



**MANUAL UNDER THE RIGHT TO INFORMATION ACT, 2005**  
(Updated as on 20-01-2025)

**Government of Tamil Nadu**

**Department of Animal Husbandry,  
Dairying Fisheries and Fishermen  
Welfare**

**Secretariat, Chennai – 600 009**

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# CHAPTER - 1

## Introduction

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

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India has brought out an Act, namely, "The Right to Information Act, 2005", (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4(1)(b) of this Act, the Department of Animal Husbandry, Dairying, Fisheries and Fishermen Welfare, 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, Fisheries and Fishermen Welfare 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, Fisheries and Fishermen Welfare has all Under Secretaries to Government as its Public Information. A person requiring any information under the Act may contact any of the Under Secretaries to Government, Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department, Secretariat, Chennai –600 009. Office Phone numbers of Under Secretaries to Government/ Public Information Officers are as follows:-

Public Information Officer/ Under Secretary (AH) to Government	2566 5964
Public Information Officer/ Under Secretary (A&C/Dairy) to Government	2566 5536
Public Information Officer/ Under Secretary (OP/Fish) to Government	2566 5348
Public Information Officer/ Under Secretary (Fish) to Government	2566 5913
Public Information Officer/ Under Secretary (AH) to Government	2566 5570
Public Information Officer/ Under Secretary (AH) to Government	2566 5952

**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. 50/- 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 Secretary/ Joint Secretary/ Additional Secretary/ Special Secretary to Government as Appellate Authority. The address and telephone of Appellate Authorities are as follows:-

Appellate Authority/ Additional Secretary (AH) to Government	2567 3650
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Appellate Authority/ Joint Secretary (Fish/Dairy) to Government	2567 2921
Appellate Authority/ Joint Secretary (OP/Fish) to Government	2567 4084
Appellate Authority/ Deputy Secretary (AH/Fish) to Government	2567 6902

## CHAPTER - 2

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

#### **2.1. Introduction**

The Animal Husbandry, Dairying, Fisheries and Fishermen Welfare 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 – Fishermen Welfare 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.

- Directorate of Tamil Nadu Animal Husbandry and Veterinary Services
- Tamil Nadu Veterinary and Animal Sciences University
- Tamil Nadu Animal Husbandry Development Agency

##### **2.2.1 Directorate of Animal Husbandry & Veterinary Services:**

The Animal Husbandry Department is headed by an IAS officer as its Director 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 Director 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.

##### **2.2.2 Tamil Nadu Veterinary & Animal Sciences University (TANUVAS)**

Tamil Nadu Veterinary and Animal Sciences University 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.tanuvvas.ac.in](http://www.tanuvvas.ac.in)"

### **2.2.3 Tamil 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, Fisheries and Fishermen Welfare, 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.

#### **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

#### **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

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,
- Organizing 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.

### **ORGANIZATIONAL STRUCTURE**

#### EXECUTIVE COMMITTEE

1. *CHAIRMAN*

*Secretary to the Department of Animal Husbandry, Dairying, Fisheries and Fishermen Welfare, Government of Tamil Nadu*

2. Chief executive officer

#### MEMBERS

- Director of Animal Husbandry and Veterinary Services
- Managing Director, Tamil Nadu Co-Operative Milk Producers' Federation
- Representative from Planning and Development Dept., GOTN, Chennai
- Director, Directorate of Rural Development Agency, Government of Tamil Nadu
- Representative of the Government Of India
- Joint Secretary to Government, Finance Department, Government of Tamil Nadu
- Director, Centre For Animal Production Studies, Tamil Nadu Veterinary



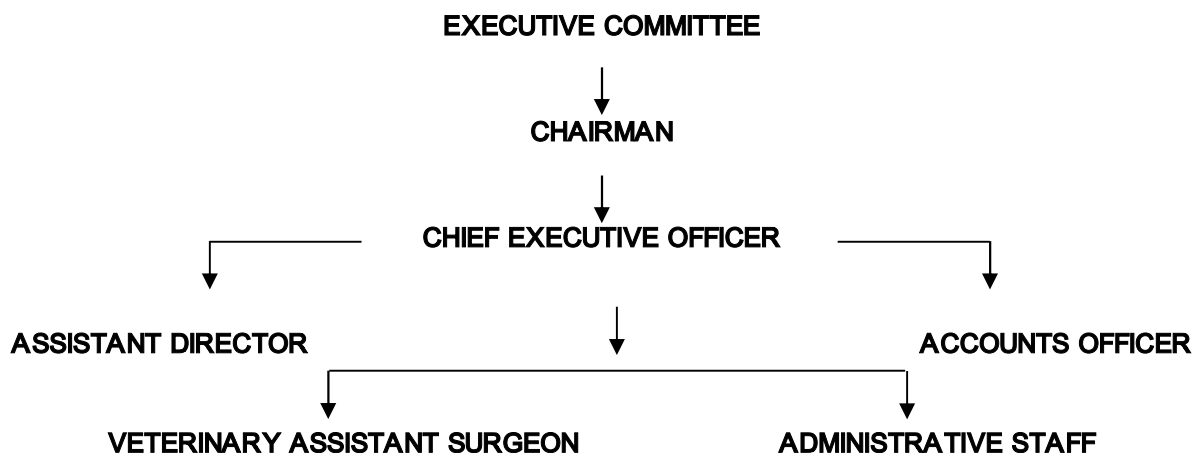
And Animal Sciences University

**Elite Farmers**

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

**Representative of Non-Government Organizations.**

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



**2.3 Fisheries – Fishermen Welfare 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:

Tamil Nadu Fisheries Development Corporation Ltd.,  
485, MTB Building, 6<sup>th</sup> Floor, Anna Salai,

Nandanam, Chennai-600 028.

Phone : 2432 9898, 2432 8787.

**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 Neelankarai, 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)

### **2.3.3 Tamil Nadu Dr.J.Jayalithaa Fisheries University**

Tamil Nadu Fisheries University was established at Nagapattinam to provide technically qualified manpower for the fisheries and its allied sector. An amount of Rs. 18.10 Crore has been allotted for a period of five years and the Government released Rs. 8 crore for 2013-13. For the establishment of University, 90 acres of land have been identified at Panangudi – Nagoor (Muttam) Villages of Nagapattinam district and land acquisition is in its advanced stage.

Under this University, two new Institutes of Fisheries Technology, one at Nagapattinam and another at Ponneri in Thiruvallur district have started functioning and presently offering Certificate Courses.

### **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 Principal Secretary to Government, Animal Husbandry, Dairying Fisheries and Fishermen Welfare Department is the Head of the Department and the following officers are heading their respective Departments.

#### ***2.5.1 Director of Animal Husbandry & Veterinary Services***

The Animal Husbandry Department is headed by an IAS officer as its Director 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 Director 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 Director of Fisheries and Fishermen Welfare***

The Director of Fisheries is the Head of the Department of Fisheries and Fishermen's Welfare and also serves as the Managing Director of the Tamil Nadu Fisheries Development Corporation, a Tamil Nadu Government Corporation. Apart from this, he is also working as a functional registrar for Fishermen's Co-operative Societies. Fishermen's National Savings and Relief Scheme, Fishermen's Free Housing Scheme, Group Accident Insurance Scheme for Fishermen, Diesel Subsidy Scheme, Sales Tax Exemption Scheme, Fishermen's Marine Protection Scheme and implementation of various fisheries development schemes such as funeral expenses scheme for fishermen families to oversee the work of the Assistant Directors of Fisheries, in total 6 zones, each under the headship of a Joint Registrar, Fisheries.

#### ***2.5.3 Director/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.

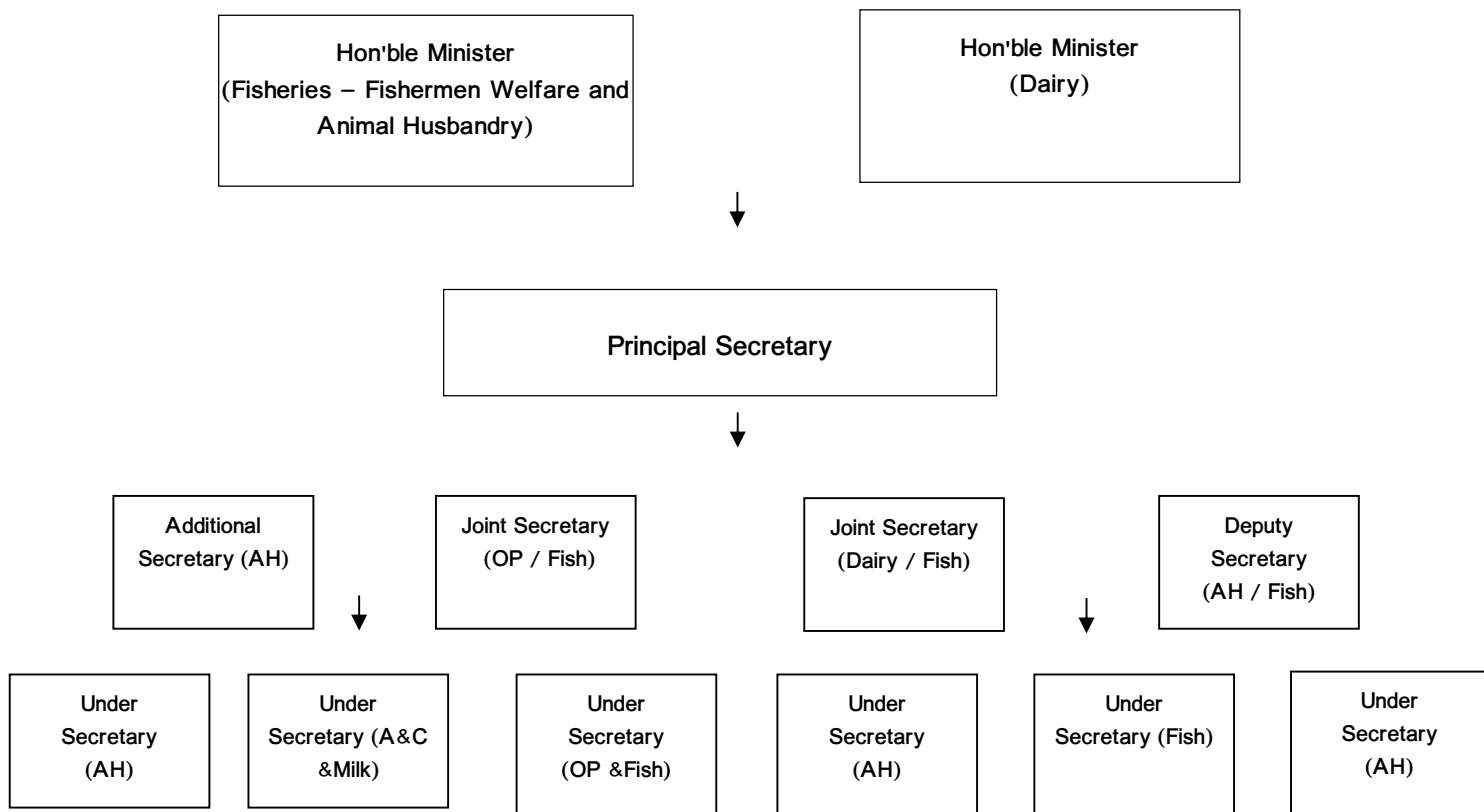
The main functions of the Dairy Development Department include the organization of milk cooperative societies, registration of societies, supervision and control of the primary milk cooperative societies, the district cooperative milk producers' unions and the

Tamil Nadu Cooperative Milk Producers' Federation Ltd. The details may also be obtained from the website <http://www.aavinmilk.com>.

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 for 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.

**2.6. Organization Chart of Animal Husbandry, Dairying Fisheries and Fishermen Welfare 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 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.

### **2.7.1 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.

### **2.7.2 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.) |   |            |

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

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

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

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

- (i) Director of Animal Husbandry & Veterinary Services,  
Central Office Buildings, Block II, DMS Complex, Chennai – 600 006.
- (ii) Director of Fisheries and Fishermen Welfare,  
Administrative Office Building, DMS Complex, Chennai – 600 006
- (iii) Director / Commissioner for Milk Production & Dairy Development,  
Madhavaram Milk Colony, Chennai – 600 051.

## CHAPTER - 3

### Powers and Duties of Officers and Employees

#### **3.1 Introduction**

The Animal Husbandry, Dairying, Fisheries and Fishermen Welfare 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 Additional Chief Secretary to Government**

The Additional Chief Secretary to Government 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. Additional Secretary/ Joint Secretary / Deputy Secretary to Government**

The Additional 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 Special Secretary / 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 dispatch 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.

### **3.2.7. Sections**

The Animal Husbandry, Dairying Fisheries and Fishermen Welfare Department at Secretariat consists of 18 sections. The details are as follows:-

## **ANIMAL HUSBANDRY WING**

### **AH.1**

#### **Assistant Section Officer – I**

1. All matters relating to Vigilance case / Criminal case / TDP case / Departmental Disciplinary cases relating to Director of Animal Husbandry/ Director of Veterinary Services (Non-IAS), Additional Director of Animal Husbandry Joint Director of Animal Husbandry, Deputy Director of Animal Husbandry, Assistant Director of Animal Husbandry, Veterinary Assistant Surgeons
2. Routine and General matters relating to Disciplinary cases and disciplinary rules
3. All Disciplinary matters relating to Research Assistants, Assistant Research Officer, Research Officer, Senior Research Officer and Director of Institute of Veterinary and Preventive Medicine, Ranipet
4. All Matters relating to Acts and Rules of the above concerned subject including Audit objections, Court cases, Committees references etc.
5. Miscellaneous

#### **Assistant Section Officer – II**

1. Departmental 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. All Matters including service matters relating to Livestock Inspector Grade-I/II posts under Tamil Nadu Animal Husbandry Sub-ordinate service (Non-Gazetted Technical)
3. All matters relating to Acts/Rules, Court Cases audit objections, Committee references, continuance of temporary posts for the subjects looked after by AH.I Section.

## **AH.2**

### **Assistant Section Officer**

1. Issue of “NOC” of Transfer/alienation of Meikkal / Mandaiveli lands to other departments / Government undertakings including Central Government / Government undertaking land dispute relating to mandaiveli / meikkal poromboke
2. All matters relating to Veterinary sub-centres
3. General matters relating to ICAMR schemes not relating to any other section
4. Budget of Animal Husbandry wing
5. Supply of Kisan Credit Card and Socio-economic measures relating to the rehabilitation of Livestock farmers affected by Natural calamities such as cyclone, flood, earth quake, fire etc and grant of Financial Assistance by way of relief to Livestock farmers.
6. Consolidation cum Miscellaneous works including meetings pertaining to Animal Husbandry wing (excluding TANUVAS)
7. General matters relating to Acts and Rules on the concerned subject including Court Cases, Audit objections, Committee references etc.

## **AH.3**

### **Assistant Section Officer - I**

1. All matters relating to all schemes including Building, Equipment, Vehicles of Institute of Veterinary and Preventive Medicine
2. Medicines and drugs
3. All Matters including Animal Husbandry Land / Buildings relating to Veterinary dispensaries, Hospitals, Clinical Centres, Polyclinics and Mobile Veterinary Units
4. Central Purchase Committee on Medicines
5. Supply of Medicines to all Veterinary Institutions through TNMSC
6. Financial Assistance to Blue Cross for Maintaining Veterinary Clinic.
7. NABARD Matters - Schemes relating to AHIDF
8. All matters relating to Acts and Rules on the concerned subject including Court Cases, Audit objection, Committee references, Continuance of temporary posts etc.
9. Miscellaneous

### **Assistant Section Officer – II**

1. Prevention of cruelty to animals
2. All Matters relating to Jallikattu
3. TNAWB, VPK, ABC for street Dogs maintenance management etc.,



4. Acts relating to cattle diseases and Veterinary Practitioners
5. Tamil Nadu State Veterinary Council including VCI matters
6. Sample Survey Unit
7. Schemes relating to Statistics in Animal Husbandry Department
8. Vaccination of cattle outside the Veterinary Institutions
9. Vaccines for Animal Husbandry Department and for supply to Veterinary Institutions
10. Oxtocin injection to milch animal affecting their health
11. Manual Livestock Census
12. Animal Disease intelligence Units (ADIV's), Rinderpest Squad
13. Central Research Laboratory, Saidapet
14. All Matter relating to Acts, Rules, Court Cases, Audit Objections, Committee references, temporary post continuance etc., on the above Subjects.

#### **AH.4**

##### **Assistant Section Officer – I**

1. All matters relating to District Livestock Farms
2. Cattle Development – Import and Export of cattle
3. All matters relating to Feeds and Fodder/Fodder Development Board and Additional matters relating to grass land
4. Annual Administration Report of Animal Husbandry Department
5. All matters relating to Free Distribution of Milch Cow Scheme
6. Livestock improvement / importation Act and Tamil Nadu Bovine Breeding Acts/Rules
7. Cattle Insurance
8. Matters relating to Artificial Insemination including NAIP, Liquid Nitrogen Plants and Frozen Semen
9. TN-IAMP
10. All Matter relating to Acts, Rules, Court Cases, Audit Objections, Committee references. Temporary post continuance etc., on the concerned subjects.
11. Miscellaneous

##### **Assistant Section Officer – II**

1. All Matters relating to TNLDA (including meetings) and State Livestock Improvement Board relating to schemes
2. Special Livestock Production Programme
3. Conduct of Exhibitions Publicity and Propoganda
4. Breeding and Marketing under Animal Husbandry (including pigs, dogs, donkeys, horses, calf etc.) and all Matters relating to pet Dogs (with owners, pet shops etc.)
5. Morality – Carcass utilization Scheme
6. Audit report and Inspection report not related to any schemes
7. Stationery, Telephones, Books and Publications not relating to Animal Husbandry schemes and Computerization of Animal Husbandry projects

8. Cattle manure – loans to milch cows - Ghosala Development Scheme - Cow Protection Committee
9. All matters relating to purchase of vehicles / condemnation of vehicles relating to Animal Husbandry Department
10. All matters relating to Acts, Rules, Court Cases, Audit Objections, Committee references etc., including temporary posts continuance on the concerned subjects

#### **AH.5**

##### Assistant Section Officer – I

1. All matters relating to erstwhile Tamil Nadu Poultry Development Corporation and Meat Corporation, Poultry, quails, Rabbit, Duck Schemes and other new Schemes relating to Poultry, Poultry Development Schemes
2. All matters related to Poultry Disease Diagnostic Laboratory (PDDL) except establishment matters
3. All matters relating Poultry Extension Centres, Poultry Marketing Societies, Poultry farm/Compartmentalization, Broiler issues, Marketing Federation, Village Development programme, World Food Programme except establishment matters
4. Vultures, Ostrich, emu etc.,
5. Avian influenza
6. Creation of New posts in offices under Animal Husbandry Department not relating to schemes on account of Bifurcation / Trifurcation of Districts
7. All matters relating to Office Buildings, Furniture for Officers of Animal Husbandry Department not pertaining to Specific Schemes.
8. All Matter relating to Acts, Rules, Court Cases, Audit Objections, Committee references etc., (Temporary posts continuance etc.)
9. Miscellaneous

##### Assistant Section Officer – II

1. Staff of offices not relating to schemes.
2. Fire Extinguishers relating to the offices under the Department of Animal Husbandry
3. All Service matters relating to Contingent Staff/ Daily Casual Labourers in Animal Husbandry Department not relating to schemes.
4. All Matters relating to Animal Husbandry Assistant under Animal Husbandry Department.
5. Supply of Uniforms, sanction of washing allowances etc. to personals not relating to schemes.
6. Inspection Reports and surprise visits to Officers of DAH and his subordinate offices not dealing with specific schemes.
7. All Matters relating to Act / Rules, Court Cases, Audit Objections, Temporary Posts continuance, Committee references, etc., on the above subject matters.

#### **AH.6**

##### Assistant Section Officer – I

1. All Matters relating to Sheep / Goat (Free distribution of Goat scheme / Sheep Farms /Sheep Breeding units, and Societies etc)
2. Western Ghat Development Programme

3. Hill Area Development Programme under Animal Husbandry
4. Annual Plan review
5. National Livestock Mission - NDLM in AH wing – Schemes relating to AHIDF
6. All matters relating to Advanced Institute for Integrated research on Livestock and Animal Sciences (AIIRLIVAS)
7. Miscellaneous

Assistant Section Officer – II

1. All matters relating to Tamil Nadu Veterinary and Animal Sciences University
2. Miscellaneous and General papers of the section.
3. Deputation of officers on foreign service terms and conditions – Combines to University.
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 Combined to Unit
5. All matters relating to Acts and Rules concerned subject.

**AH.7**

Assistant Section Officer – I

1. Service matters relating F.A. & C.A.O., Chief personnel Officers and Personal Assistants and Administrative Officers
2. Service matters relating to Ministerial Service staff including compassionate appointment under Animal Husbandry Department
3. Issue of Adhoc rules in respect of all posts in Animal Husbandry Department
4. General Delegation of consolidated financial powers to officers in Animal Husbandry Department other than Farms and institutions
5. All Service matters of Research Assistant, Assistant Research Officers, Research Officers, Senior Research Officers, Director of I.V.P.M.
6. Miscellaneous and routine papers. Recommendation of ARC of Animal Husbandry Department and overall reorganization of Animal Husbandry Department
7. All Matters such as Court Cases, Audit Objections, on the above subject
8. Miscellaneous

Assistant Section Officer – II

1. Service matters and upgradation of Posts relating to Veterinary Assistant Surgeons Assistant Directors of Animal Husbandry, Deputy Directors of Animal Husbandry, Joint Directors of Animal Husbandry, Additional Director of Animal Husbandry and Non-IAS Director of Animal Husbandry / Director of Veterinary Services
2. General Delegation of Administrative and disciplinary powers to Officers in Animal Husbandry Department not relating to any schemes.
3. All matters relating to Senior Veterinary Livestock Supervisors under Animal Husbandry Department.
4. All Matters relating to Act/Rules, Court Cases, Audit Objections, Committee reference, Association representations etc on the above subject matters.

## **DAIRY DEVELOPMENT WING**

### **MP.1**

#### **Assistant Section Officer – I**

1. Scheme relating to TCMPF Ltd., and all the DCMPUs. except service matter, relating to all the DCMPUs.
2. Write off proposals relating to D.D.D and those relating to Milk Co-operatives and Unions.
3. Monthly review meeting with CMP&DD and the M.D., TCMPF Ltd.,.
4. Visit of officials in connection with Dairy Development's scheme related issues.
5. All Centrally Sponsored Schemes.
6. Part-II Schemes.
7. Budget
8. All matters relates with Tender procedure except service matter dealt in TCMPF Ltd.,
9. Board Level Tender Committee Meeting.
10. Issues relates with exemption of 16 f and 16bb of Tamil Nadu Transparency in Tender Act, 1998
11. Milk Procurement price, Sales price and Milk cost payment related issues.
12. Export and Marketing of Milk related issues.
13. Marketing related Foreign Visits of officials and Ministers.
14. Inauguration of Dairy Development and TCMPF Ltd.,
15. Petitions/ representation received from the Association except Service Matters.
16. Articles published in News papers/Channels related with Dairy Development matters except service matters.
17. Consolidation and Updation of Announcements.
18. Restructured Peraringar Anna Cooperative Milk Producers Welfare Fund Rules, 2010.
19. Miscellaneous

#### **Assistant Section Officer – II**

1. All matters relating to Legislative Assembly Questions, Assurance, Public Accounts Committee, Public Undertaking Committee.
2. All matters relating to Inspection Report, Audit Reports.
3. Purchase of Equipments in all other items for the Dairy Development Department & Tamil Nadu Co-operative Milk Producers' Federation Limited.
4. Purchase of Vehicles, Repairs and Maintenance of Dairy Development Department, TCMPF Ltd and All District Unions.
5. CMP&DD Office, TCMPF Ltd., Buildings, Employees Quarters Repairs and Maintenance.
6. CMP&DD Office, TCMPF Ltd & District Unions Telephones, Maintenance and Repairs.
7. All Land matters relates with CMP&DD Office, TCMPF Ltd.
8. Cut Motions, Call Attention.

### **MP.2**

#### **Assistant Section Officer – I**

1. All Service matters/ disciplinary cases including Vigilance Cases relating to Commissioner for Milk Production and Dairy Development.
2. All Service matters in respect of Milk Co-operative Societies and Unions in the District of Chennai, Kancheepuram, Thiruvallur, Thiruvannamalai, Vellore, Coimbatore, Thanjavur, Nagapattinam, Thiruvarur, Karur, Trichy, Cuddalore Thiruppathur, Villupuram and Kallakurichi
3. Regularisation of service of Casual Labourers in the above Districts.
4. Miscellaneous.

Assistant Section Officer – II

1. All Service matters/ Disciplinary cases including Vigilance Cases relating to Milk (sanction, continuance, allegations and misappropriation) Co-operative Societies and Unions in the Districts of Pudukottai, Erode, Dharmapuri, Krishnagiri, Kanniyakumari, Madurai, Theni, Dindigul, Nilgiris, Salem, Namakkal, Tirunelveli, Tuticorin, Ramanathapuram, Virudhunagar and Sivagangai.
2. Regularisation of service of Casual Labourers in the above Districts.
3. Establishment matters relating to Tamil Nadu Co-operative Milk Producers' Federation Limited
4. Sanction of Bonus and ex-gratia to the employees of Tamil Nadu Co-operative Milk Producers' Federation Limited and Unions.
5. All matters relating to Acts and Rules

**FISHERIES WING**

**FS.1**

Assistant Section Officer – I

1. Marine Fisheries Scheme for Mechanization of Catamarans, Vallams Canoes, Boat Licence and other country crafts
2. Schemes for Development of Small scale Fisheries
3. Schemes for diversification of Fishing and grant of subsidy for purchase of nets
4. All matters relating to Inshore Fishing and Survey Stations and Marine Engineering Units (Viz., Base Workshops and Service Centres) –
5. Development of Fish Canning Factory
6. All matters related to Marine Product Export Development Authority (MPEDA)
7. Disputes between Catamaran fishermen and Mechanized boat operators
8. Construction of staff quarters and Office Buildings for the Fisheries Department
9. All matters relating to Acts and Rules concerned subject. All LAQ's/PAC's/PUC's/all committee reports– Miscellaneous.
10. Miscellaneous

Assistant Section Officer – II

1. Sanction of rent for Private Buildings
2. Visits of V.I.Ps relating to Marine Fisheries
3. Construction of Fishing Harbours, Fish Landing Centres, Jetties, Floating Pantoons and Groynes
4. Fisheries Dredgers-

5. All matters relating to Fisheries Department Land
6. All matters relating to Acts and Rules concerned subject.

## **FS.2**

### **Assistant Section Officer – I**

1. All matters relating to the Officers of Fisheries Department
2. Special Rules for the Tamil Nadu Fisheries Service and Tamil Nadu General Service in relation to the Officers of the Fisheries Department
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
4. Sanction of deputation of the Officers of the Fisheries Department to Government Corporation and Foreign bodies or Foreign service terms
5. 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)
6. Periodical meetings with Vigilance Commission relating to Fisheries Department
7. All matters relating to Acts and Rules concerned subject.

### **Assistant Section Officer – II**

1. All Service matters relating to the Executive Subordinate Staff, Ministerial Staff, General Subordinate Staff and Basic Servants of the Fisheries Department
2. Compassionate appointment relating to Fisheries Department
3. Regularization of probation relating to Executive Subordinate Staff Ministerial Staff, General Subordinate Staff and Basic Servants of the Fisheries Department
4. Declaration of probation relating to the Executive subordinate Staff, Ministerial Staff, General subordinate Staff/Basic servants of the Fisheries Department
5. Appeal, Review/Revision relating to the Executive Subordinate Staff, Ministerial Staff, General Subordinate Staff and Basic Servants of the Fisheries Department
6. Tamil Nadu Fisheries University Staff Establishment
7. All service matters relating to Marine Enforcement Wing (Estt)
8. All matters relating to Acts and Rules concerned subject
9. Miscellaneous.

## **FS.3**

### **Assistant Section Officer – I**

1. Fisherman Housing Schemes (State Schemes)- Insurance Scheme for Fishermen and fisherwomen (State Scheme)- Centrally Sponsored National Welfare Fishermen.
  - a) Housing Scheme including construction of Community Halls and tube wells.
  - b) Saving-cum-Relief Scheme.
  - c) Group Accident Insurance Scheme.
2. Sea Erosion
3. Schemes relating to Basic Amenities to Fishermen Villages/Colonies
4. All matters relating to Tamil Nadu Fishermen Welfare Board

5. All matters relating to mechanized fishing boats, trawlers and fibre glass boats
6. FIMSUL
7. Kisan Credit Card (KCC)
8. PMMSY and deal with Act / Rules corresponding to concern subjects
9. All matters relating to Acts and Rules concerned subject. All matters relating to Marine Enforcement Wing Scheme only.

Assistant Section Officer – II

1. All matters relating to National Cooperative Development (NCDC) Corporation Schemes
2. Administration of the Tamil Nadu Cooperative Societies Act, 1983 and Rules 1988 made there under in relation to the Fisheries Co-operative Societies
3. All matters relating to Fishermen Co-operative Societies / Federations
4. Modernization of account – reconciliation of Departmental figures with data processing figures
5. Implementation of IMPDP by TAFCOFED
6. 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.,
7. Supply of diesel and Kerosene to Fishermen on subsidy basis
8. Marine Fishermen Census - Fishing Mission Programme (General matters only)
9. Distribution of Fisherfolk project
10. Matters relating to Fisheries proposal not related to any other Fisheries Section
11. All matters relating to Acts and Rules concerned subject- Miscellaneous.

**FS.4**

Assistant Section Officer – I

1. Brackish Water Fish Farmers Development Agency and Schemes relating to the Agency-Chunk Fisheries, Pearl Fisheries
2. Artificial Reefs, Seaweed- Ice Plant and Cold Storage Plants
3. Aquaculture Authority of India- Coastal Aquaculture – Cold Water Aquaculture- Saline or Alkaline water Aquaculture and Scampy Aquaculture-
4. Fisheries Education and Training, Fisheries Extension and propaganda – Fisheries Extension Centres Fisheries Training Centre (For fishermen only)
5. Infrastructure facilities for Brackish Water Fisheries with allied Subjects- All matters relating to Acts and Rules concerned subject – TNJFU Schemes.

Assistant Section Officer – II

1. Motor Vehicles
2. Fish Farming, Fish Seed Farms Induced spawning centres, Prawn Culture, Cage culture, Demonstration of Prawn Farms, Fresh Water Prawn Farms
3. Furniture, Stores, stationery, Computers for use in the Fisheries Department-
4. Telephones for the Fisheries Department
5. Reports of Inspection on the accounts of Fisheries Department received from the Accountant General

6. VIPs Visits relating to the Brackish water Aquaculture Authority
7. Books and Publication of the Fisheries Department Statistical Reports – Administration Reports of Fisheries Department
8. Deep sea fishing and Tuna Fishing
9. Miscellaneous.

### **FS.5**

#### **Assistant Section Officer – I**

1. All Schemes and Establishment matters relating to Tamil Nadu Fisheries Development Corporation and Fisheries Budget
2. Fish Markets under the control of Tamil Nadu Fisheries Development Corporation as well as Fisheries Department
3. All matters relating to Tamil Nadu Fisheries Development Corporation (TNFDC) and all reservoirs (Fisheries and TNFDC)
4. Tamil Nadu Fisheries Research Council
5. Tamil Nadu Fisheries Advisory Board
6. Museum, Aquarium and Ornamental Fisheries
7. All matters relating to Reservoir under the control of Fisheries and TNFDC
8. All matters relating to Acts and Rules concerned subject and Fisheries consolidation - Miscellaneous.

### **FS.6**

#### **Assistant Section Officer – I**

1. Fish Farmers Development Agency and Schemes of the Agency
2. Special Programme viz., Hill Area Development programme (Fisheries) Tribal Area Development Programme (Fisheries) National Rural Employment Programme (Fisheries) Indian Rural Employment Programme (Fisheries)
3. All matters related to Inland Fisheries including matters relating to lease of Fishery rights of Inland waters bodies like ponds, lakes under the control of the P.W.D. and Fisheries Department-Taking over of lease by Fisheries Department Fishery Rights of tanks of the local bodies and temples by the Fisheries Department and other allied matters pertaining to local bodies and temples by the Fisheries Department-
4. Inland Fisheries Statistics / Census
5. Infrastructure relating to inland Fisheries
6. VIP Visits pertaining to Inland Fisheries
7. DFDA Scheme
8. General matters relating to Fisheries subject not allotted to any Fisheries Scheme.

#### **Assistant Section Officer – II**

1. Indo-Srilanka Maritime Boundary
2. All matters relating to harassment of fishermen by Srilankan Navy including Relief Measures
3. Bilateral talks between Srilanka and India- Entry into the State Territorial Waters by foreign boats



4. Correspondence with Indian Navy and Coast Guard Organization
5. Patrol Boats, Coastal Security and helicopters/ Climate change/ related matters
6. Memorandum of undertaking between the Government of India and Sri Lanka in respect of problems relating to Indian Fishermen and Sri Lankan Fishermen in Palk Bay- Restoration of Katchatheevu
7. Financial Assistance to injured / deceased fishermen due to attack of Sri Lankan Navy under Chief Minister's Public Relief Fund
8. Forwarding compensation proposal to Government of India so as to get compensation from the Sri Lankan Government in respect of deceased / injured and damaged/sunken boats
9. Search of Missing Fishermen and boats. Retrieval of Missing boats/fishermen from Sri Lankan Government or any other countries
10. Missing Inland fishermen and Financial Assistance to their families- Floating Buoys on I.B.L. between India and Sri Lanka-
11. Guide lights and sea safety measures
12. Miscellaneous.

### **AUDITING AND CO-ORDINATION (A&C)**

#### **Assistant Section Officer – I**

1. Public Accounts Committee, Public Undertaking Committee
2. Petitions Committee – Assurance Committee – Estimate Committee
3. Cut motions, Legislative Assembly Questions - Other Assembly matters
4. Chief Minister Spl. Cell petitions
5. Court cases including CCMS
6. State Level Banker's Committee Reconciliation
7. Inspection Reports of AG - Audit paras
8. All matters relating to AG
9. All Secretary's Meeting, Announcement updation (Special Programme Implementation).

#### **Assistant Section Officer – II**

1. NADP (National Agricultural Development Programme)
2. National Development Council meeting
3. Governor's Address-Budget speech
4. Annual Plan-Agriculture Development council - Five year plan, TANII (Tamil Nadu Innovation Initiatives) - Centrally sponsored Schemes/ Share schemes-
5. Multistate Agricultural- Competitiveness programme (MACP)
6. Government Achievements
7. Expenditure review, Plan progress review-On line updation to Chief Minister's Officer
8. Meetings conducted by Development Commissioner -Monsoon preparedness, Collectors and Police Officers Conference – RTI
9. Appointment of Public information Officers / Appellate Authority
10. Annual Report to State information Commission

11. Miscellaneous (Including Meeting)
12. All consolidation and sending all periodical returns to other Departments.

**Office Proceedings (OP)**

**ASSISTANT SECTION OFFICER - I**

1. Establishment matters relating to all staff of this Department
2. Sanction of staff and sanction of continuance and permanent retention of posts in respect of this Department
3. Preparation of monthly acting arrangements.
4. Distribution of subjects and issue of Office Orders, Circular etc.,
5. Disciplinary matters in respect of all staffs of this Department
6. Sanction of pension, DCRG in respect of staff relating to this Department
7. Office inspection and Inspection Report.
8. Review under FR 56(2) in respect of staff of the Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department.
9. IFHRMS

**ASSISTANT SECTION OFFICER - II**

1. Budget
2. Newspaper, General Provident Fund, Accountant General Auditing.
3. Buildings, Maintenance, House Rent Allowance.
4. Miscellaneous, Contingencies Expenditure
5. Loans and Advances for House building, purchase of Motor Vehicle, Marriage and Education
6. Permanent Advance
7. Repair and Maintenance of Motor Vehicles, Telephones Government Staff Rules (To get prior permission for purchase of land, House etc.)
8. Assembly duties and issue of passes

**BILLS**

**Assistant Section Officer – I:**

1. Matters relating to drawal and disbursement of salaries pertaining to the staff of the Department.
2. All files relating to the claims of staff
3. GPF Bills
4. Maintenance of Records in respect of cash recoveries (such as Bank Loans, CTD, LIC etc.,)
5. Budget proposals in coordination with OP-II section
6. Reconciliation of departmental figures,
7. Missing credits of General Provident Fund in respect of staff
8. Pay Commission arrears credit to GPF account of the individuals

**Assistant Section Officer – II:**

1. Telephone bills
2. Contingent bills
3. Certificate of leave / surrender eligibility
4. Maintenance of Service Books
5. Missing Credits of General Provident Fund in respect of officers,
6. Preparation of presentation of TA, TTA, LTC Bills
7. Medical Reimbursement bill
8. Loans and Advances bill and other bills for staff of Animal Husbandry, Dairying, Fisheries and  
Fishermen Welfare Department

## CHAPTER - 4

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

**4.1 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. Tamil Nadu Veterinary Council Act 1984
17. Tamil Nadu Veterinary and Animal Sciences University Act
18. Guidelines issued by the Government of India
19. Tamil Nadu Co-operative Societies Act, 1983
20. Tamil Nadu Co-operative Societies Rules, 1988

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, Fisheries and Fishermen Welfare 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, Fisheries and Fishermen Welfare 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	Tamil Nadu Veterinary Council Act 1984
	Type of Act	Act enacted by Animal Husbandry, Dairying, Fisheries and Fishermen Welfare 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.
17.	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
18.	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 fisheries and fishermen welfare.
19.	Type of Document	Tamil Nadu Co-operative Societies Act, 1983
20.	Type of Rule	Tamil Nadu Co-operative Societies Rules, 1988

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, Fisheries and Fishermen Welfare Department under its control**

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

1. Policy Note – 2024-2025
2. Government Orders issued by this department
3. Government Letters issued by this department

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.

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

##### **Purpose**

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

##### **Details of Members:-**

1.	Additional Chief Secretary / Principal Secretary / Secretary to Government, Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department	Chairman
2.	Director General of Police or his nominee not below the rank of A.D.G.P.	Ex-Officio Member
3.	Rural Development, Director / Commissioner or his nominee	Ex-Officio Member
4.	Transport Director / Commissioner	Ex-Officio Member
5.	Commissioner, Municipal Administration	Ex-Officio Member
6.	Commissioner, Greater Chennai Corporation, Chennai	Ex-Officio Member
7.	Chief Wild Life Warden, Forests Department	Ex-Officio Member
8.	Director, Town Panchayats	Ex-Officio Member
9.	ADS/JS/DS to Government, Finance Department (Dealing with the subject of the Animal Husbandry)	Ex-Officio Member
10.	Registrar, Tamil Nadu Veterinary and Animal Sciences University	Ex-Officio Member
11.	Director / Commissioner, Animal Husbandry and Veterinary Services	Member Secretary

##### **Details of Executive members:-**

1.	Hon'ble Chief Minister of Tamil Nadu	Chairman
2.	Hob'ble Minister of Animal Husbandry	Vice-Chairman
3.	The Chief Secretary to Government	Ex-Officio Member
4.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Home Department	Ex-Officio Member

5.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Finance Department	Ex-Officio Member
6.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department	Ex-Officio Member
7.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Environment and Forests Department	Ex-Officio Member
8.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Rural Development and Panchayat Raj Department	Ex-Officio Member
9.	The Additional Chief Secretary/Principal Secretary/Secretary to Government, Municipal Administration and Water Supply Department	Ex-Officio Member
10.	The Director / Commissioner, Department of Animal Husbandry and Veterinary Services, Government of Tamil Nadu	Ex-Officio Member
11.	The Secretary to Government, Law Department	Ex-Officio Member
12.	The Registrar, Tamil Nadu Veterinary & Animal Sciences University	Ex-Officio Member
13.	The Registrar, State Veterinary Council, Tamil Nadu	Ex-Officio Member
14.	Honorary Members from Society for Prevention of Cruelty to Animals (to be nominated by the Government)	Nominated members

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

#### **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.

#### **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, Thiruvarur, Pudukottai, Nagapattinam and Thoothukudi	Member
6.	District Superintendents of Police of Ramanathapuram, Thanjavur, Thiruvarur, Pudukottai, Nagapattinam and Thoothukudi.	Member

### **7.3 State Level Monitoring Committee to monitor the implementation of fishing Harbour Projects / Fish Landing Centres**

#### **Purpose**

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

#### **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

#### **7.4 Committee on Fisheries Development Mission.**

##### **Purpose**

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

##### **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

#### **7.5 State Level Committee on Aquaculture**

##### **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

### **7.6 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 Neelankarai, 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 - 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, Fisheries and Fishermen Welfare Department, Government of Tamil Nadu, Chennai-600 009.	Member
4.	Commissioner of Fisheries, Government of Tamil Nadu, Chennai-600 006.	Member Secretary
5.	Secretary to Government, Revenue Department, Government of Tamil Nadu, Chennai-600 009.	Member
6.	Secretary to Government, Finance Department, Government of Tamil Nadu, Chennai-600 009.	Member
7.	Secretary to Government, Social Welfare and Nutrious Meal Programme Department, Government of Tamil Nadu, Chennai-600 009.	Member
8.	Special Commissioner and Commissioner of Revenue Administration, Government of Tamil Nadu, Chennai-600 005.	Member
9.	Managing Director, Tamil Nadu Women Development Corporation.	Member
10.	Chairman, Chennai Port Trust.	Member

11.	Thiru G Nargunan	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 Basalaiyaan	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 and Appellate Authorities:-

Name of Officers (Thiru/Tmt./Selvi)	Direct Line
R. Yesudoss Kennedy, Appellate Authority/ Additional Secretary (AH) to Government	25673650
S.Manikkanan, Appellate Authority/ Joint Secretary (Fish/ A&C) to Government	25674084
G Kumaran, Appellate Authority/ Deputy Secretary (Dairy/ AH) to Government	25672921
S.Meenalochani, Appellate Authority/ Deputy Secretary (OP/Fish) to Government	25672095
K. Senthil Nathan, Public Information Officer/ Under Secretary (AH/ OP) to Government	25665348
T.K.C.Arunachalam, Public Information Officer/ Under Secretary to (AH/Fish) Government	25665952
A. Selvaraj, Public Information Officer/ Under Secretary (A&C/Milk) to Government	25665536
P. Mariammal, Public Information Officer/ Under Secretary (AH) to Government	25665964
V.K.Rajendran Public Information Officer/ Under Secretary (AH) to Government	25665570
K.Kathiravan Public Information Officer/ Under Secretary (Fish) to Government	25665913

## **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, Fisheries and Fishermen Welfare Department and their official address and their monthly Remuneration are as follows:-

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

<b>EMPLOYEE NAME</b>	<b>POST NAME</b>	<b>PAY SCALE</b>
Satyabrata Sahoo	Principal Secretary to Government, IAS	IAS.HAG Scale - Level 15 (182200-224100)
Yesudoss Kennady. R	Additional Secretary to Government	TNGS Time Scale.Level 31 (125200 - 219800)
Manikkannan.A	Joint Secretary to Government	TNGS Time Scale.Level 29 (123400-216300)
Seenivasan. S. K	Senior Principal Private Secretary	TNGS Time Scale.Level 29 (123400-216300)
Kumaran G	Joint Secretary to Government	TNGS Time Scale.Level 26 (61900 - 196700)
Meenalochani. S	Deputy Secretary to Government	TNGS Time Scale.Level 26 (61900 - 196700)
Senthil Nathan. K	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
Arunachalam T.K.C.	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
Selvaraj. A	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
Mariammal. P	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
V.K. Rajendran	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
K.Kathiravan	Under Secretary to Government	TNGS Time Scale.Level 25 (59300 - 187700)
Anbazagan. K	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Indra Priyadarshini. V	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Kavitha. T	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)



Kumar. N	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Latha. T	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Magesh. S	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Maraliya. A	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Muthusamy. T	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Saminathan. A	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Sankaran. K	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Saradha. G	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Thirupurasundari. S	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Thirugnanam. K	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Vidhya. R	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Vijayalakshmi. C	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Kamatchi. V	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Sangeetha. J	Section Officer	TNGS Time Scale.Level 22 (56100 - 205700)
Babu. D	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Bhavani. R. J	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Ellammal. K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Ganesh Kumar. G. R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Gowri. V	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Jerat Magilla. D	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Jeyanthi. T	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Kabilazhagan. K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Kayalvizhi. T	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Kumaran. M	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Marichamy. G	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Meena. S	Assistant Section Officer	TNGS Time Scale.Level

		16 (36400 - 115700)
Nagamma. K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Nirmala. T. S	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Nithya Roobini. R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Nithyanandam. R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Porchezhiyan. R	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Pramil. P	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Praveena. N	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Raj Kokila. N	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Shakila. M	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Subbulakshmi. K	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Thanigaivel. N	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Uma Mageswari. A	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Veeramani. V	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Yamunarani. N	Assistant Section Officer	TNGS Time Scale.Level 16 (36400 - 115700)
Kasiprabavathi. K	Personal Assistant	TNGS Time Scale.Level 16 (36400 - 115700)
Moli. T	Personal Assistant	TNGS Time Scale.Level 16 (36400 - 115700)
Kavitha. R	Senior Personal Clerk	TNGS Time Scale.Level 11 (35400 - 112400)
Malarvizhi. K	Senior Personal Clerk	TNGS Time Scale.Level 11 (35400 - 112400)
Sethulaksmi. V	Personal Clerk	TNGS Time Scale.Level 10 (20600- 75900)
Dellidurai. G	Senior Typist	TNGS Time Scale.Level 11 (35400 - 112400)
Kalaivani. S	Senior Typist	TNGS Time Scale.Level 11 (35400 - 112400)
Sureshbabu. A	Senior Typist	TNGS Time Scale.Level 11 (35400 - 112400)
Bevin Jacob. A	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Janani. A	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Kavitha. B	Assistant	TNGS Time Scale.Level 9

		(20000 - 63600)
Malliga. R	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Saravana Priya. R	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Sivasankaran. G	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Sowmia Priyadarshini. G	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Vennila. S	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Porselvi. M	Assistant	TNGS Time Scale.Level 9 (20000 - 63600)
Kathir Nilavan. R	Typist	TNGS Time Scale.Level 8 (19500 - 62000)
Raja. R	Despatch Assistant	TNGS Time Scale.Level 8 (19500 - 62000)
Gunasekaran. P	Record Clerk	TNGS Time Scale.Level 3 (16600 - 52400)
Sarala. T	Record Clerk	TNGS Time Scale.Level 3 (16600 - 52400)
Venkatesan. R	Record Clerk	TNGS Time Scale.Level 3 (16600 - 52400)
Subramani. V	Record Clerk	TNGS Time Scale.Level 3 (16600 - 52400)
Jayaraj. G. K	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Sankaralingam. M	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Saritha. R	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Sathya. S	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Sekar. K	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Utharalingam. S	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)
Viswanathan. R	Office Assistant	TNGS Time Scale.Level 1 (15700 - 50000)

## **CHAPTER - 11**

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

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

Exhibitions / Animal Health Camps are also conducted throughout 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, Fisheries and Fishermen

Welfare Department

<http://www.tn.gov.in/rti/proactive/ahf/handbook-ahf.pdf>

<http://www.tanuvastn.nic.in>

<http://www.aavinmilk.com>

Important G.Os. and Policy Note 2024-25 of Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department are available at the website: [www.tn.gov.in](http://www.tn.gov.in)

CHAPTER – 13

**Budget Allocated to Each Head of Department**

**கோரிக்கை 06 கால்நடை பராமரிப்பு (கால்நடை பராமரிப்பு, பால்வளம், மீன்வளம் மற்றும் மீனவர் நலத் துறை)**  
**DEMAND 06 ANIMAL HUSBANDRY (Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department)**

2024-2025 வரவு செலவுத் திட்ட மதிப்பீடு						
BUDGET ESTIMATE 2024-2025						
ரூபாய் ஆயிரத்தில் (தொகு மொத்தம்) Rupees in Thousands (Gross)						
Head of Department		Revenue	Capital	Loan	Total	From To Page No
1 006 01 கால்நடை பராமரிப்பு, பால்வளம், மீன்வளம் மற்றும் மீனவர் நலத்துறை – தலைமைச் செயலகம் Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department - Secretariat	Voted	10,93,28	...	50,00	11,43,28	11-15
2 006 02 கால்நடை வளர்ப்பு இயக்ககம் Directorate of Animal Husbandry	Charged Voted	2 1,043,66,31	...	...	2 1,091,36,16	16-106
3 006 03 தமிழ்நாடு கால்நடை மற்றும் மருத்துவ அறிவியல் பல்கலைக் கழகம் Tamil Nadu Veterinary and Animal Sciences University	Voted	346,14,64	...	...	346,14,64	107-115
<b>மொத்தம் TOTAL :</b>						
		Charged	2	...	2	
		Voted	1,400,74,23	47,69,85	50,00	1,448,94,08

**கோரிக்கை 07 மீன்வளம் மற்றும் மீனவர் நலன் (கால்நடை பராமரிப்பு, பால்வளம், மீன்வளம் மற்றும் மீனவர் நலத் துறை)**  
**DEMAND 07 FISHERIES AND FISHERMEN WELFARE (Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department)**

2024-2025 வரவு செலவுத் திட்ட மதிப்பீடு						
BUDGET ESTIMATE 2024-2025						
ரூபாய் ஆயிரத்தில் (தொகு மொத்தம்) Rupees in Thousands (Gross)						
Head of Department		Revenue	Capital	Loan	Total	From To Page No
1 007 01 மீனள இயக்ககம் Directorate of Fisheries	Charged Voted	1 714,69,12	...	...	1 1,320,96,88	02-71
<b>மொத்தம் TOTAL :</b>						
		Charged	1	...	1	
		Voted	714,69,12	606,27,76	...	1,320,96,88

**கோரிக்கை 08 பால்வளம் (கால்நடை பராமரிப்பு, பால்வளம், மீன்வளம் மற்றும் மீனவர் நலத் துறை)**

**DEMAND 08 DAIRY DEVELOPMENT (Animal Husbandry, Dairying, Fisheries and Fishermen Welfare Department)**

2024-2025 வரவு செலவுத் திட்ட மதிப்பீடு

BUDGET ESTIMATE 2024-2025

ரூபாய் ஆயிரத்தில் (தொகு மொத்தம்) Rupees in Thousands (Gross)

Head of Department		Revenue	Capital	Loan	Total	From To Page No
1 008 01 பால் உற்பத்தி மற்றும் பால் பண்ணை மேம்பாட்டு ஆணையரகம் Commissionerate of Milk Production and Dairy Development	<i>Charged</i>	<i>1</i>	...	...	<i>1</i>	02-20
	Voted	39,91,79	542,00,03	300,00,00	881,91,82	
<b>மொத்தம் TOTAL :</b>	<i>Charged</i>	<i>1</i>	...	...	<i>1</i>	
	Voted	39,91,79	542,00,03	300,00,00	881,91,82	