



Tamilnadu Newsprint and Papers Limited

PROACTIVE DISCLOSURES UNDER RIGHT TO INFORMATION ACT, 2005

INDEX

Section 4 (1) (b)	Details
(i)	Particulars of its organization, functions and duties.
(ii)	Powers and duties of its Officer's and employee's.
(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 under its control or used by its employees for discharging functions.
(vi)	A statement of categories and 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 Board, Council's, Committee's and other body consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings are accessible of public.
(ix)	Directory of its officer's and employee's.
(x)	Monthly remuneration received by each of its officer's and employee's, 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 authorization 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 public use.
(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,
PUGALUR 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

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 **01.04.2025** are furnished below: -

Executives	858
Staff	230
WWorkmen (Including Chargemen cadre)	1788
Total	2866

A directory of the Principal Officers is given below: -

NAME (TVL)	DESIGNATION	CONTACT NUMBERS
Dr. Sandeep Saxena	Chairman and Managing Director	044 - 22301093 to 22301097
Santosh Wakhloo	Executive Director (Marketing)	044 - 22301093 to 22301097
P.Kasi Visvanathan	Chief General Manager (Marketing - Paper)	044 - 22301094 to 2301097
D.V.S.S.A.Bhanu Prasad	Chief General Manager (Operations), Unit-II	04332-261600
Sathya Ananth	Chief General Manager (Finance)	044 - 22301094 to 2301097
C. Kalyana Sundaram	Chief General Manager (Board Marketing)	044 - 22301094 to 2301097
S. Nagarajan	Chief General Manager (Operations UNIT-I & Head of Plantation)	04324-277001 to 277017
Sridhar Boominathan	General Manager (Finishing House & Despatch UNIT-II)	04324-277001 to 277017
Prasenjit Nandy	General Manager (Marketing), Bangalore Branch	044 - 22301094 to 2301097
C. Ramesh Das	General Manager (Energy & SR), UNIT-I	04332-261600
S. Nandagopal	General Manager (Projects)	04324-277001 to 277017
Girish A.Deshpande	General Manager (R&D and QC), UNIT-II	04332-261600
K. Kalaiselvan	General Manager (HR)	04324-277001 to 277017
R. Rengarajan	General Manager (Finance & Purchase)	04324-277001 to 277017 & 04332-261600
Sreasha P. H	General Manager (Electrical & Instrumentation), UNIT-II	04332-261600
Rajalingam .R	General Manager (E&I,Safety & Windfarm), UNIT-I	04324-277001 to 277017
P.Prince Tholkappian	General Manager (Mechanical), UNIT-I	04324-277001 to 277017
B. Mahesh	General Manager (Paper Production), UNIT-I	04324-277001 to 277017
M.Arulkumar	General Manager (TOS & Stores)	04324-277001 to 277017
K.Rajan Babu	General Manager (R&D and QA), UNIT-I	04324-277001 to 277017
D. Muthukumar	Chief Digital Officer	044 - 22301094 to 2301097

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

CATEGORY	PAY SCALE (2022-2026)			
Unskilled Lower Grade	10970	-	3% (25)	- 23150
Unskilled	13850	-	3% (25)	- 29220
Semi Skilled (D)	14150	-	3% (25)	- 29800
Semi Skilled (C)	14450	-	3% (25)	- 30440
Semi Skilled (B)	15000	-	3% (25)	- 31580
Semi Skilled (A)	15550	-	3% (25)	- 32740
Skilled (B)	16090	-	3% (25)	- 33910
Skilled (A)	16640	-	3% (25)	- 35010
Highly skilled	17550	-	3% (25)	- 36910
Chargemen	21470	-	3% (25)	- 45140
Senior Chargemen	23010	-	3% (25)	- 48360
Assistant Foremen	25050	-	3% (25)	- 52650
Foremen	25600	-	3% (25)	- 53800
Senior Foremen	26410	-	3% (25)	- 55480

CATEGORY	PAY SCALE (2022-2026)			
Sub Staff Grade-III	11050	-	3% (25)	- 23330
Sub Staff Grade-II	14100	-	3% (25)	- 29730
Sub Staff Grade-I	15240	-	3% (25)	- 32110
Sr. Sub Staff Grade-II	15750	-	3% (25)	- 33140
Sr. Sub Staff Grade- I	16250	-	3% (25)	- 34180
Sr. Sub Staff	16890	-	3% (25)	- 35550
Sr. Sub Staff (UG)	17520	-	3% (25)	- 36870
Junior Assistant	13850	-	3% (25)	- 29220
Assistant	14100	-	3% (25)	- 29730
Senior Assistant	16380	-	3% (25)	- 34500
Junior Executive Assistant	16890	-	3% (25)	- 35550
Executive Assistant	20440	-	3% (25)	- 43010
Executive Assistant (UG)	21710	-	3% (25)	- 45650
Sr. Executive Assistant	23240	-	3% (25)	- 48810
Sr. Executive Assistant (UG)	25400	-	3% (25)	- 53350

SL.NO	CATEGORY	REVISED PAY SCALES(2022-2026)
1	Officer / Plant Engineer	22500 - 3% - 47280
2	Sr.Officer / SPE	24200 - 3% - 50840
3	Asst. Manager	31100 - 3% - 65350
4	Deputy Manager	37900 - 3% - 79520
5	Manager	45500 - 3% - 95420
6	Senior Manager	54300 - 3% - 113850
7	Chief Manager	60200 - 3% - 126220
8	Assistant General Manager	70100 - 3% - 146960
9	Deputy General Manager	86600 - 3% - 181500
10	General Manager	102500 - 3% - 214790
11	Chief General Manager	118100 - 3% - 247440
12	Executive Director	130000 - 3% - 272350

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 authorization 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

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	Assistant General Manager (Legal)	Tamil Nadu Newsprint and Papers Limited, 67, Mount Road, Guindy, Chennai, Tamil Nadu – 600 032.
Appellate Authority	Chief General Manager (Finance)	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	Chief 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	Manager-HR (Legal)	Tamil Nadu Newsprint and Papers Limited, 141, TNPL Road, Kagithapuram, Manmangalam Taluk, Karur District, Tamil Nadu- 639 136.
Appellate Authority	General Manager-HR	Tamil Nadu Newsprint and Papers Limited, 141, TNPL Road, Kagithapuram, Pugalur Taluk, Karur District, Tamil Nadu- 639 136.

Factory – TNPL Unit II

Designation under the Act	Designation	Address
Public Information Officer	Assistant 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.
