

**INFORMATION HANDBOOK UNDER RIGHT TO  
INFORMATION ACT**

**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 Clinics	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. To sanction annual increments</li> <li>2. To sanction all kind of leave</li> <li>3. Pay fixation</li> <li>4. To sent proposal for elevation of selection grade and special grade proposal to University</li> <li>5. Preparation of pension proposals to retired employees.</li> </ol>
	Financial	<ol style="list-style-type: none"> <li>1. Sanction of Festival advance, Handloom Advance, Education advance and hearing aid advance.</li> <li>2. Preparation of budget</li> <li>3. Issue of sanction orders for the purchase upto Rs.20,000/- at a time.</li> <li>4. Sanction of UPF withdrawals.</li> </ol>
	Others	<ol style="list-style-type: none"> <li>1. Purchase of hospital equipments and stores upto Rs.20,000/-.</li> <li>2. To give guidance to the veterinary hospitals.</li> <li>3. To sent doctors to the needy villages for diagnose sick animals and treat them.</li> <li>4. Approval of tour programmes.</li> <li>5. Conduct of Hospital Management Committee</li> <li>6. Health Certificate</li> </ol>
Duties		<ol style="list-style-type: none"> <li>1. Overall management of the Veterinary Hospitals/Dispensaries of the University.</li> <li>2. Planning and supervision of research in clinical subjects in all campuses of the University.</li> <li>3. Identify field problems related to management of sick animals in different areas of Tamil Nadu and also design an integrated approach for solving the clinical problems.</li> <li>4. Responsible for modernization and strengthening of the facilities for treatment of animals to support teaching and training at different levels and also to co-ordinate clinical research efforts in various campuses of the University.</li> </ol>

## 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.

Name/title of the document	<u>ASRR</u>	Type of the document	<input type="text" value="Rules"/>
Brief Write up on the Document	<u>Act, Status, Regulations and Rules</u>		
From where on can get a copy of rules, Regulations, instructions, manual and records	Address : <u>Registrar</u> <u>TANUVAS, Chennai-51.</u> Telephone No. : <u>25551584 / 86 /87</u> Fax : <u>25551585 / 25551576</u> Email : <u>tnvetreg@vsnl.com</u> Others : ---		
Fee charged by the department for a copy of rules, Regulations, instructions, manual and records (If any)	Rs.100/-		

### 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

- 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	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1.	Treatment to animals	Involve in the treatment of animals brought by farmers and pet owners between 8 a.m. to 11.30 a.m.	Does not arise

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	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
-----NIL-----			

**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").

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.	Case sheets	---	Available in registration counters and medical record section.	Professor and Head, Department of Clinics

**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 :  
  
Government of Tamil Nadu
- Type of Affiliated Body (Board, Council, Committees, Other Bodies) :  
  
Committee
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities) :  
  
Main Activities
- Role of the Affiliated Body (Advisory / Managing / Executive / Others) :  
  
Managing
- Structure and Member Composition :  
  
Hospital Management Committee
- Head of the Body : Director of Clinics
- Address of main office and its branches  
  
Tamil Nadu Veterinary and Animal Sciences University  
Madras Veterinary College Campus  
Chennai – 600 007.
- Frequency of Meetings  
  
Once in 3 months
- Can public participate in the meetings ?  
  
Yes
- 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.  
No. Only Committee Members.

Hospital Management Committee give suggestion about new facility to the hospital, training to the field staff, guidelines for functioning ambulatory clinics, purchase of drugs and maintenance of SMF.

- Chairman - Director of Clinics
- Member Secretary - Head of the Department of Clinics
- Members - Progressive farmers, animal welfare activist
- Frequency of Meeting - Once in 3 months.

### 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 : Dr.D.KATHIRESAN , Ph.D.,

#### Assistant Public Information Officers

Sr. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Dr.S. Prathaban	Professor and Head	044	25381506 Extn. 259				

#### Public Information Officers :

Sr. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Dr.T.N. Ganesh	Resident Veterinary Officer	044	25381506 Extn. 275		2536 9406		

#### Department appellate Authority :

Sr. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
1.	Dr.D.KATHIRESAN	Director of Clinics	044	25369406	93441 31680	25369406	<a href="mailto:dctanuvass@yahoo.co.in">dctanuvass@yahoo.co.in</a>	

### 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)

Act, Status, Rules and Regulations of Tamil Nadu Veterinary and Animal Sciences University

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?

Touch screen, Out-patient Unit, Emergency Care Unit.

9.3 What are the arrangements to communicate the decision to the public ?

Through Touch Screen

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

Hospital Management Committee

9.5 Who is the final authority that wets the decision ?

Registrar, Tamil Nadu Veterinary and Animal Sciences University.

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

Sl.No.	
Subject on which the decision is to be taken	Animal treatment
Guideline/Direction, if any	Touch Screen in the Out-Patient Unit
Process of Execution	Touch Screen, Medias and Website
Designation of the officers involved in decision making	Assistant Professor, Associate Professor, Professor and Hospital Management Committee members.
Contact information of above mentioned officers	25381506/509
If not satisfied by the decision, where and how to appeal	25369406

### Directory of Officers and Employee

10.1 Please provide information district wise in following format

Sr. No.	Name	Designation	S.T.D. Code	Phone No.		Fax	Email	Address
				Office	Home			
-----NIL-----								

### 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

Sr. No.	Name	Designation	Monthly remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation
-----NIL-----					

### 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**

Sr.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
-----NIL-----									

### For other Public Authorities

Sr.No.	Head	Proposed Budget	Sanctioned Budget	Amount released/disbursed (no. of installments)	
-----NIL-----					

### 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 (Wherever applicable)
- Other Fees (Wherever 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

Sr.No./ Code	Beneficiary Name	Amount of subsidy	Parent/ Guardians	Criteria of selection				
					District	City	Town/ Village	House No.
-----NIL-----								

**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

Sr.No./ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/ Village	House No.
-----Does not arise-----							

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 execution of various activities/programmes.
1. Treatment of sick animals
  2. Teaching Undergraduate, Postgraduate in teaching veterinary hospital.
  3. Training – Internship, study abroad programme, speciality training to all field veterinarians.

**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.

Does not arise

**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 dissemination of information.  
Like

★	Office Library	Website and Press reports TV Shows Touch screens All India Radio.
★	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	

### 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	Nil
·	Time period for Training Programme/Scheme	
·	Objective of training	
·	Physical and Financial Targets (Last Year)	
·	Eligibility for training	
·	Prequisite for training (If any)	
·	Financial and other form of help (If any)	
·	Description of help (Mention the amount of Financial help, if any)	
·	Procedure of giving help	
·	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	
·	Selection Procedure	
·	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.	
·	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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	Nil
·	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 With relation to registration Process

·	Objective	Nil
·	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 of tax	Nil
·	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	Nil
·	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 services provided by the Public Authority

1. Health cover extended to Mountain branch police/NCC/Blue Cross/PPA/PFA/Green
2. Mobile Veterinary clinic facility extended to in and around Madras city like Maduravoil, Thiru-vi-ka Nagar and Periyar Nagar.
3. Large animal ambulance used for transport of sick animal from owners premises.
4. Free anti Rabies Vaccine campaign organized by this directorate every year to create public awareness every year.
5. Green channel – Registering and treating the sick animal immediately.
6. Master Health checkup – with all laboratory diagnostic test.
7. Blood parameters like blood bio-chemistry, Heamogram, Urin analysis – biopsy and ABST.
8. All the critically ill and emergency cases treated round the clock in this directorate.
9. Expert opinion given to tackle field oriented problems in the livestock sector and wild animals.

Director of Clinics  
TANUVAS  
Madras Veterinary College  
Chennai – 7.