



**TAMIL NADU SUGAR CORPORATION LTD.**  
**Chennai - 600 035**

**MANUAL UNDER RIGHT TO  
INFORMATION ACT, 2005**

# Manual under Right to Information Act, 2005

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**Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd.**  
**690, Anna Salai, Chennai - 600 035**

**1. Introduction**

- 1.1 In order to promote and ensure transparency and accountability in the working of every Public authority and to empower the citizens to access and secure information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2003, in accordance with the relevant provisions of this Act, the Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd. have brought out this manual for information and guidance of the general public.
- 1.2 The purpose of this manual is to inform the general public about the company, organizational set up, functions and duties of officers and employees, records and documents available.
- 1.3 This manual is aimed at the public in general and users of the services, and provides information about Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd.
- 1.4 Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd. has designated Company Secretary, Tamil Nadu Sugar Corporation Ltd. as its Public Information Officer (PIO) Assistant Manager, TASCO as Assistant PIO in respect of Tamil Nadu Sugar Corporation Ltd. Head Office and Perambalur Sugar Mills Ltd. H.O.
- 1.5 A person requiring any information under the Act may contact Company Secretary, Tamil Nadu Sugar Corporation Ltd., 690, Anna Salai, Nandanam, Chennai - 600 035. His office telephone No. is 24330222. Email I.D. of TASCO is [tasco@md3.vsnl.net.in](mailto:tasco@md3.vsnl.net.in)
- 1.6 The procedure and fee structure for getting information are as under:-
- (a) A request for obtaining information under sub-section (1) of section 6 of RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4. above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's cheque as the case may be and drawn in favour of Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd. payable at Chennai.
- (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 A1 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 each fifteen minutes (or fraction thereof) thereafter
  - v) Any other cost incurred by the company on actual basis.
- (c) For providing the information under sub-section (5) of section 7 of the RTI 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 CD-R @ Rs.75/- per CD-R
  - (ii) for information provided in printed form, at the price fixed for such publication
- 1.7 Persons below the poverty line are exempted from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The 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.
- 1.8 The Company has designated Chairman and Managing Director, Tamil Nadu Sugar Corporation Ltd. and Chairman and Managing Director, Perambalur Sugar Mills Ltd. as Appellate Authority under section 19(1) of the Act. The contact address of the Appellate Authority is given below:-

**Thiru Vikram Kapur, I.A.S.,**  
Chairman & Managing Director, Tamil Nadu Sugar Corporation Ltd. &  
Chairman and Managing Director, Perambalur Sugar Mills Ltd.  
690, Anna Salai,  
Chennai - 600 035

Phone No. 24330222  
Email : [tasco@md3.vsnl.net.in](mailto:tasco@md3.vsnl.net.in)

**2. Particulars of organization, function and duties under Section 4(1)(b)(i) of Right to Information Act, 2005**

**2.1 Objective / purpose of Tamil Nadu Sugar Corporation Ltd.**

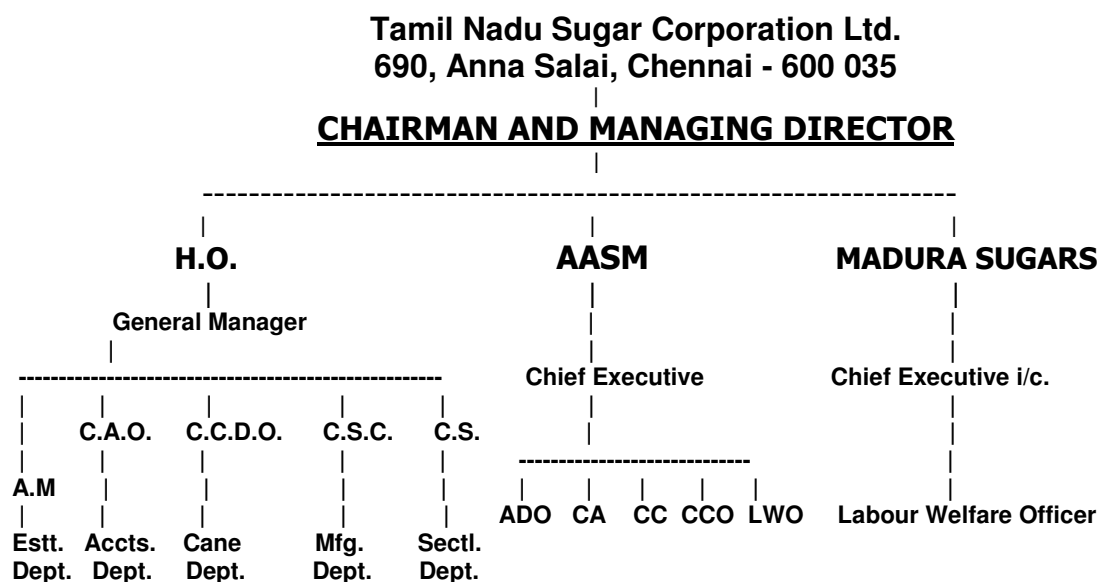
Tamil Nadu Sugar Corporation Ltd. was incorporated as a Company under the Companies Act, 1956 on 17.10.1974. The main object of the company is as follows:-

- (1) to establish new Sugar Mills
- (2) expansion of existing sugar mills
- (3) Implementation of Projects by utilizing the by-products generated from Sugar Industry in the Co-op. & Public Sector Sugar Mills
- (4) to offer consultancy services to Co-op. & Public Sector Sugar Mills

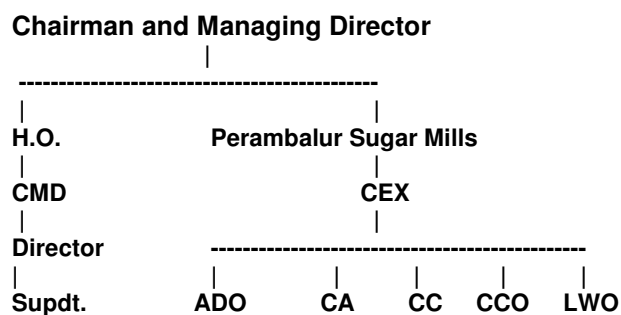
Arignar Anna Sugar Mills at Thanjavur was the first sugar Mill in Public Sector which, commenced its production on 27.2.1977. Perambalur Sugar Mills Ltd. was formed as a subsidiary company and incorporated on 24.7.1976. Perambalur Sugar Mills commenced its production on 4.12.1978. Now Tamil Nadu Sugar Corporation Ltd. is maintaining the sugar mills under Public Sector and offering technical consultancy services to Co-op. Sugar Mills.

## Organisation Chart

2.2 The Organizational Chart of the Company is given below:-



### PERAMBALUR SUGAR MILLS



Manual under Right to Information Act for the units:-

Separate manual under the Right to Information Act to the Units are available in the concerned Sugar Mills.

**Directorate of Sugar**

Though Tamil Nadu Sugar Corporation Ltd. and Perambalur Sugar Mills Ltd. are separately incorporated legal entities, the Director of Sugar / Commissioner of Sugar is normally appointed as Managing Director / Chairman and Managing Director of Tamil Nadu Sugar Corporation Ltd. / Perambalur Sugar Mills Ltd. The M.D. / C&MD being the Departmental head, he heads the industry and the Corporation.

2.4 **Working Hours**

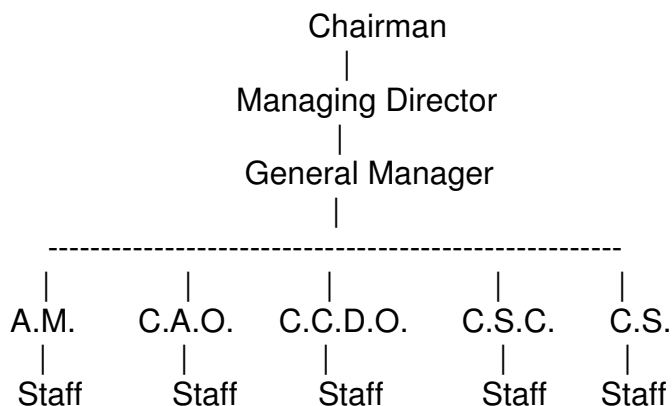
The official working hours of Tamil Nadu Sugar Corporation Ltd. H.O. / Perambalur Sugar Mills Ltd. R.O. is from 10.00 AM to 5.45 P.M. on all working days. The Office functions from Monday to Friday every week except Government holidays.

3. **Powers and Duties of officers and employees information are under Sec.4(b)(ii)**

Sl. No.	Name	Designation
1.	<b>Tvl.</b> Vikram Kapur, IAS.	Chairman and Managing Director
2.	S. Muthuraj	General Manager
3.	M. Selvaraj	Chief Accounts Officer
4.	A. Sekar	Chief Cane Development Officer
5.	A. Arulappan	Chief Sugar Chemist

4. **Procedure followed in the decision making process (U/S 4(b)(iii)).**

The policies / decisions are taken by Board of Directors. The Administrative Flow chart is given below:-



5. **Norms set by TASC0 for discharge of functions (U/s. 4(a)(iv))**

Normally on receipt of any tapal / representations they are chronologically numbered, registered and distributed to the concerned section for necessary action. The procedures are set out in internal office orders.

6. **Rules and Regulations, Instructions, Manuals and Records held by TASC0 (Sec. 4(b)(v))**

The Rules and Regulations governing the Service of the employees are available in the Service Rules of Tamil Nadu Sugar Corporation Ltd.

7. **Statement of categories of documents that are held by TASC0 under its control (Sec. 4 (1)(b)(vi))**

The documents held by the Company are the various correspondence between the Company with the Government / parties coming in contact during the course of business both commercial and technical Agreements, Bank Guarantees, data relating to the Officers and employees.

8. **Particulars of any arrangement that exists for any consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof Sec. 4(1) (b)(vii)**

The policies are formulated by Government. They are executed by the Board of Directors who are nominated by Government.

9. **A statement of boards and the bodies for the purpose of advice and particulars of meeting (Sec 4(b) (viii))**

a) Directors of the Board are nominated by the Government. The Board meeting is convened normally once in a quarter as per the provisions of the Companies Act, 1956.

The Directors of the Board are;

**TASCO**

**PSM**

a) **Board of Directors**

**Tvl.**

**Tvl.**

1. Vikram Kapur, IAS
2. C. Kosalaraman, IAS
3. Md. Nasimuddin, IAS
4. M.S. Shanmugam, IAS
5. Sukumar Solomon,
6. C. Venkatarathinam
7. P. Manickam
8. T. Booma

- Vikram Kapur, IAS
- M. Vijayakuamar, IAS
- C. Venkatarathinam
- S. Muthuraj
- N. Feroz Nawaz Khan
- T. Booma

b) **Audit Committee**

**Tvl.**

**Tvl.**

1. Vikram Kapur, IAS
2. T. Booma

- Vikram Kapur, IAS
- T. Booma

**10. Directory of officers and employees (Sec. 4(1)(b)(ix))**  
**Office : PABX Nos. 24330222 / 24330390 / 24330529 / 24336382 / 24330528**

The Name and contact Nos. of key officials are as follows:-

Sl. No	Name and Designation of the Officer Tvl.	Telephone (STD Code No.044)
1.	Vikram Kapur, IAS, C&MD	24330275
2.	S. Muthuraj, DRO, General Manager	24330078
3.	M. Selvaraj, Chief Accounts Officer	PABX Nos.
4.	A. Arulappan, Chief Sugar Chemist	PABX Nos.
5.	A. Sekar, Chief Cane Devpt. Officer	PABX Nos
6.	P. Sankara kumar, Company Secy.	PABX Nos.
7.	R. Chockalingam, Asst. Manager	PABX Nos.
8.	S.Umakantham, System Analyst	PABX Nos.

There are totally 26 employees (8 Officers and 18 staff) including the above said  
Officers.

11. **Monthly remuneration received by cash of the officers and employees including the system of compensation as provided in the regulation under sec.4(1)(b)(ix) of the Right to Information Act, 2005.**

Sl. No.	Name and Designation	Scale of pay
	<b>Tvl.</b>	
1.	Vikram Kapur, IAS, C&MD	37400-67000
2.	S. Muthuraj, DRO, General Manager	15600-39100
3.	M. Selvaraj, Chief Accounts Officer	37400-67000
4.	A. Arulappan, Chief Sugar Chemist	37400-67000
5.	A. Sekar, Chief Cane Devpt. Officer	37400-67000
6.	P. Sankara kumar, Company Secretary	15600-39100
7.	R. Chockalingam, Assistant Manager	15600-39100
8.	S.Umakantham, System Analyst	15600-39100
9.	S.Chandramouly, Accountant	9300-34800
10.	S. Umadevi, Superintendent	9300-34800
11.	M. Muniyandi, Assistant	5200-20100
12.	K. Palaniammal, Assistant	5200-20100
13.	V. Jamuna, Junior Assistant	5200-20200
14.	S. Mahalingam, Junior Assistant	5200-20200
15.	S. Ramachandran, Private Secretary	9300-34800
16.	M.R.Subash Chandran, Private Secretary	9300-34800
17.	V. Lakshmi, Steno-typist, Gr.II	9300-34800
18.	V. Sumathi, Steno-typist, Gr.II	9300-34800
19.	T. Kala, Steno-typist, Gr.II	9300-34800
20.	C. Rajendran, Driver	5200-20200
21.	S. Palani, Office Assistant (Spl.Gr.)	4800-10000
22.	S. Murugesan, Office Assistant (Spl.Gr.)	4800-10000
23.	K.R. Ranganathan, Office Assistant (Spl. Gr.)	4800-10000
24.	C. Arivou, Office Assistant (Spl.Gr.)	4800-10000
25.	S. Sundaramoorthy, Superintendent	9300-34800
26.	SM. Venkatesan, Steno-typist Gr.I	9300-34800

**Additional information**

The basic pay of the individual in the time scale provided varies according to fixation and experience. In addition to the basic pay they are entitled to draw Grade Pay and other allowances such as D.A., H.R.A., C.C.A. etc. as approved by Board of Directors based on Government guidelines.

12. **Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made (Sec. 8a(4)(b) XI)**

The Company runs on self-generated funds. In case of insufficiency of funds / loss incurred, financial assistance of Government is sought for by way of Ways & Means Advance / loan. To manage the financial affairs of the company a budget for H.O. and its Units are approved by the Board of the Company every year.

13. **The Manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme (See Sec. 4(b)(xii))**

There is no subsidy programmes offered at Head Office level. The subsidies announced by the Government of Tamil Nadu to cane growers if any will be implemented at Mill level (Arignar Anna Sugar Mills / Perambalur Sugar Mills)

14. **Particulars of recipients of concessions, permits or authorizations granted by (See. Sec. 4(b) xiii) of Right to Information Act, 2005**

NIL

15. **Details in respect of the information, available or held by it, reduced in an electronic form Section 4(1)(b)(xiv) of Right to Information Act, 2005**

The particulars of Tamil Nadu Sugar Corporation Ltd., Chennai are available at the following website address :

Website address : [www.tasco.net.in](http://www.tasco.net.in)

16. **Particulars of facilities available to citizens for obtaining information (Sec.4(1)(b)(xvi))**

The Public are posted with information through Notice Board, Newspapers and Website.

Website address : [www.tasco.net.in](http://www.tasco.net.in)

17. **Name and designation and other particulars of Public Information Officers (Section 4(1)(b)(xvi))**

Assistant Public Information Officer : Thiru R. Chockalingam,  
Assistant Manager, TASCO

Public Information Officer : Thiru P. Sankara Kumar,  
Company Secretary, TASCO

Appellate Authority : Thiru Vikram Kapur, I.A.S.,  
Chairman and Managing Director

Second Appeal : State Information Commissioner,