M S S
DEPARTMENT

MSS DEPARTMENT

Health Checkup - Instructions

CIRCULARS

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2	19/2022 Dated : 8.04.2022	Master Medical Health check-up to the employees of SIPCOT - Reg.	236
3	50/2022 Dated : 16.08.2022	SIPCOT Ltd., - Master Medical Health check-up to the employees of SIPCOT — Extension of time — | Intimation - Reg.	239
4	15/2023 Dated : 12.04.2023	Conducting of Eye screening camp free of cost in SIPCOT - Reg.	240
5	30/2023 Dated : 16.08.2023	Master Medical Health check-up to the employees of SIPCOT - Reg.	241

Regularisation of visitors / Physical Verification - Instructions

CIRCULARS

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CIRCULARS

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CIRCULAR

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OFFICE ORDER

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HEALTH CHECKUP - INSTRUCTIONS

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai – 600 008.

CIR.NO. 33/2021 **Dated : 30.3.2021**

CIRCULAR

Sub : SIPCOT LTD. – Master Medical Health Check-up to the Employees of SIPCOT – Extension of Time – Intimation – Reg.

Ref : H.O.Circular No.105/2020 dt.11.12.2020

-x-x-x-x-x-

Pursuant to the Circular cited, M/s.Apollo Hospitals, on our request, has consented to extend the Master Medical Health Checkup facility upto 30.4.2021.

The employees who have so far not undergone the Master Medical Health Checkup may utilise the facility on or before 30.4.2021.

Further extension of time to avail this facility will not be entertained.

(Sd/-xxx)
MANAGING DIRECTOR

To

All the employees through HoDs concerned
All the employees through Project Officers

Copy to :
PA to MD
PA to ED

/FORWARDED BY ORDER/

30/3/21
MANAGER(MSS)

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

CIR. NO. 19 /2022 **Date : 8.04.2022**

CIRCULAR

Sub : Master Medical Health check-up to the employees of SIPCOT – Reg.

<<<<>>>

As a Health measure, it has been decided to provide Master Medical Health Check-up covering medical investigation tests to all our employees in Head Office through M/s. Aarthi Scans P.Ltd., at Chennai to check out the pathological parameters to enable the employees to take timely medical treatments, if required. The details of Medical investigation tests are given below:

Sl. No	TESTS FOR MALE EMPLOYEE	TESTS FOR FEMALE EMPLOYEE
1	CBC (Total Count, Differential Count, RBC,Haemoglobin,PCV,MCV,MCH,MCHC, Platelets, Peripheral Smear, Neutrophils, Basophils, Eosinophils, Lymphocytes)	CBC (Total Count, Differential Count, RBC, Haemoglobin,PCV,MCV,MCH, MCHC, Platelets, Peripheral Smear, Neutrophils, Basophils, Eosinophils, Lymphocytes)
2	ESR	ESR
3	Blood Sugar - F	Blood Sugar - F
4	Blood Sugar - PP	Blood Sugar - PP
5	HbA1c	HbA1c
6	CPK-MB	CPK-MB
7	Liver Function Tests (Total Bilirubin, Bilirubin Direct & Bilirubin Indirect, SGOT, SGPT, Alkaline Phosphates, Total Proteins, Gamma GT)	Liver Function Tests (Total Bilirubin, Bilirubin Direct & Bilirubin Indirect, SGOT, SGPT, Alkaline Phosphates, Total Proteins, Gamma GT)
8	Lipid Profile (Total Cholesterol, Trglycerides, HDL Cholesterol, LDL Cholesterol, LDL, HDL, Cholesterol HDL)	Lipid Profile (Total Cholesterol, Trglycerides, HDL Cholesterol, LDL Cholesterol, LDL, HDL, Cholesterol HDL)
9	Renal Profile (BUN, Creatinine, Uric Acid)	Renal Profile (BUN, Creatinine, Uric Acid)
10	Urine Analysis	Urine Analysis
11	Stool Analysis	Stool Analysis
12	Computerised ECG	Computerised ECG
13	Ultrasound Whole Abdomen & Pelvis	Ultrasound Whole Abdomen & Pelvis
14	Digital X-Ray Chest PA View	Digital X-Ray Chest PA View
15	Complete Physical Examination	Complete Physical Examination
16	Physician's Opinion	Female Physician's Opinion
17	HsCRP	Thyroid Function Test (T3,T4, TSH)
18	Echocardiography	Sono Mammography

19	Computerised Tread Mill Test (or)Coronary Risk Markers (Apo Lipo protein Al & B & Lipo (a)	Pap Smear (and +) Coronary Risk Markers (Apo Lipo protein Al & B & Lipo (a)
20	Cancer Marker - PSA Total	Breast & Gynae Examination - Female Physician
21	Thyroid Function Test (T3,T4, TSH)	Echocardiogram
22	Vitamin D - 25 Hydroxy	Vitamin D - 25 Hydroxy
23	Vitamin B12	Vitamin B12
24	Audiometry - Hearing Assessment Test	Audiometry - Hearing Assessment Test
25	Eye Examination - Optometrist	Eye Examination - Optometrist
26	PFT	PFT
27	Calcium	Calcium
28	Ferritin	Ferritin

The above tests can be done in their Laboratories listed in the Annexure.

The persons to be contacted in case of further details and the Pre-requisite conditions to be followed before taking tests etc., are given below:

Persons to be contacted for fixing up Appointment:

1. Ms.Rajeshwari, Asst. Manager, Mobile No.7824804125
2. Ms.Keerthana, Corporate Executive, Mobile No.7824855479

Pre requisite conditions:-

- Individuals desiring to undergo Master Medical Checkup should confirm appointment between 9.00 A.M. and 4.00 P.M. with Corporate Executive and Asst. Manager who will be coordinating for the appointment at various branches. The employees shall arrive before 8.00 A.M. to the test centres on empty stomach with 10 to 12 hours fasting (preferably without coffee or tea) at the concerned location.
- Individuals should carry an authorization letter issued by the authorized signatory of SIPCOT.
- The duration of the tests will be 4 hrs. to 8 hrs. and it varies from branch to branch.
- The reports would be made available within 48 hours. Subsequent to the collection of the reports, consultation can be fixed with the Co-Ordinators of M/s.Aarthi Scans P.Ltd.

The Aarthi Scans P.Ltd., offers complimentary breakfast to our employees who undergo for medical test.

Further, the dependents of the employees of SIPCOT could also avail the special rate for the above packages offered by the Hospital at their own cost.

The employees should go along with the authorization letter to be collected from MSS Department with prior intimation to the concerned Laboratories in which the proposed medical test is to be conducted to facilitate conduct of the medical tests without time delay.

All the employees are advised to avail this opportunity from 11.4.2022 to 10.8.2022 and further extension of time shall not be granted.

MANAGING DIRECTOR

Encl.: List of Laboratories

To

All the employees in Head Office

AM(MSS) 7/4 DM(MSS) 7/4/22 GM(MSS) 7/4/22

J. Jayalakshmi
EA 7.4.2022

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600 008

CIR. NO.50/2022 **Date :16 .08.2022**

CIRCULAR

Sub : SIPCOT Ltd., - Master Medical Health check-up to the employees of SIPCOT – Extension of time – Intimation - Reg.

Ref: 1.Head Office Circular No.19/2022 dated 08.04.2022.
2.M/s. Aarthi Scans (P) Ltd., letter dt. 10.8.2022.

****

Pursuant to the circular cited, M/s. Aarthi Scans (P) Ltd., has consented to extend the Master Medical Health Checkup facility upto 30.9.2022.

The employees who have so far not undergone the Master Medical Health Checkup may utilize the facility on or before 30.9.2022.

It may be noted that further, extension of time to avail this facility will not be entertained.

Sd/-
MANAGING DIRECTOR

To
All Heads of Department
All the employees thro' HoDs concerned
All the employees thro' Project Officers

Copy to:
PS to MD
PS to ED

//Forwarded By Order//

16/8/22
DEPUTY MANAGER(MSS)

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

19A, RUKMANI LAKSHMIPATHI SALAI, EGMORE, CHENNAI 600 008.

CIRCULAR NO. 15/2023 **DATED 12 .4.2023**

Sub : Conducting of Eye screening camp free of cost in SIPCOT – reg.

Ref : Lr.dt.10.2.23 recd. from M/s.Vision Xperts Eye Hospital, Chennai-83

.....

M/s.Vision Xperts Eye Hospital, Chennai-83 is permitted to conduct free eye camp to create awareness among our employees in Head Office and also Industrial Parks in and around Chennai, which includes screening for different eye diseases like refraction errors, cataract & Glaucoma. The duration of the test would be 10 minutes per person.

The screening of the above tests would be taken up on 13.4.2023 at 11.00 AM in our Head Office premises at fourth floor in roof top dining hall.

All the employees are requested to avail ~~make use of~~ this opportunity. ~~for a better tomorrow~~.

12/04/2023

4/4 (E.SUNDARAVALLI)
MANAGING DIRECTOR
SIPCOT.

TO
All GMs/DGMs
DROs
SE
All HoDs – For circulation among the staff under their control.

Copy to
1. PS to MD
2. PS to ED

AM(MSS) **DM(MSS)** 12/4/23 **GM(MSS)**

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai-600 008
CIR.NO.30/2023 **16-08-2023**

CIRCULAR

Sub : Master Medical Health check-up to the employees of SIPCOT – Reg.

<<<<>>>

As a measure to create health conscious among employees, it has been decided to conduct Master Medical Health Check up covering essential medical investigation tests to all our employees in Head Office through M/s. APOLLO HOSPITALS at Chennai to find out the pathological parameters to take timely treatments. The details of Medical investigation tests are given below:

Sl. No.	Tests for male employees	Tests for female employees
1	CBC (Total count, Differential count, RBC, Haemoglobin, PCV, MCV, MCH, MCHC, Platelets)	CBC (Total count, Differential count, RBC, Haemoglobin, PCV, MCV, MCH, MCHC, Platelets)
2	ESR	ESR
3	Blood Sugar-F	Blood Sugar-F
4	Blood Sugar-PP	Blood Sugar-PP
5	HbA1c	HbA1c
6	Liver Function tests (Bilirubin Total & Direct, SGOT, SGPT, Alkaline Phosphatase, Total Proteins, Gamma GT)	Liver Function tests (Bilirubin Total & Direct, SGOT, SGPT, Alkaline Phosphatase, Total Proteins, Gamma GT)
7	Lipid Profile (Cholesterol, Triglyceride, HDL Cholesterol, LDL Cholesterol, LDL HDL Cholesterol HDL	Lipid Profile (Cholesterol, Triglyceride, HDL Cholesterol, LDL Cholesterol, LDL HDL Cholesterol HDL
8	Renal Profile (Urea, Creatinine, Uric Acid)	Renal Profile (Urea, Creatinine, Uric Acid)
9	hsCRP	Thyroid Function Test (TSH)
10	Urine Analysis	Urine Analysis
11	Urine Micro Albumin	Urine Micro Albumin
12	C – Reactive Protein Quantitive Assy	Stool Analysis
13	Stool Analysis	Digital X – Ray Chest
14	Digital X-ray Chest	Computerized ECG
15	Computerized ECG	PFT
16	Ultrasound Abdomen and Pelvis	BMD (Bone Mineral Density)
17	Echo Cardiography	Vitamin D3
18	Computerized Treadmill (or) Coronary Risk Markers (Apo	Ultrasound Abdomen & Pelvis

	Lipoprotein A1& BLpa(optional)	
19	Cancer Marker PSA Total	Sono Mammography (Optional)
20	Complete Physical Examination	Full field Digital Mammography (Optional)
21	Physician's opinion	Papsmear (Thin Prep Liquid Base Cytology
22	--	Breast Examination
23	--	Complete Physical Examination
24	--	Physician's opinion
25	--	Gynaecologist opinion (Optional)

/2/

The above tests can be done in their hospitals (venue listed in Annexure).

The contact person and Pre-requisite conditions to be followed before taking tests etc., are given below:

For further details Contact:

Thiru J.Dhanushkodi,
Senior Manager – Health Care Services
Mobile No.98403 48885/74011 14653

Pre requisite condition:

- Individuals desiring for check up should confirm appointment between 10.00 am and 3.00 pm with concerned location Coordinator and arrive before 8.00 am on empty stomach (preferably without consuming water, Coffee or Tea) at the concerned locations.
- The duration of the check up would vary from 4 hours to 7 hours. Call the Preventive Health Check department for specific details.
- The reports would be made available within 48 hours. Subsequent to the collection of the reports, individuals can meet respective doctors for review consultation.
- For any information or clarification please contact respective Unit Coordinator.

The Apollo Hospital offers complimentary breakfast to our employees who undergoes Master Medical Health Check-up.

Further, the dependents of the employees of SIPCOT could also

avail the special rate for the above packages offered by the Hospital at their own cost.

The employees shall go along with the authorization letter to be collected from MSS Department with prior intimation to the concerned Apollo Hospitals to facilitate conducting medical test without time delay. All the employees are advised to avail this opportunity on or before 30.06.2024 as further extension of time shall not be granted.

E. SUNDARAVALLI
MANAGING DIRECTOR

To

All the employees in Head Office

- List of Hospital Venue in Chennai – enclosed.

–
–
–
–

ANNEXURE

Test Locations :

Hospitals in Chennai -

1.Apollo Specialty Hospitals – Vanagaram
No.64, Vanagaram to Ambattur Main Road,
Ayanambakkam, Chennai – 600 095
Ph:044 – 26531552

2.Apollo Specialty Hospitals – Perungudi (OMR)
No.5/639, Old Mahabalipuram Road
Chennai – 600 096
Ph:044 – 33221111

3. Apollo First Med Hospitals
154, P H Road, Chennai – 600 010
Ph:044 – 28211111/2222

4. Apollo Medical Centre – Kotturpuram
No.36/2, Gandhi Mandapam Road & Ranjith Road,
VCT Building, (Opp. AMM matriculation School)
Kotturpuram, Chennai – 600 085.

Regularisation of Visitors / Physical Verification Instructions

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

CIR.NO. 21/2021 **Dated : 2.3.2021**

CIRCULAR

Sub : SIPCOT LTD. – Regularisation of Visitors in Head Office – Certain instructions – Issued – Reg.

-x-x-x-x-x-

It is often noticed that visitors who are coming to Head Office for official purpose are chatting in common passages and near the Officers/staff seats, dining hall etc. and wandering freely without any restriction, which spoils the decorum of the office. This needs to be restricted at once.

In order to streamline the visitors entry, the following instructions are issued:-

(1) Henceforth, the visitors who are coming to Head Office to meet the Higher officials in First Floor North Wing & South Wing will be advised to contact the Reception by the Security guard posted in First Floor and after obtaining the visitors pass from the receptionist, the visitor will be allowed to meet the official concerned with the help of Office Assistant provided at Reception.

(2) In Ground floor North Wing & South Wing, visitors will be advised to contact the Office Assistant or Security Guard posted in the Ground floor and who will in turn inform the officer concerned about the visitor and the officer has to come and meet the visitor in the Security area only.

The above instructions should be strictly adhered by all the Officers & Staff in SIPCOT Head Office and the visitors also to be informed accordingly about the restriction and any violation of these rules will be viewed seriously.

(Sd/-xxx)
MANAGING DIRECTOR

To
All the Officers & Staff – Thro' Circulation by HoDs

Copy to :
All General Managers
All HoDs
All Project Officers
PA to MD
PA to ED

/FORWARDED BY ORDER/

2/3/2021
MANAGER (MSS)
2/3

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED
19A, RUKMANI LAKSHMIPATHI SALAI, EGMORE, CHENNAI 600 008.

CIRCULAR NO.31/2023 23-08-2023

Sub : SIPCOT – Scrap / damaged stock found during physical verification of Fixed Assets by Inspecting Officers – Updating Fixed Assets Register maintained in Project Offices – Certain instructions issued.

****

While inspecting the Project Offices during physical verification of Fixed Assets by our Inspecting Officers, it is observed that the Scrap / damaged stock available in the Project Offices during inspection are not updated in the Fixed Assets Register maintained by the concerned Project Office instantly. This has been effected in the Fixed Assets Register only upon sale /disposal of the same.

It is hereby instructed that in future, all the scrap / damaged stock materials available in the Project Offices during inspection shall be entered in the Fixed Assets Register instantly without delay.

This procedure shall be followed scrupulously with immediate effect.

E. SUNDARAVALLI
MANAGING DIRECTOR

TO
All Project Offices
Copy to
GMs/DGMs
DROs
SE
All HoDs – For circulation among the staff under their control.

PS to MD
PS to ED

AM(MSS) DM(MSS) GM(MSS)

GENERAL

STATE INDUSTRIES PROMOTION CORPORATON OF TAMIL NADU LIMITED

19-A, RUKMANI LAKSHMIPATHY ROAD,EGMORE, CHENNAI – 8

CIR. NO.02/2021 **Dated.06 .01.2021**

CIRCULAR

Sub: SIPCOT – Roof Top Canteen in the terrace (4th floor) – Utilization of all officers and staff of SIPCOT – Reg.

******

It is hereby informed that a Roof Top Canteen has been constructed by SIPCOT in the terrace (4th floor) for dining purposes. All Executive Assistants / Technical Assistants / Office Assistants / Drivers / Security Guards / Housekeeping staff are hereby instructed to utilize the above said hall for dining purposes from 07.01.2021 onwards. The time scale employees of SIPCOT including Deputationists / Consultants can utilize the dining halls provided in the ground floor and first floor considering their age and health factor. However, the Executive Assistants / Technical Assistants / Office Assistants / Drivers / Security Guards / Housekeeping staff, as usual, can use the dining halls in the ground floor and first floor for refreshment (coffee/tea) purposes.

All the employees including outsourcing staff are hereby directed to take lunch only in the dining hall as mentioned above. Eating in the outside premises is strictly prohibited from 07.01.2021 onwards and violation of this order will be viewed seriously and fine will be imposed accordingly.

Sd/-
MANAGING DIRECTOR

//forwarded by order//

DEPUTY MANAGER(MSS)

To
All the employees in Head Office

STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD.

19A, Rukmani Lakshmipathi Road, Egmore, Chennai 600 008

Circular No.20/2021 Dt.26.2.2021

CIRCULAR

Sub: Enhancement of Uniform Stitching Allowance to the eligible male and female employees–Reg.

Ref: Circular No.77/2020 dt. 22.9.2020.

****

In the Reference cited, it has been ordered to provide uniform stitching allowance of Rs.600/- per set for men and Rs.250/- per set for women who are engaged on outsourcing basis for Green Cover Development at Project Offices on various categories viz., Supervisior, Mazdoor etc. (Men & Women).

Now, approval is accorded to enhance stitching allowance from Rs.400/- to Rs.600/- per set for men and from Rs.100/- (thus far amount paid) to Rs.250/- per Blouse / Coat for women at Head Office and Project Offices and also enhance Chudidhar stitching allowance from Rs.300/- to Rs.450/- per set for women employees at Head Office and Project Offices, considering the inflation.

This order comes into force with immediate effect.

Sd/-
Managing Director

To
1. Drivers/Office Assistant/Sweepers/Security Guards

2. All Project Offices

//Forwarded By Order//

MANAGER(MSS)

தமிழ்நாடு தொழில் முன்னேற்ற நிறுவனம்
19–ஏ, ருக்மணி லட்சுமிபதி சாலை, எழும்பூர், சென்னை – 600 008

சுற்றறிக்கை எண்:22/2021 நாள் : 2.03.2021

சுற்றறிக்கை

பொருள்: சிப்காட் நிறுவனம் – சீருடை பெற்ற அலுவலகப் பணியாளர்கள் – சீருடை அணிந்து அலுவலகம் வர அறிவுறுத்தல் – தொடர்பாக

–x-x-x-x-x-

தலைமை அலுவலகத்தில் பணி புரியும் ஓட்டுநர்கள், அலுவலக உதவியாளர்கள், வெளிக்கொணர்வு முறையில் பணியாற்றும் ஊழியர்கள் மற்றும் சீருடை பெற்ற இன்னபிற பணியாளர்களில் சில பணியாளர்கள் சீருடை மற்றும் காலணி (shoe) அணிந்து வருவதில்லையென்று தெரிய வருகிறது. சீருடை மற்றும் காலணி வழங்கியது அவற்றை அலுவலக நாட்களில் அணிந்து அலுவலகம் வருவதற்கேயாகும், அணியாமல் வருவது அலுவலக விதிமுறைகளுக்கு புறம்பானது.

ஆகவே, இனி சீருடை பெற்ற பணியாளர்கள் அலுவலக நாட்களில் கண்டிப்பாக சீருடை மற்றும் காலணி (shoe) அணிந்து வர வேண்டும். அணியாமல் வந்தால் அவர்கள் மீது கடுமையாக ஒழுங்கு நடவடிக்கை எடுக்கப்படுவதுடன் அபராதத் தொகை விதிக்கப்பட்டு மாத சம்பளத்தில் பிடித்தம் செய்யப்படும் என அறிவுறுத்தப்படுகிறது.

மேலும், அனைத்து துறைத்தலைவர்களும் தத்தம் துறையில் பணிபுரியும் அலுவலக உதவியாளர்கள், ஓட்டுநர்கள், வெளிக்கொணர்வு முறையில் பணியாற்றும் ஊழியர்கள் மற்றும் சீருடை பெற்ற இன்னபிற பணியாளர்கள் சீருடை மற்றும் காலணி (shoe) அணியாமல் வந்தால் கண்டிக்குமாறும், அதனை உடனே மேலாண்மை சார்பு துறைக்கு (MSS Dept.) எழுத்து மூலம் தெரிவிக்குமாறும் கேட்டுக் கொள்ளப்படுகிறார்கள்.

(ஒ...ம்/xxx)
மேலாண்மை இயக்குநர்

பெறுநர்:

சீருடை பெற்ற அனைத்துஅலுவலக உதவியாளர்கள்,
ஓட்டுநர்கள், வெளிக்கொணர்வு முறையில் பணியாற்றும் ஊழியர்கள்
மற்றும் சீருடை பெற்ற இன்னபிற பணியாளர்கள்

நகல் :

அனைத்து பொது மேலாளர்கள்
அனைத்து துறை தலைவர்கள்
மேலாண்மை இயக்குநரின் நேர்முக உதவியாளர்
செயல் இயக்குநரின் நேர்முக உதவியாளர்

/ஆணைப்படி அனுப்பப்படுகிறது/

மேலாளர்(MSS)

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

O.O. No.19/2021 Date:12.03.2021

OFFICE ORDER

Sub: SIPCOT – Food / Snacks supplied by M/s. Sky Fly Catering Service for our employees – Reg.

****

It is hereby ordered that a committee is constituted with the following members to ascertain the quality of snacks and refreshment that are being supplied by M/s. Sky Fly Catering Service.

Tvl.

1.P.Ravishankar, Manager

2.M.S. Thulasi, Manager

3.A.Jayanthy, Manager

4.M.G.Shanthi, Manager

The committee shall periodically check the quality of refreshment /snacks being supplied by M/s. Sky Fly Catering Service and a report shall be submitted to MD once in a week. The Committee shall take feedback from employees.

This order comes into force with immediate effect.

Sd/-
(J.KUMARAGURUBARAN)
MANAGING DIRECTOR

To
Tvl.
1.P.Ravishankar, Manager
2.M.S. Thulasi, Manager
3.A.Jayanthy, Manager
4.M.G.Shanthi, Manager

//Forwarded By Order//

12/3/21

MANAGER (MSS)

TRAVEL

STATE INDUSTRIES PROMOTION CORPORATION OF TAMIL NADU LIMITED

19A, RUKMANI LAKSHMIPATHI SALAI, EGMORE, CHENNAI 600 008.

CIRCULAR NO. 8 /2022 **DATED 18.2.2022**

Sub : Outstation travel via Road, Train and Air by the staff of the Corporation – Submission of Tour programme – reg.

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It is hereby informed that while undertaking outstation travel through Road, Train, Air etc., for official discharge of duties, the Officer / staff shall submit their Tour programme approved by the Managing Director / Executive Director to MSS department, for booking Air / Train tickets as per eligibility / as approved by MD to the Officers/staff.

This order comes into force with immediate effect.

Sd/-
MANAGING DIRECTOR

TO

All GMs/DGM
DROs
SE
All HoDs – For circulation among the staff under their control.

Copy to

1. PS to MD
2. PS to ED

/Forwarded // By Order//

18/2/22
DEPUTY MANAGER (MSS)

VEHICLES - INSTRUCTIONS

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

O.O.No. 44/2021 **Dated : 23.4.2021**

OFFICE ORDER

Sub : SIPCOT LTD. – Engagement of Skilled Drivers as Spare – Adoption of Uniform Policy – Orders - Issued – Reg.

-x-x-x-x-x-

In SIPCOT Head Office, at present 32 skilled drivers on outsourcing basis and 3 time scale drivers, totally 35 drivers, are being engaged to operate the Office Vehicles.

Now, in order to adopt an uniform policy, based on the vehicles available at Head Office, it is proposed that 10% of the post of drivers who are attached with vehicles may be engaged/employed as spare drivers for the purpose of attending official works without any interruption during the absence of drivers.

This order is come into force with immediate effect.

23/4/21

MANAGING DIRECTOR

To

All the Employees of SIPCOT through HoDs

Copy to :

All GMs/SE

PA to MD

PA to ED