

**PROACTIVE DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005**

**INDEX**

Section 4 (1) (b)	Details
(i)	Particulars of its organisation, functions and duties.
(ii)	Powers and duties of its Officers and employees.
(iii)	Procedure followed in the decision making process, including channels of supervision and accountability.
(iv)	Norms set by it for discharge of its functions.
(v)	Rules, regulations. Instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.
(vi)	A statement of categories of documents that are held by it or under its control.
(vii)	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.
(viii)	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 are accessible to public.
(ix)	Directory of its officers and employees.
(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.
(xi)	Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements, etc.
(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
(xiii)	Particulars of recipients of concessions, permits or authorisation granted by it.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.
(xv)	Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained

	for publicuse.
(xvi)	Names designations and other particulars of Officers.
(xvii)	Such other information as may: be prescribed.

## **PROACTIVE DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005**

The following details are furnished in compliance with Chapter II of Sec.4 (1) (b) of the Right to Information Act, 2005.

### **I. Particulars of Organisation, Functions and Duties**

Tamil Nadu Newsprint and Papers Limited is established by the Government of Tamil Nadu during early eighties to produce Newsprint and Printing & writing Paper using Bagasse-sugarcane residue, as primary raw material. The Company commenced production in the year 1984. The affairs of the Company are governed by Board of Directors. Now the Company is indulged in the production of Pulp, Cement, Multilayer Double Coated Board and other allied Products.

#### **Address of TNPL - Corporate Office:**

TAMIL NADU NEWSPRINT AND PAPERS LIMITED  
67, MOUNT ROAD  
GUINDY  
CHENNAI  
TAMIL NADU  
PIN CODE – 600 032

#### **Address of TNPL – Factory (Unit I):**

TAMIL NADU NEWSPRINT AND PAPERS LIMITED  
141, TNPL ROAD,  
KAGITHAPURAM  
MANMANGALAM TALUK  
KARUR DISTRICT  
TAMIL NADU  
PIN CODE - 639 136

#### **Address of TNPL – Factory (Unit II):**

TAMIL NADU NEWSPRINT AND PAPERS LIMITED  
MONDIPATTI  
K.PERIYAPATTI (POST)  
MANAPPARAI (TALUK)  
TRICHY DISTRICT  
TAMIL NADU  
PIN CODE - 621 306

Further details are available at TNPL's website [www.tnpl.com](http://www.tnpl.com)

### **II. Powers and duties of Officers and Employees**

The powers are delegated to the officers of the Company to the extent required for achieving

the objectives of the company. The powers and duties are subject to change, depending on the requirement.

**III. Procedure followed in the decision making process, including channels of supervision and accountability.**

Board of Directors derives the powers through the Articles of Association of the Company and provisions of the Companies Act, 1956, subject to restrictions placed by the Government of Tamil Nadu. The Board of Directors of the Company has authorized the Chairman/Managing Director of the Company for certain financial and administrative powers and to delegate certain financial and administrative powers to Functional Directors and Officers for effective functioning of the organisation. The decisions are taken by the Chairman/Managing Director/ Functional Directors/Officers, within the powers delegated to them. The Chairman/Managing Director/Functional Directors/Officers are accountable for the decisions taken by them.

**IV. Norms set by the Company for discharge of its functions**

The Company is engaged in the manufacture of Printing & Writing Paper, Pulp, Cement, Multilayer Double Coated Board and other allied products.

**V. Rules, Regulations, Instructions, Manuals and Records held by TNPL or under its control or used by its employees for discharging its functions**

TNPL has formulated the rules for conduct in the Company.

**VI. A statement of categories of documents that are held by TNPL or under its control**

TNPL holds the commercial and technical documents regarding the business and operations of the Company and data relating to its employees

**VII. Particulars of any arrangements that exists for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof**

TNPL is a Government of Tamil Nadu enterprise. Policies are formulated by its Board of Directors. Hence, there is no arrangement for consultation with the members of the public prior to formulation of its internal policies. Its entire policies are formulated in compliance with the provisions of all applicable statutes, Rules and Regulations, etc existing from time to time.

**VIII. 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 the public**

Subject to applicable statutory provisions, the affairs of the Company are managed and administered directly by a duly constituted Board of Directors. Apart from the Board of Directors, for the smooth and efficient functioning of the Company, other Committees/Bodies, etc (like the Tender Committee, Inventory Committee, etc.,) are constituted from time to time by the Company at various levels, for the purpose of assisting and/or providing advice to the Board as also to the Officers at decision-making levels, as the case may be.

**IX. Directory of its Officers and Employees**

Number of employees in various categories as on 01.08.2019 are furnished below: -

Executives : 980  
Staff : 211  
Workmen : 1411  
Total : 2602

A directory of the Principal Officers is given below: -

<b>Name (TVL)</b>	<b>Designation</b>	<b>Contact Numbers</b>
N. Muruganandam, IAS	Chairman	044- 22354343, 22354353
S.Sivashanmugaraja, IAS	Managing Director	044- 22350768, 22354343
Najmul Hoda, IPS	Inspector General of Police / Chief Vigilance Officer	04324-277036
SVR. Krishnan	Executive Director (Operations)	04324- 277001
V.Ramanathan	Executive Director (Finance) & CFO	044-22350749
Kushal Pal Singh	Chief General Manager (Board Plant)	04332-261600
A.Balasubramanian	Chief General Manager (Commercial and E&I)	04324-276200
P.Pattabiraman	Chief General Manager – Human Resources	04324 – 277034
K.Manoharan	Chief Information Officer	04324-277312
K.Thangaraju	Chief General Manager (Production)	04324-277001
T.Ramaswamy	General Manager (Pulp & Soda Recovery)	04324-277001

R.P.Arivudainambi	General Manager (Offsite)	044- 22350768, 22354343
R.Seenivasan	General Manager (Plantation)	04324-277001
S.J.Varadarajan	General Manager (Projects)	04324-277001
P.Vijayakumar	General Manager (Energy)	04324-277001
A.R.Periasamy	General Manager (Electrical)	04324-277001
P.David Manickam	General Manager (Marketing)	04332-261600
D.V.S.S.A.Bhanu Prasad	General Manager (Mechanical)	04332-261600
P.Kasi Visvanathan	General Manager (Marketing)	044- 22354343, 22354353

**X. Monthly remuneration received by each Officers and Employees. including the system of compensation as provided in its regulations**

Category	Designation	Scale of Pay
<b>Workmen</b>	Unskilled Lower Grade	6750-70-7450-77-7835
	Unskilled	8520-84-9360-88-10680
	Semi Skilled (D)	8704-91-9614-95-11039
	Semi Skilled (C)	8888-99-9878-104-11438
	Semi Skilled (B)	9225-106-10285-109-11920
	Semi Skilled (A)	9563-113-10693-119-12478
	Skilled (B)	9900-147-11370-153-13665
	Skilled (A)	10238-162-11858-172-13234-182-14508
	Highly Skilled	10800-186-12660-196-14228-206-15670
	Chargemen	13211-265-14536-274-17276-284-20116
	Senior Chargemen	14156-294-15626-304-18666-314-21806
	Asst. Foremen	15414-314-16984-323-20214-333-23544
	Foremen	15750-343-17465-353-20995-363-24625
	Senior Foremen	16250-364-18070-374-21810-384-25650

<b>Staff</b>	Sub Staff Grade – III	6796-88-7236-98-7726-108-8266
	Sub Staff Grade – II	8671-108-9211-118-9801-128-10441
	Sub Staff Grade – I	9375-118-9965-127-10600-137-11285
	Senior Sub Staff Grade – II	9688-127-10323-137-11008-147-11743
	Senior Sub Staff Grade – I	10000-137-10685-157-11470-176-12350
	Senior Sub Staff	10390-157-11175-176-12055-196-13035
	Senior Sub Staff - UG	10781-176-11661-196-12641-216-13721
	Junior Staff Grade - III	7734-91-8189-99-8684-108-9224
	Junior Staff Grade - II	8671-108-9211-118-9801-128-10441
	Junior Staff Grade - I	10078-157-10863-176-11743-196-12723
	Staff Grade - II	10390-196-11370-216-12450-235-13625
	Staff Grade - I	12578-235-13753-255-15028-275-16403
	Senior Staff	13359-274-14729-294-16199-314-17769
	Executive Assistant	14296-314-15866-333-17531-353-19296
	Senior Executive Assistant	15625-363-17440-392-19400-421-21505
<b>Officers</b>	Junior Officer/Junior Plant Engineer	13900-320-17100
	Asst. Officer/Asst. Plant Engineer	15000-380-18800
	Officer/Engineer	19200-480-24000
	Assistant Manager	23400-590-29300
	Deputy Manager	28200-710-35300
	Manager	33600-910-42700
	Senior Manager	37300-1120-48500
	Assistant General Manager	43400-1310-56500
	Deputy General Manager	53700-1620-69900
	General Manager	63500-1910-82600
	Chief General Manager	73200-2200-95200
	Director / Executive Director	80600-2420-104800

All the regular employees are eligible for DA, HRA, other allowances, LTC, PF, Gratuity, etc. as per rules of the Company.

## **XI CORPORATE SOCIAL RESPONSIBILITY**

TNPL is committed to being a socially responsible corporate citizen.

The CSR policy aims to promote Economic, Social, Environmental and Cultural growth of the community at large in an equitable and sustainable manner.

The Company's goal is to protect and nourish the interests of all its stakeholders and contribute to sustainable development. Ethics, values and transparency will underpin all its interactions within the community in which it operates. All its activities will sub serve Social aspirations and the Nation's needs and will be carried out with integrity, honesty, dignity and decorum.

## **XII Particulars of recipients of concessions, permits or authorisations granted by TNPL**

As such no concessions, permits of authorisation are granted by TNPL to any of the agencies. However, permission/ licenses is given by TNPL to certain agencies to operate Banks, Schools, shops, etc. within TNPL Colony for the benefit of its employees.

## **XIII Details in respect of the information, available to or held by TNPL, reduced in an electronic form**

Please visit TNPL website [www.tnpl.com](http://www.tnpl.com)

## **XIV Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.**

TNPL does not maintain any public Library.

## **XV Names, Designations and other particulars of Public Information Officers and Appellate Authorities :**

### **Corporate Office**

Designation under the Act	Designation	Address
Public Information Officer	Manager (Legal)	Tamil Nadu Newsprint and Papers Limited, 67, Mount Road, Guindy, Chennai, Tamil Nadu – 600 032.
Appellate Authority	General Manager(Offsite)	Tamil Nadu Newsprint and Papers Limited, 67, Mount Road, Guindy, Chennai, Tamil Nadu – 600 032.



**Factory – TNPL Unit I**

Designation under the Act	Designation	Address
Public Information Officer	Deputy Manager -HR (Legal)	Tamil Nadu Newsprint and Papers Limited, 141, TNPL Road, Kagithapuram, Manmangalam Taluk, Karur District, Tamil Nadu- 639 136.
Assistant Public Information Officer	Assistant Manager (Legal)	Tamil Nadu Newsprint and Papers Limited, 141, TNPL Road, Kagithapuram, Manmangalam Taluk, Karur District, Tamil Nadu- 639 136.
Appellate Authority	Chief General Manager (Production)	Tamil Nadu Newsprint and Papers Limited, 141, TNPL Road, Kagithapuram, Manmangalam Taluk, Karur District, Tamil Nadu- 639 136.

**Factory – TNPL Unit II**

Designation under the Act	Designation	Address
Public Information Officer	Deputy General Manager – HR	Tamil Nadu Newsprint and Papers Limited (Unit - II), Mondipatti, K.Periyapatti (Post), Manapparai (Taluk), Trichy District, Tamil Nadu- 621306.
Appellate Authority	Chief General Manager- Board Plant	Tamil Nadu Newsprint and Papers Limited (Unit - II), Mondipatti, K.Periyapatti (Post), Manapparai (Taluk), Trichy District, Tamil Nadu- 621306.

\* \* \* \* \*