

**MANUAL UNDER THE RIGHT TO INFORMATION ACT  
(Updated as on 01-06-2016)**

**Government of Puducherry  
Department of Animal Husbandry and  
Animal Welfare  
Marai Malai Adigal Salai,  
Puducherry - 605 001**

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# Chapter 1

## Introduction

### 1.1 Introduction

Right to Information Act, 2005 of Parliament has received the assent of the President of India on the 15<sup>th</sup> June 2005 and will be given effect from 13<sup>th</sup> October 2005.

The main objective / purpose of these hand book is to provide for setting out the practical regime of right to information for citizens to serve access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. Constitution of India ensures the right to information of public authority. It is in this context, a Hand Book is prepared for the Department of Animal Husbandry & Animal Welfare, Pondicherry in which all information about the Department has been furnished. This Book will be useful to every citizen of India.

### 1.2 Definition

"Public Authority" means the Department of Animal Husbandry & Animal Welfare, Pondicherry.

"Public Information Officer" means the Joint Director(AH), Department of Animal Husbandry and Animal Welfare, Pondicherry.

"Assistant Public Information Officer" means the "Joint Director (CD)" in respect of the Department of Animal Husbandry & Animal Welfare, Pondicherry.

"Assistant Public Information Officers" means the Joint Director, Karaikal in respect of Karaikal Region, the Veterinary Assistant Surgeon, Mahe in respect of Mahe region and the Veterinary Assistant Surgeon, Yanam in respect of Yanam Region.

Information about the activities of the Department of Animal Husbandry & Animal Welfare will be given to every citizen who desires to know, by the Public Information Officer for Pondicherry Region and the Assistant Public Information Officer for Karaikal, Mahe and Yanam regions.

## **Chapter - 2 (Manual - 1)**

### **Particulars of Organization, Functions and Duties**

#### **2.1 Objective/purpose of the Public authority.**

The main focus of the department is to safeguard the health of all farm animals and to sustain and to further improve their productivity.

#### **2.2 Mission / Vision Statement of the Public author**

The Directorate of Animal Husbandry and animal Welfare, Pondicherry looks after administration of its field and Subordinate institutions spread all over the Union Territory. The Director of Animal Husbandry and Animal Welfare functioning as the head of the department is assisted by Joint Directors dealing with as many as 8 disciplines and is the controlling Officer for the institutions situated in Karaikal, Mahe and Yanam regions. Regional level officers situated at Karaikal, Mahe and Yanam assist the Director in implementing the schemes in the respective regions. The Joint Director (Karaikal), the Veterinary Assistant Surgeon, Mahe and Yanam have been declared as the heads of offices for all the veterinary institutions in the respective regions. Further the Joint Director (AH) has been declared as the head of office for all Group "C" and "D" staff for Pondicherry region. The Animal Husbandry and Animal welfare Department is aiming at involving the entire department structure in the well planned developmental activities.

#### **2.3 Brief history of the Public authority and context of its formation.**

In 1935, the French Administration created a cell in the Public Health Department for treatment of animals. An officer attended the Animal Health Services during outbreak of contagious diseases. To start with, it was manned by informers, male nurses and home, despaines of the medical department. A law was promulgated during 1937 under the authority of the Mayor of the Municipality to look after public health including cattle welfare, inspection of slaughter houses, market places etc. In order to carryout the function, officers were posted in all regions. These establishments were under the control of senior Surgeon. During 1945, the veterinary wing functioned in the premises of Government Pharmacy, later moved to the premises of Subbaraya Pillai Choultry in Orlayanpet. The officer in- charge of the wing was redesignated as veterinary Surgeon. During 1948, another Veterinary Dispensary was opened in Karaikal to look after treatment of animals and slaughter houses and since then the services of Veterinary Doctors were obtained from neighbouring states. The Department of Animal Husbandry was set up during 1955.

## **2.4 Duties of the Public Authority.**

### **1. DIRECTOR**

Director being the administrative and professional head of the department in the state shall be responsible for the efficient working of his department. He shall exercise all administrative and financial powers delegated to him by the Government from time to time to the best advantage of the department.

2. He shall be the Chief Technical Advisor to the state Govt. on all matters relating to animal husbandry and allied subjects.

3. He shall control all animal husbandry and allied matters in the state and for which any special professional or administrative instruction is considered necessary shall be issued by him to his subordinate staff. As the administrative head of the department, he is vested with the responsibility of protecting the livestock wealth and to further increase the productivity of the livestock in the union Territory by adopting proper breeding health cover programmes etc.

4. He shall prepare the budget and other appropriation proposal of the department in a consolidated form and submit to Govt. for consideration and approval.

5. He shall be responsible for the submission of all monthly/quarterly/yearly/reports to govt. and other departments in time.

6. He shall be the controlling officer for claiming of T.A/L.T.O of all staff. S. He shall be the Appointing and Disciplinary Authority in respect of all group "C "and "D" Technical staff.

9. He shall be responsible for the timely submission of particulars to the legislative assembly and to the various Committees constituted by the Legislative Assembly.

10. He shall be assisted by the officers and staff of the department for the proper discharges of all duties including policy matters/professional activities and the maintenance of a good office system. For the efficient discharge of his functions as Director he shall allocate specific duties, functions, responsibilities etc. to his subordinate officers/staff in respect of the implementation of schemes/programmes of the department.

11. Programmes /subjects like extension, wildlife, animal welfare development of small ruminants etc. shall be assigned to any of the joint Directors/Officers of the department at the discretion of the Director.

### **2. JOINT DIRECTOR (AH)**

He shall function as Head of Office and assist the Director in the discharge of his duties. He is the over all in charge of the Establishment and Account section of the department. He shall be in charge of all vehicles in the Department. He shall allot the vehicles to the programming officers and arrange the duty chart for the Drivers. He is also in charge of all Buildings in the Department of Animal Husbandry and shall arrange for its periodical maintenance. He shall submit reports for condemnation of vehicles to Government.

He shall also countersign the contingent bills, Rent bills, Telephone bills etc as head of office He shall assign works to the ministerial staff for the smooth functioning of the department.

He shall also be incharge of the website created for the Department of Animal Husbandry & Animal Welfare as well as the computer section of the Department.

### **3. JOINT DIRECTOR (Calf Rearing)**

He shall be in charge of the Calf rearing schemes (Special live stock Breeding Programme )

He shall supply all the inputs to the farmers at timely interval as per the scheme.

He shall conduct periodical inspection to his subordinate officers and submit report to the Director.

He shall guide the field staff under him for the proper implementation of the scheme.

He shall make arrangement for insuring the animals selected under the scheme

He shall communicate the approved list of beneficiaries to the V.A.S and monitor the execution of documents and other formalities as per guidelines.

He shall prepare annual action plan including physical and financial targets of the scheme concerning his discipline.

He shall be the controlling Officer to the V.A.S and other subordinate staff involved in the scheme implemented by him.

### **4. JOINT DIRECTOR (Cattle Development)**

He shall be responsible for the implementation of Cattle Development Programme and infertility schemes.

He shall be the Controlling Officer in respect of the V.A.S and staff deputed for the implementation of the schemes.

He shall collect application forms from the farmers and select them for distribution of graded buck/rams to economically backward women.

He shall also select the scheduled cast farmers belonging to B.P.L for distribution of 4 female goats and 1 male goat as per the scheme.

He shall select the economically backward women self help group members and unemployed youth and recommend them for distribution of goats at 75% subsidized rate.

He shall conduct fertility camps for the treatment of infertile animals.

He shall assist the S.A.O in preparing Annual Action Plan and submit proposal in this regard.

He shall be the Nodal Officer for monitoring and rehabilitation work to be under-take during natural calamities like Tsunami Flood etc.

He shall be the "Public Information Officer" and Public Relations Officer of the Department of Animal Husbandry and Animal Welfare

## **5. JOINT DIRECTOR (ADS)**

He shall be responsible for surveillance of communicable diseases and for active follow up of the specific infections. Whenever an epidemic occur, he shall make a detailed examination of the epidemiological characteristics of the disease or arrange to make such a study and record every details.

He shall take appropriate action to notify the diseases in case of any epidemics and coordinate with the investigative machinery to arrive at a correct diagnosis.

He shall be responsible for sending the animal diseases surveillance reports in time to the Department of Animal Husbandry & Dairying, Ministry of Agriculture, Govt. of India.

He shall be responsible for the implementation of the centrally sponsored programmes in this Union Territory.

He shall be the Liaison Officer with cooperative dairy and shall attend its board meetings.

He shall be in charge of all publicity works of the activities in the department by publishing and printing of booklets, invitation cards etc.

He shall submit materials for preparing Annual Action Plan to the Director in respect of the schemes implemented by him.

He shall supervise the works of his subordinates then and there and give suitable instructions to the staff for the proper implementation of the scheme.

## **6. JOINT DIRECTOR (L.P)**

He shall be responsible for the cross breeding programme and for the supply of all inputs under the programme.

He shall be responsible for the programme on selection of high yielding cows and supply of various inputs under the schemes.

He shall be responsible for the conduct of calf rallies under the key village scheme.

He shall be responsible for the indenting and supply of all medicines, frozen semen straws and other stock to the key village blocks and key village units.

He shall be the over all in charge of 42 Key Village Units in Pondicherry.

He shall also be in charge of Frozen semen bank.

He shall arrange for the merit subsidy for construction of cattle shed and grant 75 % subsidy to Women member of self help groups for purchase of milch animals.

He shall also grant cattle feed subsidy to the member of Primary co-operative milk producers societies.

He shall inspect and supervise work of his subordinate staff and give necessary instructions to them for timely implementation of the schemes.

He shall also prepare material for the schemes implemented by him for preparation of Animal Action plan.

## **7. JOINT DIRECTOR (R.E.S.)**

He shall be responsible for the implementation of the centrally sponsored scheme under National Project on Rinderpest Eradication, New Delhi.

He shall be responsible for the proper working of the rinderpest check posts and vaccination of the animals moving through the border region.

He shall be responsible for the creation of the immune herd all along the border regions of the territory and shall take appropriate action to intimate the authority of the neighbouring states in case of any outbreak of disease.

He shall be responsible for budgeting and booking of expenditure under the scheme including the achievements of the target fixed.

He shall inform the High Power Committee constituted by the Department for the purpose about the emergency situation in case of re-emergence of Rinderpest disease in the Union Territory of Pondicherry.

He shall conduct regular shows and competitions, training programmes, seminars, educational tours, farmers meet, film shows.

He shall publish the activities of the department through news papers, A.I.R and Television network.

He shall arrange for the presentation of Tableaus during Republic Day Celebration.

He shall be in charge of the conference hall of the Department of Animal Husbandry and Animal Welfare.

He shall also issue necessary instructions to the Veterinary Assistant Surgeon working under him to report the matter immediately.

He shall collect information from the Border States about any rinderpest disease and make suitable action for prevention of such disease.

## **8. JOINT DIRECTOR (L.H.)**

He shall be the overall in-charge of all the Veterinary Dispensaries and mobile units in the Union Territory of Pondicherry. The Central Veterinary Medical Stores, Vaccination Department of Clinical Laboratory and Disease Investigation Centre are also functioning under his control.

He shall arrange for the purchase and storage of medicines / vaccines / equipments for the functioning of the Veterinary Dispensaries by following the purchase procedure through tender system.

He shall give suitable instructions to the Veterinary Assistant Surgeons of Veterinary Dispensaries and Key Village Units for the treatment and vaccination to animals.



He shall conduct Health Camps, Deworming Camps and Vaccination camps then and there. He shall also conduct annual foot and mouth disease mass vaccination camps.

He shall distribute vaccines and medicines to all Veterinary Dispensaries and Key Village Centres.

He shall also submit materials for preparation of Annual Plan proposals to the Director.

He shall make surprise inspection to the Veterinary Dispensaries and Key Village Units and give suitable instruction to the Veterinary Assistant Surgeons to run the dispensaries smoothly.

#### **9. JOINT DIRECTOR (REGISTRAR), PONDICHERRY STATE VETERINARY COUNCIL**

He shall act as the Registrar of Pondicherry State Veterinary Council constituted under Indian Veterinary Council Act, 1984.

He shall register all Veterinary Graduates who practice veterinary profession in the Union Territory of Pondicherry, as per Pondicherry State Veterinary Council Act.

He shall maintain a Register of all Veterinary Practitioners in the Union Territory of Pondicherry. The council is also empowered to regulate other aspects of Veterinary practice including minor Veterinary practice and matters related thereto.

He shall convene the meetings of veterinary practitioners as and when necessary and submit periodical reports to Indian Veterinary Council.

He shall issue certificates to the veterinary practitioners registered under the Pondicherry Veterinary Council Act. He shall publish the rules and regulations of the Pondicherry State Veterinary Council regarding the practices of veterinarians in the Union Territory of Pondicherry.

#### **10. JOINT DIRECTOR (POULTRY)**

He shall be responsible for the Poultry Development schemes implemented by this Department.

He shall be in-charge of the Poultry Farm and LPREC at Kariamanickam. He shall be the Member Secretary for the Committee constituted for the fixation of sale/purchase price for poultry products.

He shall make arrangements and give suitable instructions to the Veterinary Assistant Surgeons under his control to purchase rear chicks, rear turkey poults and to distribute them to public at subsidized rate.

He shall purchase feed for the poultry farm and arrange to give training to the farmers. He shall also arrange vaccination to the private poultry farms.

He shall submit materials / proposals to the Director for preparation of Annual Action Plan in respect of the schemes implemented by him.

He shall make periodical and surprise inspections to the Poultry Farms under him and ensure that the farms are kept neat and clean.

He shall be in-charge of the rent collection from the building leased out to Government of India for issue of Passport in the premises of Directorate.

#### **11. DEPUTY DIRECTOR (STATISTICS)**

He is the Head of the Statistical cell working under the Director of Animal Husbandry & Animal Welfare Department.

He shall arrange for the conduct of survey for the collection of information at grass root level for estimation of major livestock products like milk, egg and meat production.

He shall also conduct survey on cost of production of milk and cost of livestock feeds and other livestock products.

He shall prepare various schedules and forms for conduction of study / surveys. He shall give suitable directions to the statistical inspectors and primary enumerators for the collection of data / sample survey.

He shall prepare and publish report on Integrated Sample Survey on major livestock products. He shall also publish Annual Administration Report and Livestock Census Report. He shall furnish statistical information to the local Government and Government of India.

He shall assign duties to the staff working under him.

He shall collect all information / data about the livestock in the Union Territory of Pondicherry and shall function as liaison officer between Department of Statistics and the Department of Animal Husbandry & Animal Welfare.

#### **DUTIES OF VETERINARY ASSISTANT SURGEON:**

- 1) He is required to perform multipurpose activities under various schemes implemented by the department in addition to his duties on the treatment side. Wherever he is posted, he will be in overall charges of the institution where he is posted.
- 2) He shall ensure maintenance of all the office records as prescribed by the Director.
- 3) All the staff sub-ordinate to him working in the institution and other institutions within his jurisdiction shall be under his control for the purpose of guidance on technical and administrative matters.
- 4) He shall take steps to get condemnation orders on all obsolete and unserviceable items lying in the institution(s) under his control and also arrange to dispose them of by public auction or otherwise as approved by the Director. Simultaneously he shall also take action to equip the institution with modern and scientific equipments.
- 5) He is authorized to assign any additional duty to the subordinate staff in the interest of the institution/department and its efficient working.
- 6) He shall chalk out his advance tour programme with a view to provide extension service in his jurisdiction and to educate the farmers with better package of animal husbandry practices.
- 7) He shall be responsible for keeping a check that all periodicals, letters and required information are despatched to the superior officer in time and by the prescribed due date.
- 8) He shall pay surprise and periodical visits to the institutions under his control so as to keep the staff alert and vigilant. While on visits to the institution he shall check the records at random and also inspect the technical works performed by the staff for its correctness and perfection.

He shall ensure that all equipments/medicines/appliances are handled properly by the staff. All medicine bottles must be properly labeled under his guidance.

- 10) He shall physically check all the stock and stores of the institution at least once in six months.

- 11) He shall be required to implement schemes in the manner prescribed in the area of his jurisdiction.
- 12) He shall exercise economy measures wherever possible to the advantage of the Govt.
- 13) He shall grant causal leave to the staff working under his control.
- 14) He shall take all preventive measures against fire hazards in the institution.
- 15) He shall be responsible for the smooth administration of the institution where he is posted.

#### **DUTIES IN HOSPITALS/DISPENSARIES:**

##### **a) Health Care -**

- (i) He shall be responsible for the clinical treatment to all out-patients (animals) brought to the institution. Wherever inpatient facilities are available, he may, at his discretion, admit patients keeping in view of the availability of space and seriousness of the disease. The patients shall be admitted entirely at the owner's responsibility and risk. The owner must be strictly advised to feed and water the animal at his expense while it is kept in the institution for treatment. Either the owner or a caretaker be allowed to be with the animal during its stay as inpatient in the institution.
- (ii) He shall submit indents for the supply of medicines/instruments and other appliances annually as per necessity and in consultation with his controlling officer to the Director.
- (iii) He shall conduct periodical prophylactic vaccination against various diseases in animals and birds such as Rinderpest, Haemorrhagic disease, Block quarter, Anthrax, Rabies, Foot & Mouth disease, Ranikhet disease, Fowl Pox, Duck Plague, etc.,
- (iv) He shall arrange to do castration of animals in order to check indiscriminate breeding among animals.
- (v) He shall attend outbreak of disease(s) and take appropriate action for their containment.
- (vi) He shall conduct the post-mortem of animals/birds died in their respective jurisdiction if and when requested by the owner of the animal. As on general rule such examination may be restricted to veterolegal cases and loan animals.

##### **b) Breeding Operations -**

- (i) Insemination of cows/buffaloes, maintenance of frozen semen, pregnancy diagnosis, calf verification treatment for infertility etc. shall be attended by him.
- (ii) He shall be responsible for the selection of high yielding cows and supply of timely inputs to the beneficiaries under the Elite Cow Scheme.

##### **c) Special Livestock Breeding Programme -**

- (i) He shall be responsible for the selection of calves under the scheme, periodical health check-up, vaccination, insurance of calves etc., and for overseeing the distribution of calf feed to the beneficiaries under the programme.

(ii) He shall be the Controlling Officer of the staff posted under the scheme in his institution.

**d) Sheep and Goat Development -**

Selection of farmers and distribution of improved variety of rams and bucks under the scheme shall be his responsibility.

**e) Poultry Development -**

Selection of farmers / beneficiaries for the scheme activities and distribution of birds under the scheme and conduct of training to farmers shall form part of his duty.

**f) Shows and Competition -**

He shall be responsible for arranging and conducting of Cattle! Poultry Shows vaccination! Deworming camps, Calf Rallies, etc. in his jurisdiction and to make an awareness among farmers to take up livestock and poultry rearing as a remunerative occupation.

**g) I.R.D.P. Scheme -**

He shall assist the beneficiaries to purchase animals under the scheme and shall attend to their insurance, periodical health coverage etc.

**B. DUTIES IN CENTRAL VETERINARY MEDICAL STORES & VACCINE DEPOT:-**

(i) Assessment of requirements of various institutions such as Veterinary Hospitals/Dispensaries/Key Village Centres/Disease Investigation Centre /Key Village Units and Poultry Farms in respect of Medicines/Vaccines/equipments/appliances etc.,

(ii) Compilation of list of items required for various institutions and preparations of indents.

(iii) Indenting the items with various firms as approved by Director.

(iv) Supervision monitoring and arrangement for the receipt of stores (Medicines, equipments and vaccines, etc.,) its proper accounting and storing/stocking.

(v) Maintenance of relevant records/stock registers.

(vi) Settling of bills.

(vii) Distribution of items such as Medicines, equipments, vaccines, etc., to the various institutions, throughout the four regions of the territory as per requirement.

(viii) While receiving stocks he shall verify that stocks of Medicine, Vaccine, etc. are having sufficient shelf life and only such stocks which have shelf life shall be received.

(ix) Medicines/ Vaccines, etc. which needs storage in refrigerators must be stored accordingly. It must also be ensured that the cold chain is maintained right from the time of purchase till its distribution.

**C. DUTIES IN CLINICAL LAB! DISEASE INVESTIGATION CENTRE:**

- (i) Preparation of stains, reagents, fluids, medias, etc. required for conducting various tests. Examination of clinical materials such as dung / faeces, blood, urine, milk, skin scrapings, smears etc. brought from various field institutions and issue of relevant reports to the concerned.
- (ii) Attending outbreak of diseases, diagnosis of cases and render proper advice and guidance to the field staff.
- (iii) Conducting post-mortem examination of animals / birds etc. brought to the institution and issue of certificates.
- (iv) Conducting mass de-worming campaigns in the villages.
- (v) Conducting various diagnostic tests in the field with a view to identify the causative agent of the disease or illness.

#### D. DUTIES IN KEY VILLAGE CENTRE! BLOCK:

- (i) Attending of insemination works and other programmes relating to the Key Village Scheme.
- (ii) Inspection of the Key Village Units under his jurisdiction.
- (iii) Arranging the purchase of necessary materials/ equipment like Frozen Semen Liquid Nitrogen containers, Medicines and Stores in consultation with the controlling Officer.
- (iv) Distribution of the Frozen Semen, Liquid Nitrogen and other articles to the Units and their proper accounting.
- (v) Periodic verification of pregnancy, inter- calving period, animals in the elite herd scheme, supply of various inputs in the scheme, supply of various inputs in the scheme etc. and ensuring their proper utilization at the farmer's level.
- (vi) Arranging calf rallies and meetings of livestock owners to propagate the message of scientific management for better production.
- (vii) Examination of cows/buffaloes brought to the Centre with the history of irregular breeding and rendering proper treatment.
- (viii) Conducting of Infertility Camps and systematic follow up of the infertile cases and other reproductive disorder cases.

#### E. DUTIES IN RINDERPEST ERADICATION PROGRAMME:

- (i) He will be incharge of the Rinderpest checkpost.
- (ii) Veterinary Assistant Surgeon incharge of the Rinderpest Checkpost, Madagadipet shall be responsible for the vaccination of animals brought to the Madagadikpet Shandy and Veterinary Assistant Surgeon incharge of Bahour Checkpost will be responsible for the vaccination animals brought to the Dharmapuri Shandy. He shall utilize the service of the subordinate staff working under his control for conducting the vaccination.
- (iii) He shall assist the Veterinary Assistant surgeon of the commune in

vaccination campaigns for creating an immune-belt in the border regions of union territory of Pondicherry as given below:

Veterinary Asst. Surgeon, Rinderpest Checkpost, Madagadipet-

- (a) Nettapakkam Commune
- (b) Man nadipet Commune
- (c) Villianur Commune and
- (d) Karaikal region

Veterinary Asst. Surgeon, Rinderpest Checkpost, Bahour-

- (a) Bahour Commune
- (b) Ariyankuppam Commune
- (c) Oulgaret Commune and
- (d) Mahe & Yanam regions.

- (iv) The animals vaccinated must be identified as per the instructions issued in this regard from time to time.

#### **F. DUTIES IN ANIMAL DISEASE SURVEILANCE:**

(i) He shall visit the villages! Field Veterinary Dispensaries periodically to study and make active follow up of specific infections in terms of morbidity and mortality.

(ii) He shall take all steps to identify the source / spread of infective agent and study the conditions that may favour or inhibit the spread of such infection.

(iii) He shall identify or cause to identify the epidemiological characteristics of the disease in times of out-break of a disease and report to the superior officers for proper remedial measures.

(iv) He shall assist the disease investigation team and help them to arrive at a correct diagnosis.

(v) He shall arrange to collect all details pertaining to surveillance as required by Govt. and send them in the prescribed due date.

#### **G. DUTIES OF VETERINARY ASST.SURGEON AT GOVT. FARMS:**

(i) He shall chalk out the daily routine work and shall entrust such of the duties to his subordinate staff, as will be carried by them.

(ii) He shall run the farm as per the guidelines issued by the Director.

(iii) He shall chalk out plans for purchase of replacement stock, distribution stock as per the space availability and submit the proposal to his superior officer.

(iv) He shall place an annual indent for medicines, Feed, Feed ingredients, Livestock and Poultry Equipments to the Superior officer and also assist in the preparation of budget annual plan, action plan etc.

(v) He shall chalk out de-worming, vaccination, lighting, schedules etc. to poultry and execute such programmes after obtaining approval from the superior officer.

(vi) All technical works of the farm shall be carried out by the guidance and supervision of him.

(vii) He shall treat the disease affected flock and administer preventive medication as and when necessary.

(viii) He shall ascertain the cause of mortality by conducting post mortem of dead animals and will take up appropriate steps to control mortality.

(ix) He shall seek the assistance from Disease Investigation Centre and Veterinary College / Diagnostic Centre, as and when necessary, in consultation with his Superior officer.

(x) He shall maintain all technical records and files and scrutinize the records and registers maintained by the subordinate staff for its correctness.

(xi) He shall see that all the farm produces are disposed off and accounted properly.

(xii) He shall carry out culling of livestock birds as per the approved practice.

#### **H. DUTIES OF VETERINARY ASSISTANT SURGEON, LIVESTOCK AND POULTRY RESEARCH AND EXTENSION CENTRE, KARIAMANICKAM:**

(i) He shall record all events pertaining to environmental / agro-climatic variations in the farm.

(ii) He shall conduct trials concerned with economics of management of livestock and poultry and take up such other research oriented programmes under the guidance of the Director and report the results to the Directorate.

(iii) He shall give training in poultry keeping to farmers enrolled in poultry training programme.

(iv) He shall participate in the farmers meetings I seminars and help to extend technical services to the farmers.

He shall attend and assist the Departmental staff in providing relief measures to the livestock during natural calamities like flood, cyclone, Tsunami etc.

#### **DUTIES OF LIVESTOCK SUPERVISOR: (ASSISTANT VETERINARIAN)**

He shall carry out the field work in such a manner that the fertility measures such as conception rate, number of insemination per conception and the calving rate in all the units under their jurisdiction show steady improvement.

2. He shall ensure that the exotic inheritance of the cross bred cattle is maintained within the admissible limit and also to see that their further breeding is carried out by using semen of appropriate quality.

3. He shall follow-up the calved animals and see that the animals are brought to reproductive cycle within the accepted parameters of 405 days of interliving period and 28 months of age at <sup>15<sup>th</sup></sup> lactation.

4. He shall individually check up the milk yield of elite stock of cows identified/selected under his jurisdiction and submit the name of beneficiaries to the commune veterinary Asst. Surgeon for arranging sanction of inputs.

5. He shall periodically check the working of Veterinary Field Asst. in all the units where the latter is independent charge under his jurisdiction particularly in respect of the quality of work turned out by them and of proper maintenance of records and make a report to his immediate superior.

6. He shall compile the block wise monthly returns pertaining to the number of inseminations and the cases followed up among the inseminated animals their conception rate and calving rate and submit the same to the Directorate within the prescribed time limit.

7. He shall ensure the availability of adequate Frozen Semen and other artificial insemination consumables (including liquid nitrogen) in all the units attached to him.

8. He shall meet the commune Veterinary Asst. Surgeon(s) of his jurisdiction to appraise his/them about the performance of the Key Village Units of the commune and shall also assist him/them in the discharge of his/their duties in the animal health services as required by him/them.

9. He shall be personally responsible for all the work related to Elite stock scheme and shall take such orders as may be required from the commune Veterinary Asst. Surgeon/block Veterinary Asst. Surgeon as the case may be.

10. He Shall carry out any other work(s) assigned to him in public interest by the superior Officer of the Department.

11. If and when he is posted to perform duties other than that of the Key village schemes he shall discharge such duties as are assigned to him by his immediate superior officer.

12. He shall do minor veterinary services in his jurisdiction, as required under section 30(b) of Indian Veterinary Council Act, 1984, under the supervision of concerned Veterinary Assistant Surgeon.

13. He shall assist the Veterinary Assistant Surgeon in the relief works during cyclone, flood, tsunami etc.

#### **DUTIES OF LIVE STOCK ASSISTANT: (ASSISTANT VETERINARIAN)**

1. He shall arrange to keep the institution and work premises clean daily.

2. He shall sterilize the instruments and other appliances used for day-to-day work daily.

3. He shall assist the Veterinary Asst. Surgeon in surgical operations and in discharging his technical duties whenever required to do so.

4. He shall do the artificial insemination to the bovines that are brought to the institution concomitant with all procedures and make necessary follow up action reporting etc. wherever such duties are entrusted to him.

5. A Live Stock Assistant attached to Mobile Artificial Insemination Unit shall carry the Frozen Semen as prescribed to the destination and perform artificial insemination taking all aseptic precautions. He shall collect the approved propulsion charges for the vehicle and render proper accounts.

6. He shall responsible for the up-keep of the liquid nitrogen containers, its accessories other equipments, their maintenance and safety in the institutions where he is posted for works.



7. He shall be responsible for the proper preservation, maintenance and accounting of a frozen semen entrusted to him.

8. He shall administer curative and /or prophylactic medicines by parental /oral routes to the animals under the guidance of the Veterinary Assistant Surgeon as and when necessary.

9. He shall do the minor veterinary services as explained in the Indian Veterinary Council Act, 1984, and as detailed by Directorate under the direction and supervision of Veterinary Assistant Surgeon.

10. He shall maintain the relevant office records as instructed from time to time and also assist the Veterinary Asst. Surgeon to furnish reports to the Department as and when required /ordered.

11. He shall assist the commune Veterinary Asst. Surgeon/block Veterinary Asst. Surgeon in implementing the various departmental schemes with utmost devotion.

12. In the case of an out-break of a disease he shall report the fact immediately to the commune Veterinary Asst. Surgeon of his jurisdiction for all possible remedial measures.

13. During natural calamities he shall make himself available all the time for public service and to assist the Veterinary Asst. Surgeon in discharging the relief work, assessing the loss and other works assigned by the Government.

14. He shall also carryout other instructions issued from time to time depending upon the exigencies of public service and to the post to which he is attached.

#### **A. DUTIES IN THE CLINICAL LAB./DISEASE INVESTIGATION CENTRE:**

1. He shall arrange cleaning, Sterilization & Maintains of various types of equipments and instruments, kept at the institution daily.
2. He shall assist the Veterinary Asst. Surgeon in preparing stains, reagents, medias, fluids, etc. Which are required for various tests/examination.
3. He shall assist the Veterinary Asst. Surgeon in carrying out day-to-day activities such as examination of clinical materials, conducting postmortem etc.
4. He shall assist the Veterinary Asst. Surgeon in conducting mass deworming campaign in villages.
5. He shall arrange the receipt and despatch of tapals as instructed by the Veterinary Asst. Surgeon.
6. He shall maintain files, registers, records, etc. as required by his Superior Officers.
7. He shall assist the Veterinary Asst. Surgeon in preparation of monthly progress reports, annual indents for chemical strains, reagents, instruments, etc.
8. He shall prepare fair copies of the reports/correspondence and arrange to dispatch as required.
9. He shall also perform any other duty assigned to him by his Superior Officer in the public interest of service.

#### **B. DUTIES IN CENTRAL VETERINARY MEDICAL STORES & VACCINE DEPOT. PONDICHERRY:**

1. He shall assist the Veterinary Asst. Surgeon, Central Veterinary Medical Stores& Vaccine Depot in -
  - 1.1. Assessing the requirements of various institutions in respect of medicines, equipments, vaccines, etc.
  - 1.2. The compilation and preparation of indents.
  - 1.3. The Procurement of medicines, equipments, vaccines, etc. required for various institutions.
  - 1.4. And settling the bills in respect of various items purchased by the central Veterinary Medical Stores and Vaccine Depot.
2. He shall carry out any other work assigned to him by his superior(s).

**C. DUTIES IN POULTRY FARMS:**

- 3.1. He shall supervise the feeding and watering of birds and egg collection and also assist the Veterinary Asst. Surgeon in his technical works such as disease prevention and sanitation in the poultry house and the farm premises.
- 3.2. He shall attend to office correspondence, preparation of monthly reports etc.
- 3.3. He shall look after the birds and report the health conditions, availability of feed and water etc to the Veterinary Asst. Surgeon regularly.
- 3.4. He shall maintain the registers pertaining to birds such as purchase, culling, sale, mortality, feed, etc.
- 3.5. he shall be responsible for equipment maintenance in the poultry sheds in the farm.

**DUTIES OF FIELD MAN**

1. He shall follow the duty hours of the institution where he is posted.
2. He shall collect applications from the farmers as per the eligibility criteria fixed for the scheme, scrutinize the applications and submit them with factual information to the Veterinary Asst. Surgeon.
3. He shall assist the Veterinary Asst. Surgeon to identify the calves selected and for tagging.
4. he shall arrange to take insurance cover/settle insurance claims for the calves selected in the scheme.
5. He shall assess the monthly requirement of feed in his area and assist the Veterinary Asst. Surgeon in procuring the same.
6. He shall be fully responsible for the distribution of calf feed as per the norms fixed for supply of feed to the beneficiaries to whom it has been sanctioned and also keep proper accounts and records of such distribution.
7. He shall prepare monthly statements and reports of the scheme as required by his superior officer(s).
8. He shall arrange periodical de-worming of the calves covered in the scheme in consultation with

the Veterinary Asst. Surgeon.

9. He shall collect the non-subsidy portion of the cost of feed and account such collections as per normal rules.

1. Duties in Poultry Farms-

1.1 He shall be responsible for cleaning of farm premises (inside and outside the farm house), feeding, watering of birds egg collection, de-worming of birds, stirring of litter, maintenance of motor and water supply.

1.2 He shall arrange to collect the eggs daily at frequent intervals and hand it over to the Store- Keeper.

1.3 He shall prepare monthly reports and other returns as instructed by the Veterinary Asst. Surgeon.

1.4 He shall assist the staff to maintain all registers pertaining to birds such as purchase, culling, mortality, feeding, etc. by giving timely information.

1.5 He shall do any other works entrusted to him by the superior officer in the interest of public service.

**DUTIES IN INTENSIVE POULTRY DEVELOPMENT:**

2.1 He shall be responsible for cleanliness of the Dressing Plant, Sales Booth, Egg store room, Refrigerator, Deep Freezer and the office premises.

2.2 He shall assist the poultry Asst. and livestock assistant in all technical works and look after the routine during his absence.

2.3 He shall be fully responsible for dressing of poultry, its sales and preservation of Dressed Chicken as and when necessary.

2.4 He shall assist the Store- Keeper in maintaining the live birds in stock. 2.5 He shall collect indents from Govt. Institutions for chicken meat well in advance and submit to the Veterinary Asst. Surgeon for arranging procurement of birds.

2.6 He shall be responsible for the maintenance and up-keep of freezing unit and the contents stored in it.

2.7 He shall make necessary preliminary arrangements for slaughter of poultry and for dressing of the birds by providing water, fuel, power, etc.

2.8 As and when exigency warrants he shall do any other work entrusted by the Veterinary Asst. Surgeon from time to time.

2.9 He shall also assist the Veterinary Assistant Surgeon in relief measures during cyclone, flood, tsunami etc.

**DUTIES OF MAISTRY:**

1. He shall assist the Fieldman in carrying out his routine work and shall also look after the duties of the Fieldman in his absence.
2. He shall assist the Store-keeper in procurement of live birds and eggs as and when necessary.
3. He shall assist the Store- Keeper in the disposal/supply of eggs and chicken to Govt. Institutions.
4. He shall supervise and assist as and when required the work of Attendants for the smooth functioning of the daily routine.
5. He shall assist the Store - Keeper in selling table eggs to public to the advantage of the Govt.
6. He shall conduct vaccination of poultry under the direct supervision of Poultry Asst./Veterinary Asst. Surgeon and also carry out any other work entrusted to him by the Veterinary Asst. Surgeon from time to time.
7. He shall assist the livestock assistant / Veterinary Assistant Surgeons in during minor veterinary services in his unit.
8. He shall assist the Store - Keeper in selling table eggs to public to the advantage of the Govt.

### **STOCK VERIFIER**

He shall assist the Senior Accounts Officer in conducting inspections to the Veterinary Dispensaries and Poultry Farms and Key Village Units then and there.

He shall make surprise inspection at the Poultry Farms and Veterinary Dispensaries and furnish report to the Director through Senior Accounts Officer.

He shall verify the stores I medicines kept in the Directorate and veterinary dispensaries and submit report to the Director.

### **PUBLICITY ASSISTANT / JUNIOR ARTIST**

The main Duties of Publicity Assistant / Junior Artist / Projectionist are as follows:-

(2) The Main duties of the staff are -

1. To publish the activities / schemes of the department
2. To arrange to broadcast / telecast messages relating to animal husbandry activities
3. To conduct cattle shows, calf rallies, essay and art competitions, seminars etc.
4. And to arrange to present the best animals / birds of the union territory in the All India Livestock and Poultry shows.
5. Preparation of Tableau, Exhibits, etc. for department / Govt. functions.

The Junior Artist shall draw all maps and charts and write name boards to all units of the Department of Animal Husbandry & Animal Welfare.

Duties of staff recruited for the programme: The duties of the staff recruited to conduct the cattle shows and calf rallies inter alia include:-

- (1) Identify and locate a suitable place to conduct the show
- (2) Ascertain whether any contagious disease is prevalent in the place selected to conduct the show and if so the venue must be changed
- (3) Make necessary provisions to safely tie the animals brought to the show without hazard to the visiting public and to other animals.
- (4) Make suitable arrangements for the orderly line up and presentation of animals in the show.
- (5) Give suitable identification number to the entries brought to the show; the entry slips given must be suitably authenticated against any misuse.
- (6) After the entries are closed allow the panel of Judges to examine the entries and make the selection of best entries.
- (7) Whenever VIPs, Members of Parliament, Member of Legislative Assembly, etc. visit the show premises, receive them with respect and accompany them to the show ground. If they need any clarification about any matter connected with the function please guide them properly.
- (8) After the selection of entries is over, arrange to disburse the animals in an orderly manner without causing any danger to the visitors or participants.

**DUTIES OF SENIOR ACCOUNTS OFFICER:-**

- 1) He shall assist the Director in the discharge of his duties.
- 2) He shall be responsible for the proper functioning of the office system.
- 3) He shall assist the Director in the consolidation and finalization of the Budget (Plan / Non Plan) of the Department.
- 4) He shall guide the Programme Officers in sending financial proposals to Govt. and to get financial sanction from Govt. in time.
- 5) He shall cause to prepare all the contingent bills for departmental expenditure for departmental expenditure and other personal claims of the staff and make proper disbursement.
- 6) He shall be responsible for the maintenance of accounts and office system of the department.
- 7) He shall make periodical inspection of the subordinate offices at Karaikal, Mahe and Yanam and guide the officers/staff for the effective maintenance of the office system.
- 8) He shall conduct internal audit of the accounts of the department and also of all the institutions of the Department.
- 9) He shall assist the officers in clearing the audit paras raised by the office of the Accountant General, Tamilnadu and also assist to prepare the materials for discussion with Public Accounts Committee.
- 10) He shall prepare annual Action Plan and Plan and Non-Plan Budget in Consultation with other Programme Officers.
- 11) He shall make surprise checks of the stock and stores of the department and subordinate institutions and make a report to the Director at least once a year.
- 12) He shall have close liaison with the Directorate of Accounts and Treasuries, in arranging to pass

the departmental bills in time.

13)He shall conduct or cause to conduct reconciliation of the expenditure and receipt figures with the Directorate of Accounts and Treasuries, Pondicherry.

14)He shall watch the transfer entries made by the Directorate of Accounts and Treasuries in respect of the purchases made through DGS&D and also see the remedial action is taken to clear O.B.A. items.

15)He shall be responsible for the creation of a sense of discipline among the group C&D administrative staff.

16)He shall assist the Director and other Programme officers for the overall smooth functioning of the department.

### DUTIES OF MINISTERIAL STAFF

	Name and Designation	Section	Subject allocated
1	Superintendent Gr.I		In-charge of Establishment Section
2	LDC	AI	Register showing details of Posts Creation / Continuance of posts Conversion of Temporary posts into permanent ones. Upgradation of posts / pay scales Framing / amendment of RRs. Filling up of posts by promotion /direct recruitment Suspension /Disciplinary proceedings Maintenance of Rosters Seniority list of all technical staff Court /CAT Cases and returns.

3	UDC	A3	<p>All matters relating of Gazetted Officers and Ministerial Staff:</p> <p>Maintenance of Service Books &amp; Personal Files</p> <p>Transfers and Postings /Internal transfers</p> <p>Fixation of pay and pay anomaly</p> <p>Sanction of all kinds of leave / Increments</p> <p>Probation and Confirmation</p> <p>Verification of character and antecedents/Qualifying Service</p> <p>Retirement Benefits</p> <p>Property Returns</p> <p>Association matters</p> <p>Issue of NOC</p> <p>Forwarding of applications for higher posts /studies</p> <p>Issue of permission regarding acquisition of Movable/immovable properties.</p> <p>Sanction of Cash handling Allowance to cashier.</p>
4	LDC	A4	<p>All matters relating of Group "C" technical staff: (L.S./L.A.)</p> <p>Maintenance of Service Books &amp; Personal Files</p> <p>Internal Transfer and Postings</p> <p>Fixation of pay and pay anomaly and grant of ACP.</p> <p>Sanction of all kinds of leave / Increments</p> <p>Probation and Confirmation</p> <p>Verification of character and antecedents</p> <p>Retirement Benefits</p> <p>Association matters</p> <p>Forwarding of applications for higher posts /studies</p> <p>Issue of permission regarding acquisition of movable / immovable properties.</p> <p>Verification of qualifying service</p> <p>Computer Typing of all matters of A4 Sec.</p>

5	LDC	A5	All matters relating to Group "D" technical staff and watchman: Maintenance of Service Books & Personal Files Transfer and Postings Fixation of pay and pay anomaly and grant of ACP Sanction of all kinds of leave / Increments Probation and Confirmation Verification of character and antecedents Retirement Benefits Association matters Issue of NOC Forwarding of applications for higher posts / studies
6	UDC	A6	All matters relating to Statistical Assistants/Drivers/Store Keepers! Fieldman/DEO/Peons: Maintenance of Service Books & Personal Files Sanction of all kinds of leave / Increments Probation and Confirmation Retirement Benefits Departmental Tests/trainings Maintenance of Gazette / Permanent Advance Compassionate Appointment Matters relating to Daily Rated Staff Vacancy Position Maintenance of Special Casual Leave Computer Apprentice matters.
7	LDC	A7	Processing of Temporary Advance / Part Final withdrawal from GPF and issue of Accounts Slips to the staff and to attend the works of Registrar as and when required.
<b>ACCOUNTS SECTION</b>			
1	Superintendent Gr.I		In-charge of Accounts Section, Budget & stores
2	UDC (Cashier)	B	Disbursing of Salaries / other claims to all the Gazetted / staff Closing of Cash Book and allied



			Registers promptly. Recoupment of permanent advance bills every now and then according to necessity and urgency. Remittance of cheques to other Departments promptly and Demand Drafts to the parties concerned. Cash Remittance to stores / Societies concerned before 8 <sup>th</sup> of every month
3	UDC	Bi	Staff & Public Grievances Cell. Receipts and communication of all circulars, important orders, etc., Inspection of A.G.Audit, Chennai Assembly and Parliamentary Questions and matters relating to all committees of Legislative Assembly and maintenance of register on the matters. Audit remarks, objection book entries in the DAT and Audit observations. Maintenance of office equipments
4	UDC	B2	Replies to appropriation accounts regarding Plan schemes. Formulation and preparation of Five Year Plan, Annual Plan and Action plan All periodical returns relating to plan & SCP schemes and any other particulars required from time to time. Plan Review meetings and supply of materials required thereof. Preparation of monthly Expenditure statements and Analytical reports.
5	UDC	B3	Preparation and presentation of TA / MR Bills Matters relating to allotment of Government quarters. Internal Audit.
6	Assistant	B4	Preparation of Budget relating to Non-Plan and C.S.S. Replies to Re-appropriation of funds to DAT. All periodical returns relating to Non-plan and C.S.S. Matters relating to Natural Calamities. Scrutiny of files relating to expenditure sanction received from Programme Officers Reconciliation of Receipt and Expenditure every month.

			Matters relating to High Level Committee
7	UDC	135	All advance relating to HBA, MCA, Fan Cycle, Computer, Festival and Flood Advances, LTC, Tour T.A and maintenance of individual pass books for MCA and HBA and GPF Bills
8	S.K. Gr. III	B6	In-charge of stores of the Directorate Maintenance of Dead Stock Register Procurement of station eries from the Govt. press and supply Maintenance of Stationery - stock register, expendable stock Register and Non-Expendable Stock Register. Physical verification of dead stock stores in the Directorate once year and assignment of numbers to new fixtures and furniture
9	Stock Verifier.	137	Annual / Periodical verification of stock of stores including medicines, vaccines, equipments and furniture of the Veterinary Institutions in four regions of the Union Territory of Pondicherry including Directorate. Sudden and surprise verification of stores as and when required by the Director of Animal Husbandry / Senior Accounts Officer.
10	UDC	B8	Preparation of pay bills / Bonus! DA and other arrear bills in respect of staff of Directorate Issue of Pay Certificates & [PC Obtaining of HBA / MCA clearance certificates Recovery of Licence Fee and arrears of Licence Fee Professional tax Preparation of wages bill in respect of daily rated staff. Preparation of reimbursement of Tuition fees and leave salary bills Preparation of UTGEGIS. Bill of Pensioners. Maintenance of Head of Accountwise staff list.
11	UDC	139	Preparation of pay bills / Bonus! DA and other arrear bills related to Key Village

			Centers
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			Issue of Pay Certificates & LPC Obtaining of HBA I MCA clearance certificates Recovery of Licence Fee and arrears of Licence Fee Furnishing of quarterly report of actual expenditure incurred on pay and allowances and census particulars to Statistical cell Maintenance of Head of Accountwise staff list. Professional tax Preparation of reimbursement of Tuition fees and leave salary bills Preparation of UTGEGIS
12	LDC	BIO	All contingent bills concerning all purchase bills including POL, Electricity, water charges, Telephones, Rentals, etc.
13	LDC	Bil	All Computer typing works of Accounts/Estt. section.

**DUTIES OF STORE KEEPER:**

**a. Duties in intensive Poultry Development Project:**

1. He shall be responsible for all the stock and stores items of the institution other than medicines and vaccines.
2. He shall maintain the accounts for the items entrusted to him. He shall be responsible for the receipt and issue of the items and maintain necessary Stock Registers, Vouchers, Acknowledgments and Receipts for the issues made.
3. He shall assist the Veterinary Asst. Surgeon in purchase of stores.
4. He shall be responsible and accountable for the cash transaction in the institution and shall maintain the Cash Book and Receipt Books as per rules.
5. He shall remit the sale proceedings in treasury, in specific intervals and shall also maintain necessary challans and challan registers.
6. He shall be responsible for the follow up of credit sales to Govt. Institutions and shall prepare monthly adjustment bills and shall arrange timely realization of bills and their proper accounting.
7. He shall be responsible for arranging the settlement of party bills from whom the products are procured on credit. He shall also assist the Veterinary Asst. Surgeon in the preparation and settlement of POL bills for the Vehicles.
8. He will maintain all Registers including the Stock Register as per the relevant rules.

9. He shall assist the Veterinary Asst. Surgeon in official correspondence, maintenance of personal Register, Despatch Register, Files and other Officials Records.

b. Duties in Central Veterinary Medical Stores & Vaccine Depot., Pondicherry:

1. He shall assist the Veterinary Asst. Surgeon in charge Veterinary Medical Stores and vaccine Depot.-
2. In preparation of indents for medicines, vaccines, equipments, etc.
3. In taking the stock of medicines, equipments, vaccines, etc. from various sources, its proper accounting and keeping.
4. In distributing the items to various field institutions, settling the bills pertaining to the stock purchased , etc.

In the maintenance of relevant records/registers

c. Duties in Poultry Farm:

1. He shall be in charge of all stores other than medicine.
2. He shall be responsible for the stock of all feed ingredients, mixed feed gunny bags and feed mixing plant, receipt and dispatch of tapals, cash, maintenance of cash book and challans. Maintenance of up-to-date records pertaining to purchase of feed ingredients, mixing and sale of parathion of contingent bills, pay bills, adjustment bills, monthly reports, etc. as per schedule shall also be his responsibility.
3. He shall maintain the registers for egg collection and disposal.
4. He shall do all non- technical correspondence, maintenance of trunk call register and attendance register and do any other work entrusted to him from time to time.

DUTIES OF DRIVER:

1. Driver shall have the normal responsibility over the Vehicle as governed by the rules relating to the maintenance of the Govt. Vehicles.
2. He shall maintain the Log Books and Indene Books regularly.
3. He shall attend the office of Saturday and other holidays also to assist the officer in the discharge of his duties as and when required to do so.
4. He shall have to obtain permission to avail public holidays when posted in institutions as his service may be required during holidays in public interest.
5. He shall assist dispose the officer in preparing POL bills and repairs bills for submission to the Directorate.
6. He shall keep the Vehicle in good condition.

#### DUTIES OF ATTENDANT:

1. He shall attend office 15 minutes earlier than the prescribed hour to open & keep the office and its premises clean and tidy
2. . He shall remove dirt/dung wash and clean the yard daily before and after the use of the premises.
3. He shall do the emptying and clearing of dust bins daily.
4. He shall assist the Veterinary Asst.Surgeon with care and diligence in discharging all the professional duties/responsibilities.
5. He shall assist the Veterinary Field Asst. in carrying out the routine works of the institution as per necessity and requirement of situation.
6. In emergencies and during natural calamities he shall carry out the instructions of his superiors irrespective his scheduled duty hours.
7. He shall carry/ transport all office materials as and when ordered to do so in public interest.
8. He shall also carry out other instructions issued to him from time depending upon the exigencies of public service and perform any work which may be entrusted to him by his superior.
9. He shall not absent himself or leave the office without the prior permission of his superior.
10. He shall leave the office only after his superior leaves the office.

#### DUTIES OF WATCHMAN:

1. He shall be responsible for watch and ward of the institution where he is posted
2. He shall attend Phone Calls, receive Telegrams/Messages, Tapals, etc. and arrange to deliver urgent messages to the concerned superiors without delay when he is on duty wherever such occasion demand.
3. He shall maintain a Register/Record of the movement of vehicles and other materials to and from the institution where he works with details like time of arrival, departure, etc. Entry of unauthorized persons must be prevented at all times.
4. He shall keep alert throughout the period of duty and perform the duty diligently and with utmost sincerity,
5. He shall be responsible for the safety/security of the buildings and equipments therein. He shall inspect and satisfy himself that all doors are locked safely secured, if not he shall report such matter to his superior officer and take remedial action.
6. He shall report immediately to his higher authorities of any untoward incident happening/happened in the institutions.
7. He shall check periodically whether fire safety equipments are in position and are in working condition.
8. He shall remain in his duty till his reliever takes over charges.

9. He shall be responsible for filling up of over head water tanks wherever required.
10. When posted in the Poultry Farms he shall look after the brooder hours during night hours to maintain proper lighting and cause to operate the generator in the event of electrical failure.

## 2.5 Main activities / Functions of the public authority.

The main functions / activities of the Department are as follows:

1. Health coverage of animals by treating sick animals! birds.
2. Disease control by periodical Vaccination.
3. Livestock production by artificial insemination.
4. Livestock census.
5. Heifer Calves rearing Scheme
6. Government of Pondicherry Schemes to below poverty people:
  - a. Distribution of Milch Cows and Goats.
  - b. Distribution of bucks.
  - c. Distribution of poultry.
  - d. Distribution of Heifer calves to widows.
  - e. Training to Farmers.
  - f. Conduct of cattle shows and competitions.
  - g. Conduct of Health Camps.
  - h. Animal birth control to stray dogs.
  - i. Cattle breeding services and infertility programmes.
  - j. Farmers meet and their educational tours.

## 2.6 List of services being provided by the public authority.

1. Free treatment to ailing animals in nearby dispensaries.
2. Preventive vaccination against contagious diseases.
3. Free Artificial insemination for dairy cattle using Frozen Semen.
4. Balanced feed upto 32 months of age for A.I born female calves at subsidized rate for the small/ marginal farmers and agricultural labourers.
5. Anti-rabies vaccination and treatment to dogs.

6. Free treatment to infertile animals with the co-ordination of veterinary college specialists.
7. Supply of Bucks/Rams to encourage goat/ sheep development.
8. Supply of 6-10 week old improved layers at subsidized cost to encourage poultry keeping.
9. Unemployed rural youths and self-help group women are given 5 days training programme on Animal Husbandry with stipend.
10. Ambulance facility provided at nominal rate to livestock owners in remote areas for treatment to their animals.
11. Emergency treatment at evening time to animals in headquarters hospital.
12. Artificial insemination through mobile units is provided with reasonable rate to cows in remote areas.
13. Hi-tech treatments van for on the sport treatment in emergencies.

2.7 Organizational Structure Diagram at various levels namely state, directorate, region district, block etc (whichever is applicable)

### 2.7.1 DIRECTORATE (PONDICHERRY REGION)

#### DIRECTOR

JOINT DIRECTORS	JOINT DIRECTOR (A.H.)	DEPUTY DIRECTOR (STATISTICS)
VETERINARY ASSISTANT	SENIOR ACCOUNTS OFFICER	STATISTICAL OFFICER
LIVESTOCK SUPERVISOR	SUPERINTEDENT	STATISTICAL INSPECTOR
LIVESTOCK ASSISTANT	SUPERINTEDENT	COMPUTOR
PUBLICITY ASSISTANT	ASSISTANT	PRIMARY ENUMERATOR
JUNIOR ARTIST	UDC	STATISTICAL CLERK

FIELDMAN	LDC	PEON
MAISTRY	STOCK VERIFIER	
ATTENDENT	STORE KEEPER GR.II/III	

STENOGRAPHER GR. II/III

DATA ENTRY OPERATOR

PEON

WATCHMAN

**2.7.2 KARAIKAL REGION**

JOINT DIRECTOR	
VETERINARY ASSISTANT SURGEON	SUPERINTENDENT GR. I
ASSISTANT VETERINARIAN	ASSISTANT
FIELDMAN	UDC
MAISTRY	L.D.C.
ATTENDENT	STOREKEEPER
	DRIVER
	PEON
	WATCHMAN

**2.7.3 MAHE REGION**

VETERINARY ASSISTANT SURGEON ASSISTANT VETERINARIAN
--

FIELD MAN
-----------

MAISTRY
ATTEN DENT
WATCHMAN



#### 2.7.4 YANAM REGION

VETERINARY ASSISTANT SURGEON
ASSISTANT VETERINARIAN
FIELDMAN
MAISTRY
ATTENDANT
WATCHMAN

2.8 Expectation of the public authority from the public participation / contribution.

Public are effectively utilizing the services provided by the Department and are satisfied themselves with the services.

2.9 Arrangements and methods made for seeking Public Participation / contribution.

Farmers meet and animal/ birds show are being conducted in every villages and prizes are given to the best farmers. Training classes are also conducted for the farmers.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Periodical meetings of the Joint Director /Veterinary Assistant Surgeon are held in the chamber of Director and ensures proper delivery of service to the public.

#### 2.11 Address of the main office and other offices at different levels. Main Office: Pondicherry.

The Director,  
Department of Animal Husbandry & Animal Welfare,  
Marai Malai Adikal Salai,  
Pondicherry - 605 001.

Regional Offices: Karaikal

The Joint Director,  
Department of Animal Husbandry & Animal welfare,  
Karaikal.

Regional Offices: Mahe

The veterinary Assistant Surgeon,  
Department of Animal Husbandry & Animal Welfare,  
Mahe.

Regional Offices: Yanam

The Veterinary Assistant Surgeon,  
Department of Animal Husbandry & Animal Welfare, Yanam

### **2.12 Working Hours:**

Office of the Director (Monday through Friday)	-	Morning 8.45 A.M. to 1.00 P.M. Evening 2.00 P.M. to 5.45 P.M. Veterinary Hospital and Dispensaries
(Monday through Friday)	-	Morning 8.45 A.M. to 1.00 P.M. Evening 2.00 P.M. to 5.00 P.M.
Saturday and Sunday	-	Morning 8.45 A.M. to 12.30 P.M.
Public Holidays	-	Morning 8.45 A.M. to 10.45 A.M.
Headquarters Hospital - Causality	-	Evening 6.00 P.M. to 9.00 P.M.

## **Chapter —3 (Manual - 2)**

### **Powers and Duties of Officers and Employees**

3.1 Designation :                      DIRECTOR

Powers:

1. Administrative:

1. 1. He shall be the head of the Department.

1.2. He shall be the Technical Advisor to the State Government on all matters relating to Animal Husbandry.

1.3. He shall be the Disciplinary Authority in respect of Group "C" and "D" employees of the Department.

1.4. He shall be the controlling officer for claiming of LTC/TA bill of Group 'C' and 'D' staffs.

1.5. He shall be authorised to grant leave to all employees of the Department.

1.6. He shall inspect all units under the central and make reports and conduct staff meetings.

2. Financial

2.1 He is vested with the powers of granting expenditure sanction as per Government issued by the Financial Department.

2.2 He shall prepare annual Budget of the Department to the Government.

2.3 He shall submit proposal to the Government for issue of expenditure sanction on exceeding his powers.

3. Others:

3.1 He shall be the Chief Wild Life Warden under section - 4 of the Wild Life Protection Act 1972.

3.2 He shall be the member Secretary of the D.P.C. for recruitment of Group - C & D technical posts.

DUTIES:

Director being the administrative and professional head of the department in the state shall be responsible for the efficient working of his department. He shall exercise all administrative and financial powers delegated to him by the Government from time to time to the best advantage of the department.

2. He shall be the Chief Technical Advisor to the state Govt. on all matters relating to animal husbandry and allied subjects.

3. He shall be the chief Wildlife Warden under Sec.4 of the Wildlife Protection Act. 1972.

4. He shall control all animal husbandry and allied matters in the state and for which any special professional or administrative instruction is considered necessary shall be issued by him to his subordinate staff. As the administrative head of the department, he is vested with the responsibility of protecting the livestock wealth and to further increase the productivity of the livestock in the union Territory by adopting proper breeding health cover programmes etc.

5. He shall prepare the budget and other appropriation proposal of the department in a consolidated form and submit to Govt. for consideration and approval.

6. He shall be responsible for the submission of all monthly/quarterly/yearly/reports to govt. and other departments in time.

7. He shall be the controlling officer for claiming of T.A/L.T.O of all staff. S. He shall be the Appointing and Disciplinary Authority in respect of all group "C "and "D" Technical staff.

9. He shall be responsible for the timely submission of particulars to the legislative assembly and to the various Committees constituted by the Legislative Assembly.

10. He shall be assisted by the officers and staff of the department for the proper discharges of all duties including policy matters/professional activities and the maintenance of a good office system. For the efficient discharge of his functions as Director he shall allocate specific duties, functions, responsibilities etc. to his subordinate officers/staff in respect of the implementation of schemes/programmes of the department.

11. Programmes /subjects like extension, wildlife, animal welfare development of small ruminants etc. shall be assigned to any of the joint Directors/Officers of the department at the discretion of the Director.

3.2 Designation: Joint Director(AH)

Powers:

Administrative: NIL

Financial: He shall be vested with the powers of Head of Office in respect of the directorate of Animal Husbandry and Animal Welfare.

Others :Nil

Duties:

He shall function as Head of Office and assist the Director in the discharge of his duties. He is the

over all in charge of the Establishment and Account section of the department. He shall be in charge of all vehicles in the Department. He shall allot the vehicles to the programming officers and arrange the duty chart for the Drivers. He is also in charge of all Buildings in the Department of Animal Husbandry and shall arrange for its periodical maintenance. He shall submit reports for condemnation of vehicles to Government.

He shall also countersign the contingent bills, Rent bills, Telephone bills etc as head of office He shall assign works to the ministerial staff for the smooth functioning of the department.

3.3 Designation: Joint Director (C.R.)

Powers:

Administrative :	Nil
Financial :	Nil
Other :	Nil

Duties:

He shall be in charge of the Calf rearing schemes (Special live stock Breeding Programmes ) and free distribution of Heifer calf to B.P.L widows. He shall collect and consolidate the application under the scheme and verify with reference to the norms fixed and submit to the Director for approval.

He shall supply all the inputs to the farmers at timely interval as per the scheme.

He shall conduct periodical inspection to his subordinate officers and submit report to the Director. He shall guide the field staff under him for the proper implementation of the scheme.

He shall make arrangement for insuring the animals selected under the scheme

He shall communicate the approved list of beneficiaries to the V.A.S and monitor the execution of documents and other formalities as per guidelines.

He shall prepare annual action plan including physical and financial targets of the scheme concerning his discipline.

He shall be the controlling Officer to the V.A.S and other subordinate staff involved in the scheme implemented by him.

3.4. Designation: Joint Director (CD):

Powers:

Administrative :	Nil
Financial :	Nil

Other : Nil

Duties:

He shall be responsible for the implementation of Cattle Development Programme and infertility schemes.

He shall be the Controlling Officer in respect of the V.A.S and staff deputed for the implementation of the schemes.

He shall collect application forms from the farmers and select them for distribution of graded buck/rams to economically backward women.

He shall also select the scheduled cast farmers belonging to B.P.L for distribution of 4 female goats and 1 male goat as per the scheme.

He shall select the economically backward women self help group members and unemployed youth and recommend them for distribution of goats at 75<sup>1</sup>/<sub>o</sub> subsidized rate.

He shall conduct fertility camps for the treatment of infertile animals.

He shall assist the S.A.O in preparing Annual Action Plan and submit proposal in this regard.

He shall be the Nodal Officer for monitoring and rehabilitation work to be under-take during natural calamities like Tsunami Flood etc.

He shall be the "Public Information Officer" and Public Relations Officer of the Department of Animal Husbandry and Animal Welfare.

3.5. Designation: Joint Director(ADS)

Powers:

Administrative : Nil

Financial : Nil

Other : Nil

Duties:

He shall be responsible for surveillance of communicable diseases and for active follow up of the specific infections. Whenever an epidemic occur, he shall make a detailed examination of the epidemiological

characteristics of the disease or arrange to make such a study and record every details.

He shall take appropriate action to notify the diseases in case of any epidemics and coordinate with the investigative machinery to arrive at a correct diagnosis.

He shall be responsible for sending the animal diseases surveillance reports in time to the Department of Animal Husbandry & Dairying, Ministry of Agriculture, Govt. of India.

He shall be responsible for the implementation of the centrally sponsored programmes in this Union Territory.

He shall be the Liaison Officer with cooperative dairy and shall attend its board meetings.

He shall be in charge of all publicity works of the activities in the department by publishing and printing of booklets, invitation cards etc.

He shall conduct regular shows and competitions, training programmes, seminars, educational tours, farmers meet, film shows.

He shall publish the activities of the department through news papers, A.I.R and Television net work.

He shall be the Nodal Officer for monitoring and rehabilitation work to be under-take during natural calamities like Tsunami Flood etc.

He shall be the "Public Information Officer" and Public Relations Officer of the Department of Animal Husbandry and Animal Welfare.

3.5. Designation: Joint Director(ADS)

Powers:

Administrative : Nil

Financial : Nil

Other : Nil

Duties:

He shall be responsible for surveillance of communicable diseases and for active follow up of the specific infections. Whenever an epidemic occur, he shall make a detailed examination of the epidemiological characteristics of the disease or arrange to make such a study and record every details.

He shall take appropriate action to notify the diseases in case of any epidemics and coordinate with the investigative machinery to arrive at a correct diagnosis.

He shall be responsible for sending the animal diseases surveillance reports in time to the Department of Animal Husbandry & Dairying, Ministry of Agriculture, Govt. of India.

He shall be responsible for the implementation of the centrally sponsored programmes in this Union Territory.

He shall be the Liaison Officer with cooperative dairy and shall attend its board meetings.

He shall be in charge of all publicity works of the activities in the department by publishing and printing of booklets, invitation cards etc.

He shall conduct regular shows and competitions, training programmes, seminars, educational tours, farmers meet, film shows.

He shall publish the activities of the department through news papers, A.I.R and Television net work.

He shall arrange for the presentation of Tableaus during Republic Day Celebration.

He shall be in charge of the conference hall of the Department of Animal Husbandry and Animal Welfare.

He shall submit materials for preparing Annual Action Plan to the Director in respect of the schemes implemented by him.

He shall supervise the works of his subordinates then and there and give suitable instructions to the staff for the proper implementation of the scheme.

3.6. Designation: Joint Director (LP)

Powers:

Administrative: Nil

Financial : Nil

Other Duties

Duties:

He shall be responsible for the cross breeding programme and for the supply of all inputs under the programme.

He shall be responsible for the programme on selection of high yielding cows and supply of various inputs under the scheme.

He shall be responsible for the programme on selection of high yielding cows and supply of various inputs under the schemes.

He shall be responsible for the conduct of calf rallies under the key village scheme.

He shall be responsible for the indenting and supply of all medicines, frozen semen straws and other stock to the key village blocks and key village units.

He shall be the over all in charge of 42 Key Village Units in Pondicherry.



He shall also be in charge of Frozen semen bank.

He shall select the Elite cows and Provide insurance coverage under "Kamadenu Padukappu insurance scheme".

He shall arrange for the merit subsidy for construction of cattle shed and grant 75 % subsidy to Women member of self help groups for purchase of milch animals.

He shall also grant cattle feed subsidy to the member of Primary co-operative milk producers societies.

He shall inspect and supervise work of his subordinate staff and give necessary instructions to them for timely implementation of the schemes.

He shall also prepare material for the schemes implemented by him for preparation of Animal Action plan.

3.7. Designation: Joint Director (R.E.S)

Powers:

Administrative	:	Nil
Financial	:	Nil
Others Duties	:	Nil

Duties:

He shall be responsible for the implementation of the centrally sponsored scheme under National Project on Rinderpest Eradication, New Delhi.

He shall be responsible for the proper working of the rinderpest check posts and vaccination of the animals moving through the border region.

He shall be responsible for the creation of the immune held all along the border regions of the territory and shall take appropriate action to intimate the authority of the neighbouring states in case of any outbreak of disease.

He shall be responsible for budgeting and booking of expenditure under the scheme including the achievements of the target fixed.

He shall inform the High Power Committee constituted by the Department for the purpose about the emergency situation in case of re-emergence of Rinderpest disease in the Union Territory of Pondicherry.

He shall also issue necessary instructions to the Veterinary Assistant Surgeon working under him to report the matter immediately.

He shall collect information from the Border States about any rinderpest disease and make suitable action for prevention of such disease.

3.8. Designation: joint Director (LH)

Powers:

Administrative	:	Nil
Financial	:	Nil
Other Duties	:	Nil

Duties:

He shall be the overall in-charge of all the Veterinary Dispensaries and mobile units in the Union Territory of Pondicherry. The Central Veterinary Medical Stores, Vaccination Department of Clinical Laboratory and Disease Investigation Centre are also functioning under his control.

He shall arrange for the purchase and storage of medicines / vaccines / equipments for the functioning of the Veterinary Dispensaries by following the purchase procedure through tender system.

He shall give suitable instructions to the Veterinary Assistant Surgeons of Veterinary Dispensaries and Key Village Units for the treatment and vaccination to animals.

He shall conduct Health Camps, De-worming Camps and Vaccination camps then and there. He shall also conduct annual foot and mouth disease mass vaccination camps.

He shall distribute vaccines and medicines to all Veterinary Dispensaries and Key Village Centres.

He shall also submit materials for preparation of Annual Plan proposals to the Director.

He shall make surprise inspection to the Veterinary Dispensaries and Key Village Units and give suitable instruction to the Veterinary Assistant Surgeons to run the dispensaries smoothly.

3.9. Designation: Joint Director (Registrar - Pondicherry Veterinary Council)

Powers:

Administrative:	Nil	
Financial	:	Nil
Others	:	Nil

Duties:

He shall act as the Registrar of Pondicherry State Veterinary Council constituted under Indian Veterinary Council Act, 1984.

He shall register all Veterinary Graduates who practice veterinary profession in the Union Territory of Pondicherry, as per Pondicherry State Veterinary Council Act.

He shall maintain a Register of all Veterinary Practitioners in the Union Territory of Pondicherry. The council is also empowered to regulate other aspects of Veterinary practice including minor Veterinary practice and matters related thereto.

He shall convene the meetings of veterinary practitioners as and when necessary and submit periodical reports to Indian Veterinary Council.

He shall issue certificates to the veterinary practitioners registered under the Pondicherry Veterinary Council Act. He shall publish the rules and regulations of the Pondicherry State Veterinary Council regarding the practices of veterinarians in the Union Territory of Pondicherry.

He shall also be incharge of the website created for the Department of Animal Husbandry & Animal Welfare as well as the computer section of the Department.

3.10. Designation: Joint Director (Poultry)

Powers:

Administrative:	Nil
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Financial : Nil

Other : Nil

Duties:

He shall be responsible for the Poultry Development schemes implemented by this Department.

He shall be in-charge of the Poultry Farm and LPREC at Kariamanickam. He shall be the Member Secretary for the Committee constituted for the fixation of sale/purchase price for poultry products.

He shall make arrangements and give suitable instructions to the Veterinary Assistant Surgeons under his control to purchase rear chicks, rear turkey poultts and to distribute them to public at subsidized rate.

He shall purchase feed for the poultry farm and arrange to give training to the farmers. He shall also arrange vaccination to the private poultry farms.

He shall arrange and supervise the selling of eggs and chicks to the public and co-operative societies at the rates fixed by the Government.

He shall submit materials / proposals to the Director for preparation of Annual Action Plan in respect of the schemes implemented by him.

He shall make periodical and surprise inspections to the Poultry Farms under him and ensure that the farms are kept neat and clean.

He shall be in-charge of the rent collection from the building leased out to Government of India for issue of Passport in the premises of Directorate.

3.11. Designation: Joint Director (Karaikal)

Powers:

Administrative:

1. He has been declared as the head of Office for Karaikal region for Group "C" and "D" Staff.

2. He shall grant leaves to the group "C" and "D" staff of Karaikal region.

Financial

He is authorized to sign all bills, to draw disburse the pay and allowance to the staff members and others.

Others : Nil

Duties:

He shall furnish proposal to the Director (AH) for preparation of Annual Budget for karaikal region. He shall be responsible for the implementation of the scheme in Karaikal region. He shall supervise the works of the Veterinary Assistant Surgeon under him and inspect the Key Village Units and centres in Karaikal region.

3.12. Designation: Deputy Director(Statistical)

Power:

Administrative:

He is the head of the statistical cell working under the Director of Animal Husbandry and Animal Welfare.

He shall grant casual leaves to the staff working under him.

He shall be the overall incharge of the statistical cell.

Financial : Nil

Others : Nil

He is the Head of the Statistical cell working under the Director of Animal Husbandry & Animal Welfare Department.

He shall arrange for the conduct of survey for the collection of information at

grass root level for estimation of major livestock products like milk, egg and meat production.

He shall also conduct survey on cost of production of milk and cost of livestock feeds and other livestock products.

He shall prepare various schedules and forms for conduction of study / surveys. He shall give suitable directions to the statistical inspectors and primary enumerators for the collection of data I sample survey.

He shall prepare and publish report on Integrated Sample Survey on major livestock products. He shall also publish Annual Administration Report and Livestock Census Report. He shall furnish statistical information to the local Government and Government of India.

He shall assign duties to the staff working under him.

He shall collect all information / data about the livestock in the Union Territory of Pondicherry and shall function as liaison officer between Department of Statistics and the Department of Animal Husbandry & Animal Welfare.

3.13 Designation: Veterinary Assistant Surgeon

Powers:

Administrative : Nil

Financial : Nil

Others : Nil

Duties:

#### DUTIES OF VETERINARY ASSISTANT SURGEON:

- 1) He is required to perform multi purpose activities under various schemes implemented by the department in addition to his duties on the treatment side. Wherever he is posted, he will be in overall charges of the institution where he is posted.
- 2) He shall ensure maintenance of all the office records as prescribed by the Director.
- 3). All the staff sub-ordinate to him working in the institution and other institutions within his jurisdiction shall be under his control for the purpose of guidance on technical and administrative matters.
- 4). He shall take steps to get condemnation orders on all obsolete and unserviceable items lying in the institution(s) under his control and also arrange to dispose them off by public auction or otherwise as approved by the Director. Simultaneously he shall also take action to equip the institution with modern and scientific equipments.
- 5). He is authorized to assign any additional duty to the subordinate staff in the interest of the institution/department and its efficient working.
- 6). He shall chalk out his advance tour programme with a view to provide extension service in his jurisdiction and to educate the farmers with better package of animal husbandry practices.

- 7). He shall be responsible for keeping a check that all periodicals, letters and required information are despatched to the superior officer in time and by the prescribed due date.
- 8). He shall pay surprise and periodical visits to the institutions under his control so as to keep the staff alert and vigilant. While on visits to the institution he shall check the records at random and also inspect the technical works performed by the staff for its correctness and perfection.
- 9). He shall ensure that all equipments/medicines/appliances are handled properly by the staff. All medicine bottles must be properly labeled under his guidance.
- 10). He shall physically check all the stock and stores of the institution at least once in six months.
- 11). He shall be required to implement schemes in the manner prescribed in the area of his jurisdiction.
- 12). He shall exercise economy measures wherever possible to the advantage of the Govt.
- 13). He shall grant causal leave to the staff working under his control.
- 14). He shall take all preventive measures against fire hazards in the institution.
- 15). He shall be responsible for the smooth administration of the institution where he is posted.

#### DUTIES IN HOSPITALS/DISPENSARIES:

##### a) Health Care -

- (i) He shall be responsible for the clinical treatment to all out-patients (animals) brought to the institution. Wherever inpatient facilities are available, he may, at his discretion, admit patients keeping in view of the availability of space and seriousness of the disease. The patients shall be admitted entirely at the owner's responsibility and risk. The owner must be strictly advised to feed and water the animal at his expense while it is kept in the institution for treatment. Either the owner or a caretaker be allowed to be with the animal during its stay as inpatient in the institution.
- (ii) He shall submit indents for the supply of medicines/instruments and other appliances annually as per necessity and in consultation with his controlling officer to the Director.
- (iii) He shall conduct periodical prophylactic vaccination against various diseases in animals and birds such as Rinderpest, Haemorrhagic disease, Black quarter, Anthrax, Rabies, Foot & Mouth disease, Ranikhet disease, Fowl Pox, Duck Plague, etc.,
- (iv) He shall arrange to do castration of animals in order to check indiscriminate breeding among animals.
- (v) He shall attend outbreak of disease(s) and take appropriate action for their containment.
- (vi) He shall conduct the post-mortem of animals/birds died in their respective jurisdiction if and when requested by the owner of the animal. As on general rule such examination may be restricted to veterolegal cases and loan animals.

##### b) Breeding Operations -

- (I) Insemination of cows/buffaloes, maintenance of frozen semen, pregnancy diagnosis, calf verification treatment for infertility etc. shall be attended by him.
- (ii) He shall be responsible for the selection of high yielding cows and supply of timely inputs to the beneficiaries under the Elite Cow Scheme.

##### c) Special Livestock Breeding Programme -

(i) He shall be responsible for the selection of calves under the scheme, periodical health check-up, vaccination, insurance of calves etc., and for overseeing the distribution of calf feed to the beneficiaries under the programme.

(ii) He shall be the Controlling Officer of the staff posted under the scheme in his institution.

d) Sheep and Goat Development -

Selection of farmers and distribution of improved variety of rams and bucks under the scheme shall be his responsibility.

e) Poultry Development -

Selection of farmers / beneficiaries for the scheme activities and distribution of birds under the scheme and conduct of training to farmers shall form part of his duty.

f) Shows and Competition -

He shall be responsible for arranging and conducting of Cattle/ Poultry Shows vaccination/ De-worming camps, Calf Rallies, etc. in his jurisdiction and to make an awareness among farmers to take up livestock and poultry rearing as a remunerative occupation.

g) I.R.D.P. Scheme -

He shall assist the beneficiaries to purchase animals under the scheme and shall attend to their insurance, periodical health coverage etc.

**B. DUTIES IN CENTRAL VETERINARY MEDICAL STORES & VACCINE DEPOT:-**

(1) Assessment of requirements of various institutions such as Veterinary Hospitals/Dispensaries/Key Village Centres/Disease Investigation Centre /Key Village Units and Poultry Farms in respect of Medicines/Vaccines/equipments/appliances etc.,

(ii) Compilation of list of items required for various institutions and preparations of indents.

(iii) Indenting the items with various firms as approved by Director.

(iv) Supervision monitoring and arrangement for the receipt of stores (Medicines, equipments and vaccines, etc.,) its proper accounting and storing/stocking.

(v) Maintenance of relevant records/stock registers.

(vi) Settling of bills.

(vii) Distribution of items such as Medicines, equipments, vaccines, etc., to the various institutions, throughout the four regions of the territory as per requirement.

(viii) While receiving stocks he shall verify that stocks of Medicine, Vaccine, etc. are having sufficient shelf life and only such stocks which have shelf life shall be received.

(ix) Medicines! Vaccines, etc. which needs storage in refrigerators must be stored accordingly. It must also be ensured that the cold chain is maintained right from the time of purchase till its distribution

**C. DUTIES IN CLINICAL LAB! DISEASE INVESTIGATION CENTRE:**

1. Preparation of stains, reagents, fluids, medias, etc. required for conducting various tests. Examination of clinical materials such as dung I faeces, blood, urine, milk, skin scrapings, smears etc. brought from various field institutions and issue of relevant reports to the concerned.

2. Attending outbreak of diseases, diagnosis of cases and render proper advice and guidance to the field staff.

3. Conducting post-mortem examination of animals / birds etc. brought to the institution and issue of certificates.
4. Conducting mass de-worming campaigns in the villages.
5. Conducting various diagnostic tests in the field with a view to identify the causative agent of the disease or illness.

#### D. DUTIES IN KEY VILLAGE CENTRE! BLOCK:

1. Attending of insemination works and other programmes relating to the Key Village Scheme.
3. Inspection of the Key Village Units under his jurisdiction.
4. Arranging the purchase of necessary materials/ equipment like Frozen Semen Liquid Nitrogen containers, Medicines and Stores in consultation with the controlling Officer.
5. Distribution of the Frozen Semen, Liquid Nitrogen and other articles to the Units and their proper accounting.
6. Periodic verification of pregnancy, inter- calving period, animals in the elite herd scheme, supply of various inputs in the scheme, supply of various inputs in the scheme etc. and ensuring their proper utilization at the farmer's level.
7. Arranging calf rallies and meetings of livestock owners to propagate the message of scientific management for better production.
8. Examination of cows/buffaloes brought to the Centre with the history of irregular breeding and rendering proper treatment.
9. Conducting of Infertility Camps and systematic follow up of the infertile cases and other reproductive disorder cases.

#### E. DUTIES IN RINDERPEST ERADICATION PROGRAMME:

1. He will be incharge of the Rinderpest checkpost.
2. Veterinary Assistant Surgeon incharge of the Rinderpest Checkpost, Madagadipet shall be responsible for the vaccination of animals brought to the Madagadipet Shandy and Veterinary Assistant Surgeon incharge of Bahour Checkpost will be responsible for the vaccination animals brought to the Dharmapuri Shandy. He shall utilize the service of the subordinate staff working under his control for conducting the vaccination.
3. He shall assist the Veterinary Assistant surgeon of the commune in vaccination campaigns for creating an immune-belt in the border regions of union territory of Pondicherry as given below:

Veterinary Asst. Surgeon, Rinderpest Checkpost, Madagadipet-

- (a) Nettapakkam Commune
- (b) Mannadipet Commune
- (c) Villianur Commune and
- (d) Karaikal region

Veterinary Asst. Surgeon, Rinderpest Checkpost, Bahour-

- 9.1. Bahour Commune
- 9.2. Ariyankuppam Commune
- 9.3. Oulgaret Commune and
- 9.4. Mahe & Yanam regions.

The animals vaccinated must be identified as per the instructions issued in this regard from time to time.

#### F. DUTIES IN ANIMAL DISEASE SURVEILANCE:

(i) He shall visit the villages! Field Veterinary Dispensaries periodically to study and make active follow up of specific infections in terms or morbidity and mortality.

(ii) He shall take all steps to identify the source I spread of infective agent and study the conditions that may favour or inhabit the spread of such infection.

(iii) He shall identify or cause to identify the epidemiological characteristics of the disease in times of out-break of a disease and report to the superior officers for proper remedial measures.

(iv) He shall assist the disease investigation team and help them to arrive at a correct diagnosis.

(v) He shall arrange to collect all details pertaining to surveillance as required by Govt. and sent them in the prescribed due date.

#### G. DUTIES OF VETERINARY ASST.SURGEON AT GOVT. FARMS:

(i) He shall chalk out the daily routine work and shall entrust such of the duties to his subordinate staff, as will be carried by them.

(ii) He shall run the farm as per the guidelines issued by the Director.

(iii) He shall chalk out plans for purchase of replacement stock, distribution stock as per the space availability and submit the proposal to his superior officer.

(iv) He shall place an annual indent for medicines, Feed, Feed ingredients, Livestock and Poultry Equipments to the Superior officer and also assist in the preparation of budget annual plan, action plan etc.

(v) He shall chalk out de-worming, vaccination, lighting, schedules etc. to poultry and execute such programmes after obtaining approval from the superior officer.

(vi) All technical works of the farm shall be carried out by the guidance and supervision of him.

(vii) He shall treat the disease affected flock and administer preventive medication as and when necessary.

(viii) He shall ascertain the cause of mortality by conducting post mortem of dead animals and will take up appropriate steps to control mortality.

(ix) He shall seek the assistance from Disease Investigation Centre and Veterinary College / Diagnostic Centre, as and when necessary, in consultation with his Superior officer.

(x) He shall maintain all technical records and files and scrutinize the records and registers maintained by the subordinate staff for its correctness.

(xi) He shall see that all the farm produces are disposed off and accounted properly.

(xii) He shall carry out culling of livestock birds as per the approved practice.

#### H. DUTIES OF VETERINARY ASSISTANT SURGEON, LIVESTOCK AND POULTRY RESEARCH AND EXTENSION CENTRE, KARIAMANICKAM:

(i) He shall record all events pertaining to environmental I agro-climatic variations in the farm.

(ii) He shall conduct trials concerned with economics of management of livestock and poultry and take up such other research oriented programmes under the guidance of the Director and report the results to the Directorate.

(iii) He shall give training in poultry keeping to farmers enrolled in poultry training programme.

(iv) He shall participate in the farmers meetings / seminars and help to extend technical services to the farmers.



3.14 Designation:

Live Stock Supervisor (ASSISTANT VETERINARIAN)

Powers:

Administrative: Nil

Financial : Nil

Others : Nil

Duties:

DUTIES OF LIVESSTOCK SUPERVISOR (ASSISTANT VETERINARIAN):

He shall carry out the field work in such a manner that the fertility measures such as conception rate, number of insemination per conception and the calving rate in all the units under their jurisdiction show steady improvement.

2. He shall ensure that the exotic inheritance of the cross bred cattle is maintained within the admissible limit and also to see that their further breeding is carried out by using semen of appropriate quality.
3. He shall follow-up the calved animals and sees that the animals are brought to reproductive cycle within the accepted parameters of 405 days of intercalving period and 28 months of age at <sup>15</sup><sup>th</sup> lactation.
4. He shall individually check up the milk yield of elite stock of cows identified/selected under his jurisdiction and submit the name of beneficiaries to the commune Veterinary Asst. Surgeon for arranging sanction of inputs.
5. He shall periodically check the working of Veterinary Field Asst. in all the units where the latter is independent charge under his jurisdiction particularly in respect of the quality of work turned out by them and of proper maintenance of records and make a report to his immediate superior.
6. He shall compile the block wise monthly returns pertaining to the number of inseminations and the cases followed up among the inseminated animals their conception rate and calving rate and submit the same to the Directorate within the prescribed time limit.
7. He shall ensure the availability of adequate Frozen Semen and other artificial insemination consumables (including liquid nitrogen) in all the units attached to him.
8. He shall meet the commune Veterinary Asst. Surgeon(s) of his jurisdiction to appraise his/them about the performance of the Key Village Units of the commune and shall also assist him/them in the discharge of his/their duties in the animal health services as required by him/them.
9. He shall be personally responsible for all the work related to Elite stock scheme and shall take such orders as may be required from the commune Veterinary Asst. Surgeon/block Veterinary Asst. Surgeon as the case may be.
10. He Shall carry out any other work(s) assigned to him in public interest by the superior Officer of the Department.
11. If and when he is posted to perform duties other than that of the Key village schemes he shall discharge such duties as are assigned to him by his immediate superior officer.
12. He shall do minor veterinary services in his jurisdiction, as required under section 30(b) of Indian Veterinary Council Act, 1984, under the supervision of concerned Veterinary Assistant Surgeon.
13. He shall assist the Veterinary Assistant Surgeon in the relief works during cyclone, flood, tsunami etc.

3.15. Designation: Live Stock Assistant (ASSISTANT VETERINARIAN)

Powers:

Administrative:	Nil
Financial :	Nil
Others :	Nil

Duties:

DUTIES OF LIVE STOCK ASSISTANT(ASSISTANT VETERINARIAN):

1. He shall arrange to keep the institution and work premises clean Daily.
2. He shall sterilize the instruments and other appliances used for day-to-day work daily.
3. He shall assist the Veterinary Asst. Surgeon in surgical operations and in discharging his technical duties whenever required to do so.
4. He shall do the artificial insemination to the bovines that are brought to the institution concomitant with all procedures and make necessary follow up action reporting etc. wherever such duties are entrusted to him.
5. A Live Stock Assistant attached to Mobile Artificial Insemination Unit shall carry the Frozen Semen as prescribed to the destination and perform artificial insemination taking all aseptic precautions. He shall collect the approved propulsion charges for the vehicle and render proper accounts.
6. He shall be responsible for the up-keep of the liquid nitrogen containers, its accessories other equipments, their maintenance and safety in the institutions where he is posted for works.
7. He shall be responsible for the proper preservation, maintenance and accounting of a frozen semen entrusted to him.
8. He shall administer curative and /or prophylactic medicines by parental /oral routes to the animals under the guidance of the Veterinary Assistant Surgeon as and when necessary.
9. He shall do the minor veterinary services as explained in the Indian Veterinary Council Act, 1984, and as detailed by Directorate under the direction and supervision of Veterinary Assistant Surgeon.
10. He shall maintain the relevant office records as instructed from time to time and also assist the Veterinary Asst. Surgeon to furnish reports to the Department as and when required /ordered.
11. He shall assist the commune Veterinary Asst. Surgeon/block Veterinary Asst. Surgeon in implementing the various departmental schemes with utmost devotion.
12. In the case of an out-break of a disease he shall report the fact immediately to the commune Veterinary Asst. Surgeon of his jurisdiction for all possible remedial measures.
13. During natural calamities he shall make himself available all the time for public service and to assist the Veterinary Asst. Surgeon in discharging the relief work, assessing the loss and other works assigned by the Government.
14. He shall also carryout other instructions issued from time to time depending upon the exigencies of public service and to the post to which he is attached.

C. DUTIES IN THE CLINICAL LAB./DISEASE INVESTIGATION CENTRE:

1. He shall arrange cleaning, Sterilization & Maintains of various types of equipments and instruments, kept at the institution daily.
2. He shall assist the Veterinary Asst. Surgeon in preparing stains, reagents, media, fluids, etc. Which

are required for various tests/examination.

3. He shall assist the Veterinary Asst. Surgeon in carrying out day-to-day activities such as examination of clinical materials, conducting postmortem etc.
4. He shall assist the Veterinary Asst. Surgeon in conducting mass de-worming campaign in villages.
5. He shall arrange the receipt and despatch of tapals as instructed by the Veterinary Asst. Surgeon.
6. He shall maintain files, registers, records, etc. as required by his Superior Officers.
7. He shall assist the Veterinary Asst. Surgeon in preparation of monthly progress reports, annual indents for chemical strains, reagents, instruments, etc.
8. He shall prepare fair copies of the reports/correspondence and arrange to dispatch as required.
9. He shall also perform any other duty assigned to him by his Superior Officer in the public interest of service.

#### D. DUTIES IN CENTRAL VETERINARY MEDICAL STORES & VACCINE DEPOT. PONDICHERRY:

1. He shall assist the Veterinary Asst. Surgeon, Central Veterinary Medical Stores & Vaccine Depot in -
  - 9.5. Assessing the requirements of various institutions in respect of medicines, equipments, vaccines, etc.
  - 9.6. The compilation and preparation of indents.
  - 9.7. The Procurement of medicines, equipments, vaccines, etc. required for various institutions.
  - 9.8. And settling the bills in respect of various items purchased by the central Veterinary Medical Stores and Vaccine Depot.
2. He shall carry out any other work assigned to him by his superior(s).

#### C. DUTIES IN POULTRY FARMS:

- 3.1. He shall supervise the feeding and watering of birds and egg collection and also assist the Veterinary Asst. Surgeon in his technical works such as disease prevention and sanitation in the poultry house and the farm premises.
- 3.6. He shall attend to office correspondence, preparation of monthly reports etc.
- 3.7. He shall look after the birds and report the health conditions, availability of feed and water etc to the Veterinary Asst. Surgeon regularly.
- 3.8. He shall maintain the registers pertaining to birds such as purchase, culling, sale, mortality, feed, etc.
- 3.9. he shall be responsible for equipment maintenance in the poultry sheds in the farm.

3.16. Designation: Fieldman

Powers:

Administrative:	Nil
Financial :	Nil
Others :	Nil

Duties:

## DUTIES OF FIELD MAN

1. He shall follow the duty hours of the institution where he is posted.
2. He shall collect applications from the farmers as per the eligibility criteria fixed for the scheme, scrutinize the applications and submit them with factual information to the Veterinary Asst. Surgeon.
3. He shall assist the Veterinary Asst. Surgeon to identify the calves selected and for tagging.
4. He shall arrange to take insurance cover/settle insurance claims for the calves selected in the scheme.
5. He shall assess the monthly requirement of feed in his area and assist the Veterinary Asst. Surgeon in procuring the same.
6. He shall be fully responsible for the distribution of calf feed as per the norms fixed for supply of feed to the beneficiaries to whom it has been sanctioned and also keep proper accounts and records of such distribution.
7. He shall prepare monthly statements and reports of the scheme as required by his superior officer(s).
8. He shall arrange periodical de-worming of the calves covered in the scheme in consultation with the Veterinary Asst. Surgeon.
9. He shall collect the non-subsidy portion of the cost of feed and account such collections as per normal rules.

## POULTRY FIELDMAN:

### 1. Duties in Poultry Farms-

- 1.6 He shall be responsible for cleaning of farm premises (inside and outside the farm house), feeding, watering of birds egg collection, de-worming of birds, stirring of litter, maintenance of motor and water supply.
- 1.7 He shall arrange to collect the eggs daily at frequent intervals and hand it over to the Sore- Keeper.
- 1.8 He shall prepare monthly reports and other returns as instructed by the Veterinary Asst. Surgeon.
- 1.9 He shall assist the staff to maintain all registers pertaining to birds such as purchase, culling, mortality, feeding, etc. by giving timely information.
- 1.10 He shall do any other works entrusted to him by the superior officer in the interest of public service.

3.17. Designation: Maistry

### Powers:

Administrative:	Nil
Financial :	Nil
Others :	Nil

### Duties:

## DUTIES OF MAISTRY:

1. He shall assist the Fieldman in carrying out his routine work and shall also look after the duties of the Fieldman in his absence.
2. He shall assist the Store-keeper in procurement of live birds and eggs as and when necessary.
3. He shall assist the Store- Keeper in the disposal/supply of eggs and chicken to Govt. Institutions.
4. He shall supervise and assist as and when required the work of Attendants for the smooth

functioning of the daily routine.

5. He shall assist the Store - Keeper in selling table eggs to public to the advantage of the Govt.
6. He shall conduct vaccination of poultry under the direct supervision of Poultry Asst./Veterinary Asst. Surgeon and also carry out any other work entrusted to him by the Veterinary Asst. Surgeon from time to time.
7. He shall assist the livestock assistant / Veterinary Assistant Surgeons in during minor veterinary services in his unit.
8. He shall assist the Store - Keeper in selling table eggs to public to the advantage of the Govt.

3.18. Designation: Stock Verifier

Powers:

Administrative:		Nil
Financial	:	Nil
Others	:	Nil

Duties:

#### STOCK VERIFIER

He shall assist the Senior Accounts Officer in conducting inspections to the Veterinary Dispensaries and Poultry Farms and Key Village Units then and there.

He shall make surprise inspection at the Poultry Farms and Veterinary Dispensaries and furnish report to the Director through Senior Accounts Officer.

He shall verify the stores / medicines kept in the Directorate and veterinary dispensaries and submit report to the Director.

3.19. Designation: Senior Accounts Officer

Powers:

Administrative:

He shall make necessary entries in the Service book of the staff of the

Directorate of Animal Husbandry and Animal Welfare Department.

Financial

He shall be the drawing and distributing Officer in respect of the Directorate of Animal Husbandry and Animal Welfare Department Pondicherry.

He shall issue Pay Certificate to the Staff of the Directorate.

He shall be in-charge of Cash and responsible for the cash Transactions in the Directorate.

Others	:	Nil
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Duties:

#### DUTIES OF SENIOR ACCOUNTS OFFICER:-

1. He shall assist the Director in the discharge of his duties.
2. He shall be responsible for the proper functioning of the office system.
3. He shall assist the Director in the consolidation and finalization of the Budget (Plan / Non Plan) of

the Department.

4. He shall guide the Programme Officers in sending financial proposals to Govt. and to get financial sanction from Govt. in time.
5. He shall cause to prepare all the contingent bills for departmental expenditure for departmental expenditure and other personal claims of the staff and make proper disbursement.
6. He shall be responsible for the maintenance of accounts and office system of the department.
7. He shall make periodical inspection of the subordinate offices at Karaikal, Mahe and Yanam and guide the officers/staff for the effective maintenance of the office system.
8. He shall conduct internal audit of the accounts of the department and also of all the institutions of the Department.
9. He shall assist the officers in clearing the audit paras raised by the office of the Accountant General, Tamil nadu and also assist to prepare the materials for discussion with Public Accounts Committee.
10. He shall prepare annual Action Plan and Plan and Non-Plan Budget in Consultation with other Programme Officers.
11. He shall make surprise checks of the stock and stores of the department and subordinate institutions and make a report to the Director at least once a year.
12. He shall have close liaison with the Directorate of Accounts and Treasuries, in arranging to pass the departmental bills in time.
  
13. He shall conduct or cause to conduct reconciliation of the expenditure and receipt figures with the Directorate of Accounts and Treasuries, Pondicherry.
  
14. He shall watch the transfer entries made by the Directorate of Accounts and Treasuries in respect of the purchases made through DGS&D and also see the remedial action is taken to clear O.B.A. items.
15. He shall be responsible for the creation of a sense of discipline among the group C&D administrative staff.
16. He shall assist the Director and other Programme officers for the overall smooth functioning of the department.

3.20. Designation: Superintendent Grade I  
(In-charge of Establishment Section)

Powers:

Administrative:	Nil
Financial :	Nil
Others :	Nil

Duties:

He will supervise the works of the Establishment section and assist the Directorate in sending proposal to the Government.

3.21. Designation: Superintendent Grade I  
(In In-charge of Accounts Section, Budget & stores)

Powers:

Administrative:	Nil
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Financial : Nil

Others : Nil

Duties:

He will supervise the works of Accounts section and assist the Senior Account Officer in Cash Transactions.

3.22. Designation: Ministerial Staffs (Establishment Section)

Powers:

Administrative: Nil

Financial : Nil

Others : Nil

Duties:

DUTIES OF MINISTERIAL STAFF

	Name and	Section	Subject allocated Designationn
W.		ESTT.	
	Superintendent Gr.I		In-charge of Establishment Section
2	LDC	AI	Register showing details of Posts Creation I Continuance of posts Conversion of Temporary posts into permanent ones. Up-gradation of posts I pay scales Framing / amendment of RR5. Filling up of posts by promotion /direct recruitment Suspension / Disciplinary proceedings Maintenance of Rosters Seniority list of all technical staff Court / CAT Cases and returns.

3	UDC	A3	All matters relating of Gazetted Officers and Ministerial Staff: Maintenance of Service Books & Personal Files Transfers and Postings / Internal transfers Fixation of pay and pay anomaly Sanction of all kinds of leave / Increments Probation and Confirmation Verification of character and
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			<p>antecedents/Qualifying Service  Retirement Benefits  Property Returns  Association matters  Issue of NOC  Forwarding of applications for higher posts / studies  Issue of permission regarding acquisition of Movable/immovable properties.  Sanction of Cash handling Allowance to cashier.</p>
4	LDC	A4	<p>All matters relating of Group "C" technical staff: (L.S./L.A.)  Maintenance of Service Books &amp;</p>

			<p>Personal Files  Internal Transfer and Postings  Fixation of pay and pay anomaly and grant of ACP.  Sanction of all kinds of leave / Increments  Probation and Confirmation  Verification of character and antecedents  Retirement Benefits  Association matters  Forwarding of applications for higher posts I studies  Issue of permission regarding acquisition of movable / immovable properties.  Verification of qualifying service  Computer Typing of all matters of A4 Sec.</p>
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5	LDC	A5	<p>All matters relating to Group "D" technical staff and watchman:  Maintenance of Service Books &amp;  Personal Files  Transfer and Postings</p>
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3.23.

Designation: **Ministerial Staff (Accounts Section)**

			Fixation of pay and pay anomaly and grant of ACP Sanction of all kinds of leave / Increments Probation and Confirmation Verification of character and antecedents Retirement Benefits Association matters Issue of NOC Forwarding of applications for higher posts / studies
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6	UDC	A6	All matters relating to Statistical Assistants/Drivers/Store Keepers!
			Fieldman/DEO/Peons: Maintenance of Service Books & Personal Files Sanction of all kinds of leave / Increments Probation and Confirmation Retirement Benefits Departmental Tests/trainings Maintenance of Gazette / Permanent Advance Compassionate Appointment Matters relating to Daily Rated Staff Vacancy Position Maintenance of Special Casual Leave Computer Apprentice matters.
7	LDC	A7	Processing of Temporary Advance / Part Final withdrawal from GPF and issue of Accounts Slips to the staff and to attend the works of Registrar as and when required.

Powers:

Administrative: Nil  
 Financial : Nil

Others : Nil

Duties:

ACCOUNTS SECTION			
1	Superintendent Gr.I		In-charge of Accounts Section, Budget & stores
2	UDC (Cashier)	B	Disbursing of Salaries other claims to all the Gazetted staff Closing of Cash Book and allied Registers promptly. Recoupment of permanent advance bills every now and then according to Necessity and urgency. Remittance of cheques to other Departments promptly and Demand Drafts to the parties concerned. Cash Remittance to stores / Societies concerned before <sup>8th</sup> of every month
3	UDC	Bi	Staff & Public Grievances Cell. Receipts and communication of all circulars, important orders, etc., Inspection of A.G.Audit, Chennai Assembly and Parliamentary Questions and matters relating to all committees of Legislative Assembly and maintenance of register on the matters. Audit remarks, objection book entries in the DAT and Audit observations. Maintenance of office equipments
4	UDC	B2	Replies to appropriation accounts regarding Plan schemes. Formulation and preparation of Five Year Plan, Annual Plan and Action plan All periodical returns relating to plan & SCP schemes and any other particulars required from time to time. Plan Review meetings and supply of materials required thereof. Preparation of monthly Expenditure statements and Analytical reports.
5	UDC	B3	Preparation and presentation of TA MR Bills Matters relating to allotment of

			Government quarters. Internal Audit.
6	Assistant	B4	Preparation of Budget relating to Non-Plan and C.S.S. Replies to Re-appropriation of funds to DAT. All periodical returns relating to Non-plan and C.S.S. Matters relating to Natural Calamities. Scrutiny of files relating to expenditure sanction received from Programme Officers Reconciliation of Receipt and Expenditure every month. Matters relating to High Level Committee
7	UDC	B5	All advance relating to HBA, MCA, Fan Cycle, Computer, Festival and Flood Advances, LTC, Tour T.A and maintenance of individual pass books for MCA and HBA and GPF Bills
8	S.K. Gr. III	B6	In-charge of stores of the Directorate Maintenance of Dead Stock Register Procurement of stationeries from the Govt. press and supply Maintenance of Stationery - stock register, expendable stock Register and Non-Expendable Stock Register. Physical verification of dead stock stores in the Directorate once year and assignment of numbers to new fixtures and furniture
9	Stock Verifier.	B7	Annual / Periodical verification of stock of stores including medicines, vaccines, equipments and furniture of the Veterinary Institutions in four regions of the Union Territory of Pondicherry including Directorate. Sudden and surprise verification of stores as and when required by the Director of Animal Husbandry / Senior Accounts Officer.
10	UDC	B8	Preparation of pay bills / Bonus! DA and other arrear bills in respect of staff of Directorate Issue of Pay Certificates & LPC Obtaining of HBA / MCA clearance

			certificates Recovery of Licence Fee and arrears of Licence Fee Professional tax Preparation of wages bill in respect of daily rated staff. Preparation of reimbursement of Tuition fees and leave salary bills Preparation of UTGEGIS. Bill of Pensioners. Maintenance of Head of Account wise staff list.
11	UDC	B9	Preparation of pay bills! Bonus! DA and other arrear bills related to Key Village Centers Issue of Pay Certificates & LPC Obtaining of HBA / MCA clearance certificates Recovery of Licence Fee and arrears of Licence Fee Furnishing of quarterly report of actual expenditure incurred on pay and allowances and census particulars to Statistical cell Maintenance of Head of Account wise staff list. Professional tax Preparation of reimbursement of Tuition fees and leave salary bills Preparation of UTGEGIS
12	LDC	BIO	All contingent bills concerning all purchase bills including POL, Electricity, water charges, Telephones, Rentals, etc.
13	LDC	Bil	All Computer typing works of Accounts/Estt. section.

3.24. Designation: Store Keeper

Powers:

Administrative: Nil

Financial : Nil

Others : Nil

Duties:

DUTIES OF STORE KEEPER:

a. Duties in intensive Poultry Development Project:

1. He shall be responsible for all the stock and stores items of the institution other than medicines and vaccines.
2. He shall maintain the accounts for the items entrusted to him. He shall be responsible for the receipt and issue of the items and maintain necessary Stock Registers, Vouchers, Acknowledgments and Receipts for the issues made.
3. He shall assist the Veterinary Asst. Surgeon in purchase of stores.
4. He shall be responsible and accountable for the cash transaction in the institution and shall maintain the Cash Book and Receipt Books as per rules.
5. He shall remit the sale proceedings in treasury, in specific intervals and shall also maintain necessary challans and challan registers.
6. He shall be responsible for the follow up of credit sales to Govt. Institutions and shall prepare monthly adjustment bills and shall arrange timely realization of bills and their proper accounting.
7. He shall be responsible for arranging the settlement of party bills from whom the products are procured on credit. He shall also assist the Veterinary Asst. Surgeon in the preparation and settlement of POL bills for the Vehicles.
8. He will maintain all Registers including the Stock Register as per the relevant rules.
9. He shall assist the Veterinary Asst. Surgeon in official correspondence, maintenance of personal Register, Despatch Register, Files and other Officials Records.

b. Duties in Central Veterinary Medical Stores & Vaccine Depot., Pondicherry:

1. He shall assist the Veterinary Asst. Surgeon in charge Veterinary Medical Stores and vaccine Depot.-
10. In preparation of indents for medicines, vaccines, equipments, etc.
11. In taking the stock of medicines, equipments, vaccines, etc. from various sources, its proper accounting and keeping.
12. In distributing the items to various field institutions, settling the bills pertaining to the stock purchased , etc.
13. In the maintenance of relevant records/registers.

c. Duties in Poultry Farm:

1. He shall be in charge of all stores other than medicine.
2. He shall be responsible for the stock of all feed ingredients, mixed feed gunny bags and feed mixing plant, receipt and dispatch of tapals, cash, maintenance of cash book and challans. Maintenance of up-to-date records pertaining to purchase of feed ingredients, mixing and sale of parathion of contingent bills, pay bills, adjustment bills, monthly reports, etc. as per schedule shall also be his responsibility.
3. He shall maintain the registers for egg collection and disposal.

4. He shall do all non- technical correspondence, maintenance of trunk call register and attendance register and do any other work entrusted to him from time to time.

3.25. Designation: Driver

Power:

Administrative: Nil

Financial : Nil

Others : Nil

Duties:

DUTIES OF DRIVER:

1. Driver shall have the normal responsibility over the Vehicle as governed by the rules relating to the maintenance of the Govt. Vehicles.
2. He shall maintain the Log Books and Indene Books regularly.
6. He shall attend the office of Saturday and other holidays also to assist the officer in the discharge of his duties as and when required to do so.
7. He shall have to obtain permission to avail public holidays when posted in institutions as his service may be required during holidays in public interest.
8. He shall assist dispose the officer in preparing POL bills and repairs bills for submission to the Directorate.
9. He shall keep the Vehicle in good condition.

3.26: Designation: Attendant

Powers:

Administrative: Nil

Financial : Nil

Others : Nil

;Duties:

DUTIES OF ATTENDANT:

1. He shall attend office 15 minutes earlier than the prescribed hour to open & keep the office and its premises clean and tidy.
2. He shall remove dirt/dung wash and clean the yard daily before and after the use of the premises.
3. He shall do the emptying and clearing of dust bins daily.
4. He shall assist the Veterinary Asst.Surgeon with care and diligence in discharging all the professional duties/responsibilities.
5. He shall assist the Veterinary Field Asst. in carrying out the routine works of the institution as per necessity and requirement of situation.
6. In emergencies and during natural calamities he shall carry out the instructions of his superiors irrespective his scheduled duty hours.
7. He shall carry/ transport all office materials as and when ordered to do so in public interest.
- S. He shall also carry out other instructions issued to him from time

depending upon the exigencies of public service and perform any work which may be entrusted to him by his superior.

9. He shall not absent himself or leave the office without the prior permission of his superior.

10. He shall leave the office only after his superior leaves the office.

3.27. Designation: Watchman

Powers:

Administrative:	Nil
Financial :	Nil
Others :	Nil

DUTIES OF WATCHMAN:

1. He shall be responsible for watch and ward of the institution where he is posted
2. He shall attend Phone Calls, receive Telegrams/Messages, Tapals, etc. and arrange to deliver urgent messages to the concerned superiors without delay when he is on duty wherever such occasion demand.
3. He shall maintain a Register/Record of the movement of vehicles and other materials to and from the institution where he works with details like time of arrival, departure, etc. Entry of unauthorized persons must be prevented at all times.
4. He shall keep alert throughout the period of duty and perform the duty diligently and with utmost sincerity,
5. He shall be responsible for the safety/security of the buildings and equipments therein. He shall inspect and satisfy himself that all doors are locked safely secured, if not he shall report such matter to his superior officer and take remedial action.
6. He shall report immediately to his higher authorities of any untoward incident happening/happened in the institutions.
11. He shall check periodically whether fire safety equipments are in position and are in working condition.
12. He shall remain in his duty till his reliever takes over charges.
13. He shall be responsible for filling up of over head water tanks wherever required.
14. When posted in the Poultry Farms he shall look after the brooder hours during night hours to maintain proper lighting and cause to operate the generator in the event of electrical failure.

3.28. Designation: Peon

Power:

Administrative:	Nil
Financial :	Nil
Others :	Nil

Duties:

He shall assist the Ministerial staff, support concerned in the despatch of files, clean tables and other routine office works.





	Fee charged by the Dept. for copy of Rules, regulations, instructions,	Department are not permitted to sell the Rule books  manual and records
4.3	Name/Title of the	Govt. Orders  document
	Brief Write up:	Govt. Orders are issued to the Department concerned regarding pay and allowances of Staff, Recruitment Rules, Expenditure sanction , declaration of holidays, etc., from time to time by the Secretary to Govt. of the concerned Department.
	From where are can get a copy of rules of rules, regulations, instructions,	Govt. Orders are not issued to the public  manual and records
	Fee charged by the Dept. for copy of Rules, regulations, instructions,	Nil  manual and records

4.4	Name/Title of the	document Indian Veterinary Council Act, 1984
	Brief Write up:	Indian Veterinary Council Act is published by the Veterinary Council of India, New Delhi, the provisions of which are applicable to the Registered Veterinarians of Govt. of Pondicherry, under section 30 (b) of the Act.
	From where are can get a copy of rules of rules, regulations, instructions, manual and records	The Registrar, Pondicherry Veterinary council, Animal Husbandry & Animal Welfare Department, M.M. Salai, Pondicherry 605 001. Ph. No.0413-2203 135

**Chapter - 5 (Manual - 4)**  
**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

Formulation of Policy

5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl.No.	Subject! Topic	Is it mandatory to ensure public participation (Yes! No)	Arrangements for seeking public participation
NIL			

Implementation of Policy

5.2. Whether there is any provision to seek consultation participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl.No.	Subject! Topic	Is it mandatory to ensure public participation (Yes / No)	Arrangements for seeking public participation
NIL			

ARRANGEMENT EXISTS IN THE DEPARTMENT FOR CONSULTATION WITH REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY ADMINISTRATION:

No arrangement has been made so far in this Department for Policy decision, in-consultation with the public. All decisions are taken according to the Policy of the Government and as

per instructions/ orders issued by the Government from time to time.

## Chapter - 6 (Manual - 5)

### A statement of the categories of documents that are held by it or under its control

6.1 A statement of the categories of documents that are held by it or under its

control

Si. No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	2	3	4	5
1 .	Register	Pay Bill register (for claiming salary of staff)	Register and files are kept in the office for its daily use. Copies will be supplied to public as their request after obtaining permission from the Director as well as Secretary to Govt. (AH)	Registers and files are kept under the safe custody or the dealing clerks of Accounts section
2.	-do-	C.A.R (for drawal of advances from Govt.)		
3.	-do-	Advance register (for grant of loans and advances to the staff)		
4.	-do-	HBA/MCA register and files (for grant of loans and advances to the staff)		
5.	-do-	T.A/L.T.O bills with registers (for grant of loans and advances to the staff)		
6.	-do-	M.R. Bills/Registers (for medical claim of staff)		
7.	-do-	Tuition fees/CEA register (for reimbursement of tuition fees paid by the Govt. Servant)		
8.	-do-	Stamp account register (for postal delivery of tapals)		
9.	-do-	Despatch register (for delivery of tapals)		
<b>1 0 .</b>	-do-	Income tax register and files (for recovery of LT of staff)		
<b>1 1 .</b>	-do-	Cash book (for keeping the accounting work and daily cash transactions in the office)		

	2	3	4	5
1 2 .	Register	Un disbursed pay register (for keeping the salary of staff)	Register and files are kept in the office for its daily use. Copies will be supplied to public as their request after obtaining permission from the Director as well as Secretary to Govt. (AH)	Registers and files are kept under the safe custody of the dealing clerks of Accounts section
1 3 .	-do-	Stock register ( all articles purchased for office use are entered in the register)		
1 4 .	Files/Orders	Expenditure sanction orders and files. ( all amount sanctioned for incurring Govt. expenditure are kept in the file)		
Establishment Section				
1 .	Register	Service books (all events in the service of each Govt. Servant are entered in this register)		
2 .	-do-	Increment Register (payment of annual increments to the staff is entered in this register)	-do-	Registers and files are kept under the safe custody of the dealing clerks of Establishment section.
3 .	-do-	Re-correction roaster reservation in group 'C' and 'D' of this Department are made as per normal fixed in this	-do-  Roaster	-do-
4	Rules	Recruitment Rules (Recruitments in the post of Group 'C' and 'D' posts are made as per the norm fixed in the	-do-  R. R.	-do-
5.	File	Posting and transfers (correspondence regarding transfer and posting are kept in this file)	-do-	-do-

6 .	-do-	Govt. orders (All Govt. orders issued by Finance Department and DP&AR are kept in this file.	-do-	-do
7 .	-do-	Seniority list (Seniority list of staff in each category are kept in the file)	File and Registers are not permitted to be supplied to the public, If required copies will be supplied after obtaining necessary permission from	All the File and Register are kept under the safe catalogue of dealing assistants  Government.
8 .	Register	Attendance Register (All staff shall sign in the Attendance Register in the morning afternoon session	-do-	-do-
9 .	-do-	C.L. Register	-do-	-do-

## Chapter - 7 (Manual - 6)

### A statement of boards, council, committees and other bodies constituted as its part

A statement of Boards, Council, Committees and other Bodies constituted as its part.

7.1 High Power Committee for Animal Husbandry and Animal Welfare.

		SI.No
1.	Name and Address of the Affiliated body.	High Power Committee for Animal Husbandry and Animal Welfare
2.	Type of Affiliated Body(Board, Council, Committees, Other	Committee  Bodies)
3.	Brief Introduction of the Affiliated Body (Establishment year, Objective/Main Activities)	High Power Committee was setup in 2000 to deal with any emergency situation incase of any Rinderpest Disease in the U.T of Pondicherry. Activities/Objective > To develop a contingency plan for Rinderpest and for any other exotic diseases or any other emergency situation created due to existing diseases. > To constitute Emergency Task Force, Organize Training, Requisition Export and services of specialized laboratories from different fields for tackling emergency situation >To control the budget resources both of human and material. >To oversee and co-ordinate the functions of the Animal Disease Emergency measures. >To ensure emergency Vaccine Bank and its availability at short notice if and when required. >To access modern communication facilities, services of mass-cum-electronics media and to press them to initiate propaganda. >To establish a state Establishment of National Emergency Plan and to review the existing legislation and to suggest suitable plan for effective implementation. This would entail review and revision existing legislation in order to suite the requirement of the plan for effective implementation.
4.	Role of the Affiliated Body	Executive
5.	Structure and Member Composition	15 Members consisting of Secretary(AH) as its Chairman.
6.	Head of the Body	Chairman -Secretary (AH)
7.	Address of main office and its	Directorate of Animal Husbandry and Animal

	Branches	Welfare , Pondicherry.
8.	Frequency of Meetings	Meeting will be conducted twice in a year or often as required under special circumstance.
9.		Can Public participate in the
	meeting	No
10.	Are minutes of the meetings prepared	Yes
11.	Are minutes of the meetings available to the public?	No

7.2 Society for Prevention of Cruelty against Animals.

		SI. No
1	Name and Address of the	Society for prevention of Cruelty against Animals. Affiliated body.
2	Type of Affiliated Body(Board, Council, Committees, Other	Society Bodies)
3	Brief Introduction of the Affiliated Body (Establishment year, Objective/Main Activities)	SPCA was establishes on 22.1.72 under Registration No.3/1972.The society was set up to prevent cruelty to animals of Pondicherry and to take care of the abandoned animals and to provide them suitable shelter. The main objective/activities are > To construct Shelter for the abandoned animals. > To treat the sick animals giving medicine and food. > To conduct animals birth control programme. > To prevent the public from inflicting the animals with injury. > To keep the dogs of the public while they are away from Headquarters > To construct shelter and have "Gosala" for the animals > To find animals and suitable land for construction of shelter > To adopt the abandoned dogs. > To conduct Health camp.
4	Role of the Affiliated Body	Executive
5	Structure and Member	Nominated body (Non-Govt.) of 33 members. Composition
6	Head of the Body	President - Director of Animal Husbandry and Animal Welfare, Pondicherry
7	Address of main office and its Branches	Directorate of Animal Husbandry and Animal Welfare , Maraimalai Adigal Salal, Pondicherry
8	Frequency of Meetings	Yearly Two meetings.
9	Can Public participate in the meeting	Yes (Public who are members)

<b>10 .</b>	Are minutes of the meetings prepared	Yes
<b>11 .</b>	Are minutes of the meetings available to the public?	Available to the members nominated form Public.

### 7.3 State Animal Welfare Advisory Board

		Sl.No
<b>1</b>	Name and Address of the	State Animal Welfare Advisory Board Affiliated body.
<b>2</b>	Type of Affiliated Body(Board, Council, Committees, Other	Board Bodies)
<b>3</b>	Brief Introduction of the Affiliated Body (Establishment year, Objective/Main Activities)	The State Advisory Board for Animal Welfare was set up in 1993. The main objective /Activities of the board are: >To advise the state Govt. in all matters concerning the animal welfare. > To issue guide lines to organization / Society of matters concerning with animal welfare. > To encourage the promotion of the rescue home, animal shelter, Sanctuaries ect. > To endeavour to impart education in relation to the human treatment of animals and the encourage the formation of public opinion against inflection of unnecessary pain to animals.
<b>4</b>	Role of the Affiliated Body	Executive
<b>5</b>	Structure and Member Composition	Board consisting of 17 members, (Chairman, Secretary (AH) and 15 members.
<b>6</b>	Head of the Body	Hon'ble Agricultural Minister as Chairman
<b>7</b>	Address of main office and its Branches	Directorate of Animal Husbandry and Animal Welfare , Maraimalai Adigal Salal, Pondicherry.
<b>8</b>	Frequency of Meetings	Twice in a year.
<b>9</b>	Can Public participate in the meeting	Yes
<b>10</b>	Are minutes of the meetings prepared	Yes
<b>11</b>	Are minutes of the meetings available to the public?	Available to public who are nominated members.



#### 7.4 PONDICHERRY STATE VETERINARY COUNCIL

		Sl.No
1.	Name and Address of the	Pondicherry State Veterinary Council Affiliated body.
2.	Type of Affiliated Body(Board, Council, Committees, Other Bodies)	Statutory Body established under an Act of Parliament (IVC Act 1984 52 of 1984)
3	Brief Introduction of the Affiliated Body (Establishment year, Objective/Main Activities)	PSVC Act was established on 13-7-1985 enacted to regulate veterinary practice and for the establishment of Veterinary Council of India and State Veterinary Councils and maintenance of register of the Veterinary practitioners and for matters connected therewith and ancillary thereto.
4	Role of the Affiliated Body	The State Veterinary Practitioners Registers and regulate Veterinary practice in the Territory of Pondicherry.
5	Structure and Member Composition	All Veterinary graduates recognized and included in the Scheduled of the Indian Veterinary Council Act 1984 or Registered under the Pondicherry State Veterinary Practitioners Register. recognized Veterinary degree holders are eligible to become members of the Pondicherry State Veterinary Council.
6	Head of the Body	President, PSVC. (Registrar)
7.	Address of main office and its Branches	Pondicherry State Veterinary Council Department of Animal Husbandry and Animal Welfare, Maraimalai Adigal Salai, Pondicherry.
8	Frequency of Meetings	Every 3 months
9	Can Public participate in the	No meeting
10	Are minutes of the meetings	Yes prepared
11.	Are minutes of the meetings available to the public?	Minutes of the meeting are circulated on request and payment to members of the Pondicherry State Veterinary Council only.

## Chapter - 8 (Manual - 7)

### The names, designations and other particulars of the Public Information Officers

The following Officers are appointed as Assistant Public Information Officer/Public

8.1 Name of the Public Authority: Department of Animal Husbandry and Animal Welfare, Pondicherry.

Assistant Public Information Officers:-

Name	Designation	Ph. No.		Fax	E-mail	Address
		Office	Home			
Dr. A. V. Subba Rao	Joint Director (AH)	2203135 Ex.206	0413-22479123	0413-2206890	<a href="mailto:ahd.pon@nic.in">ahd.pon@nic.in</a>	Department of Animal Husbandry and Animal Welfare, M.M. AdigaSalai, Pondicherry
Dr. Lathamangeeskar	Joint Director	04368-220447			-	Department of Animal Husbandry and Animal Welfare, Karaikal.
Dr. V. Anatharaman	Veterinary Assistant Surgeon	0490-2337785			-	Veterinary Dispensary, Pallor, Mahe
Dr. Kadiresan	Veterinary Assistant Surgeon	0884-2324031	09440528064		-	Veterinary Dispensary, Yanam.

Public Information Officer

Name	Designation	Ph. No.		Fax	E-mail	Address
		Office	Home			
Dr. P. Padmanaban	Director – Current Duties	2206889 2201328	2348196 94430-59084	0413-2206890	<a href="mailto:ahd.pon@nic.in">ahd.pon@nic.in</a>	Department of Animal Husbandry and Animal Welfare, M.M. AdigaSalai, Pondicherry

Department Appellate Authority:-

Name	Designation	Ph. No.		Fax	E-mail	Address
		Office	Home			
Shri. R. Mihir Vardhan, I.A.S.	Secretary to Government	413-2330700		413-2330700	<a href="mailto:secyfy.pon@nic.in">secyfy.pon@nic.in</a>	Department of Animal Husbandry and Animal Welfare