

**Right to Information 2005 Section 4 (1) B (I) – (xvii) Proactive Disclosure of information Regarding
Planing D2 - Section**

File number : DDDKER/60/2023-D2

SL.No	ACTIVITIES		CHANNEL
1	Training	Planning, coordination,nomination, review, monitoring of (A)Extension Training (B) Dairy Training centers (C) Training for Departmental staff	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
2	Special tasks	Workshops, Meetings, Exhibitions and Govt special programmes	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
3	Publications	Ksheerapadham magazine, Administrative Reports,	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
4	Complaint handling (about schemes)	Processing , compilation of reports, resolution,sending reports, replies	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director

Date : 05-10-2023

Signed by
Rangopal R

Date: 05-10-2023 17:02:05

Sl. No	Activities		Channel
1	Training	(A) External training (B) Dairy Training centres Planning, communication, coordination, nominating, review, monitoring,	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
2	Fodder Farm	Training, matters relating to permanent workers	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
3	Quality control	Monitoring, Supervision activities, follow up, consolidation of report of Quality Control Wing	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
4	Check post/ Regional labs/ State Dairy Lab	Technical committee, Tender, Purchase - Follow up	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
5	Onam special drive	preparation, co-ordination, monitoring & supervision consolidation of reports	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
6	Special tasks	KCC, MGNRES, Workshops, Meetings	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
7	Publications	Booklets, posters, leaflets, Distribution of publications, Newsletter, administration report	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
8	Complaint handling	Processing, compilation of reports, resolution, sending reports, replies	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director
9	Purchase	Receiving request, processing, placing work order, preparing proceedings	Recommendation authority - DD Ext Reporting Authority - JD (General) Approving authority - Director

**RAMGOP
AL R**

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RAMGOPAL R
Date: 2023.01.06
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