, Saligramam, Chennai. 600 093,  No.26, 27, 1st Floor, Corporation Shopping Complex, 3 <sup>rd</sup> Cross Street, Raja Annamalaipuram, Chennai – 600 028 Office Ph: 044 – 2495437	6.	Federation of Association of Small Industries of India – (FASSI), 10 GST Road, Guindy, Chennai. 600 032. Office Ph: 22343413-22343531
2.	Confederation of Indian Industries (Southern Regional Head Quarters), No.98/1, Velacherry Main Road, Guindy, Chennai – 600 032. Office Ph: 044 – 423444555	7.	Tamilnadu Association of Cottage and Tiny Entrepreneurs (TACT), No.5, Church Road, TMP Nagar, Chennai – 600 050. E-mail: <a href="mailto:tactask@gmail.com">tactask@gmail.com</a>
3.	The Coimbatore District Small Industries Association, CODISSIA, G.D.Naidu Towers, Post Bag No. 3827, Huzur Road, Coimbatore – 641 018 Office Ph: 0422-2215182, 2212409 Fax : 0422 -2214231 e-mail: <a href="mailto:info@codissia.com">info@codissia.com</a>	8.	Tamil Nadu Small and Tiny Industries Association, (TANSTIA), 10 GST Road, Guindy, Chennai. 600 032 Office Ph: 044- 22501302/22500939 e-mail : <a href="mailto:tanstiaorg@gmail.com">tanstiaorg@gmail.com</a> Fax: 044-22501890.
4.	Industrial Estate Manufacturers Association, (IEMA), R.V.Towers, No.10, Guindy, Chennai – 600 032. Ph.No.044-22500314.	9.	Women Entrepreneurs Promotion Association (WEPA), 29, Abirami Corel View, 30, Link Road Maduvankarai, Guindy, Chennai – 600 032. Office Ph: 044-22454068
5.	Federation of Indian Chambers of Commerce and Industry, No.5, Vivekanandha Road, Opp Spur Tank Road, Chetpet, Chennai – 600 031 Office Ph: 044 – 42849613/614/615		

## CHAPTER - 6

### **A Statement of the categories of documents that are held by the Department or under the control of the Department**

The following Registers and Records are maintained in respect of the Sections at Central Office:

#### **Establishment Sections**

##### ***FC Section:***

1. Other Section tapals register
2. Consolidated Distribution Register
3. Local Tapals issue register
4. Speed Post register (incoming)
5. Register Post Tapals Register (incoming)
6. Courier Tapals Register (incoming)
7. Registered post Tapals Register (outgoing)
8. Local Tapal register (outgoing)
9. Parcel register
10. Call book register
11. Stamps account register
12. Speed post register
13. G.M.s and Subordinate tapals register (outgoing)
14. Government tapal register (outgoing)
15. Court Case Register (incoming)
16. Government D.O. letters (incoming)
17. RTI Act 2005 Register

##### ***EL Section***

1. CM Special Cell petition register.
2. A register for Government letters and other important letters.
3. Stock file for the Government Orders and other circulars received from the Government.
4. RTI Act 2005 Register.

##### ***G Section :***

1. Records Issue Register
2. Records destruction register
3. Machinery and Equipments stock register
4. Condemned Articles register for machinery and furniture
5. Uniform issue register
6. Stock register for furniture
7. Stock register of code books
8. Stock register of news paper and magazines
9. Code books issue register
10. Register of common forms and covers stock and issue registers
11. Register of miscellaneous Articles, stock and issue register
12. Register of stationery stock and issue register
13. RTI Act 2005 Register

**EA Section:**

1. Service register
2. Defaulter sheet
3. Property statement
4. Distribution register
5. Personal register
6. CL register
7. Suit register
8. Absentee register
9. Increment register
10. Probation register
11. Stock file on circulars issued by Government.
12. RTI Act 2005 Register

**EB Section:**

1. Increment register
2. Suits register
3. Probation register
4. Seniority register
5. Service register
6. CL register
7. Tapal distribution register
8. Request transfer register
9. RTI Act 2005 Register
10. Compassionate ground appointment seniority list

**EE Section:**

1. Service register
2. Probation register
3. LTC register
4. Surrender leave sanction register
5. Suit register
6. CL register
7. Tapal distribution register
8. Internal file movement register
9. Request transfer register
10. Increment register
11. Deputation register
12. Staff distribution register
13. Panel register
14. Seniority register
15. Register for sanction accorded for the acquisition of movable and immovable properties
16. Foundation training register
17. NOC to obtain passport register
18. RTI Act 2005 Register

**EDS Section:**

1. Service Registers
2. Probation register
3. Suits register
4. CL register
5. Tapal distribution register
6. Internal file movement register
7. Request transfer register
8. Increment register
9. Deputation register
10. Staff distribution register
11. Panel register
12. Seniority register
13. Register for sanction accorded for the acquisition of movable and immovable properties
14. Regularisation Register.
15. RTI Act 2005 Register
16. Surrender of Earned Leave Register.
17. Absentee Statement Register
18. Compassionate appointment cases Register.
19. D.R. appointment cases Register
20. Relinquishment accepting Register
21. Retirement details Register
22. Resignation Register.

**EC Section:**

1. Stock file for all circulars or orders issued by the Government.
2. RTI Act 2005 Register

**EG Section:**

1. Disciplinary cases Register
2. RTI Register
3. CM's Cell Register
4. Appeal to Punishment Register
5. Court case Register

**ICE Section:**

1. Probation Declaration Register.
2. Request Transfer Register.
3. Seniority Register
4. Panel Register
5. Punishment Register
6. Surrender Register
7. Increment Register
8. Placement Register
9. NOC Register.
10. RTI Act 2005 Register



### **Accounts Sections**

#### **ACA Section:**

1. Contingent bill Register
2. Miscellaneous bill Register
3. TA bill Register
4. LTC bill Register
5. Medical bill Register
6. Cheque issue Register
7. Exchange order issue Register
8. TNSL Interest working Register

#### **ACB Section:**

1. General Provident Fund bill register
2. Employees Special Provident Fund bill Register
3. Death cum Retirement Gratuity bill register
4. Festival Advance bill Register
5. Handloom and Khadi Advance Register
6. Conveyance Advance Register
7. House Building Advance bill Register
8. Education Advance bill Register
9. TANSI Advance bill Register
10. Loan ledgers in respect of state owned corporations
11. Pay commission arrears register
12. Arrear bill Register

#### **CASHIER:**

1. Cash book register
2. Un-Disbursed Payment Register
3. Permanent Advance register
4. Cheque received register
5. Miscellaneous recovery register
6. MTC 70
7. Cash remittance register
8. Cheque / Demand draft remittance register
9. Temporary advance payment register
10. Register of receipt books
11. Register of security articles
12. Duplicate key register
13. Token register

#### **AA Section:**

1. Register for watching disposal of AG inspection report register

**ABA Section:**

1. Recoveries and adjustments register (SIDCO and SIPCOT)

**ADB Section:**

1. PAO/AG – Reconciliation register for expenditure and receipts (loans and advances)

**ADA section:**

1. House Building Advance Register
2. Conveyance Advance Register
3. Marriage Advance Register
4. TNSL Documents issue register
5. GPF temporary Advance register
6. GPF part final with drawal register
7. GPF final withdrawal register
8. Conveyance Advance Insurance Policy renewal register
9. Pension register for Gazetted officers
10. Pension register for non-gazetted officers
11. Pension register for TANSI / SIDCO ex-employees
12. RTI Act 2005 Register
13. Loans and Advance (Two Wheeler and Four Wheeler) Computer

**Development Sections****DIC Section:**

1. Monthly Progress reports - Online
2. Quarterly Progress reports - Online
3. PMEGP funds allocation register - Online
4. PMEGP funds Expenditure register - Online
5. RTI Act 2005 Register

**NEEDS Section:**

1. Monthly Progress reports - Online
2. Daily Progress reports - Online
3. NEEDS funds allocation register
4. NEEDS Expenditure maintenance register

**PDK Section:**

1. RTI Register
2. Court case Register
3. CM Cell Register
4. UAM Achievement Register

**PDSN Section:**

1. Consolidated RTI Register
2. Cluster Expenditure Register

**LC Section:**

1. Court case Register
2. Condonation Delay Register
3. Clarification Committee Register

**L Section:**

1. Loan Register

**PD Section:**

1. CM Cell Register

**SIX Section:**

1. Log book – Part I and II
2. Fuel maintenance Register

**Chemical section****CTAL:**

1. Sample Receipt Register.
2. Test Certificate Register.
3. Machinery and Equipment Register.

**Industrial Co-operative section**

1. CM Special Cell tapal register
2. Monitoring register for Co-operative Research and Development Fund proposals sent.
3. Suits register.
4. Register showing applications received under Right to Information Act -2005
5. Register showing the details of training imparted to officers and staff of IC wing
6. Register showing the details of posts sanctioned to Industrial Cooperative Societies under Foreign Service terms by the administrative sections

## CHAPTER – 7

### **7.1 MICRO, SMALL ENTERPRISES FACILITATION COUNCIL**

In the MSMED Act'2006,Where any buyer fails to make payment of the amount to the supplier, as required under section 15, the buyer shall, notwithstanding anything contained in any agreement between the buyer and the supplier or in any law for the time being in force, be liable to pay compound interest with monthly rests to the supplier on that amount from the appointed day or, as the case may be, from the date immediately following the date agreed upon, at three times of the bank rate notified by the Reserve Bank are eligible to apply under this Scheme.

The constitution of the MSE-Facilitation Councils, its members and functions appointment of officers and authorities under the act, was ordered in the G.O Ms. No. 63,Small Industries(SIB) Department, dated: 08.12.2006. Subsequently in G.O.(Ms) No. 43, Micro, Small and Medium Enterprises (F) Department, dated: 26.7.2012 , Government have issued orders nominating the persons as representatives of the Facilitation Councils for the four Regions and also delegate the powers to the Industries Commissioner and Director of Industries and Commerce to nominate the persons from the organizations as and when vacancy arises within two years from the date of appointment on administrative interest .

The revised rules for the MSE-Facilitation Council was notified in the Gazettee Notification in accordance with as per G.O. (Ms) No. 39, Micro, Small and Medium Enterprises (F) Department, dated: 07.07.2017. As per the notification the aggrieved MSE unit should attach a fee of Rs.1000/- along with the reference to the concerned Jurisdiction council towards processing charges, and the processing charges to be collected by Demand Draft in favour of Regional Joint Director, Chennai pertaining to the Chennai Council and the General Manager, District Industries Centre, concerned in respect of the Councils at Tiruchirapalli, Madurai and Coimbatore, as the case pertaining to the jurisdiction of the council.

Accordingly , the present members representing the Facilitation Council of the four Regions i.e., Chennai, Trichy , Madurai and Coimbatore are as follows:

### 1.CHENNAI :

i	Industries Commissioner and Director of Industries and Commerce	Chairperson	Tmt.Sigy Thomas Vaidhayan, I.A.S.,
ii	A representative of the Tamil Nadu Small and Tiny Industries Association	Member	Thiru.S.Ashok,Vice Pricident.
iii	A representative of the Lead Bank	Member	Thiru.Subrat Kumar Nayak, Chief Manager,I.O.B,
iv	A representative of the Tamil Nadu Industrial Investment Corporation	Member	TmtN.Kirupa, Regional Appraisal Head, TIIC,Chennai
v	A representative of the FISME	Member	Thiru.D.Gandhikumar, Vice President

### 2. TRICHY:


i	Industries Commissioner and Director of Industries and Commerce	Chairperson	Tmt.Sigy Thomas Vaidhayan, I.A.S.,
ii	A representative of the Tamil Nadu Small and Tiny Industries Association	Member	Thiru V.Ramachandran, Vice President,
iii	A representative of the Lead Bank	Member	Thiru G.Sathiyannarayanan, Lead District Manager,I.O.B, Trichy
iv	A representative of the Tamil Nadu Industrial Investment Corporation	Member	Thiru V.Susilkumar, Regional Appraisal Head, TIIC,Madurai.
v	A representative of the Tiruchirapalli District Chamber of Commerce, Tiruchirapalli.	Member	Thiru L. Gnanaraj, President,

**3. MADURAI:**

i	Industries Commissioner and Director of Industries and Commerce	Chairperson	Tmt.Sigy Thomas Vaidhayan, I.A.S.,
ii	A representative of the Tamil Nadu Small and Tiny Industries Association	Member	Thiru.K.T.Kannappan, Secretary,
iii	A representative of the Lead Bank	Member	Thiru.K.Arivazhagan, Lead District Manager, Canara Bank,Maurai.
iv	A representative of the Tamil Nadu Industrial Investment Corporation	Member	Thiru.V,D.Anandhan, Regional Manager
v	A representative of the TamilNadu Chamber of Commerce, Madurai.	Member	Thiru. N. Jegadeesan President,

**4.COIMBATORE:**

i	Industries Commissioner and Director of Industries and Commerce	Chairperson	Tmt.Sigy Thomas Vaidhayan, I.A.S.,
ii	A representative of the Tamil Nadu Small and Tiny Industries Association	Member	Thiru.K.Mariyappan, Vice-President,TANSTIA
iii	A representative of the Indian Chamber of Commerce, Coimbatore.		Thiru.C.Balasubramaniyan, Lead District Manager
iii	A representative of the Lead Bank	Member	Tmt,Kousalya, Lead Distirct Manager,
iv	A representative of the Tamil Nadu Industrial Investment Corporation	Member	Thiru,A.R.Sundaresan, Regional Appraisal Head, TIIC,Coimbatore.

SL.NO	SUBJECT	G.O
1.	All Government Orders of IES	

## 7.2. MSME Board

The MSME Board has been constituted vide G.O. (Ms) No.63 dated 08.12.2006 to enable the Micro, Small and Medium Enterprise Associations to represent their views and to get their grievances redressed in consultation with the concerned officials of various Departments.

The relevant G.O.(Ms.) No.81, MSME Department dated 11.9.2008 is furnished here:

**குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்களின் வாரியம் அமைக்கப்பட்டதற்கான அரசு ஆணை**

சுருக்கம்

குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை – குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் வாரியம் – அமைக்கப்படுகிறது – ஆணை – வெளியிடப்படுகிறது.

குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் (பி) துறை  
அரசாணை (ப) எண்.81 நாள் 11.9.2008

- 1.அரசாணை (நிலை) எண்.1, சிறு தொழில் துறை, நாள் 2.1.2003
- 2.அரசாணை (நிலை) எண்.47, சிறு தொழில் துறை, நாள் 14.9.2006
- 3.தொழில் ஆணையர் மற்றும் தொ.ல் வணிக இயக்குநர் நேர்முக கடித எண்.59877/பிடி3/2007-1 நாள் 17.11.2007.
- 4.தொழில் ஆணையர் மற்றும் தொழில் வணிக இயக்குநர் ந.க.எண்.59877/பிடி3/2005 நாள் 26.2.2008.

€ € €

ஆணை:

பார்வை ஒன்றில் படிக்கப்பட்ட அரசாணையில் 21 உறுப்பினர்களுடன் சிறு தொழில் வாரியம் அமைக்கப்பட்டது. பின்னர், பார்வை இரண்டில் படிக்கப்பட்ட அரசாணையில் மீண்டும் 5 அலுவல்காரர் உறுப்பினர்கள் சேர்க்கப்பட்டு அவ்வாரியம் 26 உறுப்பினர்களுடன் திருத்தியமைக்கப்பட்டது.

2. 22.2.2008 அன்று மாண்புமிகு முதலமைச்சர் அவர்களால் வெளியிடப்பட்ட குறு, சிறு மற்றும் நடுத்தர தொழில் கொள்கையில் சிறு தொழில் வாரியம் குறு, சிறு மற்றும் நடுத்தர தொழில் நிறுவனங்கள் வாரியமாக மாற்றியமைக்கப்படும் என அறிவிக்கப்பட்டுள்ளது.

3. உலகமயமாக்கல், ஏற்றுமதி நோக்கம் மற்றும் குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்களின் போட்டியிடும் திறன் ஆகியவற்றைக் கருத்திற் கொண்டு

தற்போதைய "சிறு தொழில் வாரியத்தை" "குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் வாரியம்" மாற்றியமைக்கவும், வாரியத்தில் கீழ்க்காணும் உறுப்பினர்களை சேர்த்துக் கொள்ளவும் தொழில் ஆணையர் மற்றும் தொழில் வணிக இயக்குநர் முன்மொழிவுகள் அனுப்பியுள்ளார்:-

அலுவலர்சார் உறுப்பினர்கள்

1. வெளிநாட்டு வர்த்தக இணை இயக்குநர் ஜெனரல்.
2. இந்திய ஏற்றுமதி நிறுவனத்தின் கூட்டமைப்பின் பிரதிநிதி

அலுவலர்சாரா உறுப்பினர்

இந்திய தொழில் மற்றும் வர்த்தக சபையின் கூட்டமைப்பின் தலைவர் அல்லது அவரின் பிரதிநிதி

4. அரசு, இப்பொருள் குறித்து கவனமாகப் பரிசீலித்த பின்னர், முன்பிருந்த சிறு தொழில் வாரியத்தை, கீழ்க்கண்ட உறுப்பினர்களுடன் "குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் வாரியம்" என மாற்றியமைத்து ஆணையிடுகிறது.

அமைச்சர் (ஊரகத் தொழில் மற்றும் கால்நடை பராமரிப்புத் துறை) – தலைவர் தலைமைச் செயலாளர் – துணைத் தலைவர்

அலுவலர்சார் உறுப்பினர்கள்

1.	செயலர், குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை	உறுப்பினர்
2.	செயலர், நிதித் துறை	உறுப்பினர்
3.	தொழில் ஆணையர் மற்றும் தொழில் வணிக இயக்குநர்	உறுப்பினர்/ செயலர்
4.	இயக்குநர், ஊரக வளர்ச்சித் துறை	உறுப்பினர்
5.	சிறப்பு ஆணையர் மற்றும் வணிக வரி ஆணையர்	உறுப்பினர்
6.	தலைவர் மற்றும் மேலாண்மை இயக்குநர், தமிழ்நாடு சிறு தொழில் வளர்ச்சி நிறுவனம் (சிட்கோ)	உறுப்பினர்
7.	நிர்வாக இயக்குநர், தமிழ்நாடு தொழில் முதலீட்டுக் கழகம் (டி.ஐ.ஐ.சி)	உறுப்பினர்
8.	வட்டார இயக்குநர், தேசிய சிறு தொழில் கழகம், சென்னை	உறுப்பினர்
9.	இயக்குநர், குறு, சிறு மற்றும் நடுத்தர நிறுவனங்கள் வளர்ச்சி நிறுவனம், சென்னை	உறுப்பினர்
10.	சென்னை இந்திய ரிசர்வ் வங்கியின் பொது மேலாளர் நிலையில் ஒரு பிரதிநிதி	உறுப்பினர்
11.	தமிழ்நாடு மின்சார வாரியத்தின் தலைவர்	உறுப்பினர்
12.	உறுப்பினர்— செயலர், தமிழ்நாடு தமிழ்நாடு கட்டுப்பாட்டு வாரியம்	உறுப்பினர்
13.	தொழிற்சாலைகளின் தலைமை ஆய்வாளர்	உறுப்பினர்
14.	சென்னையிலுள்ள முன்னோடி (LEAD) வங்கியின் பொது மேலாளர் நிலையில் ஒரு பிரதிநிதி	உறுப்பினர்
15.	பொது மேலாளர் நிலையில் இந்திய சிறுதொழில் வளர்ச்சி வங்கியின் (SIDBI) ஒரு பிரதிநிதி	உறுப்பினர்
16.	வெளிநாட்டு வர்த்தக இணை இயக்குநர் ஜெனரல்	உறுப்பினர்
17.	இந்திய ஏற்றுமதி நிறுவனத்தின் கூட்டமைப்பின் பிரதிநிதி	உறுப்பினர்



## அலுவல்சாரா உறுப்பினர்கள்

18.	தலைவர், தமிழ்நாடு சிறு மற்றும் குறுத்தொழில் சங்கம், சென்னை – 32 (TANSTIA)	உறுப்பினர்
19	தலைவர், சிறுதொழில்களின் தேசிய கூட்டமைப்பு (NACOSI)	உறுப்பினர்
20	தலைவர், தலைவர், குடிசைத்தொழில், குறு மற்றும் சிறு தொழில்கள் சங்கம்	உறுப்பினர்
21	தலைவர், இந்திய தொழிலகங்களின் கூட்டமைப்பு (C.I.I)	உறுப்பினர்
22	தலைவர், சிறுதொழில் சங்கங்களின் கூட்டமைப்பு (FASSI)	உறுப்பினர்
23	தலைவர், சிறு மற்றும் குறுத்தொழில் நிறுவனங்களின் தொழில் மற்றும் நிதிச் சீரமைப்பு சங்கம், சென்னை – 93 (IFRASTE)	உறுப்பினர்
24	தலைவர், கோயம்புத்தூர் மாவட்ட சிறு தொழில்கள் சங்கம், கோவை	உறுப்பினர்
25	தலைவர், மதுரை மாவட்ட சிறு தொழில்கள் சங்கம், மதுரை	உறுப்பினர்
26	தலைவர், திருச்சிராப்பள்ளி மாவட்ட சிறு தொழில்கள் சங்கம், திருச்சி	உறுப்பினர்
27	தலைவர், அம்பத்தூர் தொழிற்பேட்டை உற்பத்தியாளர்கள் சங்கம், அம்பத்தூர், சென்னை	உறுப்பினர்
28	தலைவர், தொழிற்பேட்டை உற்பத்தியாளர்கள் சங்கம், கிண்டி, சென்னை	உறுப்பினர்
29	இந்திய தொழில் மற்றும் வர்த்தக சபையின் கூட்டமைப்பின் தலைவர் அல்லது அவரின் பிரதிநிதி	உறுப்பினர்
30	உறுப்பினர் செயலர், (CMDA) சென்னை பெருநகர வளர்ச்சி குழுமம்	உறுப்பினர்
31	இயக்குநர், நகர ஊரமைப்பு துறை	உறுப்பினர்
32	ஆணையாளர் (MAWS) நகராட்சி நிர்வாகம் மற்றும் குடிநீர் வழங்கல் துறை	உறுப்பினர்
33	செயலாளர், தொழிலாளர் மற்றும் வேலை வாய்ப்பு துறை	உறுப்பினர்
34	கூடுதல் ஆணையர் தொழிலாளர் அரசு காப்பீட்டு கழகம் (ESI ) சென்னை – 34	உறுப்பினர்
35	மண்டல வருங்கால வைப்பு நிதி ஆணையர் (EPF ) சென்னை, மதுரை மற்றும் கோவை	உறுப்பினர்

5. குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் வாரியம் ஆறு மாத்திற்கு ஒருமுறை கூடி, மாநிலத்திலுள்ள குறு, சிறு மற்றும் நடுத்தர நிறுவனங்களின் வளர்ச்சிக்கான கொள்கைகள் மற்றும் திட்டங்களை சேர்ந்தாய்வு செய்து தனது பரிந்துரைகளை அரசுக்கு அளிக்கும். மேற்படி வாரியத்தின் உறுப்பினர்-செயலராக உள்ள தொழில் வணிக இயக்குநரே அதன் அமைப்பாளராகவும் (CONVENOR) இருப்பார். அவர் குறு மற்றும் சிறு தொழில் சங்கங்கள் / அமைப்புகளிடமிருந்து வரும் மனுக்களை தொகுத்து, நிகழ்ச்சி நிரல் குறிப்புகளை நெறிப்படுத்தி, வாரியத்தலைவருடன் கூட்டம் நிகழ இருக்கும் நாள் மற்றும் இடம் குறித்து ஆலோசனை கலந்து அனைத்து உறுப்பினர்களுக்கும் முன்னதாகவே தகவல் தெரிவிப்பார்.

6. இவ்வாரியத்தின் உறுப்பினர்கள் பயணப்படி பெறும்பொருட்டு முதல் நிலைக்குழு உறுப்பினர்களாக (First Class Comittee Members) கருதப்படுவர். அவர்களுக்கான பயணப்படி பட்டிகளில் மேலொப்பமிடும் அலுவலராகவும் தொழில் ஆணையர் மற்றும் தொழில் வணிக இயக்குநர் இருப்பார்.


(ஆளுநரின் ஆணைப்படி)

ப.செல்வம்  
முதன்மைச் செயலாளர்

**பெறுநர்:-**

ஊரகத் தொழில் மற்றும் கால்நடை பராமரிப்புத் துறை அமைச்சர், சென்னை - 9  
தலைமைச் செயலாளர், சென்னை - 9  
செயலர், குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள் துறை, சென்னை - 9  
செயலர், நிதித் துறை  
தொழில் ஆணையர் மற்றும் தொழில் வணிக இயக்குநர், சென்னை - 5  
இயக்குநர், ஊரக வளர்ச்சித் துறை, சென்னை -15  
சிறப்பு ஆணையர் மற்றும் வணிகவரி ஆணையர், சென்னை 5  
நிர்வாக இயக்குநர், தமிழ்நாடு சிறு தொழில் வளர்ச்சி நிறுவனம், சென்னை - 32  
நிர்வாக இயக்குநர், தமிழ்நாடு தொழில் முதலீட்டுக் கழகம், சென்னை - 35 வட்டார  
இயக்குநர், தேசிய சிறு தொழில் கழகம், சென்னை  
இயக்குநர், குறு, சிறு மற்றும் நடுத்தரத் தொழில் நிறுவனங்கள், சென்னை - 32  
பொது மேலாளர், இந்திய ரிசர்வ் வங்கி, சென்னை  
தலைவர், தமிழ்நாடு மின்சார வாரியம், சென்னை - 2  
உறுப்பினர் - செயலர், தமிழ்நாடு மாகக் கட்டுப்பாட்டு வாரியம், சென்னை - 32  
தொழிற்சாலைகளின் தலைமை ஆய்வாளர், சென்னை  
பொது மேலாளர், இந்தியன் ஒவர்சீஸ் வங்கி / முன்னோடி (LEAD) வங்கி,  
அண்ணாசாலை, சென்னை  
பொது மேலாளர், இந்திய சிறுதொழில் வளர்ச்சி வங்கி (SIDBI), சென்னை  
இயக்குநர், வெளிநாட்டு வர்த்தகம், சென்னை  
இயக்குநர், இந்திய ஏற்றுமதி நிறுவனத்தின் கூட்டமைப்பு, சென்னை  
தலைவர், தமிழ்நாடு சிறு மற்றும் குறுத்தொழில் சங்கம், சென்னை - 32  
தலைவர், சிறுமெதொழில்களின் தேசிய கூட்டமைப்பு (NACOSI), சென்னை

Further ,the above Government order has been revised and amended vide in G.O.(Ms).12 Micro, Small and Medium Enterprises (M) Department, Dated:02.02.2018.

SL.NO	SUBJECT	G.O
1.	G.O.(Ms).12 Micro, Small and Medium Enterprises (M) Department, Dated:02.02.2018	


### 7.3. Tamil Nadu Business Facilitation act 2017.

In order to improve the ease of doing business in the State and to create an investor friendly climate for both domestic and global business communities the Government of Tamil Nadu has enacted Business Facilitation Act, 2018 and formulated Business Facilitation Rules, 2017. It provides for single point receipt of applications for securing clearances that are required to establish or expand an enterprise and for clearances required during normal course of business including renewals in a time-bound manner and to provide for effective grievance redressal mechanism and fine in case of failure of Competent Authorities to act within a time limit and for matters connected therewith or incidental thereto. A portal ([www.tnswp.com](http://www.tnswp.com)) has been set up to deliver requisite services to the investors in a time-bound and transparent manner. Enterprises can obtain 89 services from Departments such as Directorate of Town and Country Planning, Tamil Nadu Pollution Control Board, Fire and Rescue services, Directorate of Industrial Safety and Health, Department of Public Health and Preventive Medicine etc., Till now, out of 1359 applications received, 1318 applications have been disposed.

Under the Tamil Nadu Business Facilitation act 2017 three committees are constituted as follows:-


1. MSME District Single Window Committee.
2. MSME State Single Window Committee.
3. MSME Investment Promotion and Monitoring Board and Monitoring Board.

The Details of the above Committee members are shown in G.O.(Ms.) No.70 Micro, Small and Medium Enterprises (D2) Department, Dated: 10.11.2017.

SL.NO	SUBJECT	G.O
1.	G.O.(Ms.) No.70 Micro, Small and Medium Enterprises (D2) Department, Dated: 10.11.2017	

### 7.4. Empowered Committee


Government vide G.O.(Ms.) No.37, MSME (B) Department dated 3.6.2008 has constituted an Empowered Committee to monitor and review the scheme benefits to Micro, Small and Medium Enterprise in the State.

SL.NO	SUBJECT	G.O
1.	G.O.(Ms.) No.37 Micro, Small and Medium Enterprises (D2) Department, Dated: 03.06.2008	

### 7.5. State and District Level PMEGP Committee

This Committee was constituted to monitor the PMEGP scheme at State and

District Level. Copy of G.O.Ms.No.22, dated 25.3.2009.

SL.NO	SUBJECT	G.O
1.	G.O.(Ms.) No.22 Micro, Small and Medium Enterprises (D2) Department,Dated:25.03.2009	

### **7.6.High Power Committee, Monitoring Committee and Project Implementation Committee under ICDP Scheme**

#### **LIST OF BOARDS / COMMITTEES WHERE INDUSTRIES COMMISSIONER AND DIRECTOR OF INDUSTRIES AND COMMERCE IS A MEMBER / DIRECTOR:**

Coir Board, Kochi	Director
Tamilnadu Minorities Economic Development Corporation Limited (TAMCO)	Director
State Industries Promotion Corporation of Tamil Nadu (SIPCOT)	Director
Tamil Nadu Industrial Guidance and Export Promotion Bureau (GUIDANCE)	Director
Tamil Nadu Backward Classes and Economic Development Corporation (TABCEDCO)	Director
Tamilnadu Small Industries Corporation Ltd. (TANSI)	Director
Tamil Nadu Minerals Limited (TAMIN)	Director
Tamil Nadu Small Industries Development Corporation Ltd., (SIDCO)	Director
Chennai Auto Ancillary Industrial Infrastructure Upgradation Company (CAAIUC)	Director
Ambur Economic Development Organisation Ltd., (AEDOL)	Director
TREC - STEP, Trichy	Member
Tamil Nadu Pollution Control Board	Member
Vellore Institute of Technology – Technology Business Incubator	Member
Khadi & Village Industries Board (KVIB)	Member
Tamil Nadu Food Grains Yard, Madurai	Director

#### **LIST OF BOARDS / COMMITTEES WHERE ADDITIONAL COMMISSIONER IS A MEMBER**

Coir Board, Kochi, Government of India	Member
Steering Committee of the National Programme for the Development of Lock Industry, Govt. of India	Member
Co-operative Research & Development Fund	Member
Committee of Tamil Nadu Co-operative Union	Member

## CHAPTER – 8

The Name, Designation and other particulars of the Public Information Officers

**LIST OF INFORMATION OFFICERS / APPELLATE AUTHORITIES OF THE  
DEPARTMENT OF INDUSTRIES AND COMMERCE**

**8.1.List Of Public Information Officers and appellate Authority in respect of  
commissionerate**

SL NO	DISTRICT	NAME OF THE SUBJECT	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
1	The Department of Industries and Commerce, Chennai	Matters related to MSMEs and subsidy	Thiru,B.Monikandan, Deputy Director (LC), Central Office, Chennai-32	Thiru,P.Jagadeesh Additional Director (R.P)
2		Matters related to Establishment and Accounts	Thiru,S.Premkumar, Personal Assistant (General), Central Office, Chennai-32	
3		Matters related to Electrical and Electronics Wing	Tmt,M.Uma Maheswari, Assitant Director (Electrical and Electronics),Central Office,Chennai-32	
4		Matters related to Chemical wing and Virudhachalam Ceramic Wing.	Tmt,V.Umarani, Deputy Director (Chemical), Guindy, Chennai-32	
5		Matters related to Industrial Co-operatives and Coir)	Thiru,Sa.Baalaaji, Deputy Director (G) Central Office,Chennai-32	

## 8.2.List Of Public Information officers and Appellate Authority in respect of General Managers, District Industries Centres.

SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
1	Ariyalur	The General Manager, District Industries Centre, Ariyalur	G.Meenakshi Sundaram. Assistant Director/ Manager(VIA)	Tmt.A.Lakshmi, General Manager, dicariyalur@gmail.com
2	Chennai	Regional Director, Sidco Industrial Estate, Guindy, Chennai – 32	P. Rudhra Kumar, Deputy Director./ Manager (VIA)	S.Sakthivel, Regional Joint Director rjdchn@gmail.com
3	Chengalpattu (New)	The General Manager, District Industries Centre, Collectorate Compound, Chengalpattu @ Kancheepuram	S.Karthikeyan, Assistant Director/ Manager(VIA)	R.Ramani General Manager, diccgt@gmail.com
4	Coimbatore	The General Manager, District Industries Centre, No 2 Raja Street, Coimbatore - 641001	R.Mariyappan Assistant Director (Electrical and Electronics)	Tmt.Indira Gandhi, Deputy Director/ Manager (VIA) cbedic@gmail.com
5	Cuddalore	The General Manager District Industries Centre Cuddalore	G.Kasthuri, Assistant Director/ Manager(VIA)	N.Elangovan, Joint Director / General Manager diccud@gmail.com
6	Dharmapuri	The General Manager District Industries Centre Dharmapuri	N.Selvarasu, Assistant Director/ Manager(VIA)	P.S.Asokan, General Managerm dicdpi@gmail.com
7	Dindigul	The General Manage District Industries Centre Dindigul	S.Nagarajan, Assistant Director / Manager (Economic Investigation)	S.Maruthappan, Joint Director / General Manager dicdindigul@gmail.com
8	Erode	The General Manager, District Industries Centre, Erode	M.Asha Devi, Assistant Engineer	G.Thirumurugan, General Manager dicerd@gmail.com
9	Kancheepuram	The General Manager, District Industries Centre, Collectorate Compound, Kancheepuram	R.Venkatesan, Assistant Director / Manager (Economic Investigation)	A.Sekar, General Manager, dickpm@gmail.com
10	Nagercoil	The General Manager District Industries Centre, Konam, Nagercoil	V.Ramanathan, Assistant Director/ Manager(VIA)	A.Berbet General Manager dicngl@gmail.com
11	Karur	The General Manager, District Industries Centre, Karur	P.Pathavinisha Begam, Assistant Director/ Manager(VIA)	T.Ramesh, General Manager dickrr@gmail.com
12	Kallakurichi (New)	@The General Manager, District Industries Centre, Kallakurichi @ Tiruvannamalai	To be appointed	K.Ravi, General Manager dickallakuruchi@gmail.com

SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
13	Krishnagiri	The General Manager, District Industries Centre, Krishnagiri	M.Ramamoorthy, Assistant Engineer,	S.Prasanna Balamurugan, General Manager <a href="mailto:dickri2013@gmail.com">dickri2013@gmail.com</a>
14	Madurai	The General Manager District Industries Centre Madurai	Z.Rahamthulla, Deputy Director Manager (VIA)	M.Ramalingam General Manager <a href="mailto:dicmdu@gmail.com">dicmdu@gmail.com</a>
15	Nagapattinam	The General Manager District Industries Centre, Nagapattinam	M.Malathi, Superintendent,	P.S.Kamalakananan, General Manager <a href="mailto:dicnpm@gmail.com">dicnpm@gmail.com</a>
16	Namakkal	The General Manager District Industries Centre Namakkal	P. Senthil Kumar, Assistant Director/ Manager(Economic Investigation)	K.Raju, General Manager <a href="mailto:dicnmkl@gmail.com">dicnmkl@gmail.com</a>
17	Perambalur	The General Manager, District Industries Centre, Collectorate Campus, Perambalur.	Md.Valiullah Shariff, Manager (Economic Investigation)	A.Senthilkumar, General Manager <a href="mailto:dicpblr@gmail.com">dicpblr@gmail.com</a>
18	Pudukkottai	The General Manager, District Industries Centre, Collectorate Campus, Pudukkottai.	A.Vijayalakshmi, Assistant Engineer	S.Tirupurasundari, General Manager <a href="mailto:dicpdk@gmail.com">dicpdk@gmail.com</a>
19	Ramanathapuram	The General Manager District Industries Centre Ramanathapuram	U.Pradeep, Assistant Engineer	K.Marimuth, General Manager <a href="mailto:rmddic@gmail.com">rmddic@gmail.com</a>
20	Ranipet (New)	The General Manager District Industries Centre, Ranipet @ Vellore	To be appointed	P.Anandan, General Manager, <a href="mailto:dicranipet@gmail.com">dicranipet@gmail.com</a>
21	Salem	The General Manager, District Industries Centre, Salem	C. Sri Sakthivel, Superintendent,	D.Sivakumar, General Manager, <a href="mailto:slmdic@gmail.com">slmdic@gmail.com</a>
22	Sivaganga	The General Manager, District Industries Centre, Sivaganga	K.K.Sheela Priya, Assistant Director / Manager (VIA)	S.Ganesan General Manager, <a href="mailto:dicsva@gmail.com">dicsva@gmail.com</a>
23	Tenkasi	The General Manager, District Industries Centre, Tenkasi @ Thirunelvalli	P.Kumar, Assistant Engineer	P.Mariammal, General Manager, <a href="mailto:tenkasidic@gmail.com">tenkasidic@gmail.com</a>
24	Thanjavur	The General Manager, District Industries Centre, Nanjikottai Road, Thanjavur	G.L.Shelvem, Assistant Director/ Manager(VIA)	G.Sangunthala, General Manager <a href="mailto:tnjdic@gmail.com">tnjdic@gmail.com</a>



SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
25	Theni	The General Manager District Industries Centre Theni	R.M.Sakthimai Assistant Director/ Manager(VIA)	L.Ramasubramanian General Manager dicthn@gmail.com
26	The Nilgiris.	The General Manager, District Industries Centre, Udhagamandalam, The Nilgiris.	J.Rooserveld, Superintend,	P.Shanmugasiva, General Manager i/c dicooty@gmail.com
27	Thiruvallur	The General Manager District Industries Centre, Thiruvallur	K.R.Anbuchziyan Deputy Director Manager (VIA)	V.Manivannan, General Manager tvldic@gmail.com
28	Thiruvarur	The General Manager District Industries Centre Thiruvarur	T.Selvam, Assistant Director/ Manager(Economic Investigation)	S.Ravichandran, General Manager dicnmp@gmail.com
29	Trichirappalli	The General Manager, District Industries Centre, Trichy	2. G.Raveendaran, General Manager, (matters related to MSME and all Subsidies) 2. J.Antony Jeyaseelan, Manager (Via) (matters related to all Establishment and Accounts)	G.Raveendaran, General Manager dictrichy@gmailul.com
30	Tirunelveli	The General Manager District Industries Centre Triunelveli	S.Ganesan. Project Manager,	O.Murugesh, GeneralManager dicnellai@gmail.com
31	Tiruvannamalai	The General Manager District Industries Centre Tiruvannamalai	S.Kuppu, Deputy Director/ Manager(VIA)	A.Sekar, General Manager,i/c dictvm@gmail.com
32	Tirupattur (New)	The General Manager District Industries Centre, Tirupattur @ Vellore	To be Appointed	V.S.Ravi, General Manger, dictptr@gmail.com
33	Tiruppur	The General Manager, District Industries Centre, Avanashi Road, Annupparpalayampudhur, Tiruppur	N.Thenuka, Assistant Director/ Manager(VIA)	R.Kannan General Manager, dictpr@gmail.com
34	Thoothukudi.	The General Manager, District Industries Centre, Palayamkottai Road, Near By Pass Road, Korampallam, Tutcorin 628 101	K.Vanitha, Superintendent,	A.Swaarnalatha, GeneralManager dictuti@gmail.com



SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
35	Vellore	The General Manager, District Industries Centre, Vellore	S.Sunganthi, Assistant Director/ Manager(VIA)	M.Vidiya, General Manager dicvlr@gmail.com
36	Villupuram	The General Manager, District Industries Centre, Villupuram	R.David, Assistant Director/ Manager(E.I)	P.Dhamodharan General Manager, dicvpm@gmail.com
37	Virudhunagar	The General Manager, District Industries Centre, Virudhunagar	R.Vasantha, Assistant Director/ Manager(VIA)	T.Kannan, General Manager, vrddic@gmail.com

### 8.3.List Of Public Information officers and Appellate Authority in respect of Electrical & Electronics Wing

SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
1	THIRUVALLUR	O/o Deputy Director (Electrical and Electronics) Central Electrical Testing Laboratory Kakkalur Thiruvallur District– 602 003	Tmt. J.Mageswari, Assistant Director (Electrical and Electronics)	Thiru.N.V.K.Parthasarthy Deputy Director (Electrical and Electronics)

#### 8.4.List Of Public Information officers and Appellate Authority in respect of Chemical Wing

SL NO	DISTRICT	NAME OF THE OFFICE AND ADDRESS	PUBLIC INFORMATION OFFICERS	APPELLATE AUTHORITY
1.	Chennai	The Joint Director (Chemicals), Chemical Testing & Analytical Laboratory, Guindy, Chennai – 32	Tmt,V.Umarani, Deputy Director, (Chemical)	Thiru,P.Jagadeesh, Additional Director (R.P)
2.	Coimbatore	The Deputy Director of Industries and Commerce (Chemicals), Regional Testing Laboratory, Industrial Estate, Civil Aerodrome Post, Coimbatore	R.Subashree, Senior Chemist,	G.Larenze Antoni Raj, Deputy Director, (Chemical) Coimbatore
3.	Madurai	The Deputy Director of Industries and Commerce (Chemicals), Regional Testing Laboratory, Madurai	Vacant, Deputy Director (Chemicals)	M.Ramalingam,, General Manager, District Industries Centre, Madurai
4.	Salem	The Senior Chemist, Regional Testing Laboratory Industrial Estate, Foulka Compound, Salem	N.Subashree Junior Chemist	P.Kumaresan Senior Chemist,
5.	Thoothukudi	The Senior Chemist, Regional Testing Laboratory, Industrial Estate, Thoothukudi - 628 001	N.Sri Ramakrishnan, Senior Chemist	A.Swaarnalatha, GeneralManager dictuti@gmail.com
6.	Vridhachalam	Principal, Institute of Ceramic Technology, Vridhachalam.	K.Thirumurugan, Principal,	N.Elangovan, General Manager, District Industries Centre, Cuddalore

## CHAPTER – 9

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

The decision making is done in Industries and Commerce Department at the level of the Industries Commissioner and Director of Industries and Commerce only with reference to the policies formulated by Government and implemented through the field officers viz. General Managers of District Industries Centres and other Unit Officers in-charge of Training Institutes, Testing Centres and manufacturing units under his control. The Government orders and circulars are compiled and percolated down below the Filed Officers for effective implementation as per relevant acts and rules enacted / framed by Legislature / Government.

2. The important documents consulted in Industries and Commerce Department for the effective decision making process includes compendium of Inspection Circulars, Government Orders, Compendium on procedures to establish enterprises in Tamil Nadu, Special Rules and Adhoc Rules for various posts, General Rules for Tamil Nadu State and Subordinate Services, Fundamental Rules, Tamil Nadu Financial Code Volume I and II, Tamil Nadu Treasury Code Volume I and II, Budget Manual, Pension Code and Rules, Tamil Nadu Civil Services (Discipline and Appeal) Rules, Tamil Nadu Co-operative Societies Act and Rules, Factories Act, as amended from time to time.

## CHAPTER-10

Directory of Officers and Employees			
1	WEBSITE ADDRESS	indcom.tn.gov.in	
2	TELEPHONE BOARD NOS	22505011,22502053,22502018, 22501007, 22502063 & 22501073	
3	FAX NOS	22505003 & 22505020	
4	EMAIL ADDRESS	<a href="mailto:indcom@tn.nic.in">indcom@tn.nic.in</a>	
		<a href="mailto:indcomchn@gmail.com">indcomchn@gmail.com</a>	
5	Telephone Numbers and Intercom Numbers of the Officers		
Sl. No.	Name and Designation	Telephone Off.(Direct)	Intercom
1	Tmt.Sigy Thomas Vaidhyan,I.A.S., Industries Commissioner and Director of Industries and Commerce	22505013	
2	Tmt,Grace Lalrindiki Pachuau,I.A.S., Additional Commissioner of Industries and Commerce	22500006	
3	Thiru P.Jagadeesh,Additional Director (RP)	22504988	305
4	Thiru R.Ekambaram,Additional Director (DIC)	22501542	307
5.	Thiru.A.D.Baskaran,Additional Director (Cair)	22501165	315
5	Thiru S.Chocklingam,Joint Director (Engineering)	22505084	309
6	Thiru S.Henry Anandaraj, Joint Director (Establishment)		313
7	Thiru S.M.Ghias, Joint Director (Engineering/Electrical and Electronics)		311
8	Thiru K.S.Denadayalan,Joint Director (Costing)		317
10	Thiru S.Ramachandren, Joint Director, (Engineering / Chemicals)	22501641	
11	Thiru B.Monikandan,Deputy Director (LC)		321
12	Thiru,S.Arul, Deputy Director (Technical)		319
13	Tmt.V.Agatha, Deputy Director (EDP)		323
14	Thiru ,A.Sivakumar,Deputy Director (Commerce)		325
15	Tmt. Savithri, Chief Accounts Officer		201

Sl. No.	Name and Designation	Telephone Off.	Intercom
16	Thiru Sa.Balaji, Deputy Director(IC) (General)		335
17	Thiru R.Ganapathy, Deputy Director (Marketing)		331
18	Tmt. H.Cecilia Subashini, Deputy Director, (Survey and Statistics)		327
19	Thiru S.Ganesan, Deputy Director (Nucleus Cell)		329
20	<b>Vacant</b> , Assistant Director (Nucleus Cell)		207
21	Tmt S.Premkumar, Personal Assistant (General)		337
22	Tmt.S.Kalaivani, Assistant Director (Cair)		213
23	Tmt,N.Uma Davi, Assistant Director (Marketing)		214
24	Thiru,M.Ramesh Ravi Kumar, Assistant Director (Matches)		215
25	Tmt,M.Umamheswari, Assistant Director (E&E)		209
26	<b>Vacant</b> , Accounts Officer (Audit)		212
27	Thiru G.Senthil Kumar, Accounts Officer (Budget)		211
28	Tmt. A.Murugan, Accounts Officer (Cash)		210
29	Tmt E.Umarani, Public Relations Officer		222
30	Tmt. J.J.Amudha, Personal Assistant (Cottage Industries)		203
31	Tmt.V.Kurinjimalar, Assistant Director (IES)		206
32	Tmt. Suganya, Assistant Cost and Commercial Accounts Officer		216
33	<b>Vacant</b> , Assistant Director (Modernisation)		205
34	<b>Vacant</b> , Assistant Director (Import Assistance)		204
35	ThiruV.Mohanavel, Assistant Director (Survey and Statistics)		208
36	Thiru A.S.Purushothaman, Programmer	22502016	333

**CHAPTER – 11****DEPARTMENT OF INDUSTRIES AND COMMERCE, GUINDY, CHENNAI – 600 032.**

Monthly Remuneration received by each of the officers including the system of compensation as provided in the regulation under section 4(1)(b)(x) of Right to Information Act, 2005.

<b><u>11.1 Monthly Remuneration to officers</u></b>		
<b>Level of Pay 29 – Min Rs.123400 – Max Rs.216300</b>		
<b>Sl.No.</b>	<b>Name of the Officer (Tvl./Tmt.)</b>	<b>Designation</b>
1.	P. Jagadeesh	Additional Director of Industries and Commerce (Rural Projects)
2.	R.Ekambaram	Additional Director of Industries and Commerce (DIC)
<b>Level of Pay 28 – Min Rs.123100 – Max Rs.215900</b>		
1.	S.Chokalingam	Joint Director (Engineering)
2.	S.M.Ghias	Joint Director (Engineering)
3.	K.S. Deenadayalan	Joint Director (Cost Accounting)
<b>Level of Pay 26 – Min Rs.61900 – Max Rs.196700</b>		
1.	S.Henry Anandaraj	Joint Director (Establishment)
<b>Level of Pay 25 – Min Rs.59300 – Max Rs.187700</b>		
1	B.Monokandan	Deputy Director (LC)
2	S.Arul	Deputy Director (Tech)
3	V.Agatha	Deputy Director (EDP)
4	A.Sivakumar	Deputy Director (Com)
5	Sa.Baalaaji	Deputy Director (IC-G)
6	R.Ganapathy	Deputy Director (Marketing)
7	H.Cecilia Subashini	Deputy Director (NC)
8	S.Ganesan	Deputy Director (S&S)
9	Vacant	Deputy Director (Costing)
10	Savithri	Chief Accounts Officer

<b><u>Monthly Remuneration to officers</u></b>		
<b>Level of Pay 23 – Min Rs.56900 – Max Rs.180500</b>		
<b>Sl.No.</b>	<b>Name of the Officer (Tvl./Tmt.)</b>	<b>Designation</b>
1	Vacant	Account Officer (Audit)
2	A.Murugan	Account Officer (Cash)
3	G.Senthil Kumar	Account Officer (Budget)
<b>Level of Pay 22 – Min Rs.56100 – Max Rs.177500</b>		
1	V.Kurinjimalar	Assistant Director (IES)
2	Vacant	Assistant Director (Salt)
3	Vacant	Assistant Director (IA)
4	V.Mohanvel	Assistant Director (S&S)
5	S.Uma Maheswari	Assistant Director (E&E)
6	S.Kalaivani	Assistant Director (Coir)
7	M. Ramesh Ravi Kumar	Assistant Director (Matches)
8	Vacant	Assistant Director (Modernisation)
9	Vacant	Assistant Director (NC)
10	J. Suganya	Assistant Director (CA)
11	N.Uma Davi	Assistant Director (Marketing)
12	S.Premkumar	Personal Assistant (General)
13	J.J.Amudha	Personal Assistant (Cottage Industries)
14	E.Uma Rani	Public Relation Officer
15	A.S. Purushothaman	System Analyst

**Monthly Remuneration to Office Staffs**

Sl.No.	Designation	As per 7 <sup>th</sup> pay commission Level No.	Minimum (Rs.)	Maximum (Rs.)
1	Assistant Engineer	20	37700	119500
2	Industrial Cooperative Officer	19	37200	117600
3	Superintendent	18	36900	116600
4	Commercial Accountant	18	36900	116600
5	Survey and Statistical Inspector	18	36900	116600
6	Cost Assistant	16	36400	115700
7	Inspector (Salt)	16	36400	115700
8	Assistant Programmer	12	35600	112800
9	Supervisor of Industrial Cooperative	12	35600	112800
10	Assistant	10	20600	65500
11	Junior Assistant	8	19500	62000
12	Data Compiler	10	20600	65500
	<b>Steno Typist</b>			
13	Grade I	18	36900	116600
14	Grade II ordinary	11	35400	112400
15	Grade II Selection Grade	12	35600	112800
16	Grade II Special Grade	12	35600	112800
17	Grade III Ordinary	10	20600	65500
18	Grade III Selection Grade	11	35400	112400
19	Grade III Special Grade	15	36200	114800
20	Typist	8	19500	62000
21	Driver	8	19500	62000
22	Telephone Operator	8	19500	62000
23	Record Assistant	8	19500	62000
24	Record Clerk	2	15900	50400
25	Daffedar	1	15700	50000
26	Office Assistant	1	15700	50000
27	Watchman	1	15700	50000
28	Sweeper	1	15700	50000
29	Scavenger	1	15700	50000



**CHAPTER – 12**

The Budget Allocated to each Agencies			(Rupees in Thousands)		
HEAD OF ACCOUNT		DETAILS	BE 2018-19	BE 2019-20	BE 2020-21
State's Expenditure – CO-OPERATION (Assistance to other Co-operatives)					
2425 00 108	KE	Assistance to Cheran Industrial Cooperative Estate, Coimbatore	1	1	1
2425 00 108	KH	Upgradation / Modernisation of Co-operative Industrial Estates	0	0	16335
2425 00 108	KL	Financial Assistance to Coir Industrial Co- operative Societies	0	0	1
2425 00 108	MY	Upgradation and modernization of Existing Testing Laboratory of the Industrial Co-operative Analytical Laboratory Limited	0	0	7000
State's Expenditure – VILLAGE AND SMALL INDUSTRIES (Industrial Estates)					
2851 00 101	AC	Management and Maintenance of Industrial Estate at Adayar	2754	2855	0
2851 00 101	AF	Management and Maintenance of Industrial Estate at Adayar	1151	1197	1070
2851 00 101	AG	Establishment of Electrical Ancillary Instruments Estate at Hosur	1712	0	0
2851 00 101	AI	Establishment of Electrical and Electronics Industrial Trichy	694	722	50
2851 00 101	AK	Establishment of Data Information Centre and Electrical and Industries	479	491	1890
2851 00 101	AL	Establishment of Industrial Estate Virudhachalam	1259	1303	0
2851 00 101	JF	Infrastructure Facilities in industrial estate	1	1	1
State's Expenditure - SMALL SCALE INDUSTRIES					
2851 00 102	AA	Chemical Testing and Analytical Laboratory, Chennai	14592	15131	23517
2851 00 102	AI	Technical Information in the Industrial Estates	2153	2231	2518

HEAD OF ACCOUNT		DETAILS	BE 2018-19	BE 2019-20	BE 2020-21
2851 00 102	AL	Institute of Ceramic Technology	7454	8008	8043
2851 00 102	AN	Scientific Glass Training Centre and its Expansion Guindy	3427	3576	3371
2851 00 102	AS	Technical Training centre, Guindy	10791	12714	15399
2851 00 102	AX	Central Services and Cell for Electro Equipments	4	1	0
2851 00 102	AY	Institute of Tool Engineering, Dindigul	8790	9102	10632
2851 00 102	BD	Regional Testing and Laboratory at Salem	4785	4522	5513
2851 00 102	BI	Training-cum-Production for Scientific Glass, at Coimbatore	4399	4577	4053
2851 00 102	BJ	Regional Testing and Analytical Laboratory at Madurai	7559	8434	9342
2851 00 102	BL	Regional Testing and Analytical Laboratory at Tuticorin	3574	3956	4628
2851 00 102	BM	Central Electrical Laboratory	21355	22152	24950
2851 00 102	BU	Regional Testing and Laboratory, Coimbatore	7546	7839	7596
2851 00 102	BV	Establishment of Testing, Certification Product Development at Madurai	4243	4414	5573
2851 00 102	BW	Sub-Centre for services of Electro Equipment at Coimbatore	10	10	0
2851 00 102	BY	Setting up Data Chemical Industries	1110	1153	1433
2851 00 102	CB	Service Centre for Virudhachalam	300	312	0
2851 00 102	CD	Electronic Estate at Salem	4	4	0
2851 00 102	CE	Data Bank and Information for Electrical and Industries Dr. Vikram Electronic Estate	909	933	2055
2851 00 102	CF	Upgradation of Common Centre, Hosur	1076	1112	1621
2851 00 102	CG	Establishment of Product Development and Training Centre	1242	1290	1665
2851 00 102	CH	Establishment Facility, Coimbatore	1766	1838	2879
2851 00 102	CI	Assistance to Industrial Units Purchase of generator set	20000	10000	1
2851 00 102	CM	District Industries Centre	337345	325453	400025

HEAD OF ACCOUNT		DETAILS	BE 2018-19	BE 2019-20	BE 2020-21
2851 00 102	CP	Quality Control, Coimbatore	7583	5898	6459
2851 00 102	CQ	Training of Officers Technical Staff	43	43	146
2851 00 102	CR	Computerising the Industries and Department	2297	3140	3539
2851 00 102	CS	Power Tariff to Industries unit	60000	60000	80000
2851 00 102	CU	Residuary work in industrial units	0	0	106
2851 00 102	CX	Modernisation of data chemicals Industries Additional Facilities	8	8	8
2851 00 102	CY	50% Hall rent sponsoring Exhibition by MSME Association	270	312	501
2851 00 102	LF	State Industries Centre	3251	2846	3293
2851 00 102	LN	Assistance to SSI for technology up gradation/Modernisation of Units	3000	3000	3000
2851 00 102	LO	Assistance to New Industries units under National Equity Fund Scheme	1	1	1
2851 00 102	LP	Assistance to New Industries units under Consortium	2500	3000	3000
2851 00 102	LQ	Strengthening of Industrial Infrastructure Industrial Estates	60001	48029	20206
2851 00 102	LZ	Capital Subsidy to Medium and Agro based Industries	1600000	1600000	2100000
2851 00 102	MB	Modernisation of Tea Industries in Niligiris	1	1	1
2851 00 102	MC	Value added Tax refund Industries	1	0	0
2851 00 102	ME	Greater to Entrepreneurship Development Institute	57800	62800	62800
2851 00 102	MF	New Entrepreneur Empowerment Development Scheme	804400	80440	912600
2851 00 102	MG	Provision of Common Facilities for small Industries Cluster Development Program	51162	40853	164871
2851 00 102	ML	Scheme Implemented By SIDCO under State Infrastructure and Amenities Fund Controlled by IC&DIC	1	1	1
2851 00 102	MM	Grants to SIPCOT for setting up of Truck Terminal at Oragadam	1	1	1
2851 00 102	MN	Grant to Cluster of Tiny Industries	100000	64302	33155
2851 00 102	MO	Reimbursement of Stamp duty & registration charges	1	1	1

HEAD OF ACCOUNT		DETAILS	BE 2018-19	BE 2019-20	BE 2020-21
2851 00 102	MP	Establishment of LED Lamp testing facilities scheme under State Innovation Fund	44110	0	1
2851 00 102	MQ	Development of Business incubation in Tamil Nadu	75000	0	0
2851 00 102	MR	Grants to MSME Association for setting up of Trade Facility Centre	1	1	1
2851 00 102	MS	International Buyer Seller Trade Meet	100000	10000 0	100000
2851 00 102	MT	Incentive to MSME units to Promote Energy Efficiency	50000	50000	50000
2851 00 102	MU	Special Export Market Export	1	1	40000
2851 00 102	MV	Assistance to Private Industrial Estate	200000	10225 4	83771
2851 00 102	MX	Purchase of Sophisticated testing instrument for testing of Metal Products under State Innovation Fund	9000	0	0
2851 00 102	NC	Tamil Nadu Start-up Innovation Mission	0	0	750000
<b>State's Expenditure – Coir Industries</b>					
2851 00 106	JA	Assistance to coir Industrial Cooperatives	720	748	1107
<b>State's Expenditure – Composite Village and Small Industries and Co-operatives</b>					
2851 00 110	AA	Management and Administration	78715	81743	87713
2851 00 110	AC	Industrial Costing Cell for the Co-operative Branch of Industries and Commerce Department	5766	5979	7426
Schemes shared between State and Centre					
2851 00 110	UC	Market Development Assistance	7500	1	1
<b>State's Expenditure – Special Component Plan for Scheduled Caste</b>					
2851 00 789	JA	New Entrepreneur Empowerment Development Scheme	180800	69000	79000
<b>State's Expenditure – Trial Area sub-Plan</b>					
2851 00 796	JD	New Entrepreneur Empowerment Development Scheme	14800	5800	8400
<b>State's Expenditure – Other Expenditure</b>					
2851 00 800	JB	Scheme for UYEGP	315625	315625	348950

<b>State's Expenditure – INDUSTRIES (General)</b>					
<b>HEAD OF ACCOUNT</b>		<b>DETAILS</b>	<b>BE 2018-19</b>	<b>BE 2019-20</b>	<b>BE 2020-21</b>
2852 80 001	AA	Headquarters staff	88833	972269	149209
2852 80 001	AB	Regional Staff	13943	14504	21877
2852 80 001	AC	District Administration Staff	9071	9468	12595
2852 80 001	AE	Modernisation Cell	3838	3991	4442
2852 80 001	AF	Micro and Small Enterprises Facilitation Council	0	500	500
2852 80 001	JE	Revamping of District Industries Centres Including Headquarters	1	2	2
<b>State's Expenditure – CAPITAL OUTLAY ON PUBLIC WORKS (Office Building)</b>					
4059 01 051	KZ	Industries and Commerce Department	1	0	16500
<b>State's Expenditure – CAPITAL OUTLAY ON VILLAGE AND SMALL INDUSTRIES</b>					
4851 00 101	JO	Establishment of LED lamps testing facilities – Schemes under State Innovation Fund	300	0	0
<b>Externally Aided Projects</b>					
4851 00 101	PA	Integrated Technical Textiles Park at Thandarai, Kancheepuram District under TNIPP Phase-2	120000	70000	1
4851 00 101	PB	Integrated Textiles / Apparels Park at Punjaikalakurichi, Karur District under TNIPP Phase-2	130000	70000	1
4851 00 101	PC	Integrated Food Park at Eachambadi, Dharmapuri District under TNIPP Phase-2	140000	80000	1
4851 00 101	PD	Integrated Sea Foods Park at Sakkarakottai, Ramanathapuram District under TNIPP Phase-2	150000	90000	1
<b>State's Expenditure</b>					
4851 00 102	LG	Infrastructure support to Small Scale Industries Cluster	400000	400000	300000
<b>GRAND TOTAL</b>			<b>1659192</b>	<b>4871892</b>	<b>6016348</b>

**CHAPTER – 13****THE MANNER OF EXECUTING SUBSIDY PROGRAMME.****PROCESSING OF INCENTIVE APPLICATIONS****(As detailed in MSME Policy 2008)****1 Competent Authority to sanction incentives to industrial projects**

	<u>Category</u>	<u>Subsidy</u>	<u>Competent Authority</u>
<b>2</b>	Enterprises financed by Tamilnadu Industrial Investment Corporation Limited ( TIIC)	a. All subsidies except LTPT Subsidy, Subsidy on VAT, & reimbursement of Stamp duty	Tamilnadu Industrial Investment Corporation Limited ( TIIC)
		b. LTPT Subsidy, Subsidy on VAT, & reimbursement of Stamp duty	General Managers of District Industries Centres or the Regional Joint Director of Industries & Commerce in respect of Chennai.
<b>3</b>	Bank financed / Self financed Enterprises	All subsidies	General Managers of District Industries Centres or the Regional Joint Director of Industries & Commerce in respect of Chennai.

Note: TIIC will continue to be the Competent Authority to sanction Capital subsidy to pipeline applications under NAMT Scheme i.e. Agro and Food Processing Enterprises which have commenced commercial production before 22.02.2008.

**4 Date of taking effective steps****i) New Enterprises****1. Date of issue of Acknowledgement for the Entrepreneur**

Memorandum (Part –I) by the District Industries Centre (Or)

**2. Date of placement of order for Plant and Machinery (Or)****3. Date of term loan sanction by the Bank/Financial Institution, whichever is earlier.****ii) Enterprises taking up expansion / diversification****5 Date of placement of order for Plant and Machinery (Or)****2. Date of term loan sanction by the Bank/Financial Institution, whichever is earlier.**

## 6 Time limit for submission of incentive applications

The following outer time limits have been prescribed for filing of applications for various incentives with the respective implementing agencies.

<u>Subsidy</u>	<u>Time Limit</u>
i Capital Subsidy/ Special Capital Subsidy/ Additional Capital Subsidy for select category of Entrepreneurs / Employment intensive subsidy / Issue of Eligibility Certificate for availing Subsidy on VAT, & reimbursement of Stamp duty applications.	Within 6 months from the date of commencement of commercial production
ii Additional Capital Subsidy for promotion of clean and environment friendly technologies.	
iii. Issue of Eligibility Certificate for availing LTPT Subsidy	Within 6 months from the date of commencement of commercial production or within 6 months from the date of installation of plant and machinery installed to promote cleaner and environment friendly technologies, whichever is later.  Within 3 months from the date of commencement of production or date of power connection whichever is later.

## 7 Time limit for re-submission of incentive applications

Incentive applications, which have been originally submitted within the prescribed time limit in prescribed format, but subsequently returned by the General Managers calling for additional particulars should be resubmitted within 90 days from the date of receipt of returned application by the enterprise. Such applications could be processed taking into account, the date of filing of the original application. However the seniority will be maintained as per the date of re-submission of application.

## 8 Condonation of Delay

Enterprises eligible to avail all incentives are required to submit the incentive applications to the respective implementing agencies within the outer time limits prescribed for various incentives as narrated in para 3.

However in case of applications submitted beyond the outer time limits, the Industries Commissioner & Director of Industries and Commerce or the Managing



Director, TIIC as the case may be, can condone the delay based on merits of the case, subject to the condition that the outer time limit for application of subsidy including the delay period condoned, does not exceed one year from the date of commencement of commercial production.

**9 Subsidy to non-manufacturing Enterprises / Service Enterprises.**

The incentives and concessions listed in the Micro, Small and Medium Industries Policy are applicable to only Micro, Small and Medium Manufacturing Enterprises, which include Enterprises undertaking manufacturing on job work basis which involves processing and physical movement of raw materials/goods/ and or components. Micro, Small and Medium Service Enterprises are not eligible to avail the incentives and concessions listed in MSME Policy.

**10 Enterprises set-up in the District/State for the first time by existing companies having its Main Enterprise located outside the District/ State:**

Enterprises set-up in the District/State for the first time by existing companies having manufacturing enterprise elsewhere in the District/ State shall be treated as new enterprise for the purpose of incentives / concessions, subject to the condition that the total investment in Plant and Machinery of all the Enterprises owned by the entity, taken together shall not exceed the ceiling prescribed for Micro, Small or Medium Manufacturing Enterprises as per MSME Act 2006. The Enterprises should give an undertaking to the Implementing Agencies to this effect, with copies of Acknowledgement of Entrepreneurs Memorandum issued by the District Industries Centre in the other Districts / States with certificate from Chartered Accountant certifying the total investment of the enterprise in plant and machinery.

**11 Release of subsidy**

All subsidies (except LTPT subsidy, Subsidy on VAT, & reimbursement of Stamp duty) to TIIC/Bank assisted enterprises would be released only through the TIIC/Bank, which extend Term Loan to the enterprise. In respect of self financed enterprises 50% subsidy will be directly disbursed to the enterprises on commencement of commercial production as certified by District Industries Centre. Balance 50% will be released in two instalments of 25% each on completion of 2<sup>nd</sup> and 3<sup>rd</sup> year respectively from the date of commencement of commercial production.

**9. Verification of the existence of the Enterprise at the time of disbursement**



Disbursement of subsidy would be made subject to confirming the existence and functioning of the Enterprises at the time of Disbursement and also satisfying the conditions of the agreement executed by the Enterprise before sanction / disbursement of subsidy.

## **12 Obligations to be fulfilled by subsidy assisted Enterprises**

*Subsidy assisted Enterprises shall not*

- change constitution/ Management/Name and Style of the Enterprise (Or)
- change the location of the whole or part of the industrial Enterprise (Or)
- effect any contraction/ disposal/ sale of its Plant and Machinery within a period of 5 years from date of commencement of commercial production without obtaining prior written permission of the Industries Commissioner & Director of Industries and Commerce/ General Manager of District Industries Centre concerned.

*The subsidy will have to be refunded by the Enterprise*

- if the enterprise goes out of production within 5 years from the date of commencement of commercial production.
- if it is found that subsidy have been obtained by misrepresentation as to an essential factor by furnishing false information.
- if any irregular/ineligible disbursement of subsidy made to the enterprises which are subsequently detected during audit.

## **13 PMRY, THADCO beneficiary Enterprises**


The beneficiaries under PMRY, THADCO or any other Govt. sponsored scheme are not eligible for Capital subsidy / Additional Capital subsidy/ Special Capital subsidy for the original project. However they would be eligible for other incentives like LTPT Subsidy, VAT Subsidy, Stamp duty concessions etc.,

Further existing PMRY, THADCO beneficiary Enterprises, taking up expansion/ diversification of their Enterprises with own/bank finance would be eligible for subsidy assistance for expansion/diversification discussed in the MSMI Policy.

## 14 Interpretations

As announced in the MSMI Policy, Industries Commissioner and Director of Industries and Commerce would administer the package of incentives and concessions under this Policy for smooth implementation of the incentive schemes announced in the Policy, in keeping with the Vision, Mission and Objectives of the Policy. Interpretations, clarification or amplification on any matter that may arise on implementation and administration of the incentives and concession schemes announced in the MSMI Policy will be issued by the Industries Commissioner and Director of Industries and Commerce. However matters which require reference to Government on Policy related issues, shall be referred to the Government in Micro, Small and Medium Enterprises Department and the decision of the Government shall be final.

### GUIDELINES:

1.	For detailed guidelines and application formats please click the link. (G.O.Ms.No.14 MSME (D2) Dept dated 07-05-2008 to be linked)	
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## 15 MSME Policy-2021

The Government of Tamil Nadu has recently announced the MSME policy-2021 for the MSME Sector. The Administrative order for implementing the MSME policy-2021 have been issued in G.O.Ms.No.11 MSME(B) department Dated.16.02.2021.

The MSME policy-2021 has following objective and Targets:-


### Policy objectives:-

- (a) Promote and facilitate national and international investments in the sector
- (b) Provide thrust for scaling up and diversification of MSMEs
- (c) Expand employment generation
- (d) Augment infrastructure support
- (e) Promote balanced industrialisation

- (f) Facilitate access to national and global markets
- (g) Improve competitiveness and productivity
- (h) Reinforce social equity and inclusion
- (i) Provide exposure to state of the art technology and support adoption of Industry 4.0

**Policy targets:-**

- (i) Make Tamil Nadu the most vibrant ecosystem for MSMEs/ Start-Ups to thrive and scale-up
- (ii) Attract new investments worth ₹ 2,00,000 crore in the sector by 2025
- (iii) Create additional employment opportunities for 20 lakh persons in the sector
- (iv) Increase the share of exports from the MSMEs in the State by 25%

1.	Micro, Small and Medium Enterprises Policy-2021	
2.	Micro, Small and Medium Enterprises Department - Policy for Micro, Small and Medium Enterprises, 2021 – Government Orders -Issued	

**CHAPTER – 14****Particulars of Recipients, Concessions, Permits or authorization granted by the Government****14.1. MSME Incentive Schemes**

In accordance to the Tamil Nadu MSME Policy - 2021, the following incentives are being extended to micro, small and medium enterprises in the state:

**14.1.1 Capital Subsidy**

- 25% capital subsidy on the value of eligible plant and machinery, subject to a maximum of Rs.150.00 lakh.
- Additional Capital subsidy 10% for micro enterprises on the investment made in plant and machinery value, subjected to a maximum of Rs.5.00 lakh.
- Additional capital subsidy for enterprises set up by Women / Scheduled Caste / Scheduled Tribe / Differently Abled and transgender entrepreneurs at the rate of 5% on the value of eligible plant and machinery, subject to a maximum of Rs.5.00 lakh.
- Additional capital subsidy for promotion of cleaner and environment friendly technologies at the rate of 25% on the value of eligible plant and machinery subject to a maximum of Rs.10.00 lakh.
- All existing Micro and Small Manufacturing Enterprises setup anywhere in Tamil Nadu graduating to higher category by undertaking expansion/diversification are eligible for 5% additional capital subsidy subject to a maximum of Rs. 25 lakhs for scaling up.

**Eligibility Criteria**

- All new micro manufacturing enterprises established anywhere in the state.
- All new small and medium enterprises under following 23 thrust sectors established anywhere in the state

1. Electrical and electronic Industries
  2. Leather and leather goods
  3. Auto parts and components
  4. Drugs, Pharmaceuticals and Nutraceuticals
  5. Solar energy equipment
  6. Gold and diamond jewellery for exports
  7. Pollution control equipments
  8. Sports goods and accessories
  9. Cost effective building material
  10. Readymade garments
  11. Food processing
  12. Plastic (except 'one time use' and throwaway plastics)
  13. Rubber products
  14. Alternate products to one time use' and throwaway plastics'
  15. Electric Vehicle Components, Charging Infrastructure and Components
  16. Medical Devices, Equipment and Components
  17. Technical Textiles and Medical Textiles
  18. Aero Space, Defence Applications and Components
  19. Electronic System Design and Manufacturing
  20. Bio Technology
  21. Petro Chemicals and Speciality Chemicals
  22. Industry 4.0
  23. Electronic Waste Processing
- All new small and medium manufacturing enterprises established in any of the 254 industrially backward blocks in the state.
  - All new agro based small and medium manufacturing enterprises established in any of the 388 blocks in the state.
  - All existing micro, small and medium manufacturing enterprises of above category which have taken up substantial expansion / diversification of the existing activities.

**14.1.2 Low Tension Power Tariff (LTPT) Subsidy**

LTPT subsidy of 20% is given for 36 months from the date of commencement of production or from the date of obtaining power connection, whichever is later for all new micro manufacturing enterprises and existing enterprises going for expansion & diversification using Low Tension Power Supply, established anywhere in the State.

**14.1.3 Generator Subsidy**

All new and existing micro manufacturing enterprises established in the rural feeder of the State are eligible for a subsidy of 25% on the cost of generator sets up to 320 KVA capacity, subject to a maximum of Rs. 5.00 lakh.

**14.1.4 Payroll Subsidy**

Additional Capital Subsidy in the form of payroll subsidy equivalent to employer's contribution to the EPF subjected to a maximum of Rs.24,000/- per employee per annum is reimbursed for the first three years, to the enterprises providing employment to more than 20 persons.

**Eligibility Criteria**

- All new Micro Manufacturing Enterprises setup anywhere in Tamil Nadu.
- All new Small and Medium Manufacturing Enterprises set up in backward areas and industrial estates excluding the industrial estates located within the radius of 50 km from Chennai city centre.
- All Small and Medium Agro-based and Food Processing Enterprises set up in any of the 388 blocks in the State.

**14.1.5 Back-ended Interest Subsidy (BEIS)**


Back-ended interest subsidy of 5% subject to a maximum of Rs.25 lakh per enterprise over a period of 5 years to micro, small and medium manufacturing enterprises for term loans up to Rs.5.00 crore and back ended interest subsidy of 5% subject to a maximum of Rs.20 lakh per enterprise over a period of 5 years to micro, small and medium

manufacturing enterprises for term loans up to Rs.2.00 crore obtained for technology up-gradation / modernization and loans taken under the Credit Guarantee Fund Trust Scheme (CGFTS) respectively.

#### **14.1.6 Scheme for Promotion of Energy Audit and Conservation of Energy (PEACE)**

This scheme aims to promote energy efficiency in MSME manufacturing units so as to enable them to reduce costs and improve competitiveness in the global markets. Under this scheme, the Government will reimburse 75% of the cost of conducting energy audit subject to a ceiling of Rs.1.00 lakh per energy audit per unit. As an incentive for implementing the recommendations of the energy audit, 50% of the cost of machinery and equipments replaced, retrofitting and technology acquired for the purpose of improving the energy efficiency subject to a maximum of Rs 10.00 lakh is reimbursed.

**For detailed guidelines and application formats please click the link.**

1.	(G.O.(Ms)No.35 MSME (G) dept. dated 09-06-2017 to be linked)	
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#### **14.1.7 Scheme for Reimbursement of Charges for Quality Certification (Q-cert)**

The Government of Tamil Nadu have introduced a new scheme to encourage MSMEs in the State to acquire quality standards/certifications for process and product, such as ISO 9000/ISO 9001/ISO 14001/Hazard Analysis and Critical Control Point, ISO 22000 Good Hygienic Practices (GHP) / Good Manufacturing Practices (GMP) Certifications, Bureau of Indian Standards (BIS) Certification, Zero Defect Zero Effect (ZED) certification or any other international quality certification recognized in India by a competent authority. The government reimburses 100% payments made to the consultancy and certification agencies towards acquiring such Quality Certification subject to a ceiling of Rs.2.00 lakh for National Certification & Rs.10.00 lakh for International Certifications.

### 14.1.8 Schemes for leveraging the IPR regime

Any individual / institution / MSME / Startup can avail incentive 75% of the cost of filing for Patent registration Certification in India or abroad to the maximum of Rs.3.00 lakh per patent registered.

Any manufacturing MSMEs can avail subsidy on the cost of Trade Marks or Geographical Indication registration in India or Abroad, 50% subsidy on the cost of filing application for Trade Mark registration including the cost of first time maintenance fee / Geographical Indication registration / application maximum Rs.25,000/- per Trade Mark or Geographical Indications registered.

### 14.1.9 Stamp duty exemption

Enterprises in SIDCO or Government developed estates for Micro and Small Enterprises sectors will be entitled to 50% rebate on stamp duty and registration at the time of original allotment, based on the transfer value fixed by SIDCO or Government in respect of such estates. In respect of Micro and Small Enterprises set up in industrially backward areas, the 50% rebate on stamp duty and registration would be reimbursed after commencement of production.


### 14.1.10 Scaling up Subsidy

Scaling up subsidy of 5% is given to all existing Micro, small enterprises undertaking expansion/ diversification subject to maximum of Rs.25 lakhs.









### 14.1.11 Subsidy for Fund Raising

Assistance for listing & raising money in the SME stock exchange with maximum of Rs.5 lakhs subject to 20% of the total expenditure incurred on SME IPO.

**For detailed guidelines and application formats please click the link.**

1. For detailed guidelines and application formats please click the link. (G.O.Ms.No.14 MSME (D2) Dept dated 07-05-2008 to be linked)	
<b>14.1 Other Subsidy Related Government Orders:-</b>	



A	Ban on one time use G.O.(Ms)No,19.MSME(D)Dept Dt.25.03.2021	
B	Quarterly Control Relaxation BEIS G.O.(Ms)No,28.MSME(B)Dept Dt.25.05.2021	
C	Quarterly Control Relaxation ES G.O.(Ms)No,29.MSME(B)Dept Dt.25.05.2021	
D	Turnover relaxation G.O.(Ms)No,32.MSME(D(2))Dept Dt.25.05.2021	
E	COVID-19 Medical Equipment G.O. (Ms)No,113.Industries (MIB- !)Dept Dt.02.04.2020	
F	Availing capital subsidy under expansion Diversification G.O.(Ms)No,32.MSME[D(2)]Dept Dt.01.06.2021	
G	Renewal of licenses G.O.(Ms)No,33.MSME(F)Dept Dt.01.06.2021	
H	Subsidy to self financed enterprises G.O.(Ms)No,34.MSME[D(2)]Dept Dt.01.06.2021	

#### 14.2 PRIME MINISTER'S EMPLOYMENT GENERATION PROGRAMME (PMEGP)

- 🕒 Prime Minister's Employment Generation Programme (PMEGP) is a Centrally Sponsored Scheme by Government of India
- 🕒 Provides self employment to unemployed youths

From 01.07.2016 the entire process from filing of application till release of margin money (Subsidy) is made through online. Application may be filed @ <http://www.kviconline.gov.in>

**Eligibility Criteria : -**

<b>Implementing State Level</b>	<b>Agency</b>	<b>KVIC, KVIB &amp; DIC</b>	
<b>Implementing District Level</b>	<b>Agency</b>	<b>DISTRICT INDUSTRIES CENTRE (DIC) In the respective Districts</b>	
<b>ELIGIBILITY</b>		<ul style="list-style-type: none"> <li>Any individual, above 18 years of age.</li> <li>No income ceiling for assistance under PMEGP</li> <li>For Setting up of project costing above Rs.10 lakhs in the manufacturing sector and above Rs.5 lakh in the Business / Service sector, the beneficiaries should possess at least VIII standard pass as educational qualification.</li> <li>Self Help Groups (including those belonging to BPL provided that they have not availed benefits under any other scheme) are also eligibility for assistance under PMEGP</li> <li>Institutions registered under Societies Registration Act, 1860;</li> <li>Production Co-Operative Societies.</li> </ul>	
<b>Project Cost</b>		❖ Maximum Project Cost will be for Manufacturing Sector Rs.25 lakhs & for Service Sector Rs.10 lakhs.	
<b>Owner's Contribution</b>		<ul style="list-style-type: none"> <li>10% Contribution for General Category</li> <li>05% Contribution for Special Category *</li> </ul>	
<b>Subsidy</b>		<b>General</b>	<b>Special</b>
Urban		15%	25%
Rural		25%	35%
<b>Eligibility Activities</b>		All Economically Viable Manufacturing & Service activities (Except Negative List specified in the Scheme)	
<b>Training</b>		<ul style="list-style-type: none"> <li>2 Weeks Compulsory EDP training</li> </ul>	
<b>Selection of Training</b>		➤ The beneficiaries will be selected through District Task Force Committee Chaired by District Collector	
<b>Project Sanction</b>		Project will be sanctioned by the financing branches of Banks as per Techno-economic Viability.	
<b>Amount of Bank Loan</b>		Bank Sanction and release 90-95 % loan of the Project cost, 5-10% owners contribution	
<b>Rate of Interest</b>		Normal Bank Interest	
<b>Repayment Period</b>		❖ Repayment schedule as per rules in force.	
<b>Physical Verification</b>		Proper Utilization of Government Subsidy, 100% physical verification will be conducted by the Third party Agencies.	

## 14.2 UNEMPLOYED YOUTH EMPLOYMENT GENERATION PROGRAMME (State Sponsored Scheme)

- ⌚ Applications can be filed thro ONLINE @ [www.msmeonline.tn.gov.in /uyegp](http://www.msmeonline.tn.gov.in/uyegp) from 01.08.2017 onwards
- ⌚ Provides self employment to opportunity to educated UNEMPLOYED YOUTH

### Eligibility Criteria : -

<b>Nodel Agency</b>	Commissionerate of Industries and Commerce, Guindy, Chennai – 600 032.
<b>ELIGIBILITY</b>	<b>Any Individual</b> <ul style="list-style-type: none"> <li>➤ <b>Age : 18-35 years (General Category)</b></li> <li>➤ <b>Age : 18-45 years (Special Category)</b></li> <li>➤ Educational Qualification : Minimum 8<sup>th</sup> Std. Pass</li> <li>➤ Family Annual Income should exceed Rs.5,00,000/-</li> </ul> <p>A person assisted under other subsidy linked Government Schemes would Not be eligible under the scheme.</p>
<b>Maximum Project Cost</b>	<ul style="list-style-type: none"> <li>❖ Manufacturing Sector Upto Rs : 15.00 lakhs</li> <li>❖ Service Sector Upto Rs : 5.00 lakhs</li> <li>❖ Business Sector Upto Rs : 5.00 lakh</li> </ul>
<b>Margin Money Owner's Contribution</b>	<ul style="list-style-type: none"> <li>▪ 10% Contribution for General Category</li> <li>▪ 05% Contribution for Special Category</li> </ul>
<b>Subsidy</b>	25% of the Project Cost (Maximum Limit of Rs.2.50 lakhs)
<b>Activities covered</b>	All Economically Viable Activieis, Other than Direct Agricultural Activities
<b>Selection of Beneficiaries</b>	The beneficiaries will be selected through District Task Force Committee headed by General Manager, DIC
<b>Project Sanction</b>	Project will be sanctioned by the financing branches of Banks as per Techno-economic Viability
<b>Amount of Bank Loan</b>	Bank Sanction and release <ul style="list-style-type: none"> <li>➤ 90-95% loan of the Project cost</li> </ul>
<b>Rate of Interest</b>	Normal Bank of Interest
<b>Repayment Period</b>	❖ Repayment schedule shall be 5 years
<b>Physical Verification</b>	Proper utilization of Government subsidy, 100% physical verification will be conducted by the GM, DIC
<b>EDP Training</b>	4 Days EDP training provided

**Enclosures To : 14.3**

SL. NO	Description	G.O/LETTER NO.S
1.	Micro, Small and Medium Enterprises – Unemployed Youth Employment Generation Programme – Introduction of New Scheme – Orders – Issued.	
2.	Unemployed Youth Employment Generation Programme – Implementation – Special State Level Bankers 'Committee meeting held on 27-10-2010 – Certain Points raised – Regarding.	
3.	Micro, Small and Medium Enterprises – Unemployed Youth Employment Generation Programme -2012-13 –Revision of Physical target and allocation towards Institutional training fee, stipend to the beneficiaries, Contingencies printing and programme expenditure – orders – Issued.	
4.	Micro, Small and Medium Enterprises – To enhance the present rate of subsidy from 15% to 25% - Maximum subsidy Rs.75000/- to 1,25,000/- under Unemployed youth Employment Generation Programme – Orders Issued.	
5.	Micro, Small and Medium Enterprises – To enhance the Maximum eligible project cost from Rs.5.00 Lakh to Rs.10.00 Lakh under Unemployed Youth Employment Generation Programme (UYEGP) for the Manufacturing Sector – Orders Issued.	
6.	Flow Chart of – Unemployed Youth Employment Generation Programme (UYEGP)	
7.	UYEGP- Project cost for business category enhanced from Rs.1.00 lakh to Rs.5.00 lakhs- service category enhanced from Rs.3.00 lakhs to Rs.5.00 lakhs- annual income limit raised to Rs.5.00 lakhs {G.O.Ms.No.69, MSME (D2) Department, Dt.: 11.10.2019}	
8.	UYEGP- EDP Training- restructured {G.O.Ms.No.48, MSME (D2) Department, Dt.:16.6.2020}	
9.	UYEGP- Project cost for manufacturing category enhanced to Rs.15.00 lakhs- maximum eligible subsidy enhanced to Rs.2.50 lakhs (G.O.Ms.No.66, MSME (D2) Department, Dt.:21.10.2020)	

#### 14.4. NEW ENTREPRENEURS CUM ENTERPRISES DEVELOPMENT SCHEME (NEEDS)

**“New Entrepreneurs-cum-Enterprises Development Scheme”** is being implemented since 2012-13 to promote first generation entrepreneurs.

- Under this scheme, educated youth will be given Entrepreneur Development training for 3 weeks in which they are assisted to prepare their business plans and help to tie-up with financial institutions to set up new business ventures, besides linking them with major industrial clients.
- After completion of the training they will be assisted to avail term loans upto Rs.5.00 Crore from Banks / Tamil Nadu Industrial Investment Corporation(TIIC) with capital subsidy at 25% of the project cost not exceeding Rs.50.00 lakhs and soft loans with 3% interest subvention.
- For the project cost upto Rs.50 lakhs , capital subsidy will be released in 2 instalments i.e., 50% on sanction of loan and 50% after verifying the capital expenditure actually incurred. For project cost exceeding Rs.50 lakhs subsidy will be released in 3 instalments i.e., 50% on sanction of loan and the remaining in 2 instalments 25% each after verifying the capital expenditure actually incurred.
- It has been programmed to train around 1000 entrepreneurs each year for 5 years with effect from the year 2012-13 under this scheme.
- First generation entrepreneurs who have completed Diploma / Degree / ITI / Vocation training from any recognised institution are eligible to avail assistance under the scheme
- Reservation upto 18% is given for SC, 1% for ST 3% for Differently abled, besides 50% of the allocation has been earmarked for women beneficiaries under the scheme with priority given to destitute women.

In the G.O.Ms.No.49 MSME Department, dated 29-10-2012, guidelines have been issued for successful implementation of the scheme.

Those who are eligible and aspiring to be entrepreneurship, they can are to browse through the online portal [www.msmeonline.tn.gov.in/needs](http://www.msmeonline.tn.gov.in/needs) for filing application online. The web portal is so designed to enable online tracking also.

As on 31.03.2021, from inception, 5053 candidates have been imparted EDP training. 5053 projects at the cost of Rs.2988.31 crores with subsidy component of Rs.591.98 crores have been offered final sanctions. Rs.451.82 crores was disbursed


towards individual based subsidy so far. Rs.41.74 crores has been disbursed towards 3% interest subvention.

As a sub-sect of the scheme, NEEDS-SIM, Special Initiative for Migrants, has been approved with an objective to help the Non-resident Tamils returned to the native due to the spread of Covid 19. The subset will be implemented till 2023-24.



The year –wise break up of beneficiaries' assisted under the scheme is as follows:







Description	2012-13		2013-14		2014-15		2015-16		2016-17	
	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy
Recommended Applications	559	6531.39	1247	12380.70	1397	11720.17	1263	13177.31	1264	12560.51
Provisional Sanctions	305	3902.94	744	7847.27	859	7681.85	856	9765.04	765	8525.92
EDP Trained	284	-	645	-	789	-	822	-	602	-
Formal Sanctions	224	2504.57	482	4952.01	555	5157.25	466	4600.28	536	5765.33
Disbursement of Subsidy	218	2385.76	456	4335.85	172	995.42	585	4280.52	501	7072.55

Description	2017-18		2018-19		2019-20		2020-21		TOTAL	
	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy	Nos	Subsidy
Recommended Applications	1274	14045.89	1468	17352.52	1477	18797.17	1798	25645.62	11747	132211.28
Provisional Sanctions	823	9915.96	888	11695.52	955	14022.79	901	13805.29	7096	87162.58
EDP Trained	610	-	772	--	755	--	--	--	5053	--
Formal Sanctions	605	7024.95	691	8172.42	705	9809.15	789	11212.44	5053	59198.40
Disbursement of Subsidy	480	5591.97	555	5887.06	738	6793.02	935	7839.61	4640	45181.76

SL. NO	Description	G.O/LETTER NO.S
1.	NEED Scheme Flow chart	

#### Enclosures To : 14.4

SL. NO	Description	G.O/LETTER NO.S
1.	PROCEDURE FOR ONLINE FILLING OF APPLICATIONS UNDER NEEDS SCHEME.	
2.	Micro, Small and Medium Enterprises – New Entrepreneur – cum - Enterprise Development – Scheme (NEEDS) – Amendment – Orders- Issued	

3.	Micro, Small and Medium Enterprises – “New Entrepreneur – cum- Enterprise Development – Scheme (NEEDS)” Orders issued – Amendment – Orders issued.	
4.	Micro, Small and Medium Enterprises – “NEW ENTREPRENEUR –CUM- ENTERPRISE DEVELOPMENT SCHEME (NEEDS)” – Draft guidelines of the scheme approved –Orders – Issued.	
5.	Micro, Small and Medium Enterprises – “NEW ENTREPRENEUR –CUM- ENTERPRISE DEVELOPMENT SCHEME (NEEDS)”- Modifications to the existing Norms in the Scheme and Guidelines – Extension of period of implementations of Scheme for the next five years 2017- 22- orders issued	
6.	Micro, Small and Medium Enterprises – “NEW ENTREPRENEUR –CUM- ENTERPRISE DEVELOPMENT SCHEME (NEEDS)”-Raising the upper cap of subsidy from 25.00lakh to Rs.30.00lakh to the beneficiaries at the rate of 25%of eligible project cost.	
7	NEEDS- enhancement of maximum eligible individual based subsidy Rs.50.00 lakhs G.O.Ms.No.70, MSME (D2) Department, Dt.: 3.11.2020	
8	NEEDS- Special Initiative for Migrants- NEEDS-SIM G.O.Ms.No.84, Public (RH II) Department, Dt.: 5.2.2021	

## 14.5 TRAINING INSTITUTES

The following Institutes provide Diploma Courses for improving the technical skills in relevant field.

### 1. Government Technical Training Centre, Guindy, Chennai

The Government Technical Training Centre, established in 1962 at Guindy, Chennai, offers two diploma courses for three years period. 1. DME (Tool & Die) 2. DME (Refrigeration & Air-Conditioning) These courses are conducted with approval of AICTE and the institution is giving admission for 144 students (120 students in first year (regular) + 24 students in lateral second year) in 3 years Diploma Engineering every year. An additional new building has been constructed at a cost of Rs. 7.02 crore as per the announcement made by Hon<sup>ble</sup> Chief Minister to fulfil the norms of AICTE and it has been inaugurated on 04.03.2017.

### 2. Institute of Tool Engineering, Dindigul

The Institute of Tool Engineering, Dindigul was established in 1961 and offers 3 year Diploma in Tool & Die Course which is approved by the AICTE. The Institute is giving admission for 54 students (45 students in regular first year + 9 students in lateral second year) in Diploma Engineering every year.

#### **14.6 Awards for Entrepreneurs and Banks**

The Government of Tamil Nadu is giving Awards for the best efforts of the entrepreneurs at State level / District level and also to the banks – as a motivation for the promotion of MSME sector as below :-

1. State Level Best Entrepreneur Award Rs.50,000/- cash prize and Memento, worth Rs.15,000/-.
2. State Level Best Entrepreneur Award for Agro Based Industries Rs.50,000/- cash prize and Memento, worth Rs.15,000/-.
3. State Level Best Entrepreneur Award for Quality and Export Rs.50,000/- cash prize and Memento, worth Rs.15,000/-.
4. State Level Best Entrepreneur Award for Best Women Entrepreneur Rs.50,000/- cash prize and Memento, worth Rs.15,000/-.
5. District Level Award for Best Entrepreneur; a Memento only, worth Rs. 15,000/- for each District.

Chief Minister's award to Bank:

1. 1 st Prize Memento worth Rs. 30,000/-
2. 2 nd Prize Memento worth Rs. 20,000/-
3. 3 rd Prize Memento worth Rs. 15,000/-

#### **14.7 Amma Skill Training & Employment Scheme**

Under the programme for the educated unemployed youth on the job training for a period of maximum six months will be given in Micro, Small and Medium Enterprises with a stipend of Rs. 5000/- each per month and out of this Rs. 2000/- will be given per month per candidate as Government subsidy to the MSME units, subject to maximum of Rs. 12,000/- per candidate.

During the year 2016-17, a total of 20,150 (Annual Target was 25,000) candidates have completed training in 1025 MSMEs units under 794 trades. The target for the year 2017-18 is 12,500.

### **CHAPTER – 15**



**Norms set by the Department for the discharge of its functions:**

For the departmental Schemes the norms have been followed as per the Government orders and guidelines is by them time to time.

**CHAPTER – 16**

**Information available in an electronic form (fed in Computer)Details of data, formats and information available in the Computers and Website:**

**I. DATA STORED IN COMPUTERS (In a prescribed Format)**

<b>A. Udyog Aadhaar Memmorandum</b>	
<b>1.</b>	Twenty Point Programme – (NEW UNITS & SC/ST)
<b>2.</b>	No.of UAM details and Udyam

<b>15 Schemes</b>	
<b>1.</b>	Reports on Incentives/Subsidies
<b>2.</b>	Reports on UYEGP,NEEDS AND PMEGP Schemes.
<b>3.</b>	Reports on PEACE
<b>4.</b>	Reports on Amma Skills
<b>5.</b>	Reports on Facilitation Councils framed under MSMED Act,2006

<b>16 Industrial Co-operative</b>	
<b>1.</b>	Compendium on Indl.Co-opreatives in Tamil Nadu
<b>2.</b>	Reports on Indcoserve,Teaserve, Sagoserve, Taico Bank
<b>3.</b>	Schemes – SFURTI

<b>D. Accounts</b>	
<b>1.</b>	PAC/CAG Audit Paras
<b>2.</b>	Pension Proposals
<b>3.</b>	Loans And Advances
<b>4.</b>	Expenditure details of Corporations
<b>5.</b>	Reconciliation Data
<b>6.</b>	Pay bills, Contingent Bills and Miscellaneous Bills

**CHAPTER – 17**

## Particulars of the facilities available to citizens for obtaining information

Details about website and the nature of information it contains is given below

### II. Website:

Website address: [www.indcom.tn.gov.in](http://www.indcom.tn.gov.in)

17 The departmental website contains the following details:

- 17.5 About Us
- 17.6 Schemes.
- 17.7 Other Institutions
- 17.8 Industrial Co-Operatives
- 17.9 Documents
- 17.10 Business in Tamil Nadu
- 17.11 Forms
- 17.12 MSEFC MSME (SAADHAAN)
- 17.13 Contacts
- 17.14 Links
- 17.15 Online Portals

2. Period of exhibition or seminar is decided as per Government instructions.

3 Maintenance of library and working hours:

This Department's Library is maintained at Technical Information Centre, Ambattur, Chennai.58. The working hours is 10.00 AM to 5.45 PM, All Sundays and Government Holidays are holidays for the Library.

## CHAPTER – 18

### Other useful information (General & Departmental)

#### 18.1 Other useful information(General)

##### A. Frequently Asked Questions and their answers by Public

The questions from public mainly relate to setting up of new enterprises, sanction and eligibility of UYEGP, NEEDS & PMEGP loans, grant and eligibility for Capital

Subsidy, Additional Capital Subsidy, Low Tension Power Tariff Subsidy, Generator Subsidy, stage of loan applications, pension sanction, employment on compassionate grounds, various training schemes including Entrepreneurs Memorandum Part I and Part II, NEEDS, UYEGP and PMEGP training.

**B. Related to seeking Information**

The person who requires information may contact the concerned official / Public Information Officer in District Industries Centres unit offices, and office of the Industries Commissioner and Director of Industries and Commerce, Chennai.

**C. With relation to Certificate, No Objection Certificate etc. issued by the Public Authority**

Nil

**D. With relation to registration process:**

Entrepreneur Memorandum Part I and Part II are received and numbered..

**E. With relation to collection to tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)**

Nil

**F. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal corporation / Municipalities.**

Nil

**G. Details of any other public service provided by the Public Authority.**

Nil

**Other useful information (Departmental)**


**18.2 MICRO, SMALL AND MEDIUM ENTERPRISE DEVELOPMENT - DEFINITION**

The Directorate of Industries and Commerce is the nodal agency for the development of micro and small enterprises in the State of Tamil Nadu. The Directorate implements a large number of programmes with emphasis on the development of industries, upgradation of technology and quality control.

The Government of India notified 2.10.2006 as the date from which the Micro,

Small and Medium Enterprises Development Act, 2006 would operate. This Act recasts the erstwhile classification of small scale industries and replaces the terminology “industry” with the word “enterprise”. The present classifications based on investment in plant and machinery are given below:-

Sl.No	Particulars	Manufacturing Enterprises	Service Enterprises
		Investment in plant and machinery	
1	Micro Enterprises	Upto Rs. 25 Lakhs	Upto Rs. 10 Lakhs
2	Small Enterprises	Above Rs.25 Lakhs and upto Rs.5 Crores	Above Rs. 10 Lakhs and upto Rs. 2 Crores
3	Medium Enterprises	Above Rs. 5 Crores and upto Rs.10 crores	Above Rs. 2 Crores and upto Rs. 5 Crores

SL. NO	Description	G.O/LETTER NO.S
1.	Micro, Small and Medium Enterprises Development Act, 2006	

### 18.3 (a) UDYOG AADHAAR MEMORANDUM (UAM) under the MSMED Act 2006 (in place of Entrepreneur Memorandum part I and Part II).



The Government of India in exercise of the power conferred in Sub-Section (2) of Section 8 of the MSMED Act 2006 and in supersession of the notification number S.O.1643(E) dated the 29<sup>th</sup> September 2006, specifies that every Micro, Small and Medium Enterprise shall file Udyog Aadhaar Memorandum (UAM) in the form appended to the

notification S.O.No.2576(E) dated 18.09.2015 follow the procedure for filling the UAM.

Udyog Aadhaar Memorandum shall be filed by MSME's in the udyog Aadhar Portal <http://udyogaadhaar.gov.in> maintained by the Ministry of the Micro, Small and Medium Enterprise, Government of India by every MSME.

The Salient features of Udyog Aadhaar are :

- ❖ **Registration is online and user-friendly.**
- ❖ **UAM can be filed on self-declaration basis.**
- ❖ **No documentation required.**
- ❖ **No Fee for filing.**

SL. NO	Description	G.O/LETTER NO.S
1.	Notification number S.O.1643(E) dated the 29 <sup>th</sup> September 2006,	
2.	Revised UAM Notification	

### 18.3 (b) Udyam Registration

In accordance with the notification S.O.2119 (E) dated 26.06.2020, the Ministry of MSME, GoI, with effect from 1<sup>st</sup> July 2020, introduced the Udyam Registration in lieu of UAM. The Udyam Registration is based on the composite criteria of investment and turnover for classification of Micro, Small and Medium enterprise for new enterprises as well as existing enterprises. MSMEs entrepreneurs can file Udyam Registration online in the Udyam Registration portal of GoI vide URL: <https://udyamregistration.gov.in>

#### New Classification of MSMEs

After the enactment of the Micro, Small and Medium Enterprises Development Act, 2006, the small scale industries have been classified as Micro, Small and Medium enterprises. The Government of India has recently notified new criteria for classifying the enterprises and has also introduced Udyam Registration in lieu of the earlier registration procedures. An enterprise is classified as a Micro, Small or Medium Enterprise based on the following composite criteria:-

Type of enterprise	Investment in Plant & Machinery not exceeding	Turnover not exceeding*
Micro	Rs. 1 Crore	Rs.5 Crore
Small	Rs.10 Crore	Rs.50 Cr0re
Medium	Rs.50 Crore	Rs.250 Crore


\* Excluding Export Turnover

## 18.4 Framework for Revival and Rehabilitation of Micro, Small and Medium Enterprises

In order to provide a simpler and faster mechanism to address the stress in the accounts of MSMEs and to facilitate the promotion and development of MSMEs, the Ministry of Micro, Small and Medium Enterprises, Government of India, vide their Gazette Notification dated May 29, 2015 had notified a 'Framework for Revival and Rehabilitation of Micro, Small and Medium Enterprises'. RBI in consultation with the Ministry of MSME made certain changes so as to make it compatible with the existing regulatory guidelines on 'Income Recognition, Asset Classification and provisioning pertaining to Advances' issued to banks by RBI. Accordingly, a revised Framework along with operating instructions has been put in place by the banks and is in operation by the banks.

The Micro, Small and Medium Enterprises, which are certified as sick in the district level declaration committee, are assisted for rehabilitation based on the diagnosis study for the sick enterprise, and subsequent scrutiny of the above study report by a sub-committee of the State Level Inter-Institutional Committee (SLIIC) constituted by the Reserve Bank of India. The SLIIC is chaired by the Secretary, Micro, Small and Medium Enterprises Department for rendering assistance under sick rehabilitation, which meets on quarterly basis. The Reserve Bank of India does the study on viability of sick units and the Banks provide financial assistance wherever possible along with other hand-holding steps like counselling the borrowers, analyzing the problems faced by the units etc.

The State Level Rehabilitation Committee (SLRC) under the Chairmanship of the Secretary to Government, Micro, Small and Medium Enterprises Department look into the problems and the extent of sickness of MSMEs so as to suggest measures for their rehabilitation. The Committee meets on quarterly basis to review and monitor the implementation of the Rehabilitation of sick MSMEs in the State.

SL. NO	Description	G.O/LETTER NO.S
1.	Gazette Notification dated May 29, 2015	

## **18.5 DISTRICT EXPORT PROMOTION HUB**

- ⌚ On Government's instructions District Export Promotion Hubs have been formed in all the District Industries Centres.
- ⌚ These cells provide information on the existing export activities, the potential for further exports and provide necessary assistance on procedural matters for export.
- ⌚ A State Level Export Promotion Cell has been formed to initiate measures for development of export in the State.
- ⌚ In order to render service effectively, the Export Guidance Cells have been strengthened by providing Computer with internet and Portal connectivity.

## **18.6 ELECTRICAL & ELECTRONICS WING**

### **18.6.1.CENTRAL ELECTRICAL TESTING LABORATORY, KAKKALUR**

#### **1. Testing Facilities**

The Central Electrical Testing Laboratory (CETL) established under the Department of Industries and Commerce by the State Government at Kakkalur in Tiruvallur District in the year 1973 to cater to the needs of Micro, Small and Medium Electrical and Electronics Enterprises and Quality Marking Organizations.

CETL, Kakkalur is accredited by the National Accreditation Board for Testing and Calibration Laboratories (NABL), Department of Science and Technology, Government of India and recognized by the Bureau of Indian Standards (BIS), Ministry of Consumer Affairs, and Government of India.

CETL offers testing facilities to the entrepreneurs of electrical products and equipped to test 160 electrical wiring accessories & electrical appliances as per the Indian Standard Specifications for the benefit of Micro, Small and Medium enterprises in the State. This laboratory is being strengthened periodically for maintain the status of accreditation / recognition. The electrical products collected from the market by the designated officers of Quality Control Order Enforcement Centre are also tested in the laboratory. Government of Tamil Nadu has appointed this Laboratory as a quality consultant for the purchase of Electrical goods by the Government Departments / Quasi - Government Organizations, reiterated in G.O.(2D)No.2 Small Industries (E III) Department dt.11.1.2000, originally issued in G.O.Ms.No.850, Industries (Spl) dt.15.6.1974 and in G.O.Ms.No.712, Industries dt.6.6.81.



## 2. Training on Testing of Electrical Products

In order to improve the quality of Electrical products manufactured in the State, training is imparted to the Manufacturers by the Central Electrical testing Laboratory, Kakkalur. The test facilities available at CETL, Kakkalur are utilized to demonstrate practical exposure about the training to the participants. So far 323 personnel from various organizations have been benefited from the training imparted at CETL, Kakkalur.

Training Courses offered for the testing of the following items:

1. PVC Cables, 2. Food Mixers, 3. Ceiling Fans, 4. Switches, 5. Plug & Sockets, 6. Tubular Fluorescent Lamps, 7. Starters for Tubular Fluorescent Lamps, 8. Ballast for Tubular Fluorescent Lamps, 9. Energy Meters, 10. Immersion Water Heaters, 11. Storage Water Heaters, 12. PVC Conduits and 13. Electrical Fittings.

### 18.6.2. IMPLEMENTATION OF QUALITY CONTROL ORDERS

#### a) Activities related to Household Electrical Appliances (Quality Control) Order, 1981

##### Activities related to Manufacturers'

1. Identification (through Advt.s, District Industries Centre's, etc.,)
2. Inspection of Manufacturing premises
3. Guiding the Manufacturing, if necessary
4. Issue of Temporary Manufacturer's Certificate
5. Collection of random Samples for testing
6. Scrutiny of Test Report with reference to relevant Indian Standard Specification
7. Issue of Permanent Manufacturer's Certificate
8. Delivery of Second Samples.

##### Activities related to Distributor / Dealers'

1. Identification
2. Inspection of Distributor / Dealer Premises
3. Creating awareness about the QC Orders
4. Registration with QC Centre

5. Issue of Registration Certificate
6. Collection of samples for testing
7. Scrutiny of Test Report with reference to relevant Indian Standard Specification
8. Issue of Warning Notice
9. Inspection of Distributor / Dealer premises on Failure Samples
10. Destruction & Auction of Failed samples

**b) Activities related to Electrical Wires, Cables, Appliances and Protection Devices and Accessories (Quality Control) Order 2003**

1. Inspection
2. Search & Seizure of Non-ISI Electrical Products.














**c) Appropriate Authority**








QC Order	Order Issued Under	Appropriate Authority	Authority G.O.	No. of Products	Order Stipulates
Household Electrical Appliances (Quality Control) Order 1981	Essential Commodities Act 1955	Industries Commissioner and Director Of Industries & Commerce	G.O.Ms. No.49 Electronics, Science & Technology Dept. dt.15-3-86	32* Nos.	Manufacturer's Certificate is Mandatory (ISI Marked Products exempted)
Oil Pressure Stoves (Quality Control) Order 1997		<u>Chennai District</u> Deputy Director (E&E), Quality Control Order Enforcement Centre, Chennai	G.O.Ms. No.27 Small Industries (SIF) Dept. dt.5-7-2006	1 No.	ISI Marking is Mandatory
Electrical Wires, Cables, Appliances and Protection Devices and Accessories (Quality Control) Order 2003	Bureau Of Indian Standards Act 1986	<u>Other Districts</u>  General Manager, District Industries Centre	G.O.Ms. No.64 Small Industries (SIF) Dept. dt.13-9-2004	17 Nos.	ISI Marking is Mandatory

**Jurisdiction & Activities**

QC Order	Jurisdiction & Authority	Regional Head & Centre	Districts under the Region	Activities
QC Order 1981 & Govt. Of India Guide-lines	<u>IN THE STATE OF TAMILNADU</u>  Deputy Director (E&E), Quality Control Order Enforcement Centre, Chennai-41	Deputy Director (E&E) Quality Control Order Enforcement Centre Chennai-41 Ph.044 2254 2036	Chennai Kancheepuram Tiruvallur Tiruvannamalai & Vellore	Inspection & Registration of Manufacturer / Dealer  Samples Collection from Mfr. / Dealer for testing  Issue of Warning Notice  <u>DD, QCC, CNI</u> Issue of Manufacturer / Dealership Certificates  Search, Seizure & Prosecution of Manufacturer / Dealer
		Assistant Director (E&E) Common Facility Centre Industrial Estate Civil Aerodrome Post Coimbatore-14 Ph.0422 2627093	Coimbatore, Dharmapuri Erode, Krishnagiri Nammakkal, Nilgiris Salem & Tirupur	
		Assistant Director (E&E) Electronic Product Development Centre Thuvaakudi Trichy-15 Ph.0431 2500156	Ariyalur, Cuddalur Karur, Nagapattinam Perambalur, Pudukottai Thanjavur, Tiruvarur Trichy & Vilupuram	
		Assistant Director (E&E) Electronic Development & Training Centre K. Pudur Madurai-625 007 Ph.0452 2566653	Dindigul, Kanyakumari Tirunelveli, Madurai Ramnad, Sivaganga Theni, Tuticorin & Virudhunagar	
QC Order 1997	<u>CHENNAI DISTRICT</u>  Deputy Director (E&E), Quality Control Order Enforcement Centre, Chennai-41		<u>OTHER DISTRICTS</u>  General Manager District Industries Centre	Search, Seizure & Prosecution of Manufacturer / Dealer
QC Order 2003				

**Enclosures To : 18.6**

Sl.No	Description	
1	Household Electrical Appliances (Quality Control) Order, 1981	
2	G.O.Ms.No.33 Electronic Science and Technology Dept dt 12.3.1986	
3	IC&DIC letter No.95526/EL4/86 dt.1.7.86	
4	G.O.Ms.No.49 Electronic Science and Technology Dept. dt.15.3.88	
5	IC&DIC Proceedings No.128800/EL1/89 dt.21.9.89	
6	G.O.Ms.No.27 Small Industries (SIE-II) Department dt.17.4.1995	
7	Oil Pressure Stoves (Quality Control) Order, 1997	
8	G.O.Ms.No.87 Small Industries (E-IV) Department dt.8.12.99	
9	G.O.(2D)No.2 Small Industries (E III) Dept. 11.1.2000	
10	G.O.Ms.No.25 Small Industries (SIF) Department 20.5.2003	
11	Electrical Wires, Cables, Appliances and Protection Devices and Accessories (Quality Control) Order, 2003, Amended in 2004 & 2005	
12	G.O.Ms.No.64 Small Industries (SIF) Department dt.13.9.2004	
13	IC&DIC letter No.24640/EL1/2003 dt.27.12.2004	

14	G.O.Ms.No.27 Small Industries (SIF) Department dt..5.7.2006	
15	G.O.Ms.No.12 Micro Small and Medium Enterprises (G) Dept. dt.5.3.2015	
15.A	Test Charges List	
15.B	Test Charges List	
16	NABL Certificate No.T-0103 dt,24.9.2015	
17	BIS Recognition Ir. No.SROL/LRS/OSL (6104524) dt.29 May /6 July 2015	
18	G.O.Ms.No.6 Micro Small and Medium Enterprises (G) Dept. dt.22.1.2016	

## **18.7 INDUSTRIAL COOPERATIVES**

### **18.7.1. TEA SECTOR**

#### **A. INDCO TEA FACTORIES:**

There are around 63,000 small tea growers in Nilgiris District cultivating tea in an area of 30,000 hectares. Initially, the small tea growers were supplying green leaf to bought leaf factories at low price. In order to uplift the tea growers, the government of Tamil Nadu decided to promote Cooperative movement among them. With the establishment of the first Industrial Cooperative Tea factory at Kundah in 1962, these small tea growers were able to realise a better price for their green leaf. Now, 16 ICTFs with the members of 26622 are working in this district. They are producing 224.00 lakh kgs of made tea every year, contributing 17% of the total production of made tea in this district.

The Government released a sum of Rs. 11.20 crores as support price to the member growers of Industrial Cooperative Tea Factories in Nilgiris District for their green leaf supplied during 2011-12 and the amount was disbursed to more than 14,000 grower members. Similarly, a sum of Rs.6.00 crores have been released for the same purpose during 2012-13.

In order to get reasonable price for the green leaf supplied by their member growers, Price Stabilization fund has been created by Government with an initial corpus fund of Rs.12.00 crore with contribution of Rs.4.00 crore by Indcoserve and Government contribution of Rs.8.00 crore as onetime non recurring grant for the year 2014-15. So far Rs.20.06 crore, has been disbursed to 18,000 grower members under the scheme. To help the small producers in tea sector the following steps have been taken. During the year 2017-18, the Hon'ble CM during the inauguration function of the Nanjanad ICTF at Ooty on 30.12.17 has announced that Rs.12.00 Crore will be released to the price Stabilisation Fund.

With a view to fulfil the long time demand of Small Tea Growers of Nanjanad area of Nilgiris District, the Government have announced setting up of a new Industrial Cooperative Tea Factory at Nanjanad at a total project cost of Rs.5.00 crore. The

Nanjanad ICTF has been inaugurated by the Honorable chief minister on 30.12.2017 and the production started on the same day itself.

### **B. INDCOSERVE**

The Central organization of the 16 Industrial Cooperative Tea Factories is called INDCOSERVE (The Tamilnadu Small Tea Growers Industrial Cooperative Tea Factories Federation Ltd.). Today, the INDCOSERVE has become the largest business organization in the country.

The INDCOSERVE provides various services to the Indco Tea Factories such as warehouse facilities at Coonoor, Coimbatore and Cochin, supply of fertilizers, supply of jute bags for packing of teas, machinery spares, and other inputs to the small tea grower/members through the Indco Tea Factories besides helping to market the teas of the factories to their best advantage. INDCOSERVE also provides financial support to the member Indco Tea Factories. It is selling Ooty Tea through Public Distribution System in the State.

In order to increase the sale of Ooty tea through PDS, the Hon'ble Chief Minister has launched the sale of Ooty Tea in 250 gms pouch and selling of Ooty tea through Avin outlets on 4.1.2013. During the year 2017-18, new blended tea has been introduced in new packing. This could be made possible because of the various measures taken by this Government.

### **C. TEASERVE**

In search of a transparent and better price discovery mechanism for primary marketing of tea, the Government accorded permission for setting up of an Electronic Auction Centre vide G.O.Ms No.36, Small Industries Department, dated 16.07.2002. Accordingly, the new Industrial Cooperative Society in the name of TEA MANUFACTURERS SERVICE INDUSTRIAL COOPERATIVE SOCIETY LIMITED popularly known as "TEASERVE" was Registered on 28.08.2002 and commenced its business on 3.9.2003. However, it commenced its regular auction on the sale of made Tea with effect from 1-10-2003.

**18.7. 2. MATCH INDUSTRY:**

The small match producers who were formerly 'D' Class factories, were largely exploited by the private trading companies. Therefore, the small match producers were not able to fetch remunerative prices for the match bundles produced by them. In order to overcome these difficulties and to provide market support, Small Match Producers Service Industrial Cooperative Societies have been formed. These societies procure quality raw material in bulk and distribute the same among its members at a reasonable price. The match bundles produced by the member match units are also being sold at a better price in the market by these match service societies.

**18.7.3. HANDICRAFTS**

Tamil Nadu have important place in the Handicrafts industry. Only very few areas from Thanjavur, Madurai, Trichy, Tirunelveli and Kanyakumari Districts have been traditionally famous and engaged in Handicrafts industry. To protect the age-old traditional handicrafts of Tamil Nadu and to improve the economic conditions of traditional artisans in rural areas, handicrafts industrial cooperative societies have been organized throughout Tamil Nadu. The handicrafts items include bronze icon, bell metal, Art plate, wall panels, wood carvings, stone carvings, sculpture, musical instruments, toys, printed fabrics, bathik printing, artificial diamond and Thanjavur paintings.

**18.7.4.TAILORING**

With a view to provide employment opportunities to the housewives of police personnel in addition to their husbands income, tailoring Industrial Cooperative Societies were formed. These societies are helping the women folk to get a sizeable amount of income by way of stitching the police uniforms.

**18.7.5. COOPERATIVE INDUSTRIAL ESTATE**

Industrial Estates formed under cooperative sector aim at promotion of small and tiny sector industries by way of providing work sheds/developed plots, power,



water and all other facilities and amenities required by industrial entrepreneurs at economic cost. The Tamil Nadu Government and LIC have funded the schemes for the establishment of Cooperative Industrial Estates at a very low rate of interest. Such Cooperative Industrial Estates have been formed at Vyasarpadi, Pollachi, Sivakasi, Salem, Thoothukudi, Tirunelveli, Madurai, Coimbatore and Nagercoil etc. There are at present 11 Industrial Cooperative Estates in Tamil Nadu.

#### **18.7.6. LABOUR CONTRACT**

Eradication of contract labour system is obligatory in industries under Contract Labour Abolition Act. Hence, the Government of Tamil Nadu is the pioneer in implementing this statutory requirement by forming labour service cooperative societies in the State.

These societies give a new life to the casual labourers by providing permanent employment with full wages. They are no more in the clutches of contractors. The first of this kind was MRL. Indcoserve Limited which was registered in 1983. Similar societies were subsequently formed in NLC Neyveli; BHEL Trichy; BHEL Ranipet; Salem Stainless Steel Plant and Kalpakkam etc. At present 36 labour contract societies are functioning. Minimum wage, gratuity, bonus, wages with Earn Leave, wages for National and Festival holidays, workman compensation, uniforms and shoes and Medical expenses are obtained from the Principal employer and given to the worker members of the labour contract societies. The members are availing such benefits as per the provisions of Labour Acts and Factories Act.

#### **18.7.7.SAGOSERVE**

To eliminate the Small Scale Industrial Unit holders producing sago and starch from the tapioca tubers grown largely in the 8 districts including Salem, Namakkal, Dharmapuri, Erode, Tiruvannamalai, Villupuram, Perambalur and Trichy from the clutches of middlemen and to get them fair and remunerative price for their produce, a central marketing servicing society known as "SAGOSERVE" was registered on 21.7.1981 and started functioning from 20.7.1982 onwards with 577 small scale sago Industrial unit holders as its members.

After formation of 'SAGOSERVE' the starch and sago produced by the Small scale industrial unit holders are sold in the open market by conducting daily tender cum

auction sale, by which the SSI unit holders are able to get fair and remunerative price for their produce. Besides, SAGOSERVE is extending credit facilities at a nominal rate of interest and warehousing facilities for the SSI unit holders manufacturing sago and starch. About 70000 workers in the SSI Industrial units and 5 lakh Agricultural Labourers engaged in planting the tapioca tubers are provided with employment.

#### **18.7.8. TAMILNADU INDUSTRIAL COOPERATIVE BANK LTD**

At a time, when the Cooperative Banks functioning under the control of the Cooperative Department were hesitant to extend sufficient loans to the Industrial Cooperative Societies which were transferred from the Cooperative Department in the year 1956, to the control of this Department, the Tamil Nadu Industrial Cooperative Bank, known as TAICO Bank was established on 18.9.1961, with object of providing loans to the Industrial Cooperative Societies. The Bank having its Head quarters at Chennai is functioning through out Tamil Nadu with its 45 branches.

The TAICO Bank is extending jewel loans, housing / house mortgage loans to the General Public, personal loans to the Government employees of all sectors, short term loans and over draft facilities to SSI and tiny units etc.

#### **18.7.9. ENGINEERING**

The main object of forming Engineering Industrial Cooperative Societies is to enroll the rural artisans manufacturing Copper Vessels, ITI Certificate holders, metal workers, unemployed Diploma holders and Graduates as members of the societies and to provide them employment through the Societies.

The Engineering Societies manufacture locks, Bobbins required for weaving industries, steel racks, steel guarders and other structural equipments required for the construction. Certain Engineering societies also undertake servicing of Automobiles and repairs of furniture etc.

#### **18.7.10. COIR**

Next to Kerala, Tamil Nadu occupies pride in coir industry in India and in brown fibre sector, Tamil Nadu stands first. To increase the utilisation of husks and more employment, the State Government and Coir Board have implemented various schemes in the State.

Under the control of Department of Industries and Commerce, 65 coir industrial cooperative societies having the activities of fibre extraction, yarn spinning, curled coir manufacturing and rubberised coir products manufacturing are functioning. Out of these 65 coir societies, 4 Coir marketing societies at regional level have been organized to market the coir products of the primary coir societies.

**A. TAMILNADU STATE COIR COOPERATIVE MARKETING FEDERATION Ltd (TANCOFED)**

The Tamilnadu State Coir Cooperative Marketing Federation Ltd., called as “TANCOFED” an Apex Coir Marketing organization was registered on 5-9-1984 and started on on 12-11-1984. There are 68 Primary Coir Cooperative Societies as its members . The main object of the Society is to improve the marketing of coir products produced by the member Coir Cooperative Societies and thereby to improve their financial viability and sustain their working members in continuous employment.

**B. TAMILNADU INDUSTRIAL COOPERATIVE RUBBERISED COIR PRODUCTS Ltd. (INCOFOM)**

The Tamilnadu Industrial Cooperative Rubberised Coir Products Ltd., Panayakottai, Thanjavur District, called as “INCOFOM” is the first venture in Cooperative sector in the manufacture of Rubberised Coir Products in the Country. INCOFOM was registered on 16-10-1987. It commenced business on 27-05-1990. The capacity of the unit is 240 metric Ton per annum. The Society is manufacturing rubberized coir mattresses, pillows etc., and supplies to various Government Hospitals, Medical Institutions, Railways, Transport Corporations etc.,

**C. Other Coir Schemes:**

**1. Scheme of Fund for Regeneration of Traditional Industries (SFURTI)**

The Scheme of Fund for Regeneration of Traditional Industries popularly known as SFURTI is formulated and approved by the Government of India with the aim of making traditional industries including coir more productive and competitive and to facilitate their sustainable development. The scheme provides various facilities like replacement of equipments, setting up of common facilities, support for development of new products, designs, packaging, market promotion, capacity building etc. Under XII<sup>th</sup> Plan period, the Government of India accorded in-principle approval for establishing 9

Coir Clusters viz Dharmapuri, Madurai, Tiruppur, (Kangeyam and Palladam) Coimbatore, Tirunelveli, Nagercoil, Salem and Dindigul districts under SFURTI Scheme at total project cost of Rs.37.79 crores. 8 coir clusters are ready for inauguration.

Further, State Government had approved for the formation of three coir clusters in Coimbatore, Thanjavur and Erode districts at a total estimated cost of Rs.22.00 crores under the scheme of “ **Developing coir clusters in Tamil Nadu**” for promoting value added coir products. The Government have accorded sanction for Rs.22.00 Crores and further sanctioned a sum of Rs.6.00 lakhs for the preparation of the Detailed Project Reports for the above three coir clusters.

## **2. Coir Udyami Yojana**

Government of India has approved the continuation of the credit linked subsidy called Coir Udyami Yojana) to facilitate sustainable development of the coir Industry in the Country earlier it was named as REMOT SCHME. (*Rejuvenation, Modernisation & Technology Upgradation scheme*) The scheme covers coir projects at a cost of Rs.10.00 lakh for with the Government of India subsidy @ 40% for each project. The Coir Board will organize awareness camps in the coconut producing states to popularize Coir Udyami Yojana and to educate potential beneficiaries about the Scheme. The Scheme will be implemented by Coir Board, Coir House, MG Road, Kochi a statutory body under Ministry of MSME which will be a single Nodal agency at the National level. Assistance under the Scheme will be made available to Individuals, Companies, Self help groups, Non Governmental Organisations, Institutions registered under Societies Registration Act 1860. Production Cooperative Societies, Joint liability Groups and Charitable Trust.

### **18.7.11. POLYTHENE**

The main objective of forming Polythene Industrial Co-operative Societies is to provide continuous and gainful employment to the unemployed women who are wives of Ex-service men, unemployed women belonging to Adi Dravidar Community in rural areas. The line of activity is to cater to the needs of Polythene bags required by Forest Department and Agricultural Department for raising nurseries.

### **18.7.12. PRINTING**

To help the small printers, the printers service ICS have been formed. The society procures orders for printing from Government, Quasi-Government Institutions, Local Bodies and other Co-operative Societies and distributes the orders to the members. It also supplies paper and other raw materials to the members.

#### **18.7.13. AUTO**

To uplift the economic conditions of the poor Auto Drivers of all categories and also to make them owners of the Autorickshaws through hire purchase system, Autorickshaw Drivers Co-operative Societies have been formed.

Auto Service Cooperatives Societies have been formed to provide employment to the Auto Rickshaw Drivers and to make them owners of the auto after recovering HP Loan dues in easy monthly instalments. There are 40 Auto Service Societies functioning in the State and out of these, 15 Auto Societies have been organized under TAMCO (Tamil Nadu Minorities Development Corporation Limited) Scheme to provide employment to the youth belonging to minority communities.

#### **18.7.14. BRICK**

Six Brick Workers Industrial Cooperative Societies are functioning in the State to provide gainful and continuous employment opportunities, exclusively to the poor Adi Dravidar Brick workers 803 members with a paid-up share capital of Rs.17.71 lakh are benefited through these societies. The paid up share capital includes Government share participation of Rs.7.64 lakh.

#### **18.7.15. METAL**

There are eight Metal Workers Industrial Co-operative Societies functioning under this Department, having 2408 members with a paid-up share capital of Rs.22.33 lakh including Government share participation of Rs.2.10 lakh. These societies have been started with a view to improve the economic conditions of the traditional artisans engaged in the manufacturing of utensils. These societies have been set up mostly in rural areas to provide employment to the artisans belonging to the backward community.

Brass, Copper, Aluminum and Stainless Steel vessels are being produced by the members of these societies. The utensils are supplied to the Government Hospitals, Adi Dravidar Welfare Hostels, Nutritious Noon Meal Centres, Temples, Rehabilitation Department etc. by the societies.

#### 18.7.16. LEATHER

Finished leather enjoy a very good export market potential. This type of societies were organised with the object of providing employment to leather workers and to render service to small tanners who are not able to establish tannery for processing hides on their own.

#### 18.7.17. COAL AND COKE

Formally the societies were procuring Coal from Coal Field directly and distributing the same to its members (cardholder) for their industries. The coal was used as fuel in the industries. Subsequently, due to change of the Government policy coal were allowed to be imported. Hence, members were not interested to purchase coal from the coal societies. These societies have diversified their activities and engaged in supply of all inputs such as supply of yarn, slade, furniture, vessels etc. to their member units.

However, only the Tamilnadu Brick and Tile Manufacturing society is now making supply of coal to its members and all other 4 societies have diversified their activities into other Engineering Service activities.

#### 18.7.18. SPECIAL TYPES

Under special types, there are 30 societies functioning as detailed below:

Sl.No	Name of Trade	No of Societies
1	Mical	1
2	Irula Snake Catchers	1
3	Goods Transport Owners	5
4	Cement articles	2
5	Herbal	1
6	Cashew	2
7	Readymade Garments	1
8	Others	17
	<b>Total</b>	<b>30</b>

Others including Silk cotton, Computer Service, Goldsmith, Gunny Bag, Sundried Paper, AIMS, Ceramic, Cottage Workers etc. come under the above categories, providing employment to the poor people. Herbal and cashew cater to the needs of growers of herbal, cashew, etc., opportunities are provided to the poor people besides catering to the needs of growers like Herbal, Cashew, etc.

## **18.8. Chemical wing**

### **TESTING LABORATORIES**

#### **18.8.1. CHEMICAL TESTING LABORATORIES**

##### **I. About Chemical wing**

With a view to provide comprehensive testing facilities to cater to the needs of various types of industries, the Directorate of Industries and Commerce has set up testing Laboratories at Chennai, Madurai, Coimbatore, Salem and Thoothukudi.

Chemical Testing and Analytical Laboratory, Chennai is one of the oldest Laboratories in Tamil Nadu and this Laboratory was inaugurated by the then Prime Minister, **Pandit Jawaharlal Nehru** in the year 1948. This laboratory is fully equipped with sophisticated instruments, highly qualified Staff, to test all types of materials, under one roof.

Regional Testing Laboratory, Madurai caters to the testing needs of industries and testing of Building Materials for the construction sector organizations located in Madurai, Theni, Dindigul, Sivagangai, Virudhunagar, Ramnad District.

Regional Testing Laboratory, Coimbatore caters to the testing needs of industries and testing of Building Materials for the construction sector organizations located in Coimbatore, Erode, Tiruppur and Nilgris District.

Regional Testing Laboratory, Salem caters to the testing needs of industries and testing of Building Materials for the construction sector organizations located in Salem, Namakkal, Dharmapuri and Krishnagiri District.



Regional Testing Laboratory, Tuticorin caters to the testing needs of industries and testing of Building Materials for the construction sector organizations located in Tuticorin, Tirunelveli and Kanyakumari District.

The micro and small enterprises having E.M Acknowledgment Part-II/UAM from this department are extended 50% concession on the nominal testing charges.

## **II. Types of materials undertaken for testing:**

### **I. Chemical Testing:**

- Mild Steel, Stainless Steel, High Speed Steel, Alloy Steels, Ferro Silicon, Ferro Manganese and other Ferro Alloys.
- Copper, Brass, Bronze, Gun Metal and other Copper Alloys.
- Aluminium and Aluminium Alloys Nickel and Nickel Alloys, Zinc and Zinc Alloys
- Lead and Lead Alloys, Tin, Solder, Gold, Silver, Platinum etc
- Zari, Thickness of Zinc Coating, Nickel Coating, Cadmium Coating, Chromium Coating etc.
- Vegetable Oils, Essential Oils, Diesel, Petrol, Kerosene, Furnace Oil, Cutting Oil, Transformer Oil, Lubricating Oil, Engine Oil, Grease, Tar, Bitumen, Gear Oil, 2T Oil.
- Soaps, Detergents, Cleaning Powder, Shoe Polish, Metal Polish, Bleaching Powder.
- All types of Paints and Varnishes, All types of Cement, Concrete (Mortar), Admixtures, Water Proofing Compound, Cement Paint.
- Sand, Blue Metal, Building Bricks, All types of Tiles, Granite, Wood, All types of Building Materials.
- Water, Pesticides, Insecticides, All types of Chemicals and Solvents.
- Iron Ores, Limestone, Feldspar, Manganese Ore, Lime, Ceramics, Bauxite, Barites, Refractories and other types of Ores and Minerals.

### **II. Physical Testing:**

- Tensile, Bend, Compression, Impact (Charpy & Izod)
- Hardness of Metals & alloys (Vickers, Brinnell Rockwell, Shore -A & Shore-D).
- Cement Mortar, Concrete Cubes, Mosaic Tiles, Ceramic Tiles, Bricks.
- RTS Rods, Rubber, Textiles, Paper, Conveyor Chain, Proof Load, Test for Bolt & Nut, Bitumen Materials, Deflection Test for Sprint etc.



**1. Universal Testing Machine:** With this machine, Tensile, Compression, (30 Tons, 40 Tons, 100 Tons Capacity) Proof Load etc. can be tested for Steels, Concrete, Concrete Cubes, Machined Tools etc.

**2. Other Instruments used** (in Chemical Testing) : U.V. VIS Spectrometer, Flame Photometer Chemical Testing Conductivity Meter, Karl Fischer Equipment, Penetrometer, pH meter, Refractometer, B.N.F. Jet Apparatus, Bomb-Calorimeter, Digital Mettler Balance, Smoke Point Apparatus, Cleveland Pensky Marten Abel Flash Point apparatus, Cannon-Fenske Viscometers, Salt Spray Apparatus, Scratch Hardness etc.

**3. Other Instruments used** in (in Physical Testing) : Universal Testing Machine- 500 Kg and 1 Ton, Torsion Tester. Physical Testing Impact Testing Machine Hardness Testing Machine (Vickers, Brinell, Rockwell, Shore-A & Shore-D) Spring Testing Machine Rubber Abrasion Testing Machine

**4. Library:** A Library with 6000 Books on subjects like Chemistry, Chemical Engineering, Technology, Foods, Petroleum Products, Ceramics, Plastic, 20,000 Standard Specifications like ISI, BSS, DIN, ASTM etc. are available.