

Telangana State Industrial Infrastructure Corporation Ltd.,

(A Government of Telangana Undertaking)



Circular No.525/TSIIC/LAC/KINGPIASS/SS/2002-224

Date:21-10-2016

Sub: - TSIIC Ltd. - Industrial Area Local Authority - Registration of Notified Industrial Areas Service Societies - Revised Model Memorandum / Rules & Regulations of the Service Societies - Communication - Regarding.

Ref:- Circular No.13827/APIIC/LAC/94-77, dt.08.09.2011 of the Vice Chairman & Managing Director, APIIC Ltd., Hyderabad.

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Telangana State Industrial Infrastructure Corporation (TSIIC LTD.,) Limited Hyderabad is a company registered under the Companies Act. 2013 and rule 8 of The Companies (Incorporation) Rules, 2014 and it is a wholly owned undertaking of the Government of Telangana State.

TSIIC Ltd.,(APIIC) under relevant Acts, has acquired the status of a Local Authority in the Industrial Areas / Parks. Under Local Authority status has evolved the concept of the “Notified Industrial Areas Service Society” to promote the objective of “Self Governance” of the Notified Industrial Areas, by involving the Tax-Payer communities and getting the Service Societies registered under the AP now Telangana State Public Societies Registration Act, 1 of 1350 Fasli/The Societies Registration Act, 21 of 1860 / Societies Registration Act 35 of 2001.

In the reference cited, a model Memorandum / Rules & Regulations of the Service Societies was communicated to all the IALA Commissioners / EOs of the Corporation for getting such Service Societies registered by the rate - payer- industries in the notified Industrial Areas / Parks.

However, the model Memorandum / Rules & Regulations of the Service Society have been revised with amendments & are here with communicated to all the IALA Commissioners / EOs for getting the same incorporated by the Service Societies in its ‘Rules & Regulations’.

Further, all the IALA Commissioners / EOs of the Corporation shall ensure that the following requirements are met while preparation of the documents by the proposed Service Societies.

1. Any five or more persons shall enter into Memorandum of Association / Society under the AP now Telangana State Public Societies Registration Act, 1 of 1350 Fasli/The Societies Registration Act, 21 of 1860 / Societies Registration Act 35 of 2001. Accordingly it may be ensured that the required number of taxpayers in the Industrial Areas / Parks shall come together to form into the Service Society.
2. The Officer of the Corporation nominated to act as the Executive Officer/ Commissioner under the relevant acts of the Local Bodies shall be the Ex-officio / Vice Chairman of the Society. However, he or any Official of the Corporation shall not have representation in the list of the persons and addressed to be furnished in the Memorandum/declaration Certificate.
3. The name of the Service Society shall be as follows:
 - a) In respect of all the Notified Industrial Areas falling within the limits of a Gram Panchayat:
For example: Pashamylaram Gram Pranchayat:

“The Pashamylaram Notified Gram Panchayat Industrial Areas Service Society”.
 - b) In respect of all the Notified Industrial Areas falling with in limits of a Municipality:
For example: Qutubullapur Municipality:

“ The Qutubullapur Notified Municipal Industrial Areas Service Society”
 - c) In respect of all the Notified Industrial Areas falling within the limits of a Municipal Corporation:
For example: Warangal Municipal Corporation:
“ Warangal Notified Municipal Corporation Industrial Areas Service Society”



d) In respect of the Industrial Area falling with in the limits of more than one Gram Panchayat:

For example: Mamillapalli and Chinnachowk Gram Panchayats:

“The Mamillapalli & Chinnachowk Notified Gram Panchayat Industrial Areas Service Society”

4. The correctness of the Documents I & II as per the revised model Memorandum / Rules & Regulations shall be ensured before Registration.
5. Only one Service Society representing all the phases of a notified Industrial Area and all the Industrial Areas falling within the limits of Local Body shall be constituted and proper representation of the members from all the phases of an Industrial Area/ Parks in the Managing Committee of the Service Society i.e., Office bearers and remaining members of the Managing Committee as per the circular guidelines and revised model memorandum / Rules and Regulations of the Service Society shall be ensured.

The revised model Memorandum / Rules & Regulations shall be communicated by the Zonal Managers to all the Dy.Zonal Managers /Managers and IALA Executive Officers / Commissioners and the Chairmen of the Service Societies in his / her Jurisdiction and the same may be placed before ensuing Managing Committee meeting for adopting the same in its Rules & Regulations.


VICE CHAIRMAN & MANAGING DIRECTOR

To
All the Zonal Managers, IALA Commissioners / Executive Officers, TSIIC Limited.
Copy to GM(Legal), GM(AM), GM(F), TSIIC Ltd., Head Office.



(Annexure -I)
MEMORANDUM OF THE SOCIETY

1. Name of the Society: “
**GRAMPANCHAYATH / MUNICIPALITIES / MUNICIPAL CORPORATIONS
INDUSTRIAL AREA SERVICE SOCIETY”**

2. i) Location of Office of the Service Society:.....
.....District, Telangana State.

ii) Introduction

Telangana State Industrial Infrastructure Corporation (TSIIC LTD.,) Limited Hyderabad is a company registered under the Companies Act. 2013 and rule 8 of The Companies (Incorporation) Rules, 2014 and it is a wholly owned undertaking of the Government of Telangana State. The main objective of the TSIIC LTD., Limited, amongst others, is to develop Industrial Infrastructure by setting up Industrial Areas / Parks for accelerating the pace of Industrialization to sub serve socio-economic development of the State of Telangana. To facilitate proper upkeep and maintenance of the Industrial Areas, certain powers and functions of the Local Bodies were transferred to (APIIC Ltd.,) TSIIC Ltd., under relevant Acts, and thus it has acquired the status of a Local Authority in the Industrial Areas / Parks. The TSIIC Ltd.,-IALA (INDUSTRIAL AREAS LOCAL AUTHORITY) has been attending to some of the civic functions including assessment, levy and collection of Property Tax, granting of building permissions, etc., in the Industrial Areas/parks as a nodal agency of the concerned Local Body, while the rest of the civic functions are continued to be attended by the concerned Local Body.

To enlist co-operation of occupant - industrialists for proper up-keep of the Industrial Areas/parks as per the requirements of the industries, it has created a nodal agency in the shape of Entrepreneurs Service Society which will be charged with the responsibility of assisting in Collection of taxes and spending monies for the proper up-keep and maintenance of the industrial areas / parks. The Society may on its own mobilize additional funds in the form of donations for betterment of existing situation in an effective manner. Accordingly this non-profitable Society is formed in respect of all the notified Industrial Areas /Parks of the TSIIC Ltd., within the limits of Grampanchayat / Municipality / Municipal Corporation to collect Property Tax on behalf of the TSIIC - IALA and to take up maintenance works speedily in the notified Industrial Areas / Parks for promotion of the common interests of occupant - Industrialists.



iii) Definitions: In these rules unless the context otherwise requires:

- a) “Act” means the relevant Acts i.e., the A.P. Municipalities Act, 1965, A.P. Panchayat Raj Act, 1994, the Hyderabad Municipal Corporation Act, 1955.
- b) “Corporation” means TSIIC Ltd., Hyderabad and its branch Offices.
- c) “Guidelines” means the guidelines evolved by the TSIIC Ltd., on various matters for the use by its Officials in Local Authority matters.
- d) “Industrial Area Local Authority (IALA)” means (APIIC Ltd.,) now TSIIC Ltd., to whom powers of Local Body were transferred by Government in the Notified Industrial Areas/parks.
- e) “Local Body” means and includes a statutory body like a Municipality, a Municipal Corporation, a Nagar Panchayat or a Gram Panchayat constituted under an Act of Legislature.
- f) “Notified Industrial Area” means and includes an Industrial Areas / Parks, Industrial Development Areas, Autonagar, Commercial Complex, Industrial Housing Complex, Mini Industrial Estate, and Ancillary Industrial Estate of TSIIC or by whatever name such a place / area is called and in respect of which powers / functions of Local Bodies were transferred to Corporation.
- g) Rules / Regulations means the rules / regulations framed under relevant Acts.
- h) “Society” means the Notified Industrial Areas Service Society formed in respect of all the Industrial Areas/parks falling under the jurisdiction of Local Body.
- i) “State Government” means the Government of Andhra Pradesh is now Government of Telangana.
- j) “Vice Chairman & Managing Director of the Corporation” means the Vice Chairman & Managing Director of the TSIIC Ltd., Hyderabad.
- k) “Zonal Manager / Dy.Zonal Manager / Manager /Special Officer/ Executive Officers/Commisioners” means the Officer of the TSIIC Ltd., nominated to perform the duties / functions of the Executive Officer of a Gram Panchayat / Municipal Commissioner/Special Officer of a Municipal Corporation under A.P. Panchayat Raj Act, 1994/ A.P. Municipalities Act, 1965/AP Municipal Corporations Act. 1994 (read with the Hyderabad Municipal Corporation Act, 1955)

iv) Area of operation of the Society : In and around the Notified Industrial Areas /Parks Situated within the limits of.....Grampanchayat /Municipality / Municipal Corporation.....District.



3. Aims & Objectives of Service Society:

- a. To promote “Local Self-Governance” and create healthy environs in Industrial Areas/parks under the Industrial Area Local Authority(IALA).
- b. The Service Society is responsible to enroll all the rate payers in the Notified Industrial Areas/parks as its members.
- c. To obtain relevant record copies of Property Tax pertaining to the Notified Areas/parks concerned from the TSIIC IALA to assist in collection of the Property Tax from the assesses.
- d. To deposit the amount of Property Tax, if so collected in a separate Bank Account in the name of TSIIC-IALA Revenue A/c.
- e. To formulate the Annual Budget for proper up-keep and maintenance of the Notified Industrial Areas/Parks and to approve and implement, the same subject to the guidelines issued by TSIIC Ltd., from time to time regarding the procedure and permissible items of expenditure.
- f. To offer suggestions / recommendations on building permit applications in the Notified Industrial Areas/Regularization or demolition of unauthorized constructions/removal of encroachments as per law.
- g. To advise in levying of Property Tax assessment fairly and equitably in the Notified Industrial Area in line with the relevant laws, rules and executive orders
- h. To mobilize voluntary contributions/ funds/ resources in cash, kind or services for speedy and better maintenance of common / civic facilities in the Notified Industrial Areas/parks.
- i. To plan, execute, maintain, support and entrust public works, facilities, schemes, benefits, services for proper upkeep and maintenance of Industrial Areas/parks.
- j. To launch campaign and to work for bringing awareness among the Industrialists for proper use and maintenance of common facilities in the Industrial Areas/parks for common benefit.
- k. To work for preservation of ecology, creation of better and healthy environs in the Industrial Areas/parks as a whole.
- l. To take up any scheme or work which is ancillary / conducive to the achievement of any of the above stated objects for promotion of the common / general benefit of the Industries and the Industrial Areas/parks.
- m. To see that the administrative expenses are minimized and limited to the extent they are allowed, so that much can be spent on maintenance of civic services in the Industrial Areas/parks.
- n. To get its Audited Annual Accounts approved by the General Body in the Annual General body Meeting.
- o. To conduct Elections of the Managing Committee periodically as per its Rules & Regulations issued by the TSIIC Ltd., from time to time.

Signature of the Chairman

Signature of the Secretary



CERTIFICATES

- 1 “Certified that the Association is formed with no profit motives and no commercial activity is involved in its working”.
- 2 “Certified that the Office Bearers are not paid from the funds of the Associations”.
- 3 “Certified that the Association would not engage in agitation activities to ventilate grievances”.
- 4 “Certified that the Office Bearers signature is genuine”.
- 5 “Certified that the funds of the Society will not used by any Member / Members of the Society”.

Signature of the Chairman

Signature of the Secretary



DECLARATION

We, the undersigned persons, have formed into a Society / Association and are responsible to run the affairs of the Society and are desirous of getting the Society registered under the AP now Telangana State Public Societies Registration Act, 1 of 1350 Fasli / the Societies Registration Act 21 of 1860 / Societies Registration Act 35 of 2001

Sl. No	Name & Address of the Office bearers (in Block letters) with S/O. W/O. D/O	Age (year)	Designation of their legal standing in the society	Occupation	Residential Address	Signatures
1	2	3	4	5	6	7
1			Chairman			
2			Vice Chairman			
3			Secretary:			
4			Jt Secretary			
5			Treasurer			
6			Executive Members			
7			-do-			
8			-do-			
9			-do-			
10			-do-			
11			-do-			
12			-do-			

Witnesses:

1						
2						
3						

Signature of the Chairman

Signature of the Secretary



DOCUMENT NO -II

1. Name of the Society : “

**GRAMPANCHAYATH/MUNICIPALITY /MUNCIPAL CORPORATION
INDUSTRIAL AREA SERVICE SOCIETY”**

2. Location of Office :

.....District, **TELANGANA STATE**

3. Membership :
- a) Membership is open and compulsory for all the Industrial/ Housing units located in the Notified Industrial Areas/parks of the TSIIC Ltd., IALAwithin the limits of Grama Panchayat/Municipality /Municipal Corporation.
 - b) Membership fee is Rs..... p.a per Industrial Unit.
 - c) Membership shall be renewed by paying the membership Fee before the end of **September** of every year and there after together with a late fee of Rs.....
 - d) If the membership is not renewed by a member by paying the prescribed fee, the member forfeits all his rights of membership including voting.

4. GENERAL BODY:

All the members of the Society are entitled to participate and vote in the Annual General Body Meetings or Special General Body Meetings of the Society. Annual General Body Meeting of the Society shall be convened each year in the month of December to transact the following business:-

- i) To elect the Managing Committee which includes the Office bearers of the Service Society ie., Chairman, Vice Chairman, Secretary, Joint Secretary and the Treasurer. The concerned Zonal Manager / Dy.Zonal Manager / Manager & Executive Officer/ Commissioner/ Special Officer ** of the TSIIC Ltd.,/ IALA shall be the ex-officio Vice Chairman of the Society.
- ii) To adopt annual accounts of the Society.
- iii) To appoint Auditors and to fix their remuneration.
- iv) To adopt the Annual Report of the Chairman of the Society on the Working and management of the Society.
- v) To approve the annual Budget of the Society.
- vi) To consider expulsion or suspension of members.
- vii) Any other matter(s)



5. MANAGING COMMITTEE:

- a. There shall be a Managing Committee to govern day to day administration of the society subject to over all control of the General Body. The term of the managing committee elected shall be (3)years. All the Managing Committee members including the office bearers of the Service Society should be elected by the eligible voters directly. However for the purpose of elections, at least 60% of membership / renewal shall be required where cent percent of the membership is not possible.
- b. The Managing Committee shall consist of the following:-
 - i) The elections shall be conducted through election notification and specified election procedure only and the elections in the General body meeting will not be accepted.
 - ii) The Ex-Officio / Vice Chairman of the Society(the nominee of the TSIIC Ltd.,)
 - iii) The members specially elected to the Managing Committee by the General Body, this number shall not be less than five and shall not exceed Twelve.
 - iv) There will be equal representation on the Managing Committee for each Phase / Industrial Estate so as to maintain the democratic principles of representation.
 - v) The Office bearer's posts will be rotating and at least one office bearer should be selected from each of the phase / Industrial park. An individual should hold a given post for a maximum period of two terms and after that a gap of one term is to be maintained for becoming eligible to contest the same post again. For larger IALAs i.e having more than 1000 assesses
 - a).Any member of the Service Society may hold a given post for a Maximum of two(2) terms of (3)three years each and
 - b).Hold any post for a maximum of four terms subject to break of One term after two continuous terms.
 - vi) The Managing Committee ie., Office bearers and remaining members of the Managing Committee should be the representatives of the Industries established in the Industrial Estate/Park and must not be defaulters of any taxes, fees etc., on the date of scrutiny of their nominations for contesting to the posts of the Managing Committee.
 - vii) The defaulters should not be allowed to be voters in the elections to the Managing Committee of the Service Societies.
 - viii) The tax payers those who are not defaulters in payment of property tax of all the units existing on his/her name as proprietor or having any minor/major share holder(i.e Promoter of the firm) in a partnership firm or Pvt ltd, company or Limited company are eligible to contest for the post of Managing committee including office bearers in the elections to managing committee of Service Society.



- ix) Under no circumstances, proxy voting shall be allowed except through postal ballot by the authorized voters as aforesaid.
 - x) In respect of public limited company/Government undertakings, the Managing Director or any other Director, authorized by the board of company /Head of the organization (Govt undertakings) has to cast vote on behalf of the company. They cannot delegate the power to any employee of the company.
 - xi) The Contesting unit/member must not be defaulter of any taxes, fees etc., at the time & date of scrutiny of the nominations for contesting to the post of the managing committee.
 - xii) In respect of proprietary concerns proprietor himself has to cast his vote in the election and he is not entitled to authorize another person on his behalf to cast his vote. In case of partnership firms, the managing partner or any other partner authorized by the partnership firm has to cast vote on behalf of the firm and no other person is entitled to cast vote.
 - xiii) The Office bearers should be elected by the Managing committee, only eligible voters could be the office bearers of the Service Society.
 - xiv) The allocation of funds for the works to be taken up and would be done on the basis of the collection of revenue ie., property Tax, Building permit fee / plant and Machinery installation fees etc., from the particular phase / Industrial Estate /Areas/parks.
 - xv) At least two representatives from the allottees of Housing Complex, if any and at least one representative from the allottees of Commercial Complexes of the TSIIC LTD., if any including the units engaged in commercial activities (not Industrial) in the Notified Industrial Areas shall be nominated as the members of the Managing Committee. However, the Housing allottees and also Commercial Units are not eligible to vote or contest for electing to the other posts of the Managing Committee of the Service Society ie., Office Bearers and also the remaining members of the Managing Committee.
 - xvi) All decisions in the Managing Committee are taken by a majority of the members present and voting.
 - xvii) The Service Societies shall abide by the above norms scrupulously and the same shall be ensured by the Zonal Managers and TSIIC - IALA Commissioners/Executive officers from time to time.
- c. The Nominees of Government Departments / Public Institutions like the DIC, TSSPDCL., TSPCB., concerned Local Body, TSIIC Ltd., UDA, etc., shall be the ex-officio members of the Managing Committee and they shall be invited to the meetings of the General body and Managing Committee. They are entitled to participate in the General Body and Managing Committee meetings but are not eligible to vote.
- d. i) Any member of the Managing Committee may at any time resign from his Office of the Society but such resignation shall take effect only from the date on which it is accepted by the Managing Committee.



ii) Any casual or interim vacancy or vacancies in the Managing Committee including that of an Office bearer either by resignation, death, insanity, insolvency, illness, incapacity due to whatever reason including going abroad temporarily or permanently shall be filled up by co-option by the remaining members of the Managing Committee at a meeting. The member(s) so co-opted shall vacate his/her office on the day, on which term of the office of the member express i.e., in whose place he / she was co-opted. It shall also be open to General Body of the Society to elect another filling up such vacancy or vacancies in the Managing Committee and the Member(s) so elected shall hold office only for the unexpired period of the original term. However the proceedings of the Managing Committees shall not be invalidated on account of any vacancies on the committee.

6. Property of the Society:

The Properties, movable and immovable belonging to the Society shall vest in the Managing Committee of the Society.

7. Opening of the Bank Account(s):

The Managing Committee can open Bank Account in the name of the Society and authorize any of the office bearers to operate the Bank Account(s).

8. Investment & Borrowing:

The General Body of the Society is vested with powers to invest / borrow funds on behalf of the Society.

9. Notice for the Meetings:

Generally (14) fourteen clear days notice to all the members shall be required for convening the meetings of the General Body and seven days notice is required to be issued for convening the meetings of the Managing Committee. However, the General Body or Managing Committee Meetings may be convened at short notices, if need be, with the approval of the Chairman of the Society.

10. Circular resolutions:

Ordinarily all decisions shall be taken in the meetings convened for the purposes and approved by a majority of those present and Voting. However, business can be transacted through circular Resolutions by the Managing Committee in case of urgency provided a majority or the members of the Managing Committee agree / approve the proposals. However the decisions of the Managing Committee taken by way of circular resolutions shall be placed before the next Managing Committee for information.

11. Maintenance of Books & Registers:

Members Register, Account books, Attendance Registers, Minutes Books of the meetings etc., shall be maintained by the Society in such form / manner as decided by the Managing Committee.



12. Auditing of Accounts:

The accounts of the Society shall be audited once in a year by a Chartered Account appointed in a General Body meeting and the audited annual accounts together with the report of the Auditors shall be placed before the Annual General Body Meeting for approval.

13. To sue or may be sued:

The Society may sue or be sued in the name of its Secretary.

14. Quorum:

Two thirds of the total members for a General Body shall form the quorum. However quorum is not required for adjourned General Body meeting after 30 minutes of the Scheduled time of the original meeting: Quorum for the Managing Committee meetings shall be 5 members present out of which at least two (2) shall be the Office bearers of the Society.

15. Funds:

The funds of the Society shall be spent only for the attainment of the objectives of the Society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.

16. Amendments:

- i) No alteration, amendment or modification shall be made in Aims and Objectives of the Society nor it shall be amalgamated with any other Society unless it is voted by 2/3 of the members present at a special General Body meeting convened for this purpose and confirmed by two thirds of the members present at a second special General Body Meetings of the members.
- ii) The alteration, amendment, modification of aims and objects of the Society, or amalgamation with another Society/Organization shall be notified to the Competent Authority (Registrar of Societies) and also to the APIIC Ltd., now TSIIC Ltd., within seven days from the date of such confirmation.
- iii) Any amendment, alteration, modification to the Rules and Regulations of the Society may be carried out by the General Body with a simple majority. Any amendments, alterations, modifications to the Rules and Regulations of the Society shall be notified to the APIIC Ltd., Now TSIIC Ltd., within seven days from the date of such approval by the General Body.

17. Functions of the Office Bearers:

a) **Chairman (Chair person):**

He/she shall preside over the meetings, both General Body and Managing Committee. He/she shall have an (additional) casting vote in the case of tie. He/she can supervise all activities of the Society.



b) **Vice Chairman:**

He/she shall assist the Chairman in discharging his/her functions and in the absence of the chairman, the Vice Chairman shall perform the duties/functions of the Chairman and shall attend to such other duties as may be entrusted to him/her by the General Body/ Managing Committee.

c) **Secretary:**

He/She is the chief Executive Officer of the Society. He guides the Society in all matters of planning, schemes, works, administration, execution of works for attaining the objects of the Society. He/she shall maintain all the relevant records like members Registers, Minutes Books etc., He/she shall convene both General Body and Managing Committee Meetings with the permission of the Chairman. He/she is the custodian of all records relating to the Society and corresponding on behalf of the Society.

d) **Joint Secretary:**

He/she shall assist the Secretary in his/her discharging the duties/functions and shall attend to such duties as may be entrusted from time to time.

e) **Treasurer:**

He/she shall be responsible for all the financial transactions relating to the Society. The Treasurer shall maintain proper accounts of the income and expenditure of the Society. He/she shall prepare annual budget in consultation with the Chairman and the Secretary for placing it before the Managing Committee for its approval and thereafter the annual budget shall be placed before the Annual General Body meeting for its approval

18. WINDING UP:

The Society shall not be wound up / dissolved unless two thirds of the members of the Society present at a Special General Body Meeting convened for the purpose so determine. On such decision being taken, the assets and liabilities of the Society shall be worked out and after discharging the liabilities, the balance assets / funds, if any shall be transferred or paid to some other Society / institution(s) with similar aims and objectives.

Signature of the Chairman

Signature of the Secretary



CERTIFIED TO BE A CORRECT COPY

Name of the Office bearer(s) S/o, W/o, D/o	Age	Designation	Address	Occupation	Signature
1	2	3	4	5	6
1.		Chairman			
2.		Vice Chairman			
3.		Secretary:			
4.		Joint Secretary			
5.		Treasurer			
6		Executive Members			
7		-do-			
8		-do-			
9		-do-			
10		-do-			
11		-do-			

WITNESS:

1.

2.

3.

Name in Block Letters S/o / W/o / D/o	Age	Residential Address	Occupation	Signature
1.	2	3	4	5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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11				
12				
13				
14				

Signature of the Chairman

Signature of the Secretary

EP
21/10

VICE CHAIRMAN & MANAGING DIRECTOR

8/