

The Rules, Regulations, Instructions, Manuals and Records held or under the control of the Company or used by the employees for discharging functions

- Memorandum & Articles of Association of the Company.
- Certificate of Incorporation.
- Purchase Procedure/Guidelines for works, services and stores purchases

vide Administrative instructions

- Price list
- Pricing Policy
- Product specification
- Annual Reports for the last 5 years
- Audit Manual
- Annual Budget
- All Administrative Instructions
- Office Orders
- Promotion Policy of Executives
- Settlement on Recruitment and Promotion Policy for Factory & Administrative Office in respect of workmen.
- Long Term Settlements for the period 1969 to 2004 of Workmen.
- Safety Manual

A statement of the categories of documents that are held by it or under its control

The documents are as mentioned above, are available with respective heads of department

#### IMPORTANT OFFICIALS

A Directory of its Officers and Employees.

Directory of other Officers and Employees of the Company is maintained at the Registered Office. The Directory of Head of the Departments are mentioned below:

Name	Designation	Tel.ph.no(off)
K.HariKumar	Managing Director	2545425
Vijayakumar K	Director(Administration)	2545019
Jacob Kurian	Deputy General Manager (Technical) (Cd)	2546514
P.M. Abdul Nazar	Dy. General Manager (Engineering) (Cd)	2545186
R.Rajeev	Dy. General Manager (Electrical & Instrumentation ) (Cd)	2545184
Susan Abraham	Company Secretary & Internal Auditor	2545115
R.Rajeev	Asst. General Manager (Corporate Planning)	9497711810

M. Biswajith	Asst. General Manager (Marketing)	2545181
Jiju Francis	Chief Financial Officer	2546352
Jayapalan A.N	Asst. General Manager (Operations) (Cd)	2545204
Sindhu T	Asst. General Manager (Materials) (Cd)	2546515
Biji Philip	Asst. General Manager (Projects) (Cd)	9497711810
Francis E B	Asst. General Manager (Engineering) (Cd)	2546049
Sathyan P.C	Asst. General Manager (Human Resource & Welfare)	2545047

The meetings of the Board of directors are not open to the public.

#### PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

TCC Ltd is maintaining a website [www.tckerala.com](http://www.tckerala.com). Interested people can visit this website for desired information. If the required information is not available in the website they may send an application to the Public Information Officer or Asst Public Information Officer as detailed herein below.

#### PROCEDURE FOR OBTAINING INFORMATION:

- An application in writing or through electronic means may be made in English, Hindi or any Official language of the area either to the SPIO or the APIO specifying the particulars of information sought for. The application should contain the full postal address of the applicant
- A request for obtaining Information under sub-section (1) of section 6 of the Right to Information Act 2005 shall be accompanied by an application fee of Rupees ten by way of cash against proper receipt or by demand draft or bankers Cheque/Pay Order payable to the State Public Information Officer/State Assistant Public information Officer
- For providing the Information under sub-section (1) of section 7 of the above Act shall be charged by way of cash against proper receipt or by demand draft or bankers Cheque /Pay Order payable to the State Public Information Office
  - Rupees two for each page in A4 size paper
    - Actual charge or cost price of a copy in larger size paper
    - Actual cost or price for samples or models and
  - For Inspection of records, no fee for the first hour, and a fee of rupees ten for each thirty minutes (or fraction thereof) thereafter

- For providing the information under sub-section (5) of section 7 of Right to Information Act 2005 shall be charged by way of cash against proper receipt or by demand draft or bankers Cheque/Pay Order payable to the State Public Information Officer
  - For information provided in diskette or floppy or C.D or any other electronic mode rupees fifty (for each)
  - For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
  - For people below the poverty line no fees is payable, but the applicant has to attach along with his application a certificate to the said effect from the village officer or any other competent authority as the case may be

The monthly remuneration received by each of the employees including system of compensation is available with Personnel Manager.

Copy of the Annual Budget of the Company is available with ASPIO.

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

A welfare Fund has been constituted for the benefit employees. The employees who join the fund will contribute 2% of their Salary subject to maximum Rs50/- and company contribution of the fund will be 0.6% of the employees contribution.

Particulars of recipients of concession, permits or authorization granted.

Nil

Details in respect of information available to or held by it, reduced into electronic form.

All Administrative Instructions

## Name, Designations and other particulars of Public Information Officers.

Sl no:	Name and Designation of Officers	Designated Post	Phone No.with STD code	Fax
1.	Shri. Jiju Francis Chief Financial Officer	Asst. Public Information Officer	0484-2545011 Extn.463	0484-2545287
2.	Smt. Susan Abraham Company secretary & Internal Auditor	Public Information Officer	0484-2545011 Extn.406	0484-2545287
3.	Sri. R.Rajeev,Dy.General Manager (Electrical & Instrumentation)(Cd)	First Appellate Authority	0484-2545184	0484-2545287

**IV. RELATED WEBSITE**

TCC LTD is maintaining a website [www.tckerala.com](http://www.tckerala.com) which is linked to the Official Website of the Industries Minister <http://industriesminister.kerala.gov.in>.