



**AGRICULTURE DEPARTMENT**

**MANUAL UNDER  
RIGHT TO INFORMATION ACT, 2005**

©

**Government of Tamil Nadu  
2009**

# AGRICULTURE DEPARTMENT

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## CHAPTER – 1

### Introduction

#### ***1.1 Background of this Manual***

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, “The Right to Information Act, 2005”, (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Department of Agriculture, Government of Tamil Nadu has brought out this manual for information and guidance of the stakeholders and the general public.

#### ***1.2 Objective / purpose of this Manual***

The purpose of this manual is to inform the general public about this Department’s organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.

#### ***1.3 Who are the intended users of this hand-book ?***

This manual is aimed at the public in general and users of the services and provides information about the schemes, projects and programmes being implemented by the Department of Agriculture and the organizations under its administrative control.

#### ***1.4 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.***

#### **Public Information Officers**

(As on 26.09.2011)

Sl. No.	Designation (Non-IAS)	Name of the Public Information Officers	Sections
1	Under Secretary (OP)	Thiru J. Ganesan, M.A.M.L., B.Ed.,	OP1, OP2, OP3 & Bills
2.	Under Secretary (Services)	Thiru A. Samraj, B.A.,	AA1, AA3 & AA4
3	Under Secretary (VC)	Thiru K. Karunakaran, B.Com.,	AA2 & AA8
4	Under Secretary (DC)	Tmt. Mary Vinitha, M.A.	AA5, AA6 & AA7

5.	Under Secretary (AP)	Thiru R. Sampath, M.A.	AP-1, AP-2 and AP-3
6	Under Secretary (OS)	Thiru S. Ravindran, M.A.B.Ed.,	AP-4, AP-5 & Oilseeds
7	Under Secretary (AM)	Thiru S. Thomas, M.A.B.L	AM1,AM2 & AM3
8	Under Secretary (H)	Thiru G. Sivamani, B.ASc.,	H-1 , H-2 and AU sections
9.	Under Secretary (AE)	Tmt. G. Shanthi, M.A.B.Ed., M.Phil	AE-1, AE-2 & Sugarcane
10	Under Secretary (B&P)	Tmt N. Sumathi, B.Sc.,	B&P and General sections
11	Under Secretary (DPAP)	Tmt. V. Santhalakshmi, B.A.B.Ed.,	WD1, WD2, WD3 and DPAP sections

### ***1.5 Procedure and fee structure for getting information not available in the handbook.***

The procedure and fee structure for getting information are as under:-

- a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and accompanied by an application fee of Rs. 10/- by cash or by demand draft or banker's cheque or Court fee stamp. The Public Information Officer shall credit the amount to the following head of account:

**“0075.00 Miscellaneous General Services - 800. Other receipts – BK. Collection of fees under Tamil Nadu Right to Information(Fees) Rules 2005” (DPC 0075 00 800 BK 0006)**

The applicant may also remit the fee under the above head of account through Treasury / Pay and Accounts Office / State Bank of India / Reserve Bank of India and produce the chalan to the Public Information Officer as an evidence for having remitted the fee.

- b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee will be as follows, which may be paid as per the mode at (a) above.
- (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
  - (ii) actual charge or cost price of a copy in larger size paper
  - (iii) actual cost or price for samples or models; and
  - (iv) for inspection of records, no fee for the first hour; and a fee of Rs. 5/- for each fifteen minutes (or fraction thereof) thereafter.

c) For providing the information under sub-section (5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee will be as follows, which may be paid as per the mode at (a) above.

- (i) for information provided in diskette or floppy, @ Rs. 50/- (fifty) per diskette or floppy; and
- (ii) for information provided in printed form, at the price fixed for such publication.

### **1.6 Appellate Authority**

(As on 26.09.2011)

<b>Sl. No</b>	<b>Designation (Non-IAS)</b>	<b>Name of the Appellate Authorities</b>	<b>Sections</b>
<b>1.</b>	<b>Deputy Secretary to Government (AA)</b>	<b>Thiru M. Anandaselvam, M.A.</b>	<b>AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7 and AA-8 sections</b>
<b>2</b>	<b>Deputy Secretary to Government (H)</b>	<b>Thiru S. Gnanasubramanian, MA.B.L</b>	<b>H-1, H-2, AU, B&amp;P, AM-1, AM-2, AM-3, Sugarcane, AE-1 and AE-2 Sections</b>
<b>3</b>	<b>Deputy Secretary to Government (DPAP)</b>	<b>Thiru L. Panneerselvam, B.Com.,</b>	<b>DPAP, WD-1, WD-2 and WD-3, Sections</b>
<b>4</b>	<b>Deputy Secretary to Government (OP)</b>	<b>Thiru M. Balaji</b>	<b>OP-1, OP-2, OP-3, Bills, Oilseeds, General, AP-1, AP-2, AP-3, AP-4 and AP-5 sections</b>

## CHAPTER – 2

### Particulars of Organization, Functions and Duties

(Under Section 4(1) (b) (i) of RTI Act 2005)

#### 2.1. Introduction

The Agriculture Department is headed by the Agricultural Production Commissioner and Secretary to Government. He acts as the administrative head of the department and an advisor to the Hon'ble Minister on all matters of policy formulations and administration relating to these departments:

- a) Agriculture Department
- b) Horticulture and Plantation Crops Department
- c) Agriculture Engineering Department
- d) Agriculture Marketing and Agri Business Department
- e) Seed Certification Department
- f) Tamil Nadu Agriculture University.

#### 2.2 Agriculture Department

The Agriculture Department has taken up the challenge to achieve higher growth rate in agriculture by implementing several development schemes and also propagation of relevant technologies to step up the production. Intensive Integrated farming system, massive Wasteland Development Programme, comprehensive watershed development activities, water management through Micro irrigation systems, Organic farming, Soil health improvement through Bio-fertilizer including Green Manuring, adoption of Integrated Nutrient Management (INM) and Integrated Pest Management (IPM) technologies are given priority through various programmes, besides crop diversification to fetch better return and value addition to agricultural produce are also given priority to improve the economic status of the farming community.

#### 2.3 Horticulture and Plantation Crops Department

Horticulture crops play a unique role in economy by improving the incomes of the farming community. Cultivation of these crops is labour intensive and as such they generate a lot of employment opportunities for the rural population. Fruits and vegetables are a rich source of minerals and proteins. These are referred to as protective foods and have assumed great importance in the nutritional security of the people. Cultivation of horticulture crops plays a vital role in the prosperity of the country and health of the people.

**The Tamil Nadu Horticulture Development Agency (TANHODA)** is coming under the administrative control of this Department. The Director of Horticulture and Plantation Crops is the Officiating Managing Director of this Agency. This Agency is headed by an IAS official as its Chairman.

**The Tamil Nadu Horticultural Producers Co-operative Enterprises Limited (TANHOPE)** is also coming under the administrative control of this Department. The Director of Horticulture and Plantation Crops is the Officiating Special Officer of this Enterprises Ltd. This Enterprises Ltd is headed by an IAS official as its Chairman.

Office Address of the Enterprises Ltd:  
Tamil Nadu Horticultural Producers Co-operative Enterprises Limited (TANHOPE),  
3rd Floor, Agriculture Complex, Chepauk, Chennai-600 005.

#### **2.4 Agriculture Engineering Department**

The Agricultural Engineering Department has been constantly engaged in the conservation, development and management of the agricultural land and water resources of the State thereby contributing to the sustainable increase in agricultural production. The main focus of the department is on watershed development, water management and agricultural mechanisation with an aim of achieving the following objectives;

- Conserving soil fertility by controlling soil erosion
- Harvesting every drop of rain water
- Efficient use of available water
- Intensification of farm mechanisation

#### **2.5. Agricultural Marketing and Agri. Business**

The Department of Agricultural Marketing, which is functioning since 1977, with the main objective of Regulation of Agricultural Marketing, was renamed in the year 2001 as Department of Agricultural Marketing and Agri. Business in order to focus on other activities like Agri Export, Post Harvest Management, Food Processing, etc.

#### **2.6 Seed Certification**

For effective functioning of food production schemes all the inputs need to be managed effectively. To derive the full potential of all inputs seed plays a primary role. In order to make available adequate quantity of quality seeds at right time to the farming community the Department of Seed Certification is implementing Seed Certification, Seed quality control, Seed testing and Training schemes.

#### **2.7 Tamil Nadu Watershed Development Agency**

For effective functioning of Distribution of Government Wasteland to Landless Agricultural Labourer Families, Restructured National Watershed Development Project for Rainfed Areas (NWDPR) Agricultural Development Programme -Rashtriya Krishi Vikas Yojana, Drought Prone Areas Programme and Integrated Wasteland Development Programmes.

## **2.8 Tamil Nadu Agriculture University (TNAU)**

### **I. Extension**

Agricultural Extension is one of the important activities of Tamil Nadu Agricultural University. The technologies developed by this University or any other research organization will be useful to the society only if it reaches the ultimate beneficiaries namely the farmers. Therefore, the University is reorienting its focus on extension by actively involving in various ongoing activities of the State Agriculture Department.

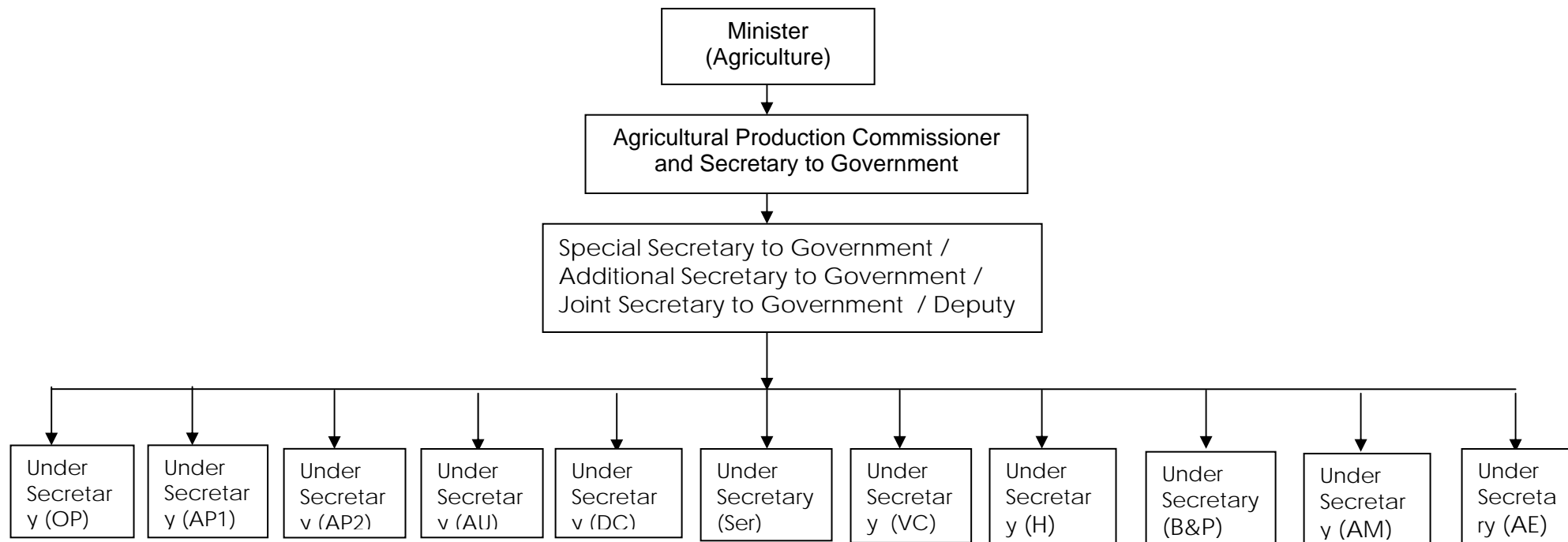
### **II. Education**

Tamil Nadu Agricultural University is offering twelve undergraduate degree programmes. The programmes offered under general stream are B.Sc. (Agriculture), B.Sc. (Horticulture), B.Sc. (Forestry), B.Sc. (Home Science) and B.Tech. (Agricultural Engineering) and the programmes offered under self supporting stream are B.Tech. (Biotechnology), B.Tech. (Bioinformatics), B.Tech. (Horticulture), B.Tech. (Food Process Engineering), B.Tech. (Energy and Environmental Engineering), B.Tech. (Agricultural Information Technology) and B.S. (Agribusiness Management). The following are the important activities

### **III. Research**

Tamil Nadu Agricultural University is taking up research works on various problems faced by the agricultural sector in Tamil Nadu. These research projects are funded by the state and central governments and various national and international donors. Research programmes are undertaken by the scientists of Tamil Nadu Agricultural University in 10 colleges located in seven campuses (Table-13), 34 research stations (Table-14) 14 Krishi Vigyan Kendras and five plant clinic centres (Table-15). Need-based research activities are carried out as decided in the various forums such as Scientific Workers' Conference and Crop Scientists' Meet which are held annually.

**2.9. Organisation Chart of Agriculture Department  
(Secretariat).**



There are 33 Sections in the Department at Secretariat each is handled by a Section Officer. They are assisted by Assistant Sections Officers. The details about subjects dealt with by them are given are given at pages 9 to 22.

## **2.10 Duties of the Public Authority**

The Hon'ble Minister for Agriculture have full control over the administration of this department. The Agricultural Production Commissioner and Secretary of the Department has to supervise, monitor and coordinate various activities of this department while implementing various welfare schemes being implemented with the help of Heads of Departments and their subordinate staffs working in the regions and districts etc. He has to keep the Hon'ble Minister informed of progress time and again.

The Agricultural Production Commissioner and Secretary of the Department conduct monthly / bi-monthly or quarterly review meetings with Heads of Departments and their staff to review the progress made by the departments to achieve the targets already fixed against each and every schemes. Whenever, department officers face some administrative problems, those issues are being discussed and steps are taken to rectify defects, if any.

## **2.11 Resolution of Public Grievances:**

The Department has also opened a Grievance Register to monitor the disposal of grievances of the public brought to the notice of the Secretary of the department. Monthly review of such disposal is being done by the Special Officer, Chief Minister's Petitions Cell in the Secretariat with the help of Nodal Officers appointed for the purpose. This is being done systematically.

## **Agricultural Production Commissioner and Secretary to Government**

### **2.12 Working hours of Office:**

- (a) Opening hours of the office - 10.00 A.M.
- (b) Closing hours of the office - 05.45 P.M.  
(Lunch time - 1.30 p.m. to 2.00 p.m.)

### **2.13 Address of the Main Office and other Offices**

#### **Secretariat Level**

Agricultural Production Commissioner and Secretary to Government,  
Agriculture Department,  
Fort St. George, Secretariat,  
Chennai –600 009.

#### **Heads of Department Level**

Commissioner of Agriculture,  
Chepauk, Chennai – 600 005.

Director of Horticulture and Plantation Crops,  
3rd Floor, Agricultural Complex,  
Chepauk, Chennai – 600 005.

Chief Engineer (Agricultural Engineering)  
487, Anna Salai, Nandanam, Chennai- 600 035.

Commissioner of Agricultural Marketing and Agri Business,  
Thiru Vi Ka Industrial Estate, Guindy, Chennai – 600 032.

Director of Seed Certification,  
1424A,Thadagam Road, Coimbatore 641 113

Registrar,  
Tamil Nadu Agricultural University,  
Coimbatore 641 003

Tamil Nadu Horticulture Development Agency (TANHODA)  
1st Floor, Agriculture Complex, Chepauk, Chennai-600 005.

Tamil Nadu Horticultural Producers Co-operative Enterprises Limited (TANHOPE)  
3rd Floor, Agriculture Complex,  
Chepauk, Chennai-600 005.

Tamil Nadu Watershed Development Agency, (TAWDEVA),  
TANCOF Building,  
No.55, Thiru Vi.Ka. Industrial Estate,  
Ekkattuthangal, Chennai – 600 097.

## CHAPTER – 3

### **Powers and Duties of Officers and Employees**

(Under Section 4(1) (b) (ii) of RTI Act 2005)

#### **3.1 Introduction**

The Agriculture Department of the Tamil Nadu Government is Governed by the provisions of the “Tamil Nadu Secretariat Office Manual” with regard to its functioning and powers and duties of its officers and employees. The provisions of the above manual are available on the website – [www.tn.gov.in](http://www.tn.gov.in)

#### **3.2 Powers and Duties of Officers and Employees**

This Department is headed by a Secretary who is an I.A.S officer and who acts as the administrative head of the Department and advisor to the Ministers of Agriculture. He is assisted in the Secretariat, by a Additional Secretary, a 3 Deputy Secretaries and 9 Under Secretaries along with 33 Section Officers and 59 Assistant Section Officers This Department is responsible for formulation of policies of the Government in respect of Agriculture Department, and also for the execution of various schemes to be implemented for the betterment of the targeted sections of the society. The powers and duties of the officers in the department of Secretariat are indicated below:-

##### **3.2.1 Agricultural Production Commissioner and Secretary to Government**

The Agricultural Production Commissioner and Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Additional Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matter should be dealt with in consultation with the Secretary who will be in over all charge of the Department.

##### **3.2.2 Special Secretary to Government and Commissioner Drought Prone Areas Programme.**

The Special Secretary is the head of Drought Prone Areas Programme. He exercises general supervision and control over the staff under him including Additional Secretary, Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously.

### ***3.2.3. Additional Secretary / Deputy Secretary to Government***

The Additional Secretary / Deputy Secretary will deal with cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Additional Secretary / Deputy Secretary also exercises control over the sections placed in her/his charge both in regard to dispatch of business and in regard to discipline.

### ***3.2.4. Under Secretary to Government***

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

### ***3.2.5. Section Officer***

The Section Officer is in charge of a section of a Secretariat Department. He is assisted by a certain number of Assistant Section Officers who work under his direction and control. He is responsible for all files relating to the subjects allotted to the Assistant Section Officer under him. He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business at all stages in his section and for office routine and procedure.

### ***3.2.6. Assistant Section Officer, Assistants, Personal Clerks and Typists***

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the Personal Registers and also assist the Section Officers in their section work. The assistants are expected to attend to routine items of work such as comparing, dispatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The typists are expected to type notes and drafts and to fair copy all communications to be dispatched. They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section, as the need arises

### 3.2.7. Private Secretaries, Personal Assistants and Personal Clerks

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of work as are entrusted to them.

The Secretariat Department consists of 33 sections. The details are as follows:-

<b>Section Name</b>	<b>ASO</b>	<b>Details of subjects dealt with</b>
OP - 1	ASO – 1	All service matters relating to Assistant Section Officers creation, continuance and permanent retention of posts-Review under F.R.56 (d) – Settlement of General Provident Fund Accounts of Assistant Section Officers – Compilation of sanction of GPF to all Assistant Section Officers and sanction of HBA to ASOs.
	ASO – 2	All Service Matters relating to Section Officers/under Secretaries to Government – Settlement of GPF to section Officers/Under Secretaries to Government who retire/die before superannuation – Matters relating to other officers in Agriculture Department – Matters relating to administration of the Department – Half Yearly Business Statement – Sanction of GPF to Section Officers and Under Secretaries to Government-Distribution of subjects among officers and sections.
OP – 2	ASO – 1	Service Matter of Personal Assistants, Personal Clerks, Typist, Assistant and Temporary Assistant appointed on contract basis and Record Clerks. Sanction of House Building Advance – GPF to all the above categories – Leave Sanction – Sanction of terminal benefits to all the above categories – Disciplinary action in respect of above cadres and OA Establishments.
OP – 3	ASO – 1	Contingencies-Purchase and maintenance of furniture/bicycles-preparation of indent to Director of Stationery and printing- purchase and supply of stationary Articles to officers. Staff members – purchase of postal stamps/Maintenance-Fuel supply – Preparation of Budget for Agriculture (AB/DPAP) – submitting proposal to Revised Estimate/Final Modified Appropriation to Finance Department – Settlement of Air Travel Bills – Floor/Building Maintenance – Sanction of T.A Advance – LTC sanction – Settlement of Xerox and Roneo. Bills and Fax Machine Maintenance etc. Settlement of contingencies and refreshment Bills
	ASO – 2	Telephones – M.R.B. Newspapers-Internal audit Loans and Advances (Except HBA & M.V)-Maintenance of Typewriters/Computers-Rent recovery of quarters – posting of staffs to the Tamil Nadu Legislative Assembly – circulation – Indexing – Inspection by A.G. Audit Party – Inspection by P. & A.R. Department – Tamil Development Inspection.

AA – 1	ASO – 1	All service matters other than disciplinary cases relating to D.A/D.A.M/D.S.C/D.O.S/Addl.D.A / Jt.D.A/ Deputy D.A in TNAES Training Programme in Management Training Programme of USAID Training Programme for the officers of the rank of Joint Director of Agriculture and above and officers of other sister Departments. Transfer and postings for the category of Deputy D.A (Extn) Joint Director of Agriculture (Extn) and Director of Seed Certification. Leave sanction to the category of Joint Director of Agriculture, Director of Seed certification including to sanction GPF part final, DCRG in the category of above posts and also to sanction pay in the category of above posts and also to sanction pay on par with junior in the above posts.
	ASO – 2	All Establishment matters relating to Asst Director of Agriculture/Assistant Director of Horticulture/Deputy Director of Horticulture/Joint Director of Horticulture Asst. Agricultural Chemist/Agricultural Chemist/Joint Director of Agriculture (Research) Additional Director of Agriculture (Research) including approval of estimate of vacancies, preparation of panel for all categories referred cases on appeal, issuing of NOC to go to abroad, sanction of leave, deputation for foreign service, Amendment to special Adhoc Rules etc.
AA – 2	ASO – 1	Vigilance cases up to the level of Agricultural officers O/o the Director of Agriculture/Seed certification/Appeals/Review relating to the staff of Director of Agriculture up to the level of Agricultural officers/ Court cases relating to the above officers. Review meeting conducted by the vigilance commission.
	ASO – 2	Vigilance cases of all A&B Group officer of the O/o the Director of Agriculture/Seed Certification- Appeals/Review relating to the staff of Director of Agriculture from the level of Assistant Director of Agriculture/ Court cases relating to the above officers.
	ASO – 3	All TDP cases of Agriculture Department – Long pending court and Tamil Nadu Administrative Tribunal cases of Agriculture Department – All other cases except dealt by ASO-I and ASO-II.
AA – 3	ASO – 1	All service matters relating to C.E (AE) CE (RVP) S.E (AE), E.E. (A.E) and A.E.E.(AE) – service matters relating to Assistant Director of Geology under Tamil Nadu Agricultural Engineering service posting and Transfer of the above officers placing of Additional charges sanction of Additional charge allowances all court cases in respect of above officers Rectification of pay anomaly etc. Issue of NOCs Deputation of Engineers for higher studies Amendment of special Rules of Tamil Nadu Agricultural Engineering Service.
	ASO – 2	Service matters relating to Assistant Engineers (Agricultural Engineering) under Tamil Nadu Agricultural Engineering Services Service matters relating to Junior Engineer (Agricultural Engineering) and other non-gazette technical staff of Agricultural Engineering Department Special Rules for Tamil Nadu Agricultural Engineering Subordinate Service and Tamil Nadu Agricultural Subordinate Service so far as posts in Agricultural Engineering Department.

AA – 4	ASO – 1	Service matters relating to all Ministerial staff including selection Grade superintendents, Administrative officers, Deputy Director (Administration) in Agriculture Department – Upgradation of posts in respect of Tamil Nadu Ministerial Service and its sister departments – Record clerk, contingent staff excluding other sister departments, compassionate ground appointments in respect of ministerial service only (legal heirs of ministerial staff).
	ASO – 2	Service matters relating to Agriculture Officers including selection grade service matters relating to Assistant Agriculture Officers, Assistant Seed Officers and Deputy Agricultural Officers excluding non-disciplinary cases.
	ASO – 3	Furniture/Telephone books and Publications/Office Equipments/Motor Vehicles/Buildings of Agricultural Department except those pertaining to schemes and purchase of new vehicle formation of new Agricultural Officer for newly formed districts compassionate ground appointment and regularization of services of of Agriculture Officer, Assistant Agriculture Officers.
AA – 5	ASO – 1	Service matters relating to non-gazetted post in TNASS other than Deputy Agricultural Officers and Agricultural Engineering Supervisors and Soil Conservation Assistants Service matters relating to posts under the Special Rules for TNAESS Recommendation of Administrative Reforms commission relating to Agriculture Conducting periodical meeting of recognized service Associations.
	ASO – 2	Audit objections relating to General Administration of the Department other than schemes – All service matters relating to Agricultural Officers/and Deputy Agricultural Officers/Horticultural Officers/Matters relating to Agricultural Development Officers-District Technical Committee consolidated continuation of posts relating to all T & V Schemes Compulsory retirement under 56(B) of staff under the control of all HOD's.
AA – 6	ASO – 1	Disciplinary cases relating to the rank of AE and above of Agricultural Engineering Department/court cases of disciplinary matters of State Level Officers relating to Agricultural Engineering Department – Appeal petitions of the officers and staff of Agriculture Engineering Department relating to disciplinary cases.
AA – 7	ASO – 1	Disciplinary cases relating to officers/staff of Directorate of Horticulture and plantation crops. Ministerial staff of Agriculture Department Review Appeals from Agricultural officers. Deputy Agricultural Officers, Assistant Agricultural Officers. Field Development Officers and staff of the Directorate of Agriculture/Directorate of Horticulture and plantation crops relating to the disciplinary cases/Vigilance cases-court cases relating to the Director of Horticulture and plantation crops.
	ASO – 2	Departmental Disciplinary cases relating to officers/staff of Director of Agriculture Department – Review/Appeal petition of the officials relating to the disciplinary cases from the level of ADA, DDA and JDA and court cases relating to the Director of Agriculture.

AA – 8	ASO – 1	Reorganizations of Administrative control of Agriculture Department – Block wise.
AP – 1	ASO – 1	All matters relating to Agriculturists Problems - Residuary work relating to Agricultural Production Council - All matters relating to State Agriculturists Welfare Committee - Multiple Cropping Programme - Matters relating to crop Insurance Scheme - Storage Bins - Farmers Exchange Programme - All matters relating to TEDA - Issue of No Objection Certificate to reclassify Agricultural Extension Centers and Agricultural Depots – Tamil Nadu Civil Supplies corporation Board Meeting.
	ASO - 2	Propaganda and Publicity Exhibition – Residuary work relating to NWSS Implemented by C.R.A - District Agricultural Seminars Release of water for Agricultural purpose - Agricultural Production Committee - Farmers Festival - State Level Committee on Media Support to Agriculture - Consolidated Forecast reports on all crops Agricultural Prices commission - Statistics on Agricultural Crops - Information under M&E units National seminar Visit- State Agricultural policy-Agricultural Council - World Trade Organization matters relating to Agriculture - Agricultural Development Council – Agri Clinics AGRISNET – Tamil Nadu Agricultural Labour Welfare - National Agricultural Development Programme.
AP – 2	ASO – 1	Special Food grains production Programme – Petitions received from Farmers under Special Food Grains production Programme – Centrally sponsored scheme on Special Food Grains production Programme - Matters relating to Special Component Plan under Twenty Point Programme - TN State Farm Corporation - Centrally sponsored scheme of assistance to small and marginal farmers for increasing Agricultural Production and Minikit Distribution Scheme - National Conference for Kharif and Rabi - Doubling of Food production – Sanction of Government of India Assistance Release of State's share under Macro Management Mode by sending Work Plan Proposals – Revalidation of unspent balance under the Macro Management Mode Scheme.
	ASO – 2	Procurement and Distribution of scheme on paddy and Millet seeds – Central Seed Committee – State Seed Sub Committee – State Variety Release Committee – Seed Certification Act – Seed Testing Laboratories – Export and Import of paddy and Millet Seeds for Research purpose including inter State movement – Post sanction and continuance of staff of seed certification Department - Ratification of Excess expenditure incurred by the vehicles allotted to Seed Certification Department – Write off of poor Germinating Paddy Seeds – P.A.C Audit reports – L.A.Q s Miscellaneous currents. Sanction of Government of India assistance Release of State's share under Micro and Macro Management Mode by sending work plan proposals. Revalidation of unspent balance under the above Mode.

AP – 3	ASO – 1	Centrally sponsored schemes inspect of Fertilizer subsidy scheme. Scheme on the use of bio fertilizer-National Project on Blue Green Algae's – Fertilizers and allied subjects (except pest and Diseases) – Fertilizers control order 1985 – Fertilizer Movement Control Order 1973 Board Meeting of SPIC, IFFCO, MFL National Projection Organic Farming. .
	ASO – 2	State Seed Farms, Requisition and acquisitioning of lands for State Seed Farms, Suits – Stage Farms Corporation of India sanction of staff to Agricultural Farms and State Seed Farms – Seed Centers Seed Processing Units Sanction of posts to Assistant Director Deputy Director Seeds and matters relating to officers Urban compost scheme for development of local manorial resources sewage sullage utilization scheme development of might soil compost Installation of mechanical compost plant supply of bacterial culture flasks.
AP – 4	ASO – 1	<p>Meteorology Artificial rain making crop weather watch Group-Construction of Dry land platforms all matters relating to cotton crop and pulses crops seeds, cotton Jute, Maize Research Centrally sponsored scheme on Intensive Cotton Development Programme under Mini-Mission.</p> <p>II Integrated cotton development project centrally sponsored pulses Programme under ISOPOM – Pulses seed village Programme constitution of state cotton council and core committee crop yield competition Institution of award to Agricultural Extension personnel Tobacco Development Scheme Cotton contract farming State Level sanctioning committee on pulses Programme.</p>
	ASO – 2	Centrally sponsored scheme Integrated cereals Development Programme in Rice ICDP Rice Residual works - Public Accounts committee Vinayagapuram Training center All matters relating to STAMIN. Kudumianmalai Training Center Soil testing laboratories all matter relating to soil testing laboratories Mobile soil testing laboratory and Central Control Laboratory Maize under ISOPOM and Maize Development Programme Farmers training centers All matters relating to farmers training centers Reorganization of Chemistry Wing under Directorate of Agriculture - Farmers Training on Integrated Nutrient Management - Motor vehicles relating to F.T.C. Soil Testing Laboratory STAMIN - Special Rice Intensification.

AP – 5	ASO – 1	<p>Drought / Flood related matters of Delta District Atomic Bomb Gale winds, Second Steering committee on disaster Management visits of the drought Team Visit of the Cauvery Team Agriculture credit to Farmers Cyclones and Storms State Level Bankers Committee Meeting.</p> <p>Pesticides/Pesticide Testing Labs and related matters (10 Laboratories) – Operation and Implementation of Insecticide Act, 1988 and related matters – Bio control Labs (one at Madurai and one at Kancheepuram) and Plant Protection-Residuary matters relating to aerial spraying – LAQ s Assurance Public Accounts Committee relating to the above subject.</p>
AE – 1	ASO – 1	<p>Tractor Hiring Schemes including fixation of hire charges purchase of tractors and bulldozers and other machineries and equipment for use I hiring scheme Residuary matters connected with the Tractor Hiring Scheme prior to 1.1.1965 Sanction of staff relating to hiring scheme Hammer Drills and Wagon Drills Demonstration and Distribution of Agricultural Implements Buildings relating to Agricultural Engineering Department apart from schemes Maintenance of Community Wells Cauvery Delta Programme convening of SLCC meeting storage of water rainfall data of all dams reservoirs.</p>
	ASO – 2	<p>Purchase and Allotment of machineries and equipments of Minor irrigation schemes Minor Irrigation Programme implemented by Agricultural Engineering Strengthening of Ground water and surface water CADP Execution of on Farm Development works under Centrally sponsored command Area Development Programme – Replacement of old and inefficient pump sets under subsidy scheme.</p>
AE – 2	ASO – 1	<p>Centrally Sponsored Scheme of Soil Conservation in the catchment of River Valley Project in South Pennaiyar and Mettur – Convening of SLIC Meeting for River Valley Project – Hill Area Development Programme. Weston Ghat Development Programme – implementation of Rain Water Harvesting and Run Off Management Programme – Remote Sensing Application Mission Project for Crop Acreage and Production Estimation – Reclamation of Saline and Alkaline Soil Scheme – Tamil Nadu State Land Use Board Scheme – Integrated Tribal Development Programme of Soil Conservation in Adi Dravidar Areas – PAC relating to the above Schemes – Writ Petitions – Miscellaneous currents.</p>
	ASO – 2	<p>All matters relating to AGROFED and its affiliates of 19 District Level Agro Engineering and Service Co-operative Societies and 191 Block Level Agro Engineering and Service Co-operative Centers Functional activities of Registrar of Agro Engineering Services Petitions received from the affiliates of AGROFED NCDC loan assistance to AGROFED and its affiliates.</p>

H – 1	ASO – 1	All farm and Research Stations (Horticulture) in the state and matters relating to staff of the Ears and Research stations – Training Centers and Government Botanical Garden (All Districts) – Crop Estimation Survey – Horticulture society – Investigation Cell-Part - II schemes – General currents (Miscellaneous) relating to Horticulture. Matters relating to Hi-Tech Horticulture (precision Farming). <i>All centrally sponsored schemes under fruits and flowers floriculture and allied activities fruit schemes Drip and sprinkler Irrigation schemes under Horticulture – IHDS with National co-operative Development Corporation assistance poly green houses matters relating to Horticulture Development Mission, Horticulture policy schemes under National Horticulture Board, Tamil Nadu Horticultural Development Agency (TANHODA).</i>
H – 2	ASO – 1	Scheme for Development of Vegetables cultivation in plains, hills and Chennai city potato and Tapioca Development schemes production programmes of sweet potatoes, cocoa, Arecanut, spices. Cloves, pepper, chilies, Turmeric, Nut-meg onion and Betal leaf matters connected with Vegetable schemes and Newly Developed Demonstration scheme. General Matters relating to district Horticultural officers. Nilgiris Horticulture Development Programme Hill Area Development Programme under Horticulture Western Ghat Development Programme under Horticulture Nomination of members to Horticulture Board Cashew Development scheme, General matters relating to Horticultural schemes Inspection reports relating to DH&PC matter relating to plantation of Coffee, Tea matter relating to regulation to private nurseries Act, state scheme relating to Integrated, Horticultural Development scheme, State schemes relating as alternate cropping in the Nilgiris District. State scheme relating to Integrated Tribal Development Programme.
AM – 1	ASO – 1	Establishment matters – Pension Allegations and Disciplinary cases of Special Officers/Chairman/Secretaries of Market Committees and the staff under the control of Commissionerate of Agricultural Marketing – Preparation of panel for the posts of Secretary of Market Committee – Transfer and posting of Secretary of Market Committees – Special Rules for Tamil Nadu Agricultural Marketing Services and Court cases thereto, sanction, Continuance, Upgradation, Creation revival of posts therein Association Demands, Regularization of excess expenditure and all purchase of items etc of Market Committees and Commissionerate of Agricultural Marketing and Tamil Nadu State Marketing Board other than new schemes and announcements.
	ASO – 2	Establishments matters relating to other than Secretary of Market Committees viz, Pension, allegations and disciplinary cases in Tamil Nadu Agricultural Marketing Subordinate Service and State Agricultural Marketing Board, Compassionate ground appointments, budget for Market Committees and Court cases thereto – Exhibitions conducted by TNSAMB – Board Meeting of TNSAMB Training of Market Committees – State Agricultural Marketing Board and Commissionerate of Agricultural Marketing.

AM – 2	ASO – 1	All matters relating to issue of Statutory Notification on crops under the TAPM Act 1987- Writ Petitions challenging statutory notification under the Act – Bifurcation of Market Committees – Opening of the Regulated Markets – Acquisition of Lands for Market Committees/Board – W.P cases on Land Acquisition – Writ Petitions under TAPM(R) Act and Rules.
	ASO – 2	Marketing Development Projects, New Infrastructure Schemes to Market Committees/Board – All construction of building in Regulated Markets, Market Committees and Marketing Board – Fixation of Annual physical and financial targets of Market committees – Drying Yards – Fixation of rent for building of Market Committees and State Agricultural Board and Commissioner of Agricultural Marketing and Agri Business.
AM – 3	ASO – 1	Audit and Administrative Report of Market Committees and Board-Investment of surplus funds and borrowings by Market Committees-Market Complexes-Amendment to TAPM(R)Act and Rules including legislation-Uzhavar Sandhaigal - Market fee exemption except Writ Petitions filed by traders – Kapas Grading Scheme-State Agmark grading Laboratories-Commercial and Kapas Grading Centers.
	ASO – 2	High Level Committee-Agriculture Business-Food Processing and Agri Exports Zone – Establishment of Cold Storage and cold chain under Agrl Export Zones – Contract farming with regard to Agricultural Produces. Seminars/workshop conducted by consideration of Indian Industry World Trade Organization – Agreement of Agricultural Marketing.

WD – 1	ASO – 1	Matter relating to TN Watershed Development Agency like Staff, Vehicle – Receipt of funds to TAWDEVA – Liaising with other Secretariat Departments on matter of Watershed Development – Leasing of wastelands to corporate Besides / Self Help Groups and Co-operative Organization – Scrutiny of applications for lease of wastelands by High Level Committee – Collection of Statistics on Wastelands Revised Comprehensive Wasteland Programme – Distribution of 2 acres of Government wastelands to landless agricultural labourers families – Promotion of Bio-fuel– Project for Jatropha, Sweet Sorghum and Sugar beet promotion – All matter relating to NWDPRRA including release of fund, watching progress, evaluation of such scheme etc.
WD – 2	ASO – 1	All matters relating to Participatory Watershed Programme-Release of fund for P.W.P – Scrutiny of proposal received from Tamil Nadu Watershed Development Agency – Watershed Development Fund Programme assisted by NABARD.
WD – 3	ASO – 1	Formulation and execution of externally aided special projects – Residuary work of DANIDA assisted TANWA phase I and phase II projects World Bank DANIDA assisted Tirunelveli phase I and Phase II Project DANIDA assisted CWDP Composite Ramanathapuram District – Audit paras relating to the above mentioned projects – Watching and Consolidation of technical matters relating to CWP – All matters related to Watershed Development references from State Planning Commission.
B&P	ASO – 1	Budget Preparations, policy notes performance Budget Announcements. Watching of expenditure statement monthly. Arranging for convening of monthly review meeting on plan schemes i.e. State schemes/Central share schemes by APC & Secretary Hon'ble Minister. Matters relating to Financial appraisals quarterly meeting. Furnishing of expenditure statement to PD&SI Department every month after consolidating the same from HODs through on line. Attending the monthly review meeting held at C.M.Secretariat. to review the status of Announcements made during various occasions from 2001-2004 and latest stage PVT on ON Line. Consolidating updated the status report on Announcement and forwarding the same through "On line"
GENERAL	ASO - 1	Chief Minister's Special Cell petitions-Collectors and police officers conference-Cabinet Meetings-Writ Petitions-Development of Sathankulam-People's war Group in Dharmapuri and Krishnagiri District-Consolidation of Government Assurances-Other General/Miscellaneous matters-consolidation of Legislative Assembly questions-Training matter other than particular scheme/programmers.
	ASO – 2	All matters relating to Committee on public Accounts-Committee on public undertakings –Estimate Committee-Committee on papers laid on the Table of the House-Committee on delegated legislation-Audit and Inspection Report-Review of Reconciliation works write off proposals – Consolidation works on Draft paragraph and detailed appropriation accounts consolidation of cut-Motions in respect of Agriculture-Committee on petition.

SUGAR	ASO – 1	Sugarcane – Fixation of State Advised Price (SAP) – Furnishing of details relating to Statutory Minimum Price (SMP) notified by Government of India – Sugarcane cess – Area Delimitation/allocation to sugar Factories – TN Sugar Factories control Act, 1949 – Sugarcane (Control) order, 1966 – Miscellaneous – Regarding.
	ASO – 2	Sugarcane Road Development Scheme – Land Acquisition relating to Sugarcane Road Development Scheme – Writ Petitions – Review of Progress report on the SRDS – Administrative sanction regarding Sugarcane Road Development Scheme.
OIL SEEDS	ASO – 1	Centrally sponsored oilseeds production programme under ISOPOM Centrally sponsored National Oilseeds and Vegetable Oil Development Board (NOVOD) schemes Oilseeds programme from Technology mission of oilseeds and Pulses (TMO & P) Development schemes on Sunflower, safflower, Groundnut, Ginger and other oilseeds. All matters relating to TANCOF including court cases challenging the retirement of Employees and liquidation of TANCOF – Matters relating to Deployment of post of erstwhile oilseeds department and sanction.
	ASO – 2	Centrally sponsored Oil palm Development Programme Under ISOPOM Coconut Development Board assisted coconut Development Programmes All Developmental schemes on coconut implemented by the Department of Agriculture. Continuance of temporary posts of oilseeds and coconut Development schemes-Legislation on oilpalm Development – Establishment of oilpalm processing units – Land Acquisition for coconut Nurseries-Kissan Call Centers.
DPAP	ASO – 1	Integrated Wasteland Development Programme New proposals received from the Districts and Forwarded to Government of India Release of funds Review of Progress reports on IWDP monthly Review meeting PAC relating IWDP Review of Evaluation Study Reports of various activities under IWDP inclusion of new area in districts Miscellaneous currents LAQ and Lok Sabha Questions Assurances, All Court matters relating to IWDP Tour Programme of officers outside the State Training under IWDP Petitions on allegations relating to IWDP.
	ASO – 2	Staff continuance for DRDAs. Allegations petitions against implementation of Watershed Development Programme Meetings at New Delhi, Subject matters relating to Annual Action Plan Watershed Development Programme Guidelines, issuing of clarifications related to positioning of Watershed Development Team Members, Tour Programme of officers outside the State Training under DPAP Legislative Assembly Question and Lok Sabha Questions. Assurances, Watershed maps subject matter related to Vehicles in DPAP Districts Court cases All matters related to pre watershed Development Programme Review of progress under DPAP Monthly Review meeting Release of Funds for DPAP PAC Review of Evaluation study report of various activities under DPAP inclusion of new area district Reconciliation of Audit figures with those of departmental figures District inspection Reports matters relating to DPAP Cell Budget Estimates Miscellaneous currents sericulture

AU	ASO – 1	<p>Establishment matters relating to Vice-chancellor, Registrar, Directors, Head of the Department, Professors, Associate Professors, and Assistant Professors including non-teaching staff. Matters relating to requests of staff members and their Appeals to Government.</p> <p>Writ Petitions and Writ appeals in which secretary to Government, Agriculture Department imp leaded as Respondent.</p> <p>Tamil Nadu Agricultural University Act 1971.</p> <p>Establishment matters of Sri Ramkrishna Mission Vidyalaya Institute of Agriculture and Rural development, Coimbatore.</p> <p>Grants-in-aid to Sri Ramakrishna Mission Vidyalaya Institute of Agriculture and Rural Development, Coimbatore.</p> <p>All matters relating to Krishi Vigyan Kendras (KVK)</p> <p>Appeals of service personnel and Retired personnel of TamilNadu Agricultural University regarding their pay fixation, increments, advance increments, counting of past services to miscellaneous items.</p>
	ASO – 2	<p>Agricultural schools and Agricultural Colleges under the control of the TNAU,</p> <p>Farmer's Quota admission etc. research and Alternative crops.</p> <p>Part.II schemes relating to the TNAU.</p> <p>Grants-in-aid to the TNAU-Grants-in-aid to the Agricultural faculty of Annamalai University.</p> <p>Affiliation matters relating to sagayathottam Institute of Agricultural and Rural Development, Thokkolam, Vellore, District, Sri Ramakrishna Mission Vidyalaya Institute of Agriculture and Rural Development, other affiliated Institutions.</p> <p>Public Accounts committee-Estimate Committee-Legislative Assembly question relating to Tamil Nadu Agricultural University, Writ Petition.</p>

## **CHAPTER – 4**

### **Procedure followed in the decision making Process**

(Under Section 4(1) (b) (iii) of RTI Act 2005)

The Department, as part of the Government Secretariat, follows the procedure laid down in the Secretariat Office Manual and the Tamil Nadu Government Business Rules and Secretariat Instructions. Apart from this, the provisions in the Tamil Nadu Financial Code, Tamil Nadu State and Subordinate Service Rules and the Tamil Nadu Government Servants' Conduct Rules, 1973 are also followed wherever applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc. in accordance with the documented procedures / laid down procedures / defined criteria / rules detailed above. The process of examination is initiated by the Assistant Section Officers and passes through the Section officer, Under Secretaries and Deputy Secretary/Joint Secretary/ Additional Secretary/ Special Secretary to the Agriculture Production Commissioner and Secretary. If need be, other departments are consulted. In case of matters involving funds, Finance Department is invariably consulted. Wherever the Business Rules require circulation of files to the Minister or Chief Minister or Governor, orders are obtained in circulation.

If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

**CHAPTER – 5**  
**Norms set for the discharge of functions**  
(Under Section 4(1) (b) (iv) of RTI Act 2005)

For the discharge of functions allocated to the Agriculture Department, the provisions contained in the “Secretariat Office Manual” are followed. The day-to-day administrative functioning is governed, by various set of Acts and Rules and instructions issued by the Government from time to time. Some of the commonly used Acts/Rules/Manuals are as follows:-

1. Secretariat Office Manual.
2. The Tamil Nadu Government Business Rules and Secretariat Instructions.
3. The Tamil Nadu Government Servants conduct Rules, 1973.
4. Tamil Nadu State and Subordinate Service Rules
5. Fundamental Rules.
6. Right to Information Act, 2005.

## CHAPTER – 6

### Rules, Regulations, Instructions, Manuals and records for discharging functions

(Under Section 4(1) (b) (v) of RTI Act 2005)

1. The business in the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals.
  1. Tamil Nadu Government Business Rules and Secretariat Instructions.
  2. The Tamil Nadu Secretariat Office Manual
  3. Tamil Nadu Budget Manual
  4. Tamil Nadu State and Subordinate Service Rules
  5. Tamil Nadu Civil Services (Discipline Appeal) Rules
  6. Tamil Nadu Civil Service (DPT) Rules, 1955.
  7. Tamil Nadu Government Servants Conduct Rules, 1973
  8. Tamil Nadu Pension Rules
  9. Fundamental Rules of the Tamil Nadu Government
  10. Tamil Nadu Financial Code
  11. Tamil Nadu Account Code
  12. Tamil Nadu Treasury Code
  
2. The details of the above listed Rules, Manuals and Acts are furnished below

1.	Name of the Rules	Tamil Nadu Government Business Rules and Secretariat Instructions.
	Type of the document	The Rules describe the manner and procedures in conducting the Business of the Government complying with the provisions of the Constitution of India.
2.	Name of the Manual	The Tamil Nadu Secretariat Office Manual.
	Type of the document	The manual describes the system and procedures to be followed in conducting the office work in the department of Secretariat.
3.	Name of the Manual	The Tamil Nadu Budget Manual
	Type of the document	This manual contains the rules framed by the Finance Department for the guidance if estimating officers and departments of Secretariat in regard to the budget procedure in general and to the preparation and examination of the annual budget estimates and the subsequent control over expenditure in particular to ensure that it is kept within the authorised grants or appropriation.

4.	Name of the document	Tamil Nadu State and Subordinate Service Rules.
	Type of the Rules	The Rules are made under the proviso to article 309 of the Constitution of India governing the service conditions of members of State and Subordinate Services.
5.	Name of the document	Tamil Nadu Civil Services (Discipline and Appeal) Rules.
	Type of the Rules	The rules are made under the proviso to article 309 of the Constitution of India in relation to the discipline, penalty and appeal against penalty imposed on the members of Civil Service of the State.
6.	Name of the document	Tamil Nadu Government Servants Conduct Rules, 1973.
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the conduct of the members of civil service of the state in the performance of the duty with integrity and devotion to duty.
7.	Name of the document	Tamil Nadu Pension Rules
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the pensionary benefits to the members of civil service of the State.
8.	Name of the document	Fundamental Rules
	Type of the Rules	The rules are made under the proviso to article 309 of Constitution of India in relation to the pay, allowances, leave joining time, foreign service etc., of the members of civil service of the State.
10	Name of the document	Tamil Nadu Financial Code
	Type of the Code	The code is published by the Finance Department outlining discipline to be followed in incurring expenditure and procedures to be followed and delegation of powers.
11.	Name of the document	Tamil Nadu Account Code.
	Type of the Code	The code published by the Finance Department outlines the accounting procedures to be followed by various departments while regulating expenditures.
12.	Name of the document	Tamil Nadu Treasury Code.
	Type of the Code	The code published by Finance department outlines the procedures to be followed in regard to preparation of bills and presentation to treasury for payment and accounting procedures incidental thereto.

The documents mentioned in items 1 to 12 are available with the Director of Stationery and Printing for sale to the public on payment of cost.

## CHAPTER – 7

### **Statement of categories of documents that are held by Agriculture Department under its control**

(Under Section 4(1) (b) (vi) of RTI Act 2005)

The following documents are held under the control of this department.

1. Policy Note
2. Performance Budget
3. Citizen Charter
4. Government Orders issued by this department
5. Government Letters issued by this department

The items 1 and 3 are available in the website <http://www.tn.gov.in/department/agri.htm>

The rest of the documents will be available by requisition. Public interested Government Orders are available in the website <http://www.tn.gov.in>

## **CHAPTER – 8**

### **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**

(Under Section 4(1) (b) (vii) of RTI Act 2005)

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

## CHAPTER – 9

### **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 public**

(Under Section 4(1) (b) (viii) of RTI Act 2005)

At present there is no formal mechanism to seek consultation / participation of public in formulation of policies of this Department. However, their participation is there in certain committees constituted by this Department. The suggestions and views on policy matters and programmes received from the public/ Non-Governmental Organisations are given due weightage by this department in formulating policies and programmes. The recommendations/ observations made by the Public Accounts Committee/ Public Undertakings Committee/Assurance Committee/Petitions Committee, etc. of the Legislative Assembly are also acted upon by this Department.

Committee	STATE LEVEL IMPLEMENTATION COMMITTEE
Purpose	Centrally Sponsored Scheme for Soil Conservation and Integrated Watershed Management in the catchment Areas of River Valley Projects and Flood Prone River Valley Projects.
Details of Members:	
Chairman	1. Agricultural Production Commissioner and Secretary to Government
Member	2. Secy, Finance 3. Secy, Planning & Development 4. Secy, Agriculture 5. Secy, Environment and Forest 6. Secy, Public Works 7. Director of Agriculture 8. Principal Chief Conservator of Forests 9. Chief Engineer (Irrigation)
Member-Secy:	10. Chief Engineer (Agrl. Engg) River Valley Project
G.O. Ms. No. 315 Agriculture Dept. dated 01.06.1992	

Committee	STATE LEVEL CO-ORDINATE COMMITTEE ON CROP INSURANCE
Purpose	Implementation of National Agri. Insurance Scheme
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Member</p> <ol style="list-style-type: none"> <li>2. Secy, CFCP</li> <li>3. Secy, Fin (or) Rep.</li> <li>4. Commissioner of Agriculture</li> <li>5. Director of Economics and Statistics</li> <li>6. Commissioner of Horticulture and Plantation Crops</li> </ol> <p>Member-Secy:</p> <ol style="list-style-type: none"> <li>7. Registrar of Co-operative Societies</li> <li>8. Rep.of AIC, NABRD, RBI, MD, State Co-op Bank</li> <li>9. Deputy Director, N.S.S.I., Sastri Bhavan, Chennai – 6.</li> </ol>	
G.O.Ms.No.80 Agriculture(AP1)Dept. 15.3.2000	

Committee	TAMIL NADU HORTICULTURAL DEVELOPMENT AGENCY GOVERNING BODY
Purpose	To encourage Horticulture Activities in Tamil Nadu
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Member</p> <ol style="list-style-type: none"> <li>2. Commissioner of Agriculture</li> <li>3. Representative from Finance Department.</li> <li>4. Director of Rural Development</li> <li>5. Chief Engineer (Agrl. Engg)</li> <li>6. Dean (Horticulture), Tamil Nadu Agriculture University.</li> </ol> <p>Member-Secy:</p> <ol style="list-style-type: none"> <li>7. Commissioner of Horticulture and Plantation Crops</li> </ol>	
G.O.Ms.No. 91 Agriculture (H1) Dept. dated 27.03.2000	

Committee	RECONSTITUTION OF TAMIL NADU HORTICULTURAL DEVELOPMENT AGENCY GOVERNING BODY
Purpose	To encourage Horticulture Activities in Tamil Nadu
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Member</p> <ol style="list-style-type: none"> <li>2. Commissioner of Agriculture</li> <li>3. Commissioner of Agriculture Marketing and Agri Business.</li> <li>4. Representative from Finance Department.</li> <li>5. Director of Rural Development</li> <li>6. Chief Engineer (Agrl. Engg)</li> <li>7. Dean (Horticulture), Tamil Nadu Agriculture University.</li> </ol> <p>Member-Secy:</p> <ol style="list-style-type: none"> <li>8. Commissioner of Horticulture and Plantation Crops</li> </ol>	
G.O.Ms.No. 250 Agriculture (H1) Dept. dated 18.06.2004	

Committee	STATE LEVEL MONITORING COMMITTEE TO REVIEW THE PROGRESS OF CAD & WMP IN TAMIL NADU
Purpose	To monitor the implementation of CAD & WMP in Tamil Nadu
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Members:</p> <ol style="list-style-type: none"> <li>2. Chief Engineer (Agrl.Engg.), RVP</li> <li>3. Representative from Central Water Commission, Coimbatore</li> <li>4. Rep. of Central Ground water Board</li> <li>5. Rep. of Tamil Nadu Agricultural University, Coimbatore</li> <li>6. Rep. from Dept. of Agriculture</li> <li>7. Rep. from Dept. of Horticulture</li> <li>8. Rep. from Irrigation Management Training Institute, Trichy</li> <li>9. Rep. from Water Resources Organisation, PWD</li> <li>10. Rep. from Farmers' Federation/ Project Level Committee of the project</li> </ol> <p>Member Secretary:</p> <ol style="list-style-type: none"> <li>11. Chief Engineer (Agrl.Engg.)</li> </ol>	
G.O.(2D) No.20, Agriculture(AE1)Dept. dated 21.2.2005	

Committee	STATE MICRO IRRIGATION COMMITTEE
Purpose	Implementation of a new Centrally Sponsored Scheme on Micro Irrigation, and the SMIC will devise strategies to promote Micro Irrigation.
Details of Members:	
<p>Chairman</p> <p>1. Agricultural Production Commissioner and Secretary to Government</p> <p>Members:</p> <p>2. Representative from Government of India, Ministry of Agriculture</p> <p>3. Representative from Finance Department</p> <p>4. Director of Rural Development</p> <p>5. Chief Engineer (Irrigation) Engineer. In Chief (Water Resources Organisation) &amp; Chief Engineer(General), Chennai.</p> <p>6. Chief Engineer (Agrl. Engineering)</p> <p>7. Dean (Agricultural Engineering), Tamil Nadu Agricultural University, Coimbatore,</p> <p>8. Principal Investigator, Precision Farming Development Centre, Tamil Nadu Agricultural University, Coimbatore.</p> <p>9. Representative from Lead Bank, Indian Overseas Bank</p> <p>10. President/ Secretary, State Level Fruit/ Flower Growers Association</p> <p>11. Representative of Irrigation Association of India (IAI)</p> <p>12. Special Invitees.</p> <p>a. Professor &amp; Head (Vegetable) Tamil Nadu Agricultural University, Coimbatore.</p> <p>b. Professor &amp; Head (Agronomy) Tamil Nadu Agricultural University, Coimbatore.</p> <p>c. Professor &amp; Head (Soil Science) Tamil Nadu Agricultural University, Coimbatore.</p> <p>d. Professor &amp; Head (Water Management) Tamil Nadu Agricultural University, Coimbatore.</p> <p>e. Professor &amp; Head (Agriculture Economics) Tamil Nadu Agricultural University, Coimbatore.</p> <p>f. Deputy Director General, NIC, Chennai.</p> <p>13. Chief Engineer, State Ground &amp; Surface Water Data Centre, Taramani, Chennai.</p> <p>Member Secretary:</p> <p>14. State Mission Director, National Member Horticulture Mission/ Commissioner, Horticulture &amp; Plantation Crops / Managing Director, TANHODA</p>	
G.O.Ms.No. 165 Agriculture (H1) Dept. dated 12.07.2006	

Committee	RECONSTITUTION OF STATE COTTON COUNCIL
Purpose	To discuss various issues pertaining to Cotton Development.
Details of Members:	
<p>Chairman</p> <p>1. Agricultural Production Commissioner and Secretary to Government</p> <p>Member</p>	

1. Commissioner of Agriculture
2. Commissioner of Agriculture Marketing and Agri Business.
3. Director of Seed Certification
4. Director of Handlooms and Textiles
5. Professor and Head (Cotton) Tamil Nadu Agriculture University, Coimbatore
6. Thiru K. Sridharan, Vice President, T. Stanes Company and Vice President, Pesticides Manufacture's Association, 8/23-24, Race Course Road, Coimbatore.
7. South India Mills Association, Cotton Development and Research Association, Post Box No.3871, Race Course Road, Coimbatore.
8. Thiru K. Sriramulu (Farmer) S/o.Krishnasamy Naicker, Rangarajapuram Post, 626 148, Watrap Block, Srivilliputtur Taluk, Virudhunagar District.
9. Thiru M. Selvaraj (Farmer), S/o.Thiru N.Munusamy, Ruthriyampalayam, Coimbatore District.
10. Thiru S.Govindarajan, State Marketing Manager, Indian Farmers Fertilizer Cooperative Limited. Habibullah Road, T.Nagar, Chennai – 600 017.
11. Tamil Nadu Seed Association
12. The National Seed Corporation
13. Thudiyalur Co-operative Agricultural Service Society (TUCAS)
14. Representative of Mini Mission – I, III and IV

Member-Secy:

15. Commissioner of Agriculture.

G.O.Ms.No. 260 Agriculture(AP4) Dept. dated 29.09.2006

Committee	RECONSTITUTION OF STATE VARIETY RELEASE COMMITTEE
Purpose	To evaluate the varieties of seeds and to release these varieties
Details of Members:	

Chairman

1. Agricultural Production Commissioner and Secretary to Government

Members

2. Vice Chancellor, Tamil Nadu Agricultural University, Coimbatore.
3. Director of Seed Certification, Coimbatore.
4. Commissioner, Horticulture & Plantation Crops
5. Professor & Head (Seed Technology) Tamil Nadu Agricultural University, Coimbatore.
6. Dean, Faculty of Agriculture, Annamalai University, Annamalai Nagar, Chidambaram.
7. Commissioner of Sugar, Chennai
8. Chief Engineer (Agrl. Engineering)
9. Director, Centre for Plant Breeding and Genetics, Tamil Nadu Agricultural University, Coimbatore

Member-Secy:

10. Commissioner of Agriculture.

G.O.Ms.No.261 Agriculture (AP2) Dept. dated 28.09.2006

Committee	RE CONSTITUTED STATE SEED SUB-COMMITTEE FOR AGRICULTURE CROPS
Purpose	
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Members</p> <ol style="list-style-type: none"> <li>2. Director of Agriculture</li> <li>3. Director of Seed Certification, Coimbatore.</li> <li>4. Additional Director of Agriculture (Inputs) / Joint Director of Agriculture (Inputs), O/o. Director of Agriculture, Chennai-5.</li> <li>5. Director, Centre for Plant Breeding and Genetics, Tamil Nadu Agricultural University, Coimbatore</li> <li>6. Professor &amp; Head (Seed Technology) Tamil Nadu Agricultural University, Coimbatore.</li> <li>7. Area Manager, National Seed Corporation Ltd, Ambatur Estate, Chennai.</li> <li>8. Special Officer, Thudiyal8ur Co-op Agriculture Society, Thudiyalur, Coimbatore.</li> <li>9. Secretary, Tamil Nadu Seed Producers Association, Coimbatore.</li> <li>10. Seed Producer</li> <li>11. Thiru. S.Ranganathan, S/o. Subburayan, No.91, E/118, C3, Periyar Nagar, Ammapettai, Salem – 636 003.</li> <li>12. Thiru Kuthalarn P Kalyanam, Ex-Member of Legislative Assembly, Kuthalam Post, Mailaduthurai (TK), Nagapattinam District.</li> </ol> <p>Co-Convener:</p> <ol style="list-style-type: none"> <li>1. Joint Director of Agriculture (State Seed Farms), O/o. Director of Agriculture, Chennai-5.</li> </ol>	
G.O.Ms.No. 408 Agriculture (AP2) Dept. dated 28.12.2006	

Committee	STATE BAMBOO STEERING COMMITTEE
Purpose	Implementation of the National Bamboo Mission for Bamboo cultivation in forest and Non-forest areas
Details of Members:	
<ol style="list-style-type: none"> <li>1. Chairman</li> <li>2. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Member</p> <ol style="list-style-type: none"> <li>3. Secretary, Environment and Forest Department or his representative</li> <li>4. Secretary, Finance Department or his representative</li> <li>5. Secretary, Handlooms, Handicrafts, Textiles and Khadi Department or his representative</li> <li>6. Secretary, Higher Education Department (Science and Technology) or his representative</li> <li>7. Secretary, Industries Department or his representative</li> <li>8. Secretary, Rural Development and Local Administration Department or his representative</li> <li>9. Secretary, Housing and Urban Development Department or his representative</li> </ol>	

10. Secretary, Social Welfare and noon-meal programme Department or his representative
11. Director of Agriculture
12. Chief Engineer (Agricultural Engineering)
13. Director of Agricultural Marketing and Agri Business.
14. Principal Chief Conservator of Forest
15. Director of Rural Development
16. Commissioner and Director, Commercial Taxes
17. Director of Technical Education
18. Representative from Tamil Nadu Agricultural University
19. Executive Director, Tamil Nadu Water shed Development Agency
20. Chairman and Managing Director, Handicrafts Development Corporation, Chennai 2.
21. Representative of Department of Agriculture and cooperation, Ministry of Agriculture, Government of India.
22. Representatives Progressive growers and entrepreneurs.

Member Secretary:

23. Commissioner, Horticulture & Plantation Crops

G.O.Ms.No. 182 Agriculture (H1) Dept. dated 09.05.2007.

Committee	HIGH LEVEL TECHNICAL COMMITTEE
Purpose	To regulate the private R&D varieties / hybrids intended for sale in the state so as to safeguard the interest of farming community.
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> <li>1. Agricultural Production Commissioner and Secretary to Government</li> </ol> <p>Member</p> <ol style="list-style-type: none"> <li>2. Director of Agriculture</li> <li>3. Commissioner, Horticulture &amp; Plantation Crops</li> <li>4. Director, Centre for Plant Protection Studies, Tamil Nadu Agricultural University, Coimbatore</li> <li>5. Director, Centre for Plant Breeding and Genetics, Tamil Nadu Agricultural University, Coimbatore</li> <li>6. Director, (Research), Tamil Nadu Agricultural University, Coimbatore</li> <li>7. Dean, Horticulture College and Research Institute, Periyakulam, Theni District.</li> <li>8. Project, Co-ordinator, CICR, Coimbatore</li> </ol> <p>Non-Official Member</p> <ol style="list-style-type: none"> <li>9. Thiru S, Ganapathy, Director of Seed Certification, (Retired)</li> <li>10. Thiru V.Gopalsamy, Farmer, Thekkupalayam, Coimbatore.</li> </ol> <p>Member Secretary</p> <ol style="list-style-type: none"> <li>11. Director of Seed Certification, Coimbatore.</li> </ol>	
G.O.Ms.No. 13 Agriculture (AP2) Dept. dated 14.01.2008.	

## CHAPTER – 10

### Directory of Officers and Employees

(Under Section 4(1) (b) (ix) of RTI Act 2005)

Sl. No.	Name and Designation of the Officer	Telephone	Office / e-Mail
(1)	(2)	(3)	(4)
1.	Dr. K. Arulmozhi, I.A.S. Agricultural Production Commissioner and Principal Secretary to Government	25674482	<a href="mailto:agrisec@tn.gov.in">agrisec@tn.gov.in</a>
2.	Ashok Ranjan Mohanty, I.A.S. Special Secretary to Government	25672746	
3.	R. Vasuki, I.A.S., Joint Secretary to Government	25673305	
4.	N. Mathivanan, I.A.S Joint Secretary to Government	25671157	
5.	Jayaprabha Narendran Joint Secretary to Government	25678404	
6.	M. Anandaselvam Deputy Secretary to Government	25670242	
7.	S. Gnanasubramanian Deputy Secretary to Government	25674233	
8.	L. Panneerselvam Deputy Secretary to Government	25675904	
9.	M. Balaji Deputy Secretary to Government	25672095	
10.	J. Ganesan Under Secretary to Government	25665180	<a href="mailto:usopagri@tn.gov.in">usopagri@tn.gov.in</a>
11.	A. Samraj Under Secretary to Government	25665509	
12.	S. Ravindran Under Secretary to Government	25665394	
13.	S. Thomas Under Secretary to Government	25665332	
14.	K. Karunakaran Under Secretary to Government	25665306	
15.	G. Shanthi Under Secretary to Government	25665291	
16.	G. Sivamani Under Secretary to Government	25665090	
17.	N. Sumathy Under Secretary to Government	25665594	
18.	Mary Vinitha Under Secretary to Government	25665365	
19.	V. Santhalakshmi Under Secretary to Government	25665954	
20.	R. Samaph Under Secretary to Government	25665468	
21.	R. Kaliaperumal, Section Officer	25665559	
22.	J. Jeya, Section Officer	25665559	

Sl. No.	Name and Designation of the Officer	Telephone	Office / e-Mail
(1)	(2)	(3)	(4)
23.	M. Selvam, Section Officer	25665559	
24.	P. Santhi, Section Officer	25665899	
25.	M. Revathi, Section Officer	25665899	
26.	V. Padma, Section Officer	25665899	
27.	A. Uma Maheshwari, Section Officer	25665899	
28.	R. Sathiyavathy, Section Officer	25665899	
29.	V. Ravikumar, Section Officer	25665899	
30.	T.V. Murali, Section Officer	25665899	
31.	P. Chelladurai, Section Officer	25665899	
32.	P. Dhanasekaran, Section Officer	25665899	
33.	Y. Latha Nesa Bahini, Section Officer	25665899	
34.	M. Rajeswari, Section Officer	25665531	
35.	N. Selvam, Section Officer	25665531	
36.	G. Vidhyashankari, Section Officer	25665531	
37.	V.K. Gowri, Section Officer	25665531	
38.	M. Ramu, Section Officer	25665531	
39.	M. Saminathan, Section Officer	25665531	
40.	C. Sampath, Section Officer	25665531	
41.	Fathima Hassan, Section Officer	25665051	
42.	P.K. Ramesh, Section Officer	25665531	
43.	S. Kousalya, Section Officer	25665531	
44.	R. Sivashankar, Section Officer	25665531	
45.	G. Venkatesan, Section Officer	25665051	
46.	R. Nithyanantha Jothi, Section Officer	25665051	
47.	V. Selvaraj, Section Officer	25665051	
48.	S. Hariharan, Section Officer	25665051	
49.	S. Saravanan, Section Officer	25665051	
50.	A. Lakshmi, Section Officer	25665051	
51.	K. Chitra, Section Officer	25665051	
52.	M. Mariathomas, Section Officer	25665051	
53.	C. Vadivel, Section Officer	25665559	



**Monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation**

(Under Section 4(1) (b) (ix) of RTI Act 2005)

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
<b>Secretary to Government (IAS)(37400-67000 plus Grade pay 10000)</b>		
1.	Dr. K. Arulmozhi, I.A.S.	Agricultural Production Commissioner and Principal Secretary to Government
<b>Special Secretary to Government (IAS) (37400-67000 plus Grade pay 10000)</b>		
2.	Ashok Ranjan Mohanty, I.A.S.,	Special Secretary to Government
<b>Joint Secretary to Government (IAS) (15600-39100 plus Grade pay 7600)</b>		
3.	R. Vasuki, I.A.S.,	Joint Secretary to Government
4.	N. Mathivanan, I.A.S	Joint Secretary to Government
<b>Joint Secretary to Government (Non-IAS)(37400-67000 plus Grade pay 8800)</b>		
5.	Jayaprabha Narendran	Joint Secretary to Government
<b>Deputy Secretary to Government (15600-39100 plus Grade pay 7600)</b>		
6.	M. Anandaselvam	Deputy Secretary to Government
7.	S. Gnanasubramanian	Deputy Secretary to Government
8.	L. Panneerselvam	Deputy Secretary to Government
9.	M. Balaji	Deputy Secretary to Government
<b>Under Secretary to Government (15600-39100 plus Grade pay 6600)</b>		
10.	G. Sivamani	Under Secretary to Government
11.	A. Samraj	Under Secretary to Government
12.	S. Ravindran	Under Secretary to Government
13.	S.Thomas	Under Secretary to Government
14.	K. Karunakaran	Under Secretary to Government
15.	G. Shanthy	Under Secretary to Government
16.	J. Ganesan	Under Secretary to Government
17.	N. Sumathy	Under Secretary to Government
18.	Mary Vinitha	Under Secretary to Government
19.	V. Santhalakshmi	Under Secretary to Government
20.	R. Samapth	Under Secretary to Government
<b>Senior Private Secretary(15600-39100 plus Grade pay 6600)</b>		
21.	V. Kalavathy	Senior Private Secretary

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
<b>Section Officer (15600-39100 plus Grade pay 5400)</b>		
22.	R. Kaliaperumal	Section Officer
23.	J. Jeya	Section Officer
24.	M. Selvam	Section Officer
25.	P. Santhi	Section Officer
26.	M. Revathi	Section Officer
27.	V. Padma	Section Officer
28.	A. Uma Maheshwari	Section Officer
29.	R. Sathiyavathy	Section Officer
30.	V. Ravikumar	Section Officer
31.	T.V. Murali	Section Officer
32.	P. Chelladurai	Section Officer
33.	P. Dhanasekaran	Section Officer
34.	Y. Latha Nesa Bahini	Section Officer
35.	M. Rajeswari	Section Officer
36.	N. Selvam	Section Officer
37.	G. Vidhyashankari	Section Officer
38.	V.K. Gowri	Section Officer
39.	M. Ramu	Section Officer
40.	M. Saminathan	Section Officer
41.	C. Sampath	Section Officer
42.	Fathima Hassan	Section Officer
43.	P.K. Ramesh	Section Officer
44.	S. Kousalya	Section Officer
45.	R. Sivashankar	Section Officer
46.	G. Venkatesan	Section Officer
47.	R. Nithyanantha Jothi	Section Officer
48.	V. Selvaraj	Section Officer
49.	S. Hariharan	Section Officer
50.	S. Saravanan	Section Officer
51.	A. Lakshmi	Section Officer
52.	K. Chitra	Section Officer
53.	M. Mariathomas	Section Officer
54.	C. Vadivel	Section Officer
55.	M.R. Amarnath	Section Officer (On District Training)
56.	G. Ramanujasurendranath	Section Officer (On District Training)
57.	T. Ponmalar	Section Officer (On District Training)
58.	K. Shanmugam	Section Officer (On District Training)
59.	N. D. Babudoss	Section Officer (On District Training)
60.	R. Kalavathi	Section Officer (On District Training)
61.	T. Prabavathi	Section Officer (On District Training)
62.	M. Balamurugan	Section Officer (On District Training)
63.	T. Saroja	Section Officer (On District Training)
<b>Private Secretary(15600-39100 plus Grade pay 5400)</b>		
64.	S. Jaya	Private Secretary
65.	K.A. Soundaravalli	Private Secretary

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
<b>Assistant Section Officer (9300-34800 plus Grade pay 4600)</b>		
66.	R. Pandurangan	Assistant Section Officer
67.	C. Suresh	Assistant Section Officer
68.	R. Sathishkumar	Assistant Section Officer
69.	K. Sasikumar	Assistant Section Officer
70.	P. Ganesan	Assistant Section Officer
71.	V.G. Rajarethinam	Assistant Section Officer (Under suspension)
72.	M. Manogaran	Assistant Section Officer
73.	R. Usha	Assistant Section Officer
74.	K.S. Murraltharan	Assistant Section Officer
75.	A. Gomathy	Assistant Section Officer
76.	S. Thamaraikannan	Assistant Section Officer
77.	V. Sasikumar	Assistant Section Officer
78.	V. Sarasvathy	Assistant Section Officer
79.	C. Veeraragavan	Assistant Section Officer
80.	T.N. Balakumar	Assistant Section Officer
81.	P. Murugan	Assistant Section Officer
82.	R. Ramakrishnan	Assistant Section Officer
83.	R. Priya	Assistant Section Officer
84.	R. Ravikumar	Assistant Section Officer
85.	V. Anandhavalli	Assistant Section Officer
86.	G. Preetha	Assistant Section Officer
87.	S. Deenadayalan,	Assistant Section Officer
88.	B. Raja	Assistant Section Officer
89.	S. Thamizholi	Assistant Section Officer
90.	S. Sundar	Assistant Section Officer (Under suspension)
91.	R. Venkatesan	Assistant Section Officer
92.	J. Ezhilarasi,	Assistant Section Officer
93.	K. Deepa	Assistant Section Officer
94.	K. Tamilarasi	Assistant Section Officer
95.	M. Saleem	Assistant Section Officer
96.	R. Deepan Chakravarthy	Assistant Section Officer
97.	N. Arun	Assistant Section Officer
98.	K. Kavitha	Assistant Section Officer
99.	R, Chitra	Assistant Section Officer
100.	R. Vijayakumar	Assistant Section Officer
101.	M. Anuradha	Assistant Section Officer

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
<b>Personal Assistant (9300-34800 plus Grade pay 4600)</b>		
102.	R. Kumar	Personal Assistant
<b>Data Entry Operator (5200-20200 plus Grade pay 2400)</b>		
103.	P. Prakasan	Data Entry Operator
<b>Senior Personal Clerk (9300-34800 + Grade pay 4200)</b>		
104.	P. Ajithal	Senior Personal Clerk
105.	K. Pradeepa	Senior Personal Clerk
106.	S. Indira	Senior Personal Clerk
107.	N. Selvi	Senior Personal Clerk
108.	M. Devi Saraswathi	Senior Personal Clerk
109.	S. Mekala	Senior Personal Clerk
<b>Personal Clerk (5200-20200 plus Grade Pay 2800)</b>		
110.	T. Vaithian	Personal Clerk
111.	K. Suba	Personal Clerk
112.	K. Mathiyazhagan	Personal Clerk
113.	K. Shantha Devi	Personal Clerk
<b>Assistant (5200-20200 plus Grade pay 2400)</b>		
114.	A. Arulvadivam	Assistant
115.	E. Karunanidhi	
116.	A. Ganesan	Assistant
117.	A. Prakash	Assistant
118.	G. Kaliyaperumal	Assistant
119.	S. Manikandan	Assistant
120.	S. Mariraja	Assistant
121.	R. Sureshkumar	Assistant
<b>Driver(5200-20200 plus Grade pay 2400)</b>		
122.	G. Vinothkumar	Driver
<b>Senior Typist (9300-34800 plus Grade pay 4200)</b>		
123.	S. Kumuda	Sr. Typist
<b>Typist (5200-20200 plus Grade pay 2000, Spl.pay 80/-)</b>		
124.	K. Saraswathi	Typist
125.	S. Banumathi	Typist
126.	S. Uma Maheswari	Typist
127.	T. Kalpana	Typist
128.	T. Dhanamuthu	Typist
129.	N. Gandhiraj	Typist
130.	N.V. Krishnaveni	Typist

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
131.	V.P. Sree Amudha Kumar	Typist
132.	G. Yuvarani	Typist
133.	S. Uma Maheswari	Typist
134.	A. Lakshmi	Typist
135.	P. Nambi	Typist
136.	S. Rajkumar	Typist
<b>Upgraded Record Assistant (5200-20200 plus Grade pay 2400)</b>		
137.	G. Rajendran	<b>Upgraded Record Assistant</b>
138.	R. Rajendran	<b>Upgraded Record Assistant</b>
<b>Record Clerk (4800-10000 plus Grade pay 1400)</b>		
139.	M. Gandhi	Record Clerk
140.	G. Kannan	Record Clerk
141.	M. Viswanathan	Record Clerk
142.	T. Arokiaraj	Record Clerk
143.	Syed Akbar Basha	Record Clerk
144.	R. Deenadayalan	Record Clerk
<b>Office Assistant (4800-10000 plus Grade pay 1300)</b>		
145.	V. Mariammal	Office Assistant
146.	A. Moorthy	Office Assistant
147.	M. Ramamoorthy	Office Assistant
148.	S. Balakrishnan	Office Assistant
149.	G. Moses	Office Assistant
150.	B. Manimaran	Office Assistant
151.	S. Gomathi,	Office Assistant
152.	D. Sathyabama	Office Assistant
153.	G. Nalini	Office Assistant
154.	P. Latha	Office Assistant
155.	M. Veerasekaran	Office Assistant
156.	S. Sambath,	Office Assistant
157.	R. Damodaran	Office Assistant
158.	C.K. Subash	Office Assistant
159.	E. Rajini	Office Assistant
160.	D. Neelambal	Office Assistant
161.	S. Sarbarinath	Office Assistant
162.	D. Deivambigai	Office Assistant
163.	R. Nagaraj	Office Assistant

**CHAPTER - 11**

**BUDGET ALLOCATION MADE FOR AGRICULTURE DEPARTMENT  
AND IN THE ORGANIZATIONS IN ITS CONTROL IN REVISED BE 2011-12  
(Under Section 4(1) (b) (xi) of RTI Act 2005)**

**Budget allocation – Demand No. 5, Agriculture Department 2011-2012**

**(Rupees in Thousands)**

<b>Sl. No.</b>	<b>Head of Department</b>	<b>Budget Estimate</b>
1.	Agriculture Department, Secretariat	8,69,93
2.	Directorate of Agriculture	1,430,30,38
3.	Directorate of Agricultural Marketing and Agri Business	174,57,54
4.	Directorate of Seed Certification	26,52,61
5.	Directorate of Horticulture and Plantation Crops	316,07,45
6.	Agricultural Engineering Department	477,66,41
7.	Agro Engineering Services	33,93
8.	Tamil Nadu Agricultural University, Coimbatore	252,66,35
9.	Directorate of Organic Certification	57,76
	Total	2,687,42,36

## CHAPTER – 12

### Particulars of the facilities available to citizens for obtaining Information

(Under Section 4(1) (b) (xv) of RTI Act 2005)

This Department takes conscious efforts to disseminate information to the public / targeted groups Notice Boards at the offices of the Heads of Departments. Exhibitions / Camps are also conducted through out the State to disseminate information about the Agricultural practices for the benefit of farmers and demonstrations are held on Agriculture development, etc

Besides this, other methods are being put into use

- a) Radio-talk
- b) Cable T.V.
- c) News Paper
- d) Daily bulletin
- e) Printed Manual / material
- f) Office Library
- g) Website of the Department etc.

The Public can also obtain information about the functioning of this Departments in the following web sites.

Web Site of Agriculture Department <http://www.tn.gov.in/department/agri.htm>

Important G.Os. and Policy Note of Agriculture Department are available at the website : [www.tn.gov.in](http://www.tn.gov.in)

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