

Information Handbook Under Right to Information Act

CHAPTER 1

INTRODUCTION

1.1. Back Ground of the Hand-book

This hand book is being prepared after demand from the public to have access to information about the activities of Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 51. This is prepared consequent to the act on right to information Oct. 2005

1.2 Objective / Purpose of this hand-book.

This hand book intended for the purpose of providing information on the activities carried out under the Directorate, Centre for Animal Production Studies, Tamil Nadu Veterinary and Animal Sciences University

1.3 Use of this Hand-book

Under the ordinance of right to information this book shall reveal all important mandate, work plan, facilities to execute the fixed objectives of this directorate for the benefit of the state belonging and the society at large.

1.4 Organization of the information in this Hand-book

The information that need to be reveled such as organizational set up, Rules and Regulations and problem solving methods are presented for public convenience.

1.5 Definitions (Please provide definitions of various terms use in the hand-book)

ASR : Act, Statutes and Regulations of Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 600 051.

1.6 Contact Person

Dr. R.PRABAKARAN,Ph.D.,
Director,
Centre for Animal Production Studies,
Tamil Nadu Veterinary and Animal Sciences University,
Madhavaram Milk Colony, Chennai – 600 051.

1.7 Procedure and Fee structure for getting information not available in the hand-book.

The Public can approach concerned University Officers to obtain required information directions. No fee charged for obtaining information.

CHAPTER – 2

Particulars of Organization, Functions and Duties:

2.1 Objective / Purpose of the Publicity authority :

The main objective is to bring about productivity enhancement in terms of milk, meat and egg by introduction of improved variety of livestock improved package of practices in Nutrition and Health management of live stock and poultry.

2.2 Mission / Vision Statement of the Publicity authority :

The mission vision of the University is presented in the vision 2020 document of the University. The main goal of this directorate is enhance productivity in live stock by scientific rearing of livestock and the promoting integrated approach for sustained production.

2.3 Brief History of the Public authority and context of its formation

This Centre for Animal Production was formed in 1988 to guide monitor supervise and regulate all activities connected with live-stock production policy planning and execution at state level.

2.4 Duties of the Publicity authority

The duties are bound by the mandate of the University & Objectives fixed therein for this Directorate. In nut shall this Directorate will be the guiding light in productivity enhancement, improve management of livestock and Poultry in the state in terms of academic and field oriented research and solving field problems.

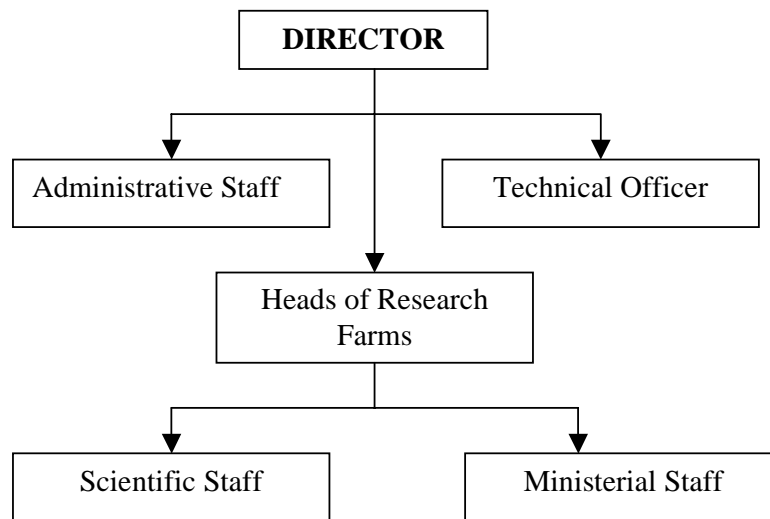
2.5 Main activities / Functions of the Publicity authority

1. To administer the research farm under the control of this Directorate.
2. To pursue and guide production oriented research in Research Farms & Production department of constituent Colleges.
3. To guide in academic research programmes of production department.
4. To serve an active role in policy framing of breeding programmes of different livestock in the state.
5. To disseminate improved technology and germplasm to stake holders through the constituent Research Farms.

2.6 List of Service being provided by the publicity authority with a brief write – up on them

1. Farm advisory service to farmers and entrepreneurs
2. Technical updation and problem solving in the field.
3. Supply of superior Livestock & Poultry to farmers.
4. Supply of good quality feed fodder and other inputs to farmers.
5. Field evaluation of technologies for refinement.

2.7 Organizational Structure:



2.8 Expectations of the Publicity authority from the Public for enhancing its effective and efficiency

1. Participation of the interested entrepreneurs and farmers in welfare schemes.
2. Feed back of problems faced by farmers in different animal avocation.

2.9 Arrangement and Methods made for seeking public participations / contribution

1. Scheme are floated to disseminate important technologies and germ plasm on “location specific” mode.
2. Beneficiary are provided with inputs on subsidy
3. Ensure technical support and guidance to the beneficiary.

2.10 Mechanism available for monitoring the service delivery and Public grievance resolutions

The Public beneficial schemes are being reviewed by the Director every quarter and by the Director of Research twice in a year in the presence of the Vice – Chancellor of University Periodical report are being sent to the funding agencies with physical and financial target and achievements, in order to maintain smooth flow of funds.

2.11 Address of the main office and other offices at difference levels:
(Please categories the address district wise for facilitating the understanding by the user)

Director,
Centre for Animal Production Studies,
Tamil Nadu Veterinary and Animal Sciences University,
Madhavaram Milk Colony, Chennai – 51.

Associate Professor,
University Research Farm
Madhavaram Milk Colony,
Chennai – 51.

Professor and Head,
Livestock Research Station,
Kattupakkam,
Kanchipuram Dist.

Professor and Head,
Poultry Research Station,
Anna Salai,
Nandanam,
Chennai – 35

Professor and Head,
Mecheri Sheep Research Station,
Pottaneri,
Salem Dist.

Professor and Head,
Sheep Breeding Research Station,
Sandynallah,
Nilgiris Dist.

2.12 Directorate of Centre for Animal Production Studies :

Morning hours of the Office: 10.00 AM

Closing hours of the Office : 5.45 PM

Research Stations :

Morning hours of the Office: 8.00 AM

Closing hours of the Office : 5.00 PM

CHAPTER – 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1 Provide details of the powers and duties of Offices and employees of the Organization:

Designation :		Dr.R.Prabhakaran, Director, CAPS, MMC, Chennai – 51.
Powers	Administrative	<ol style="list-style-type: none">1. Service matters connected with the teaching & non-teaching staff.2. Sanction leave and grant increment to subordinates.3. To manage accounts of the Office and all and constituent Research farms.4. Administration of all constituent. <p style="text-align: center;">Enclosure : (P.No.54, ASSR, TANUVAS.)</p>
	Technical	<ol style="list-style-type: none">1. Review of all schemes functioning under the Directorate.2. Follow up of all welfare schemes & distributing inputs.3. Pursue academic research programe of the production department of two Veterinary Colleges.4. Framing breeding policy of the different Livestock in the State.5. Technical control of all production Department of all Constitute Colleges.

CHAPTER – 4

Rules, Regulations, Instructions, Manual and Records for discharging functions

- 4.1 Please provide list of Rules, Regulations, Instructions, Manual and Records held by Public authority or under its control or used by its employees for discharging functions as per the following format. This format as to be filled for each type of document.**

Name / Title of **ASRR Book, Tamilnadu Veterinary and Animal Sciences University** type of document.

Brief write-up on the document

The document “ASRR Book” contains acts status regulations and rules framed for functioning of the University. It is available in two volumes. The amendments on regulations and rules brought in by Board of Management and Chief executive authority are provided time to time.

From where one can get a copy of Rules, Regulations, Instructions, Manual and Records

Address : **Publications Division of the University,**
Tamilnadu Veterinary and Animal Sciences
University, Chennai – 51.

Telephone Nos. : 25554375

Fax No. : --

E-mail : --

Others : --

Fees charged by the department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)

ASRR Book is “not for Public Sale”, but can be given for reference.

CHAPTER – 5

Particulars of any arrangements that exists for consultation with, or representation by, the members of the public relations to the formulation of its policy or implementation thereof.

Formulation of Policy

5.1 Where there is provision to seek consultation / participation of Public or its representatives for formulation of policies? If there is, provide details of such policy in following format

Sl. No.	Subject / Topic	Its Mandatory to ensure public participations (Yes/ No)	Arrangements for seeking public participations
1	Schemes run with farmers participations	Yes	Schemes are executed in the field with animals owned by farmers or utilizing their infrastructure

Implementation of Policy

5.2 Where there is provision to seek consultation / participation of Public or its representatives for formulation of policies? If there is, provide details of such policy in following format

Sl. No.	Subject / Topic	Its Mandatory to ensure public participations (Yes/ No)	Arrangements for seeking public participations
1	Livestock Production Committee	Yes	Selected progressive farmers will be invited in framing the future Livestock policies.

CHAPTER – 6

A Statement of the categories of document that are held by it or under its control.

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, Others. (Please mention the level in place of writing, 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	Schemes File	Scheme files on Livestock and Poultry Research and Developments.	Loan	Directorate of Centre for Animal Production Studies, TANUVAS, Chennai – 51.

CHAPTER – 7

A statement of boards, council, committees and other bodies constituted as its part.

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

Name & Address of the Affiliated Body	:	Academic Council Tamil Nadu Veterinary and Animal Sciences University, Chennai – 600 051.
Type of Affiliated Body	:	Council
Brief Introduction & Role of the Affiliated Body	:	Enclosed (Annexure – I)
Structure & Member Composition	:	Enclosed (Annexure – II)
Head of the Body	:	Vice-Chancellor – Chairman
Address of the main office	:	Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 51.
Frequency of Meetings	:	The Council Should meet at least Twice an year.
Can public participate in the meetings	:	No
Are the minutes of the meetings prepared	:	Yes. The minutes are sent to the members for approved.

Name & Address of the Affiliated Body	:	Vigilance Committee Tamil Nadu Veterinary and Animal Sciences University, Chennai-51.
Type of Affiliated Body	:	Committee
Brief Introduction & Role of Affiliated Body	:	Vigilance Committee reviews services of the staff. Interm of Behavior & Character and certify for pension & Retirement proposal. Investigates complaints & Allegations.
Structure & Member composition	:	Chairman – DCAPS
Head of the Body	:	Vice-Chancellor
Address of the main office	:	Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 51.
Frequency of Meetings	:	
Can Public participate in the meetings	:	--
Are the minutes of the greetings prepared	:	--

Name & Address of the Affiliated Body	:	Building Committee Tamil Nadu Veterinary and Animal Sciences University, Chennai – 51.
Type of Affiliated Body	:	Committee
Brief Introduction & Role of the Affiliated Body	:	P.No.326 Xerox Copy enclosed.
Structure & Member composition	:	Chairman – DCAPS
Head of the Body	:	Vice-Chancellor
Address of the main office	:	Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 600 051.
Frequency of meetings	:	---
Can public participate in the meetings	:	---
Are the minutes of the meetings prepared	:	---

Name & Address of the Affiliated Body	:	Grievances Committee Tamil Nadu Veterinary and Animal Sciences University, Chennai – 51.
Type of Affiliated Body	:	Committee
Brief Introduction & Role of the Affiliated Body	:	Amendment – RU 10 (Copy enclosed)
Structure and Member composition	:	Chairman – DCAPS
Head of the Body	:	Vice-Chancellor
Address of the main office	:	Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 600 051.
Frequency of meetings	:	--
Can public participate in the meetings	:	--
Are the minutes of the meetings prepared	:	--

Name & Address of the Affiliated Body	:	Livestock Production Committee Tamil Nadu Veterinary and Animal Sciences University, Chennai – 51.
Type of Affiliated Body	:	Committee
Brief Introduction & Role of the Affiliated Body	:	To frame future policies in Livestock and Poultry farming. To approve improved package and practice in all animal avocations.
Structure and Member composition	:	Chairman – DCAPS
Head of the Body	:	Vice-Chancellor
Address of the main office	:	Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai – 600 051.
Frequency of meetings	:	--
Can public participate in the meetings	:	Progressive farms are invited
Are the minutes of the meetings prepared	:	Yes

CHAPTER - 8

The Name, Designations and other particulars of the Public information officer.

8.1 Please provide conduct information about the Public Information Officers, Assistant Public Information Officers and Departmental appellate Authority of the Public authority in the following format

Name of the Public Authority:

Sl. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Offi	Home			
1	Dr. S. Baegan,	Associate Professor	044	25551571	26564429	--	--	University Research Farm, Madhavaram Milk Colony, Chennai -51.
2.	Dr.D.Thiyagarajan	Professor and Head	044	24363513	--	--	--	Poultry Research Station, Nandanam, Chennai – 35.
3.	Dr. T. Sivakumar	Professor and Head	044	27452224	24938614	--	--	Livestock Research Station, Kattupakkam, Kanchipuram Dist.
4.	Dr.M.Karunanithi	Professor and Head	04298	262023	--	04298-262023	tanmsrs@yahoo.com	Mecheri Sheep Research Station Pottaneri, Salem Dist.
5.	Dr. M. Iyue	Professor and Head	0423	2253088	2253003	--	--	Sheep Breeding Research Station, Sandynallah, Nilgeris Dist.

Department Appellate Authority:

Sl. No	Name	Desig.	S.T.D. Code	Ph.No.		Fax	Email	Address
				Off	Home			
1	Dr..R.PRABAKARAN, Ph.D.,	Director	044	2555386	26151208	2555386		Centre for Animal Production Studies, TANUVAS, Chennai-51.

CHAPTER – 9

Procedure followed in decision making process

- 9.1 What is the procedure followed to take decision for various matters (A reference to Secretariat manual and rule of business manual and other rules / regulations etc., can be made)**

Decision is made following ASRR, Tamil Nadu Veterinary and Animal Sciences University, District office manual and other guide lines in the form of G.O. issued by Government of Tamil Nadu.

- 9.2 What are the documented procedures / laid down procedures / defined criteria / rules to arrive at particular decision for important matters? What are different levels through which a decision process moves?**

The rules and regulations laid down in ASSR book for any decision making.

- 9.3 What are the arrangements to communicate the decision to the Public?**

Welfare programme benefiting public are notified through the Directorate of Extension Education and through the University Website.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?**

The Heads of Research Stations are being consulted before taking any decision.

- 9.5 Who is the final authority that Wets decision?**

Vice-Chancellor,
Tamilnadu Veterinary and Animal Sciences University,
Madhavaram Milk Colony,
Chennai – 600 051.

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the Public authority**

1.	Subject on which the decision is to be taken	—
2.	Guide line / Direction, if any	—
3.	Process of Execution	—
4.	Designation of the Officers involved in decision making	—
5.	Contact information of above mentioned officers	—
6.	If not satisfied by the decision, where and how to appeal	—

CHAPTER – 10

DIRECTORY OF OFFICERS AND EMPLOYEE

10.1 Please provide information in district wise in following format?

Sl. No	Name	Desig-Nation	S.T.D Code	Ph.No.		Fax	Email	Address
				Offi	Ho me			
1.	Dr. R.PRABAKARAN Ph.D.	Director	044	25555386	26151208	25555386		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
2.	Dr.A.V.Omprakash Ph.D.	Asso. Professor	044	25551586	25513479	25555386		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
3.	Th. K. Krishnamurthy	Adm. Officer	044	25551586	55164957			Centre for Animal Production Studies, TANUVAS, Chennai – 51.
4.	Tmt. R. Usha	Supt.	044	25551586	26631883	-		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
5.	Th.K.Kothandaraman	Assistant	044	25551586	--	--		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
6.	Tmt. Anthoniammal Desimala	Assistant	044	25551586	--	--		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
7.	Th.C.Ganesan	Assistant	044	25551586	--	--		Centre for Animal Production Studies, TANUVAS, Chennai – 51.
8.	Th. Y. Pushparaj	Assistant	044	25551586	--	--		Centre for Animal Production Studies, TANUVAS, Chennai – 51.

9.	Tmt.P.S.Saralambika	Steno- typist	044	25551586	24481375	--	Centre for Animal Production Studies, TANUVAS, Chennai – 51.
10	Th. G. Devaraj	PRA	044	25551586	27935226	--	Centre for Animal Production Studies, TANUVAS, Chennai – 51.
11	Th. D. Babu	Attendant	044	25551586	9444929515	--	Centre for Animal Production Studies, TANUVAS, Chennai – 51.
12	Th.M.Manivannan	Driver	044	25551586	22550574	--	Centre for Animal Production Studies, TANUVAS, Chennai – 51.

CHAPTER – 11

Monthly Remuneration Received by Each of its Officers & employees, Including the system of compensation as provided in Regulations.

11.1 Please provide information in following format

S. No.	Name	Designation	Monthly remuneration	Compensatio/compensatory allowances	The procedure to determine etc.
1.	Dr. R.PRABAKARAN,	Director	---		
2.	Dr. A.V. Omprakash	Asso. Prof.	26,729/-		
3.	Th.V.Krishnamurthy	Admo	16,911/-		
4.	Tmt. R. Usha	Supdt.	15,075/-		
5.	Th. Y. Pushparaj	Assistant	8,813/-		
6.	Tmt. N. Anthoniammal	Assistant	9,476/-		
7.	Tmt.P.S.Saralambika	Steno	10,839/-		
8.	Th. G. Devaraj	PRA, Gr.II	8,551/-		
9.	Th. M. Manivannan	Driver	8,525/-		
10.	Th. D. Babu	Attendant-S.G	5,941/-		
		Total			
11.	Dr. S. Baegan	Asso.Prof.	30,320/-		
12.	Dr. K. Thilak Pon Jawahar	Asst. Prof.	21,073/-		
13.	Dr. Rita Narayanan	Asst. Prof.	15,400/-		
14.	Dr.A.Bharathidhasan	Asst. Prof.	15,400/-		
15.	Dr. B. Gopu	Asst. Prof.	14,880/-		
16.	Th. K. Kothandaraman	Asst. Prof.	10,172/-		
17.	Th. C. Ganesan	Assistant	9,483/-		
18.	Th. Thulasiraman	Wireman Gr.II	9,676/-		
19.	Th. K. Ganasekaran	Wireman Gr-II	7,219/-		
20.	Th. E. Nagappan	Carpenter	7,219/-		
21.	Th. J. Chandrasekaran	Plumber	9,651/-		
22.	Th. S. Natarajan	Technician,Gr.II	9,454/-		
23.	Th. M. Arockiam	Technician,Gr.II	9,454/-		
24.	Th. M. Kamrudeen	Driver	8,696/-		
25.	Th. E. Ramachandran	Driver	7,675/-		
26.	Th. C. Moorthi	Driver	7,671/-		
27.	Th. S. Ganapathy	Mason	6,293/-		
		Total	1,99,736/-		
	Time Scale Mazdoor 43 Nos. Prov.MZ 1 No.		2,98,730/-		
		Total	-		

CHAPTER – 12

The budget allocated to each agency

(Particulars of all plans, proposed expenditures and reports on disbursements made)

12.1 Please provide information about the details of Budget for different activities under different schemes in the given format

Year 2004-2005 :

Sl. No.	Scheme Code No.	Scheme Name	Head of Account	Activity	Starting	Planned	Amount sanctioned	Amount Release disbursed (No. of Inst.)	Actual expenditure for the last year	Responsible officers for the quality and the complete execution of the work
1.	11005	Centre for Animal Production Studies.	Unit XI-Veterinary Education and Research – Veterinary-Plan – University Administration and Direction – Centre for Animal Production Studies, Chennai -51	-	01.04.05	31.03.05	20,85,000/-	16,30,872/-	24,84,252/-	Director of Centre for Animal Production Studies, TANUVAS, Chennai-51.
2.	3003	University Research Farm	Unit III-Veterinary Education and Research Veterinary – Non-plan – Technology Research Farms – University Research Farms, TANUVAS, Chennai-51.	-	01.04.05	31.03.05	60,73,000	59,28,118	85,14,778	Director of Centre for Animal Production Studies, TANUVAS, Chennai – 51.
3.	16010	Instructional Farm	Unit XVI Veterinary Education and Research – Veterinary Plan – New Schemes.	-	01.04.05	31.03.05	3,97,100/-	3,48,009/-	3,33,300/-	Director of Centre for Animal Production Studies, TANUVAS, Chennai – 51.
4.	21075	Popular Cattle Breeding	ICAR – Revolving Fund Scheme – “Establishment of Popular Cattle Breeding Unit.	-	01.04.05	31.03.05	25,78,150/-	3,11,150/-	--	Director of Centre for Animal Production Studies, TANUVAS, Chennai – 51.

For other Public Authority

Sl. No.	Head	Proposed budget	Sanctioned budget	Amount released/ disbursed (No. of Inst.)

CHAPTER – 13

The Manner of Execution of Subsidy Programmes

13.1 Please provide the information as per the following format :

- **Nature of programme / scheme**
“Women empowerment through Home stead Turkey Farming by Self Help Groups at Theni District in Tamilnadu” – Total implementation.
- **Duration of the programme / scheme**
3 years
- **Objective of the programme**
 1. To popularize Turkey Farming as a rural farming
 2. Empowerment of womenfolk to get regular and sustainable income
 3. To offer skill oriented training programme on Turkey raising.
- **Physical and financial targets of the programme (for the last year)**
2003 – 2004 Rs.10.195 lakhs.
- **Eligibility of Beneficiary**
Women Self Help Group
- **Pre-requisites for the benefit**
Experience in Turkey farming
- **Procedure to avail the benefits of the programme**
- **Criteria for deciding eligibility**
“Location specific research”
- **Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)**
 1. Training Rs.1,92,000/-
 2. Turkey Poults Rs.4,37,500/-
 3. Feed Rs.1,12,500/-
 4. Health Cover Rs. 50,000/-
 5. Equipment Rs.1,87,500/-
- **Procedure for the distribution of the subsidy**
 1. 50% subsidy amount has to be collected from the beneficiary.
 2. Equipments were distributed free of cost.

CHAPTER – 14

Particulars of Recipients of Concessions, permits or authorization granted by it

14.1 Please provide the information as per the following format:

- Name of Programme
- Type (Concession / Permits / Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession / Permits / Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates / documents)
- Format of Attachments
- List of beneficiaries in the format given below.

Sl. No. / Code	Beneficiary Name	Validity Period	Parent / Guardians	Address			
				District	City	Town/ Village	House No.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

CHAPTER – 15

Norms set by it the discharge of its functions

- 15.1 Please provide the details of the Norms / Standards set by the department for execution of various activity / programmes**

NIL

CHAPTER – 16

Information available in an electronic form

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.**

Information regarding the Research Farms under the Control of this Directorate, their Mailing address, contact person, New varieties of Livestock Develop are hosted in the University Website for Public view.

CHAPTER – 17

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for disseminations of information

Like

- Office Library
- Drama and Shows
- Through News paper✓
- Exhibition✓
- Notice Board✓
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available✓
- Website of the Public Authority✓
- Others means of advertising

CHAPTER – 18

Other Useful Information

-- Nil--