



## **HANDBOOK UNDER RIGHT TO INFORMATION ACT 2005**

# **HORTICULTURE DEPARTMENT**

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Office of the Commissioner of Horticulture and Plantation Crops,  
Chepauk,  
CHENNAI - 600 005.

# **CHAPTER-1**

## **Introduction**

### **1.1. Background of this hand-book**

This hand-book has been brought out that all citizens shall have the right to information under Right to Information Act 2005.

### **1.2. Objective / purpose of this hand-book**

The main objective of this hand-book is to letting people know about

- i. the particulars of the organisation, its functions and duties
- ii. the powers and duties of its officers and employees
- iii. and information about
  - Public Information Officer
  - Available information
  - Procedure to obtain information
  - Fees for getting information
  - Appellate Authority
  - Details of available information

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

This is intended for those who want information under the Right to Information Act 2005 in respect of Horticulture Department.

#### **Organisation of this hand-book**

This hand-book has been organised in the following manner:

- 1) the particulars of this Department functions and duties
- 2) Powers and Duties of Officers and Employees
- 3) Rules, Regulations, Instructions, Manual and Records for Discharging Functions

- 4) Particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof
- 5) A statement of the categories of documents that are held by it or under its control
- 6) A statement of boards, council, committees and other bodies constituted as its part
- 7) The names, designations and other particulars of the Public Information Officers
- 8) Procedure followed in decision making process
- 9) Directory of Officers and Employee
- 10) The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in regulations
- 11) The Budget allocated to each agency
- 12) The manner of execution of subsidy programmes
- 13) Particulars of recipients of concessions, permits or authorisation granted by it
- 14) Norms set by it for the discharge of its functions
- 15) Information available in an electronic form
- 16) Particulars of the facilities available to citizens for obtaining information
- 17) Other useful information

**Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also**

The Joint Director of Horticulture(schemes) and the Deputy Director (Administration) to Horticulture Department are the contact persons in case of any additional information on topics covered in the hand-book as well as other information also.

### **Procedure and fee structure for getting information**

- i. A person who desires to obtain any information under this Act shall make a request in writing or through electronic means in English or Tamil to the Public Information Officer, Horticulture Department in respect of matters relating to this Commissionerate and to the respective Public Information Officers appointed in the Regional and District levels of this Department.
- ii. Every application for obtaining information shall be accompanied by application fee of Rupees ten by cash or by Demand Draft or Bankers cheque payable in the Government Head of Account.
- iii. Where a decision is taken to provide the information additional fee representing the cost of providing the information shall be charged by way of cash or by Demand Draft or Bankers cheque as under:
  - a) Rs.2/- (Rupees two only) for each page (in A4 or A3 size page) created or copied
  - b) actual charge or cost price of a copy in larger size paper
  - c) actual cost or price for samples or models and
  - d) for inspection of records, no fee for the first hour and a fee of Rs.5/- (Rupees five only) for each fifteen minutes (or fraction thereof) thereafter.
- iv. For providing information in the printed or in any electronic format the fee shall be charged at the following rates:
  - a) for information provided in diskette or floppy – Rs.50/- (Rupees fifty only) per diskette or floppy
  - b) for information provided in Compact Disk – Rs.75/- (Rupees seventy five only) per Compact Disk
  - c) for information provided in printed form at the price fixed for publication.
- v. On receipt of a request as expeditiously as possible and in any case within thirty days, the information will be provided or rejection will be intimated.

## CHAPTER-2

### Particulars of Horticulture Department, its functions and Duties

#### Objective of Horticulture Department

The Horticulture Department has the following wings based on their functionalities viz.

- i) Tamil Nadu Horticulture Development Agency (TANHODA)
- ii) State Horticulture Farms
- iii) Horticulture Training Centres
- iv) Tamil Nadu Horticulture Producers' Co-operative Enterprises Limited (TANHOPE)

#### Tamil Nadu Horticulture Development Agency (TANHODA)

Tamil Nadu Horticulture Development Agency was formed on 18.06.2004 and it has been registered as a Society under Tamil Nadu Society Registration Act, 1975.

The Governing Council of the Society is as follows:

Agricultural Production Commissioner and Secretary to Government, Agriculture Department.	- Chairman
Commissioner of Horticulture and Plantation Crops	- Member Secretary and Managing Director
Commissioner of Agriculture	- Member
Commissioner of Agricultural Marketing and Agri. Business	- Member
Director of Rural Development	- Member
Chief Engineer, Agricultural Engineering Department	- Member
Dean(Horti.), Tamil Nadu Agriculture University, Coimbatore	- Member
Representative of Finance Department	- Member

TANHODA acts as a Special Purpose Vehicle for the purpose of implementing various schemes like National Horticulture Mission, Micro Irrigation, Precision Farming and National Bamboo Mission.

### **State Horticulture Farms**

There are 51 State Horticultural Farms and 4 Parks (including Government Botanical Garden, Udthagamandalam) under the control of Horticulture Department. Pedigree planting materials are being produced from these State Horticultural Farms and distributed to the horticultural crop cultivating farmers under various schemes. They also serve as “Model Demonstration Farm” to the local growers. The Botanical Garden and Parks serve as Study Centers for the students and attract many tourists.

**The details of State Horticultural Farms are furnished below:**

<b>Sl. No.</b>	<b>District</b>	<b>Name</b>	<b>Location</b>	<b>Area (Ha.)</b>
1	Coimbatore	SHF	Anaikatty	12.00
2	Coimbatore	SHF	Kallar	8.72
3	Coimbatore	SHF	Kannampalayam	27.66
4	Cuddalore	SHF	Neyveli	40.48
5	Cuddalore	SHF	Virudhachalam	10.53
6	Krishnagiri	SHF	Thimmapuram	9.89
7	Krishnagiri	SHF	Jeenur	122.38
8	Dindigul	SHF	Kodaikanal	5.16
9	Dindigul	Bryant Park	Kodaikanal	8.30
10	Dindigul	SHF	Thandikudi	5.45
11	Dindigul	SHF	Reddiarchatram	5.33
12	Dindigul	SHF	Sirumalai	202.47
13	Kancheepuram	SHF	Attur	12.24
14	Kancheepuram	SHF	Vichanthangal	22.96
15	Kancheepuram	SHF	Melkadirpur	42.12
16	Kancheepuram	SHF	Melottivakkam	20.36
17	Kanyakumari	SHF	Kanyakumari	12.80
18	Kanyakumari	SHF	Pechiparai	6.07

<b>Sl. No.</b>	<b>District</b>	<b>Name</b>	<b>Location</b>	<b>Area (Ha.)</b>
19	Namakkal	SHF	Semmedu	11.62
20	Namakkal	SHF	Padasolai	28.14
21	Pudukottai	SHF	Kudumianmalai	118.68
22	Pudukottai	Giant Orchard	Vallathirakottai	521.20
23	Pudukottai	SHF	Nattumangalam	53.02
24	Salem	SHF	Yercaud	10.12
25	Salem	Giant Orchard	Karumandurai	419.77
26	Salem	SHF	Maniyarkundram	100.00
27	Salem	VSPC	Karumandurai	5.49
28	Salem	SHF	Karumandurai	39.35
29	Salem	SHF	Mulluvadi	48.20
30	Salem	SHF	Sirumalai (Arunuthumalai)	8.10
31	Sivagangai	SHF	Devakottai	81.20
32	Sivagangai	SHF	Nemam	38.77
33	Thanjavur	SHF	Aduthurai	8.80
34	Thanjavur	SHF	Marungulam	10.58
35	The Nilgiris	SHF	Burliar	6.25
36	The Nilgiris	SHF	Katteri	18.96
37	The Nilgiris	SHF	Coonoor	4.05
38	The Nilgiris	Pomological Station	Coonoor	6.52
39	The Nilgiris	Sims Park	Coonoor	12.14
40	The Nilgiris	SHF	Doddabetta	4.00
41	The Nilgiris	SHF	Thummanatty	9.80
42	The Nilgiris	SHF	Vijayanagaram	14.40
43	The Nilgiris	Govt. Botanical Garden	Uthagai	22.00
44	The Nilgiris	SHF	Nanjanad	85.18
45	The Nilgiris	SHF	Devala	80.00
46	Theni	SHF	Periyakulam	9.31
47	Thiruvallur	SHF	Madhavaram	5.76
48	Kancheepuram	SHF	Pichivakkam	40.43

<b>Sl. No.</b>	<b>District</b>	<b>Name</b>	<b>Location</b>	<b>Area (Ha.)</b>
49	Tirunelveli	SHF	Courtallam	14.89
50	Karur	SHF	Mudalaipatti	23.96
51	Vellore	SHF	Thagarakuppam	34.40
52	Vellore	SHF	Kudapattu	10.40
53	Vellore	SHF	Navlock	84.45
54	Virudhunagar	SHF	Poovani	9.57
55	Virudhunagar	Giant Orchard	Srivilliputhur	46.27
			<b>TOTAL</b>	<b>2620.70</b>
SHF: State Horticultural Farm				
VSPC: Vegetable Seed Production Centre				

### **Horticulture Training Centre:**

In the training centres functioning at Kudumianmalai in Pudukottai district, Madhavaram in Thiruvallur district, Thali in Krishnagiri district and in the Horticulture Training Centre, Ooty in The Nilgiris, training is imparted to the farmers, besides field level functionaries of this Department.

### **Tamil Nadu Horticulture Producers' Co-operative Enterprises Limited (TANHOPE)**

Tamil Nadu Horticultural Producers Co-operative Enterprises Limited (TANHOPE) was registered in the year 1995 as a primary Horticultural Co-operative Society to benefit the small and marginal horticultural farmers. This Co-operative Society was registered under Co-operative Societies Act 1983 and started functioning from 18.1.1995 onwards. The Commissioner of Horticulture and Plantation Crops is the Special Officer and Joint Registrar of Co-operative Societies is the Managing Director.

### **Objectives of TANHOPE**

1. To promote and encourage the development of Horticulture crops.



2. To organize marketing of Fruits and Vegetables on modern lines by means of grading, sorting and standard packaging of International quality.
3. Marketing on Co-operative basis and marketing through retail outlets and branches and to undertake export of fresh and processed produces.

So far 3904 Horticultural crop growers have been enrolled in this Society by collecting a membership fee of Rs.100 per farmer.

### **Activities**

Procurement of Fruits and Vegetables from the horticulture crop growers and distributing to Institution, Hospitals, Colleges, Hotels etc. apart from selling in the retail outlets at reasonable price.

## **CHAPTER-3**

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

#### **The Director / Commissioner of Horticulture and Plantation Crops**

The Director / Commissioner of Horticulture and Plantation Crops, who is the official head of this Department and of such other officers and staffs subordinate to him / her as the Government may determine. He / She is responsible for the careful observation of the business rules and instructions of Government in the transactions of business in this Department. He / She exercises general supervision and control over the staff under him including Joint Director of Horticulture / Deputy Director of Horticulture / Deputy Director (Administration) Chief Accounts Officer / Assistant Director of Horticulture / Administrative Officer/ Accounts Officer / Horticultural Officers and is responsible for seeing that the members of the staff deal with the work allotted to them efficiently and expeditiously. It is his / her duty to take efficient steps for the prompt despatch of business in his / her department.

The Director / Commissioner of Horticulture and Plantation Crops is usually assisted by Joint Director of Horticulture / Deputy Director of Horticulture / Deputy Director (Administration) Chief Accounts Officer / Assistant Director of Horticulture / Administrative Officer/ Accounts Officer / Horticultural Officers. The Director / Commissioner of Horticulture and Plantation Crops, should, however delegate sufficient responsibility and authority to these officers so that the work in the Department is handled smoothly and efficiently. Policy matters and all important matters should be dealt with, in consultation with the Secretary to Government, who will be in overall charge of the Department.

### **Joint Director of Horticulture**

The Joint Directors of Horticulture will deal with cases relating to the subjects allotted to, with reference to the general or specific directions of the Director / Commissioner at headquarters and in the district, the Nilgiris, and submit to Director / Commissioner such cases as may be specified. They also exercise control over the sections placed in their charge, both in regard to despatch of business and in regard to discipline.

### **Deputy Director of Horticulture**

The Deputy Directors of Horticulture will deal with cases relating to the subjects allotted to, with reference to the general or specific directions of the Director / Commissioner in the regional level, and submit to Director / Commissioner such cases as may be specified. They also exercise control over the regions placed in their charge, both in regard to despatch of business and in regard to discipline in the regional level.

### **Deputy Director (Administration)**

The Deputy Director (Administration) will deal with cases relating to the subjects of Establishment subjects of all categories, Monitoring of Chief Minister's Cell Petitions / Disciplinary cases / Appeals / Court Cases / Vigilance Cases / Office Administration in the headquarters and also exercise control over the sections placed in his/her charge, both in regard to despatch of business and in regard to discipline in the headquarters.

### **Chief Accounts Officer**

The Chief Accounts Officer deals with the control of appropriation of accounts, monitoring irregularities / deviations and non-implementation of Government Orders, review the implementation of Plan at prescribed intervals and also to ensure the achievement of physical and financial targets, monitoring internal audit effectively, monitoring Audit, to inspect the accounts of all sub-

ordinate offices at periodical interval and to verify the cash physically in the custody of departmental offices and also exercise control over the sections placed in his/her charge, both in regard to despatch of business discipline in the headquarters.

### **Assistant Director of Horticulture**

The Assistant Directors of Horticulture will deal with cases relating to the subjects allotted to, with reference to the general or specific directions of the Director / Commissioner in the district level, and submit to Director / Commissioner such cases as may be specified. They also exercise control over the sections placed in their charge, both in regard to despatch of business and in regard to discipline in the regional level.

### **Administrative Officer**

The Administrative Officers at headquarters and in the Office of Joint Director of Horticulture, Udhagai will deal with cases relating to Monitoring of all Bills / Statement of Expenditure / E-Governance / Pension / Dead Stocks / Temporary Deadstocks / sub-ordinate office building rents / GPF for all Head office staff and Regional Officers and EPF for entire department / Library / allotment of Government quarters / Record Section / Stationery and Printed forms / Write off of losses and all other related works / Tour approval for all regional officers / Fuel maintenance / Maintenance of motor vehicles / Tamil Development and also exercise control over the sections placed in their charge, both in regard to despatch of business in the headquarters.

### **Accounts Officer**

The Accounts Officer will deal with the subjects relating to preparation of Action Plan for Audit programme, scrutiny of tender items as per Tamil Nadu Transparency in Tender Act 1998 / Periodicals / Physical verification of stores and stocks of this office and sub-ordinate offices, Monitoring of Audit parties

and Submission of Audit report in time to the Chief Accounts Officer and Commissioner of Horticulture and Plantation Crops, Assisting the Chief Accounts Officer, as and when other items of work allocated by him.

### **Horticulture Officer**

The Horticulture Officers will deal with subjects relating to general or specific directions on implementation of scheme activities of the Director / Commissioner / Joint Director of Horticulture / Deputy Director of Horticulture / Assistant Director of Horticulture in the regional / district level, and submit to Director / Commissioner Joint Director of Horticulture / Deputy Director of Horticulture / Assistant Director of Horticulture such cases as may be specified.

### **Assistant Accounts Officer**

The Assistant Accounts Officer will deal with subjects relating to monitoring of monthly statement of expenditure / receipts / the reconciliation / Loans and Advances, Monitoring Central Assistance and submission of Audit certificate to Accountant General. Scrutinizing all the bills of headquarters and regional offices. Scrutinizing the claims of Tamil Nadu Government Employees Health Fund, to monitor Public Accounts Committee reports, assisting the Chief Accounts Officer as and when the other items of work allocated by him.

### **Statistical Officer and Statistical Inspector**

The Statistical Wing comprising of Statistical Officer and Statistical Inspector will deal with the subjects relating to the Compilation of all Statistical work regarding Horticultural Scheme activities and Uzhavar Sandhai.

### **Superintendent**

The Superintendent is incharge of the Section. He / She is assisted by a certain number of Assistants / Junior Assistants, Steno-typists / Typists / Record-Clerk who work under his / her direction and control.

## **Assistant, Junior Assistant, Steno-typist, Data Entry Operator, Typist and Record Clerk**

The main duties of the Assistant / Junior Assistants in a Section are to put up notes and drafts, maintain the personal registers and also assist the Superintendent in their Section Work. They are also expected to attend to routine items of work such as comparing, despatching, indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders.

The Steno-typists do the shorthand work for the Director / Commissioner, Joint Director of Horticulture as the case may be and such other items of work as are entrusted to them.

The Data Entry Operator is expected to work the Compilation of all Statistical work regarding Horticultural Scheme activities. The typists are expected to type notes and drafts and do fair copy all communications to be despatched. The matter typed by them will be compared by them with the Assistants / Junior Assistants concerned. The Records Clerks will do the maintenance of Record Room / Despatch work.

## **Assistant Agricultural Officer / Field Demonstration Officer / Mazdoor (skilled / Unskilled), Propagator (Skilled / Unskilled), Office Assistant / Watchman**

The Assistant Agricultural Officer / Field Demonstration Officer / Mazdoor (skilled / Unskilled), Propagator (Skilled / Unskilled) will do field activities such as transmission of improved horticulture technologies, inputs supply, farmers training, demonstration, adoptive research trials, fertilizer promotion programme, plant protection measures, quality control etc.

The Office Assistant / Watchman will do basic works in the office and guard the office during day and night.

## CHAPTER – 3-A

The Monthly remuneration received by each of its officers and employees in the control of Commissioner of Horticulture and Plantation Crops, Chennai - 5

S. No.	Designation	Ordinary Grade
1.	Commissioner of Horticulture and Plantation Crops	IAS Cadre
2.	Joint Director of Horticulture	12000-375-16500
3	Deputy Director (Admn.)	10000-325-15200
4	Chief Accounts Officer	10000-325-15200
5	Assistant Director of Horticulture	8000-275-13500
6	Accounts Officer	8000-275-13500
7	Administrative Officer	8000-275-13500
8	Horticulture Officer	6500-200-10500
9	Assistant Accounts Officer	6500-200-10500
10	Statistical Officer	6500-200-10500
11	Statistical Inspector	5500-200-10500
12	Superintendent	5700-175-9200
13	Asst. Seed Officer	5300-150-8300
14	Assistant	4000-100-6000
15	Junior Assistant	3200-85-4900
16.	Record Assistant	3050-75-3950-80-4950
17.	Record Clerk	2610-60-3150-65-3540
18.	Office Assistant	2550-55-2660-60-3200

## **CHAPTER-4**

### **Procedure followed in decision making process including Channels of Supervision and Accountability**

The headquarters of Office of the Director / Commissioner of Horticulture and Plantation Crops / Joint Director of Horticulture / Deputy Director of Horticulture / Assistant Director of Horticulture are desk oriented. Notes are prepared at Section level regarding proposals received from the gross-root level.

Petitions and representations received from general public are also dealt with by sending them to the regional / district offices and getting their reply. Such petitions are dealt with according to merits and in such cases replies are sent to Government / individuals.

Individuals holding the posts of office are held responsible for delay as well as malpractices, if any. Tamil Nadu Civil Services (Discipline and Appeal) Rules and Government Servants Conduct Rules serves as Guidelines for fixing responsibilities on Officers and Employees.



## **CHAPTER-5**

### **The norms set by the Department for the discharge of its functions**

The Agricultural Departmental Manual and Government Office Manual are two major guiding factors of Departments and Service Manuals and Financial Codes are also used for matters relating to service and financial procedures. These guidelines ensure that proactive response to the needs of general public and avoiding of delays in the disposal of public grievances and disposal of Government business.

## **CHAPTER-6**

### **Rules, regulations, instructions, manuals, records held by this department or used by the employees for discharging their functions**

- 1) Agricultural Departmental Manual
- 2) Government Office Manual
- 3) Tamil Nadu and State and Subordinate Service Rules
- 4) Tamil Nadu Government Servants Conduct Rules
- 5) Pension Rules
- 6) Special and Adhoc Rules relating to Agriculture Department

## **CHAPTER-7**

### **Categories of documents held by the Department**

- 1) Agriculture Departmental Manual
- 2) Hortstat
- 3) Crop Production Manual

## **CHAPTER-8**

### **Arrangements for consultation with the public regarding Policy making**

There are no arrangements for consultation with the members of public while formulating policies or implementing them.

## CHAPTER-9

### Boards, Council, Committees and other Bodies Constituted by the Department

The following Committees are functioning at present:

Sl. No.	Organisation Committee	Status	G.O.No & Date
1.	Tamil Nadu Forest Plantation Corporation Limited, Trichy	Director/ Member	G.O.(Rt)No.747 Environment and Forest (FR.8) Department dated 24.11.2004
2.	Tamil Nadu Agro Industries Development Corporation Limited, Chennai	Director	G.O.(D)No.174 Agriculture (AE.II) Department dated 16.11.2004
3.	Tamil Nadu Tea Plantation Corporation Limited, Coonoor	Director	G.O.(Rt) No.746 Environment and Forest (FR.8) Department dated 24.11.2004
4.	Dharmapuri District Development Corporation Limited, Dharmapuri	Director	
5.	ADFT – Nomination of Director of Horticulture and Plantation Crops as Government Nominee	Director	Government Letter No.7542/Finance(Res.II)/2 002 Finance(Res.II) Department dated 20.2.2002
6.	State Level Plant Protection Committee	Member	G.O.Ms.No.89 Agri.(AP.IV)Department dated 20.2.95
7.	வேளாண்மை – முதலமைச்சரின் இரண்டாவது பகமைப் புரட்சியை தமிழகத்தில் உருவாக்க மாநில மற்றும் மாவட்ட குழுக்கள் அமைத்தல்	உறுப்பினர்	அரசாணை (நிலை) எண் 293 பொதுப்பணி (வேஉ,1) துறை நான் 21.7.97
8.	Tamil Nadu Forest Advisory Board, Reconstituted	Member	G.Oms.No.50, Environment and Forest (FR.IX) Department dated 13.2.1997
9.	Central Seed Committee - Constitution of State Seed sub-committee on Horticultural Crops for Tamil Nadu	Member	G.O.I., Ministry of Agriculture, Department of Agriculture and Co- operation, New Delhi Lr.No.17-5/96-SD-N dated 4.7.1997
10.	Committee – State level Review Committee to review the progress and to study difficulties in	Member	G.O.Ms.No.340, Co- operation, Food and Consumer Production

Sl. No.	Organisation Committee	Status	G.O.No & Date
	implementing NCDC Schemes		Department, dated 30.12.1997
11.	National Co-operative Development Corporation Limited – State Level Co-ordination Committee	Member	G.O.Ms.No.156, Co-operation, Food and Consumer Protection Department dated 2.6.97
12.	Forests – Watershed Management Board, constitution of Palani Hills Watershed Management Board	Member	G.Oms.No.268, Environment and Forest (FR.IV) Department dated 16.9.1998
13.	Committee on Monitoring the flow of Agricultural credit and the credit requirement	Member	G.O.Ms.No.132, Co-operation, Food and Consumer Protection Department dated 15.7.98
14.	State Variety Release Committee	Member	Director of Agriculture, Chennai-5 Letter No.SSF.2/155479/97 dated 9.7.98
15.	Indian Council of Agricultural Research Regional Committee Coimbatore	Member	Member Secretary and Director, ICAR – Regional Committee No.VIII Lr.No. ICAR- RC(VIII)SBI/98-99 dated 24.12.98
16.	Tamil Nadu Agricultural University, Coimbatore(Research Council)	Permanent Member	Director of Research, Tamil Nadu Agricultural University, Coimbatore Lr.No.DR.7/P2/Res.Council Member-99 dated 30.3.99
17.	Committee – State Level Monitoring Committee – Tamil Nadu Women Development Corporation Review Committee	Member	G.O.(Per.).No.175, Social Welfare and Nutritious Programme Department dated 27.9.99
18.	Tamil Nadu Agricultural University – Selection Committee for Tamil Nadu State Government Endowment Award for outstanding Research contribution	Member	Letter from Registrar, Tamil Nadu Agricultural University, Coimbatore.
19.	Department of Economics and Statistics - High Level Coordination Committee and Crop Estimation Survey.	Member	G.O.Ms.No.21 Planning and Development(ST.II)Department dated 25.2.2000
20.	வேளாண்மை – தேசிய வேளாண்மை பயிர் காப்பீட்டுத் திட்டம் – ரபி 1999–2000 பருவம் முதல் செயல்படுத்தாதல் – மாநில அளவிலான பயிர் காப்பீட்டுத்	உறுப்பினர்	அரசாணை (நிலை) எண் 80 நாள் 15.3.2000

Sl. No.	Organisation Committee	Status	G.O.No & Date
	திட்ட ஒருங்கிணைப்புக் குழு		
21.	வேளாண்மை – தேசிய வேளாண்மை பயிர் காப்பீட்டுத் திட்டம் – ரபி 1999–2000 பருவம் முதல் செயல்படுத்துதல் – மாநில அளவிலான பயிர் காப்பீட்டுக் குழுவிற்கு உதவும் பொருட்டு துணைக்குழு	உறுப்பினர்	அரசாணை (நிலை) எண் 81 நாள் 15.3.2000
22.	உதகை மலர் கணகாட்சி கமிட்டி	துலைவர்	அரசாணை எண் 80 வேளாண்மை (தோ.க.1) துறை நாள் 8.5.2000
23.	நீர்ப்பிரிகை வேளாண்மை வாரியம்	உறுப்பினர்	அரசாணை (நிலை) எண் 60 பொதுப்பணி (ஆர்,1) துறை நாள் 16.2.2001
24.	Comprehensive Wasteland Development Project formation and Planning Committee	Member	G.O.Ms.No.303 Agri.(WLD Cell)Department dated 2.11.2001
25.	பாலாறு மற்றும் தாமிரபரணி ஆற்று வடிநில மேலாண்மை மற்றும் மேம்பாட்டு வாரியம்	உறுப்பினர்	அரசாணை (நிலை) எண் 31பொதுப்பணி (று,1) துறை நாள் 12.1.2001
26.	Committee / State Level Committee under NORAD/STEP Schemes	Member	G.O.Ms.No.36, Social Welfare and Nutritious Programme Department dated 12.3.2002
27.	Tamil Nadu Medicinal Plants Boards, Chennai	Member	G.O.No. 231 Health and Family Welfare Department Dated 10.12.2002
28.	Agriculture – Constitution of Consultative Committee to identify the critical areas in Agriculture Department	Member	G.O.Ms.No.404 Agriculture (B&P) Department dated 3.12.2002
29.	Committee – State Level Co-ordination Committee – New Anna Marumalarchi Thittam	Member	G.O.Ms.No.32 Small Industries Department dated 28.6.2002
30.	Wasteland Development Programme – Comprehensive Wastelands Programme – Constitution of the Tamil Nadu Watershed Development Agency (TAWDEV) Under the Tamil Nadu Societies Registration Act, 1975 – orders - issued	Member	G.O. Ms.No.84 Agriculture (WLD Cell) Department dated 26.3.2002
31.	மாநில அளவிலான முந்திரி செடி விற்பனை விலை நிர்ணயித்தல்	உறுப்பினர்	அரசாணை (எண் 438 வேளாண்மை (தோக2) துறை நாள் 20.12.2002

Sl. No.	Organisation Committee	Status	G.O.No & Date
			நாள் 30.12.2002
32	M/s Mother's Service Society, Pondichery Projects on Agro Industrial Revolution to convert Poverty into prosperity – Adhoc Committee formed	Member	Commissioner of Agriculture, Chepauk, Chennai 5 Letter No. SSF.2/44192/2002 dated 31.1.2003
33	Agri Marketing and Agri Business – Tamil Nadu Small Farmers Agri Business Consortium - Regarding	Member	1. G.O.Ms.No.149 (Agri) (AMS) Department dated 24.4.2003 2. G.O.Ms.No.182 Commercial Taxes (M.1) Department dated 3.12.2003
34	Horticulture – Setting up of Tamil Nadu Horticulture Development Mission	Member/ Convenor	G.O.Ms.No.155 (H.1(2)) Department dated 28.4.2003
36	Horticulture – Constitution of Committee to Monitor area and production of black pepper in Tamil Nadu - Regarding	Member/ Co-ordinator	G.O.Ms.No.639 Agriculture (H.2) Department dated 29.12.2003
37	Agriculture – Coconut – Interface Programme for Coconut Development – Advisory Committee Constituted.	Member	G.O.(D) No.5 Agriculture (OS) Department dated 7.1.2004
38	Management Committee of NRC on Banana, Trichy	Member	U.S. Indian Council of Agriculture Research, New Delhi Lr.No.22-5/2004-IA.V dated 28.9.2004
39	தமிழ்நாடு தோட்டக்கலை அபிவிருத்தி முகமை	உறுப்பினர் / செயலர்	அரசாணை (நிலை) எண் 250 வேளாண்மை (தோ.க.2) துறை நாள் 18.6.2004
38.	Suggestion Committee for improving the use pf Agricultural Farm Machinery in Agriculture	Member	G.O.(2D) No. 196 Agriculture (AE.1) Department dated 16.11.2004
40	ICAR – Nomination of Commissioner of Horticulture and Plantation Crops to act as a member on the Management Committee of IIHR, Bangalore - Regarding	Member	Under Secretary (Horticulture), Government of India, ICAR, New Delhi – F.No.8-39/2000-1 AV dated 2.2.2005 (for a period of 3 years with effect from 17.1.2005)
41	ICAR – Nomination of Commissioner of Horticulture and Plantation Crops to act as a member on the Management	Member	Under Secretary (Horticulture), Government of India, ICAR, New Delhi –



<b>Sl. No.</b>	<b>Organisation Committee</b>	<b>Status</b>	<b>G.O.No &amp; Date</b>
	Committee of IISR, Bangalore - Regarding		F.No.12-2/2005-1 AV dated 8.6.2005 (for a period of 3 years with effect from 27.5.2005)
42	Management Committee of Indian Institute of Horticultural Research, Bangalore	Member	Under Secretary, Government of India, Lr.No.8-39/2000- dated 2.2.2005 (for a period of 3 years from 17.1.2005)
43	Management Committee of NRC on Banana, Trichy	Member	Under Secretary, Indian Council of Agriculture Research, New Delhi Lr.No.22-5/2004 - IA dated 28.9.2004

## CHAPTER-10

### Directory of Director/Commissioner / Joint Director of Horticulture / Deputy Director of Horticulture / Assistant Director of Horticulture

Sl. No.	Name of the Officer / Unit	Designation under the Act	Name Thiru/ Tmt.	Designation	STD Code	Phone No. Office
1	2	3	4	5	6	7
<b>I. HEAD OF DEPARTMENT</b>						
1	O/o the Commissioner of Horticulture and Plantation Crops, Chennai-5	Appellate Authority	SANKARAN.A	Joint Director of Horticulture (Schemes)	044	28521645
2	O/o the Commissioner of Horticulture and Plantation Crops, Chennai-5	Public Information Officer	VIJAYALAKSHMI.K	Deputy Director (Administration) (I/c)	044	28521645
<b>I. REGION/ DISTRICT LEVEL</b>						
<b>CHENNAI REGION</b>						
1	O/o the Deputy Director of Horticulture, Chennai 51	Appellate Authority	T. Lourdhuraj	Deputy Director of Horticulture	044	25554443
		Public Information Officer	K. Rani	Horticulture Officer	044	25554443
2	O/o the Asst. Director of Horticulture, Kanchipuram	Appellate Authority	S.Ravindran	Assistant Director of Horticulture		27222400
		Public Information Officer	Anilakingsly	Horticulture Officer		27222400
3	O/o the Asst. Director of Horticulture, Tiruvallur	Appellate Authority	Jayavelkumaran	Assistant Director of Horticulture		27665294
		Public Information Officer	Jabakumari Annai	Horticulture Officer		27665294
4	O/o the Asst. Director of Horticulture, (Horticulture Training Centre), Madhavaram, Chennai -51	Appellate Authority	T. Lourdhuraj	Assistant Director of Horticulture	044	25554443
		Public Information Officer	R.Mahendrakumar	Horticulture Officer	044	25554443
5	O/o the Asst. Director of Horticulture,	Appellate Authority	B. Mary Sujatha	Assistant Director of Horticulture (I/c)	044	26222202

	Chennai -40	Public Information Officer	R. Aravindan	Horticulture Officer	044	26222202
<b>TIRUNELVELI REGION</b>						
1	O/o the Deputy Director of Horticulture, Tirunelveli	Appellate Authority	K.A.Syed Kadaroli	Deputy Director of Horticulture	0462	256030
		Public Information Officer	S. Tamilvanthan	Horticulture Officer	0462	256030
2	O/o the Asst. Director of Horticulture, Tirunelveli	Appellate Authority	C.Isravel	Assistant Director of Horticulture	0462	256030
		Public Information Officer	N. Govindaraj	Horticulture Officer	0462	256030
3	O/o the Asst. Director of Horticulture, Thothukudi	Appellate Authority	S. Sundarampillai	Assistant Director of Horticulture	0461	2340681
		Public Information Officer	R. Audaiappan	Horticulture Officer	0461	2340681
4	O/o the Asst. Director of Horticulture, Nagarkoil	Appellate Authority	A. Francis Vadamanikkam	Assistant Director of Horticulture	04652	279776
		Public Information Officer	P. Sivakumar	Horticulture Officer	04652	279776
<b>TRICHY REGION</b>						
1	O/o the Deputy Director of Horticulture, Tirunelveli	Appellate Authority	G. Mohan	Deputy Director of Horticulture (I/c)	0431	2447347
		Public Information Officer	V. Sampath	Horticulture Officer	0431	2447347
2	O/o the Asst. Director of Horticulture, Trichy	Appellate Authority	S. Asokan	Assistant Director of Horticulture	0431	2420172
		Public Information Officer	P. Krishnamoorthy	Horticulture Officer	0431	2420172
3	O/o the Asst. Director of Horticulture, Karur	Appellate Authority	Vivekanandamoorthy	Assistant Director of Horticulture	04324	248899
		Public Information Officer	N. Kala	Horticulture Officer	04324	248899

4	O/o the Asst. Director of Horticulture, Thanjavur	Appellate Authority	K. Kumarn	Assistant Director of Horticulture	04362	232540
		Public Information Officer	P. Anburaj	Horticulture Officer	04362	232540
5	O/o the Asst. Director of Horticulture, Thiruvavur	Appellate Authority	M. Sudhakar Yesuvadyan	Assistant Director of Horticulture	04366	205948
		Public Information Officer	M. Sudhakar Yesuvadyan	Horticulture Officer	04366	205948
6	O/o the Asst. Director of Horticulture, Nagapattinam	Appellate Authority	A.M.Mohamad Rasheed	Assistant Director of Horticulture	04365	253067
		Public Information Officer	M.Chandrasahsan	Horticulture Officer	04365	253067
<b>DHARMAPURI REGION</b>						
1	O/o the Deputy Director of Horticulture, Dharmapuri	Appellate Authority	M. Sivaprakasam	Deputy Director of Horticulture	0416	232226
		Public Information Officer	Indiragandhi	Horticulture Officer	0416	232226
2	O/o the Asst. Director of Horticulture, Dharmapuri	Appellate Authority	M. Sivaprakasam	Assistant Director of Horticulture (I/c)	0416	2266531
		Public Information Officer	Indiragandhi	Horticulture Officer	0416	2266531
3	O/o the Asst. Director of Horticulture, Tiruvanamalai	Appellate Authority	S. Ramamoorthy	Assistant Director of Horticulture	04175	251804
		Public Information Officer	M. Ravi	Horticulture Officer	04175	251804
4	O/o the Asst. Director of Horticulture, Krishnagiri	Appellate Authority	T.M. Vijakumar	Assistant Director of Horticulture	0416	232226
		Public Information Officer	V. Chidambaram	Horticulture Officer	0416	232226
5	O/o the Asst. Director of Horticulture, Vellore	Appellate Authority	T. Thiyagarajan	Assistant Director of Horticulture	0416	2266531
		Public Information Officer	K. S. Uthayakumar	Horticulture Officer	0416	2266531

6	O/o the Asst. Director of Horticulture, Thalli	Appellate Authority	Vacant	Assistant Director of Horticulture		
		Public Information Officer	Vacant	Horticulture Officer		
<b>CUDDALORE REGION</b>						
1	O/o the Deputy Director of Horticulture, Cuddalore	Appellate Authority	G. Seenu	Deputy Director of Horticulture (I/c)	04142	295878
		Public Information Officer	A. Rajamani	Horticulture Officer	04142	295878
2	O/o the Asst. Director of Horticulture, Cuddalore	Appellate Authority	P. Seethapathi	Assistant Director of Horticulture	04142	295878
		Public Information Officer	Munusamy	Horticulture Officer	04142	295878
3	O/o the Asst. Director of Horticulture, Villupuram	Appellate Authority	K. Asai Thambi,	Assistant Director of Horticulture (I/c)	04146	221163
		Public Information Officer	K. Asai Thambi,	Horticulture Officer	04146	221163
4	O/o the Asst. Director of Horticulture, Ariyalur	Appellate Authority	Indira	Assistant Director of Horticulture (I/c)	04146	221163
		Public Information Officer	Indira	Horticulture Officer	04146	221163
<b>SALEM REGION</b>						
1	O/o the Deputy Director of Horticulture, Salem	Appellate Authority	G. Mohan	Deputy Director of Horticulture	0427	2447347
		Public Information Officer	C. Kaliyamoorthy	Horticulture Officer	0427	2447347
2	O/o the Asst. Director of Horticulture, Salem	Appellate Authority	K. Mathialagan	Assistant Director of Horticulture	0427	2441630
		Public Information Officer	Tamilselvi	Horticulture Officer	0427	2441630
3	O/o the Asst. Director of Horticulture, Erode	Appellate Authority	C. Venkataraman	Assistant Director of Horticulture	0427	2274496

		Public Information Officer	P. Pongiannan	Horticulture Officer	0427	2274496
4	O/o the Asst. Director of Horticulture, Karumanthurai	Appellate Authority	Ravichandran	Assistant Director of Horticulture (I/c)	04292	244608
		Public Information Officer	Ravichandran	Horticulture Officer	04292	244608
5	O/o the Asst. Director of Horticulture, Namakkal	Appellate Authority	Kathiravan	Assistant Director of Horticulture (I/c)	0286	233828
		Public Information Officer	Kathiravan	Horticulture Officer	0286	233828
<b>PUDUKOTTAI REGION</b>						
1	O/o the Deputy Director of Horticulture, Pudukottai	Appellate Authority	G. Seenu	Deputy Director of Horticulture (I/c)	04322	228394
		Public Information Officer	Tamilkalanchiyam	Horticulture Officer	04322	228394
2	O/o the Asst. Director of Horticulture, Pudukottai	Appellate Authority	C.Minor Raju	Assistant Director of Horticulture (I/c)	04323	224744
		Public Information Officer	S. Arunachalam	Horticulture Officer	04323	224744
3	O/o the Asst. Director of Horticulture, Devakottai	Appellate Authority	C.Minor Raju	Assistant Director of Horticulture (I/c)	04561	273506
		Public Information Officer	V. A. Fernando	Horticulture Officer	04561	273506
4	O/o the Asst. Director of Horticulture, Kudumiyamalai	Appellate Authority	P.P. Sampath	Assistant Director of Horticulture	04339	241472
		Public Information Officer	P.P. Sampath	Horticulture Officer	04339	241472
<b>MADURAI REGION</b>						
1	O/o the Deputy Director of Horticulture, Madurai	Appellate Authority	K.Shanmugasundram,	Deputy Director of Horticulture	0452	2532351
		Public Information Officer	C.Muthudurai	Horticulture Officer	0452	2532351

2	O/o the Asst. Director of Horticulture, Madurai	Appellate Authority	S. Murugan	Assistant Director of Horticulture	0451	2432702
		Public Information Officer	C. Ravathi	Horticulture Officer	0451	2432702
3	O/o the Asst. Director of Horticulture, Kodaikannal	Appellate Authority	M. Nadarajan	Assistant Director of Horticulture	04542	241210
		Public Information Officer	Syed Musheer Husian	Horticulture Officer	04542	241210
4	O/o the Asst. Director of Horticulture, Theni	Appellate Authority	K. Periyasami	Assistant Director of Horticulture	04546	255780
		Public Information Officer	A. Selvaraj	Horticulture Officer	04546	255780
5	O/o the Asst. Director of Horticulture, Ramnad	Appellate Authority	Jayakodi	Assistant Director of Horticulture	04567	230328
		Public Information Officer	P.Kaliyanasundram	Horticulture Officer	04567	230328
6	O/o the Asst. Director of Horticulture, Srivilliputhur	Appellate Authority	J. Isac Visuvasam	Assistant Director of Horticulture	04563	262593
		Public Information Officer	S.V.K. Rajendran	Horticulture Officer	04563	262593
7	O/o the Asst. Director of Horticulture, Dindugal	Appellate Authority	R.Periyasamy	Assistant Director of Horticulture	0451	2432702
		Public Information Officer	R.Periyasamy	Horticulture Officer (I/c)		

**UDTHAGAI REGION**

1	O/o the Joint Director of Horticulture, Ooty	Appellate Authority	Dr.R. Selvaraj	Joint Director of Horticulture	0423	2444085
		Public Information Officer	S. Robert Vinsent	Deputy Director of Horticulture	0423	2444085
2	O/o the Asst. Director of Horticulture, (Inputs) Ooty	Appellate Authority	K. N. Shanmugam	Assistant Director of Horticulture	0423	2443867
		Public Information Officer	K.N. Shanmugam	Horticulture Officer	0423	2443867

3	O/o the Asst. Director of Horticulture, Coonoor	Appellate Authority	H.B. Ramakrishnan	Assistant Director of Horticulture	0423	2231718
		Public Information Officer	G. Nithiyantham	Horticulture Officer	0423	2231718
4	O/o the Asst. Director of Horticulture, Kothagiri	Appellate Authority	B. Ramakrishnan	Assistant Director of Horticulture	04266	271409
		Public Information Officer	K. Mani	Horticulture Officer	04266	271409
5	O/o the Asst. Director of Horticulture, Gudalor	Appellate Authority	Ignatious Rochee	Assistant Director of Horticulture	0426	2261376
		Public Information Officer	P.Selvakumar	Horticulture Officer	0426	2261376
6	O/o the Asst. Director of Horticulture, Coimbatore	Appellate Authority	Gangadharan	Assistant Director of Horticulture	0422	2453578
		Public Information Officer	Vasanthi Gnanasekaran	Horticulture Officer	0422	2453578



## **CHAPTER-11**

**Budget allocated to each of its Agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made**

These details are available in the Manual with the Headquarters, Regional Level Officers and District Level Officers.

## **CHAPTER-12**

### **Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

These details are available in the Manual with the Headquarters, Regional Level Officers and District Level Officers.

## **CHAPTER-13**

### **Particulars of recipients of concessions, permits or authorisation granted by it**

These details are available in the Manual with the Headquarters, Regional Level Officers and District Level Officers.

## **CHAPTER-14**

### **Details available in reduced electronic form**

All the details relating to this Department including this Manual is available in CDs. There is also a e-mail: [dirhorti@md4.vsnl.net.in](mailto:dirhorti@md4.vsnl.net.in) for any further details required by the general public.

## **CHAPTER-15**

### **Facilities available to citizen for obtaining information**

One Public Information Officer is available during Office hours to seek information. An Appellate Authority is also nominated to entertain appeals arising out of the information sought by general public.

## **CHAPTER-16**

### **Name and Designation of Public Information Officer and Appellate Authority**

1. Public Information Officer –  
Tmt. K.Vijayalakshmi,  
Deputy Director (Administration) (i/c)  
Office of the Commissioner of Horticulture and Plantation Crops,  
Agriculture Complex, III Floor,  
Chepauk, Chennai – 600 005. Tel No.: 044-28521645
2. Appellate Authority -  
Thiru.A.Sankaran,  
Joint Director of Horticulture (Schemes),  
Office of the Commissioner of Horticulture and Plantation Crops,  
Agriculture Complex, III Floor,  
Chepauk, Chennai – 600 005. Tel No.: 044-28521645

**Sd/- A. SANKARAN,  
for Commissioner of Horticulture and  
Plantation Crops**

## **CHAPTER-16**

### **Name and Designation of Public Information Officer and Appellate Authority**

2. Public Information Officer –  
Tmt. K.Vijayalakshmi,  
Deputy Director (Administration) (i/c)  
Office of the Commissioner of Horticulture and Plantation Crops,  
Agriculture Complex, III Floor,  
Chepauk, Chennai – 600 005. Tel No.: 044-28521645
2. Appellate Authority -  
Thiru.A.Sankaran,  
Joint Director of Horticulture (Schemes),  
Office of the Commissioner of Horticulture and Plantation Crops,  
Agriculture Complex, III Floor,  
Chepauk, Chennai – 600 005. Tel No.: 044-28521645

**Sd/- A. SANKARAN,  
for Commissioner of Horticulture and  
Plantation Crops**

**// By Order //**

**Deputy Director (Admn.)(I/c)**

## CHAPTER – 3-A

The Monthly remuneration received by each of its officers and employees in the control of Commissioner of Horticulture and Plantation Crops, Chennai - 5

S. No.	Designation	Ordinary Grade
1.	Commissioner of Horticulture and Plantation Crops	IAS Cadre
2.	Joint Director of Horticulture	12000-375-16500
3	Deputy Director (Admn.)	10000-325-15200
4	Chief Accounts Officer	10000-325-15200
5	Assistant Director of Horticulture	8000-275-13500
6	Accounts Officer	8000-275-13500
7	Administrative Officer	8000-275-13500
8	Horticulture Officer	6500-200-10500
9	Assistant Accounts Officer	6500-200-10500
10	Statistical Officer	6500-200-10500
11	Statistical Inspector	5500-200-10500
12	Superintendent	5700-175-9200
13	Asst. Seed Officer	5300-150-8300
14	Assistant	4000-100-6000
15	Junior Assistant	3200-85-4900
16.	Record Assistant	3050-75-3950-80-4950
17.	Record Clerk	2610-60-3150-65-3540
18.	Office Assistant	2550-55-2660-60-3200



S. No.	Designation	Ordinary Grade	Selection Grade	Special Grade
1.	<b>Commissioner of Horticulture and Plantation Crops</b>	IAS Cadre		
2.	<b>Joint Director of Horticulture</b>	12000-375-16500		
3	<b>Deputy Director (Admn.)</b>	10000-325-15200		
4	<b>Chief Accounts Officer</b>	10000-325-15200		
5	<b>Assistant Director of Horticulture</b>	8000-275-13500	9100-275-14050	10000-325-15200
6	<b>Accounts Officer</b>	8000-275-13500	9100-275-14050	10000-325-15200
7	<b>Administrative Officer</b>	8000-275-13500	9100-275-14050	10000-325-15200
8	<b>Horticulture Officer</b>	6500-200-10500	8000-275-13500	9100-275-14050
9	<b>Assistant Accounts Officer</b>	6500-200-10500	8000-275-13500	9100-275-14050
10	<b>Statistical Officer</b>	6500-200-10500	8000-275-13500	9100-275-14050
11	<b>Statistical Inspector</b>	5500-200-10500	6500-200-10500	8000-275-13500
12	<b>Superintendent</b>	5700-175-9200	6500-200-10500	8000-275-13500
13	<b>Asst. Seed Officer</b>	5300-150-8300	6500-200-10500	8000-275-13500
14	<b>Assistant</b>	4000-100-6000	5000-150-8000	5500-175-9000
15	<b>Junior Assistant</b>	3200-85-4900	4000-100-6000	4300-100-6000
16.	<b>Record Assistant</b>	3050-75-3950-80-4950	4000-100-6000	4300-100-6000
17.	<b>Record Clerk</b>	2610-60-3150-65-3540	2750-70-3800-75-4400	3050-75-3950-80-4590
18.	<b>Office Assistant</b>	2550-55-2660-60-3200	2650-65-3300-70-4000	2750-70-3800-75-4400