

TEMPLATE FOR THE INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT

CHAPTER – 1

INTRODUCTION:

This handbook is designed to provide information about Pondicherry Textile Corporation Limited, A Government of Pondicherry Undertaking for citizens to secure access to information in order to promote transparency and accountability in the working of this organization. This handbook is useful to the suppliers, buyers, bankers, Government departments and to the general public. This handbook has been prepared as per the provisions contained in the Right to Information Act 2005. In case, somebody wants get more information on topics covered in this handbook as well as other information, they may contact either Administrative Officer or Company Secretary or Office Manager of Pondicherry Textile Corporation Limited. Those who want information not available in the handbook may write to the Corporation indicating specifically the information they want and purpose of using the information.

CHAPTER – 2 (MANUAL - 1)

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES:

Anglo French Textile Limited was started in the year 1898. Initially it was started with Spinning and Weaving departments manufacturing only grey fabric. Subsequently it became an integrated Mill with automatic looms and process house. In the year 1986, Anglo French Textiles was taken over by Pondicherry Textile Corporation, A Government of Pondicherry Undertaking. Anglo French is one of the largest composite textile mills in India. The Company supplies products mostly to export market in various forms as grey, bleached, dyed and printed fabrics.

Anglo French Textiles, A Unit of Pondicherry Textile Corporation is one of the largest composite textile mills in the region. AFT which celebrated its centenary in December 1998 occupies a prominent position in the economy of Pondicherry providing direct employment to more than 3000 people. A large number of people are indirectly dependent on the mills. The Government of Pondicherry itself have subscribed the entire share capital of Rs.268.00 crores as on date.

As on date, Anglo French Textiles has 27568 spindles and 1050 looms. There are three production centers namely A, B and C Units. A unit has Spinning and Weaving and a Process House which can process upto 300 cms. Wide fabrics. The B unit comprises of Automatic looms like Picanol, Howa and Ruti 'C'. The 'C' unit has both Spinning as well as Weaving with Russian Projectile looms of 330 cms. and 390 cms. width. The Company has been certified by the Bureau of Indian Standards as an ISO 9001-2000 Company and has also obtained ISI mark for the polyester blend suiting. The Organizational Structure is given in the annexure. The address of the Head Office is Pondicherry Textile Corporation Limited, Cuddalore Road, Mudaliarpet, Pondicherry 605 004. The Company has A and B Unit in Mudaliarpet, C Unit at Iyyankuttipalayam and Tailoring Units at Mettupalayam and Thattanchavady. The factory of the Mills is running on 3 shifts namely 07.00 a.m. to 03.30. p.m., 03.30 p.m. to 12.00 midnight and 12.00 midnight to 07.00 a.m. The head office functions from 09.00 a.m. to 06.00 p.m. with 01.00 p.m. to 02.00 lunch interval.

CHAPTER -3 (MANUAL - 2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Company is managed by Board of Directors appointed by the Government of Pondicherry. The present composition of Board of Directors are as follows:

1. Thiru Ramesh Tewari, I.A.S. - Chairman
2. Thiru K. R. Krishnamoorthy - Director
3. Thiru M.M.Chokalingam - Director
4. Thiru G.Theva Neethi Dhas - Managing Director

Powers and Duties of Officers:

Managing Director:

The Managing Director is vested with the powers of managing overall affairs of the Company under the superintendence and control of Board of Directors. He has been vested with the financial powers to incur expenditure up to Rs.15 lakhs, whether capital or revenue in nature.

Administrative Officer:

The Administrative Officer is looking after general administration of the Mill. He has been vested to the financial power to incur expenditure up to Rs.50,000/- of revenue in nature. The Purchase Department and Security Department are functioning under the control of Administrative Officer.

Company Secretary:

The Company Secretary is looking after the Company affairs as per the provisions of Companies Act, Government Correspondence regarding funds and other matters, coordinating with the Statutory Auditor, Tax Auditor, AG Auditor, Cost Auditors and Internal Auditors for carrying out their audit work, finalization of accounts, Income Tax matters of the Company, attending assembly work during the assembly sessions. Internal Audit Department, Costing department, Automobile Section and Guest House are functioning under the control of Company Secretary. The work of Administrative Officer is looked after by Company Secretary in his absence by leave or otherwise.

Office Manager:

The Office Manager is looking after the public relation, follow up with the Govt. regarding receipt of funds, uniform orders etc. Horticulture section and attenders of the mill are under the control of Office Manager.

General Manager (Technical)

The General Manager (Technical) is vested with the overall administration of the production department and all the production department heads are reported to the General Manager (Technical). He is the Management Representative under the ISO 9001-2000.

The designation & duties of the departmental Managers and in-charge of the departments are given below:-

	Tvls		<u>Dept. looking after</u>
1	M. Anandan	Manager	Factory Manager.
2	K. Premnath	Senior Manager (Exports)	Export Sales
3	S. Anandane	Senior Manager (EDP)	Computer Dept.
4	V. T. Sathya Prakash	Manager (Garments)	Garments Section
5	M. Suriya Prabha	Manager (Accounts)	Finance & Accounts
6	P.Dhivoshna Reddy	Asst.Manager, Disposal,Purchase(Cotton Purchase In charge)	Disposal,Purchase & Cotton.
7	S. Sridharan	Manager (IR)	Personnel, HRD, IR
8	R.Radhakrishnan	Asst. Manager (C Unit)	Wvg. Dept. 'C' unit
9	Dr.G.V.Kamath	Medical Officer-Dispensary in charge	Dispensary
10	M.Ragupathy	Asst. Manager (C Unit)	Spg. Dept. 'C' unit
11	G.Sundaram	Deputy Manager(Quality Assurance)	Quality Assurance department
12	J.Damodharan	Asst. Manager (Costing)	Costing department
13	C.V.Ramesh	Deputy Manager(Internal Audit)	Internal Audit Establishment, Officer In- charge, Company Secretary In-charge.
14	K.Abdul Wahab	Asst.Manager (Wvg.A Unit- in charge)	Weaving 'A' Unit

15	A.Sugumar	Asst.Manager (Wvg. B Unit-in charge)	Weaving B Unit
16	Peter Bruno Jegam	Asst.Manager (Processing & Printing)-In charge	Processing & Printing Dept.
17	S.Nagarajan	Asst.Manager (Weaving Prep.)-In charge	Weaving Preparatory department
18	K.Kannan	Asst.Manager (Spinning-‘A’ Unit)-In charge	Spinning department, ‘A’ Unit
19	D.Selvaganapathy	Asst.Manager (Purchase & Stores)-In charge	Purchase and general stores department
20	V.S.Shanmugam	Asst.Manager (Engineering)-In charge	Engineering department
21	K.Soundarajan	Asst.Manager (Ware House)-In charge	Ware House Department

CHAPTER - 4 (MANUAL - 3)

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS:

The Pondicherry Textile Corporation Limited is governed by its Memorandum and Articles of Association which sets out the objective and bye-laws of the organization as per the provisions of the Indian Companies Act 1956. The code of conduct of workers are governed by the Standing Orders of the Mill and for the Staff and Officers there is a Rules under the Pondicherry Textile Corporation Limited (Conduct, Discipline and Appeal) Rules for regulating the conduct of the staff and officers.

The manuals for norms and Standard Operating Procedures which covers work instructions relating to the production departments are available as per the ISO 9001 – 2000 standards.

CHAPTER -5 (MANUAL -4)

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

As Pondicherry Textile Corporation Limited is a Commercial Establishment and is controlled by the Board of Directors appointed by the Government of Pondicherry, the formulation of policies are decided approved by the Board of Directors and Government and as such there is no provision to seek consultation/participation of public or its representatives for formulation of polices.

CHAPTER -6 (MANUAL – 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The main important records/documents that are held by the organization are given below:-

Sl. No.	Name of the Document/Record	Held by/under the control of
1	Directors' Register, Register of Charge, Agenda & Minutes of Board Meeting and AGM, Annual Reports.	Company Secretary
2	Title Deeds of land	Deposited with Banks under equitable mortgage.
3	Fixed Assets Register	Manager (Accounts)
4	Vouchers, General Ledger, subsidiary ledgers, invoices, Purchase day book, Sales day book, Bank books, Cash Books.	Manager (Accounts)
5	Personal files of workers & staff	Manager (IR)
6	PF, ESI records and legal case files	Deputy Manager (P & LA)
7	Personal files of Officers	Establishment officer
8	Stock of Finished Goods Register	Senior Manager (Warehouse)
9	Stock Register – Stores and Spares	Asst. Manager (Gen. Stores)
10	Stock Register – Cotton & Yarn	Manager (Cotton & Excise)
11	Excise Records	Manager (Cotton & Excise)

CHAPTER -7 (MANUAL – 6)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

Board of Directors:

Thiru Ramesh Tewari, I.A.S.	-	Chairman
Thiru K. R. Krishnamoorthy	-	Director
Thiru M.M.Chokalingam	-	Director
. Thiru G.Theva Neethi Dh	-	Managing Director

Committees:

1) Sales Committee/Pricing Committee

Senior Manager (Exports), General Manager (Technical), Company Secretary, Manager (Home Sales), Manager (Cotton) and Dy. Manager (Costing).

2) Purchase Committee

General Manager (Technical), Senior Manager (Warehouse), Asst.Manager (Weaving) 'B' Unit and Dy. Manager (Quality Assurance)

3) Disposal Committee

General Manager (Technical), Manager (Accounts), Dy. Manager (Internal Audit), Dy. Manager (Costing), Asst. Manager (Purchase & Disposal) and Asst. Manager (General Stores).

4) Tender, Technical Committee and Final Recommendation Committee for Modernisation.

Tender Committee

Administrative Officer, General Manager (Technical), Company Secretary, Manager (Accounts), Manager (Cotton & Excise), Manager (Purchase Incharge), Dy. Manger (IA), Assistant Manager (Purchase).

Technical Committee

Thiru K. R. Krishnamoorthy, Director, Pondicherry Textile Corporation Limited General Manager (Technical), Senior Manager (EDP), Manager (Wvg. & Wvg. Prep.), Asst. Manager (Wvg. B Unit), Manager (Spg. & Wvg. C Unit) Manager (Printing), Manager (Cotton & Excise) and Manager (Purchase-incharge) Dy. Manager (QA), Asst. Manager (Engineering-Civil), Asst. Manager (Purchase (Wvg.))

Final Recommendation Committee

Thiru K. R. Krishnamoorthy, Director, Pondicherry Textile Corporation Limited, General Manager (Technical), Administrative Officer Company Secretary, Manager (Cotton & Excise), Manager (Accounts), Dy. Manager (IA), Asst. Manager (Purchase)

4) Tender Committee (for others)

Administrative Officer, Manager (Accounts), Dy. Manager (Internal Audit) and the respective Department Manager.

The Minutes of the Board meeting and Committees are recorded . The Meeting of the Board are being held once in three months as per the provisions of the Companies Act and Committee meetings are held as and when the matters comes for the perusal of the Committee. The participation of the public in the meeting of the Board and Committee does not arise since the meetings pertain to internal functioning of the organization except in Tender Committee Meeting, the tenderers also participate.

CHAPTER – 9 (MANUAL – 8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Administration

The proposal relating to purchase of raw material, stores and spares etc., are placed before the Purchase Committee and submitted to the Managing Director for approval through Administrative Officer. The proposal relating to the marketing are placed before the Sales Committee and submitted to the Managing Director through Administrative Officer. Regarding disposal of old material/scraps the proposal is placed before the Disposal Committee and submitted to the management for approval.

Finance

The Administrative Officer is authorized to incur expenditure upto Rs.50,000/- and the Managing Director is authorized to incur expenditure up to Rs.15 lakhs as delegated by the Board.

All the policy decision are decided and approved by the Board of Directors and it has got financial power to incur the purchase of capital assets up to Rs.50 lakhs. Above Rs.50 lakhs, the approval of the Government is necessary as per Article 74 (2) of the Articles of Association of the Corporation.

CHAPTER - 10 (MANUAL 9)

DIRECTORY OF OFFICERS AND EMPLOYEE

The following are the Officers/Heads of Department in the unit - Anglo French Textiles and Pondicherry Textile Corporation Limited.

SL. NO.	NAME	DESIGNATION	PHONE NO (Office)	PHONE NO (Residence)
1	K. Premnath	Senior Manager (Exports)	2357866	2338351
2	S. Anandane	Senior Manager (EDP)	2357875	2240850
3	V. T. Sathya Prakash	Manager (Garments)	2357412	2201441
4	M. Suriya Prabha	Manager (Accounts)	2358951	2245924
5	S. Sridharan	Manager (IR)	2358951-58	2250421
6	M. Anandan	Manager (C Unit)	2271293	2253653
7	Dr.G.V.Kamath	Medical-Officer-Dispensary in charge		2280177
8	G.Sundaram	Deputy Manager(Quality Assurance)	-do-	2244659
9	C.V.Ramesh	Deputy Manager(Internal Audit)	-do-	2358482
10	K.Abdul Wahab	Asst.Manager (Wvg.A Unit-in charge)	-do-	2250233
11	A.Sugumar	Asst.Manager (Wvg. B Unit-in charge)	-do-	3208807
12	Peter Bruno Jegam	Asst.Manager (Processing & Printing)-In charge	-do-	2290213
13	S.Nagarajan	Asst.Manager (Weaving Prep.)-In charge	-do-	2205552
14	K.Kannan	Asst.Manager (Spinning-'A' Unit)-In charge	-do-	2255166

As on 01.12.2007, there are 3 Senior Managers, 6 Managers, 6 Dy. Managers, 47 Asst. Managers, 244 Supervisors and 83 sub-ordinate staff namely, Jr. Supervisors, Clerks and Attenders in the factory and Head office and 14 Salesmen/Saleswomen in retail outlets. There are 1452 workers in A unit, 580 workers in B unit and 468 workers in C unit totaling 2500.

CHAPTER – 11 (MANUAL 10)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

The following are the scales of pay in force relating to the Officer Grade and Staff category of the Company.

Sl. No.	Description of the Post	Scale of pay
1	Managing Director	Rs.18400-500-22400
2	Joint Managing Director	Rs.16400-450-20900
3	Administrative Officer	On Deputation from Government
4	Company Secretary	Rs.12000-375-16500
5	Office Manager	Rs.10000-325-15200
6	General Manager	Rs.16400-450-20000
7	Senior Manager	Rs.14300-400-18300
8	Manager – Grade - II	Rs.14300-400-18300
9	Manager – Grade – III	Rs.12000-375-16500
10	Dy. Manager	Rs.10000-325-15200
11	Asst. Manager Grade – I	Rs.8000-275-13500
12	Asst. Manager Grade – II	Rs.6500-200-10500
13	Supervisor (Technical)	Rs.5500-175-9000
14	S. G. Supervisor	Rs.5500-175-9000
15	Staff Nurse/Jr. Supervisor	Rs.4500-125-7000
16	Garden Supervisor	Rs.4000-100-6000

The workers, clerks and attenders are being paid with wages/salaries containing basic pay, variable DA as per cost of living index points, HRA etc.

CHAPTER - 12 (MANUAL – 11)

THE BUDGET ALLOCATED TO EACH AGENCY

The Government of Pondicherry is allocating funds to the Company under the Plan Scheme as share capital contribution every year for the purpose of Modernization and working capital. It is also allocating funds as grant-in and for the purpose of VRS.

CHAPTER – 13 (MANUAL – 12)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

Not Applicable

CHAPTER – 14 (MANUAL 13)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATION GRANTED BY IT**

Not Applicable

CHAPTER – 15 (MANUAL – 14)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Not applicable

CHAPTER – 16 (MANUAL – 15)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

The details of the Company is available in website WWW.anglofrenchtextiles.com.

CHAPTER – 17 (MANUAL – 16)

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION**

The details of the Company is available in website WWW.anglofrenchtextiles.com

CHAPTER -18 (MANUAL -17)

OTHER USEFUL INFORMATION

NIL