



AGRICULTURE DEPARTMENT

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

©
**Government of Tamil Nadu
2017**

AGRICULTURE DEPARTMENT

INDEX

Sl. No.	Details of Information	Page No.
1	Introduction	
2	Particulars of organization, functions and duties (Section 4(1) (b) (i))	
3	Powers and duties of officers and employees (Section 4(1) (b) (ii))	
4	Procedure followed in the decision making Process (Section 4(1) (b) (iii))	
5	Norms set by it for the discharge of its functions (Section 4(1) (b) (iv))	
6	Rules, Regulations, Instructions, Manuals and Records for Discharging Functions (Section 4(1) (b) (v))	
7	A Statement of the categories of documents that are held by it or under its control. (Section 4(1) (b) (vi))	
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 (Section 4(1) (b) (vii))	
9	A Statement of 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 (Section 4(1) (b) (viii))	
10	Directory of Officers and Employees At The Secretariat Department And Their Monthly Remuneration (Section 4(1) (b) (ix), (x))	
11	Budget allocation made for Agriculture Department and in the Organisations in its control in BE 2008-09. (Section 4(1) (b) (xi) of RTI Act 2005)	

12	Particulars of the facilities available to citizens for obtaining information. (Section 4(1) (b) (xv))	
13	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes (Under Section 4(1) (b) (xii) of RTI Act 2005)	
14	Particulars of recipients of concessions, permits or authorizations granted by it (Under Section 4(1) (b) (xiii) of RTI Act 2005)	
15	Details in respect of the information available to or held by it, reduced in an electronic form (Under Section 4(1) (b) (xiv) of RTI Act 2005)	
16	Publish all relevant facts while formulating important policies or announcing the decisions which affect public (Under Section 4(1) (c) of RTI Act 2005)	
17	Provide reasons for its administrative or quasi-judicial decisions to affected persons (Under Section 4(1) (d) of RTI Act 2005)	

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 18.1.2017

Sl. No.	Designation (IAS / Non-IAS)	Name of the Public Information Officers	Sections
1.	Under Secretary (Services)	Thiru T.Selvaraj, M.A.B.Ed.,	AA1, AA3 & AA4 sections
2.	Under Secretary (DC)	Thiru R.Kaliaperumal, B.A.,	AA2, AA5, AA6, AA-7 and & AA8 sections
3.	Under Secretary (OP)	Thiru V.Muthaiyan, M.A.,B.L.,	OP1, OP2, OP3 & Bills sections
4.	Under Secretary (AP)	Tmt. R.Sathiyavathy, B.Sc.,	AP-1, AP-2, AP-3, AP-4, AP-5 and AP-6 sections
5.	Under Secretary (AE)	Tmt. V. Padma, M.Com.,	AE-1, AE-2, Sugarcane, WD-1 and WD-2 sections

6.	Under Secretary(AM)	Thiru V.Ravikumar, B.A.,	AM-1, AM-2 and AM-3 sections
7	Under Secretary (H)	Dr.Tmt M.Sarala, Ph.D.,	H-1, H-2 and AU Sections
8.	Under Secretary (WD)	Thiru V.Sundar, B.Com.	B&P, General, DPAP and Oilseeds 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 18.01.2017)

Sl. No	Designation (IAS / Non-IAS)	Name of the Appellate Authorities	Sections
1	Additional Secretary to Government(AA)	Thiru M. Ananthaselvam,M.A.,	AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7 and AA-8 sections
2.	Joint Secretary to Government (H)	Thiru P.Subramanian, B.Sc.,	H-1, H-2, AM-1, AM-2, AM-3, AU and B&P Sections
3	Deputy Secretary to Government (AP)	Thiru R.Sampath, M.A.,	AP-1, AP-2, AP-3 AP-4, AP-5 and AP-6 sections
4	Deputy Secretary to Government (OP)	Thiru J.Ganesan, M.A.,M.L.,B.Ed.,	OP.1, OP.2, OP.3, Bills, AE-1 and AE-2 sections
5	Deputy Secretary to Government(WD)	Tmt. N.Vasanthi, B.A.,	WD-1, WD-2, DPAP, Sugarcane, Oilseeds and General sections.

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.

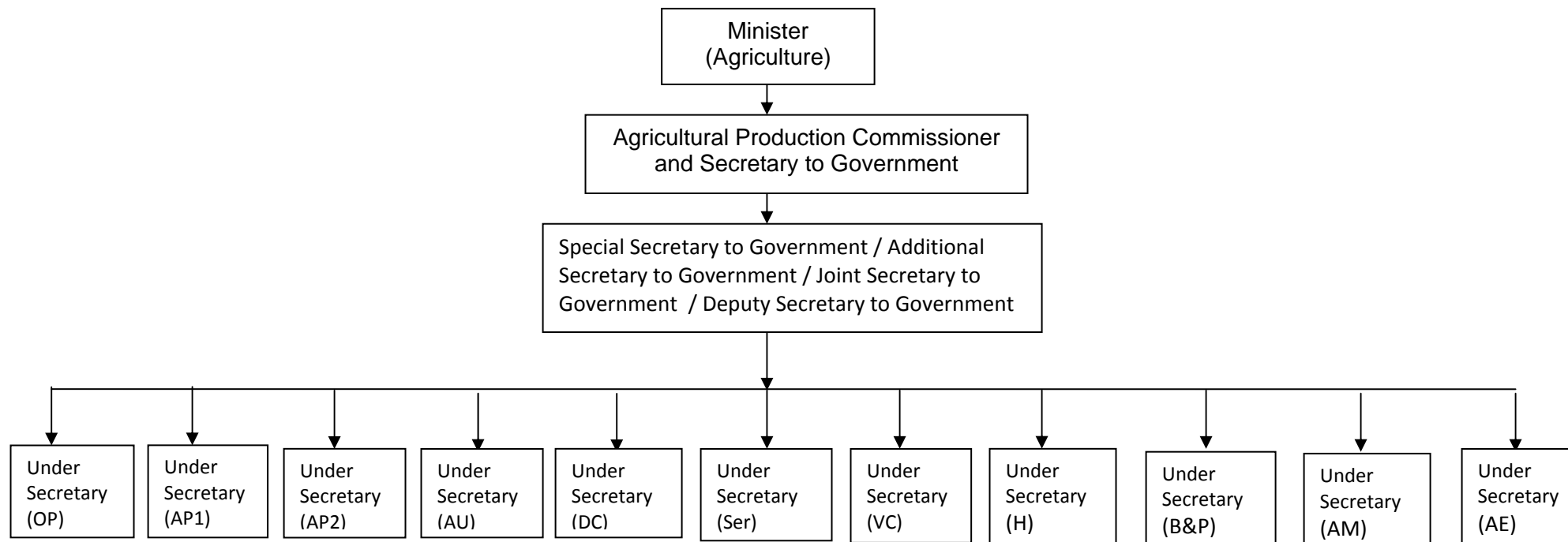
II. Education

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

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 Agriculture Department, Secretariat consists of 33 sections. The subject allocation among the sections are as detailed below:-

Section Name	ASO	Details of subjects dealt with
OP - 1	ASO – 1	All service matters relating to Assistant Section Officers, Assistant Programmer, Personal Assistants - Creation, continuance and permanent retention of posts - Compulsory Retirement review under FR 56(2) in respect of all the above said categories - Compilation of sanction / Settlement of General Provident Fund / CPS Accounts of Staff of the all the above said categories – Issue of posting orders to all the above said categories - Sanction of HBA to the above said categories - Preparation of Acting arrangements – Sanction of Surrender, Increment, Leave and LTC to all the above said categories - Sanction of Final Settlement of DCRG, SPF, FPF, forwarding of Pension proposals etc to all the above said categories – Pinfosys updation in respect of all the above said categories – In service Training programme – Review of Long Pending cases – Disciplinary cases in respect of all the above said categories.
	ASO – 2	All Service Matters relating to Senior Private Secretary / Private Secretary / Section Officers/under Secretaries to Government, DS, JS, ADS and all Officers – Settlement / Sanction of GPF / CPS to section Officers, Senior Private Secretary / Private Secretary / Under Secretaries to Government – Matters relating to other officers in Agriculture Department – Matters relating to administration of the Department – Half Yearly Business Statement – Pinfosys updation in respect of all the above said categories - Issue of posting orders to all the above said categories - Distribution of subjects among all the officers and sections and sorting out the problems in tappal distribution – Disciplinary cases in respect of all the above said categories – Sanction of Surrender, Increment, Leave and LTC to all the above said categories - Writing of Confidential reports – Sanction of Final Settlement of DCRG, SPF, FPF, forwarding of Pension proposals etc relating to all the above said categories – In service Training programme – Accounts and District Training Programmes – Compulsory Retirement review under FR 56(2) in respect of all the above said categories

Section Name	ASO	Details of subjects dealt with
OP – 2	ASO –1	<p>All Service Matters of Assistants, Senior Personal Clerks, Personal Clerks, Data Entry Operator, Senior Typist, Typist, Record Assistants, Despatch Assistants, Drivers, Record Clerks and Office Assistants - Recruitment for the post of OA through Employment Exchange – Issue of posting orders to all the above said categories including tap al section - Compassionate grounds appointment and regularization for Office Assistants / Record Clerks / Typists/ Assistants – Preparation of panel for Record Assistants, Despatch Assistants – Sending particulars for preparation of panel in respect of Assistant Section Officer, Personal Assistants, Senior Personal Clerks, Senior Typists, Assistants and Record Clerks - Pinfosys updation to the above said categories - Sanction of House Building Advance to the above said categories – Sanction of GPF / CPS to all the above said categories – Sanction of Surrender, Increment, Leave and LTC to the above said categories - Sanction of Final Settlement of DCRG, SPF, FPF, forwarding of Pension proposals etc relating to the above said categories – Arrangement of Turn duty - Disciplinary action in respect of above cadres and conducting Training programme for all Technical benefits – Matters related to former Temporary contract Assistants – Compulsory retirement review under FR 56(2) in respect of all the above said categories.</p>
OP – 3	ASO –1	<p><i>Contingencies- Preparation of intend to Director of Stationery and printing-Inspection by Director of stationery and printing - Purchase and supply of stationary Articles to officers/ Staff members – Purchase of postal stamps – Settlement of Fuel bills– Preparation of Budget for Agriculture –Submitting proposal to Revised Estimate/Final Modified Appropriation to Finance Department – Settlement of Air Travel Bills – Settlement of T.A. / T.T.A. Bills – LTC Bills Settlement – Settlement of contingencies and refreshment Bills – Purchase of furniture’s- Updation of handbook of manual under RTI Act, 2005 in the Government website – TEXCO driver contract payments – Preparation of Financial Number Statement – Part – II scheme in respect of Agriculture Department, Secretariat – Maintenance of functional vehicles – Collection of funds for Communal Harmony / Armed Forces Flag Day – Supply of Bus pass to drivers – Supply of Uniform to O.A. / Driver – Purchase and Maintenance of Franking machine, EAPX Telephones, Server Machine, Computers, Printers, scanners, Roneo machine, Xerox machine and Fax Machines. Updating Government orders in the Government website. – E-Governance in respect of Agriculture Department, Secretariat and any other matter related to purchase of essential items for the use of department.</i></p>

Section Name	ASO	Details of subjects dealt with
	ASO – 2	Settlement of Telephone Bills – Maintenance of Buildings and furniture - Medical Reimbursement Bills – New Health Insurance scheme – Settlement of Newspapers bills- Sanction of Auto fare – Issue of Identity cards - Internal audit All Loans and Advances (Except HBA) - Rent recovery of quarters – Posting of staffs to the Tamil Nadu Legislative Assembly – Maintenance of Registers like GOs / OPs/ OOs /Circulation / Attendance/ Movement / Tappal / Law Offices Fee Bill Register– Preparation of Annual G.O. Index Book – Maintenance of building including allotment of Conference Hall to other departments. - Inspection by A.G’s Audit Party – Inspection by P&AR Department – Tamil Development Inspection. Other Miscellaneous items regarding Prevention of Fire, Safety Measures of this Department - Record Maintenance - Despatch of Records to CRB, Archives- Miscellaneous matters.
AA – 1	ASO – 1	<i>All service matters other than disciplinary cases relating to CA/ CAM & AB/ DSC/ DOS/ Addl.D.A/ Jt.D.A/ Deputy D.A and ADA in Tamil Nadu Agricultural Extension service – Service rules for all categories mentioned above - Incharge arrangements to the post of CA / CAM & AB / DSC / DOS – Approving the Estimate of Vacancy and Preparation of Panels for promotion to the post of Assistant Director of Agriculture / Deputy Director of Agriculture / Joint Director of Agriculture / Additional / Director of Agriculture / DSC – Upgradation of posts / Regularisation of temporary panels – Postings and transfers – Pay fixation – Sanction of Leave – Medical Reimbursement – Sanction of General Provident Fund part final DCRG in the category of above posts – Issuing of NOC to go to abroad, sanction of leave – Deputation of foreign service – Regularisation of compulsory wait period – Complaints and Allegations petitions – Training Programme in Management Training Programmes of USAID, Training Programme for the Officers of the rank of Joint Director of Agriculture and above and officers of other Sister Departments- Residual work of Restructure viz, inclusion of FDO posts in restructure G.O. Regularisation of service of daily wages labourers in state seed farm, oilseed farm, Coconut Nursery Farms</i>
	ASO – 2	Horticulture - Establishment – Postings and Transfers – Panels for promotion to the post of Assistant Director of Horticulture , Deputy Director of Horticulture, Joint Director of Horticulture – Regularisation of services of Horticulture Officer, Assistant Director of Horticulture, Deputy Director of Horticulture, Joint Director of Horticulture , Farm Labourers – Pay fixation – Sanction of leave – Complaints and Allegations petitions – Service rules for Horticulture Department – Sanction of Staff – Establishment matters relates to the post of Agricultural Officer (Chemist) Assistant Agricultural Chemist, Agricultural Chemist, Joint Director Agriculture(Research) - Continuance of Technical and Non-Technical posts – Issue of Pay Authorisation – Horticulture Farm Labour.

Section Name	ASO	Details of subjects dealt with
AA – 2	ASO – 1	<i>Vigilance cases of Assistant Directors / Deputy Directors / Joint Directors / Additional Directors Relating to office of Director of Agriculture – Appeals / Review / Court cases / C.M. Petitions / General matters Relating to above Officers covered under Districts Tirunelveli, Sivagangai, Ariyalur, Pudukottai, Vellore, Coimbatore, The Nilgris, Thiruvallur, Trichirappalli, Perambalur, Salem, Thanjavur, Nagapattinam, Kanyakumari, Virudhu Nagar, Dharmapuri and Krishnagri.</i>
	ASO – 2	Vigilance cases of Assistant Directors / Deputy Directors / Joint Directors / Additional Directors Relating to office of Director of Agriculture – Appeals / Review / Court cases / C.M. Petitions / General matters Relating to above Officers covered under Districts Chennai, Theni, Dindigul, Kancheepuram, Thiruvannamalai, Ramanathapuram, Thoothukudi, Namakkal, Villupuram, Thiruvarur, Madurai, Sivagangai, Erode, Thiruppur, Karur and Cuddalore - Miscellaneous matters.
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- Repositioning of Engineering staff.
	ASO – 2	Service matters relating to Assistant Engineers (Agricultural Engineering) under Tamil Nadu Agricultural Engineering Subordinate Service matters relating to Junior Engineer (Agricultural Engineering) and other non-gazetted technical staff of Agricultural Engineering Department- Special Rules for Tamil Nadu Agricultural Engineering Subordinate Service and Tamil Nadu Agricultural Subordinate Service as far as posts in Agricultural Engineering Department-Miscellaneous matters – Compassionate appointments and regularization of the services of ministerial staff relating to Agriculture Engineering dept – Driver Establishment - Miscellaneous matters.
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, regularization in respect of legal heirs of ministerial service.

	ASO – 2	<i>Service matters relating to Agriculture Officers including selection grade/Special grade- Service matters relating to Assistant Agriculture Officers, Assistant Seed Officers and Deputy Agricultural Officers, Field Demonstration Officer, Seed Inspector and Sales Assistants excluding non-disciplinary cases and Compassionate ground appointment and regularization of Agriculture Officer, Assistant Agriculture Officers, FDO, SI, Deputy Agriculture Officer, ASO- Advance Increment for P.G. Degree - Miscellaneous matters.</i>
AA – 5	ASO – 1	Departmental Disciplinary cases relating to Officer's of Agriculture Department i.e. Agricultural Officer, Agricultural Development Officer / Assistant Agricultural Officer, Depot Manager, Deputy Agricultural Officer, Review petitions and Appeal Petitions– Related Court cases.
	ASO – 2	Departmental Disciplinary Cases relating to Ministerial Staff's of the Agriculture Department, Horticulture Department, Marketing Department, Engineering Department i.e. Watchman, Office Assistant, Drivers, Typists, Personal Clerks, Junior Assistant, Assistants, Superintendents, Administrative Officer's, Deputy Director (Admn) – Related Review and Appeal Petition – Related Court cases –Miscellaneous matters.

AA – 6	ASO – 1	Disciplinary cases relating to the rank of Assistant Engineer, Assistant Executive Engineer, Executive Engineer and Superintending Engineer etc., of Agricultural Engineering Department / Court cases of disciplinary matters of State Level Officers relating to Agricultural Engineering Department – Revision / Review / Appeal petitions of the officers and staff of Agriculture Engineering Department relating to disciplinary cases - Thane cyclone and Project Management Unit at Cuddalore
	ASO -2	Compassionate Ground Appointment – Regularization in respect of Driver and Basic Service (i.e.) O.A., Watchman, Mazdoor and Contingencies staff of Ministerial service - Furniture/ Telephone -Books and Publications - Office Equipments - Motor Vehicles - Buildings of Directorate of Agriculture except those pertaining to schemes and purchase of new vehicles- Formation of New Agricultural Office for newly formed districts-Inauguration of New Buildings-Miscellaneous matters.
AA – 7	ASO –1	<i>Departmental Disciplinary cases relating to officers of Horticulture and Plantation Crops Department – i.e. Horticulture Officer, Assistant Director of Horticulture, Deputy Director of Horticulture, Joint Director of Horticulture Additional Director of Horticulture – Review and Appeal petition of Horticulture Officer, Assistant Director of Horticulture, Deputy Director of Horticulture, Joint Director of Horticulture Additional Director of Horticulture - Court cases relating to the Disciplinary cases of Horticulture Officer, Assistant Director of Horticulture, Deputy Director of Horticulture, Joint Director of Horticulture Additional Director of Horticulture.</i>
	ASO – 2	<i>Departmental Disciplinary cases relating to officers of Agriculture Department, i.e. Assistant Director of Agriculture, Deputy Director of Agriculture, Joint Director of Agriculture, Additional Director of Agriculture – Review and Appeal petition of Assistant Director of Agriculture, Deputy Director of Agriculture, Joint Director of Agriculture, Additional Director of Agriculture - Court cases relating to the disciplinary cases of the Assistant Director of Agriculture, Deputy Director of Agriculture, Joint Director of Agriculture, Additional Director of Agriculture-Miscellaneous matters.</i>

AA – 8	ASO –1	<i>Vigilance Cases upto the level of Agricultural Officers for all Districts -O/o the Commissioner of Agriculture – Appeals / Review / Court cases relating to the above officers.</i>
	ASO-2	<i>Vigilance Cases of all officers of the Director of Horticulture and Plantation Crops / Chief Engineer (Agricultural Engineering) / Commissioner of Agricultural Marketing and Agri Business / TNAU / Seed Certificate – Appeal /Review / Court cases relating to above officers – Review meeting conducted by the Vigilance Commission –Miscellaneous matters.</i>
AP – 1	ASO – 1	National Agricultural Development Programme(NADP) - Project proposals of Allied sector - including normal RKVY sub scheme, shelf of projects - Reallocation of funds – Revalidation of proposals – Modification of components – Co-ordination with TAWDEVA - Agricultural Technology Management Agency (ATMA) – Agricultural Extension Centers – Agricultural Depots. – Farmers Hub – Scheme oriented Publicity and Exhibition – Farmers Festival – Farmers Exchange Programme – PAC, LAQ, Audit Para, C.M. Cell’s Petition , Assurance, RTI and Misc matters
	ASO - 2	National Agricultural Development Programme (NADP) including normal RKVY sub scheme, shelf of projects – Constitution of Screening Committee – Convening of Screening Committee meeting – Convening of SLSC meeting – Other State Level / National level meetings under NADP – Follow up on the decisions of SLSC – Sanction of funds / Project proposals of Agriculture sector & Allied sector – Diversion of funds – Reallocation of funds – Revalidation of proposals – Modification of components – Co-ordination with TAWDEVA – Information under M & E units – District Agriculture Seminars – National Agriculture Seminars – WTO matters relating to Agriculture – NAIDP (National Agricultural Infrastructure & Assets 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 – Tamil Nadu State Farm Corporation - Residual works of Tamil Nadu State Farms Corporation, Kharif preparedness – 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 – Release of water and matter relating to farmers problems in Delta and other Districts - Revalidation of unspent balance under the Macro Management Mode Scheme - PAC, LAQ, Audit Para, C.M. Cell’s Petition , and Assurance - Right to Information Act cases.

	ASO – 2	<p>Procurement and Distribution of scheme on paddy and Millet seeds – Price – Policy of Paddy and Millet Seeds – Sanction of Audit fee and Accreditation to TNOCD by APEDA – Special awards to farmers who obtain highest productivity in Paddy and Millets – 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 – Pre-mature condemnation of vehicles allotted to department of seed certification and organic certification – Allotment of New vehicles to the department of seed certification - Write off of poor Germinating Paddy Seeds - 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 – PAC, LAQ, Audit Para, C.M. Cell's Petition, Right to Information Act cases - Assurance and Misc matters.</p> <p>“Formation of Amma Farm Women Empowerment Programme, includes quality seeds production, green manure seed production” (vide O.O.No.109, Agriculture (OP.I) Department, dated 24.9.2014)</p>
AP – 3	ASO – 1	<p>Centrally sponsored schemes in respect 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 – Farmers Guide Booklets – PAC, LAQ, Audit Para, C.M. Cell's Petition, Right to Information Act cases and Assurance.</p>
	ASO – 2	<p>State Seed Farms, Requisition and acquisitioning of lands for State Seed Farms, Suits – State Farms Corporation of India - Sanction of staff to Agricultural Farms and State Seed Farms – Matters related to Seed Bank - 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 night soil compost Installation of mechanical compost plant - Supply of bacterial culture flasks – Seed Godowns – Renovation of Seed Farm Quarters - PAC, LAQ, Audit Para, C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters</p>

AP – 4	ASO – 1	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 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 - Cotton contract farming State Level sanctioning committee on pulses Programme - PAC, LAQ, Audit Para, C.M. Cell’s Petition, Right to Information Act cases and Assurance
	ASO – 2	Centrally sponsored scheme Integrated Cereal Development Programme in Rice – ICDP – Rice Residual Work - Vinayagapuram Training center - All matters relating to STAMIN - Kudumianmallai Training Center - All matter relating to soil testing laboratories, Mobile soil testing laboratory and Central Control Laboratory- Maize under ISOPOM and Maize Development Programme - All matters relating to farmers training centers - Farmers Training on Integrated Nutrient Management, Motor vehicles relating to Farmers Training Centers . Soil Testing Laboratory STAMUN- NFSM – Reorganization of Chemistry Wing under COA – Special Rice Intensification Programme (SRI) - PAC, LAQ, Audit Para, C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters

AP – 5	ASO – 1	<p><i>Drought /Flood /Cyclone and related matter of Delta Districts, Atomic bomb, Gale Winds, Second cyclone/steering committee on disaster management visits of the Drought team, visit of the Cauvery team, Agriculture Credit to farmers, cyclone and storms - State Level bankers committee meeting/Reserve Bank meeting in connection with Agriculture Development - 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 – Climate change- PAC, LAQ, Audit Para, C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters.</i></p> <p><i>“National Mission on Sustainable Agriculture (NMSA) - Subsuming the schemes of National Mission on Micro Irrigation (NMMI), National project on Organic Farming (NPOF), National Project on Management of Soil Health and Fertility (NPMSH&F) and Rainfed Area Development Programme (RADP). NMSA and its connected issues” (vide O.O.No.11, Agriculture(OP.I) Department, dt.24.2.2013)</i></p>
AP – 6	ASO -1	<p>Crop Insurance Scheme (NAIS, MNAIS, WBCIS, yield based etc.) – Petition related to Crop Insurance - SLCCCI Meeting – Agri Clinics - Tamil Nadu Civil Supplies corporation Ltd(TNCSC) Board meeting - All matters relating to Agriculture Problems / Tamil Nadu Agricultural Labour Welfare – State Agriculturist Welfare Committee- Agricultural Production Committee – Agricultural Production council – Agricultural Development Council – Agricultural Council State Agricultural Policy - All matters relating to Tamil Nadu Energy Development Agency - Agriculture Prices Commission - Reclassification of lands - Eradication of weeds like Partheinium, Prosophis (Veli Kaathan) etc. - PAC, LAQ, Audit Para, C.M. Cell’s Petition, Right to Information Act cases, Assurance.</p>
	ASO -2	<p>AGRISNET – Departmental IT Committee - E-Governance in respect of All HOD’s – Good Governance – E- Farm Crop Management System(FCMS) – Farm level Planning Integrated Farming System – Multiple Cropping Programme - Waiver of Crop loan, Agricultural loan – Statistics on Agricultural Crops - Weekly Area Coverage – Consolidated Forecast reports on all crops - Action taken on the proceedings of the Farmers Grievance – Allocation of work to Personal Assistants to Collector – Monthly report on Agriculture Development in Tamil Nadu – Weekly wholesale price of Agricultural commodities – Agricultural schemes review – Performance matrix – Petitions regarding Bank loan, tractor loan and Thatco loan – Minimum Support Price for Kharif and Rabi Season recommendation to CACP – NABARD – Time bound implementation give impetus to flow of Credit to rural area etc., - Reconciliation of Area coverage – Reflecting coverage in the adangal of Revenue Department - Petitions regarding Manavari land, - Preparation and distribution of Farmers Flyers to farmers - Coordination meeting with Secretaries of Animal Husbandry, Food &</p>

		Cooperation and Public works Department to increase Agriculture Production - Petitions and letters regarding Food production – Fixation of price of Agricultural products - Jamabandhi – G Return – TV channel – Media Support to Agri-C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.
AE – 1	ASO – 1	Tractor Hiring Schemes including fixation of hire charges - Purchase of tractors and bulldozers and other farm machineries and equipment for use / hiring scheme - Residuary matters connected with the Tractor Hiring Scheme prior to 1.1.1965 - Sanction of staff relating to hiring scheme - Hammer Drills, Power Drillers 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 - C.M. Cell's Petition, Right to Information Act cases, Assurance .
	ASO – 2	Purchase and Allotment of machineries and equipments of Minor irrigation Schemes - Minor Irrigation Programme implemented by Agricultural Engineering - CADP Execution of Farm Development works under Centrally sponsored Command Area Development Programme - Miscellaneous matters in respect of Agriculture Engineering - Follow-up action in respect of NADP Schemes in connection with Agricultural Engineering Schemes - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.
AE – 2	ASO – 1	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 - Western 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 - C.M. Cell's Petition, Right to Information Act cases, Assurance - Strengthening of Ground water and surface water.
	ASO – 2	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 Centres - Functional activities of Registrar of Agro Engineering Services - Petitions received from the affiliates of AGROFED NCDL loan assistance to AGROFED and its affiliates - Construction of building/purchase of vehicles in respect of office of CE(AE) - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.

H – 1	ASO – 1	<p>All Farms and Research Stations (Horticulture) in the State and matters relating to staff of the Farms and Research stations – Medicinal Plants - Training Centres and Government Botanical Garden (All Districts) – Crop Estimation Survey – Horticulture society – Investigation Cell – Part II schemes – Matters relating to Hi-Tech Horticulture (precision Farming)-construction of buildings, Purchase of vehicle, Furniture, Office equipment, Telephone, Books and publications in respect of horticulture wing - C.M. Cell’s Petition, Right to Information Act cases, Assurance- Centrally sponsored schemes such as National Horticulture Mission(NHM), National Bamboo Mission(NBM), National Mission on Medicinal Plants (NMMP) and related matters, TANHOPE -Production of Organic Vegetables from hanging gardens. “Modern Agro Technological Interventions and Capacity Building as a Public Private Partnership approach” (vide O.O.No.108, Agriculture (OP.I) Department, dated 30.9.2016)</p>
	ASO-2	<p>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) - C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters –Centrally sponsored scheme of National Mission on Micro Irrigation (NMMI) and related matters.</p>
H – 2	ASO – 1	<p>“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 Offices-Coconut Development Board assisted Coconut Development Programmes- All Developmental schemes on coconut implemented by the Agriculture Department-Land acquisition for coconut Nurseries - 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 - Matters 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 to alternate cropping in the Nilgiris District. State scheme relating to Integrated Tribal Development Programme - C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters”. (Merged vide O.O. No.131, Dated. 30.11.2016).</p>

AM – 1	ASO – 1	<p>“Establishment and service matters including sanction of pension of the staff working in Market Committees / Regulated Markets under the control of Commissioner of Agricultural Marketing and Agri Business - Preparation of panel for the posts of Secretary of Market Committee – Transfer and posting of Secretary of Market Committees – Pension cases of Chairman /Special Officers/ Secretary of Market Committees – Special Rules for Tamil Nadu Agricultural Marketing Services / Tamil Nadu Agricultural Marketing Subordinate services - Court cases filed by Market Committee employees with regard to their service, pensionary requirements etc., - Sanction / Continuance / Upgradation / Creation/ Revival of Market Committee posts – Distribution / Deployment/ Redeployment of posts among Market Committees/ Regulated Markets - Association Demands – Declaration of Probation of Market committee employees – Grievance and Complaint petitions/ C.M.Cell Petitions/ RTI Petitions/ Assurance /LAQs and other Miscellaneous matters there under”.</p>
	ASO – 2	<p>“Establishment and service matters of the employees of Tamil Nadu State Agricultural Marketing Board – Appointment of President to the Tamil Nadu State Agricultural Marketing Board – Matters relating to the President of the Tamil Nadu State Agricultural Marketing Board – Court cases filed by the employees of Tamil Nadu State Agricultural Marketing Board with regard to their service, pensionary requirements etc., - Sanction / Continuance / Upgradation / Creation/Revival of posts in Tamil Nadu State Agricultural Marketing Board – Compassionate ground appointments/ Declaration of probation / Regularization of Tamil Nadu State Agricultural Marketing Board employees and clarification there under –Compassionate appointments / Regularization of Market Committee employees and clarifications there under – Grievance and complaint petitions /C.M.Cell Petitions/ RTI Petitions/ Assurance/LAQs and other Miscellaneous matters there under – Purchase of vehicles in respect of Office of the Commissioner of Agricultural Marketing and Agri Business / Office of the deputy Directors(Agri Business)/ Special Officers and Secretary of Market Committee – Purchase of vehicles in respect of the President and the Chief Executive Officer, Tamil Nadu State Agricultural Marketing Board- Sanction of fuel / Maintenance and accessories of vehicles and ratification of excess expenditure thereunder–General Miscellaneous papers relating to other departments/ sections and Consolidation there under”. (Created vide O.O.No.131, Agriculture(OP.I) Department, dated 30.11.2016)</p>
AM – 2	ASO – 1	<p>All matters relating to issue of Statutory Notification on crops under the Tamil Nadu Agricultural Produce Marketing(Regulation), Act 1987- Writ Petitions challenging statutory - Notification under the Act – Bifurcation of Market Committees – Opening of the Regulated Market - Acquisition of Lands for Market Committees / Board - WP cases on Land Acquisition - Writ Petitions challenging collection of cess / market fee under Tamil Nadu Agricultural Produce</p>

		Marketing(Regulation), Act, 1987 and Rules – Ratification, Regularisation of excess expenditure and purchase of items etc., of Market Committees and Tamil Nadu State Marketing Board other than schemes and announcements. C.M. Cell's Petition, Right to Information Act cases, Assurance – Appointment of Members / Special Officers to the Market Committees and extension of tenure.
	ASO – 2	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 - Budget for Market Committees and TNSAMB - Exhibitions conducted by TNSAMB – Board Meeting of TNSAMB – C.M. Cell's Petition, Right to Information Act cases, Assurance.
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 Tamil Nadu Agricultural Produce Marketing(Regulation), Act 1987 and Tamil Nadu Agricultural Produce Marketing Rules 1991 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 - C.M. Cell's Petition, Right to Information Act cases, Assurance. Purchase of stationery and other items to Markets Committees / Regulated Markets/ TANSAMB / Commissionerate of Agricultural Marketing and Agri Business. Amma Vara Santhai (Vide O.O.No.15, Agri(OP.1) Dept, dt.16.2.2016.
	ASO – 2	Agri Business - High Level Committee - Food Processing and Agri Exports Zone – Establishment of Cold Storage units under Agri Export Zones – Contract farming with regard to Agricultural Produce. Seminars / workshops - Conducted by Confederation of Indian Industry World Trade Organization - Agreement of Agricultural Marketing - Post harvest management – APEDA in respect of Food Processing / Agricultural Marketing and Agri Business - Foreign Trade in promoting Agricultural Exports - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters – Educational tour / Training Programmes to Members / Chairman of Markets Committees and Staff and officers of TANSAMB / Commissionerate of Agricultural marketing and Agri Business.

WD – 1	ASO – 1	<p>Matter relating to TN Watershed Development Agency like Staff, Vehicle – Receipt of funds to TAWDEVA – Liaisoning with other Secretariat Departments on matter of Watershed Development – Liaisoning 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 laborers 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 - Bringing all Watershed programme under TAWDEVA (Announcement) - All matters relating to Participatory Watershed Programme –Cluster development of 50 acres and above - Release of fund for P.W.P – Scrutiny of proposal received from TAWDEVA – Watershed Development Fund Programme assisted by NABARD. Watching progress, valuation etc., –Tamil Nadu Forest Development Fund, Committee Meeting – Socio Forestry Committee meeting – Capacity Building Phase(CBP), Interim phase(IP), under WDF. State steering Committee meeting – High Power Committee meeting under RIDF – LAQ, C.M. Cell’s Petition, Right to Information Act cases, Assurance, Misc matters.</p>
WD – 2	ASO – 1	<p>Formulation and execution of externally aided special projects – Residuary work of DANIDA assisted TANWA phase I and phase II projects World Bank – World bank assisted TNADP Phase-I project, World Bank assisted ADRDP Phase –II project – DANIDA assisted Tirunelveli phase I and Phase II Project DANIDA assisted CWDP Composite Ramanathapuram District – Watching and Consolidation of technical matters relating to CWP – All matters related to Watershed Development references from State Planning Commission and TN IAMWARM Project – LAQ, C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters – Whole Village concept.</p>
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. Writ Petitions and Writ appeals in which secretary to Government, Agriculture Department impleaded as Respondent.- Tamil Nadu Agricultural University Act 1971. Establishment matters of Sri Ramkrishna Mission Vidyalaya Institute of Agriculture and Rural development, Coimbatore -Grants-in-aid to Sri Ramakrishna Mission Vidyalaya Institute of Agriculture and Rural Development, Coimbatore -All matters relating to Krishi Vigyan Kendras (KVK)- Appeals of service personnel and Retired personnel of TNAU regarding their pay fixation, increments, advance increments, counting of past services - C.M. Cell’s Petition, Right to Information Act cases, Assurance and Misc matters.</p>

	ASO-2	Agricultural schools and Agricultural Colleges under the control of the TNAU -Farmer's Quota admission etc. research and Alternative crops - Part.II schemes relating to the TNAU - Grants-in-aid to the TNAU-Grants-in-aid to the Agricultural faculty of Annamalai University- Affiliation matters relating to sagayathottam Institute of Agricultural and Rural Development, Thakkolam, Vellore, District, Sri Ramakrishna Mission Vidyalaya Institute of Agriculture and Rural Development, other affiliated Institutions - Public Accounts committee - Estimate Committee-Legislative Assembly Question relating to Tamil Nadu Agricultural University - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters – Genetically Modified Crops.
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 and latest stage PVT on On Line - Consolidating updated the status report on Announcement and forwarding the same through "On line" – All Miscellaneous matters related to Budget and Planning - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.
GENRAL	ASO - 1	Chief Minister's Special Cell petitions – Preparation and consolidation of RTI ACT Annual report in respect of All HOD's and Secretariat – Updation of Service rules in Government Website - Collectors and Police officers conference - Consolidation of Government Assurances - Other General Miscellaneous matters - consolidation of Legislative Assembly questions-Training matter other than particular scheme/programmers. All Secretary's meeting. / Department review meetings / matters not assigned particularly in the O.O. – Maintenance of Registers in respect of RTI Act, C.M. Cell Petitions, LAQ and Lok sabha questions - C.M. Cell's Petition, Right to Information Act cases, Assurance. Maintenance of Write off Register in our Department. (vide O.O.No.64, Agriculture (OP.I) Department, dt. 3.7.2014)
	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 Department - Committee on Petitions – Consolidation of Audit Para's inrespect of HOD's. - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters..

SUGAR	ASO – 1	Sugarcane – Fixation of State Advised Price (SAP) – Furnishing of details relating to Fair and Remunerative Price (FRP) notified by Government of India – Sugarcane Area Delimitation Committee Meeting, allocation of Areas to Sugar Mills – Tamil Nadu Sugar Factories control Act, 1949 –Sugar cane (control) order 1966- Sanction of Funds to Co-operative and Public sector Sugar Mills, Payment of cane price – Sustainable Sugarcane Initiative Programme, Sugarcane Development Scheme continuance etc – Sanction of Way and Means Advance to Sugar Mills – Problems of Sugarcane Farmers – Court Cases related to Sugarcane - C.M. Cell's Petition, LAQ. Right to Information Act cases, Assurance.
	ASO – 2	Sugarcane Road Development Scheme – Sugarcane Cess Fund Utilisation Committee meeting – Writ petitions and court cases relating to Sugarcane Road Development – Review of Progress report on the Sugarcane Road Development Scheme - Administrative sanction regarding Sugarcane Road Development Scheme – Tamil Nadu Sugarcane Farm Corporation Residuary Works – LAQs - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.
OIL SEEDS	ASO – 1	Centrally sponsored production programme under ISOPOM – IPOS - 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, Groundnut, Gingerly and other oilseeds - All matters relating to TANCOP including court cases challenging the retirement of Employees and liquidation of TANCOP – Matters relating to Deployment of post of erstwhile oilseeds department and sanction - legislation of oil palm development - Establishment of oil palm proceeding units-Kissan call centres-General currents(Miscellaneous matters)relating to Oil seeds - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters- Copra – Price policy Copra – Subjects relating to Copra.

DPAP	ASO – 1	<p>Staff continuance for DRDAs - Allegation petitions against implementation of Watershed Development Programme Meetings at New Delhi - Subject matter related 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 - 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. 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 to IWDP - Review of Evaluation Study Reports of various activities under IWDP inclusion of new area in districts - All Court matters relating to IWDP - Tour Programme of officers outside the State Training under IWDP - Petitions on allegations relating to IWDP - C.M. Cell's Petition, Right to Information Act cases, Assurance and Misc matters.</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 Agrl. Insurance Scheme
Details of Members:	
<p>Chairman</p> <ol style="list-style-type: none"> 1. Agricultural Production Commissioner and Secretary to Government <p>Member</p> <ol style="list-style-type: none"> 2. Secy, CFCP 3. Secy, Fin (or) Rep. 4. Commissioner of Agriculture 5. Director of Economics and Statistics 6. Commissioner of Horticulture and Plantation Crops <p>Member-Secy:</p> <ol style="list-style-type: none"> 7. Registrar of Co-operative Societies 8. Rep.of AIC, NABRD, RBI, MD, State Co-op Bank 9. Deputy Director, N.S.S.I., Sastri Bhavan, Chennai – 6. 	
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"> 1. Agricultural Production Commissioner and Secretary to Government <p>Member</p> <ol style="list-style-type: none"> 2. Commissioner of Agriculture 3. Representative from Finance Department. 4. Director of Rural Development 5. Chief Engineer (Agrl. Engg) 6. Dean (Horticulture), Tamil Nadu Agriculture University. <p>Member-Secy:</p> <ol style="list-style-type: none"> 7. Commissioner of Horticulture and Plantation Crops 	
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> <p>1. Agricultural Production Commissioner and Secretary to Government</p> <p>Member</p> <p>2. Commissioner of Agriculture</p> <p>3. Commissioner of Agriculture Marketing and Agri Business.</p> <p>4. Representative from Finance Department.</p> <p>5. Director of Rural Development</p> <p>6. Chief Engineer (Agrl. Engg)</p> <p>7. Dean (Horticulture), Tamil Nadu Agriculture University.</p> <p>Member-Secy:</p> <p>8. Commissioner of Horticulture and Plantation Crops</p>	
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> <p>1. Agricultural Production Commissioner and Secretary to Government</p> <p>Members:</p> <p>2. Chief Engineer (Agrl.Engg.), RVP</p> <p>3. Representative from Central Water Commission, Coimbatore</p> <p>4. Rep. of Central Ground water Board</p> <p>5. Rep. of Tamil Nadu Agricultural University, Coimbatore</p> <p>6. Rep. from Dept. of Agriculture</p> <p>7. Rep. from Dept. of Horticulture</p> <p>8. Rep. from Irrigation Management Training Institute, Trichy</p> <p>9. Rep. from Water Resources Organisation, PWD</p> <p>10. Rep. from Farmers' Federation/ Project Level Committee of the project</p> <p>Member Secretary:</p> <p>11. Chief Engineer (Agrl.Engg.)</p>	
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) & 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 & Head (Vegetable) Tamil Nadu Agricultural University, Coimbatore.</p> <p>b. Professor & Head (Agronomy) Tamil Nadu Agricultural University, Coimbatore.</p> <p>c. Professor & Head (Soil Science) Tamil Nadu Agricultural University, Coimbatore.</p> <p>d. Professor & Head (Water Management) Tamil Nadu Agricultural University, Coimbatore.</p> <p>e. Professor & Head (Agriculture Economics) Tamil Nadu Agricultural University, Coimbatore.</p> <p>f. Deputy Director General, NIC, Chennai.</p> <p>13. Chief Engineer, State Ground & Surface Water Data Centre, Taramani, Chennai.</p> <p>Member Secretary:</p> <p>14. State Mission Director, National Member Horticulture Mission/ Commissioner, Horticulture & 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>	

Member

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"> 1. Agricultural Production Commissioner and Secretary to Government <p>Members</p> <ol style="list-style-type: none"> 2. Director of Agriculture 3. Director of Seed Certification, Coimbatore. 4. Additional Director of Agriculture (Inputs) / Joint Director of Agriculture (Inputs), O/o. Director of Agriculture, Chennai-5. 5. Director, Centre for Plant Breeding and Genetics, Tamil Nadu Agricultural University, Coimbatore 6. Professor & Head (Seed Technology) Tamil Nadu Agricultural University, Coimbatore. 7. Area Manager, National Seed Corporation Ltd, Ambatur Estate, Chennai. 8. Special Officer, Thudiyal8ur Co-op Agriculture Society, Thudiyalur, Coimbatore. 9. Secretary, Tamil Nadu Seed Producers Association, Coimbatore. 10. Seed Producer 11. Thiru. S.Ranganathan, S/o. Subburayan, No.91, E/118, C3, Periyar Nagar, Ammapettai, Salem – 636 003. 12. Thiru Kuthalarn P Kalyanam, Ex-Member of Legislative Assembly, Kuthalam Post, Mailaduthurai (TK), Nagapattinam District. <p>Co-Convener:</p> <ol style="list-style-type: none"> 1. Joint Director of Agriculture (State Seed Farms), O/o. Director of Agriculture, Chennai-5. 	
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"> 1. Chairman 2. Agricultural Production Commissioner and Secretary to Government <p>Member</p> <ol style="list-style-type: none"> 3. Secretary, Environment and Forest Department or his representative 4. Secretary, Finance Department or his representative 5. Secretary, Handlooms, Handicrafts, Textiles and Khadi Department or his representative 6. Secretary, Higher Education Department (Science and Technology) or his representative 7. Secretary, Industries Department or his representative 8. Secretary, Rural Development and Local Administration Department or his representative 9. Secretary, Housing and Urban Development Department or his representative 	

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"> 1. Agricultural Production Commissioner and Secretary to Government <p>Member</p> <ol style="list-style-type: none"> 2. Director of Agriculture 3. Commissioner, Horticulture & Plantation Crops 4. Director, Centre for Plant Protection Studies, Tamil Nadu Agricultural University, Coimbatore 5. Director, Centre for Plant Breeding and Genetics, Tamil Nadu Agricultural University, Coimbatore 6. Director, (Research), Tamil Nadu Agricultural University, Coimbatore 7. Dean, Horticulture College and Research Institute, Periyakulam, Theni District. 8. Project, Co-ordinator, CICR, Coimbatore <p>Non-Official Member</p> <ol style="list-style-type: none"> 9. Thiru S, Ganapathy, Director of Seed Certification, (Retired) 10. Thiru V.Gopalsamy, Farmer, Thekkupalayam, Coimbatore. <p>Member Secretary</p> <ol style="list-style-type: none"> 11. Director of Seed Certification, Coimbatore. 	
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
(1)	(2)	(3)
1.	Gagandeep Singh Bedi, I.A.S. Agricultural Production Commissioner and Secretary to Government	25674482
2.	V.Chandrasekaran, IAS.,	25672746
3.	M.Ananthaselvam, Additional Secretary to Government	25670242
4.	P.Subramanian Joint Secretary to Government	25675904
5.	R. Sampath Deputy Secretary to Government	25678404
6.	J. Ganesan Deputy Secretary to Government	25675904
7.	N. Vasanthi Deputy Secretary to Government	25672095
8.	T. Selvaraj Under Secretary	25665509
9.	R. Kaliaperumal Under Secretary	25665306
10.	V. Padma Under Secretary	25665321
11.	V. Ravikumar Under Secretary	25665332
12.	M. Sarala Under Secretary	25665291
13.	V. Muthaiyan Under Secretary	25665180
14.	V. Sundar Under Secretary	25665594
15.	R. Sathiyavathy Under Secretary	25665090
16.	R.Thiruvenkadam Under Secretary	25665954
17.	AP 1, AP 2, AP 3, AP 4, AP5, AP 6, WD 1 and WD 2 sections	Extn. 5899
18.	AA 1, AA 2, AA 3, AA 4, AA 5, AA 6, AA 7, AA 8 and DPAP sections	Extn. 5051
19.	B&P, GL, AU, AM 1, AM 2, AM 3, Sugarcane and Oilseeds sections	Extn. 5052
20.	H 1, H 2, AE 1 and AE 2 Sections	Extn. 5531
21.	OP 1, OP 2, OP 3 and Bills Sections	Extn. 5559

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
Secretary to Government (IAS)(37400-67000 plus Grade pay 10000)		
1.	Gagandeep Singh Bedi, I.A.S.	Agricultural Production Commissioner and Secretary to Government
Special Secretary to Government (IAS) (37400-67000 plus Grade pay 10000)		
2.	V.Chandrasekaran, IAS.,	Special Secretary to Government
Additional Secretary to Government (Non-IAS))(37400-67000 plus Grade pay 9500)		
3.	M.Ananthaselvam	Additional Secretary to Government
Joint Secretary to Government (Non-IAS)(37400-67000 plus Grade pay 8800)		
4.	P.Subramanian	Joint Secretary to Government
Deputy Secretary to Government (15600-39100 plus Grade pay 7600)		
5.	R.Sampath	Deputy Secretary to Government
6.	J.Ganesan	Deputy Secretary to Government
7.	N.Vasanthi	Deputy Secretary to Government
Principal Private Secretary)(37400-67000 plus Grade pay 7600)		
8.	M.Arputha Mary Vasanthi	Principal Private Secretary
Under Secretary to Government (15600-39100 plus Grade pay 6600)		
9.	T.Selvaraj	Under Secretary to Government
10.	R.Kaliaperumal	Under Secretary to Government
11.	V.Padma	Under Secretary to Government
12.	V.Ravikumar	Under Secretary to Government
13.	M.Sarala	Under Secretary to Government
14.	V.Muthaiyan	Under Secretary to Government
15.	V.Sundar	Under Secretary to Government
16.	R.Sathiyavathy	Under Secretary to Government
17.	R.Thiruvenkadam	Under Secretary to Government
18.	K.Chitra	Under Secretary to Government (Dist.Trig)
19.	M.Meena	Under Secretary to Government (Dist.Trig)
20.	R.Murali	Under Secretary to Government (Dist.Trig)
Senior Private Secretary(15600-39100 plus Grade pay 6600)		
21.	G.Revathy	Senior Private Secretary

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
22.	E.Kumar	Senior Private Secretary
Section Officer (15600-39100 plus Grade pay 5400)		
23.	P.Santhi	Section Officer
24.	T.Prabavathi	Section Officer
25.	M.Revathi	Section Officer
26.	N.D.Babudoss	Section Officer
27.	V.K.Gowri	Section Officer
28.	R.Nithyananda Jothi	Section Officer
29.	S.Saravanan	Section Officer
30.	G.Venkatesan	Section Officer
31.	T.Ponmalar	Section Officer
32.	V.Selvaraj	Section Officer
33.	R.Sivasankar	Section Officer
34.	N.Selvam	Section Officer
35.	M.Rajeswari	Section Officer
36.	P.Chelladurai	Section Officer
37.	T.V.Murali	Section Officer
38.	S. Kousalya	Section Officer
39.	R.Kalavathi	Section Officer
40.	M.Ramu	Section Officer
41.	M. Selvam	Section Officer
42.	Y.Latha Nesa Bahini	Section Officer
43.	A.Jaya	Section Officer
44.	K.Shanmugam	Section Officer
45.	Fatheema Hassan	Section Officer
46.	S.Hariharan	Section Officer
47.	R.Sathishkumar	Section Officer
48.	V.Anandavalli	Section Officer
49.	K.Deepa	Section Officer
50.	J.Ezhilarasi	Section Officer
51.	S.Venkatesan	Section Officer
52.	R.L.Balaji	Section Officer
Private Secretary(15600-39100 plus Grade pay 5400)		
53.	J.Balasubramanian	Private Secretary
Assistant Section Officer (9300-34800 plus Grade pay 4600)		
54.	M.Manogaran	Assistant Section Officer
55.	K.S.Murraltharan	Assistant Section Officer
56.	V.Sasikumar	Assistant Section Officer
57.	P.Murugan	Assistant Section Officer
58.	R.Priya	Assistant Section Officer
59.	R.Ravikumar	Assistant Section Officer
60.	G.Preetha	Assistant Section Officer
61.	S.Deenadayalan	Assistant Section Officer
62.	R.Venkatesan	Assistant Section Officer

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
63.	D.Varadhan	Assistant Section Officer
64.	D.Moorthy	Assistant Section Officer
65.	K.Tamilarasi	Assistant Section Officer
66.	M. Anuradha	Assistant Section Officer
67.	M.Saleem	Assistant Section Officer
68.	R.Deepan chakravarthy	Assistant Section Officer
69.	N.Arun	Assistant Section Officer
70.	K.Kavitha	Assistant Section Officer
71.	R.Chitra	Assistant Section Officer
72.	R.Vijayakumar	Assistant Section Officer
73.	S.Saravanan	Assistant Section Officer
74.	G.Kaliyaperumal	Assistant Section Officer
75.	E.Karunanidhi	Assistant Section Officer
76.	A.Ganesan	Assistant Section Officer
77.	A.Prakash	Assistant Section Officer
78.	K.Pradeepa	Assistant Section Officer
79.	M.Devi Saraswathi	Assistant Section Officer
80.	S.Mekala	Assistant Section Officer
81.	S.Indira	Assistant Section Officer
82.	P.Ajithal	Assistant Section Officer
83.	M. Sangeetha	Assistant Section Officer
84.	J.Veeravanjinathan	Assistant Section Officer
85.	M.Dhanalakshmi	Assistant Section Officer
86.	B.Amudha	Assistant Section Officer
87.	P.Gnanasekaran	Assistant Section Officer
88.	C.Sugandiran	Assistant Section Officer
89.	N.Ravichandran	Assistant Section Officer
90.	A.Anandakumar	Assistant Section Officer
91.	A.Jamshed Basha	Assistant Section Officer
92.	A.Arulvadivam	Assistant Section Officer
93.	P.Kumar	Assistant Section Officer
94.	P.Ganesan	Assistant Section Officer
95.	A.Karthikeyan	Assistant Section Officer
96.	G.Kannan	Assistant Section Officer
97.	N.Selvi	Assistant Section Officer
98.	S.Rajkumar	Assistant Section Officer
99.	S.Banumathi	Assistant Section Officer
100.	K.Saraswathi	Assistant Section Officer
101.	P.Nambi	Assistant Section Officer
102.	R.Pandurangan	Assistant Section Officer
Personal Assistant (9300-34800 plus Grade pay 4600)		
103.	M.Pattammal	Personal Assistant
104.	G.Espin Glory	Personal Assistant
Senior Personal Clerk (9300-34800 plus Grade Pay 4200)		
105.	T.Vaithian	Senior Personal Clerk
106.	K.Suba	Senior Personal Clerk
107.	K.Mathiyazhavan	Senior Personal Clerk

Sl. No.	Name of the Officer Thiru / Tmt / Selvi	Designation
108.	K.Shantha Devi	Senior Personal Clerk
109.	R.Krishnaveni	Senior Personal Clerk

Personal Clerk (5200-20200 plus Grade pay 2800)		
110.	R.Banu devi	Personal Clerk
Assistant (5200-20200 plus Grade pay 2600)		
111.	S. Manikandan	Assistant
112.	A.Abdul Rafi	Assistant
113.	D.Deepa	Assistant
114.	T. Thirumavalavan	Assistant
115.	K.Srinivasan	Assistant
116.	S.Tamilarasi	Assistant
117.	K. Vimala	Assistant
118.	C.Anandadevi	Assistant
119.	R.Mageswari	Assistant
120.	V.Nalini	Assistant
121.	M.Dhanalakshmi	Assistant
Data Entry Operator (Selection grade) (9300-34800 plus Grade Pay 4200)		
122.	P.Parakasan	Data Entry Operator
Senior Typist (9300-34800 plus Grade Pay 4200)		
123.	T.Dhanamuthu	Senior Typist
124.	S.Uma Maheswari	Senior Typist
125.	T.Kalpana	Senior Typist
126.	S.Umamageswari	Senior Typist
127.	S.Shakila	Senior Typist
128.	N.Gandhiraj	Senior Typist
129.	R.Gangadurai	Senior Typist
130.	N.V. Krishnaveni	Senior Typist
131.	S.Umamageswari	Senior Typist
Typist (5200-20200 plus Grade pay 2400, Spl.pay 80/-)		
132.	M.Karpagam	Typist
133.	S.Anitha	Typist
134.	M.Subbulakshmi	Typist
135.	L.Vinothini	Typist
Despatch Assistant(5200-20200 + GP 2400)		
Record Assistant (5200-20200 plus Grade pay 2400)		
136.	Syed Akbar Basha	Record Assistant

Driver (5200 – 20200 plus Grade pay 2400)		
137.	G.Vinothkumar	Driver
Record Clerk (4800-10000 plus Grade pay 1400)		
138.	M.Parthiban	Record Clerk
139.	P.Latha	Record Clerk
140.	S.Sabarinath	Record Clerk
141.	K.Sudhakar	Record Clerk
142.	W.John Joseph	Record Clerk
143.	D.Deivambigai	Record Clerk
144.	L.Manikandan	Record Clerk
145.	G.M.Sathishkumar	Record Clerk
Duffadar (4800-10000 plus grade pay 1300)		
146.	M.Veerasekaran	Duffadar
Office Assistant(4800-10000 plus Grade pay 1300)		
147.	M. Ramamoorthy	Office Assistant
148.	V. Chandrasekaran	Office Assistant
149.	B.Manimaran	Office Assistant
150.	S.Gomathi	Office Assistant
151.	M. Arulraj	Office Assistant
152.	G.Mallika	Office Assistant
153.	R. Damodaran	Office Assistant
154.	V.Babu	Office Assistant
155.	P.Saravanan	Office Assistant

CHAPTER - 11

**BUDGET ALLOCATION MADE FOR AGRICULTURE DEPARTMENT
AND IN THE ORGANIZATIONS IN ITS CONTROL IN RBE 2016-17
(Under Section 4(1) (b) (xi) of RTI Act 2005)**

Budget allocation – Demand No. 5, Agriculture Department RBE 2016-17

(Rupees in Thousands) (Gross)

Sl. No.	Head of Department	Budget Estimate
1.	Agriculture Department, Secretariat	10,73,55
2.	Directorate of Agriculture	5,309,04,18
3.	Directorate of Agricultural Marketing and Agri Business	261,19,33
4.	Directorate of Seed Certification	45,72,83
5.	Directorate of Horticulture and Plantation Crops	518,58,67
6.	Agricultural Engineering Department	381,67,29
7.	Agro Engineering Services	46,45
8.	Tamil Nadu Agricultural University, Coimbatore	412,98,05
9.	Directorate of Organic Certification	86,05
	Total	6,941,26,40

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) T.V.
- c) News Paper
- d) Daily bulletin
- e) Printed Manual / material
- f) 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

CHAPTER – 13

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes

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

The Public can obtain the above information's under requisition.

CHAPTER – 14

Particulars of recipients of concessions, permits or authorizations granted by it

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

The Public can obtain the above information's under requisition.

CHAPTER – 15

Details in respect of the information available to or held by it, reduced in an electronic form

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

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

i) Web site of Agriculture Department

<http://www.tn.gov.in/department/2>

Important G.Os. and Policy Note of Information Technology Department are available at

<http://www.tn.gov.in/>

CHAPTER – 16

Publish all relevant facts while formulating important policies or announcing the decisions which affect public

(Under Section 4(1) (c) of RTI Act 2005)

The Public can obtain the above information's under requisition.

CHAPTER – 17

Provide reasons for its administrative or quasi-judicial decisions to affected persons

(Under Section 4(1) (d) of RTI Act 2005)

The Public can obtain the above information's under requisition.

.....
.....
.....