

**POWERS AND DUTIES OF OFFICERS, CHANNEL OF SUBMISSION AND NORMS OF DISCHARGE OF FUNCTION**

(In pursuance of Section 4 (1)(b) (iv) of The Right to Information Act, 2005)

Officers exercise powers in accordance with power conferred on them by various statues, rules etc. e.g. CCS (CCA) Rules, GFR, DFPR, CCS (Leave) Rules, etc. as well as administrative orders etc. issued by Government of India from time to time. As per the procedure prescribe in the Central Secretariat Manual of Office Procedure, a Section/ Unit, which is the lowest organizational unit in the Department and consists of Assistants/Clerks supervised by a Section Officer, initiates the processing of a case immediately after receiving a reference/communication by registering/diarizing the receipt and initiating the note. The case/subject is placed before the Under Secretary and/or senior officers for advice and orders. Cases of minor and routine nature are disposed of at the level of Under Secretary.

2. In respect of technical matters, the cases are processed in the concerned technical units supervised by an officer of the rank equivalent to Under Secretary i.e. Assistant Commissioners/Deputy Directors. In matters which are important in nature, the file is submitted for advice and orders to the higher level by the Under Secretary/ Assistant Commissioners/Deputy Directors, and decisions of certain nature are disposed off at the level of Deputy Secretary/Director/Deputy Commissioner/joint Commissioner as per the delegated financial and administrative powers.

3. More important matters are placed by the Deputy Secretary/Director/Deputy Commissioners/Joint Commissioners before the Joint Secretaries who takes a decision as per the delegated powers on issues relating to administrative, financial and policy matters. However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Joint Secretaries before the Secretary of the Ministry for orders. Cases which require the approval of the Minister in-charge and/or the Cabinet/Cabinet Committees are placed before the Minister in-charge and/or Cabinet Committees for orders/ approval.

4. The Department of Animal Husbandry & Dairying has been entrusted with the responsibility to launch schemes and programmes for the development of subjects allocated so as to complement the effort of States Governments and Union Territory Administrations to increase production and productivity in Animal Husbandry & Dairy and to improve the economic well-being of the people. This basic objective serves as the norm for the discharge of functions by this Department and is observed in formulation and implementation of policies and programmes for promoting Animal Husbandry & Dairy growth in the country.

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