

# Information Handbook Under Right to Information Act

## CHAPTER – I

### **1.1 – Please throw light on the background of this handbook**

The Directorate of Centre for Animal Health Studies has prepared this handbook to meet the demand from public to have access to information about the activities of Tamil Nadu Veterinary and Animal Sciences University and this Directorate of Centre for Animal Health Studies.

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

The main objective of this handbook is to provide information on the activities of this Directorate and the Units controlled by it.

### **1.3 – Who are the intended users of this handbook**

This hand-book will provide information to the needy public who ever likes to seek information on the activities of this Directorate as per under ordinance of right to information Act 2005.

### **1.4 – Organization of the information in this handbook**

The information has been furnished in a fixed format as prescribed, for easy reference of persons seeking information.

### **1.5 – Definitions**

The required definitions of the various terms used in this handbook are available in the ASRR of TANUVAS.

### **1.6 – Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also**

Dr. B. MURALI MANOHAR, M.V.Sc., Ph.D., Director, Centre for Animal Health Studies, Tamil Nadu Veterinary and Animal Sciences University pertaining to Directorate of Centre for Animal Health Studies only.

### **1.7 – Procedure and Fee structure for getting information not available in the handbook**

Procedure and Fee structure is decided by the Finance Officer, TANUVAS.

## CHAPTER – 2

### 2.1. – Objective / purpose of the public authority

1. Co-ordination and monitoring of disease investigation work and implementation of disease control measures. Expert guidance to the livestock and poultry farmers to tackle the disease problems in their farms
2. The Director, Centre for Animal Health Studies, has technical control and is the co-ordinating officer of research in the departments of Veterinary Microbiology, Veterinary Pathology, Veterinary Parasitology and Veterinary Preventive Medicine and Epidemiology of the Colleges.
3. Technical and administrative control of units at the University campus, Veterinary University Training and Research Centres (VUTRC) and Avian Disease Laboratories (ADL) of the state.
4. Transfer of proven technologies from laboratory to land
5. Promote and co-ordinate research on emerging infectious disease of livestock and poultry
6. Offer expert guidance to the various livestock and poultry farmers, to tackle the disease problem in their farms
7. Creation of a team of specialists with necessary laboratory facilities to undertake on the spot disease investigation of endemic and emerging disease of livestock and poultry.

### 2.2 – Mission / Vision Statement of the public authority

1. Disease investigation and diagnosis
2. Toxicological Examination of feed and biological specimens.
3. Diagnosis of Leptospirosis in Man and Animals.
4. Disease diagnosis and Water quality in Shrimp Disease Control Lab.
5. Supply of Lab. Animals for research.

### 2.3 – Brief history of the public authority and context of its formation

This Directorate has been established for disease diagnosis, monitoring surveillance and health coverage of livestock and poultry in the state.

**2.4 – Duties of the public authority**

As mentioned in the ASRR of TANUVAS.

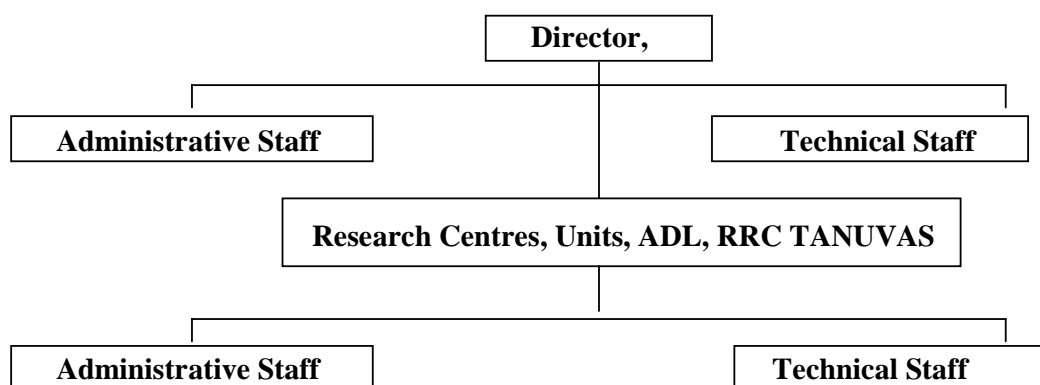
**2.5 - Main activities / functions of the public authority.**

Training on all aspects if livestock and poultry management and disease prevention, optimal production and marketing and value addition of animal products.

**2.6 – List of services being provided by the public authority with a brief write-up on them.**

1. Disease investigation and diagnosis
2. Toxicological Examination of feed and biological specimens.
3. Diagnosis of Leptospirosis in Man and Animals.
4. Disease diagnosis and Water quality in Shrimp Disease Control Lab.
5. Supply of Lab. Animals for research.

**2.7 – Organizational Structure Diagram at various levels namely State, directorate, region, district, block etc. (Whichever is applicable).**



**2.8 - Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

Positive response and feed back from the public who are the beneficiaries of the various services rendered to them by this Directorate.

**2.9 – Arrangements and methods made for seeking public participation / contribution.**

1. Farmers Meet
2. Mass Contact Programme
3. Exhibition
4. Various training programmes.

**2.10 - Mechanism available for monitoring the service delivery and public grievance resolution.**

1. Inspections, review meeting and on the spot verifications of the services rendered.
2. By arranging group discussions and Questions, answers meetings at village level to solve public grievance if any.

**2.11 – Address of the main office and other offices at different levels.**

1. The Registrar, TANUVAS, Chennai-51.
2. Directorate of Centre for Animal Health Studies, Chennai-51.
3. Heads of Units
4. Regional Research Centre, TANUVAS.
5. Heads of VUTRCs and ADLs.

**2.12 – Morning hours of the office: 10.00 a.m.**

**Closing hours of the office: 5.45 p.m.**

## CHAPTER – 3

### 3.1 - Powers and Duties of Officers and Employees

<b>Designation</b>	Directorate of Centre for Animal Health Studies, Madhavaram Milk Colony, Chennai – 600 051.	
<b>Powers</b>	<b>Administrative</b>	1. To under take the extension of such sciences to the rural people in co-operation with the Government Department concerned.  2. To provide for instructions training and research in Veterinary and Animal Sciences.
	<b>Financial</b>	--
	<b>Others</b>	--
<b>Duties</b>	The Director, CAHS, MMC, Chennai-51 shall exercise such powers and perform such duties as may be prescribed on Animal Health aspects.	

## CHAPTER – 4

### 4.1. – Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

Name / title of the document : TANUVAS – ASRR

Type of the document : Act, Statutes, Rules and Regulations.

#### **Brief Write up on the Document**

This Act may be called the TANUVAS Act - 42 of 1989.

#### **From where one can get a copy of rules, regulations, instructions, manual and records**

**Address** : The Deputy Director, University Publication Division,  
Director of Extension Education, TANUVAS, Chennai-51.

**Phone** : 2555 1579, 2555 1586.

## CHAPTER – 5

5.1 - **Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

**Public can seek consultation for formulation of policies.**

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	Extension	Extension Council - Yes	By periodical meeting
2.	Research	Research Council - Yes	
3.	Policy	Board of management - Yes	

5.2 – **Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.**

Policy matters will be implemented by the Registrar of the University.

## CHAPTER – 6

6.1 - Use the format given below to given the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
1.	Administration and Establishment	ASRR		Can he had from the University
2.	Finance and Budgetary	No		Finance Officer
3.	Research	Scheme reports		Approach the Director of Research

## CHAPTER – 7

7.1 – Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

### Animal Disease Review Committee

No public participation, other Board, Council committee are controlled by the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Chennai-51.

## CHAPTER – 8 & 9 – Not relevant to this Directorate.

## CHAPTER – 10

10.1 – Please provide information district wise in following format.

The required details can be had from the Tele links booklet published by the University every year.

## CHAPTER – 11

S.N	Name	Designation	Amt. Rs.
1.	Dr. B. MURALI MANOHAR	Director	
2.	Dr.K.Vasu	Professor	36803
3.	Dr.R.Govindarajan	Associate Professor	29655
4.	Dr.Prabhaker G. Edwin	Associate Professor (CA)	30357
5.	Thiru J.Bhojan	Administrative Officer	17106
6.	Selvi G.Revathi	Assistant Accounts Officer	15111
7.	Thiru S.Padmanaban	Superintendent	13583
8.	Selvi S.Pasupathi Rajam	Assistant (SG)	12168
9.	Thiru R.Kumaresan	Assistant (SG)	12907
10.	Tmt.G.Padmavathi	Assistant	8317
11.	Selvi R.Cynthia	Junior Assistant	6115
12.	Thiru U.Karuppiah	Technician, Gr.II	7763
13.	Thiru P.Thangaraj	Driver	7511
14.	Thiru M.Babu	Attendant	5088
15.	Dr.P.Hariharan	Professor	38473
16.	Dr.A.Ramesh	Assistant Professor	18943
17.	Dr.B.Samuel Masilamoni Ronald	Assistant Professor	18025
18.	Dr.S.Rajalakshmi	Professor	39308
19.	Dr.D.Sumathi	Assistant Professor	14610
20.	Thiru A.Sadagopan	Attender	6374
21.	Thiru M.R.Patrick Chelestin	Attender	6374
22.	Thiru B.Narayanan	Attendant	5188
23.	Tmt.S.Thilakavathy	Office Assistant	5979
24.	Thiru G.Selvam	Office Assistant	5911
25.	Dr.G.Sarath chandra	Associate Professor	23944
26.	Thiru.C.Navaneetha Krishnan	Assistant Professor (SG)	23944
27.	Dr.Kaleemur Rahman	Associate Professor	21840
28.	Thiru Ravaneswaran	Assistant Professor (SG)	22383
	<b>TOTAL</b>		-



**CHAPTER 12.1**

**YEAR 2004 - 2005**

Sl.No.	Name of the Scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released/disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1.	Centre for Animal Health Studies (S.C.No.11004)	-	-	-	-	-	-	4391001	-
2	Vaccine Research Centre – Bacterial Vaccine	-	-	-	-	-	-	718696	-
3	Laboratory Animal Medicine (S.C.No.2007)	-	-	-	-	-	-	2412215	-
4	Infrastructure (S.C.No.1008)	-	-	-	-	-	-	4258706	-
5	CAFFRL (S.C.No.16054)	-	-	-	-	-	-	1451153	-
6	Fish culture and Breeding (S.C.No.36001)	-	-	-	-	-	-	522161	-
7	Fisheries Extension (S.C.No.36005)	-	-	-	-	-	-	260421	-

**Further details are available with Finance Office and Directorate of Research, TANUVAS, Chennai-51.**



- CHAPTER – 13** - Not pertaining to this Directorate
- CHAPTER – 14** - Not applicable.
- CHAPTER – 15** - As per the Rules and Regulations of the University.
- CHAPTER – 16** - Available in the university web site.

**CHAPTER – 17.1**

1. Office Library
2. Contact Programme
3. News letter/ News paper/ Radio/ T.V.
4. Exhibition
5. Printed book lets
6. Periodicals
7. Website
8. Information disseminated through media.

**CHAPTER – 18.1**

Modern methods of Livestock and Poultry farming for higher profits awareness are provided by the local Veterinary University Training and Research Centre and communication net work of the University.

- CHAPTER – 18.2** - The dissemination of required information.
- CHAPTER – 18.3** - Not applicable.
- CHAPTER – 18.4** - Not applicable.
- CHAPTER – 18.5** - Does not arise.
- CHAPTER – 18.6** - Does not arise.
- CHAPTER – 18.7** - Not applicable.
- CHAPTER – 18.8** - Not applicable.

**Director,**  
Centre for Animal Health Studies,  
Madhavaram Milk Colony,  
Chennai – 600 051.