SECRETARIAL DEPARTMENT

SECRETARIAL DEPARTMENT

CSR

CIRCULARS

Sl.No.	Circular No. & Date	SUBJECT	Page
1	52/2021 Dated : 4.5.2021	CCFMS-Companies Compliances and Financials Monitoring System Portal-Request to feed the basic data in Companies Compliances and Financials Monitoring System Portal-Review by Special Secretary to Government, Finance Dept., on 5.5.21-Reg.	263
2	70/2022 Dated : 29.11.2022	SIPCOT - CSR Committee Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR - Procedure to be followed - Reg.	265
3	05/2023 Dated : 31.01.2023	SIPCOT - CSR Committee Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR - Procedure to be followed - Reg.	270
4	23/2023 Dated : 24.06.2023	SIPCOT - Board Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR - Procedure to be followed - Reg.	271
5	36/2023 Dated : 07.09.2023	Unspent CSR Amount for the Financial Year 2022-23 for the other than ongoing projects and ongoing projects to be transferred to TNSDMA.- Reg.	272
6	38/2023 Dated : 13.09.2023	Benefit of CSR activity of SIPCOT to the villages, where SIPCOT is facing land acquisition problem in setting up of new Industrial Parks, in addition to the CSR activities being provided to the benefit of adjoining villages in the existing SIPCOT Industrial Parks for the other than ongoing projects and ongoing projects.- Reg.	274
7	42/2023 Dated : 04.10.2023	CSR - Ongoing projects to be carried out adjacent to Industrial Parks for the Financial Year 2022-23- Reg.	275
8	53/2023 Dated : 23.11.2023	Engage professional NGOs to carry out the survey on the infrastructure requirements of the villages around the SIPCOT Industrial Parks and to carry out SIPCOT CSR activities around the SIPCOT Industrial Parks based on professional NGOs report - Reg.	276
9	21/2023-24 Dated : 12.05.2024	Establishment of Vigil Mechanism pursuant section 177(9)&(10) of Companies Act, 2013	278

Industrial Housing Facility
(Dormitory / Foxconn)
CIRCULARS

Sl.No.	Circular No. & Date	SUBJECT	Page
1	35/2022 Dated : 15.06.2022	Establishment of Industrial Housing Facility (Dormitory) for employees of M/s. FOXCONN Hon Hai Technology India Mega Development Pvt. Ltd. at SIPCOT Industrial Park, Vallam Vadagal, Sriperumbudur Taluk in Kancheepuram District (Group 1 to 6) - Reg.	279
2	49/2022 Dated : 12.08.2022	Establishment of Industrial Housing Facility (Dormitory) for employees of M/s. FOXCONN Hon Hai Technology India Mega Development Pvt. Ltd. at SIPCOT Industrial Park, Vallam Vadagal, Sriperumbudur Taluk in Kancheepuram District (Group 1 to 6) Roles and Responsibilities of the Project Officer Sriperumbudur (Incharge of Dormitory/FOXCONN)- Reg.	280

Corporate Social Responsibility (CSR)

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LID.
NO.19A, Rukmani Lakshmipathy Road, Egmore, Chennai – 8.

CIRCULAR

NO. CCFMS/52/2021 **Dt. 04.05.2021**

Sub: CCFMS –Companies Compliances and Financials Monitoring System Portal – Request to feed the basic data in Companies Compliances and Financials Monitoring System Portal – Review by Special Secretary to Government, Finance Dept. on 05.05.2021 - Reg.

*****

Govt. in Lr.No.45875/Finance (BPE)/2019-2 Dept. dt.30.3.2021 has informed that they are implementing Companies Compliances and Financials Monitoring System Portal for monitoring the compliances of SPSUs.

Managing Director has nominated Company Secretary as Nodal Officer to coordinate with Finance (BPE) Dept. with regard to CCFMS vide note dated 28.4.2021.

Accordingly, Secretarial Department has forwarded URL of CCFMS along with dedicated User-ID and Password created for the following Departments to enable them to feed their respective department particulars:

(i) HRD
SIPCOT_HRD1 – (L1 - Data Entry)
SIPCOT_HRD – (L2 – to be approved by Mgr/GM(HRD))

(ii) LEGAL
SIPCOT_ LEGAL1 – (L1 - Data Entry)
SIPCOT_ LEGAL – (L2 – to be approved by AGM(L))

(iii) FINANCE
SIPCOT_FN1 – (L1 - Data Entry)
SIPCOT_FN – (L2 – to be approved by AGM/GM(F))

(iv) SECRETARIAL
SIPCOT_CS1 – (L1 - Data Entry)
SIPCOT_CS – (L2 – to be approved by CS)

Special Secretary to Government, Finance Department shall review the compliance data of all SPSU's in CCFMS on 05/05/2021 and do periodical reviews thereafter.

Respective Heads of Departments/Officers mentioned above are instructed to feed/approve the basic data in the CCFMS portal at the earliest and update the data as and when applicable.

In addition to the above, HoDs of HRD & Projects-II Department are further instructed to share the basic data as requested by CCFMS in the format prescribed below immediately to the Secretarial Department.

HRD

1) Organization Chart.
2) Service Rule.

Project-II (CSR Details)

1. Enter CSR Amount Provision During the year
2. CSR Amount Allocated During the year
3. CSR Amount Accrued as on Date (Opening balance year wise)
4. CSR Amount Spent
5. Balance Amount

Sd/-
J.KUMARAGURUBARAN
MANAGING DIRECTOR

//Forwarded by order//

To
The General Managers
All HODs

Copy to
All Departments
PA to MD
PA to ED

COMPANY SECRETARY/
NODAL OFFICER - CCFMS

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

Cir.No.70/2022 **Dated:29.11.2022**

CIRCULAR

Sub: SIPCOT - CSR Committee Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR – Procedure to be followed - Reg.

Ref: Connected 1. 18th CSR Committee Minutes dated 30.3.2022
2. This office Circular No.76/2021 dt.6.8.2021
3. CSR Sub-Committee Meeting held on 13.10.2022

*****

All the Project Officers are hereby directed to identify proposed Infrastructural and other facilities (as indicated in SIPCOT's CSR Policy - copy enclosed) to be carried out to the benefit of adjoining villages of Industrial Parks under CSR scheme and forward the same to all Heads of Project Department for their concurrence.

Further, the Project Officers shall submit the CSR proposal obtained from concerned District Administration in their vicinity along with detailed estimate prepared by the Local Bodies/Panchayat Union/Municipalities to the respective Projects' Department.

Projects' Department concerned shall place CSR proposal along with detailed estimate forwarded by Project Officer before the Internal CSR coordinating Committee which was constituted vide Circular No.92/2021 dt.13.10.2021 for its finalization, upon the verification of the proposal in co-ordination with other departments concerned.

On final selection of CSR projects by Internal CSR Co-ordinating Committee, the concerned Projects' Department shall place the CSR project proposal of their respective Industrial Parks before the CSR Committee for its recommendations and the same shall be placed before the Board for its approval.

Upon Board's approval, the concerned Projects Department shall communicate orders with regard to CSR fund approval to the District Administration through concerned Project Officers. The Project Department shall initiate action for the release of payment towards CSR fund to the District Administration through Finance Department with due approval of MD.

The Project Officer is advised to monitor the execution of works periodically and update the progress of the CSR project quarterly through inspection. Final inspection of works shall be done at Manager/Executive Engineer level at Head Office by the Department concerned and upon completion of Project, the Utilization certificate from the Local Bodies/Panchayat Union/Municipalities shall be obtained and forwarded by the concerned Project Officer and the same shall be placed before the Committee/Board by the concerned Projects' Department.

The Project Officer is solely accountable in respect of CSR project pertaining to their parks. CSR target amount to be spent for each park is at minimum of Rs.30 lakhs to 35 lakhs for the year 2022-23 and is subject to revision every year based on financial performance of SIPCOT.

It may not be out of place to mention here that all the CSR activities have to be taken up with the approval of CSR Committee and the Board of SIPCOT.

This order comes into force with immediate effect.

Sd/-
E.SUNDARAVALLI
MANAGING DIRECTOR

To

The General Managers
The HODs
The POs

Copy to

PS to MD
PA to ED

//FORWARDED BY ORDER//

COMPANY SECRETARY

S.NO	HEADS OF CSR ACTIVITIES AS PER SCHEDULE VII OF THE COMPANIES ACT.	SCOPE OF CSR ACTIVITIES TO BE UNDERTAKEN BY SIPCOT
I	Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and marking available safe drinking water.	• Construction of Anganvadi building to provide free meals and education for the children. • Construction of primary health center, supply of medical equipments/Ambulances towards health care • Provision of sanitation & drinking water facilities including construction of toilets, drains, OHT, drilling of borewell, supply and erection of pump sets and other allied works for the villages.
II	Promoting education including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.	• Promoting education by construction of school buildings, compound wall etc. providing proper sanitation facilities, furniture & fittings, computers etc. to the schools. • Construction of skill development centres to train the youth to enhance their vocation skills.
III	Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up of old age homes, day care centres and such	Construction of hostels/dormitories to accommodate workers.

	other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.	
IV	Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro forestry, conservation of natural resources and maintaining quality of soil, air and water.	• Plantation of avenue trees on both sides of the road to improve the overall environment and maintain ecological balance. • Fodder development (Animal Welfare) • Rain water harvesting, improvement of water bodies (Kulam, Kuttai, Pond etc) and water recharging to improve the ground water level.
V	Protection of National Heritage, art and culture including restoration of buildings and sites of historical importance and works of art, setting up public libraries, promotion and development of traditional arts and handicrafts.	Providing public libraries for the villages & Promotion and Development of Traditional Art and Culture
VI	Measures for the benefit of armed forces veterans, war widows and their dependents.	No activity is proposed under this head at present.
VII	Training to promote rural sports, Nationally recognized sports, Paralympics sports and Olympic sports.	Supply of sports equipments to schools and improvement of playgrounds/construction of stadiums/court for games.

VIII	Contribution to the Prime Minister's National relief fund or any other fund setup by the Central Government for Socio-Economic Development and relief and welfare of the scheduled castes, the schedule tribes, other backward classes, minorities and women.	Contribution to the Prime Ministers National relief fund or any other fund set up by the Central Government/State Government for Socio-Economic Development.
IX	Contributions or funds provided to technology incubators located within academic Institutions which are approved by the Central Government.	No activity is proposed under this head at present.
X	Rural development projects.	Construction of houses to the eligible people, construction of community hall, burial ground, cremation shed, laying of roads etc for rural development. The above will be done only in case where the local community/officials are not able to done trivial funds from their own resources/schemes/budgets.
XI	Slum area development.	No activity is proposed under this head at present
XII	Disaster management, including relief, rehabilitation and reconstruction activities.	Contribution to Tamilnadu State Disaster Management Authority.

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

Cir.No.05/2023 **Dated:31.01.2023**

CIRCULAR

Sub: SIPCOT - CSR Committee Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR – Procedure to be followed - Reg.

Ref: Connected 1. 18th CSR Committee Minutes dated 30.3.2022
2. This office Circular No.76/2021 dt.6.8.2021
3. CSR Sub-Committee Meeting held on 13.10.2022
4. CSR Review Meeting conducted by MD held on 27.01.2023

In continuation of the reference 4th cited, all the Project Officers are requested to send the proposals under CSR after verification of land records in the "A" Register and connected FMB / Adangal etc., .i.e. land records should be in the name of beneficiary, along with copies of land records and estimates to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR to respective Project Heads on or before 10.2.2023 to enable them to place the subject before the Board, failing which disciplinary action will be initiated against concerned Project Officers.

Sd/-
E.SUNDARAVALLI
MANAGING DIRECTOR

To

The General Managers
The HODs
The POs

Copy to

PS to MD
PA to ED

//FORWARDED BY ORDER//

COMPANY SECRETARY

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

Cir.No.23/2023 **Dated:24.06.2023**

CIRCULAR

Sub: SIPCOT – Board Meeting - Infrastructural and other facilities to be carried out to the benefit of adjoining villages of SIPCOT Industrial Park under CSR – Procedure to be followed - Reg.

*****

In the Cir.No.70/2022 dated 29.11.2022 (Annexure-I), the Project Officers were directed to obtain CSR proposal from the concerned District Administration in their vicinity along with detailed estimate prepared by the Local Bodies / Panchayat Union / Municipalities and shall submit to the respective Project's Department for further process.

The Board of SIPCOT in its 512th meeting held on 31.03.2023 (Annexure-II) accorded approval for providing infrastructural facilities in the nature of ongoing projects, to the benefit of adjoining villages of SIPCOT Industrial Parks under CSR for the FY 2022-23 and also approved design for the infrastructural facilities in its 513th Board meeting held on 10.5.2023 (Annexure-III). The unique design approved by the Board have been communicated to the Heads of Projects Department vide internal Note No.CSR/2022-23 dt. 25.5.2023 (Annexure-IV) for onward transmission to concerned Project Officers to adopt the design for the ongoing projects under CSR.

All the Project Officers concerned are hereby directed to obtain consent from District Collector through BDO to disburse the CSR contribution as approved by the Board.

The disbursement of CSR contribution for the F.Y.2022-23 is to be completed on top priority basis.

This circular comes into force with immediate effect.

Sd/-
E. SUNDARAVALLI
MANAGING DIRECTOR

//Forwarded by Order//

COMPANY SECRETARY

To

All GMs/All HODs
All POs

Copy to:
PA to MD & ED

SIPCOT

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

CIRCULAR

Cir.No. 36/2023 **Dt.:07.09.2023**

Sub :Unspent CSR Amount for the Financial Year 2022-23 for the **other than ongoing** projects and **ongoing** projects to be transferred to TNSDMA.

Ref :i)Extract of Minutes of Item no. 27 in the 512th Board Meeting held on 31.03.2023.
ii) Cir.No.34/2023 Dt.:28.08.2023

****

In continuation of the above circular cited, we bring to your notice that any failure in compliance of Circular, the following penalty shall be levied on the company and officers in default:

Penalty	**twice the** required transfer amount to the specified Fund or **Unspent CSR account whichever is less,** or **Rs.1.00 crore**
Officer in default	**1/10th** of the amount required to be transferred by the company to such Fund specified in Schedule VII or **the Unspent CSR Account** or **Rs.2.00 lakhs, whichever is less**

In view of the above, the Project Departments are hereby requested to take necessary action and if any unspent amount noticed shall be brought to the ensuing **CSR Committee Meeting (26.9.2023)** and **Board Meeting (27.9.2023)** and shall be transferred to Tamilnadu State Disaster Management Authority (TNSDMA).

In respect of ongoing project:

Infrastructural facilities to the benefit of adjoining villages of SIPCOT Industrial Parks under CSR Special account in scheduled Bank for the year 2022-23 viz., **ICICI Bank (Now held as sweep account as per the**

SIPCOT

instructions of Principal Secretary to Govt., Finance Dept.) any interest has been arrived in this account shall be transferred to CSR Fund account i.e. Tamilnadu State Disaster Management Authority (TNSDMA).

Completion of the Project: **within three years i.e. 2025-26.**

Unspent account of Ongoing Project: **shall be transferred within a period of 30 days to CSR Fund account i.e. Tamilnadu State Disaster Management Authority (TNSDMA).**

Sd/-
E. SUNDARAVALLI
MANAGING DIREGTOR

//Forwarded by Order//

COMPANY SEGRETARY

To
The General Managers
The HODs
The POs

Copy to:
PA to MD & ED

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

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

Cir.No. 38/2023 **Dated: 13.09.2023**

CIRCULAR

Sub : Benefit of CSR activity of SIPCOT to the villages, where SIPCOT is facing land acquisition problem in setting up of new Industrial Parks, in addition to the CSR activities being provided to the benefit of adjoining villages in the existing SIPCOT Industrial Parks for the **other than ongoing** projects and **ongoing** projects.

Ref : Cir.No.70/2022 Dt.:29.11.2022.

****

In the circular cited above, already procedures has been laid down to carried out the infrastructural and other facilities to the benefit of adjoining villages of SIPCOT Industrial Parks under CSR activity.

The Board of SIPCOT in its 516th Meeting held on 02.09.2023 has given consent to extend the benefit of CSR activity of SIPCOT to the villages, by way of providing infrastructure factilites, where SIPCOT is facing land acquisition problem in setting up of new Industrial Parks, in addition to the CSR activities being provided to the benefit of adjoining villages in the existing SIPCOT Industrial Parks.

Accordingly, as directed by the Board, the concerned DROs/SDCs notices any land acquisition problem within their purview, they may bring to knowledge of Managing Director and with approval of Managing Director, the same may be communicated to the nearby respective Project Officers to initiate CSR activities. The respective Project Officers has to ascertain needs of villagers and to extend CSR activities to the villages by abiding the procedures indicated in Circular No.70/2022 dated 29.11.2022.

This order comes into force with immediate effect.

Sd/-
E. SUNDARAVALLI
MANAGING DIRECTOR

//Forwarded by Order//

COMPANY SECRETARY

To

All GMs, DROs & HODs
All POs
Copy to:
PA to MD & ED

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

CIRCULAR

Cir.No.42/2023 **Dt.:04.10.2023**

Sub : CSR - Ongoing projects to be carried out adjacent to Industrial Parks for the Financial Year 2022-23

****

This is to inform you that an online meeting will be convened to resolve issues in execution of CSR project works as referred above headed by MD ED on 10.10.2023 at 10.30 A.M.

This CSR ongoing projects have to be completed within three years from the date of Board approval accorded on 30.3.2023 as per unique design approved by the Board on 10.5.2023 communicated to Project Heads via mail dated 30.5.2023.

The Project officers are requested to update the status of CSR projects related to on going projects to the Project Department concerned.

All the Heads of Project Depts., Civil and Secretarial departments, and the concerned Project Officers of Industrial Parks have to join the meeting as mentioned above.

Sd/-
E. SUNDARAVALLI
MANAGING DIREGTQR

//Forwarded by Order//

COMPANY SEGRETARY

To
All Heads of Project Dept.
SE
CS
Project Officer concerned

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

Cir.No. 53/2023 **Dated:23.11.2023**

CIRCULAR

Sub: Engage professional NGOs to carry out the survey on the infrastructure requirements of the villages around the SIPCOT Industrial Parks and to carry out SIPCOT CSR activities around the SIPCOT Industrial Parks based on professional NGOs report – reg.

Ref: Extract of Minutes of 29th CSR Committee dt.9.11.2023 (copy enclosed)

****

The Chairman of CSR Committee in the 29th CSR Committee Meeting held on 09.11.2023 has directed SIPCOT to engage suitable professional NGOs to carry out the survey on the infrastructure requirements of the villages around the SIPCOT Industrial Parks and also to identify the nature of Industrial activities in SIPCOT Parks and its required employability skills.

Based on the report of the NGO, SIPCOT can contribute its CSR Fund for Construction of Anganwadi, Water tanks, School buildings, library, ration shops etc., around the SIPCOT Industrial Parks and also promote Skill Development courses to youths, through technically qualified NGOs' or Skill Development Centre which will pave way for employment opportunities to the people in the said Industrial Parks and also creates self-sufficiency to meet out their needs.

To start with, this initiative may be focused on the nearby villages where it will change the mind set of public against the creation of new SIPCOT Industrial parks, and earn Goodwill from the public.

As directed above, the respective Project Heads of SIPCOT is requested to take necessary action under the guidance of Managing Director, SIPCOT to carry out CSR activities of the related SIPCOT Industrial Parks.

Sd/-
K.SENTHIL RAJ
MANAGING DIRECTOR

//Forwarded by Order//

COMPANY SECRETARY

To

All GMs/All HODs
All POs
Copy to:
PA to MD & ED

EXTRACT OF MINUTES OF THE MEETING OF THE 29TH CORPORATE SOCIAL RESPONSIBILTY COMMITTEE OF SIPCOT HELD AT 4.30 P.M ON THURSDAY, THE 9TH NOVEMBER, 2023 AT THE FINANCE SECRETARY VC HALL, ADJACENT TO FINANCE SECRETARY CHAMBER, SECRETARIAT, CHENNAI – 09.

CHAIRMAN PRESENT (IN PERSON)	1. Thiru.T.Udhayachandran, IAS Principal Secretary to Government, Finance Department.
MEMBERS PRESENT (IN PERSON)	2. Dr.K.Senthil Raj, IAS Managing Director, SIPCOT 3. Dr. A. Jebamalar, Independent Director from Chennai
IN ATTENDANCE:	1. Thiru.K.ArunKumar,AGM(P-II/B) 2. Tmt. M.G. Shanthi, Company Secretary

*****

GENERAL:

With regard to SIPCOT's contribution under CSR activities, the Committee directed SIPCOT to engage suitable professional NGOs to carry out the survey on the infrastructure requirements of the villages around the SIPCOT Industrial Parks and also to identify the nature of Industrial activities in SIPCOT Parks and its required employability skills.

Based on the report of the NGO, SIPCOT can contribute its CSR Fund for Construction of Angadwadi, Water tanks, School buildings, library, ration shops etc., around the SIPCOT Industrial Parks and also promote Skill Development courses to youths, through technically qualified NGOs' or Skill Development Centre which will pave way for employment opportunities to the people in the said Industrial Parks and also creates self-sufficiency to meet out their needs.

To start with, this initiative may be focused on the nearby villages where it will change the mind set of public against the creation of new SIPCOT Industrial parks, and earn Goodwill from the public.

//TRUE COPY//

COMPANY SECRETARY

SIPCOT
15 MAY 2024
CHENNAI-600 008

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

CIRCULAR

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

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

*****

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

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

Sd/-
K.SENTHIL RAJ
MANAGING DIREGTOR

//Forwarded by Order//

COMPANY SECRETARY

To
All GMs/DRO-I/DRO-II/All HODs

Copy to:
PA to MD & ED

INDUSTRIAL HOUSING FACILITY
(Dormitory / Foxconn)

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

CIRCULAR

No. 35/ 2022 **Date: 15.06.2022**

Sub: Establishment of Industrial Housing Facility (Dormitory) for employees of M/s. FOXCONN Hon Hai Technology India Mega Development Pvt. Ltd. at SIPCOT Industrial Park, Vallam Vadagal, Sriperumbudur Taluk in Kancheepuram District (Group 1 to 6) – Reg.

Ref: 1. G.O.Ms.No. 276, Industries (MIG.1) Department, dt: 30.12.2020.

2. T.O. Work Order Lr.No. CW/DO/T.No.118/2020-21, (Group 1 to 6), dt: 22.02.2021.

****

SIPCOT has taken up construction of Dormitory for FOXCONN at Vallam Vadagal for 18720 persons (G+10 floors, 13 blocks) in 20.00 Acres as per the work order issued in the reference 2nd cited.

Instruction issued for proper monitoring of the project:

1. Now the project is under progress and being it is a major project all the required material like cements, steel, water etc, should be tested as per the norms from the reputed agencies and it should be documented properly.
2. A model room should be prepared in a full pledged manner and kept ready for showing to the users.
3. The PMC now selected should be watched as per the agreement conditions and a fortnight reports should be periodically documented and submitted to Head Office also.
4. A periodical meeting should be convened by the SIPCOT Civil Team and FOXCONN representatives for monitoring the progress and quality of work.
5. An effective action should be taken for completing the project as per Target period.

-Sd/-
(T. Anand)
Managing Director

To
The Project Officer, Sriperumbudur.

Copy to
General Manager (P-II)
Consultant (O)
Civil Dept.
Consultant Technical-II
PA to MD
PA to ED

//Forwarded by Order//

Superintending Engineer

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

CIRCULAR

No. 49/2022 **Date: 12.08.2022**

Sub: Establishment of Industrial Housing Facility (Dormitory) for employees of M/s. FOXCONN Hon Hai Technology India Mega Development Pvt. Ltd. at SIPCOT Industrial Park, Vallam Vadagal, Sriperumbudur Taluk in Kancheepuram District (Group 1 to 6) – Roles and Responsibilities of the Project Officer, Sriperumbudur (In-charge of Dormitory/FOXCONN) – Reg.

Ref: 1. G.O.Ms.No. 276, Industries (MIG.1) Department, dt: 30.12.2020.
2. T.O. Work Order Lr.No. CW/DO/T.No.118/2020-21, (Group 1 to 6), dt: 22.02.2021.
3. Agreement No.126/SE/2020-21 to 131/SE/2020-21 (Group 1 to 6).
4. O.O.No. 05/2017, dt: 17.05.2017.

****

SIPCOT has taken up construction of Dormitory for FOXCONN at SIPCOT Industrial Park, Vallam Vadagal for 18720 persons (G+10 floors, 13 blocks) in 20.00 Acres as per the work order issued in the reference 2nd cited.

The Project Monitoring Consultancy work was awarded to M/s. CS & Associates Pvt. Ltd., Salem for a value of Rs. 6,45,11,918/- (including 18% GST) on 01.06.2022. They have taken over the PMC work from 01.07.2022.

As per the scope of the PMC work, since recording of measurements in M Book, preparation of bills, Bill checking and certification for payment to contractors has to be done by M/s. CS & Associates Pvt. Ltd., Consultant, in order to cope up with the progress of work, Roles and responsibilities has been assigned to the Project Officer, Sriperumbudur (In-charge of Dormitory/FOXCONN) exclusively for this work, in partial modification to the Office Order 4th cited.

1. The overall monitoring of Project Monitoring Consultancy (PMC) should be done by the Project Officer
2. The quality plan should be done by the PMC for all the required material like cements, steel, water etc, should be tested as per the norms from the reputed agencies and it should be documented properly.
3. The Model Quality Control format is enclosed herewith.

4. The random check measurement for hidden items should be done for 5% of the value of the work done.
5. The check measurement for the Open items should be done for 30% of the value of the work done.
6. Each RA bill should be countersigned by the Project Officer and also to certify their conformity with approved design and estimate and free from noticeable defects. Certificate to be furnished by the Project Officer.
7. The Project Officer should verify 30% of the Quality Control Tests done by the Project Monitoring Consultancy (PMC).

-Sd/-
(E. Sundaravalli)
Managing Director

To
The Project Officer, Sriperumbudur.

Copy to
General Manager (P-II)
Consultant (O)
Civil Dept.
Consultant Technical-II
PA to MD
PA to ED

//Forwarded by Order//

Superintending Engineer