

Information Handbook Under Right to Information Act

INTRODUCTION

- 1.5. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.
Director of Extension Education, Tamilnadu Veterinary and Animal Sciences University, Chennai – 51.
Telephone : 044-25551579
Telefax : 044-25551579
E-mail : deetanuvvas@vsnl.com
- 1.6. Procedure and Fee Structure for getting information not available in the hand-book.

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

- 2.1. Objective / purpose of the public authority
- To plan and execute all extension programmes and activities in consultation and cooperation with the Deans of various colleges and the Directors of various faculties.
 - To have close collaboration and co-ordination of extension work based on the record of the University with other service departments of Animal Husbandry and Fisheries, Tamil Nadu Fisheries Development Corporation, Tamil Nadu Co-operative Milk Producers' Federation etc., of the State Government.
 - To act as the principal liason officer for dealing with other agencies that are concerned in the matter of Extension Education.
 - To act as the guiding and supervising force of the communication centre dealing with the publication of journal, bulletin, popular article and also audio-visual aids, radio, press and other materials that are dealing with the successful implementation of extension education programme.
 - To supervise and control the extension education activities of the University.
 - To disseminate the research findings of the University and further, in consultation with the concerned Government Departments, publish extension bulletins, Newsletter, circulars, etc., summarising the important research findings for the benefit of the farming community.

2.2. Mission / Vision Statement of the public authority

NA

2.3. Brief history of the public authority and context of its formation

NA

2.4. Duties of the public authority.

To monitor and execute all extension programme of the university

2.5. Main activities / functions of the public authority

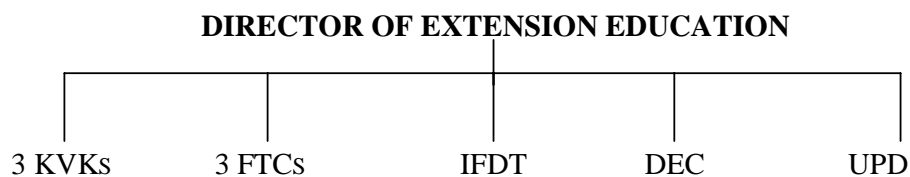
To supervise and control the extension education activities of the University and as a member secretary of Extension Education Council, to formulate and present the policies & programme of the Extension Education activities of the university

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

- Advisory services
- Trainings – on campus and off campus
- Village level - Exhibitions, creation of awareness on Animal Husbandry practices
- Transfer technology through print media(Books, Pamphlets)
- Transfer technology through electronic media (Production of video and audio lessons)
- Entrepreneurship development programmes
- Continuing education programmes
- Distance Education programmes (Dairy farming, goat farming, Livestock & Poultry farm manager and Animal welfare courses)
- Single window delivery system (Information service and products training at ATIC)
- Kisan call centre (level II)
- Online veterinary services

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

Organogram



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

Feedback from stake holders

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

Through regular on/off campus trainings, Mass Contact Programme, Exhibitions, farmers meet /seminars, advisory through phone, post & e-mails and village level programmes like adoption of villages

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

Through university district centers located at district level, Dept. of Veterinary and Animal Husbandry Extension and Entrepreneurship located at Chennai and Namakkal and Directorate of Extension Education at Chennai.

2.11. Addresses of the main office and other offices at different levels. (Please categories the addresses district wise for facilitating the understanding by the user).

Units functioning under the Directorate of Extension Education

Address of the Directorate	Directorate of Extension Education Tamilnadu Veterinary and Animal Sciences University, Chennai - 51
Kancheepuram	Farmers Training Centre Enathur, Kancheepuram - 631 561
Namakkal	Krishi Vigyan Kendra Veterinary College & Research Institute Campus, Namakkal – 637 001
Thiruvallur	Institute of Food and Dairy Technology Alamathi Post, Koduvalli, Chennai - 52 Ph: 044-26418709
Theni	Farmers Training Centre No.40, Sri Ram Nagar Alli Nagaram, Theni – 625 531
Tiruvarur	Farmers Training Centre No.3, Ezhil Nagar, Tiruvarur - 613 701
Sivagangai	Krishi Vigyan Kendra Kundrakudi – 630 206
Coimbatore	Veterinary University Training and Research Centre, Kalapatty Pirivu, Saravanapatty Post, Coimbatore – 641 035.
Dharampauri	Veterinary University Training and Research Centre, Gundalapatti Road, Dharampauri – 636 703.
Dindigul	Veterinary University Training and Research Centre, Ex-Serviceman Welfare Centre Complex, Collectorate Campus, Dindigul – 624 004.
Erode	Veterinary University Training and Research Centre, No. 150, Sathy Road, Veerappan Chatra, Erode – 638 004.

Karur	Veterinary University Training and Research Centre, No. 4/221, Panduthakaran Pudur, Manmangalam Post, Karur 639 001.
Madurai.	Veterinary University Training and Research Centre, Plot No. 9, K.K. Nagar, A-Main Street, Madurai – 625 020.
Melmaruvathur	Veterinary University Training and Research Centre, G.B. Complex, Melmaruvthur – 603 319.
Nagercoil	Veterinary University Training and Research Centre, 4-114, Parakkai P.O, Kanyakumari District, Nagercoil–629 01.
Neyveli	Veterinary University Training and Research Centre, F-12, Block 27, Rajendra Prasad Salai, Neyveli – 607 803.
Thalaivasal	Avian Disease Laboratory, No. 1-333, Pattuthurai Road, Salem District, Thalaivasal – 636 112.
Rajapalayam	Veterinary University Training and Research Centre, No. 402B, 2 nd Floor, Thenkasi Road, Rajapalayam – 626 117.
Salem	Veterinary University Training and Research Centre, 1/36 D State Bank Officer Colony II Salem – 636 004.
Tiruchy.	Veterinary University Training and Research Centre, No. 7, 1 st Main Road, Ramalinga, Nagar, Tiruchy – 620 025.
Thanjavur	Veterinary University Training and Research Centre, Milk Union Campus, Nanjikottai Road, Thanjavur – 613 006.
Tirunelveli	Veterinary University Training and Research Centre, No. 10/3 B, Ramaiyanpatti Post, Sankaran Koil Road, Tirunelveli – 627 358.
Tiruppur	Veterinary University Training and Research Centre, Veterinary Hospital Campus, Kamaraj Road, Tiruppur – 648 604.
Vellore	Veterinary University Training and Research Centre, No. 8, Balaji Road, III cross Street, Krishna Nagar, Vellore – 632 001.
Namakkal	Avian Disease Laboratory, Veterinary Hospital Campus, Trichy Road, Namakkal – 637 001.
Pudukottai	Regional Resource Centre, TANUVAS District Livestock Farm Complex, Andakulam Road, Industrial Estate Post, Machuvadi, Pudukottai – 622 004.

2.12. Morning hours of the office : 10.00 a.m.
(for Krishi Vigyan Kendras 9.00 a.m.)

Closing hours of the office : 5.45 p.m.
(for Krishi Vigyan Kendras 5.00 p.m.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1. Please provide details of the powers and duties of officers and employees of the organization.

Designation	Director of Extension Education, Tamilnadu Veterinary and Animal Sciences University, Chennai - 51	
Powers	Administrative	1. Over all supermission of FTC/KVKs/IFDT, Koduvalli village information center
		2. Monitoring the activities of these centers
		3. Charting out new innovative programmes
		4. Capacity building of the technical staff
		5. Encouraging to participates in national level and state level programmes
	Financial	1. Recommending for proper flow of funds for the University
		2. Monitoring the expenditure
		3. Encouraging to get sponsored programmes
	Others	1. Developed of infrastructure facilities
		2. Motivating to takeup field level research projects
3. Publishing books, pamphlets		
4. Preparing self learning materials		
5. Hosting of information useful to farmers in web site		
Duties	1. Overall supervision and monitoring of the centres	

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 has to be filled for each type of document.

Name / title of the document _____ <u>ASRR</u> _____ type of the document	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Printed</div>
Choose one of the types given below. ✓ ✓ ✓ (Rules, Regulations, Instructions, Manual, Records, Others)	
Brief Write-up on the Document	All act, statutes regulations, and rules of the university is given in the printed book for day to day functioning of the centres
From where one can get a copy of rules, regulations, instructions, manual and records	Address : Director of Extension Education, Tamilnadu Veterinary and Animal Sciences University, TANUVAS, Chennai - 51 Telephone No: 044-25551579 Fax : 04425551585 Email : tnvetag@vsnl.com Others : --
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	: It is not for public sales and for internal circulation only)

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

Formulation of Policy

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.

Sl. No.	Subject / Topic	It is mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	Extension Education Council	Nominated members	Twice in a year meeting and held
.2.	Scientific Advisory Committee	Nominated members	Twice in a year meeting and held

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.

Sl. No.	Subject / Topic	It is mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	Extension Education Council	For drawing out the policy decisions on Extension Education services, Extension Education Council meetings are being regularly conducted twice in a year involving 2 or more progressive farmers from the Tamilnadu as farmers regenerative to represent the field oriented problems and to above selections.	
2.	Scientific Advisory Committee	For drawing out the policy decisions on Extension Education services, Scientific Advisory Committee meetings are being regularly conducted twice in a year involving 2 or more progressive farmers from the Tamilnadu as farmers regenerative to represent the field oriented problems and to above selections.	

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS 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”).

	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.	Annual reports of activities	Consolidated activities of centers functioning under the control of Director of Extension Education	Can obtain from DEE through the Registrar of TANUVAS	Director of Extension Education, TANUVAS, Chennai

**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 and address of the Affiliated Body:
Extension Education Council

✓

- Type of Affiliated Body (Board, Council, Committees, Other Bodies)

- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

Drawing out the policies of Extension Education Services of the universities through Extension Education Council Meetings.

✓

- Role of the Affiliated Body (Advisory / Managing / Executive / Others).

- Structure and Member Composition

1. Chairman Vice-Chancellor

2. Members
 1. Registrar
 2. Director of Fisheries or his nominee

 3. Director of Animal Husbandry or his/her nominee
 4. Deans and Directors of the University
 5. Regional Joint Directors of Animal Husbandry / Fisheries, of the three regions nearer to the place of the Council meeting.
 6. Two Professors from each faculty to be nominated by the Vice-Chancellor for particular meeting according to the requirements of the Agenda
 7. Professor of Extension Education of the Colleges
 8. Two eminent persons in the field of Extension Education from the University or outside nominated by the Vice-Chancellor for any particular meeting in accordance with the requirements of the agenda
 9. Three progressive farmers specialised in Animal Husbandry / Fisheries to be nominated by the VC with the approval of the Pro-Chancellor
 10. Director of Extension Education (Member Secretary)

- Head of the Body :
Vice-Chancellor
Member secretary : Director of Extension Education
- Address of main office and its Branches
Directorate of Extension Education, Tamilnadu Veterinary and Animal Sciences
University, Madhavaram Milk Colony, Chennai – 51
- Frequency of Meetings
Twice in a year
- Can public participate in the meetings?
Nominated members
- Are minutes of the meetings prepared ? : Yes
- Are minutes of the meetings available to the public? If yes please provide
information about the procedure to obtain them.
Public can get the copy through the Registrar, Tamilnadu Veterinary and Animal
Sciences University , Chennai - 51

The names, designations and other particulars of the Public Information Officers

8.1. Please provide contact 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 :

Assistant Public Information Officers : VUTRCs / FTCs / KVKs

Sl. No	Name	Desig-nation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	FTC, Theni	Associate Professor & Head,	04546	260047				No. 40 Sri Ram Nagar, Alli Nagaram, Theni, 625 531.
2.	FTC, Kanche.	Assistant Professor & Head,	044	27264019				Enathur, Kancheepuram, 631 561.
3.	FTC, Tiruvarur	Associate Professor & Head,	04366	226263				No. 3, Ezhil Nagar, Thiruvarur, 613 701.
4.	KVK, Kattupakkam	Assistant Professor & Head,	04114	252371				Kattupakkam, 603 206.

5.	KVK, Namakkal	Prof. & Head	04286	266572				Veterinary College & Research Institute Campus, Namakkal 637 001.
6.	KVK, Kundrakudi	Asst. Prof. & Head	04577	264288				Kundrakudi, 630 206.
7.	VUTRC, Coimbatore	Professor and Head	04222	2669965				Kalapatty Pirivu, Saravanapatty Post, Coimbatore – 641 035.
8.	VUTRC, Dharmapuri	Professor and Head	04342	288165				Gundalapatti Road, Dharmapuri –636 703.
9.	VUTRC, Dindigul	Professor and Head	0451	2441885				Ex-Serviceman Welfare Centre Complex, Collectorate Campus Dindigul – 624 004.
10.	VUTRC, Erode	Professor and Head	0424	2291482				No. 150, Sathy Road, Veerappan Chatra, Erode – 638 004.
11.	VUTRC, Karur	Professor and Head	04324	2388335				No. 4/221, Panduthakaran Pudur, Manmangalam Post, Karur - 639 001.
12.	VUTRC, Madurai	Professor and Head	0452	2582969				Plot No. 9, K.K. Nagar, A-Main Street, Madurai – 625 020.
13.	VUTRC, Melmaru- vathur	Professor and Head	04115	229548				G.B. Complex, Melmaruvthur – 603 319.
14.	VUTRC, Nagercoil	Professor and Head	04652	286843				4-114, Parakkai P.O, Kanyakumari District, Nagercoil–629 01.
15.	VUTRC, Neyveli	Professor and Head	04142	269454				F-12, Block 27, Rajendra Prasad Salai, Neyveli – 607 803.
16.	VURRC, Pudukkottai	Professor and Head	04322	271443				Regional Resource Centre, TANUVAS, District Livestock Farm Complex, Andakulam Road, Industrial Estate Post, Machuvadi, Pudukkottai – 622 004.
17.	VUTRC, Rajapalayam	Professor and Head	04563	220244				No. 402B, 2 nd Floor, Thenkasi Road, Rajapalayam – 626 117.
18.	VUTRC, Salem	Professor and Head	0427	23442455				1/36 D State Bank Officer Colony II ,Salem – 636 004.
19.	VUTRC, Thanjavur	Professor and Head	04362	255462				Milk Union Campus, Nanjikottai Road, Thanjavur – 613 006.
20.	VUTRC, Tiruchy	Professor and Head	0431	2770715				No. 7, 1 st Main Road, Ramalinga, Nagar, Tiruchy – 620 025.
21.	VUTRC, Tirunelveli	Professor and Head	0462	2337309				No. 10/3 B, Ramaiyanpatti Post, Sankaran Koil Road, Tirunelveli – 627 358.
22.	VUTRC, Tiruppur	Professor and Head	0421	2248524				Veterinary Hospital Campus, Kamaraj Road, Tiruppur – 648 604.
23.	VUTRC, Vellore	Professor and Head	0416	2225935				No. 8, Balaji Road, III cross Street, Krishna Nagar, Vellore – 632 001.

Public Information Officers:

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Dr. G.THULASI	Director of Extension Education	044	25551579	26548240	25551579	deetanuvras@vsnl.com	

Department Appellate Authority :

Sl. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Dr. V. Thiagarajan	Registrar	044	25551584	26544811	25551584	tnvetreg@vsnl.com	

Procedure followed in Decision Making Process

- 9.1. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made).

Acts, Statues, Regulations and Rules Book (ASRR)

- 9.2. What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?



(If needed by the Government)

- 9.3. What are the arrangements to communicate the decisions to the public?
Mass media, Through centers notice boards and through university website

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



9.5. Who is the final authority that wets the decision?

Vice-Chancellor

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Formation of Village Information Centre – the village information centres of Tamilnadu Veterinary and Animal Sciences University located in 9 different districts where public / community of the decision making authority.

Directory of Officers and Employee

10.1. Please provide information district wise in the following format

Sl. No	Name	Designation	S.T.D. Code	Ph. No.		Fax	E-mail	Address
				Office	Home			
1.	FTC, Theni	Associate Professor & Head,	04546	260047				No. 40 Sri Ram Nagar, Alli Nagaram, Theni, 625 531.
2.	FTC, Kanche.	Assistant Professor & Head,	044	27264019				Enathur, Kancheepuram, 631 561.
3.	FTC, Tiruvarur	Associate Professor & Head,	04366	226263				No. 3, Ezhil Nagar, Thiruvarur, 613 701.
4.	KVK, Kattupakkam	Assistant Professor & Head,	04114	252371				Kattupakkam, 603 206.
5.	KVK, Namakkal	Prof. & Head	04286	266572				Veterinary College & Research Institute Campus, Namakkal 637 001.
6.	KVK, Kundrakudi	Asst. Prof. & Head	04577	264288				Kundrakudi, 630 206.
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8.	VUTRC, Dharmapuri	Professor and Head	04342	288165				Gundalapatti Road, Dharampauri –636 703.

9.	VUTRC, Dindigul	Professor and Head	0451	2441885				Ex-Serviceman Welfare Centre Complex, Collectorate Campus Dindigul – 624 004.
10.	VUTRC, Erode	Professor and Head	0424	2291482				No. 150, Sathy Road, Veerappan Chatra, Erode – 638 004.
11.	VUTRC, Karur	Professor and Head	04324	2388335				No. 4/221, Panduthakaran Pudur, Manmangalam Post, Karur - 639 001.
12.	VUTRC, Madurai	Professor and Head	0452	2582969				Plot No. 9, K.K. Nagar, A-Main Street, Madurai – 625 020.
13.	VUTRC, Melmaruvathur	Professor and Head	04115	229548				G.B. Complex, Melmaruvthur – 603 319.
14.	VUTRC, Nagercoil	Professor and Head	04652	286843				4-114, Parakkai P.O, Kanyakumari District, Nagercoil–629 01.
15.	VUTRC, Neyveli	Professor and Head	04142	269454				F-12, Block 27, Rajendra Prasad Salai, Neyveli – 607 803.
16.	VURRC, Pudukkottai	Professor and Head	04322	271443				Regional Resource Centre, TANUVAS District Livestock Farm Complex, Andakulam Road, Industrial Estate Post, Machuvadi, Pudukkottai – 622 004.
17.	VUTRC, Rajapalayam	Professor and Head	04563	220244				No. 402B, 2 nd Floor, Thenkasi Road, Rajapalayam – 626 117.
18.	VUTRC, Salem	Professor and Head	0427	23442455				1/36 D State Bank Officer Colony II ,Salem – 636 004.
19.	VUTRC, Thanjavur	Professor and Head	04362	255462				Milk Union Campus, Nanjikottai Road, Thanjavur – 613 006.
20.	VUTRC, Tiruchy	Professor and Head	0431	2770715				No. 7, 1 st Main Road, Ramalinga, Nagar, Tiruchy – 620 025.
21.	VUTRC, Tirunelveli	Professor and Head	0462	2337309				No. 10/3 B, Ramaiyanpatti Post, Sankaran Koil Road, Tirunelveli – 627 358.
22.	VUTRC, Tiruppur	Professor and Head	0421	2248524				Veterinary Hospital Campus, Kamaraj Road,Tiruppur – 648 604.
23.	VUTRC, Vellore	Professor and Head	0416	2225935				No. 8, Balaji Road, III cross Street, Krishna Nagar, Vellore – 632 001.

The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

11.1. Please provide information in following format

Sl. No.	Name	Designation	Monthly Remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
UGC pay scale approved by State Government					

The Budget Allocated to each Agency

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

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

Year 2004 – 2005 :

Sl. No.	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released / disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work

For other public authorities

Sl. No.	Head	Proposed budget	Sanctioned Budget	Amount released / disbursed (no. of installments)	Remarks

The Manner of Execution of Subsidy Programmes

13.1. Please provide the information as per the following format:

- Name of Programme / scheme
- Duration of the programme / scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates / documents)
- Format of attachments
- Where to contact in case of process related complaints
- Details of the available fund (at various levels like District Level, Block Level etc.)
- List of beneficiaries in the format given below

Sl. No. / Code	Beneficiary name	Amount of subsidy	Parent / Guardians	Criteria of selection	Address			
					District	City	Town / Village	House No.

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
- Target 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

Norms set by it for the discharge of its functions

15.1. Please provide the details of the Norms / Standards set by the department for executions of various activities / programmes.

Krishi Vigyan Kendras	Target / month	
	On campus training	Off campus training
Agriculture	1	1
Horticulture	1	1
Fisheries	1	1
Animal Husbandry	2	2
Animal Science	1	-
Farmers Training Centres	1	1
Veterinary University Training and Research Centres	1	1

Publication

Newsletter	Once a month
Cheithimadal	Once a month
Kalnadaikathir	Once in two months
Tamilnadu Journal of Veterinary and Animal Science	Once in two months

VASIC

Television broadcast atleast 4 programme in a month

Distance Education Cell

Karavaimadu Valarppu	Twice in a year
Velladu Valarppu	Twice in a year
Animal Welfare	Once in a year
Livestock and poultry Farm Manager	Once in a year

Institute of Food and Dairy Technology

Training one programme in a month and research projects

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.

**Particulars of the facilities available to citizen for
obtaining information**

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

- Office Library

- Drama and Shows

- Through News paper ✓

- Exhibitions ✓

- 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

Other Useful Information

18.1. Frequently Asked Questions and their Answers by Public

18.2. Related to seeking Information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request – few tips
- Right of the Citizen in case of denial of information and procedure to appeal

18.3. With relation to training imparted to public by Public Authority

- Name of training programme with brief description
Training on animal husbandry and livestock farm practices are being imparted through the university district centres. Training on agriculture, horticulture, home science and fisheries science are being implemented through three Krishi Vigyan Kendras functioning under the Directorate of Extension Education
- Time period for Training Programme / Scheme
1 day to 1 week depending of the training module
- Objective of training
Motivating the farming community towards sustainable lively hood
- Physical and Financial Targets (Last Year)
- Eligibility for training
The applicant can able to read and write tamil is the basic criteria to undergo training
- Perquisite for training (If any)
Letter requisition should be made in advance.
- Financial and other form of help (If any)
Financial aid is eligible for the participants
- Description of help (Mention the amount of Financial help, if any)
A minimum of Rs.15 will be provided as a incentive per candidate

- Procedure of giving help
Eligible after successful completion of the training programme
- Contact Information for applying
Contact the near by university district centres of Tamilnadu Veterinary and Animal Sciences University
- Application fee (Wherever applicable) --
- Other fees (Wherever applicable) --
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
The applicant should mention the area of interest, and qualification with complete postal address
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
The request application should be submitted to any of our university district centres either by post or in person.
- Selection Procedure
A minimum of 20 candidates will be selected per programme
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule.
- Arrangement made by the Public Authority for creating public awareness about the training programmes.
Through the university center notice boards, farmers meet and through co-ordination with line departments.
- List of Beneficiary of the training programme at various levels like district level, block level etc.
Can be obtained from our university district centres on request through Registrar, TANUVAS

18.4. With relation to Certificate, No objection certificate etc. issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

- List of enclosures / documents

- Format of enclosures / documents

- Procedure of application

- Process followed in the Public Authority after the receipt of application

- Normal time taken for issuance of certificate

- Validity period of certificate (If applicable)

- Process of renewal (If any)

18.5.

- Objective

- Eligibility for registration

- Pre-requisites (If any)

- Contact Information for applying
 - Application Fee (Wherever applicable)
 - Other Fees (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - List of enclosures / documents
 - Format of enclosures / documents
 - Procedure of application
 - Process followed in the Public Authority after the receipt of application
 - Validity period of registration (If applicable)
 - Process of renewal (if any)
- 18.6. With relation to collection of tax by Public Authority (Municipal Corporation, Trade tax, Entertainment Tax, etc.,)
- Name and description
 - Purpose of tax collection
 - Procedure and criteria for determination of tax rates
 - List of major defaulters
- 18.7. With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL)
- Eligibility for connection
 - Pre-requisites (If any)

- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees / Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures / documents
- Format of enclosures / documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and other charges

18.8. Details of any other public service provided by the Public Authority