

# TRAVANCORE TITANIUM PRODUCTS LIMITED THIRUVANANTHAPURAM 21

## **SUO MOTU DISCLOSURE UNDER S.4 OF RTI ACT, 2005**

### **1. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

- a. Travancore Titanium Products Limited (TTPL), a public Sector undertaking under the Government of Kerala is the first white pigment producing unit in the whole South-East Asia. The company was incorporated in 18<sup>th</sup> of December 1946 at Thiruvananthapuram, the capital of Kerala, India on the initiative of Sir C P Ramaswamy Iyer. The company was promoted by His Highness Chithira Tirunal Balaramavarma, the Maharaja of the erstwhile princely state of Travancore (now Kerala State in India) with the technical collaboration of British Titan Products (at present known as Huntsman Tioxide). The royal vision was to convert the rich mineral sands of the country into wealth that would be utilized for the common good of the people. It is a matter of pride that the manufacture of Titanium dioxide was taken up here in Thiruvananthapuram six decades ago by His Highness late Shri Chithira Thirunal Balarama Varma Maharaja who visualized the industrialization of his kingdom by unearthing the rich mineral deposit. Now Travancore Titanium Products Limited (TTPL) is the leading manufacturer of anatase grade titanium dioxide in India with ISO 9001:2008 certification. In 1960 Government of Kerala took over the management of the company. Now the administrative control is vested with the Department of Industries, Government of Kerala.

Travancore Titanium Products Limited is producing titanium dioxide through the 'sulphate route', Ilmenite, a mixed oxide of titanium and iron is the main raw material for the production of Titanium Dioxide pigment. It is a versatile pigment with varied applications in different industrial products like paint, rubber products, cosmetics, leather, ceramic products, artificial fibres, pharmaceutical preparations, textile printing formulations, welding rods etc. Each end product requires a particular quality of Titanium dioxide. It is the whitest of white pigments and has replaced other less effective pigments such as Zinc Oxide, Lithopone etc. This is because of the unique combination of its superior properties of a high refractive index, low specific gravity, high hiding power and opacity and non-toxicity. It also has high tinting strength and dispersion properties as well as chemical stability. Titanium dioxide pigment

available in market in two crystalline forms, viz. Anatase and Rutile, which are of many commercial significance. Titanium dioxide is produced in TTPL in the Anatase form and marketed as Ajantox. Anatase grade possesses excellent water dispersion properties and gives a clear tone in all ranges of application. Travancore Titanium Products Limited has launched Rutile Grade Titanium Dioxide pigment viz., TTP RD-01. This product was developed indigenously through the Sulphate route. TTPL markets this product without surface treatment at a very competitive price.

➤ 1946

Travancore Titanium Products Limited was incorporated on 18<sup>th</sup> December 1946 in collaboration with British Titanium Products Limited, UK for the manufacture of anatase grade Titanium dioxide pigment through 'sulphate route'.

➤ 1950

Commercial production started with an installation capacity of 5 tonnes per day (1800 tonnes per annum).

➤ 1957

The company started its first expansion programme for doubling the production capacity from 5 tonnes to 10 tonnes per day(1800 tonnes anatase and 1800 tonnes rutile per annum).

➤ 1960

Management of TTPL taken over by the Government of Kerala.

➤ 1961

Research and Development wing was set up in the company.

➤ 1963

Increased the production from 10 to 18 tonnes per day(3600 to 5400 tonnes per annum). However, the rutile TiO<sub>2</sub> production was temporarily discontinued.

➤ 1973

Increased the production capacity from 5400 to 24500 tonnes per annum

➤ 1979

KSIPTC (Kerala State Industrial Products Trading Corporation) was appointed sole selling agents.

➤ 1980

Upgradation of sulphuric acid plant to DCDA (Double Catalysis Double Double Absorption) technology.

➤ 1996

New 300 tonnes per day capacity sulphuric acid plant with DCDA technology incorporating air pollution abatement.

➤ 2002

Production of rutile  $\text{TiO}_2$  restarted with new technology developed in the research lab of TTPL

➤ 2003

Direct marketing again by TTPL

➤ 2004

ISO 9001:2000 company

➤ 2006

Production of pigment by 'in situ' method of hydrolysis

➤ 2011

New Copperas Removal and Acid Neutralisation Plants for complete waste management and environmental protection.

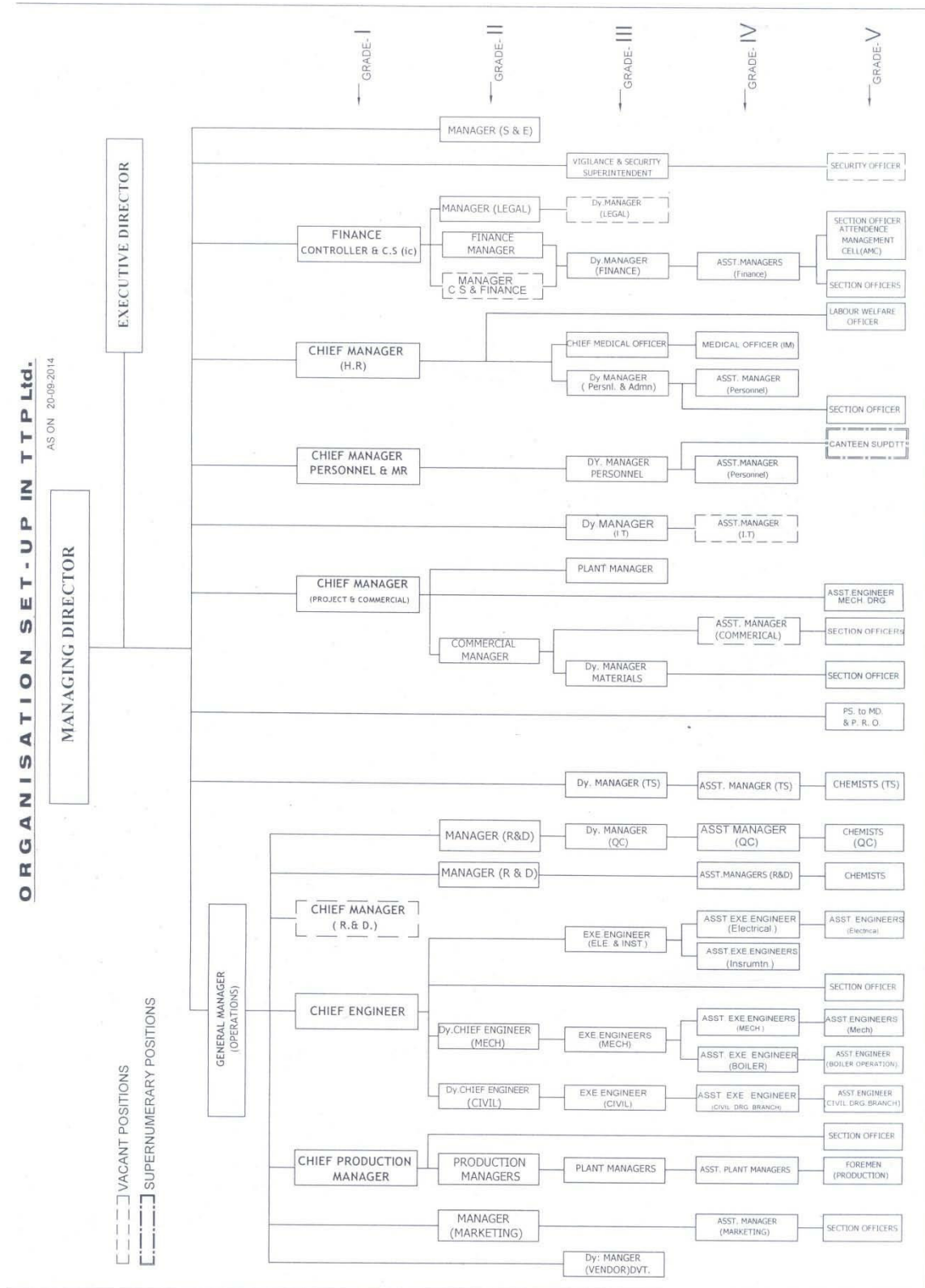
## **QUALITY POLICY**

“To achieve customer satisfaction by effectely managing resources and delivering titanium related products through continual improvement of the Quality Management System”

- b. Please refer website [www.travancoretitanium.com](http://www.travancoretitanium.com)

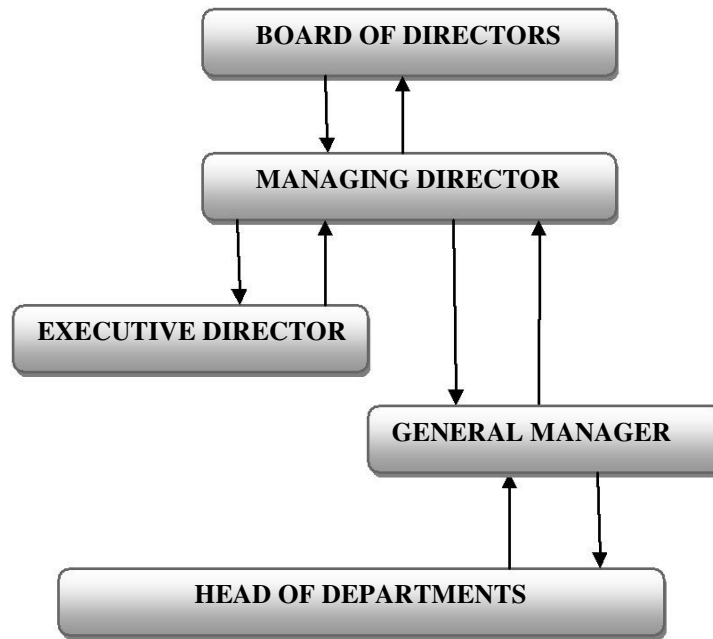
## **2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

b. **ORGANISATIONAL SET UP**



3. **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

a. The decision making process, including channels



4. **THE NORMS SET BY ITS FOR THE DISCHARGING OF ITS FUNCTIONS**

The company has well defined procedures and guidelines for discharge of various functions.

- a. **Delegation of powers** The Board of Directors has delegated power to Managing Director who is authorized to sub delegate to officers of the company for proper discharge of their functions.
- b. **Manuals/Procedures** In order to carry out various functional activities in a uniform manner company is having various procedures as given under:
  1. Marketing policies
  2. Purchase procedure
  3. Contract work procedure
  4. Subordinate Service Rules
  5. Recruitment & Promotion Policies for Managerial cadre

- c. While discharging its functions company has to comply with various laws, rules and regulations.

**5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION.**

1. Purchase procedure
2. Contract work procedure
3. Recruitment & Promotion Policies for Managerial cadre
4. Subordinate Service Rules

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

- Memorandum of Association
- Articles of Association
- Standing Orders
- Superior Service Rules (Recruitment & Promotion Policy for Managerial cadre)
- Subordinate Service Rules
- Memorandum of Settlement (between the Management & the unions)
- Delegation of powers to Officers
- Travancore Titanium Products Gratuity Fund Rules and Regulations
- Supplementary Medical Assistance Scheme
- Group Mediclaim Insurance Scheme
- MD's Orders from time to time
- Details of Referendum dated 08-03-2004

7. **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC RELATIONS TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

As TTP is a company registered under companies Act with commercial objective, its policy decisions and implementation are done at internal level. As all Directors of the company are nominated by Government. The company has 263 numbers of shareholders. Policies of the Government and social commitment of the organization are reflected in the policy decision of the Board.

8. **THE STATEMENT OF THE BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING KOF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

a. Decisions of the Board Meeting and its committee are recorded in the Minutes Book. As company is a commercial undertaking working in a highly competitive market, minutes of Board Meeting/Committee Meetings/Union meetings are not open for public.

b. **PRESENT LIST OF DIRECTORS**

1. **Shri Satyaajeet Rajan IAS**  
Chairman(TTPL)  
Principal Secretary –II  
(Industries & IT)  
Government of Kerala  
Government Secretariat  
Thiruvananthapuram 695 001

2. **Shri K. Madhusoodanan**  
Managing Director  
Travancore Titanium Products Ltd  
Kochuveli  
Thiruvananthapuram 695 023

7. **Shri Haroon Rasheed**  
Director (TTPL)  
Karuppam Veetil House  
Thalikkulam PO  
Thrissur District 680 569

8. **Smt Shubha Thampi**  
Director (TTPL)  
Head, External Relations  
Confederation of Indian Industry (CII)  
The Manthosh Sondhi Centre  
23, Institutional Area, Lodhi Road  
New Delhi 110 003



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| <p>3. <b>Shri Rajesh Kumar Sinha IAS</b><br/>Director (TTPL)<br/>Secretary<br/>Finance (Expenditure) Department<br/>Government of Kerala<br/>Government Secretariat<br/>Thiruvananthapuram 695 001</p> | <p>9. <b>Shri P.A. Alassankutty</b><br/>Director (TTPL)<br/>Achanambalam PO<br/>Kannamangalam<br/>Vengara<br/>Malappuram 676 304</p> |
| <p>4. <b>Shri Abbey Paul</b><br/>Director (TTPL)<br/>Additional Secretary to Government<br/>Government of Kerala<br/>Government Secretariat<br/>Thiruvananthapuram 695 001</p>                         | <p>10. <b>Shri Rajendra Kurup</b><br/>Director (TTPL)<br/>Pallipad PO<br/>Harippad<br/>Alleppey</p>                                  |
| <p>5. <b>Shri M. Anzarudeen</b><br/>Director (TTPL)<br/>Vilayil Veetu<br/>Karalikkonam PO<br/>Ayoor<br/>Kollam 691 533</p>   | <p>11. <b>Adv. Shanavas Khan</b><br/>Director (TTPL)<br/>Thattaruvila<br/>Umayanallur PO<br/>Kottiyam<br/>Kollam 691 589</p>         |
| <p>6. <b>Shri M.K. Malik</b><br/>Director (TTPL)<br/>Manjana House<br/>PO Pulloot<br/>Kodungalloor 680663</p>  | <p>12. <b>Shri David T D</b><br/>Director (TTPL)<br/>Thachil House<br/>Angamali PO<br/>Ernakulam 683 572</p>                         |

c. **PRESENT LIST OF MEMBERS OF AUDIT COMMITTEE**

1. **Shri Rajesh Kumar Sinha I A S(Chairman)**
2. **Shri Abbey Paul**
3. **Shri M. Anzarudeen**

- d. **1. Department Promotion committee**
2. **Commercial Advisory Committee**
  3. **Works Committee**
  4. **Safety Committee**
  5. **Bus Sub Committee**
  6. **Sample Selection Committee**
  7. **Canteen Managing Committee**
  8. **Social Welfare Fund Committee**
  9. **Complaints Committee**
  10. **Grievance Redressal Cell**
  11. **Official Language (Malayalam) Committee**

9. **A DIRECTORY OF OFFICERS AND EMPLOYEES**

<i>COMPANY BSNL MOBILE CONNECTION</i>			
<b>Sl No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MOBILE NO</b>
1	K. Madhusoodanan	MANAGING DIRECTOR	9048505940
<i>COMPANY VODAFONE MOBILE CONNECTIONS</i>			
<b>Sl No</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>MOBILE NO</b>
1	S. SAMPATH	CM(COMMERCIAL)	9048505930
2	R. SREEKUMARAN NAIR	FINANCE CONTROLLER	9048505631
3	M. RAEESATHUNISA BEEGUM	CHIEF MANAGER (HR)	9048505936
4	P.SURESH BABU	CHIEF MANAGER (PERSONNEL)	9048505937
5	M.K.PRABHAKARAN	CHIEF ENGINEER	9048505624
6	N. VENUGOPAL	DY. CHIEF ENGINEER (SAP& UTLY.)	9048505625
7	JOLLY MATHEW	DY. CHIEF ENGINEER (CIVIL)	9048505632
8	N. SASIKUMARAN THAMPI	MANAGER (LEGAL)	9048505629
9	S. PREMAN	CHIEF PRODUCTION MANAGER	9048505627
10	S. PERUMAL	MANAGER (PROJECT)	9048505628
11	DR. K.JOHNSON	MANAGER (R&D)	9048505933
12	V.GANAPATHY SUBRAMANIAN	FINANCE MANAGER	8086448733
13	BIJUKUMAR	VIGILANCE & SECURITY SUPDT.	8589855548
14	K.M. SIVAPRASAD	DY. MANAGER(FINANCE)	9048505630
15	B. ANIL KUMAR	DY. MANAGER (PERSONNEL)	9048505637
16	R. VINOD	MANAGER (MKTG.)	9048505345
17	MARKETING DEPARTMENT		9048505931
18	G. JAYAKUMAR	DEPUTY MANAGER (QC)	9048505347
19	V. BINURAJ	PLANT MANAGER	9048505346
20	S. KABEER	PLANT MANAGER	8589067080
21	I.P. LAIJU	EXECUTIVE ENGINEER(ELECT. & INS)	9048505626
22	P.K. MURALY	COMMERCIAL MANAGER	9048505634

23	B.S SREEHARSHAN	DY. MANAGER(IT DIVISION)	8589920022
24	P. SHILAJA DEVI	DY. MANAGER(TS)	8129690215
25	J. ANWAR	DY. MANAGER(MATERIALS)	8589970077
26	P.K. MADHU	EXECUTIVE ENGINEER (MECH)	9048505636
27	JACOB MATHEW	EXECUTIVE ENGINEER (MECH)	9048505635
28	M.DILEEP KUMAR	ASSISTANT EXE. ENGINEER (INSTR.)	8086397933
29	R. RENIL KRISHNA	ASSISTANT MANAGER (MKTG.)	9048686844
30	A.PRATHAPACHANDRAN NAIR	PUBLIC RELATION OFFICER	9048505941
31	NOUSHAD CHEMBILALI	CO-ORDINATOR (OFFICE MATTERS)	9645083898
32	<b>DUTY OFFICER</b>		<b>9048505942</b>
33	<b>ASSISTANT ENGINEER (ELECT. SHIFT)</b>		<b>9048505935</b>
34	<b>ASSISTANT ENGINEER (III SHIFT MECH)</b>		<b>9946664684</b>

10. **THE MONTHLY REMUNERATION RECEIVES BY EACH OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PRODUCED IN ITS REGULATIONS**

Please see the link.

11. **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE**

a. Company prepares revenue and capital budgets every year. Expenditure incurred by the company is governed by these budgets.

b. Capital & Revenue budget for the year. 2014-15 are given under:

TOTAL BUDGETED INCOME	` 166.76 crores
TOTAL BUDGETED EXPENDITURE	` 160.72 crores
TOTAL CAPITAL BUDGET	` 30.47 crores

12. **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

1. House Loan Subsidy
2. Education Subsidy

13. **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

Company do not grant any concessions, permits or authorizations.

14. **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

Please visit our Website [www.travancoretitanium.com](http://www.travancoretitanium.com) for the following:

- Company
- TTP Now
- Future
- Customers
- Process
- Quality
- Applications
- Products
- Ecofriendly
- Marketing & Tech
- Home

- Right to Information Act 2005
- Price List
- Tenders
- Expression of Interest
- Export Offer
- Sulphuric Acid
- Jobs

**15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE**

1. Any citizen of India who desires to obtain any information under RTI Act 2005 may make a request to Public Information Officer or Asst. Public Information Officer of the company.

**APPLICATION FEE**

Application fee is `10/- payable by cash(cash time 10.00 a.m. to 3.00 p.m.) or DD/Bankers cheque/pay order (drawn in favour of Travancore Titanium Products Limited payable at State Bank of Travancore, Kochuveli).

If additional fee is to be paid, it has to be paid as below:

- |                                     |   |   |
|-------------------------------------|---|---|
| 1. For each page (A4/A3 size paper) | : | `2/- per page   |
| 2. For copy in larger size paper    | : | actual cost or price  |
| 3. For samples or models            | : | actual cost or price  |
| 4. For inspection of records        | : | no fee for first hour<br>and a fee of Rs. 10/- for every<br>subsequently 30 minutes or<br>fraction thereof. |

Further for providing the information under Sub-Section(5) of the RTI Act, the fee shall be charged as below:

For information provided in diskette : `50/- per diskette

For information provided in printed form : at the price fixed for such publication or `2/- per page of photocopy for extracts from the publication.

- a. The mode of payment of the above mentioned additional fees shall be the same as application fee.
- b. Appeal under RTI Act 2005, lies to Appellate Authority within 30 days of receipt of the decision of Public Information Officer

**16 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

Currently company does not provide any library/reading room facility to Public

**17. THE NAMES, DESIGNATIONS AND AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Please refer website. [www.travancoretitanium.com](http://www.travancoretitanium.com)