

# **ANIMAL HUSBANDRY, DAIRYING AND FISHERIES DEPARTMENT, Secretariat.**

## **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 Animal Husbandry, Dairying and Fisheries, 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 Animal Husbandry, Dairying and Fisheries and the organisations 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.***

The Department of Animal Husbandry, Dairying and Fisheries has all Under Secretaries to Government as its Public Information Officers. A person requiring any information under the Act may contact any of the Under Secretaries to Government, Animal Husbandry, Dairying and Fisheries Department, Secretariat, Chennai –600 009. Office Phone numbers of Under Secretaries to Government/ Public Information Officers are as follows:-

Public Information Officer/ Under Secretary (OP) to Government	2566 5964
Public Information Officer/ Under Secretary (Estt) to Government	2566 5570
Public Information Officer/ Under Secretary (AH) to Government	2566 5952
Public Information Officer/ Under Secretary (Dairy) to Government	2566 5913
Public Information Officer/ Under Secretary (Fish1) to Government	2566 5028
Public Information Officer/ Under Secretary (Fish2) to Government	2566 5348

### **1.5 Procedure and fee structure for getting information not available in the hand-book.**

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. 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**

All Deputy Secretaries / Joint Secretary/ Additional Secretary / Special Secretary to Government will be Appellate Authorities. The address and telephone of Appellate Authorities are as follows:-

Appellate Authority/ Deputy Secretary (OP) to Government	2567 1454
Appellate Authority/ Deputy Secretary (Estt) to Government	2567 2921
Appellate Authority/ Deputy Secretary (Fish) to Government	2567 1481
Appellate Authority/ Additional Secretary (AH) to Government	2567 3650
Appellate Authority/ Special Secretary to Government	2567 4084

## CHAPTER - 2

### Particulars of Animal Husbandry, Dairying and Fisheries Department, its Functions and Duties

#### **2.1. Introduction**

The Animal Husbandry, Dairying and Fisheries Department has three separate wings headed by the Secretary to Government. He acts as the administrative head of the department and an advisor to the Hon'ble Ministers of the following three departments on all matters of policy formulations and administration relating to these departments:

- a) Animal Husbandry Department;
- b) Fisheries Department; and
- c) Dairy Development Department.

#### **2.2 Animal Husbandry Department**

The Animal Husbandry plays a major role in providing veterinary health services and in improving the production potentialities of livestock and poultry reared in the State. Apart from this, the Department is also involved in various veterinary extension activities to enlighten the farmers on the best animal husbandry practices.

#### **2.3 Fisheries Department**

The Fisheries sector has been recognized as a powerful income and employment generator to improve the socio-economic condition of the marine and inland fishermen in the State. It is the only sector that offers cheap and good animal protein to the people ensuring National Food Security. It is also a major contributor of foreign exchange earnings. Tamil Nadu with its 1076 km of coastline is a leading State in the fish production.

##### **2.3.1 Tamil Nadu Fisheries Development Corporation Ltd.**

Besides these 3 Departments, the Tamil Nadu Fisheries Development Corporation (TNFDC) is also coming under the administrative control of this Department. The Director of Fisheries is the Officiating Managing Director of this Corporation. This Corporation is headed by an IAS official as its Chairman.

Office Address of the Corporation:  
 The Managing Director,  
 Tamil Nadu Fisheries Development Corporation Ltd.,  
 Tamil Nadu Housing Board,  
 No.485, 6th Floor, Anna Salai,  
 Nandanam, Chennai-600 035.

##### **2.3.2 Tamil Nadu Fishermen Welfare Board.**

To provide social security and for ensuring well being of fishermen and labourers engaged in fishing and allied activities, Tamil Nadu Fishermen Welfare Board was established on 29.06.2007 and functioning from 04.10.2008 with its Head Office at Neelangarai, Chennai with Hon'ble Minister for Fisheries as Chairman of the Board and Commissioner of Fisheries as Member Secretary along with designated members. A sum of Rs. 500.00 lakhs has been

sanctioned as a Grant for the year 2007-08 for implementation of various welfare programmes. As on 31.03.2009, a total of 1,66,834 fish labourers were enrolled in the Board. So far, 700 claims were sanctioned with relief / assistance for a sum of Rs. 21.44 lakhs under various Schemes of the Board. A sum of Rs. 42.64 lakhs was received as contribution to the fund of Tamil Nadu Fishermen Welfare Board from various agencies specified in the Act.

The Official Address of the Board:-

Tamil Nadu Fishermen Welfare Board,  
Head Office,  
2/ 601, East Coast Road,  
Neelankarai,  
Chennai I - 600 041.  
Phone : 044-24490944, 24490955  
Fax : 044-24490944  
Email: [tnfisherboard@gmail.com](mailto:tnfisherboard@gmail.com)

#### **2.4. Dairy Development Department**

Tamil Nadu is one of the frontline States in milk production. The daily milk production in Tamil Nadu through organized and unorganized sectors is roughly around 127 lakh litres per day. With the adoption of "Anand pattern" in the State of Tamil Nadu, Tamil Nadu Cooperative Milk Producers' Federation Limited (TCMPF Ltd.) was registered in the State on 1<sup>st</sup> February, 1981. The commercial activities of the Department such as milk procurement, processing, chilling, packing and sale of milk to the consumers, etc. are handled by the TCMPF Ltd. popularly known as "Aavin". The TCMPF Ltd. has organized about 8000 Milk Producers' Cooperative Societies in the State and is also supervising and controlling the administration of Primary Milk Producers' Cooperative Societies, District Cooperative Milk Producer's Union and the Apex Cooperative Milk Producers' Federation at Chennai. The ultimate objective of this Department is to empower the target groups to improve their socio-economic condition by improving milk production in the State.

#### **2.5 Functioning of the Administrative Departments:**

The Secretary to Government, Animal Husbandry, Dairying & Fisheries Department is the Head of the Department and the following officers are heading their respective Departments:

##### **2.5.1 Commissioner of Animal Husbandry & Veterinary Services:**

The Animal Husbandry Department is headed by an I.A.S., officer as its Commissioner supported by the Additional Directors and Joint Directors at Headquarters and the Joint Directors, the Deputy Directors and the Assistant Directors along with staff in the field. The Commissioner is looking after the implementation of various schemes on development of livestock population, sheep and goat development, piggery development, veterinary services, vaccination programme, disease prevention, diagnosis, control of animal diseases, canine rabies control programme, feed and fodder development, etc.. This Department also conducts animal health programmes known as "Kalnadai Pathukappu Thittam" in remote and inaccessible areas to provide total livestock health cover to the animals reared by farmers. In

these camps, various activities like health care, disease prevention, deworming, castration, Artificial Insemination, pregnancy verification and infertility, etc. are carried out.

### **2.5.2. The Registrar, Tamil Nadu Veterinary & Animal Sciences University (TANUVAS)**

Tamil Nadu Veterinary and Animal Sciences University (TANUVAS) was established in 1989 with the following objectives:-

- (a) To impart education to undergraduate, post-graduate and doctoral students in different fields of Veterinary and Animal Sciences and Fisheries Sciences.
- (b) To carry out research in Animal and Fish production, protection and products.
- (c) To disseminate knowledge on important technologies to line Departments and farming community for the sustenance and growth of livestock, poultry and fisheries in the State.

TANUVAS has made remarkable strides in different ambits of livestock, poultry and fisheries development with farmers' participation such as breed improvement programmes, cross breeding with exotic germplasm, production system research technology refinement and farming system development to enhance productivity, profitability and sustainability, food and nutrition security etc.

The details may also be obtained from the website of **Tamil Nadu Veterinary & Animal Sciences University** " [www.tanuvac.ac.in](http://www.tanuvac.ac.in) "

#### **2.5.3.1 Tami Nadu livestock development Agency [TNLDA]**

The Tamil Nadu Livestock Development Agency an autonomous body, which would become a self-sustaining organization, designated to reinforce breeding activities in Cattle and Buffalo at State level was formed as State implementing Agency for the "National Project for cattle and Buffalo breeding" .

The Agency has been registered by the Registrar of Society, Chennai on 11/02/2002 and started functioning from the **9<sup>th</sup> of January 2003**, with the Secretary to the Government of Tamil Nadu, Department of Animal Husbandry, Dairying and Fisheries, Chennai as the Chairman of Tamil Nadu livestock development agency and a technical person having expertise in frozen semen technology as its Chief Executive Officer. vide GO Ms.No.18/AH&F dated 09/02/2002.

#### **2.5.3.2 Participating Agencies**

- ◆ DEPARTMENT OF ANIMAL HUSBANDRY and VETERINARY SERVICES
- ◆ TAMIL NADU COOPERATIVE MILK PRODUCERS' FEDERATION
- ◆ TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY
- ◆ BREEDERS ASSOCIATIONS
- ◆ GAUSHALAS
- ◆ NON GOVERNMENT ORGANISATIONS AND OTHERS

#### **2.5.3.3. Project Components**

- Quality control of goods strengthening of sperm stations, semen banks and Training institutions

- Introduction of quality bulls with high genetic merit through Field performance recording programme through selected dairy co-operatives, breeders associations etc.
- Intensification of Progeny Testing Programme
- Embryo Transfer Technology
- Promotion of private mobile AI practice for door-step delivery of AI Services through Training of AI practitioners
- Support for acquisition of frozen semen and AI equipments
- Regular supply of frozen semen and liquid nitrogen at reasonable cost
- Conversion of Existing Stationary AI Centers to Mobile practice
- Establishing computer network for close monitoring
- Institutional restructuring for managing production and supply of genetic inputs and liquid nitrogen on sustained basis
- Streamlining storage and supply of liquid Nitrogen by Setting up of infrastructure for bulk transport and bulk storage
- Conservation of Indigenous breeds
- Other allied activities

#### **2.5.3.4 Objectives**

The Agency's primary objective is to consolidate on the remarkable increase of crossbred cattle population from 17.71 lakh in 1994 to 50.99 lakh in 2004 a growth rate of 18.79% during the last decade and to sustain and improve the increase in milk production from 25.62 MT in 1983-84 to 47.53MT in 2003-04. Also to increase the per-capita milk availability from 209 g. to the ICMR recommended levels of 250 g.

#### **Animal Breeding Objectives for the period 2005-2010**

Year	Targeted % of Breedable population		No. of animals to be covered		No of AI to be done (in lakhs)	
	Cattle	Buffalo	Cattle	Buffalo	Cattle	Buffalo
2005-06	43.19	29.81	17.78	2.66	44.63	6.39
2006-07	50.19	38.81	20.66	3.47	51.86	8.32
2007-08	57.19	47.81	23.54	4.27	59.10	10.25
2008-09	64.19	56.81	26.43	5.08	66.33	12.18
2009-10	71.19	65.81	29.31	5.88	73.56	14.11

The TNLDA is performing the following to achieve the objectives along with the participating Agencies:

- Implementing Livestock Breeding Policy,
- Bull production,
- Sire evaluation,
- Semen production and distribution,
- Liquid Nitrogen production, Procurement and distribution,
- Quality Assurance in all levels,
- Training of professionals,
- Training of AI workers,
- Conversion of stationary AI centers into mobile AI centers,
- Organising National Seminars, Calf Rallies

Creation of new Mobile AI centers in order to achieve the objectives of providing AI coverage at the doorstep of farmers for all the breedable female bovines, improve the conception rate, produce genetically superior progenies, conserve breeds and make necessary Institutional restructuring.

### **2.5.3.5 ORGANIZATIONAL STRUCTURE**

#### **EXECUTIVE COMMITTEE**

1. **CHAIRMAN**  
*Secretary to the Department of Animal Husbandry, Dairying and Fisheries, Government of Tamil Nadu*
2. Chief executive officer

#### **MEMBERS**

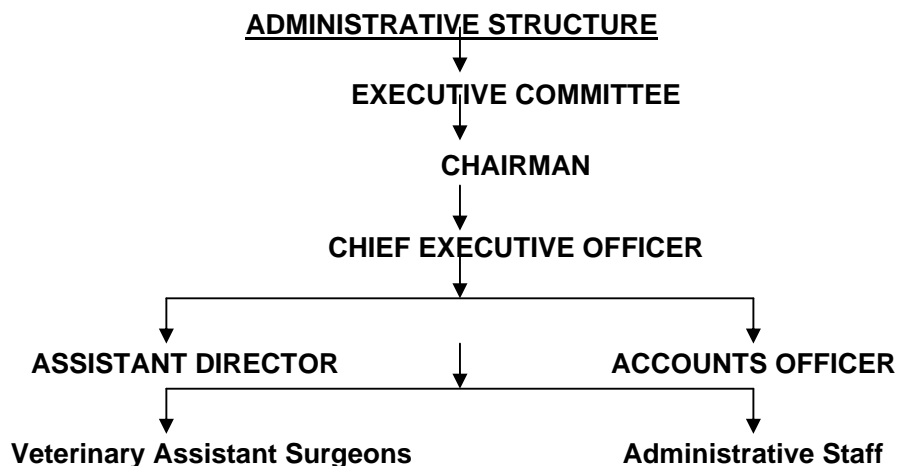
3. Commissioner of Animal Husbandry and Veterinary Services
4. Managing Director, Tamil Nadu Co-Operative Milk Producers' Federation
5. Representative from Planning and Development Dept., GOTN, Chennai
6. Director, Directorate of Rural Development Agency, Government of Tamil Nadu
7. Representative of the Government Of India
8. Joint Secretary to Government, Finance Department, Government of Tamil Nadu
9. Director, Centre For Animal Production Studies, Tamil Nadu Veterinary And Animal Sciences University

#### **Elite Farmers**

10. Thiru. V.Yogalingam B.E., s/o Thiru.C.Venkadasamy, Nachiappa Gounden Valasu, Kovilampatti [PO], Palani Taluk Dindigul.
11. Thiru.R.K.Dinakaran, Ramnaickenpatti, Vaniambadi Taluk, Vellore
12. Thiru.Leela Krishnan, Pioneer Hatcheries, Pongalur, Coimbatore

#### **Representative of Non-Government Organisations.**

13. The Society for Rural Development, Promotion Service Animal Welfare Organisation [SRDPS-AWO] Thirupathur.



#### **2.5.4 Fisheries Department**

Director of Fisheries is the head of the Fisheries Department who is also acting as the Managing Director of Tamil Nadu Fisheries Development Corporation Ltd. (TNFDC.) , an undertaking of the Tamil Nadu Government. Besides this, he is acting as functional registrar of the fishermen's cooperative societies. There are 6 regions, each headed by a Joint Registrar of Fisheries to supervise the work of the Assistant Directors of Fisheries in implementing various fisheries development schemes like Fishermen's National Savings-cum-Relief Scheme, Fishermen Free Housing Scheme, Group Accident Insurance Scheme for Fishermen, Diesel Subsidy Scheme, Sales Tax Waiver Scheme, Fishermen Sea Safety Scheme and Funeral Expenses to Fishermen Family Scheme, etc.

#### **2.5.4 Commissioner for Milk Production & Dairy Development:**

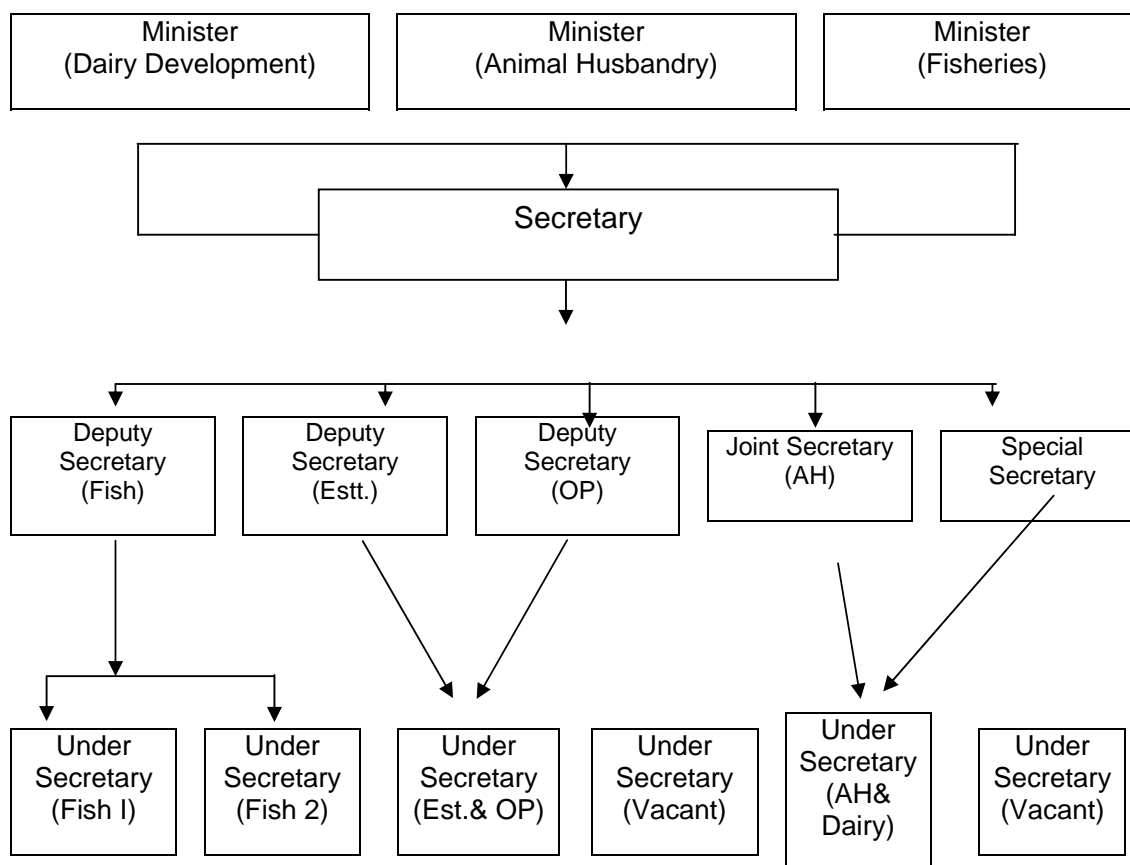
The Commissioner for Milk Production & Dairy Development heads the Dairy Development Department and is the State Registering Authority under MMPO 1992 for the State of Tamil Nadu. He is also an ex-officio Managing Director of the Tamil Nadu Cooperative Milk Producers' Federation Ltd. at the State level. He is the regulating authority in respect of dairy cooperatives and private dairies.

The main functions of the Dairy Development Department include the organization of milk cooperative societies, registration of societies, supervision and control of the primary milk cooperative societies, the district cooperative milk producers' unions and the Tamil Nadu Cooperative Milk Producers' Federation Ltd.

The Commissioner of Milk Production & Dairy Development is assisted by the Deputy Milk Commissioner (Cooperation) and Circle Deputy Registrars (Dairying) and a number of staff members at headquarters and in the field. The Commissioner of Milk Production & Dairy Development / State Registering Authority, Deputy Milk Commissioner (Cooperation), the District Collectors and the Deputy Registrars (Dairying) have been authorized to carry out supervision and periodical inspections of the dairies to maintain quality of milk to be supplied to the consumers.

In order to encourage women members to contribute more to the dairy sector, they are being called upon to organize women milk producers' cooperative societies in their respective areas. As on date, there are about 1462 women milk producers' cooperative societies functioning in the State. Women self-help members are being admitted as members in the societies on priority basis.

## 6. Organisation Chart of Animal Husbandry, Dairying and Fisheries Department (Secretariat).



There are 18 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 13 to 23.

### 2.7 Duties of the Public Authority

The Hon'ble Ministers for Animal Husbandry, Dairy Development and Fisheries Department have full control over the administration of this department. The 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 Ministers informed of progress time and again.

The 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.

### **2.8 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.

### **2.9 Working hours of Office:**

- |                                 |   |            |
|---------------------------------|---|------------|
| (a) Opening hours of the office | - | 10.00 A.M. |
| (b) Closing hours of the office | - | 5.45 P.M.  |
- (Lunch time - 1.30 p.m. to 2.00 p.m.)

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

#### **\* Secretariat Level**

Secretary to Government,  
Animal Husbandry, Dairying & Fisheries Department,  
Fort St. George, Secretariat,  
Chennai –600 009.

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

- (i) Commissioner of Animal Husbandry & Veterinary Services,  
Central Office Buildings, Block II, DMS Complex, Chennai – 600 006.
- (ii) Director of Fisheries,  
Administrative Office Building, DMS Complex, Chennai – 600 006
- (iii) Commissioner for Milk Production & Dairy Development,  
Madhavaram Milk Colony, Chennai – 600 051.
- (iv) Director of Audit for Milk Co-operatives,  
No.212, R.K. Mutt Road, IIIrd Floor, Mylapore, Chennai-4.

#### **Public Sector Undertakings:**

- (i) The Managing Director, Tamil Nadu Co-operative Milk Producers' Federation Ltd., Madhavaram Milk Colony, Chennai – 600 051.
- (ii) The Managing Director, Tamil Nadu Fisheries Development Corporation Ltd., Tamil Nadu Housing Board, No.485, 6th Floor, Anna Salai, Nandanam, Chennai-600 035.

#### **Other Establishments:**

- (i) The Special Officer, Tamil Nadu State Apex Fisheries Co-operative Federation, Tamil Nadu Housing Board Commercial Complex, Ashok Pillar, Chennai-83.
- (ii) The Chief Executive Officer, Tamil Nadu Livestock Development Agency, No.571, Anna Salai, Saidapet Veterinary Hospital Campus, Nandanam, Chennai-35.

- (iii) The Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram, Chennai-51.

## **CHAPTER - 3**

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

#### **3.1 Introduction**

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

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

This Department is headed by a Secretary who is an I.A.S officer and who acts as the administrative head of the Department and advisor to the Ministers of Animal Husbandry and Dairying and Fisheries. He is assisted in the Secretariat, by a Special Secretary, a Joint Secretary, 2 Deputy Secretaries and 6 Under Secretaries along with 18 Section Officers and 36 Assistant Section Officers

This Department is responsible for formulation of policies of the Government in respect of Animal Husbandry Department, Dairying Development and Fisheries Department and also for the execution of various schemes to be implemented by these 3 departments 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 Secretary to Government**

The 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 Joint 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/ Joint Secretary / Deputy Secretary to Government**

The Special Secretary / Joint 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 Joint 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.

##### **3.2.3. Under Secretary to Government**

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

### **3.2.4. 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.

### **3.2.5. Assistant Section Officer, Assistants, 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 despatched. 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

### **3.2.6. Private Secretaries, Personal Assistants and Personal Clerks**

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

The Secretariat Department consists of 18 sections. The details are as follows:-

#### **SECRETARIAT WING**

<b>Sl. No.</b>	<b>Section Name</b>	<b>ASO</b>	<b>Details of subjects dealt with</b>
1.	OP	ASO-1	Establishment matters of all staff of Animal Husbandry, Dairying and Fisheries Dept including Disciplinary cases
		ASO-2	1. Loans and Advances for the staff of Animal Husbandry, Dairying and Fisheries Dept 2. Fuel and Telephones 3. Permission for land acquiring 4. Government Servant Conduct Rules
2.	BILLS	ASO-1	GPF and Surrender of staff of Animal Husbandry, Dairying and Fisheries Dept including Pay bill
		ASO-2	1. Contingency , Medical Bills 2. Pay Bill for Officers 3. TA Bills, Telephone Bills, Fuel Bills, Medical Bills 4. LTC 5. Revised Estimate/ RMA

**ANIMAL HUSBANDRY WING**

Sl. No.	Section Name	ASO	Details of subjects dealt with
3.	AH1	ASO-1	1. Disciplinary cases relating to Director of Animal Husbandry, Additional Director of Animal Husbandry, Joint Director of Animal Husbandry, Deputy Director of Animal Husbandry, Assistant Director of Animal Husbandry. Veterinary Assistant Surgeons, Research Assistants, Assistant Research Officer, Research Officer, Senior Research Officer and Director of Institute of Veterinary and Preventive Medicine, Ranipet.
		ASO-2	1. Disciplinary cases relating to the Staff members in the Animal Husbandry Department belonging to Tamil Nadu Animal Husbandry Subordinate Service, Tamil Nadu Ministerial Service, Tamil Nadu General Subordinate Service and Tamil Nadu Basic Service – Administrative Officer, Personal assistant to Director of Animal Husbandry, Chief Personal Officer, Accounts Officer, Senior Accounts Officer, Financial Adviser and Chief Accounts Officer etc., 2. Miscellaneous, routine and General matters relating to Disciplinary cases and disciplinary rules. 3. Establishment matters regarding Tamil Nadu Animal Husbandry Sub-ordinate Service (Non-Gazetted Technical).
4.	AH2	ASO-1	1. Fodder Development Mandaveli Maikal Porambokku Land Transfer 2. NABARD 3. Budget – Annual Plan Review 4. Part II Schemes 5. Consolidation Sheep Units in District Farm, Sheep Development Programme 6. Sheep Farms and Sheep Breeding Societies 7. Sheep and Extension Centres 8. Western Ghat Development Programme 9. Hill Area Development Programme under Animal Husbandry
		ASO-2	1. Artificial Insemination 2. Liquid Nitrogen Plants and Frozen Semen Technique 3. Kalnadai Padukappu Thittam 4. Key Village Schemes 5. Veterinary Sub-Centres 6. General matters relating to I.C.A.R Schemes not relating to any other section.
5.	AH3	ASO-1	1. Building, Equipment, Vehicles of Institute of Veterinary and Preventive Medicine 2. Medicines and drugs 3. Matters relating to Veterinary Dispensaries, Hospitals, Clinical Centres, Mobile Veterinary Units 4. Central purchase Committee on Medicines 5. Supply of Medicine to all Veterinary Institutions 6. Financial Assistant to Blue Cross for maintaining Veterinary Clinic.

		ASO-2	<ol style="list-style-type: none"> <li>1. Jallikattu and related issues.</li> <li>2. Acts relating to cattle diseases and Veterinary Practitioners</li> <li>3. Veterinary Council</li> <li>4. Sample Survey Unit</li> <li>5. Schemes relating to Statistics in Animal Husbandry Department</li> <li>6. Vaccination of Cattle outside the Veterinary Institutions</li> <li>7. Institute of Veterinary Preventive Medicine</li> <li>8. Vaccines – Production, Storage, Distribution, Export, Import</li> <li>9. Vaccine for Animal Husbandry Department and for supply to Veterinary Institutions</li> <li>10. Poultry Disease diagnostic Laboratory</li> <li>11. Oxtocin injection to milch animals affecting their health</li> <li>12. Manual of I.V.P.M – Animal Husbandry Department Manual- Livestock Manual</li> <li>13. Livestock Census</li> <li>14. Cow Protection Committee Animal Disease Intelligence Units, Rinderpest Squad</li> <li>15. Central Research Laboratory, Saidapet.</li> <li>16. Prevention of Cruelty to Animals.</li> </ol>
6.	AH4	ASO-1	<ol style="list-style-type: none"> <li>1. All matters relating to District Livestock Farms</li> <li>2. Cows and Buffalo Units in District Livestock Farms, Cattle Development</li> <li>3. Import and Export of cattle</li> <li>4. Feeds and fodder resources</li> <li>5. Fodder control Grass land and Fodder Development</li> <li>6. Bull Stations</li> <li>7. State Livestock Improvement Board</li> <li>8. Annual Administration Report of Animal Husbandry Department</li> <li>9. Livestock Selling Prize</li> <li>10. Livestock Labourers Insurance</li> <li>11. Cattle Insurance and</li> <li>12. IAMWARAM (Irrigated Agriculture Modernisation and Water- bodies Restoration Management Project.</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. Special Livestock Production Programme</li> <li>2. Fairs and Exhibitions</li> <li>3. Publicity and Propaganda</li> <li>4. Breeding and Marketing under Animal Husbandry (including pigs, dogs, horses, calf etc.)</li> <li>5. Mortality</li> <li>6. Audit report and Inspection report not relating to Schemes</li> <li>7. Stationeries, Books and Publications not relating to Schemes</li> <li>8. All matters relating to Motor Vehicles of AH Department not pertaining to any other schemes.</li> <li>9. Cattle Loans for milch animals</li> <li>10. Computerisation of Animal Husbandry Projects and Computer for them</li> <li>11. National Project for Cattle and Buffaloes breeding scheme</li> <li>12. All matters relating TNLDA.</li> </ol>
7.	POULTRY	ASO (One ASO only)	<ol style="list-style-type: none"> <li>1. Tamil Nadu Poultry Development Corporation and Meat Corporation, Poultry, Quails, Duck Schemes and other new Schemes. Poultry Development Schemes – All matters relating to Poultry Extension Centers</li> </ol>

			<ol style="list-style-type: none"> <li>2. Staff of offices not relating to Schemes</li> <li>3. Forwarding of applications for various courses conducted by institutions within and outside the State.</li> <li>4. Contingent staff – Casual Labourers not relating to Schemes</li> <li>5. Supply of uniforms, sanction of washing allowances etc. to personnel not relating to schemes</li> <li>6. Telephones, Buildings, Lands, Furniture for Officers of A.H. Department not pertaining to specific schemes.</li> <li>7. All matters relating to motor vehicles of Animal Husbandry Department not pertaining to any specific schemes</li> <li>8. Inspection Reports and surprise visits to Officers of D.A.H. and his subordinate offices not dealing with specific schemes.</li> <li>9. Organisation of Animal Husbandry Department.</li> <li>10. Creation of posts in Officers under Animal Husbandry Department not relating to schemes.</li> <li>11. Recommendations of Administrative Reforms Commission of Animal Husbandry Department.</li> <li>12. Avian Influenza and other related Gol Schemes .</li> <li>13. All matters relating to Poultry Extension Centres Demands of TN Poultry Farmers Association.</li> </ol>
8.	AH6	ASO-1	<ol style="list-style-type: none"> <li>1. Meeting on representation of service associations under Animal Husbandry Department.</li> <li>2. Staff of offices not relating to schemes.</li> <li>3. Contingent staff, Daily wages, Casual Labourers, Office Assistants under Basic Services, and Drivers in Animal Husbandry Department.</li> <li>4. Supply of Uniforms, sanction of washing allowances.</li> <li>5. Animal Husbandry Department buildings with infrastructural facilities including office equipments.</li> <li>6. Inspection reports and surprise visits to offices of Director of Animal Husbandry and his subordinate offices not dealing with specific schemes.</li> <li>7. Organisation of Animal Husbandry Department.</li> <li>8. Creation of posts in offices under Animal Husbandry Department not relating to schemes.</li> <li>9. Recommendation of Administrative Reforms Commission of Animal Husbandry Department.</li> <li>10. Bifurcation of Districts – Formation of New Offices in Animal Husbandry Department consequent of bifurcation of Districts.</li> </ol>

		ASO-2	<ol style="list-style-type: none"> <li>1. All matters to Tamil Nadu Veterinary and Animal Sciences University .</li> <li>2. Deputation of Officers including matters relating to deputation of departmental candidates for prosecuting higher studies.</li> <li>3. Veterinary education including matters relating to deputation of departmental candidates for prosecuting higher studies.</li> <li>4. Proposals relating to deputation of departmental Officers and staff for training, attending conferences, Committees and Seminars, foreign scholarship, fellowships etc. within and outside State.</li> <li>5. Miscellaneous and General Papers of the Section.</li> </ol>
9.	AH7	ASO-1	<ol style="list-style-type: none"> <li>1. Service matters relating F.A. &amp; C.A.LO., Chief Personnel Officers and Personal Assistants and Administrative Officers</li> <li>2. Service matters relating to Ministerial Service Staff</li> <li>3. Issue of Adhoc rules in respect of all posts in Animal Husbandry Department</li> <li>4. General delegation of consolidated financial powers to Officers in Animal Husbandry Department other than Farms and Institutions</li> <li>5. Service matters of Research Assistant, Assistant Research Officers, Research Officers, Senior Research Officers, Director of Institute of Veterinary Preventive Medicine Miscellaneous and routine papers</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. Service matters relating to Veterinary Assistant Surgeon, Assistant Director of Animal Husbandry, Deputy Director of Animal Husbandry, Joint Director of Animal Husbandry, Additional Director of Animal Husbandry and Director of Animal Husbandry</li> <li>2. Monthly meeting of Secretaries</li> <li>3. General delegation of Administrative and disciplinary powers to Officers in Animal Husbandry Department not relating to any scheme.</li> </ol>

**FISHERIES WING**

<b>Sl. No.</b>	<b>Section Name</b>	<b>ASO</b>	<b>Details of subjects dealt with</b>
10.	A&C	ASO-1	<ol style="list-style-type: none"> <li>1. Residuary matters relating to the contracts entered by the Fisheries Department for supply of mechanised fishing boats and trawlers.</li> <li>2. Matters relating to the Marine Products Export Development Authority (MPEDA) – Matters relating to the Central Board of Fisheries.</li> <li>3. Audit Reports – Report of the (G&amp;A) General of India and Appropriation Accounts in respect of Fisheries Department – Preparation of notes for PAC.</li> <li>4. Fish Canning Factory of the Fisheries Department, Tuticorin – Sea Weed Culture – Agar Agar Plant.</li> <li>5. Sale or lease of Fisheries Department lands to Central Government Department and Institutes and other bodies.</li> <li>6. Reservoir Fisheries – Tamil Nadu Reservoir Fisheries Development Committee.</li> <li>7. Matters relating to I.C.A.R – Bay of Bengal Programme (BOBBP)</li> <li>8. Budget relating to Fisheries Department.</li> <li>9. Matters relating to Fisheries Department.</li> <li>10. Review of long pending cases relating to Fisheries Department</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. Secretaries Monthly Meeting – Review of long pending cases– Staff meeting etc.</li> <li>2. Annual Plan – Review of plan performance by Heads of Departments / Public Sector Undertakings – Review targets and achievements and other communications seeking particulars of Plan Schemes like Centrally Sponsored Scheme</li> <li>3. Assignment of periodical numbers and watching periodical reports.</li> <li>4. All consolidation works including LAQ and Lok Sabha Questions.</li> <li>5. Consolidation and sending all periodical returns to other Departments.</li> <li>6. Maintenance of registers relating to P.M.'s petitions, Governor's petitions, C.M.'s petitions and Minister's petitions.</li> <li>7. Matters relating to General nature.</li> <li>8. Matters connected with the Estimate Committee in respect of Fisheries.</li> </ol>
11.	FS1	ASO-1	<ol style="list-style-type: none"> <li>1. Marine Fisheries Scheme for mechanisation of cattamarans, Vallams, Cancas and other country crafts - Schemes for Development of small Scale Fisheries - schemes for diversification of fishing and grant of subsidy for purchase of nets.</li> <li>2. Disputes between cattamaran fishermen and mechanised boat operators.</li> <li>3. All matters relating to mechanised fishing boats and trawlers and fibre glass boats.</li> <li>4. All matters relating to Inshore Fishing and survey stations and Marine Engineering Units (viz. Base</li> </ol>

			<p>Workshops and service centres)</p> <ol style="list-style-type: none"> <li>5. Guide Lights</li> <li>6. Marine product Expert Development Authority and Development of Fish Canning Factory</li> <li>7. Deep sea Fishing and tuna fishing.</li> <li>8. Sea safety measures.</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. Construction of staff quarters and Office buildings for the Fisheries Department.</li> <li>2. Sanction of rent for private buildings.</li> <li>3. Visits of V.I.Ps' relating to Marine.</li> <li>4. Construction of Fishing Harbour, Fish Landing Centres, Jetties, Floating Pontoons and Groynes.</li> <li>5. Fisheries Dredgers.</li> <li>6. All matters relating to Fisheries Department Land.</li> <li>7. Infrastructure relating to Marine Fishery.</li> <li>8. Miscellaneous.</li> </ol>
12.	FS2	ASO-1	<ol style="list-style-type: none"> <li>1. All matters relating to the Officer's Fisheries Department.</li> <li>2. Special Rules for the Tamil Nadu Fisheries Service and Tamil Nadu General Service in relation to the Officers of the Fisheries Department.</li> <li>3. Deputation of the Officers and staff of the Fisheries Department, to Training Courses, Seminars, workshops etc., not relating to scheme within or outside the country.</li> <li>4. Sanction of deputation of the Officers of the Fisheries Department to Government Corporation and Foreign bodies or Foreign service terms.</li> <li>5. Reports of Inspection of the Officers of the Fisheries Department.</li> <li>6. Permanent retention of posts in Fisheries Department relating to Non-Plan schemes - (Permanent retention proposals relating to plan scheme to be dealt with by concerned scheme section).</li> <li>7. Periodical meetings with Vigilance Commission relating to Fisheries Department.</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. All service matters and disciplinary cases relating to the Executive Subordinate Staff, Ministerial staff, General Subordinate staff and basic servants of the Fisheries Department.</li> <li>2. Compassionate appointment relating to Fisheries Department</li> <li>3. Regularization and Declaration of probation relating to Executive Subordinate staff, Ministerial staff, General Subordinate staff and basic servants of the Fisheries Department.</li> <li>4. Appeal, Review/Revision relating to the Executive subordinate staff, and Basic Servants of the Fisheries Department.</li> </ol>

13.	FS3	ASO-1	<ol style="list-style-type: none"> <li>1. Fisherman Housing Schemes (State Schemes)</li> <li>2. Insurance Scheme for Fishermen and Fisherwomen (State Scheme).</li> <li>3. Centrally Sponsored National Welfare Fishermen. <ol style="list-style-type: none"> <li>a) Housing scheme including construction of Community' Halls and tube wells.</li> <li>b) Saving - Cum - Relief Scheme.</li> </ol> </li> <li>4. Sea Erosion.</li> <li>5. Schemes relating to Basic Amenities to Fishermen Villages/Colonies.</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. All matters relating to NCDC Schemes.</li> <li>2. Administration of the Tamil Nadu Civil Services Act , 1983 and Rules 1988 made there under in relation to the Fishermen Co- operative Societies.</li> <li>3. All matters relating to Fishermen Co-operative Societies/ Federations.</li> <li>4. Modernization of account-reconciliation of Departmental figures with data processing figures.</li> <li>5. Implementation of IMFDP by TAFCOFED.</li> <li>6. All matters relating to Reservoir Fisheries.</li> <li>7. Socio-Economic measures relating to the rehabilitation of Fishermen affected by Natural Calamities and grant of Financial Assistance by way of relief to Fishermen affected by Cyclone, Flood, Fire etc.,</li> <li>8. Supply of diesel and Kerosene to Fishermen on subsidy basis.</li> <li>9. Artificial Reefs.</li> <li>10. Marine Fishermen Census.</li> </ol>
14.	FS4	ASO-1	<ol style="list-style-type: none"> <li>1. Fish Farming, Prawn Culture, Demonstration of Prawn Farms, Fresh water prawn farms.</li> <li>2. Brakish water fish farmers development Agency and Schemes relating to the Agency.</li> <li>3. Chank Fisheries, Pearl Fisheries.</li> <li>4. Ice Plant and Cold storage plants.</li> <li>5. Aquaculture Authority of India.</li> <li>6. General matters relating to Fisheries section.</li> <li>7. Fishing Mission Programme (General matters only).</li> <li>8. Coastal Aquaculture - Cold water Aquaculture.</li> <li>9. Saline or Alkaline water for Aquaculture of scampy Aquaculture.</li> <li>10. Infrastructure facilities for Brakish water fisheries.</li> </ol>

		ASO-2	<ol style="list-style-type: none"> <li>1. Fisheries Education and Training , Fisheries Extension and propaganda Fisheries Extension Centres Fisheries</li> <li>2. Training Centre (for fishermen only).</li> <li>3. Motor Vehicles.</li> <li>4. Furniture, stores, stationery, Typewriters for use in the fisheries Deptt.</li> <li>5. Telephones for the Fisheries Department</li> <li>6. Reports of Inspection on the accounts of Fisheries Department received from the Accountant General.</li> <li>7. All Acts and Rules of Fisheries Department.</li> <li>8. Books and Publication of the Fisheries Department.</li> <li>9. Statistical Reports Administration Report of Fish Department.</li> <li>10. Visiting V.I.Ps to the Brakish water for Aquaculture Authority.</li> <li>11. Patrol Boats</li> </ol>
15.	FS5	ASO (One ASO only)	<ol style="list-style-type: none"> <li>1. All matters relating to Tamil Nadu Fisheries Development Corporation</li> <li>2. Tamil Nadu Fisheries Research Council</li> <li>3. Tamil Nadu Fisheries Advisory Board.</li> <li>4. Museum and Aquarium.</li> </ol>
16.	FS6	ASO-1	<ol style="list-style-type: none"> <li>1. All matters relating to Inland Fisheries including Reverine and cold water fisheries but excluding Reservoir Fisheries.</li> <li>2. Fish farmers Development Agency and Schemes for the Agency.</li> <li>3. Special Programme viz., Hill area Development Programme(Fisheries) Tribal Area Development Programme(fisheries)NREP(Fisheries) IRDP Fisheries.</li> <li>4. Matters relating to lease of Fishery rights of Inland waters bodies except reservoirs under the control of the P.W.D and Fisheries Department.</li> <li>5. Taking over and lease by Fisheries Department of Fishery rights of tanks of the local bodies and temples by the Fisheries Department and other allied matters local bodies and temples by the Fisheries Department and other allied questions.</li> <li>6. Fish Seed Farms - Included spawning Centres.</li> <li>7. Inland Fisheries Statistics/Census.</li> <li>8. Infrastructure relating to Inland Fisheries.</li> <li>9. Visit of V.I.Ps relating to Inland Fisheries</li> </ol>

		ASO-2	<ol style="list-style-type: none"> <li>1. Indo - Srilanka maritime Boundary - All matters relating to harassment of fishermen by Srilankan Navy including Relief Measures - Bilateral talks between Srilanka and India.</li> <li>2. Entry into the State Territorial waters by foreign boats correspondence with Indian Navy and coast Guard organisation.</li> <li>3. Memorandum of undertaking between the Government of India and Srilanka in respect of problems relating to Indian fishermen and Srilankan fishermen in Palk Bay.</li> <li>4. Restoration of Katchathevu.</li> <li>5. Financial Assistance to injured/deceased fishermen due to attack of Srilankan Navy under Chief Minister's Public Relief Fund.</li> <li>6. Forwarding compensation proposal to Government of India so as to get compensation from the Srilankan government in respect of deceased/injured and damaged/ sunk boats.</li> <li>7. Search of Missing Fishermen and boats. Retrieval of missing boats/fishermen from Srilankan Government or any other countries.</li> <li>8. Missing Inland Fishermen and Financial Assistance to their families.</li> <li>9. Floating Buoys on IBL between India and Srilanka.</li> </ol>
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**DAIRY DEVELOPMENT WING**

Sl. No.	Section Name	ASO	Details of subjects dealt with
17.	MP1	ASO-1	<ol style="list-style-type: none"> <li>1. Scheme relating to TCMPF Ltd, all matters except service matter relating to DCMPUs of Dharmapuri Salem, Kanyakumari, Tirunelveli, Erode, Dindigul, Madurai, Theni, The Nigiris and Coimbatore.</li> <li>2. Write off proposals relating to DDD and those relating to Milk Co-operative and Unions.</li> <li>3. Monthly Review Meeting with CMP&amp;DD and the MD, TCMPF Ltd.</li> <li>4. Visit of officials in connection with Dairy Development.</li> <li>5. All State Schemes of Dairy, Centrally Sponsored Schemes like Intensive Dairy Development Programme, Assistance to Co-operatives (Rehabilitation), strengthening infrastructure for quality and clean milk Production.</li> <li>6. Part-II Schemes.</li> <li>7. Budget Work</li> </ol>

		ASO-2	<ol style="list-style-type: none"> <li>1. All matters relating to Legislative Assembly Questions, Assurance, Public Accounts Committee, Public Undertaking Committee.</li> <li>2. All matters relating to Inspection Report, Audit Reports.</li> <li>3. Purchase of Equipments in all other items for the Dairy Development Department &amp; Tamil Nadu Co-operative Milk Producer's Federation Ltd.</li> <li>4. Purchase of Vehicles, Repairs and Maintenance of Dairy Development Department., TCMPF Ltd, and All District Unions.</li> <li>5. CMP&amp;DD Office, TCMPF Ltd, Buildings, Employees Quarters Repairs and Maintenance.</li> <li>6. CMP&amp;DD Office, TCMPF Ltd &amp; District Unions Telephones, Maintenance and Repairs.</li> </ol>
18.	MP2	ASO-1	<ol style="list-style-type: none"> <li>1. All matters relating to sanction, continuance, write off proposals and allegations in respect of Societies and Unions in the Districts of Tiruchirappalli, Thanjavur, Coimbatore, Ramanathapuram, Sivagangai, Villupuram, Cuddalore, Tirvannamalai, Vellore, Chennai and Chengalpattu.</li> <li>2. Public Undertakings Committee on matter relating to Dairy Development Department.</li> <li>3. Monthly performance report of Tamil Nadu Cooperative Milk Producers' Federation Limited.</li> <li>4. Establishment matters relating to Director of Audit for Milk Co-operatives</li> </ol>
		ASO-2	<ol style="list-style-type: none"> <li>1. Public Accounts Committee, Inspection report of Accountant General, Audit and Accounts of Dairy Development Department, Budget for Dairy Development Department and Review.</li> <li>2. Write off proposals relating to Dairy Development Department and those relating to Milk Co-operatives and Unions.</li> <li>3. Monthly Review meeting with Commissioner for Milk Production and Dairy Development and Managing Director, Tamil Nadu Cooperative Milk Producers' Federation Limited.</li> <li>4. All matters sanction, continuance, allegations and misappropriation relating to Co-operative Societies and Unions in Tamil Nadu in respect of Pudukottai, Periyar, Dharmapuri, Kanniyakumari, Madurai, Nilgiris, Salem, Tirunelveli and Kancheepuram Districts.</li> </ol>

## CHAPTER - 4

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

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 Government Servants Conduct Rules, 1973
7. Tamil Nadu Pension Rules
8. Fundamental Rules of the Tamil Nadu Government
9. Tamil Nadu Financial Code
10. Tamil Nadu Account Code
11. Tamil Nadu Treasury Code
12. Tamil Nadu Aquaculture (Regulation) Act 1995
13. Tamil Nadu Marine Fishing Regulation Act, 2000
14. Prevention of Cruelty to Animals Act, 1960
15. Glanders and Farcy Act 1999
16. Animals and Birds Sacrifices Prohibition Act, 1950
17. Tamil Nadu Veterinary Council Act 1984
18. Tamil Nadu Veterinary & Animal Sciences University Act.
19. Guidelines issued by the Government of India.

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 is 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 (Classification, Control 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
	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 of the Government of Tamil Nadu.
	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.
9.	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.
10.	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.
11.	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.
12.	Name of the document	Tamil Nadu Aquaculture (Regulation) Act 1995
	Type of the Act	An Act to provide for the regulation of coastal aquaculture in the State of Tamil Nadu and for connected matters
13.	Name of the document	Tamil Nadu Marine Fishing Regulation Act, 2000
	Type of the Guidelines	Act provides for regulation of fishing along the cost line within the waters of the State.

14.	Name of the Act	Prevention of Cruelty to Animals Act, 1960
	Type of Act	Act enacted by Animal Husbandry, Dairying and Fisheries Department to prevent the infliction of unnecessary pain or suffering on animals and to prevent cruelty to animals
15.	Name of the Act	Glanders Farcy and Equine Infectious Anemia Act 1999
	Type of the Act	Act enacted by Animal Husbandry, Dairying and Fisheries Department gives the meaning of the disease, the persons who can be appointed as Inspector, Duties and the Powers of the Inspector.
16.	Name of the Act	Animals and Birds Sacrifices Prohibition Act, 1950
	Type of Act	Act enacted by Animal Husbandry, Dairying and Fisheries Department to prohibit the sacrifices of Animals and Birds. It has been repealed.
17.	Name of the Act	Tamil Nadu Veterinary Council Act 1984
	Type of Act	Act enacted by Animal Husbandry, Dairying and Fisheries Department to regulate Veterinary practices in the State and to provide, for that purpose for the establishment of Veterinary Council and maintenance of Registers of Veterinary profession for matter connected therein with the Government of India .
18.	Name of the Act	Tamil Nadu Veterinary & Animal Sciences University Act.
	Type of the Act	Act enacted by Animal Husbandry, Dairying and Fisheries Department for the development Veterinary and Animal Sciences University
19	Name of the Guidelines	The Government of India issued guidelines for grant of aid to this State for upliftment of Animal welfare, nourishment marine resources, education in respect of animal husbandry, dairying and fisheries.

The documents mentioned in items 1 to 18 are available with the Director of Stationery and Printing for sale to the public on payment of cost. Item No.19 is intended only for official use and it is not available for sale.

**CHAPTER - 5****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**

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 - 6**

### **Statement of categories of documents that are held by Animal Husbandry, Dairying and Fisheries Department under its control**

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

1. Policy Note - 2010 - 11
2. Performance Budget - 2010 - 11
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/ahf.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 - 7

### **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**

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.

#### **1. State Level Co-ordination Committee to oversee the enforcement of the Prevention of cruelty to Animal Act 1960.**

##### **(i) Purpose**

Committee will review enforcement of legal provision relating to prevention of cruelties to Animals)

##### **(ii) Details of Members:-**

1.	Secretary, Animal Husbandry, Dairying & Fisheries Department	Chairman
2.	Director of Animal Husbandry & Veterinary Services, Chennai-6.	Member Secretary
3.	Inspector of Police (L&O) o/o DGP, Chennai-4.	Member
4.	Commissioner of Chennai Corporation or his nominee	Member
5.	Commissioner Commercial Taxes, Chennai or his nominee.	Member
6.	Commissioner of Transport or his nominee	Member
7.	Commissioner for Municipal Administration or his nominee	Member
8.	Director of Rural Development or his nominee	Member
9.	Joint Secretary/Deputy Secretary (AH) Animal Husbandry, Dairying and Fisheries Department	Member
10.	Secretary, Animal Welfare Board of India, Chennai	Member
11.	Secretary, Blue Cross of India, Chennai	Member
12.	Secretary, Society for Prevention of Cruelty to Animal, Chennai	Member
13.	Trustee & Secretary, People for Animals, Chennai	Member

#### **2. High Level Committee to solve India-Sri Lanka Fishermen's Problems.**

##### **(i) Purpose**

This High Level Committee will meet time and again to interact on the issues relating to the safe and legal fishing by the Tamil Nadu fishermen to avoid tension at the International Maritime Boundary Line of India and Sri Lanka.

**(ii) Details of Members:-**

1.	Hon'ble Minister for Fisheries, Government of Tamil Nadu	Chairman
2.	A representative from the Ministry of External Affairs, Government of India, New Delhi.	Member
3.	A representative from the Indian High Commission, Colombo, Sri Lanka	Member
4.	Director of Fisheries, Government of Tamil Nadu, Chennai-600 006.	Member
5.	District Collectors of Ramanathapuram, Thanjavur, Tiruvarur, Pudukottai, Nagapattinam and Thoothukudi	Member
6.	District Superintendents of Police of Ramanathapuram, Thanjavur, Tiruvarur, Pudukkottai, Nagapattinam and Thoothukudi.	Member

**2. State Level Monitoring Committee to monitor the implementation of fishing Harbour Projects / Fish Landing Centres.****(i) Purpose**

To Monitor the ;implementation of Fishing Harbour Projects / Fish Landing centres.

**(ii) Details of Members:-**

1.	Secretary to Government, Animal Husbandry, Dairying and Fisheries Department, Chennai-9	Chairman
2.	Director of Fisheries, Government of Tamil Nadu, Chennai-600 006.	Co-Member
3.	Fisheries Development Commissioner or assistant Commissioner (Fishing Harbour, Ministry of Agriculture), Government of India, New Delhi.	Member
4.	Director, Central Institute of Coastal Engineering for fishery, Bangalore	Member
5.	Chief Engineer, Chennai, Port Trust	Member
6.	Superintending Engineer, Fishing Harbour Project Circle, Chennai-6.	Member
7	Deputy Director of Fisheries (Engg), Chennai-6.	Member - Convener

**3. Committee on Fisheries Development Mission.****(i) Purpose**

The main objective of the mission is to increase employment potential in the fisheries sector and enhancing the return to the fishing communities.

**(ii) Details of Members :-**

1.	Secretary to Government, Animal Husbandry, Dairying and Fisheries Department, Chennai-9	Chairman
2.	Director of Fisheries, Government of Tamil Nadu, Chennai-600 006.	Co-Member
3.	A representative from CIBA	Member
4.	A representative from BOBP	Member
5.	A representative from National Institute of Ocean Technology,	Member
6.	A representative from DOD	Member
7.	A representative from MPEDA	Member
8.	A representative from Fisheries College.	Member

**4. State Level Committee on Aquaculture****(i) Purpose**

To assist the Aquaculture authority, the State Level Committee and District Level Committees have been constituted. For issue of licences to the aqua farms the State Level Committee scrutinize the applications received from the farmers and processed by the District Level Committees and forward these applications to the Aquaculture Authority with recommendations.

1.	Secretary to Government, Animal Husbandry, Dairying and Fisheries Department, Chennai-9	Chairman
2.	The Director of Fisheries, Government of Tamil Nadu, Chennai-600 006.	Member Secretary
3.	The Joint Commissioner of Land Administration representing Special Commissioner and Commissioner of Land Administration	Member
4.	The Director of Forest(Protection) representing Principal Chief Conservator of Forest	Member
5.	The Joint Chief Engineer(Irrigation) representing Engineer in Chief (WRO), PWD	Member
6.	Deputy Director representing the Joint Director (Head of Shrimp Farming) MPEDA, Kochin.	Member
7.	The Assistant Director (Geophysics) representing Chief Engineer (Ground Water), PWD	Member
8.	The Assistant Director representing Commissioner of Town and Country Planning, Chennai - 2	Member

**5. Tamil Nadu Fishermen Welfare Board.**

To provide social security and for ensuring well being of fishermen and labourers engaged in fishing and allied activities, Tamil Nadu Fishermen Welfare Board was established on 29.06.2007 and functioning from 04.10.2008 with its Head Office at Neelangarai, Chennai with Hon'ble Minister for Fisheries as Chairman of the Board and Commissioner of Fisheries as Member Secretary along with designated members. A sum of Rs. 500.00 lakhs has been sanctioned as a Grant for the year 2007-08 for implementation of various welfare programmes. As on 31.03.2009, a total of 1,66,834 fish labourers were enrolled in the Board.

So far, 700 claims were sanctioned with relief / assistance for a sum of Rs. 21.44 lakhs under various Schemes of the Board. A sum of Rs. 42.64 lakhs was received as contribution to the fund of Tamil Nadu Fishermen Welfare Board from various agencies specified in the Act.

The Official Address of the Board:-

Tamil Nadu Fishermen Welfare Board,  
Head Office,  
2/ 601, East Coast Road,  
Neelankarai,  
Chennai I - 600 041.  
Phone : 044-24490944, 24490955  
Fax : 044-24490944  
Email: [tnfisherboard@gmail.com](mailto:tnfisherboard@gmail.com)

**Details of Members :-**

1.	Hon'ble Minister for Fisheries, Government of Tamil Nadu	Chairman
2.	Thiru R. Fernad Ex MLA (Non official Member)	Vice Chairman
3.	Secretary to Government, Animal Husbandry, Dairying and Fisheries Department, Government of Tamil Nadu, Chennai - 9.	Ex-Officio Member
4.	Commissioner of Fisheries, Government of Tamil Nadu, Chennai - 6.	Member
5.	Secretary to Government, Revenue Department, Government of Tamil Nadu, Chennai - 9.	Member
6.	Secretary to Government, Finance Department, Government of Tamil Nadu, Chennai - 9.	Member
7.	Secretary to Government, Social Welfare and Nutrious Meal Programme Department, Government of Tamil Nadu, Chennai - 9.	Member
8.	Special Commissioner and Commissioner of Revenue Administration, Government of Tamil Nadu, Chennai -5.	Member
9.	Managing Director, Tamil Nadu Women Development Corporation	Member
10.	Chairman, Chennai Port Trust	Member
11.	Thiru G. Nagarajan	Non Official Member
12.	Thiru Murugaandham	Non Official Member
13.	Thiru Arumai Rajagopal	Non Official Member
14.	Thiru T. Viajyabalan	Non Official Member
15.	Thiru D. Chandran	Non Official Member
16.	Thiru R. Sathiyamoorthy	Non Official Member
17.	Thiru B.Karunanidhi	Non Official Member
18.	Thiru S. Venugopal	Non Official Member
19.	Thiru P. Palani	Non Official Member
20.	Thiru Basaliyaan	Non Official Member
21.	Thiru Selvaraj	Non Official Member
22.	Thiru E. Raayar	Non Official Member

**CHAPTER -8****Names and designations of the Public Information Officers,  
Assistant Public Information Officers and Appellate Authorities**

Details of Public Information Officers:-

S. No.	Name / Designation	STD Code	Office	Fax
5.	Thiru C.Arumugam, B.A., Under Secretary (OP) to Government	044	2566 5964	2567 7590
1.	Thiru R.Manickam, Under Secretary (AH) to Government.	044	2566 5952	2567 7590
2.	Thiru A.Balasubramanian, Under Secretary (Estt) to Government	044	2566 5570	2567 7590
3.	Thiru C. Sivasamy, B.A., Under Secretary (Fish) to Government	044	2566 5028	2567 7590
6.	Thiru A Aejaz Ahmed, Under Secretary (Poultry&Milk) to Government	044	2566 5913	2567 7590
4.	Thiru P.Samykannu, Under Secretary (Fish) to Government	044	2566 5348	2567 7590

Details of Appellate Authorities

S. No.	Name / Designation	STD Code	Office	Fax
1.	Tmt.Kannagi Packiyathan, IAS Special Secretary to Government.	044	2567 4084	2567 4084
2.	Tmt. Gomathi Devi, M.A., Additional Secretary to Government	044	2567 3650	2567 3650
3.	Tmt. S.Punithavathi, M.A., B.Ed., Deputy Secretary (Estt) to Government	044	2567 2921	2567 2921
4.	Thiru K.S.Kabaleeswaran, B.A., Deputy Secretary (OP) to Government	044	2567 1454	2567 7590
5.	Thiru P.L. Vijayahari, B.Sc., Deputy Secretary (Fish) to Government	044	2567 1481	2567 1481

## **CHAPTER - 9**

### **Procedure followed in the decision making, including channels of supervision and accountability**

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 to the 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 - 10

### Directory of Officers and Employees at the Secretariat Department and their monthly Remuneration

The following officers and employees are working in Animal Husbandry, Dairying and  
Fisheries Department and their address is as follows:-

Animal Husbandry, Dairying and Fisheries Department  
Secretariat,  
Fort Saint George,  
E-mail: [ahsec@gov.tn.in](mailto:ahsec@gov.tn.in)  
Fax Number:25677590

S.No.	Name Thiru/Tmt/Selvi	Designation and Scale of Pay	STD Code	Phone No
1.	M.P.Nirmala,I.A.S.	Secretary to Government, I.A.S., Rs.37,400-67000 + GP 10,000	044	25672937
2.	KannegiPackianathan,IAS.	Special Secretary to Government, I.A.S., Rs.37,400-67000+ GP 10,000	044	25674084
3.	S.P Gomathi Devi	Additional Secretary to Government (Non I.A.S) Rs.37,400-67000 + GP 8,800	044	25673650
4.	C.Punithavathi	Deputy Secretary to Government Rs.15,600-39100 + GP 7,600	044	25672921
5.	K.S.Kabaleeswaran	Deputy Secretary to Government Rs.15,600-39100 + GP 7,600	044	25671454
6.	P.L. Vijayahari	.Deputy Secretary to Government Rs.15,600-39100 + GP 7,600	044	25671481
7.	R.Manickam	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665952
8.	C.Sivasamy	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665028
9.	C.Arumugam	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665964
10.	A. Aejaz Ahmed	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665913
11.	P.Samykannu	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665348
12.	A Balasubramaniam	Under Secretary to Government Rs.15,600-39,100 + GP 6,600	044	25665570
13.	S.Kannagi	Principal Private Secretary Rs.15,600-39100 + GP 7,600	044	25665652
14.	V.Parimala	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665517
15.	K. Jeyalakshmi	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665405
16.	M.S Chithra	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
17.	R. Gurumurthy	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665405
18.	R.M Arumugam	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665927

19.	T. Rachel Selvamani	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665517
20.	S.O.Mohammed Ghani	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665938
21.	K.Senthilnathan	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
22.	G.Harikrishnan	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
23.	A.K.Zakira Bibi	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
24.	K.Partheeban	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665938
25.	R.Krishnavel	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665938
26.	D.Joseph	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665733
27.	K.Sulochana	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
28.	S.Vimalarathna	Section Officer Rs.15,600-39,100 + GP 5,400	044	District Training
29.	K.Jeyalalitha	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665733
30.	K.Premkumar Rao	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665733
31.	B.Saraswathi	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665405
32.	P.S.Subathradevi	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665916
33.	J.Vijayakumar	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665517
34.	J.Hariharan	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665517
35.	E.Ravichandran	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665517
36.	G.Mahimanithya	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665517
37.	T.Narendhar	Section Officer Rs.15,600-39,100 + GP 5,400	044	25665938
38.	A.Leela	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665733
39.	A.Santhakumari	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665916
40.	K.Punitha	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665938
41.	T.Muthusamy	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665405
42.	A.Amaladoss	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665733
43.	P.Rajeswari	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665938
44.	E.Loganathan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665045
45.	D.Jerat Magilla	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	---
46.	M.A.Mohammed Ghouse	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665927

47.	P.Kasirajan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665927
48.	N.Murugan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665938
49.	P.Kathirvelu	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665927
50.	S.Prabakaran	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665927
51.	R.Sekar	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665733
52.	R.Rengan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665916
53.	S.Kalpana	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665517
54.	C.Ramesh	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665938
55.	S.Ganesan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665916
56.	S.Mohamed Yusuf	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665916
57.	A.B.Uma Maheswari	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	25665733
58.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
59.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
60.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
61.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
62.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
63.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
64.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
65.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
66.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
67.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
68.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
69.	Vacant	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
70.	J.Juliet	Assistant Section Officer (Bills) Rs.9,300-34,800 + GP 4,600	044	25665927
71.	Vacant (Bills)	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
72.	C.Senthamilvelan	Assistant Section Officer Rs.9,300-34,800 + GP 4,600	044	--
73.	P. Vetrivel	Private Secretary Rs. 15,400 + GP 5,400	044	25665652
74.	T Krishnavadivoo	Private Secretary Rs. 15,400 + GP 5,400	044	25665652

75.	B.Jansirani	Personal Assistant Rs.9,300-34,800 + GP 4,600	044	25665652
76.	V.Indira Priyadarsini	Senior Personal Clerk Rs.9300-20200 + GP 4200	044	25665927
77.	S.Dharani Devi	Senior Personal Clerk Rs.9300-20200 + GP 4200	044	25665812
78.	N.Kumar	Senior Personal Clerk Rs.9300-20200 + GP 4200	044	25665536
79.	S.Barathi Sulochana	Personal Clerk Rs.5200-20200 + GP 2800	044	25665317
80.	Vacant	Personal Clerk Rs.5200-20200 + GP 2800	044	--
81.	G.Saradha	Assistant Rs.5200-20200 + GP 2200	044	25665733
82.	M.Chandra	Assistant Rs.5200-20200 + GP 2200	044	25665405
83.	S.Shanmuganathan	Assistant Rs.5200-20200 + GP 2200	044	25665916
84.	S.Magesh	Assistant Rs.5200-20200 + GP 2200	044	25665733
85.	K.Sankaran	Assistant Rs.5200-20200 + GP 2200	044	--
86.	V.Thandavamoorthy	Assistant Rs.5200-20200 + GP 2200	044	--
87.	Vacant	Assistant Rs.5200-20200 + GP 2200	044	--
88.	Vacant	Assistant Rs.5200-20200 + GP 2200	044	--
89.	Vacant	Assistant Rs.5200-20200 + GP 2200	044	--
90.	P.S.Gowthaman	Typist Rs.5200-20200 + GP 2000	044	25665916
91.	S.Poovazhagi	Typist Rs.5200-20200 + GP 2000	044	25665916
92.	S.Meena	Typist Rs.5200-20200 + GP 2000	044	25672921
93.	G.Hanumanthan	Typist Rs.5200-20200 + GP 2000	044	25665733
94.	N.Raj kokila	Typist Rs.5200-20200 + GP 2000	044	25665927
95.	N.Yamunarani	Typist Rs.5200-20200 + GP 2000	044	25665938
96.	Shanthi Gurunathan	Typist Rs.5200-20200 + GP 2000	044	25665938
97.	G.Deepa	Typist Rs.5200-20200 + GP 2000	044	25665916
98.	R.J.Bhavani	Typist Rs.5200-20200 + GP 2000	044	25665938
99.	Vacant	Typist Rs.5200-20200 + GP 2000	044	25665938
100.	Vacant	Typist Rs.5200-20200 + GP 2000	044	--
101.	Vacant	Typist Rs.5200-20200 + GP 2000	044	--
102.	M. Harry Lawrance	Record Clerk Rs.4,800-10000 + GP 1400	044	25665927

103.	K.Ashok Kumar	Record Clerk Rs.4,800-10000 + GP 1400	044	--
104.	A.Selvaraj	Record Clerk Rs.4,800-10000 + GP 1400	044	--
105.	J.Raja	Record Clerk Rs.4,800-10000 + GP 1400	044	--
106.	M.S.Sesurajan	Office Assistant Rs.4800-10000 + GP 1300	044	25665405
107.	A.Ansar Basha	Office Assistant Rs.4800-10000 + GP 1300	044	25665517
108.	D.Sundaram	Office Assistant Rs.4800-10000 + GP 1300	044	25665405
109.	R.Santhanam	Office Assistant Rs.4800-10000 + GP 1300	044	25665927
110.	P.Gunasekaran	Office Assistant Rs.4800-10000 + GP 1300	044	25665652
111.	K.Ramakrishnan	Office Assistant Rs.4800-10000 + GP 1300	044	25665652
112.	V.Gunavathy	Office Assistant Rs.4800-10000 + GP 1300	044	25665831
113.	R.Venkatesan	Office Assistant Rs.4800-10000 + GP 1300	044	25665964
114.	K.Jeganathan	Office Assistant Rs.4800-10000 + GP 1300	044	25665536
115.	M. Venkatesh Babu	Office Assistant Rs.4800-10000 + GP 1300	044	25665927
116.	V.Jagadeeswaran	Office Assistant Rs.4800-10000 + GP 1300	044	25665348
117.	V.Subramani	Office Assistant Rs.4800-10000 + GP 1300	044	25665927
118.	K.Sekar	Office Assistant Rs.4800-10000 + GP 1300	044	25665652
119.	V.Dhanalakshmi	Office Assistant Rs.4800-10000 + GP 1300	044	25665971
120.	G.K.Jayaraj	Office Assistant Rs.4800-10000 + GP 1300	044	25665971
121.	S.Kanniga Parameswari	Office Assistant Rs.4800-10000 + GP 1300	044	25665317
122.	Vacant	Office Assistant Rs.4800-10000 + GP 1300	044	--
123.	Vacant	Office Assistant Rs.4800-10000 + GP 1300	044	--
124.	A.Saravanan	Driver Rs.5200-20200 + GP 2000	044	25665652

## **CHAPTER - 11**

### **Norms set for the discharge of functions**

For the discharge of functions allocated to the Animal Husbandry, Dairying and Fisheries 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.

## CHAPTER – 12

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

This Department takes conscious efforts to disseminate information to the public / targeted groups Notice Boards at the offices of the Heads of Departments.

Exhibition s / Animal Health Camps are also conducted through out the State to disseminate information about the Animal Husbandry practices for the benefit of farmers and demonstrations are ;held on feed and fodder development besides educating stakeholders regarding the animal diseases like F.M.D., Black Quarters, Blue Tongue, PPR etc.

Besides this, other methods are being put into use

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

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

Web Site of Animal Husbandry, Dairying and Fisheries Department

<http://www.tn.gov.in/department/ahf.htm>

Important G.Os. and Policy Note 2010-11 of Animal Husbandry, Dairying and Fisheries Department are available at the website : [www.tn.gov.in](http://www.tn.gov.in)

**CHAPTER – 13****Budget Allocated to Each Head of Department**

This Department is implementing various welfare / Developmental programme to achieve social-economic development of the targeted people. They are Centrally sponsored / Shared by Central Government and State Government and under State Plan, etc. The allotment of funds during the financial year are as follows;-

**I State Plan.**

Rs. in Lakhs.

Sl. No.	HOD	BE 2009-10 Rs.	RE 2009-10 Rs.
1.	Commissioner of Animal Husbandry and Veterinary Services	<b>1216.03</b>	<b>2366.91</b>
2.	Director of Fisheries	<b>7275.92</b>	<b>14557.22</b>
3.	Commissioner for Milk Production and Dairy Development.	<b>2341.31</b>	<b>2341.32</b>
4.	Tamil Nadu Veterinary and Animal Sciences University.	<b>3597.17</b>	<b>3597.17</b>
	Total	<b>14430.43</b>	<b>22862.62</b>

**II Centrally Sponsored Schemes**

Rs. in Lakhs.

Sl. No.	HOD	BE 2009-10 Rs.	RE 2009-10 Rs.
1.	Commissioner of Animal Husbandry and Veterinary Services	<b>0.16</b>	<b>344.23</b>
2.	Director of Fisheries	<b>509.29</b>	<b>306.12</b>
3.	Commissioner for Milk Production and Dairy Development.	<b>109.96</b>	<b>299.91</b>
	Total	<b>619.41</b>	<b>950.26</b>

**III Shared Schemes**

Rs. in Lakhs.

Sl. No.	HOD	BE 2009-10 Rs.	RE 2009-10 Rs.
1.	Commissioner of Animal Husbandry and Veterinary Services	<b>75.10</b>	<b>484.95</b>
2.	Director of Fisheries	<b>5414.29</b>	<b>4278.51</b>
	Total	<b>5489.39</b>	<b>4763.46</b>