

Information Handbook Under Right to Information Act

Chapter I Introduction

1.1 Please throw light on the background of this hand-book (Right to Information Act 2005):

This handbook was prepared in consonance to the following.

1. Right to Information Act – 2005 (Act 22 of 2005) published in the Gazette of India Extraordinary Part II – Section 1 No. 25 New Delhi, Tuesday, June 21, 2005 by the Ministry of Law and Justice (Legislative Department), Government of India.
2. D.O. Letter No. 27412/A&C/2005 Dated 21-10-2005 of the Secretary to Government, Animal Husbandry, Dairying and Fisheries Department, Secretariat, Chennai – 600 009
3. Tamil Nadu Right to Information (Fees) Rules, 2005. G.O Ms. No. 989 Public (Estt. 1 & Leg.) Department Dated 7-10-2005
4. Govt. Letter No. 40755/1005-3 Public (Estt. 1 & Leg.) Dept, Secretariat, Chennai – 9 Dated 21-10-2005
5. Proc. No. USO. No. 50306/G3/2005 and Lr. No. 22062/G2/2005 Dated 1-12-2005 of the Registrar, TANUVAS.

1.2 Objective / Purpose of this hand – book

To serve as a guide to the public for getting information from VCRI, Namakkal.

1.3. Who are the intended users of this handbook?

Farmers (Livestock and Poultry), Poultry and livestock traders, feed manufacturers, pharmaceutical manufacturers and traders, Poultry and livestock equipment manufacturers, Livestock and poultry product manufacturers, Professionals, Planners and policy makers, NGOs, other government allied departments, other publics, etc.,

1.4. Organization of the information in this handbook

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

VCRI – Veterinary College and Research Institute

ASRR – Acts, Statutes, Rules and Regulations

1.6. Contact person in case of some body wants to get more information on topics covered in the hand-book as well as other information also.

The Dean, Veterinary College and Research Institute, Namakkal.

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

A similar existing procedure will be adopted with the expected Fee structure to be framed by the University authority as and when required.

Chapter – 2 (Manual – 1) Particulars of Organization, Functions and Duties)

2.1. Objective/ Purpose of the public authority.

Teaching, Research and Extension

2.2. Mission / Vision Statement of the public authority.

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

The veterinary College and Research institute, Namakkal was established on 14.06.1985 as a constituent unit of Tamil Nadu Agricultural University to augment the human resources development in the field of Veterinary Education and Research. It started functioning at Namakkal South School campus on 10.10.1985 and remained there till 40.04.1990. The college moved over to Laddiwadi campus on 01.05.1990. On 20.09.1989 this college became a constituent unit of Tamil Nadu Veterinary and Animal Sciences University, Chennai. The total area of the institute is 502.34 acres.

2.4. Duties of the public authority.

To impart UG and PG Education.

To carry out need based Research

To educate the farmers and industry people.

2.5. Main activities/functions of the public authority.

Education : Offering Undergraduate and Postgraduate degree programme in Animal Husbandry and Veterinary Science.

Research : Conducting need based research on various fields of Animal Husbandry and Veterinary Science.

Extension: Dissemination of new findings and innovative technologies.

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

1. Education - Imparting UG education to the students who have completed their higher secondary school education.

Imparting PG education to the BVSC graduates.

Imparting Ph.D. degree in all the subjects to all the post graduate scholars.

2. Research - Conducting need based research work by obtaining the funds from the University and external sources.

3. Extension –

1. Farm Advisory Services (Through office call, phone call, personal and advisory letter and farm visit)
2. Training programmes
3. Dissemination of technologies through broadcast, telecast and print media.
4. Farmers meet
5. Exhibitions and demonstrations
6. Mass campaigns

4. Clinical services - Providing day-to-day animal health care practices to the livestock and poultry.

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.

Feedback from the public after availing the farm advisory services.

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

Allowed to contact through, phones, postal personal contact and e-mails. Sometimes through farmers meet conducted at the campus and off-campus.

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

Keeping record, files, photographic and video documentation for services and enrolling the service delivery and public grievance resolution rendered to them.

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

The Dean
 Veterinary College and Research Institute,
 Namakkal – 637 001.

2.12. Morning hours of the office: 9.00 am
 Closing hours of the office: 5.00 pm

Chapter – 3 (Manual – 2) 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		
Powers	Administrative	1. The Dean 2. Heads of the Departments
	Financial	1. The Dean 2. Heads of the Departments
	Others	1. The Dean 2. Head of the Departments
Duties	1. Administrative, Financial and Technical control of entire Institute - The Dean, VCRI, Namakkal. 2. Administrative, Financial and Technical control of the respective department – Head of Department. 3. Assisting in carrying out Administrative, Financial and Technical works of the respective department – Technical staff. 4. Assisting in carrying out Administrative and Financial works of the respective department – Non- technical staff.	

Chapter – 4 (Manual –3)

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 had to be filled for each type of document.

<p>Name / title of Acts, Statutes, Rules and the document Regulations</p>	<p>Type of the document</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <p style="text-align: center;">Rules, Regulations</p> </div>
<p>Choose one of the types given below. (Rules, Regulations, Instructions, Manual, Records, Others)</p>	
<p>Brief Write-up on the document Rules, Regulations and Acts governing the organization.</p>	
<p>From where one can get a copy of rules, regulations, instructions, manual and records</p>	<p>Address Publication Division TANUVAS, Madhavaram, Chennai 600 051. Telephone No.044-2555 1586/7 <u>044-2555 1579</u> Fax Email Others:</p>
<p>Fee charged by the department for a copy of rules, regulations, instructions, manual and records(If any) : Rs.110</p>	

Chapter – 5 (Manual – 4)
**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.

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	All policies relevant to public	Yes.	Communication of Board of Management meeting to the public representatives.

Implementation of policy

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 provision in following formant.

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
1.	All policies relevant to public	Yes.	Communication of Board of Management meeting to the public representatives.

Chapter – 6 (Manual – 5)

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”).

Sr. 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	Printed document	Journals, Books, booklets, Leaflets, Folders, Pamphlets,	By the written/ oral request of the public.	The Dean, VC & RI, Namakkal.
2.	Electronic document	Technical details relevant to Veterinary and Animal husbandry.	By the written/ oral request of the public.	

Chapter –7 (Manual –6)

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

7.1. Please provide information on Boards, Council, Committees and Other bodies related to the public in the following format:

Academic Council, Board of Studies, Planning Board, Finance Committee, Board of Examinations, Research Council and Extension Education Council.

- Name and address of the Affiliated Body
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)
- Role of the Affiliated Body(Advisory / Managing / Executive / Others)
- Structure and Member Composition
- Head of the Body
- Address of main office and its branches
- Frequency of meetings
- Can public participate in the meetings?
- Are minutes of the meetings prepared?

Chapter – 8 (Manual –7)

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 Department Appellate Authority of the Public authority in the following format.

Name of the Public Authority: Veterinary College and Research Institute, Namakkal.

Assistant Public Information Officers:

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			

Public Information Officers:

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Dr. K. Viswanathan	The Dean	04286	266491 266492 266493	231134	266484	deanvcri@yahoo.co.in	The Dean, Veterinary College and Research Institute, Namakkal.

Department Appellate Authority:

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1.	Dr. V. Thiagarajan	The Registrar	044	25551 584	26544 811	2555 1585		

Chapter –9 (Manual –8) 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)

The procedure mentioned in TANUVAS ASRR 2004 is followed to take a decision for various matters.

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?

As per the revised TANUVAS ASRR, 2004.

9.3. What are the arrangements to communicate the decision to the public?
Through Print Media, Broadcast and Telecast.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?
University Officers – At college level The Dean, VC & RI, Namakkal.

9.5. Who is the final authority that wets the decision?
The Vice Chancellor, Tamil Nadu Veterinary and Animal Sciences University, Chennai.

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

Sr. No.	
Subject on which decision is to be taken	Academic Decisions,
Guideline / Direction, if any	As per the direction of ASRR 2004 TANUVAS.
Process of Execution	Procedure mentioned in ASRR
Designation of the officers involved in decision making	The Dean
Contact information of above mentioned officers	Veterinary College and Research Institute, Namakkal.
If not satisfied by the decision, where and how to appeal.	The Registrar, TANUVAS, Chennai – 51.

Chapter –10 (Manual –9) Directory of Officers and Employee

10.1. Please provide information district wise in following format

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Dr.K.Viswanathan	Dean,	04286	266469	231134	266484	deanvcri@yahoo.co.in	VCRI, Namakkal

Chapter –11(Manual –10) 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
1.	Dr.K.Viswanathan	Dean,	22,400 + DA	200	As per ASRR 2004 of TANUVAS

Chapter –12 (manual-11)
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 (Rs.)	Amount released / disbursement (no. of installments)	Actual expenditure for the last year (Rs.)	Responsible officer for the quality and the complete execution of the work.
1.	VCRI Namakkal	Education, Research and Extension	14.6.1985	31.3.205		4,26,54,763	Three	4,23,25,866	The Dean VCRI Namakkal.

For other public Authorities

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

Chapter – 13
The manner of Execution of Subsidy Programmes

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

Nil

- 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

- Details 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 and whom to contact in the office for applying:
- Application Fees (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 :
- Format of attachments :
- Where to contact in case of process related to 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	Address			
					District	City	Town / Village	House No.

Chapter – 14 (Manual –13)

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

Nil

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

- Name of the programme
- Type
- 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 (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.

Also provide the following information for Concession

- Detail of the benefit given
- Distribution of benefits

Chapter - 15 (Manual –14) **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.

As per the Norms/Standards set by the ASRR of TANUVAS.

Chapter – 16(Manual –15) **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.

Preamble of VCRI at TANUVAS website.

Information Kiosk with touch screen facilities to create farmers awareness and problem solving.

Chapter –17 (Manual – 16) **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
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority
- Campaigns

- Field trips
- Method demonstrations
- Result demonstrations
- Telephone
- Leaflets
- Folders
- Booklets
- Other means of advertising

Chapter – 18 (Manual –17) Other Useful Information

18.1. Frequently Asked Questions and their answers by public

1. Where can we get the young turkeys?

Answer: Young turkeys are available at Poultry Research Station, Nandanam, Chennai. Phone number 044-24363513

2. What is the suitable place and climate for turkey farming?

Answer: Compared to backyard type of rearing, deep litter system is more easily manageable. Good ventilation, proper light, wet free floor, and litter are important for turkey rearing. For male and female birds 1 sq.ft floor space is required.

3. Where can we get turkey fertile eggs?

Answer: Turkey eggs are available at Poultry Research Station, Nandanam, Chennai. Phone number 044-24363513

4. In case of whitish diarrhoea in desi chickens, what is the precaution should be taken?

Answer: This problem is due to ranikhet disease. So we have to vaccinate against the disease.

5. Give the details of subscription of kalnadai kathir magazine?

Answer: Annual member subscription fee is Rs 50/- Life member subscription fee is Rs 400/-. The demand draft should be sent to the Director, Directorate of Extension Education, TANUVAS, Madhavaram Milk Colony, Chennai-51. Phone 044 25551579.

6. Where we can attend the training programme on poultry rearing?

Answer: For participating the poultry rearing training programme, Director, Directorate of Extension Education, TANUVAS, Madhavaram Milk Colony, Chennai-51 (Phone 044 25551579) may be contacted.

7. What are the courses taught through the Directorate of Extension Education, TANUVAS, Madhavaram Milk Colony, Chennai?

Answer: Dairy cattle rearing, sheep farming, goat farming, pig farming, rabbit farming, poultry farming, broiler farming, quail farming etc are taught in the Directorate of Extension Education, TANUVAS, Madhavaram Milk Colony, Chennai-51. The phone number is 044 25551579.

8. Where can we get the incubator for hatching the poultry eggs?

Answer: Southern Incubators, 13, Hotel Valarmathi, 1st street, Gandgipuram,, Coimbatore-641 012.

9. Where can we get the milking machines?

Answer: 1. P.Nagarajan, Professional Dairy Services, 206-A, Udayampalayam mail road, Souripalayam, Coimbatore-641 028.

2. Chandha sales Pvt Ltd, dairy Equipment Engineers, 137, Rajendra Market, Tis Hazari, Delhi-54. Phone: 011 2944840

10. Give the details of dairy products regarding highly saleable and easily produced at household levels?

Answer: Milk khoa, flavored and sweetened milk, ice cream, ghee and butter

11. Which milk is suitable for preparing milk products?

Answer: Preparation of khoa and paneer buffalo milk is suitable. And preparation of channa cow milk is suitable. Also, variety of dairy products are prepared by using cow and buffalo milks.

12. How can we increase the fat percentage in milk?

Answer: By feeding cotton seed cake we can increase the milk fat percentage in the milk.

13. How much time can we keep the milk at room temperature?

Answer: 6-8 hours of milking.

14. Where can we get the high quality cross-bred dairy cattle?

Answer: 1. Livestock Research Station, Kattupakkam, Kanchepuram district-603 203 . Phone: 04114 2452224

2. Government Livestock farm, Echangottai.

15. Where can we get the livestock farming related Audio & Video CDs in TANUVAS?

Answer: They are available at Agricultural Technology Information Centre, Livestock Research Station, Kattupakkam, Kanchepuram district-603 203 Phone: 04114 2452224 .

16. What is the age of donkey? What is the gestation period?

Answer: Age: 13-20 years Gestation period: 12-14 months.

17. Where can we get the quality Quail chicks?

Answer: Quality quail chicks are available at Poultry Research Station, Nandanam, Chennai. Phone number 044-24363513

18. Give me the address of grass cutter machine sellers?

Answer: Hard Case Engineering Works Pvt Ltd, Lalji Meghji Compound, 5-3, 325 Mahatma Gandhi Road, Secunderabad.

19. What are the methods of milk preservation?

- Answer:
1. Thermization (heating upto boiling point)
 2. Pasteurization (63°C/30 minutes)
 3. Sterilization (heating above 100°C/2-3 seconds).

18.2. Related to seeking information

- Application form (a copy of filled application 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?

Can be reported to the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Chennai – 51.

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

- Name of training programme with brief description-
Hygienic Slaughter practices
Value added meat products preparation
Management of Livestock Enterprise
Clean Milk production and Preparation of Value added Milk Products.
Women Development
- Time period for Training Programme / Scheme: 1 to 5 days
- Objective of training: To impart knowledge and skills on livestock rearing practices
- Physical and Financial Targets:
- Eligibility for training: All farmers
- Prerequisite for training (If any): Should be a farmer
- Financial and other form of help (If any)
Only technical guidance, refreshment and a few inputs.
- Description of help (Mention the amount of Financial help, if any) : Nil
- Procedure of giving help : Teaching demonstrations and field trips.
- Contact information for applying : Telephone
- Application Fee (Wherever applicable) : Nil
- Other Fees (Wherever applicable) : Nil

- Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide):
Name, address and needs
- List of enclosures / documents : Nil
- Format of enclosures / documents : Nil
- Procedure of application :
Made on plain paper address to the Dean
- Selection procedure
- Time table of training programme (In case available) :
- Process to inform the trainee about the training schedule
Face to face contact, phone and letters
- Arrangement made by the Public Authority for creating public awareness about the training programmes
Announcements through AIR and News paper
- List of Beneficiary of the training programme at various levels like district level, block level etc.
Total number of beneficiaries in each block : 15
Total number of beneficiaries at district level : 200

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 for application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate
- Process of renewal (if any)

18.5. With relation to registration process

- 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 certificate
- 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
- 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.

- 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 the 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.

Nil.