

CHAPTER 3

The powers and duties of the officers and employees

The powers and duties of its officers and employees and norms set by the Department for discharge of its functions:

[In pursuance of section 4(1)(b)(ii) of The Right to Information Act, 2005]

Each Officer and employee in the Department has been assigned specific tasks with which he is duty bound to perform in a fair and objective manner and in accordance with relevant rules, regulations, policy guidelines and established practices. The exercise of powers by each functionary is determined by the nature and importance of the issue under consideration and in accordance with the levels prescribed for disposal of cases of different nature. The channel of submission of cases and the levels at which these are finally disposed off have been indicated in the organizational chart. The decision making process and accountability are as laid down in the Manual of Office Procedure and Central Civil Services (Conduct) Rules, 1964.

2. However, the following functionaries in the Department have been specifically conferred with certain administrative, executive and powers as per details indicated below:

(i). ADMINISTRATION DIVISION:

The administrative head of the Department is the Secretary (Animal Husbandry, Dairying and Fisheries). He is assisted by Animal Husbandry Commissioner, four Joint Secretaries and one Adviser (Statistics), in discharging the responsibilities assigned to this Department.

Director/Deputy Secretary(Administration) has been declared as Head of the Department under Rule 3(f) of the Delegation of Financial Power Rules, 1978 as amended and he exercises such powers as are specified in the (i) Schedule V under Rule 13 of the said Rules ; and (ii) Fundamental and Supplementary Rules.

Under Secretary(Administration) have been declared as Head of Office under Rule 14 of the Delegation of Financial Power Rules, 1978 as amended and they exercise the power to approve contingent and miscellaneous expenditures to the extent specified in schedule V under Rule 13 of the Delegation of Financial Power Rules, 1978.

Under Secretary(Administration) has been empowered to perform duties and functions as Controlling Officer for the purpose of House Building Advance Rules, long term advances under General Financial Rules, Travelling Allowance and Daily Allowance Rules, (Fundamental Rules & Supplementary Rules, Part II), Foreign Deputation Daily Allowance (Fundamental Rules and Supplementary Rules (Part I), Leave Travel Concession Rules, General Provident Fund Rules, All India Services (Provident Fund) Rules, Medical Attendance Rules and Central Government Health Scheme.

(ii) ANIMAL HUSBANDRY COMMISSIONER:

The duties and responsibilities of Animal Husbandry Commissioner:

- All technical matters pertaining to Animal Health and Production, Animal Genetic Resources, Animal Germplasm/Biodiversity, Animal Care & Welfare;
- Bio-Security and quarantine issues/programmes;
- Interface with the National and International Organizations related to Livestock Production and Health;
- All matters pertaining to Veterinary Council of India;
- Technical matters related to trade issues;
- Preparation and formulation of Livestock Development plans and schemes including National Livestock Policy;
- Liaison with State Departments of Animal Husbandry;
- Liaison with Research Institutions and applications of their recommendations;
- Technical Supervision of Government of India Projects;
- Planning of Training of technical personnel under various schemes;
- Setting up of BSI Standards for Livestock Products;
- Monitoring of drugs and pesticides residues in livestock products, meat and dairy products.

(iii). ADMINISTRATION AND DAIRY DEVELOPMENT DIVISION:

Joint Secretary In-charge of Administration and Dairy Development Division in the Department is assigned with all matters relating to Administration, Central Cattle Development Organizations, National Project on Cattle and Buffalo Breeding, Dairy Development, Delhi Milk Scheme, National Dairy Development Board and all matters relating to Dairy Division, Parliament, International Cooperation and exercises such powers as conferred under the rules.

(iv). LIVESTOCK HEALTH DIVISION:

Joint Secretary In-charge of Livestock Health Division in the Department is assigned with all matters relating to Livestock Health, Veterinary Council of India, National Institute of

Animal Health, Animal Quarantine & Certification Services, Plan Coordination, Trade, Codex Matters and exercises such powers as conferred under the rules.

(v). **POULTRY & FODDER DIVISION:**

Joint Secretary In-charge of Poultry & Fodder Division in the Department is assigned with all matters relating to Poultry, Central Poultry Development Organizations, Feed & Fodder, Central Fodder Development Organizations, Goat, Sheep, Pig, Equine & Pack animals, Slaughter Houses, Meat & Meat products, General Coordination, Animal Husbandry Extension, Administrative Reforms and Public Grievances and exercises such powers as conferred under the rules.

(vi). **FISHERIES DIVISION:**

Joint Secretary In-charge of Fisheries Division in the Department is assigned with all matters relating to Policy, regulation and development of fisheries, fisheries Institutes, namely, FSI, CIFNET, NIFPHTT & CICEF and the matters related to National Fisheries Development Board and exercises such powers as conferred under the rules.

(vii). **ANIMAL HUSBANDRY STATISTICS DIVISION:**

Adviser(Statistics) In-charge of Animal Husbandry Statistics Division is assigned with all matters relating to Livestock Census, Livestock Insurance, Integrated Sample Survey and all matters relating to Animal Husbandry Statistics and exercises such powers as conferred under the rules.

(viii). **INTEGRATED FINANCE DIVISION:**

Financial Adviser of the Department who acts as representative of Ministry of Finance (Department of Expenditure) in the Department exercises such financial and administrative powers as have been specifically delegated to him by that Department. Director (Finance) in the Division exercises such financial powers as have been delegated to him by the Financial Adviser of the Department.

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