



**MICRO, SMALL AND MEDIUM ENTERPRISES
DEPARTMENT**

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

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**MICRO, SMALL AND MEDIUM ENTERPRISES DEPARTMENT
INDEX**

1.	Introduction	4-6
2.	Particulars of organization, functions and duties (Section 4(1) (b) (i))	7-11
3.	Powers and duties of officers and employees (Section 4(1) (b) (ii))	12-20
4.	Procedure followed in the decision making Process (Section 4(1) (b) (iii))	21
5.	Norms set by it for the discharge of its functions (Section 4(1) (b) (iv))	22
6.	Rules, Regulations, Instructions, Manuals and Records for Discharging Functions (Section 4(1) (b) (v))	23-25
7.	A Statement of the categories of documents that are held by it or under its control. (Section 4(1) (b) (vi))	26
8.	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof (Section 4(1) (b) (vii))	27
9.	A Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public (Section 4(1) (b) (viii))	28-29
10.	Directory of Officers and Employees At the Secretariat Department And Their Monthly Remuneration (Section 4(1) (b) (ix), (x))	30-31-
11.	Budget allocation made for Micro, Small and Medium Enterprises Department and in the Organisations in its control in BE 2024-2025. (Section 4(1) (b) (xi) of RTI Act 2005)	32
12.	Particulars of the facilities available to citizens for obtaining information. (Section 4(1) (b) (xv))	33
13.	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes (Under Section 4(1) (b) (xii) of RTI Act 2005)	34
14.	Particulars of recipients of concessions, permits or authorizations granted by it (Under Section 4(1) (b) (xiii) of RTI Act 2005)	34

15.	Details in respect of the information available to or held by it, reduced in an electronic form (Under Section 4(1) (b) (xiv) of RTI Act 2005)	34
16.	Publish all relevant facts while formulating important policies or announcing the decisions which affect public (Under Section 4(1) (c) of RTI Act 2005)	35
17.	Provide reasons for its administrative or quasi-judicial decisions to affected persons (Under Section 4(1) (d) of RTI Act 2005)	35

CHAPTER – 1

Introduction

1.1. Background of this Manual

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Micro, Small and Medium Enterprises Department, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

1.2. Objective / purpose of this Manual

The purpose of this manual is to inform the general public about this Department's organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.

1.3. Who are the intended users of this hand-book ?

This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and programmes being implemented by the Micro, Small and Medium Enterprises Department and the organizations under its administrative control.

1.4. Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also.

Public Information Officers

(As on 00.09.2024)

Designation	Name of the Public Information Officer	Sections	Contact No.	eMail ID
Under Secretary to Government (Schemes)	Tmt.N.Rajeswari, M.A., B.Ed.,	A, B, C, D & F	044- 25665183	sindsec@gov.in
Under Secretary to Government (Establishment)	Tmt.T.Shakila, B.Com.,	EI, EII, OP, Bills, E & G	044- 25665593	sindsec@gov.in
Under Secretary to Government (General)	Vacant	-	-	-

1.6. Appellate Authority

(As on 00.09.2024)

Designation	Name of the Appellate Authorities	Sections	Contact No.	eMail Id
Additional Secretary to Government	Thiru.G.Shivaji, M.Sc.,	A, B, C, D, EI & OP	044- 25678106	sindsec@gov.in
Deputy Secretary to Government	Thiru.M.Senthilkumar, B.Sc.,B.Ed.,	E, EII, F & G	044- 25671520	sindsec@gov.in

CHAPTER – 2

Particulars of Organization, Functions and Duties (Under Section 4(1) (b) (i) of RTI Act 2005)

2.1. Introduction

The Micro, Small and Medium Enterprises Department is headed by the Secretary to Government. He acts as the administrative head of the department and an advisor to the Hon'ble Minister on all matters of policy formulations and administration relating to these departments:

- a) The Industries Commissioner and Director of Industries and Commerce
- b) Tamil Nadu Small Industries Development Corporation Limited (SIDCO)
- c) Tamil Nadu Small Industries Corporation Limited (TANSI)
- d) Entrepreneurship Development and Innovation Institute – Tamil Nadu (EDII)
- e) Tamil Nadu Startup Innovation Mission (TANSIM)
- f) Bureau for Facilitating MSMEs of Tamil Nadu (FaMeTN)
- g) Tamil Nadu Food Processing and Agri Export Promotion (TNAPEX)

2.2. Micro, Small and Medium Enterprises Department

Micro, Small and Medium Enterprises (MSME) sector forms an important segment of the Indian economy. It is second only to agriculture in generating employment. MSMEs, by virtue of their numbers and geographical spread, dot the industrial landscape of the country. They are the drivers of economic growth. MSMEs represent about 90% of businesses and more than 50% of employment worldwide. MSMEs create job opportunities and employment across geographic areas and sectors, providing an avenue for disadvantaged and marginalized groups and rural masses to achieve upward mobility.

2.3. The Industries Commissioner and Director of Industries and Commerce

Facilitate policy making and articulation of policy among stakeholders, Implement the State strategy for MSMEs and disburse incentives for promoting self-employment and ensure balanced regional growth throughout the State, Facilitate specific requirements of MSMEs - including financial needs through Block Level Bankers' Committee Meetings and State Level Bankers' Committee Meetings, Facilitate the recovery of delayed payments to MSMEs under the MSME Act, 2006 through Micro and Small Enterprises Facilitation Councils (MSEFCs),

Facilitate implementation of the Tamil Nadu Business Facilitation Act, 2018 and Rules and clearance of applications received in the Single Window Portal, Supervise Industrial Co-operatives, Engage with MSMEs in Tamil Nadu through a state wide network of 38 District Industries Centres present in all districts, Assist the formalisation of MSMEs, Promote exports from MSMEs Encourage quality upgradation in MSMEs by incentivising energy audit, quality certification and intellectual property filing etc.

The Tamil Nadu Small Industries Development Corporation Limited (TANSIDCO) is coming under the administrative control of this Department. Establish and maintain Industrial Estates and provide industrial plots and sheds as required by MSMEs, Establish and promote Industrial Clusters and Common Facility Centres, Establish workers' hostels for the benefit of migrant workers, Establish Plug and Play facilities as per the modern requirements of business.

The Tamil Nadu Small Industries Corporation Limited (TANSI) is also coming under the administrative control of this Department. The Manufacture and supply wooden and steel furniture to State Government Departments and their organisations, Provide good quality furniture to the private sector at affordable cost.

The Entrepreneurship Development and Innovation Institute – Tamil Nadu (EDII–TN) is also coming under the administrative control of this Department. The Promote entrepreneurship education and self-employment across the State, Promote innovation among school and college students.

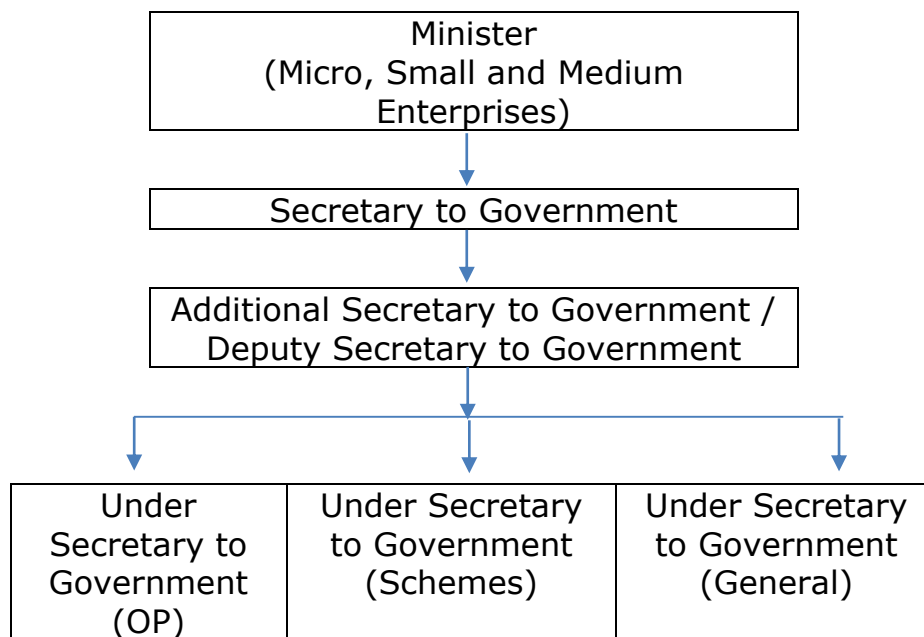
Bureau for Facilitating MSMEs of Tamil Nadu (FaMeTN) is also coming under the administrative control of this Department. The Facilitate MSMEs in access to credit, markets - domestic and international, investment, skilling, sustainability and sector specific initiatives.

Tamil Nadu Startup and Innovation Mission (TANSIM) is also coming under the administrative control of this Department. The Provide an enabling ecosystem for startups in the State, Provide and facilitate financial support to startups and incubators, Facilitate balanced regional growth of the startup ecosystem, Link startups with mentors.

Tamil Nadu Food Processing and Agri Export Promotion Corporation (TNAPEX) is also coming under the administrative control of this Department. The Government of Tamil Nadu has transferred the schemes and institutions relating to food processing from the Agriculture and Farmers' Welfare Department to the Micro, Small and Medium Enterprises Department, during the year 2022-23. This Corporation was transferred to the MSME Department as a result. To revitalize the food processing and agricultural export sectors and to give impetus to value

addition to farm products and creating value chains leading to exports, the Tamil Nadu Food Processing and Agriculture Export Promotion Corporation (TNAPEX) was created as a non-profit Company. After the Department transfer, the Industries Commissioner is designated as its Managing Director. 21 posts have been sanctioned for TNAPEX. The detailed work plan for TNAPEX is under preparation. TNAPEX will implement schemes inclusive of agri-industrial corridor in the delta districts.

2.4. Organisation Chart of Micro, Small and Medium Enterprises Department (Secretariat).



There are 11 Sections of this Department at Secretariat each is handled by a Section Officer. They are assisted by Assistant Section Officer the details above subject dealt with by them are given at pages 14-20

2.5. Duties of the Public Authority

The Hon'ble Minister for Micro, Small and Medium Enterprises have full control over the administration of this department. The Secretary to Government of the Department has to supervise, monitor and coordinate various activities of this department while implementing various welfare schemes being implemented with the help of Heads of Departments and their subordinate staffs working in the regions and districts etc. He has to keep the Hon'ble Minister informed of progress time and again.

The Secretary of the Department conduct monthly / bi-monthly or quarterly review meetings with Heads of Departments and their staff to review the progress made by the departments to achieve the targets already fixed against each and every schemes. Whenever, department officers face some administrative problems, those issues are being discussed and steps are taken to rectify defects, if any.

2.6 Resolution of Public Grievances:

The Department has also opened a Grievance Register to monitor the disposal of grievances of the public brought to the notice of the Secretary of the department. Monthly review of such disposal is being done by the Special Officer, Chief Minister's Petitions Cell in the Secretariat with the help of Nodal Officers appointed for the purpose. This is being done systematically.

Secretary to Government

2.7 Working hours of Office:

- a) Opening hours of the office - 10.00 A.M.
- b) Closing hours of the office - 05.45 P.M.
(Lunch time - 1.30 p.m. to 2.00 p.m.)

2.8 Address of the Main Office and other Offices

Secretariat Level

Micro, Small and Medium
Enterprises Department,
Fort St. George,
Secretariat, Chennai-600 009.

Heads of Department Level

The Industries Commissioner and
Director of Industries and Commerce,
SIDCO Corporate Building,
Guindy, Chennai-32.

Tamil Nadu Small Industries
Development Corporation Limited,
Guindy, Chennai-32.

Tamil Nadu Small Industries
Corporation Limited,
Guindy, Chennai-32.

The Entrepreneurship Development and
Innovation Institute – Tamil Nadu,
Guindy, Chennai-32.

Tamil Nadu Startup Innovation Mission,
Guindy, Chennai-32.

The Managing Director,
FaMe-TN,
Guindy, Chennai-32.

Tamil Nadu Food Processing and
Agri Export Promotion Corporation (TNAPEX),
SIDCO Corporate Office Building,
Guindy Industrial Estate, Chennai–32.

CHAPTER – 3

Powers and Duties of Officers and Employees

(Under Section 4(1) (b) (ii) of RTI Act 2005)

3.1. Introduction

The Micro, Small and Medium Enterprises Department of the Tamil Nadu Government is Governed by the provisions of the “Tamil Nadu Secretariat Office Manual” with regard to its functioning and powers and duties of its officers and employees. The provisions of the above manual are available on the website – www.tn.gov.in

3.2. Powers and Duties of Officers and Employees

This Department is headed by a Secretary who is an I.A.S officer and who acts as the administrative head of the Department and advisor to the Ministers of Micro, Small and Medium Enterprises. He is assisted in the Secretariat, by a Additional Secretary, a 1 Deputy Secretary and 3 Under Secretaries along with 10 Section Officers and 14 Assistant Section Officers. This Department is responsible for formulation of policies of the Government in respect of Micro, Small and Medium Enterprises Department, and also for the execution of various schemes to be implemented for the betterment of the targeted sections of the society. The powers and duties of the officers in the Department of Secretariat are indicated below:-

3.2.1. Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Additional Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

3.2.2. Additional Secretary/Deputy Secretary to Government

The Additional Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as

may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Additional Secretary / Deputy Secretary also exercises control over the sections placed in her / his charge both in regard to dispatch of business and in regard to discipline.

3.2.3. Under Secretary to Government

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

3.2.4. Section Officer

The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business at all stages in his section and for office routine and procedure.

3.2.5. Assistant Section Officer, Assistants, Personal Clerks and Typists

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officers in their section work. The assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The typists are expected to type notes and drafts and to fair copy all communications to be dispatched. They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises

3.2.6. Private Secretaries, Personal Assistants and Personal Clerks

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

The Micro, Small and Medium Enterprises Department, Secretariat consists of 10 sections. The subject allocation among the sections are as detailed below:-

Section Name	ASO	Details of subjects dealt with
OP	ASO-1	<ol style="list-style-type: none"> 1. All establishment matters relating to Gazetted Officers and Non-Gazetted Staff. 2. Continuance of Temporary posts 3. Matters regarding promotion / postings / pay fixation / framing of rules and miscellaneous matters etc., 4. Maintenance of Confidential Records 5. Leave Travel Concession 6. Budget of MS&ME Department, Secretariat 7. Allocation of subjects among sections
	ASO-2	<ol style="list-style-type: none"> 1. Stationery and forms 2. Books and Publications 3. Contingencies including Permanent Advance 4. Vehicles 5. Furniture, Computers and other office equipments 6. Air lines and Telephone Bills 7. Maintenance of Buildings 8. Issue of Identity Cards to staff 9. Medical Reimbursement bill claims 10. Sanction of all kinds of advances and settlement of bills 11. Tamil Development matters relating to implementation of official language 12. Assignment of periodicals 13. Maintenance of periodicals of O.P. Section, Statistics of currents, miscellaneous matters regarding advances / contingencies. 14. Maintenance of Master copy of Government Orders / maintenance of address list of staff and Officers. 15. Creation of Computer Network (SECNET)
A	ASO	<ol style="list-style-type: none"> 1. All Schemes managed by Registered Bodies like Industrial Cooperatives/Joint Sectors etc. 2. All Subjects relating to Industrial Cooperatives including Matches, Polysacs, Coir, Tea, SAGOSERVE, INDCOSERVE, GEMSERVE, and other Multipurpose ICS/Coop. Industrial Estate/Marketing Assistance to Coop Sectors / Assurances / LAQs relating to Coir and Match Industries only.

		<ol style="list-style-type: none"> 3. TAICO BANK 4. Mini Tool Rooms (NMCP) 5. Rajiv Gandhi Udyami Mithra Yojana 6. Technology Business Incubators 7. Awards (MSME National and State level) / Padma Awards etc., 8. Skill Development and Training 9. Issues related to various MS&ME Associations 10. Monitoring of schemes including Centrally Shared Schemes / Centrally Shared Schemes of Directorate of Industries and Commerce 11. Meeting, Seminar, Conference relating to Small Scale Industries and meetings of Committees of Industrial policy of Micro, Small and Medium Enterprises. 12. Cooperative Industrial Estate. 13. The Entrepreneurship Development and Innovation Institute–Tamil Nadu(EDII–TN)
B	ASO	<ol style="list-style-type: none"> 1. Subjects relating to Budget in respect of MSME (Empowered Committee, MS&ME Board Meeting, Government of India, Planning Development and Special Initiative Department) 2. Watching the action taken reports on various announcements made by the Governor/Chief Minister/Ministers and maintaining Registers thereto 3. Sending periodical reports on plan expenditure to Planning Development and Special Initiative Department/Chief Minister's Office and other related departments including Government of India. 4. Fixation of Target (Physical / Financial) 5. Consolidation matters relating to cabinet meeting. 6. Furnishing of Information on Policy matters and general information on MS&MEs for answering parliament questions. 7. Collections conference / speech for Independence Day / Republic Day. 8. Reconciliation of monthly expenditure statements and inspection reports of Departments of Industries and Commerce. 9. Secretary's Monthly meeting with Chief Secretary to Government 10. Consolidation of PAC/PUC.
C	ASO	<ol style="list-style-type: none"> 1. All matters relating to Small Industries Development Corporation Ltd., (SIDCO)

		<p>including allotment of plots / sheds land acquisition etc.,</p> <ol style="list-style-type: none"> 2. Formation / Upgradation of Industrial Estate. 3. Supply of Raw materials including scarce raw materials to SSI units. 4. Infrastructure support to Industrial Estates. 5. Matters relating to Electrical and Electronics Industrial Estates. 6. Formation of Electrical and Electronics Industrial Estates and related matters. 7. Public Undertaking Committee. 8. Development of Food Parks.
D	ASO-1	<ol style="list-style-type: none"> 1. Women Entrepreneurs Schemes. 2. All matters relating to setting up of MS&ME including / Legislative Assembly Questions except Coir and Match Industries 3. All Cluster development schemes. 4. Matters relating to Agro Based Enterprises. 5. Public Accounts Committee. 6. Estimate matter raised for the setting up of new Enterprises. 7. Implementation of Pradhan Mantri Formalization of Micro Food Processing Enterprises Scheme (PMFME). 8. Development of AgriProcessing Clusters 9. Implementation of Production linked Incentive Scheme for Food Processing Industry.
	ASO -2	<ol style="list-style-type: none"> 1. All matters relating to subsidy / Defferal of Sales Tax / Margin Money Assistance to MS&MEs. 2. Registration of Small Scale Industries 3. Single Window Concept for Small Scale Industries, Deregulation and simplification- Industrial single window clearance Act. 4. Assistance for technology upgradation / Modernisation / Technology Development fund. 5. PMEGP/ UYEUP and allied matters RIP / State AIDED Project Scheme. 6. Amendment to guidelines for implementation of schemes covered in MS&MI Policy. 7. State Level Banker's Committee, Standing Committee on Small Scale Industries including State Level Advisory Board. 8. Sick Units including all Committees connected with rehabilitation, of sick units and State Level Inter Institutional Committee (SLIIC) Exemption of various taxes including VAT. 9. NSIC and Micro, Small and Medium Enterprises.

		<p>10. Matters relating to supply of power to MS&MEs.</p> <p>11. Modified Industrial Infrastructure Upgradation Scheme (MIIUS)</p> <p>12. Residuary subjects concerning the Industries and Commerce Department which have not been specifically allotted to any of the sections of this Department.</p> <p>13. Entrepreneurship Development Institute (EDI) (vide U.O. Note No. 2102/D1/2015-1 dated 31.03.2015).</p>
E	ASO	<p>1. All matters relating to Tamil Nadu Small Industries Corporation Ltd., (TANSI)</p> <p>2. All matters relating to Tamil Nadu Paints and Allied Products. (TAPAP).</p> <p>3. All matters relating to SESCOT</p> <p>4. All matters relating to TACEL</p> <p>5. Consolidation of matters of common interest relating to the corporations/undertakings coming under the control of Micro, Small and Medium Enterprises Department including reservation in Public Services relating to the corporations coming under MSME Department.</p> <p>6. All matters relating to chemical wing including technical training centre/Technical information centers, ITI Sections.</p> <p>7. Institute of Ceramic Technology Virudhachalam including Ceramic Industrial Estates.</p> <p>8. Common Facility and Electro Medical Equipment Centers / Scientific Glass Training Centres under the control of Department of Industries and Commerce.</p> <p>9. Institute of Tool Engineering, Dindigul.</p> <p>10. CAD/CAM Centre/ Product display centre of Industries and Commerce</p> <p>11. Legislative Assembly Questions / Assurances.</p> <p>12. Consolidation and Monitoring of C.M.'s Special cell petitions.</p> <p>13. Matters relating TIIC.</p> <p>14. Consolidation on Assurance and also maintenance of relevant Registers for watching the progress.</p> <p>15. Any other Legislative Assembly Questions not relating to this Department.</p> <p>16. Court case monitoring</p>
EI	ASO-1	<p>1. All service matters relating to Gazetted Officers of Directorate of Industries and Commerce including District Industries Centres (All Wings) –</p>

		<p>Deputation and preparation of panel.</p> <p>2. Imparting Training including Computer Training to the Gazetted Officers of Directorate of Industries and Commerce.</p> <p>3. Reservation in public services concerning Directorate of Industries and Commerce.</p>
	ASO-II	<p>1. All service matters relating to Non-Gazetted staff of Directorate of Industries and Commerce including District Industries Centres (All Wings) Deputation and all allied subjects.</p> <p>2. Framing of Rules/ Adhoc Rules - Amendments to Rules for both Tamilnadu Industrial Services and Tamilnadu Industrial Subordinate Services.</p> <p>3. Framing of Rules/ Adhoc Rules - Amendments to Rules for both Tamilnadu Industrial Services.</p> <p>4. Continuance of staff of all Temporary posts of Directorate of Industries and Commerce. This subject includes redeployment of surplus staff and permanent retention of temporary posts and pay authorization.</p> <p>5. Review of long pending cases</p> <p>6. Imparting Training including Computer Training in respect of Non-Gazetted staff (excluding the Ministerial staff) of Directorate of Industries and Commerce.</p>
EII	ASO-1	<p>1. Service matters relating to Tamil Nadu Ministerial Service in Industries and Commerce Department.</p> <p>2. Service matters relating to Tamil Nadu Basic Services in Industries and Commerce Department.</p> <p>3. Service matters relating to Tamil Nadu General Subordinate Service in Industries and Commerce Department.</p> <p>4. Bringing of contingent staff into regular establishment.</p> <p>5. Compulsory retirement under FR 56 (2) of all officers in IC&DI&C.</p> <p>6. Retirement proposals relating to all officers in IC&DI&C who retire on superannuation / Voluntarily retirement on whom disciplinary cases are not pending.</p> <p>7. Imparting Training including Computer Training in respect of Ministerial staff and lower grade staff of Industries and Commerce.</p>
	ASO-II	<p>1. All disciplinary matters and Appeals / Review thereon relating to Gazetted Officers and Non-</p>

		<p>Gazetted staff of Industries and Commerce including District Industries Centres (All Wings).</p> <ol style="list-style-type: none"> 2. All Vigilance cases and petitions against Gazetted Officers and Non-Gazetted staff of Industries and Commerce Department (All Wings). 3. Matters relating to Review meetings conducted by Vigilance Commissioner on Vigilance cases relating to this department including the Industries and Commerce and Corporations of this department. 4. All allegations against the Government servants under the control of Industries and Commerce. 5. Matters relating to retirement of Officers in Industries and Commerce on whom disciplinary cases are pending.
F	ASO	<ol style="list-style-type: none"> 1. All matters relating to District Industries Centres, including sanction of stationery and printing materials and other office equipments like, Computers, Xerox machine etc., of Directorate of Industries and Commerce and District Industries Centres. 2. Formation of new District Industries Centres / Constructions of office building of Industries and Commerce Department. 3. Allotment of vehicles and sanction of expenditure on repairs and maintenance of Motor Vehicles under the control of Industries and Commerce Department. 4. Survey and statistics wing. 5. Census of MSME's / Publication of SSI directory / Nucleous cell. 6. Aerial Survey reports, administrative Report of Industries and Commerce Department. 7. ISI - Patents and Designs, Trade and merchandise works, quality control, Trade and Commerce other than enemy trading. 8. Capital issues and import trade customs duties including export issues / Exemption from excise and customs duties. 9. Issue of Essentiality Certificates of Industries Commissioner and Director of Industries and Commerce and matters relating to Indian Institute of Foreign Trade Survey report. 10. Price preference / Tamil Nadu Transparency in Tenders Act / Rules, purchase preference, Exemptions on earnest money deposit and security deposit to SSIs.

		<ul style="list-style-type: none"> 11.The supply and prices of Goods Act, 1950 12.Micro, Small Enterprises Facilitation councils / Delayed payment to MSMEs. 13.Telephones, Refreshment charges, Travel expenses Including Air Travel relating to Directorate of Industries and Commerce and District Industries Centres. 14.Data base of MS&ME Department. 15.Information Technology, 'e' Governance of Directorate of Industries and Commerce, creation of Data Warehouse and allied subjects 16.Miscellaneous matters / General matters of common interest concerning IC&DIC and MS&ME Department. 17.Miscellaneous / General Matters which have not been specifically allotted to any of the sections of this Department. 18.MSMED Act. 19.Application for foreign collaboration.
G	ASO	<ul style="list-style-type: none"> 1. Exhibition and Trade Fairs. 2. Electronic Testing and Development centre, Quality control centre. 3. Data Bank and Information Centre, Adyar. 4. Central Electrical Testing Laboratroy, Kakkalur. 5. Electronic Product Development and Training Centre, Trichy and Tirunelveli. 6. Right to Information Act 2005. 7. Monitoring of Court cases / Legal fees 8. Formation of Private Industrial Estates and allied subjects 9. Grant of subsidy to Private Industrial Estates by SIDCO 10.Resumption of surplus lands for the private Industrial Entrepreneurs. 11.All matters relating to TALCO. 12.Administration and Management of Tamil Nadu Food Processing and AgriExport Promotion Corporation (TNFPAEPC). 13.Operation of Agro Export Promotion Cells. 14.Implementation of other Schemes launched by the Union Ministry of Food Processing from time to time

CHAPTER – 4

Procedure followed in the decision making Process

(Under Section 4(1) (b) (iii) of RTI Act 2005)

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/ Additional Secretary/ Secretary. If need be, other Departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

CHAPTER – 5

Norms set for the discharge of functions (Under Section 4(1) (b) (iv) of RTI Act 2005)

For the discharge of functions allocated to the Micro, Small and Medium Enterprises Department, the provisions contained in the "Secretariat Office Manual" are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts / Rules / Manuals are as follows:-

1. Secretariat Office Manual.
2. The Tamil Nadu Government Business Rules and Secretariat Instructions.
3. The Tamil Nadu Government Servants conduct Rules, 1973.
4. Tamil Nadu State and Subordinate Service Rules
5. Fundamental Rules.
6. Right to Information Act, 2005.

CHAPTER – 6

Rules, Regulations, Instructions, Manuals and records for discharging functions

(Under Section 4(1) (b) (v) of RTI Act 2005)

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.

1. Tamil Nadu Government Business Rules and Secretariat Instructions.
2. The Tamil Nadu Secretariat Office Manual
3. Tamil Nadu Budget Manual
4. Tamil Nadu State and Subordinate Service Rules
5. Tamil Nadu Civil Services (Discipline Appeal) Rules
6. Tamil Nadu Civil Service (DPT) Rules, 1955.
7. Tamil Nadu Government Servants Conduct Rules, 1973
8. Tamil Nadu Pension Rules
9. Fundamental Rules of the Tamil Nadu Government
10. Tamil Nadu Financial Code
11. Tamil Nadu Account Code
12. Tamil Nadu Treasury Code

2. The details of the above listed Rules, Manuals and Acts are furnished below

1.	Name of the Rules	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document	The Rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual	The Tamil Nadu Secretariat Office Manual.
	Type of the document	The manual describes the system and procedures to be followed in conducting the office work in the department of Secretariat.
3.	Name of the Manual	The Tamil Nadu Budget Manual
	Type of the document	This manual contains the rules framed by the Finance Department for the guidance if estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular

		to ensure that it is kept within the authorised grants or appropriation.
4.	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules	The Rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the document	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of Civil Service of the State.
6.	Name of the document	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the state in the performance of the duty with integrity and devotion to duty.
7.	Name of the document	Tamil Nadu Pension Rules
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document	Fundamental Rules
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
10	Name of the document	Tamil Nadu Financial Code
	Type of the Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
11.	Name of the document	Tamil Nadu Account Code.
	Type of the Code	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.

12.	Name of the document	Tamil Nadu Treasury Code.
	Type of the Code	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned in items 1 to 12 are available with the Director of Stationery and Printing for sale to the public on payment of cost.

CHAPTER – 7

Statement of categories of documents that are held by Agriculture and Farmers welfare Department under its control

(Under Section 4(1) (b) (vi) of RTI Act 2005)

The following documents are held under the control of this department.

1. Policy Note
2. Government Orders issued by this department

The item no.1 is available in the website
<https://www.tn.gov.in/department/29>

Public interested Government Orders are available in the website
<http://www.tn.gov.in>

CHAPTER – 8

Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof (Under Section 4(1) (b) (vii) of RTI Act 2005)

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

CHAPTER – 9

**A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public
(Under Section 4(1) (b) (viii) of RTI Act 2005)**

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/ Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/ observations made by the Public Accounts Committee/ Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

Committee	STATE LEVEL APPROVAL COMMITTEE
Purpose	Implementation of Centrally sponsored Scheme namely "Pradhan Mantri Formalization of Micro Food Processing Enterprises (PMFME)" in Tamil Nadu up to 2024-2025 under Micro, Small and Medium Enterprises Department
Details of Members:	
Chairman Chief Secretary to Government	
Member Secretary Secretary, Micro, Small and Medium Enterprises Department	
Member Additional Chief Secretary, Finance Department Additional Chief Secretary, Industries, Investment Promotion and Commerce Department Agricultural Production Commissioner & Secretary to Government, Agriculture and Farmers' Welfare Department Principal Secretary, Animal Husbandry, Dairying Fisheries and Fishermen Welfare Department Commissioner of Agriculture Marketing and Agri Business Industries Commissioner and Director of Industries and Commerce (State Nodal Officer)	

Commissioner of Dairy Development
Director of Fisheries
Managing Director / Executive Director,
Tamil Nadu Skill Development Corporation
Chief General Manager, NABARD
Registrar of Cooperation Societies
Managing Director, Tamil Nadu Women Development Corporation
Representative of State Level Technical Institution
Chairman, State Level Bankers' Committee
Marketing Expert nominated by the State Government

District Level Committee(DLC)

Chairperson
District Collector

Member Secretary
Regional Joint Director, Chennai /
General Manager, District Industries Centre, all other District expert
Chennai

Member
Joint Director of Agriculture
Deputy Director of Agriculture (Agri Business)
Deputy Director of Horticultural
Project Director, Panchayat
Chairman, District Panchayat
District Lead Bank Manager
District Development Manager, NABARD
Project Officer, State Rural Livelihood Mission
Self Help Groups representative - 1
Farmer Producer Organisation representative - 1
District Small Industries Association representative - 1
Any other persons nominated by Chairperson

G.O.(Ms.) No.3, Micro, Small and Medium Enterprises(D) Department,
Dated 23.01.2023.

CHAPTER – 10

Directory of Officers and Employees (Under Section 4(1) (b) (ix) of RTI Act 2005)

Sl. No.	Name and Designation of the Officer	Telephone
1.	Archana Patnaik, I.A.S., Secretary to Government	25671476
2.	G.Shivaji, M.Sc., Additional Secretary to Government	25678106
3.	M.Senthilkumar, B.Sc., B.Ed., Deputy Secretary to Government	25671520
4.	N.Rajeswari, M.A., B.Ed., Under Secretary to Government	Extn.-5593
5.	T.Shakila, B.Com., Under Secretary to Government	Extn.-5183
6.	Vacant Under Secretary to Government	Extn.-5527
7.	OP, Bills, A, D & F	Extn-5140
8.	E, EI & EII	Extn.-5347
9.	B, C & G	Extn.-5346

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation (Under Section 4(1) (b) (ix) of RTI Act 2005)

Sl. No.	Name and Designation of the Officer	Telephone
1.	Secretary to Government (IAS)	(IAS Super Time scale – Level 14, 144200 - 218200)
2.	Additional Secretary to Government (Non-IAS)	(Level 31, Rs.123600-251100)
3.	Deputy Secretary to Government	(Level 26, Rs.61900-228100)
4.	Under Secretary to Government	(Level 25, Rs.59300-217600)
5.	Private Secretary	(Level 22, Rs.56100 – 205700)
6.	Section Officer	(Level 22, Rs.56100-205700)
7.	Assistant Section Officer	(Level 16, Rs.36400-134200)
8.	Personal Clerk	(Level-10, Rs.20,600-75900/-)
9.	Assistant	(Level 9, Rs.20000-73700)
10.	Senior Typist	(Level 11, Rs.35400 – 130400)
11.	Office Assistant	(Level 1, Rs.15700-58100)

CHAPTER - 11

BUDGET ALLOCATION MADE FOR AGRICULTURE AND FARMERS WELFARE DEPARTMENT AND IN THE ORGANIZATIONS IN ITS CONTROL IN REBE 2021-22 (Under Section 4(1) (b) (xi) of RTI Act 2005)

Budget allocation – Demand No.44, Micro, Small and Medium Enterprises Department REBE 2024-2025

(Rupees in Thousands) (Gross)

Sl. No.	Head of Department	Budget Estimate
1.	Micro, Small and Medium Enterprises Department, Secretariat	Rs.62,814
2.	The Industries Commissioner and Director of Industries and Commerce	Rs.1,55,03,807
	Total	Rs.1,55,66,621

CHAPTER – 12

Particulars of the facilities available to citizens for obtaining Information (Under Section 4(1) (b) (xv) of RTI Act 2005)

This Department takes conscious efforts to disseminate information to the public / targeted groups Notice Boards at the offices of the Heads of Departments. Exhibitions / Camps are also conducted through out the State to disseminate information about the Micro, Small and Medium Enterprises Department practices for the benefit of Micro, Small and Medium Enterprises and demonstrations are held on Micro, Small and Medium Enterprises, etc

Besides this, other methods are being put into use

- a) Radio-talk
- b) T.V.
- c) News Paper
- d) Daily bulletin
- e) Printed Manual / material
- f) Website of the Department etc.

The Public can also obtain information about the functioning of this Departments in the following web sites.

Web Site of Micro, Small and Medium Enterprises Department
<https://www.tn.gov.in/department/29>

Important G.Os. and Policy Note of Micro, Small and Medium Enterprises Department are available at the website : www.tn.gov.in

CHAPTER – 13

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes

(Under Section 4(1) (b) (xii) of RTI Act 2005)

The Public can obtain the above information's under requisition.

CHAPTER – 14

Particulars of recipients of concessions, permits or authorizations granted by it

(Under Section 4(1) (b) (xiii) of RTI Act 2005)

The Public can obtain the above information's under requisition.

CHAPTER – 15

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

(Under Section 4(1) (b) (xiv) of RTI Act 2005)

The Public can obtain information about the functioning of the Departments in the following web sites.

- i. Web site of Micro, Small and Medium Enterprises Department
<https://www.tn.gov.in/department/29>
- ii. Important G.Os. and Policy Note of Micro, Small and Medium Enterprises Department are available at <http://www.tn.gov.in/>

CHAPTER – 16

**Publish all relevant facts while formulating important policies
or announcing the decisions which affect public**

(Under Section 4(1) (c) of RTI Act 2005)

The Public can obtain the above information's under requisition.

CHAPTER – 17

**Provide reasons for its administrative or quasi-judicial
decisions to affected persons**

(Under Section 4(1) (d) of RTI Act 2005)

The Public can obtain the above information's under requisition.

--X-X-X--

Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation

(Under Section 4(1) (b) (ix) of RTI Act 2005)

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
Secretary to Government (IAS) (IAS Super Time scale – Level 14, 144200 - 218200)		
1.	Archana Patnaik, I.A.S.,	Secretary to Government
Additional Secretary to Government (Non-IAS)) (Level 31, Rs.123600-251100)		
2.	G.Shivaji, M.Sc.,	Additional Secretary to Government
Deputy Secretary to Government (Level 26, Rs.61900-228100)		
3.	M.Senthilkumar, B.Sc., B.Ed.,	Deputy Secretary to Government
Under Secretary to Government (Level 25, Rs.59300-217600)		
4.	N.Rajeswari, M.A., B.Ed.,	Under Secretary to Government
5.	T.Shakila, B.Com.,	Under Secretary to Government
6.	Vacant	Under Secretary to Government
Private Secretary (Level 22, Rs.56100 – 205700)		
7.	G.Kumudha	Private Secretary
8.	D.Helen Jerciline Mary	Private Secretary
Section Officer (Level 22, Rs.56100-205700)		
1.	R.Meenakshi	Section Officer
2.	M.Selvam	Section Officer
3.	S.Selvi	Section Officer
4.	N.Saravanan	Section Officer
5.	S.Rajalakshmi	Section Officer
6.	D.Rajesh	Section Officer
7.	A.Mohanavalli	Section Officer
8.	P.Sudalaimuthu	Section Officer
9.	R.M.L.Aunantharaman	Section Officer
10.	M.Sailaja	Section Officer
Assistant Section Officer (Level 16, Rs.36400-134200)		
11.	B.Narayanan	Assistant Section Officer
12.	S.Baskar	Assistant Section Officer
13.	S.Gajalakshmi	Assistant Section Officer
14.	V.Uma	Assistant Section Officer
15.	M.Angayarkanni	Assistant Section Officer
16.	Rahamathkani	Assistant Section Officer
17.	Nandhini	Assistant Section Officer
18.	M.Karthikeyan	Assistant Section Officer
19.	S.Senthilkumari	Assistant Section Officer
20.	M.Manjula	Assistant Section Officer
21.	R.Balamurugan	Assistant Section Officer

22.	S.Sankar	Assistant Section Officer
23.	S.Rethna Bai	Assistant Section Officer
24.	Vacant	Assistant Section Officer
Senior Personal Clerk (Level-1, Rs.35,400-1,30,400/-)		
25.	P.Santhi	Senior Personal Clerk
Assistant (Level 9, Rs.20000-73700)		
26.	M.Balasubramanian	Assistant
27.	V.Gokulavasan	Assistant
28.	V.Kalpana	Assistant
29.	B.Sivakumar	Assistant
Senior Typist (Level 11, Rs.35400 - 112400)		
30.	J.Kala	Senior Typist
31.	M.Sudha	Senior Typist
Office Assistant (Level 1, Rs.15700-58100)		
32.	G.Kumaresan	Office Assistant
33.	S.G.Muthukumaravel	Office Assistant
34.	S.Baskaran	Office Assistant
35.	M.Devaraj	Office Assistant
36.	E.Kalaivani	Office Assistant