

# **ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT**

## **Details, functions and duties of the organization :-**

### **RTI ACT 2005-4(1)(b)**

(i)

<b>Organization Name</b>	<b>:</b>	<b>ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT.</b>
<b>ADDRESS</b>	<b>:</b>	<b>No.405, 4<sup>TH</sup> FLOOR, VIKASA SOUDHA, DR.B.R.AMBEDKAR VEEDHI, BENGALURU 560001 KARNATAKA.</b>
<b>Structure</b>	<b>:</b>	<b>SECRETARY TO GOVERNMENT, GOVERNMENT OF KARNATAKA, ANIMAL HUSBANDRY AND FISHERIES DEPARTMENT.</b>

#### **Functions and duties:-**

Section 4[1][b] [i] to [ii] of R.T.I. Act.

Section 4[1][b] [i]

#### **(ii) The powers and duties of its officers and employees of AH&F Dept.;**

- 1. PRINCIPAL SECRETARY/SECRETARY:** Head of the Department of Personnel and Administrative Reforms (Administrative Reforms) and acts upon the orders and directions of the Hon'ble Chief Minister. Supervises the implementation of the policy of Government following the prescribed rules. Exercises control over the staff of the Department to do the work allotted to them efficiently and expeditiously.
- 2. ADDITIONAL SECRETARY /JOINT SECRETARY/DEPUTY SECRETARY:** Joint Secretary/Deputy Secretary is Secretariat level officers who supervise the work of Under Secretaries and Desk Officers. They are assigned duties of Nodal Officer for coordinating matters common to all Sections in the Secretariat Department. They are also the administrative heads of

departments ensuring harmonious operations of all sections and Under Secretary level officers. Joint Secretary/Deputy Secretary are to examine files put up to them by the Under Secretary and apply their minds in evaluating the assessment made by the Under Secretary, they will also provide alternatives on the action proposed and shall evaluate such alternatives and recommend the optimal decision to be taken in a particular case. The Joint Secretary/Deputy Secretary work under the supervision of the Secretary/Principal Secretary.

**UNDER SECRETARY:**

An Under Secretary is the junior most officer on the first rank of the Secretariat hierarchy authorized to issue orders in the name of the Governor of Karnataka under Rule 19 of the Transaction Rules. He exercises control over the Section or Sections placed in charge both in regard to the conduct of business and in regard to discipline. It is his/her duty to check delays, control superfluous noting and prolixity of language, whether in notes or drafts, enforce the rigid observance of all Rules in regard to office notes, drafting, referencing, indexing, recording etc., and to ensure that careless and dilatory subordinates are brought to book. In accordance with the recognized practice of delegation of powers and such specific instructions as the Secretary/Principal Secretary may issue from time to time, the Under Secretary may pass final orders in cases where powers are delegated. In all other cases, the Under Secretary will ordinarily express his own views. When the Government has passed orders in a case, the Under Secretary shall see that those orders are conveyed accurately, clearly and in a suitable language to those whom they concern and that all relevant points are dealt with in the communication to be issued.

**PRIVATE SECRETARY:**

Duties are of multifarious nature. Attending to all directions of the Principal Secretary, telephone calls, visitors, maintaining public relation, overall supervision of the work and staff, keeping an accurate list of engagements, meetings etc., preparing the fair copies of the drafts/letters.

Monitoring LMS & FMS. Assisting the Principal Secretary/Secretary in the smooth functioning of the department.

**SECTION OFFICER:**

The Section Officer is an officer who is in-charge of a Section. He/She is primarily responsible for the general efficiency of the Section in his charge and is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business at all stages. He has overall responsibility for all files and papers relating to subjects allotted to the Section and maintained by the Senior Assistant/Assistant under him. He must keep a check on prompt action on all papers; communications and files received and ensure that urgent and immediate cases are dealt with in accordance with the assigned priorities. He will ensure that the notes and drafts originating from his Section are accurate. He will guide them and own the ultimate responsibility. He will ensure that files submitted by the dealing hands are strictly in accordance with the provisions of the Manual and exercise a close scrutiny in the matter of submission of files to higher officers. He shall check the inbox and take prompt action on the incoming mail. Besides being responsible for the general supervision of work or of the staff in his Section, a Section Officer should also personally handle important and intricate cases where he should, if required, summarize facts of the case and record the appropriate noting etc., himself. Even in cases, where the dealing hands have been permitted to submit papers direct to Under Secretary, the Section Officer will be responsible for exercising general control and supervision over their working.

1. To maintain neat and clean work environment in the Section for proper and efficient disposal of work.
2. To check the attendance register of his Section at 10-10 A.M. every day and put it up to the Under Secretary to his/her perusal.
3. To maintain order and discipline in the Section.

4. To control the movement of officials in the Section.
5. To prevent admission of unauthorized persons to the Section and divulgence of official information to outsiders.
6. To maintain general control and supervision over the work of the Section.
7. To ensure that all tappals sent to the Branch Officer for perusal and other tappals are properly accounted for.
8. To arrange for proper distribution of work among the Assistants.
9. To ensure efficient and expeditious disposal of work at all stages in the Section.
10. To ensure that the files put up by the Assistants are complete in every respect particularly in regard to arrangement of papers in the file, numbering the paras of note portion, numbering the pages of correspondence Section, referencing, writing of subject matter of subject matter on the note sheets, priority marking, use of docket sheets, etc.,
11. To personally deal with certain important and intricate cases either on his own or at the instance of higher officers.
12. To scrutinize the notes put up by the Assistants, modify, add or revise wherever necessary for accuracy in all respects and to submit them to Under Secretary or other officers in proper and complete form according to standing orders.
13. To see that the draft is put up after the files are returned and issue fair copies without any delay.
14. To keep track of important cases and take necessary action for their expeditious disposal.

15. To ensure weekly and monthly arrears lists are reviewed and submitted regularly.
16. To inspect the table and racks of Assistants every month for verification of pending paper cases and prevention of accumulation of papers.
17. To take prompt action on observation in the inspection reports of higher officers.
18. To maintain Standing Guard File, Section Note Book, Reference Books for all the subjects dealt in the Section.
19. To see that all registers, periodicals diaries and file registers are maintained properly in the section.

**P.A./SENIOR STENOGRAPHERS/STENOGRAPHERS:**

A Stenographer is generally employed on stenographic work. However he may be called upon whenever necessary to assist in work processing and comparing work particularly of confidential papers. He /she will also be responsible for accuracy and tidiness of documents. A Stenographer attached to officer(s) may also be required to act as Personal Assistant.

**SENIOR ASSISTANTS / ASSISTANTS:**

A Senior Assistant/Assistant works under the orders of the Section Officer and is responsible for the work entrusted to him. Each Senior Assistant/Assistant in a Section is allotted a certain number of subject headings.

1. To acknowledge receipts in the LMS;
2. To segregate receipts according to their priority marking;

3. Where receipts have been disposed of without the need for opening a new file, to update the LMS appropriately;
4. To examine and put up suitable notes and drafts on cases promptly and submit them to the Section Officer after properly referencing and paging them;
5. To ensure that the notes are submitted on files in such a manner that they do not end at the bottom of the note sheet, but are appropriately spilled over on the next page, so as to enable the officers to give their orders below the note and in continuation thereof;
6. To ensure that the instructions contained in paragraphs are followed strictly in the matter of noting and drafting;
7. To enter movement of existing as also new files in the FMS;
8. To maintain the electronic folders created and used by him on the computer, for storing of various standing orders, precedents, etc., using various applications like MS Word, Excel etc. He shall protect them by appropriate use of password. He/She shall delete unnecessary files from time to time.
9. To maintain properly the standing guard files and other necessary registers;
10. To keep papers and files in tidy condition;
11. To ensure that 'SuS' files are properly marked using FMS and retrieved on the appropriate future date for issue of reminders or review etc. File to be entered in call book should also be marked using FMS and revived for action at regular intervals;

12. To ensure that reports/returns if any, are received/submitted at the appropriate time;
13. To maintain data on all files created and monitor their disposal using FMS;
14. To maintain the books/publications connected with his/her work amended and upto-date and
15. To generally assist the Section Officer in whatever manner he may desire in the proper functioning of the Section.

**JUNIOR ASSISTANT:**

A Junior Assistant is entrusted with the routine duties of maintaining prescribed registers, dispatching and recording of cases. In addition Junior Assistant shall assist in the preparation of statements and periodical returns, issue of reminders and comparing of fair copies. While performing these functions he/she shall use FMS/LMS. Duties and responsibilities of Junior Assistant are as follows:

1. Received and acknowledge all receipts sent by R & I Section and receipts/files directly received in the section using LMS/FMS and maintain a copy of acknowledgement issued.
2. Mark the receipts/files as assigned to dealing hands by Section Officer in the computer using LMS/FMS and generate reports.
3. Create and move files using FMS and assist the Section Officer in generating such reports necessary for monitoring work in the Section.
4. Generate MIS reports as and when required in the Section and assist in sending fair copies for issue to R & I Section.

### **TYPIST:**

Typists should generally attend to data entry work in the Section. Should have knowledge of categorization of documents, savings and retrieval for future use. He/She shall be also responsible for inputting data of drafts of Government orders/Circulars/Notifications using document management software. He/She shall also ensure that once the final order is signed in ink and issued, the same is scanned using the said software.

### **DALAYATH:**

1. All Group-D Servants irrespective of the designation or the scale of pay attached to their post shall attend to the following duties.
2. Carrying files within a Department of the Secretariat and from one Department of the Secretariat to another.
3. Stitching closed files.
4. Arranging files within Sections.
5. Keeping sections tidy, sweeping the floor, dusting furniture etc.,
6. Carrying and distributing stationeries.
7. Making envelopes, when necessary.
8. Any other duty connected with the office work which may be entrusted to them.
9. They should attend office in uniform.



- 10.They should attend office half an hour before the prescribed hour for the commencement of the office and get the rooms of Sections opened by the watchmen in their presence. In the evening they should leave the office only after the rooms are locked by the watchmen.
- 11.They should work over time when the business of office requires it.
- 12.They should not absent themselves from duty without previous sanction, except on medical or on other justifiable grounds.
- 13.Those who have been entrusted with the work of operating the duplicating machines should attend to the work as though it is a part of their normal and regular duty.
- 14.They shall work in the Department or place where they are posted.
- 15.They shall in general attend to any official duties entrusted to them by their officers or by other officers/officials of the Department or Section of the Minister or the Private Secretary to the Minister.
- 16.They, particularly the Watch and Wardmen, Sweepers and Scavengers shall deposit the articles whether personal or of Government, if any, inadvertently left by Government Servants while leaving office either on the tables or in the room/s or hall/s which are if subsequently found by them, either with the Security Officer or the Supervisor, DPAR(Executive) or DPAR(Executive) or with the concerned responsible officer, and report to DPAR(Executive) about such findings.
- 17.They shall (a) take due care of Government Property and (b) behave properly with the other Government servants and the general public.

- 18.They shall arrange the files and things, within the Sections, Officers or Minister's Chambers properly.
- 19.They shall take records, etc., to the General Records and bring collections, spare copies, etc., required for the Sections or by the offices from there.
- 20.They shall take to the Multi graphs Section the stenciled sheets and get the cyclostyled copies or other copies and get Government books, registers, record etc., bound from the said Section for their Sections, etc.,
- 21.They shall assist the Section Officer of the R&I Section of the Department concerned in bringing the stationery and other articles to the Department from the Government Press etc., and also help in distributing them and such other articles in the Section or Departments.
- 22.They shall collect and carry furniture, stationery, typewriter or any other articles from DPAR(Executive) to their Sections or Departments or vice-versa.
- 23.They shall (a) bring paste from the Section Department Establishment from the General Dispatch Section, DPAR early during early hour every day and (b) make envelops whenever necessary.
- 24.They shall do any other work connected with the office or conductive to the smooth running of official business, which may be entrusted to them by the officers, or officials under whom they are normally working.

**DRIVER:**

Attend to the driving work and maintenance of the vehicle.

**Section 4(1)(b)(iii) of RTI Act, 2005**  
**Procedure followed in decision-making:**

The Department follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. Generally speaking, the Section Office Desk office/Under Secretary propose action with the help of staff (Assistant, UDA and LDA) posted in their sections in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer normally submits the file to Under Secretary who in turn submits the file to Deputy Secretary /Joint Secretary /Additional Secretary. The files are thereafter submitted to higher levels as per the requirement.

## Annexure-IV

### The norms set by it's for the discharge of its function Section 4 (1) (b) (iv)

Dalayath	Carrying out the functions entrusted to him on the same day.
Junior Assistant	Carrying out the functions entrusted to him on the same day
Case Workers	Up to 5 days for submission of files / receipts (as per manual)
Section Officer	to attend to the work on priority
Under Secretary	
Deputy Secretary	
Secretary / Principal Secretary	

## **Annexure-V**

### **The rules, regulations, instructions, manuals and records held by it or under control or used by its employees for discharging its function. Section 4(1)(b)(v)**

4 (1) (b) (v) The Rules, Regulations, Instructions, Manuals and records for discharging its function

- Delegation of Financial Powers issued by Finance Department / and Administrative power delegated by DPAR
- Karnataka Civil Services Rules
- Karnataka Financial Code
- Karnataka Treasury Code
- Karnataka Manual of Contingency rules
- Karnataka Govt Servant medical attendance rules 1963 with updation from time to time.
- Karnataka State Employees Group Insurance Scheme 1981 with updation from time to time.
- Karnataka budget manual 1975 with updating from time to time.
- Karnataka State Civil Services-General Recruitment rules -1977
- Karnataka State revised pay rules issued from time to time
- Karnataka State Government orders / Notifications / Circulars from DPAR and Finance Department from time to time

### **Annexure-VI**

#### **Categories of Documents held by the Public Authority under its Control [Section 4(1)(b) (vi)]**

1. Files / Record pertaining to specific schemes / Programs.
2. Annual reports regarding activities of the Directorate
3. Monthly Files / Records disposal and day to day activities /correspondence of the AH&F Dept.

### **Annexure-VII**

#### **Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof. [Section 4(1)(b) vii]**

The Deputy Secretary is appointed as the Appellate Authority and the Under Secretary of the concerned Branch as Public Information Officer. The public can contact the relevant authorities during the office hours and consult.

**Annexure-VIII**  
**Board, Councils, Committees and other Bodies constituted as part of Public Authority**  
**(Section 4(1)(b)viii)]**

- KARNATAKA SHEEP & WOOL DEVELOPMENT CORPORATION LTD.
- KARNATAKA FISHERIES DEVELOPMENT CORPORATION.
- KARNATAKA CO-OPERATIVE POULTRY FEDERATION.
- KARNATAKA CO-OPERATIVE SHEEP AND GOAT REARES FEDERATION.

**Note:**

- 1) Meeting of the above committee / council is not open to Public.
- 2) Minutes are also not accessible to the public.

**Annexure-IX**  
**Directory of Officers and Employees**  
**[Section 4(1)(b)(ix)]**

Sl.No	Name Smt. / Shree	Designation	Contact number	email id
1.	MANJUNATH NAIK	Secretary to Government	080-22034108	prсахf@gmail.com prс-аhf@karnataka.gov.in
2.	R.LEELAVATHY	Deputy Secretary (AHF)	080-22035028	<a href="mailto:asahf09@gmail.com">asahf09@gmail.com</a>
3.	H.HANUMANTHE GOWDA	Under Secretary (AH)	080-22034817	us1-ahf@karnataka.gov.in
3.	RASHMI SRIKANTH GAJARE	Under Secretary (Fisheries)	080-22034812	us2-ahf@karnataka.gov.in
4.	G.BHAGYAMMA	Private Secretary to Secretary	080-22034109	prсахf@gmail.com
5.	DHANANJAY	Section Officer (AH)	080-22034820	



6.	NIRMALA.S. KATAVKAR	Section Officer (AH)	080-22034821	
7.	K.M.SHUBHASHREE	Section Officer (Fisheries)	080-22034818	
8.	R.MANJULA	Section Officer (R&I)	080-22035040	socahf@gmail.com
9.	GEETHA N	Sr. Stenographer PA to DS	080-22035025	asahf09@gmail.com
10	MAHANTAPPA S TURKANUR	Sr.Assistant (AH)	080-22034820	
11.	SRINIVAS S	Sr.Assistant (AH)	080-22034821	
12	P.PUSHPABAI	Sr.Assistant (Fisheries)	080-22034818	
13.	VEENAKUMARI M.G	Stenographer PA to Secretary	080-22034109	prсахf@gmail.com
14.	GUNASHEELA .D	Stenographer PA to Under Secretary (AH)	080-22034817	

15.	CHANDRA SHEKAR	Assistant (AH)	080-22034820	
16.	SIDHRAJU	Assistant (AH)	080-22034821	
17.	NANDEESH S	Assistant (Fisheries)	080-22034818	
18.	KRISHNEGOWDA	Assistant (Fisheries)	080-22034818	
19.	DIVYASHREE	Jr.Assistant to DS(AHF)	080-22035025	asahf09@gmail.com
20.	MAMATA	Jr.Assistant (AH)	080-22034821	
21.	D.MAHADEVIAIAH	Jamedar / Group D	080-22034109	
22.	BHAGYAMMA	Group D	080-22034109	

**Annexure-X**  
**Monthly remuneration received by Officers and employees, including the System of Compensation as provided in Regulations.**

Sl.No	Name Smt. / Shree	Designation	Total amount of wage allowances received	HEAD OF ACCOUNT
1.	M MANJUNATH NAIK	Secretary to Government	2,14,336.00	3451-00-090-1-01
2.	R.LEELAVATHY	Deputy Secretary (AHF)	1,33,841.00	
3.	H.HANUMANTHE GOWDA	Under Secretary (AH)	69,308.00	
3.	RASHMI SRIKANTH GAJARE	Under Secretary (Fisheries)	70,940.00	
4.	G.BHAGYAMMA	Private Secretary to Secretary	82,393.00	
5.	DHANANJAY	Section Officer (AH)	63,070.00	
6.	NIRMALA.S. KATAVKAR	Section Officer (AH)	70,940.00	
7.	K.M.SHUBHASHREE	Section Officer (Fisheries)	56,846.00	
8.	R.MANJULA	Section Officer (R&I)	59,650.00	
9.	GEETHA N	Sr. Stenographer PA to DS	55,627.00	
10	MAHANTAPPA S	Sr.Assistant (AH)	51,339.00	

	TURKANUR		
11.	SRINIVAS S	Sr.Assistant (AH)	51,339.00
12.	P.PUSHPABAI	Sr.Assistant (Fisheries)	52,839.00
13.	VEENAKUMARI M.G	Stenographer PA to Secretary	42,947.00
14.	GUNASHEELA .D	Stenographer PA to Under Secretary (AH)	40,607.00
15.	CHANDRA SHEKAR	Assistant (AH)	42,037.00
16.	SIDHRAJU	Assistant (AH)	41,286.00
17.	NANDEESH S	Assistant (Fisheries)	42,264.00
18.	KRISHNEGOWDA	Assistant (Fisheries)	41,286.00
19.	DIVYASHREE	Jr.Assistant to DS(AHF)	29,280.00
20.	MAMATA	Jr.Assistant (AH)	29,280.00
21.	D.MAHADEVAIAH	Jamedar / Group D	42,664.00
22.	BHAGYAMMA	Group D	39,728.00

**Annexure-XI**  
**Budget Allocated to Each Agency including Plans etc.,**  
**[Section 4(1)(b)xi]**

<b>ANIMAL HUSBANDRY</b>	<b>REVISED 2018-19</b>	<b>RELEASED</b>
2403 -Animal Husbandry	107156.86	107156.86
2404 - Dairy Development	121713.07	121713.07
4403 - Capital Outlay on Animal Husbandry	7398.00	7398.00

<b>FISHERIES</b>	<b>REVISED 2018-19</b>	<b>RELEASED</b>
2405- Fisheries	24228.67	24228.67
4405- Capital Outlay on Fisheries	9982.92	9982.92

### **Annexure-XII**

**Manner of Execution of Subsidy Programmes [Section 4 (1) (b) xii] 1. Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.**

- This office does not directly manage any subsidy program. But it allocates funds to field departments for subsidy programs.

### **Annexure-XIII**

**Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority. [Section 4(1) (b) xiii]**

- Funds are allocated to departments. Funds described in Section 11 [Section 4 (1) (b) xi]. Assistance programs are managed by field departments.

## **Annexure-XIV**

### **Information Available in Electronic Form [Section 4 (1) (b) (xiv)]**

The web site contains information from the Animal Husbandry and Fisheries Department  
<http://ahf.karnataka.gov.in/public/> web site.

## **Annexure-XV**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

AH&F Dept is not maintain any library or reading room for public use.

**Annexure-XVI**  
**Names, Designations and other Particulars of Public Information Officers [Section**  
**4(1)(b)xvi]**  
**Animal Husbandry & Fisheries Secretariat Bengaluru RTI -2005 4(1)b**

<b>Sl. No.</b>	<b>Department wise</b>	<b>Public Information Officer</b>	<b>Office Ph No. / Mob No</b>	<b>e-mail Address</b>	<b>Appellate Authority</b>
1.	Animal Husbandry	T.HANUMANTE GOWDA Under Secretary to Govt.	080- 22034817	us1- ahf@karnataka.gov.in ahb.ahf@gmail.com	R.LEELAVATHY Additional Secretary To Govt.
2.	Fisheries	RASHMI SRIKANTH GAJRE Under Secretary to Govt.	080- 22034812	us2- ahf@karnataka.gov.in	



Sl no	Department wise	Assistant Public Information Officer	DESIGNATION	Office Ph No. / Mob No	e-mail Address
1.	Animal Husbandry Department	NIRMALA S. KHATAVKAR	SECTION OFFICER	080-22034821	us1-ahf@karnataka.gov.in
		DHANANJAYA	DESK OFFICER	080-22034820	ahb.ahf@gmail.com
2.	FISHERIES DEPARTMENT	K.M. SHUBHASHREE	SECTION OFFICER	080-22034818	us2-ahf@karnataka.gov.in
3.	COORDINATION	R. MANJULA	SECTION OFFICER	080-22035040	soc_ahf@gmail.com
4.	SECRETARY ESTABLISHMENT	BHAGYAMMA G.	PRIVATE SECRETARY	080-22034109	prсахf@gmail.com