

**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). He is assisted by Additional Secretary, Animal Husbandry Commissioner, three Joint Secretaries and one Adviser (Statistics), in discharging the responsibilities assigned to this Department.

Joint 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 exercise such powers as are specified in the (i) Schedule V under Rule 13 of the said Rule; and (ii) Fundamental and Supplementary Rules.

Under Secretary (Administration) has been declared as Head of Office under Rule 14 of the Delegation of Financial Powers 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)/ Under Secretary (Cash) has been empowered to perform duties and functions as Controlling officers 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 & Supplementary Rules, Part I), Leave

Travel Concession Rules, General Provident Fund Rules, All India Services (Provident Fund) Rules, Medical Attendance Rule and Central Government 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 Department 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) CATTLE & DAIRY DEVELOPMENT DIVISION:**

Additional Secretary In-charge of Cattle & Dairy Development Division in the Department is assigned with all matter relating to 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, 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, Codex Matters and exercises such powers as conferred under the rules.

**(v) NATIONAL LIVESTOCK MISSION (NLM)/ ANIMAL WELFARE (AW) DIVISION:**

Joint Secretary (NLM/AW) In-charge of NLM/AW 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 and Meat products, Animal Husbandry Extension, Plan Coordination, Animal Welfare and exercise such powers as conferred under the rules.

**(vi) ADMINISTRATION DIVISION:**

Joint Secretary in-charge of Administration in the Department in the assigned all matters related to Administration, Trade, Animal Quarantine & Certification Service(AQCS) International Corporation, Official Language, General Coordination 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) CREDIT, EXTENSION & PUBLICITY DIVISION:**

Additional Secretary (CE&P) in-charge of Credit, Extension & Publicity Division is assigned will all matters related to Kisan Credit Card (KCC), Bank Loan, NABARD Activities, etc. and all extension activities, dissemination of schemes/information of various flagship programmes to ensure its outreach to the beneficiaries.

**(ix) 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.