

**INFORMATION HANDBOOK
UNDER RIGHT TO INFORMATION ACT**

Chapter 1

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

To expose the activities of the Directorate of Research and Extension (Fisheries) to the interest public.

- 1.2 Objective / purpose of this hand-book

To disseminate the information regarding fisheries research and training of Tamil Nadu Veterinary and Animal Sciences University.

- 1.3 Who are the intended users of this hand-book?

Interested public like fish farmers, entrepreneurs, seafood processors and exporters etc.

- 1.4 Organisation of the information in this hand-book

Directorate of Research and Extension (Fisheries), Fisheries College and Research Institute campus, Tamil Nadu Veterinary and Animal Sciences University, Thoothukudi – 628 008.

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

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

Director of Research and Extension (Fisheries), Fisheries College and Research Institute campus, Tamil Nadu Veterinary and Animal Sciences University, Thoothukudi – 628 008.

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

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Chapter 2

2.1 Objective / purpose of the public authority

To supervise the research and extension activities of the fisheries faculty in Tamil Nadu Veterinary and Animal Sciences University

2.2 Mission / Vision statement of the public authority

- i. To further the advancement of fisheries research
- ii. To disseminate the fisheries technologies developed to the needy farmers and entrepreneurs.

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

The Directorate was established during January 1992 for coordinating the fisheries research and extension activities.

2.4 Duties of the public authority

To supervise the research and extension activities of fisheries faculty in Tamil Nadu Veterinary and Animal Sciences University

2.5 Main activities / functions of the public authority

1. It is working in close consultation with the Dean (Fisheries), Outstation Fisheries Units of TANUVAS and the State and Central Fisheries Departments and institutions in view of promoting fisheries extension activities.
2. It is taking extension works, based on the needs of the fish farmers, fisherfolk, entrepreneurs and Fisheries Department.
3. It is supervising the fisheries extension education activities of FC & RI and outstation Units.
4. It is assisting the University in gathering extension materials for the publication of bulletin, circulars, articles and press releases that summarize important extension research findings through TANUVAS publication division for technology transfer and for the benefit of the farming community.
5. It is responsible for the conduct of integrated extension programmes like on-campus and off-campus training, awareness campaign and short meetings and for imparting the technological knowledge to the needy sectors.

6. It is responsible for transfer of need-based appropriate technologies for the benefit of the farmers.
7. It is taking steps for consulting / diagnosing / eliminating fish diseases in organized farms of Tamil Nadu.
8. It is identifying the field problems relating to management of fisheries and solving the problems.

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

1. Technology transfer to the needy public.
2. Consultancy to the fish farmers and entrepreneurs.

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

Research & Extension personnel at
Fisheries College and Research Institute

VUTRC (F), Parakkai

Fisheries Unit, VUTRC at Tanjore

Fisheries Unit, VUTRC at Dharmapuri

Directorate of Research
and Extension (Fisheries)

Fisheries Unit, VUTRC at LRS, Kattupakkam

Fisheries Unit, VUTRC at Madhavaram

Fisheries Unit of KVKs at Kattupakkam and
Namakkal

Fisheries Unit, VURRC at Pudukkottai

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

The needy public should approach with precise requirement.

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

Awareness meeting, mass media and personal contact.

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

Through publications in regional language and through letter and personal contact.

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

The Director
Directorate of Research and Extension (Fisheries)
Fisheries College and Research Institute campus,
Thoothukudi – 628 008

The Professor and Head
VUTRC (F), Parakkai
Kanyakumari District

The Associate Professor (Fisheries)
VUTRC
Tanjore

The Assistant Professor (Fisheries)
VUTRC
Dharmapuri

The Associate Professor (Fisheries)
LRS
Kattupakkam

The Associate Professor & Head
Fisheries Unit
TANUVAS
Madhavaram, Chennai – 600 051

The Assistant Professor (Fisheries)
KVK, TANUVAS
Kattupakkam

The Associate Professor (Fisheries)
KVK, VC & RI campus
Namakkal

The Assistant Professor (Fisheries)
VURRC
Pudukkottai

- 2.12 Morning hours of the office : 9.15 a.m.
Closing hours of the office : 5.00 p.m.

Chapter 3

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

Designation : Director of Research and Extension (Fisheries)
Fisheries College and Research Institute campus, Thoothukudi

Powers : Administrative : To supervise the fisheries research and extension activities of the University

 Financial : Bill drawing power for the directorate as per ASRR of TANUVAS

 Others : -

Duties : 1. To conduct peer-review of new project proposal
 2. To submit the new project proposals to funding agencies
 3. To conduct periodical review of research and extension projects.
 4. To disseminate the technologies to the needy public

Chapter 4

- 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.

Decision will be taken by conducting a meeting by the Appellate Authority with Public Information Officer and Assistant Public Information Officer for providing rules, regulations, instructions and manuals.

Chapter 5

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

Yes.

Sl. No.	Subject / topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Awareness programme	Yes	<ol style="list-style-type: none"> 1. Through mass media 2. To conduct joint sittings with the officials State/Central Government/ Industries/Fishermen Groups and discussing on the fisheries issues. 3. Through correspondence
2	Exhibition		
3	Demonstration programme		
4	Training		
5	Campaign		

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 of provisions in following format.

Sl. No.	Subject / topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	Awareness programme	Yes	<ol style="list-style-type: none"> 1. To give wide publicity through press/ AIR/TV 2. To install advertisement boards at important places 3. Through letter correspondence / spot visit
2	Exhibition		
3	Demonstration programme		
4	Training		
5	Campaign		

Chapter 6

- 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	Database on research scheme/training programme	Fisheries database	Through personal contact	Directorate of Research and Extension (Fisheries)

Chapter 7

- 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
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief introduction of the Affiliated Body.

The Directorate of Research and Extension (Fisheries) was established during January 1992. Under this directorate the eight fisheries units are functioning through out the state to disseminate the fisheries technologies to fish farmers, entrepreneurs etc.

Objective / Main Activities :

1. It is working in close consultation with the Dean (Fisheries), Outstation Fisheries Units of TANUVAS and the State and Central Fisheries Departments and institutions in view of promoting fisheries extension activities.
2. It is taking extension works, based on the needs of the fish farmers, fisherfolk, entrepreneurs and Fisheries Department.
3. It is supervising the fisheries extension education activities of FC & RI and outstation Units.
4. It is assisting the University in gathering extension materials for the publication of bulletin, circulars, articles and press releases that summarize important

extension research findings through TANUVAS publication division for technology transfer and for the benefit of the farming community.

5. It is responsible for the conduct of integrated extension programmes like on-campus and off-campus training, awareness campaign and short meetings and for imparting the technological knowledge to the needy sectors.
 6. It is responsible for transfer of need-based appropriate technologies for the benefit of the farmers.
 7. It is taking steps for consulting / diagnosing / eliminating fish diseases in organized farms of Tamil Nadu.
 8. It is identifying the field problems relating to management of fisheries and solving the problems.
- Role of the Affiliated Body (Advisory / Managing / Executive / Others) Research and Extension
 - Structure and Member Composition

Research & Extension personnel at
Fisheries College and Research Institute

VUTRC (F), Parakkai

Fisheries Unit, VUTRC at Tanjore

Fisheries Unit, VUTRC at Dharmapuri

Directorate of Research
and Extension (Fisheries)

Fisheries Unit, VUTRC at LRS, Kattupakkam

Fisheries Unit, VUTRC at Madhavaram

Fisheries Unit of KVKs at Kattupakkam and
Namakkal

Fisheries Unit, VURRC at Pudukkottai

* Head of the Body

Director,
Directorate of Research and Extension (Fisheries),
Fisheries College and Research Institute campus,
Thoothukudi – 628 008

* Address of main office and its branches

The Director
Directorate of Research and Extension (Fisheries),
Fisheries College and Research Institute campus,
Thoothukudi – 628 008

The Professor and Head
VUTRC (F), Parakkai
Kanyakumari District

The Associate Professor (Fisheries)
VUTRC
Tanjore

The Assistant Professor (Fisheries)
VUTRC
Dharmapuri

The Associate Professor (Fisheries)
LRS
Kattupakkam

The Associate Professor and Head
Fisheries Unit
TANUVAS
Madhavaram, Chennai – 600 051

The Assistant Professor (Fisheries)
KVK, TANUVAS
Kattupakkam

The Associate Professor (Fisheries)
KVK, VC & RI campus
Namakkal

The Assistant Professor (Fisheries)
VURRC
Pudukkottai

* Frequency of Meetings

Need based meeting

* 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

Chapter 8

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Apellate Authority of the public authority in the following format

Assistant Public Information Officer : Nil

Public Information Officer

:

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	Email	Address
				Office	Home			
1	Dr.N. Ramanathan, Ph.D.	Directorate of Research and Extension (Fisheries)	0461	2340576	2311254	2340576	tanuvasdref@yahoo.co.in	Fisheries College and Research Institute, Thoothukudi

Departmental Apellate Authority

Sl. No.	Name	Designation	STD code	Phone Number		Fax	Email	Address
				Office	Home			
1	Dr.V. Thiagarajan, Ph.D.	Registrar	044	25551586				Tamil Nadu Veterinary and Animal Sciences University

Chapter 9

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)

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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?

The different levels of decisions will be taken by Public Information Officer.

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

Mass media and personal contact.

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

Research and Extension experts in various institutions.

9.5 Who is the final authority that wets the decision?

Director of Research and Extension (Fisheries)

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

Subject on which the decision is to be taken	Research and Extension in fisheries
Guidance / Direction, if any	Guidance / Direction will be given by the Public Information Officer
Process of Execution	Personal contact, field visit etc.
Designation of the officers involved in decision making	Director / Public Information Officer Directorate of Research and Extension (Fisheries)
Contact information of above mentioned officers	Director / Public Information Officer Directorate of Research and Extension (Fisheries), Fisheries College and Research Institute, Thoothukudi – 628 008
If not satisfied by the decision, where and how to appeal	Registrar, Tamil Nadu Veterinary and Animal Sciences University, Chennai – 600 051

Chapter 10

10.1 Please provide information district-wise in following format

Sl. No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Office	Home			
1	Dr.N.Ramanathan	Director	0461	2340576	2311254	2340576	dtanuvasdref@yahoo.co.in	Fisheries College and Research Institute campus, Thoothukudi
2	Dr.V. Ramadhas	Professor & Head	04652	286107	-	-	-	VUTRC(F) Parakkai K.K.Dist.
3	Dr.R. Suresh	Associate Professor	04362	255462	-	-	-	VUTRC Tanjore
4	Th.P.Chidambaram	Assistant Professor	04342	288165	-	-	-	VUTRC Dharmapuri
5	Dr.D. Manikandavelu	Associate Professor	04114	252224	-	-	-	LRS, Kattupakkam
6	Dr.Md. Kaleemur Rahman	Associate Professor	044	25556750	-	-	-	Fisheries Unit, TANUVAS, Chennai-51
7	Smt.S. Balasundari	Assistant Professor	04114	252371	-	-	-	KVK, TANUVAS, Kattupakkam
8	Dr.M. Venkatasamy	Associate Professor	04286	266572	-	-	-	KVK, VC&RI Namakkal
9	Dr.M. Nagoor Meeran	Associate Professor	04322	271443	-	-	-	VURRC Pudukkottai

Chapter 11

11.1 Please provide information in following format

Decision to be taken by Tamil Nadu Veterinary and Animal Sciences University

Chapter 12

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

Year 2004-2005 : Will be allotted by Tamil Nadu Veterinary and Animal Sciences University

For other Public Authorities : -

Chapter 13

13.1 Please provide the information as per the following format

Decision will be taken based on the programme of funding agency for the financial support.

Chapter 14

14.1 Please provide the information as per the following format

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Chapter 15

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

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Chapter 16

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

TANUVAS website : www.tanuvac.ac.in

Chapter 17

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

Like

- Office Library
- Through News paper
- Exhibition
- Notice Board
- System of issuing of copies of documents
- Printed manual available
- Website of the Public Authority

18.1 Frequently Asked Questions and their Answers by Public

Yes. Answers will be given to the questions raised by the public through Public Information Officer / Department of Fisheries Extension and by the staff of Fisheries Units in the state.

18.2 Related to seeking information : -

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

* Name of training programme with brief description

- i. Composite fish culture
- ii Ornamental fish culture
- iii Murrel culture
- iv Freshwater prawn farming
- v Preparation of value added fishery products
- vi PCR in shrimp disease diagnosis
 - Time period for training programme/scheme 3 to 5 days
 - Objective of training
 - Physical and financial targets (last year)
 - Eligibility for training
 - Perquisite 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
 - Applications 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

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18.5 With relation to registration process

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18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

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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)

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

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